



MANUAL CHAPTER 1743: APPENDIX 1

NIH RESCINDED AND SUPERSEDED SCHEDULE ITEMS

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Contents

1100-A Legislation & Regulations	5
1100-B Policy/Subject Files	6
1100-C Program Planning Files	8
1100-F Directives	10
1100- H Committee Management: Other Organized Groups.....	13
1100-I Emergency Planning Files	13
1100-J Relationships with Other Organizations, Agencies and Governments	16
1100-L Technology Transfer Records	19
1100-M General Administrative Files at IC and Lower Levels	35
1300-A Space Management.....	42
1300-B Safety	44
1300-C Protection and Security Records	44
1300-D Protection and Security.....	50
1500-A Travel and Transportation.....	52
1700-A Management Appraisal	57
1700-B Records Management	70
1700-C Correspondence	72
1700-D Communication Services	74
1700-E: Printing and Reproduction.....	79
1900-A Accountable Officers' Accounts	82
1900-B Expenditure Accounting	93
1900-C Stores and Cost Accounting.....	95
1900-D Payroll.....	97

1900-E Non-Employee Compensation	105
1900-F Gift Administration	107
2100 Budgeting	112
2200 Equal Employment Opportunity Files	114
2300-200 General Personnel Provisions	121
2300-293 Personnel Records and Files	122
2300-300 Employment.....	126
2300-320 Staff Fellowship Programs	127
2300-330 Recruitment, Selection and Placement	134
2300-355 Promotion and Internal Placement	146
2300-410 Training.....	146
2300-430 Performance Evaluation	148
2300-450 Employee Recognition and Incentives.....	153
2300-500 Position Classification, Pay and Allowances	154
2300-537 NIH Office of Loan Repayment and Scholarship (OLRS)	156
2300-709 Career Guidance and Counseling.....	163
2300-711 Labor Management Relations	163
2300-730 Suitability, Security and Conduct.....	165
2300-750 Discipline and Adverse Action	170
2300-792 Health Program.....	171
2300-990 Miscellaneous	174
2600-A Procurement.....	175
2600-B Public Buildings and Space	182
2600-C Property and Supply Management.....	186

2600-D Motor Equipment Management	192
2600-F Property Disposal.....	193
2800-A ADP Management and Research.....	196
2800-B Software and Data Documentation.....	200
2800-C Computer Programs	204
2800-D Processing Files	204
2800-E Master Files.....	208
3000-A Medical Arts and Photography.....	209
3000-C Veterinary Services.....	210
3000-D Biomedical Engineering and Instrumentation.....	211
3000-E Clinical Care.....	212
3000-F Laboratory Operations, Materials and Resources	222
3000-G Biomedical Research Projects: General	225
3000-H Clinical Research.....	229
4000-A General Program Information Files	231
4000-B Official Case Files of Funded Grant and Award Applications	235
4000-C Official Files of Unfunded Grant and Award Applications.....	243
4000-D Official Case File for Construction and Similar Grants	246
4000-E Grants Appeal Case Files.....	247
4000-F NHGRI Case Files	249
6000-B Research Contracts Program Management	251
7000-A Protection of Biohazards, Contaminants, Pollutants, and Research Risks: Protection of Research Subjects	252
7000-B Protection of Biohazards, Contaminants, Pollutants, and Research Risks: Biohazards	252
7000-C Protection of Biohazards, Contaminants, Pollutants, and Research Risks: Environmental Impact.....	253

8000-A Public Affairs and Communications.....	253
8000-B Bibliographic and Other Reference Materials	258
8000-D Library Records.....	261
8000-E Freedom of Information Act.....	265
8000-F Privacy Act.....	267
8000-G Training and Educational Programs	272
8100-A Audiovisual Service Units	273
8100-B Photographic Material.....	274
8100-C Graphic Arts.....	275
8100-D Motion Pictures.....	276
8100-E Video Recordings	279
8100-F Sound Recording.....	281
8100-G Documentation of Audiovisual Records.....	283

NIH Rescinded and Superseded Schedule Items

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
1100-A	1100-A Legislation & Regulations A. Legislation and Regulations Files related to the development, formulation, laws and regulations governing matters related to NIH's mission. EXCLUDED from this section are: Records related to implementation of or compliance with laws and regulations. (See appropriate subject/functional sections.)							
1100-A	4a	Notices of Proposed Rule-Making and final Regulations , together with pre-clearance documents, concurrence memoranda, public comments on proposed rule-making, and other correspondence, studies, reports or background material involved in the development of the regulations.	Temporary	Official file - Transfer to Federal Records Center 5 years after being superseded or revoked or the subject activity is discontinued. Destroy 5 years after superseded, revoked or discontinued.	NC1-90-77-2 Item 5	Superseded	GRS 6.6 Item 020 GRS 6.2 Item 030 GRS 6.2 Item 050	DAA-GRS2017-0012-0002 DAA-GRS2017-0012-0003 DAA-GRS2017-0012-0005
1100-A	4b	Summary statements , press releases, synopses of Federal Register documents, Notices of Department Publications in the Federal Register, and other required documents which are not essential to development of the regulation.	Temporary	Destroy when pertinent Regulations files are transferred to the Federal Records Center. Earlier disposal is authorized if no longer needed for administrative reference.	NC1-90-77-2 Item 5a	Superseded	GRS 6.6 Item 010	DAA-GRS2017-0012-0001
1100-A	5	Program announcements, statements of NIH policies or interpretations, notices of proposed policies, and other	Temporary	Official file - File with appropriate program file. Destroy when program file is	NC1-90-77-2 Item 6a	Superseded	GRS 6.6 Item 040	DAA-GRS2017-0012-0004

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		general notices not specified below published in the Federal Register , including the background material and correspondence, press release, and memorandum showing DHHS concurrence.		destroyed or transferred to the Federal Records Center.				
1100-A	6	Statements of availability of grants and/or contracts published in the Federal Register. Included are the background correspondence and materials and the memorandum showing DHHS concurrence.	Temporary	Official file - File with appropriate program files. Destroy when program file is destroyed or transferred to the Federal Records Center.	NC1-90-77-2 Item 6b	Superseded	GRS 6.6 Item 040	DAA-GRS2017-0012- 0004
1100-A	7a	Notices of Meetings a. Notices of meetings of public advisory groups and of chartering or renewal of public advisory committees.	Temporary	File with appropriate committee case file. Destroy when program file is destroyed or transferred to the Federal Records Center.	NC1-90-77-2 Item 6c1	Superseded	GRS 6.2 Item 050	DAA-GRS-2015-0001-0005
1100-A	7b	Notices of Meetings b. Notices of Meeting for seminars, workshops, conferences, and other discussion groups.	Temporary	File with appropriate program file. Destroy when program file is destroyed or transferred to the Federal Records Center.	NC1-90-77-2 Item 6c2	Superseded	GRS 6.6 Item 040	DAA-GRS2017-0012- 0004
1100-A	8	Statements of organization, functions and delegations of authority published in the Federal Register. Included are transmittal memos, clearance documentation, background correspondence, and the published statements.	Temporary	File with Organization, Functions and Delegations of Authority files. Destroy when program file is destroyed or transferred	NC1-90-77-2 Item 6d	Superseded	GRS 6.6 Item 040	DAA-GRS2017-0012- 0004
1100-B		1100-B Policy/Subject Files						

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
1100-B	1	Policy Files created in the Office of the Director to establish NIH policy and in the IC's to establish internal program policies. Included are statements of policy with recommendations, staff studies, presentations, evaluations, reports and conclusions, and correspondence. This item excludes policies which are published in the NIH Manual or the NIH Guide for Grants and Contracts.	Permanent	Transfer to Federal Records Center when superseded, obsolete or no longer needed. Offer to National Archives 10 years after superseded, obsolete or no longer needed, in 10 year increments.	NC1-90-77-2 Item 1	Superseded	1100-B-6	DAA-0443-2017-0004-0001
1100-B	1a	Subject Files created in the Office of the Director and the offices of the IC Directors' to document the Director(s) relationship with other NIH components, DHHS Bureaus, the Assistant Secretary for Health, other government agencies, and Congress. Also included are records relating to the planning, development, and management of agency programs. Documents include correspondence, memoranda, and minutes of committee meetings, briefing materials, position papers, reports, evaluations, and studies.	Permanent	Review files at 5 year intervals and transfer those which are no longer needed for reference to the Federal Records Center. Transfer to the National Archives in 5 year blocks when most recent record is 20 years old.	N1-443-89-1	Superseded	1100-B-3	DAA-0443-2017-0003-0001
1100-B	2b	Clinical Center Central Files related to general policy and procedures, admissions policies and procedures,	Temporary		NC1-90-78-9 Item 7b	Rescinded		-

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		<p>general administrative documents, or any other documents related to the official duties of the Director, Clinical Center.</p> <p>Location: CC, Office of the Director</p> <p>All other copies</p>						
1100-B	2a	<p>Clinical Center Central Files related to general policy and procedures, admissions policies and procedures, general administrative documents, or any other documents related to the official duties of the Director, Clinical Center.</p> <p>Location: CC, Office of the Director Recordkeeping Copy</p>	Permanent	Offer to National Archives when 7 years old.	NC1-90-78-9 Item 7a	Superseded	1100-B-6	DAA-0443-2017-0004-0001
1100-C		<p>1100-C Program Planning Files Records created in the determination, development and establishment of NIH programs and in the review of the effectiveness and need for change in the statutory base of NIH activities</p> <p>EXCLUDED from this section are:</p> <p>(1) Files related to planning individual biomedical research projects or experiments; see items 3000-G through J.</p> <p>(2) Files related to planning individual ADP applications; see section 2800-A.</p> <p>(3) Files related specifically and solely to budget planning; see section 2100.</p> <p>(4) Plans for management, housekeeping and other services not specifically related to NIH programs; see appropriate subject/function headings.</p>						

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
1100-C	15b	Research Analysis and Evaluation Files. All other copies created in the planning, decision making, and continuing evaluation of the extramural program. Included are documents related to the analysis of trends and needs in scientific fields and reporting on the status of support and accomplishments.	Temporary	Destroy when no longer needed for administrative reference.	NC1-90-77-2 Item 39	Rescinded		
1100-C	16	National Trends in Health R & D Support - This machine-readable data system contains data on national and Federal obligations for the support of health research and development. The file includes information on Federal health R & D by performance component (grants/contracts), fields of science, and individual medical school or institution of higher education, as well as summary data on industry, state governments, and private non-profit health R & D by source and performer. Interagency Reports are the source for Federal information, and there are various sources in the other sectors for the national data. The file provides data for the NIH Almanac and for the publication, Dollars for Health R & D. Federal totals are updated	Temporary	Destroy when no longer needed for administrative purposes.	NC1-90-77-2 Item 74	Superseded	GRS 5.2 Item 020	DAA-GRS2017-0003-0002

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		annually, with breakdown bi-annually. The data for the other sectors is updated annually.						
1100-C	17	Reporting of DHHS Obligations to Institutes of Higher Education and Other Non-Profit Organizations - This is a system of data on obligations for all DHHS agencies by recipient, object and fields of science for science training grants, fellowships and R & D in universities and colleges. Input is from IMPAC for NIH data, financial management and budget offices for other DHHS agencies and from other sources. The system serves as the DHHS portion of a government-wide annual review of Federal obligations to institutions of higher education and other non-profit organizations as required by the National Science Foundation Act of 1950.	Temporary	All files - Destroy when no longer needed for administrative purposes.	NC1-90-77-2 Item 75	Superseded	GRS 5.2 Item 020	DAA-GRS2017-0003-0002
1100-F		1100-F Directives						
1100-F	1a	NIH Directives: The NIH Manual, NIH Guide for Grants and Contracts, and other directives for NIH-wide guidance. a. Record set of current, superseded and obsolete directives maintained	Permanent	Transfer to Federal Records Center 5 years after becoming superseded or obsolete. Offer to National Archives 15 years after superseded or obsolete.	NC1-90-77-2 Item 9a1	Superseded	1100-B-6	DAA-0443-2017-0004-0001

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		by Office of Management Assessment.						
1100-F	1b	NIH Guide for Grants and Contracts: Record set maintained by OER.	Permanent	Transfer to Federal Records Center 5 years after becoming superseded or obsolete. Offer to National Archives 15 years after superseded or obsolete.	NC1-90-77-2 Item 9a1	Superseded	1100-B-6	DAA-0443-2017-0004-0001
1100-F	1c	Background documents for directives and issuances such as studies, suggestions, reports, determinations of committees, instructions from higher authority and other documents which result in establishment of, revision to, or termination of policies and procedures.	Temporary	Destroy when related documents are sent to the Federal Records Center.	NC1-90-77-2 Item 9a2	Superseded	1100-B-8	DAA-0443-2017-0004-0003
1100-F	2a	Directives issued at a IC or program level a. Directives related to administration of program activities such as intramural research, grants and research contracts. Examples include the Clinical Center Medical Record Handbook, the Center for Scientific Research Executive Secretaries' Handbook.	Temporary	Destroy individual chapters, pages, supplements, etc. 5 years after being superseded or becoming obsolete and the entire issuance 5 years after termination. Earlier disposal is authorized.	NCI-90-77-2, Item 9b	Superseded	1100-B-7	DAA-0443-2017-0004-0002

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
1100-F	2b	<p>Directives issued at a IC or program level</p> <p>Directives issued for limited area of interest or within an organization, which are for internal use, or which restate policy already published at the NIH level or which relate to routine administrative functions (e.g. personnel, payroll, procurement).</p> <p>Examples are Division of Engineering Services Manual, NHLBI Administrative Procedures Manual, NIH Committee Management Handbook, and similar directives.</p>	Temporary	Destroy individual chapters, pages, supplements, etc., 5 years after being superseded or becoming obsolete and the entire issuance 5 years after termination. Earlier disposal is authorized.	NC1-90-77-2 Item 9b	Superseded	1100-B-7	DAA-0443-2017-0004-0002
1100-F	2c	<p>Directives issued at an IC or program level</p> <p>Reference copies of directives and issuances.</p>	Temporary	Destroy when superseded, obsolete or no longer needed for reference.	NC1-90-77-2 Item 9b	Rescinded		-
1100-F	2d	<p>Directives issued at a IC or program level</p> <p>Background documents for directives and issuances such as studies, suggestions, reports, determinations of committees, instructions from higher authority and other documents which result</p>	Temporary	Destroy when related documents are sent to the Federal Records Center.	N/A	Superseded	1100-B-8	DAA-0443-2017-0004-0003

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		in establishment of, revision to, or termination of policies and procedures.						
1100-H		<p>1100- H Committee Management: Other Organized Groups Committee Files created in the establishment, operation and documentation of the activities of NIH committees, boards, commissions, ad hoc groups and other appointed or organized bodies, and of outside groups with which NIH operations interface. Included are charters or authorities, membership lists, agendas, minutes, reports, directives, correspondence and supporting papers related to the committee's operations. All of the records named do not necessarily pertain to all committees.</p> <p>EXCLUDED from this section are:</p> <p>1. Committee files maintained by Committee Management Offices</p>						
1100-H	4a	<p>EEO Advisory Council files including minutes of meetings and supporting records such as committee reports, correspondence discussing relevant issues, recommendations of the council and other related records.</p> <p>a. Located in EEO Office.</p>	Temporary	Destroy when 5 years old.	NC1-90-77-2 Item 72	Superseded	GRS 2.3 Item 030	DAA-GRS-2015-0007-0006
1100-I		<p>1100-I Emergency Planning Files Files related to formulation and implementation of plans, such as evacuation plans, for protection of life and property during emergency conditions.</p> <p>SEE ALSO: 1. Safety (1300-B) 2. Protection and Security Records (1300-C).</p>						

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
1100-I	1a	NIH Emergency Planning and Operations Manual , with related background papers. a. Located in NIH Emergency Management Branch, Division of Public Safety, Office of Research Services (ORS).	Permanent	Cut off when superseded or obsolete. Offer to National Archives, in 10 year blocks, when latest record in block is 15 years old.	NC1-90-77-2 Item 9a1	Superseded	GRS 5.3 Item 010	DAA-GRS-2016-0004-0001
1100-I	1b	NIH Emergency Planning and Operations Manual , with related background papers. b. Located in all other offices.	Temporary	Destroy when superseded or obsolete.	NC1-90-77-2 Item 9a1	Superseded	GRS 5.3 Item 010	DAA-GRS-2016-0004-0001
1100-I	2a	Emergency Planning Directives, Plans and Related Case Files, including background papers, reports and correspondence created in the development of directives and plans. Located in NIH Emergency Management Branch, Division of Public Safety, Office of Research Services (ORS). a. Case Files of plans and directives not issued as NIH Manual chapters or Information and Instruction Memoranda.	Permanent	Cut off when superseded or obsolete. Offer to National Archives in 10 year blocks, when latest record in block is 15 years old.	NC1-90-77-2 Item 9a2	Superseded	GRS 5.3 Item 010	DAA-GRS-2016-0004-0001
1100-I	2b	Emergency Planning Directives, Plans and Related Case Files, including background papers, reports and correspondence	Temporary	Destroy 3 years after issuance of a new plan or directive.	NC1-90-77-2 Item 9a2	Superseded	GRS 5.3 Item 010	DAA-GRS-2016-0004-0001

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		<p>created in the development of directives and plans. Located in NIH Emergency Management Branch, Division of Public Safety, Office of Research Services (ORS).</p> <p>b. Case Files of plans and directives issued as NIH Manual chapters or Information and Instruction Memoranda.</p>						
1100-I	3	<p>Emergency Preparedness Test Reports: Consolidated or Comprehensive reports reflecting NIH-wide results of operational tests conducted under emergency plans.</p> <p>Located in files of the NIH Emergency Management Branch, Division of Public Safety, Office of Research Services (ORS).</p>	Permanent	Cut off when related plan or directive becomes obsolete or is superseded. Offer to National Archives, in 10 year blocks, when latest record in block is 15 years old.	N/A	Superseded	GRS 5.3 Item 010	DAA-GRS-2016-0004-0001
1100-I	4	<p>Emergency Operations Test Files such as instructions to participants, staff assignments, messages, tests by communications and facilities, and copies of test reports (excluding consolidated or comprehensive reports covered by item 1100-I-3).</p> <p>Located in files of the NIH Emergency Management Branch,</p>	Temporary	Destroy when 3 years old.	GRS 18 Item 28	Superseded	GRS 5.3 Item 010	DAA-GRS-2016-0004-0001

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		Division of Public Safety, Office of Research Services (ORS).						
1100-I	5	Emergency Preparedness Administrative Correspondence Files relating to administration and operation of the emergency preparedness program, not covered elsewhere in this section.	Temporary	Destroy when 2 years old.	GRS 18 Item 26	Superseded	GRS 5.3 Item 010	DAA-GRS-2016-0004-0001
1100-I	6	Emergency Directives Reference Files: copies of NIH directives and plans (other than those maintained in case files described in Item 1100-I-1 above), as well as those issued by Federal Emergency Management Administration (FEMA), other Federal agencies, State and local governments, and the private sector.	Temporary	Destroy when obsolete or superseded.		Superseded	GRS 5.3 Item 010	DAA-GRS-2016-0004-0001
1100-J		<p>1100-J Relationships with Other Organizations, Agencies and Governments Files relating to formal arrangements between NIH and other institutions, associations, agencies and governments concerning matters related to NIH's mission.</p> <p>EXCLUDED from this section are:</p> <ol style="list-style-type: none"> 1. Research grants and contracts files; (see section, 6000). 2. Records concerning implementation of regulations imposed by other Federal agencies; (see appropriate subject/function headings). 3. Records relating to NIH responsibilities for establishing and implementing standards and procedures applicable outside NIH; (see section 7000). 						

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		4. Records concerning liaison with Congress; (see items 1100-A-1 to A-3).						
1100-J	3a	Special Foreign Currency Program (P.L. 480) files. The official case file for each foreign program containing the signed agreement, award documents, a copy of each published document, and final reports or project summaries documenting all NIH P.L. 480 projects in the biomedical sciences.	Temporary	Transfer to Federal Records Center 3 years after fiscal year in which project is terminated. Destroy 3 years after termination.	NC1-90-77-2 Item 53a	Superseded	E-0002: Official case files of funded grants, unfunded grants, or award applications, appeals or litigation records	DAA-0443-2013-0004-0002
1100-J	3b	Special Foreign Currency Program (P.L. 480) files Progress reports, correspondence, statistical data, and copies of payment records documenting all NIH P.L. 480 projects in the biomedical sciences.	Temporary	Destroy 3 years after fiscal year in which project is terminated. Earlier disposal is authorized for all but payment records.	NC1-90-77-2 Item 53a1	Superseded	E-0004: Extramural program or grants management oversight records	DAA-0443-2013-0004-0004
1100-J	4a	Files on Scientific and Educational Organizations which cooperate with and advise NIH on manpower resources and training needs for biomedical research. Included are statistical data, reports, speeches, correspondence and other documents containing information	Permanent	Review files every 3 years and transfer inactive files to Federal Records Center. Offer to National Archives 15 years after transfer.	NC1-90-77-2 Item 33	Superseded	1100-B-6	DAA-0443-2017-0004-0001

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		used in NIH program considerations. a. Files which influenced changes in NIH policy or procedures:						
1100-J	4b	Files on Scientific and Educational Organizations which cooperate with and advise NIH on manpower resources and training needs for biomedical research. Included are statistical data, reports, speeches, correspondence and other documents containing information used in NIH program considerations. b. All others	Temporary	Destroy when no longer needed for administrative reference or no later than when 3 years old.	NC1-90-77-2 Item 33	Superseded	1100-B-6	DAA-0443-2017-0004-0001
1100-J	5	Sponsoring agency files relating to private organizations sponsoring clinical patient volunteers containing copies of contractual agreements and related reports and correspondence. (For records on individual volunteers, see section 3000-E.) Located in CC, Clinical Research Volunteer Program.	Temporary	Destroy 3 years after participation of sponsoring agency ends.	NC1-90-78-9 Item 91	Superseded	I-0013	DAA-0443-2018-0002-0001

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
1100-J	6	Agreements and MOUs with foreign countries, relating to biomedical information activities. Agreements and memoranda of understanding with foreign countries, relating to biomedical information activities. Located in NLM - Office of the Director.	Temporary	Destroy 3 years after agreement or memorandum of understanding is no longer valid.	NC1-90-78-12 Item 77	Superseded	GRS 4.4 Item 010	DAA-GRS2015-0003-0001
1100-J	7	MOUs and agreements with institutions concerning the use of on-line bibliographical services. Memoranda of understanding and agreements with institutions concerning the use of on-line bibliographical services. Located in NLM.	Temporary	Destroy 3 years after memorandum or agreement is no longer valid.	NC1-90-78-12 Item 97	Superseded	GRS 4.4 Item 010	DAA-GRS2015-0003-0001
1100-L	1100-L Technology Transfer Records This section covers records developed and/or supported by NIH involved in the implementation of the Federal Technology Transfer Act. NOTE: Patents, Inventions, and Licensing records retrieved by individual identifiers are part of Privacy Act system of records 09-25-0168, "Inventions, Patent and Licensing Documents Submitted to the Public Health Service by its Employees, Grantees, Fellowship Recipients and Contractors, DHHS/NIH/OTT."							
1100-L	1	Records of experimental and statistical data Logs or notebooks used to record observations and data which contain evidence for establishing patents or inventions rights. Located in intramural program files.	Temporary	Transfer records to Federal Records Center upon issuance of patent. Destroy 30 years after issuance of patent.	NC1-443-94-1	Superseded	I-0002 Research records that Support Intellectual Property Rights	DAA-0443-2012-0007-0002

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
1100-L	2	<p>Technology Transfer Agreements Technology transfer agreements not covered in another section. The agreements include, but are not limited to, Material Transfer Agreements (MTAs), Simple Letter Agreements (SLAs), IC Confidential Disclosure Agreements (CDAs), Clinical Trial Agreements (CT As), Letters of Collection (LOCs), and Memoranda of Understanding (MOU).</p> <p>NOTE: Disposition schedules for technology transfer agreements negotiated on behalf of contractors are covered in Section 2600-A.</p> <p>2. Non-executed Agreements: The request letter and all other related record material including correspondence, documents, drafts and logs created.</p>	Temporary	Cut off at the end of the fiscal year after it is determined the Agreement will not be executed and the file is closed. Destroy 1 year after cut off. (Supersedes N1-443-01-01, item 1100-L-11-B-1)	N1-443-10-001	Superseded	1100-L 13c	DAA-0443-2016-0002-0004
1100-L	2-1	EIRs on which a Patent or Patent Cooperation Treaty (PCT) application(s) has been filed.	Temporary	Incorporate into the first filed application file. (Filing Instruction only)	NC1-443-94-1, Item 1100-L-2a	Superseded	1100-L 12	DAA-0443-2016-0002-0001

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
1100-L	2-2	EIRs on which a Patent or PCT application will not be filed but has been licensed.	Temporary	Cut off at the end of the fiscal year after expiration of last active license. Destroy 10 years after cut off. (Supersedes N1-443-94-1, Item 1100-L-2-b)	NC1-443-94-1, Item 1100-L-2b	Superseded	1100-L 12	DAA-0443-2016-0002-0001
1100-L	2-3	EIRs on which a Patent or PCT application will not be filed and for which no license has been executed	Temporary	Cut off at the end of the fiscal year after docketed by OTT. Destroy 10 years after cut off. (Supersedes N1-443-94-1, Item 1100-L-2-b)	NC1-443-94-1, 1100-L-2-b	Superseded	1100-L 12	DAA-0443-2016-0002-0001
1100-L	3	Technology Transfer Agreements Technology transfer agreements not covered in another section. The agreements include, but are not limited to, Material Transfer Agreements (MTAs), Simple Letter Agreements (SLAs), IC Confidential Disclosure Agreements (CDAs), Clinical Trial Agreements (CT As), Letters of Collection (LOCs), and Memoranda of Understanding (MOU). NOTE: Disposition schedules for technology transfer agreements negotiated on behalf of contractors are covered in Section 2600-A.	Temporary	Destroy when the Agreement is closed. (Supersedes N1-443-01-1, item 1100-L-11-A-3 and N1-443-01-1, item 1100-L-11-B-2)	N1-443-10-1c	Superseded	1100-L 13c	DAA-0443-2016-0002-0004

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		3. Copies of documents used for convenience of reference, working drafts and correspondence requesting pen and ink type (e.g., grammatical, style, etc) changes, duplicate copies of documents.						
1100-L	3-1a	Patent Application Files, including U.S., PCT and foreign applications, containing copies of patent applications, drawings, evaluations, Summary of Invention Data, published articles, progress/utilization reports, work orders, Cooperative Research and Development Agreement (CRADA) with a reported CRADA Subject Invention, and related correspondence. 1. Located in the NIH Office of Technology Transfer. a. Issued Patent Files	Temporary	TEMPORARY. Cut off at the end of the fiscal year after expiration or lapse of the patent. Destroy 10 years after cut off. (Supersedes N1-443-94-1, Item 1100-L-3-a-1 and N1-443-94-1, Item 1100-L-4-a-1)	NC1-443-94-1	Superseded	1100-L 12	DAA-0443-2016-0002-0001
1100-L	3-1b	Patent Application Files, including U.S., PCT and foreign applications, containing copies of patent applications, drawings, evaluations, Summary of Invention Data, published articles,	Temporary	TEMPORARY. Cut off at the end of the fiscal year after the last application in the family becomes inactive. Destroy 7 years after cut off. (Supersedes N1-443-94-1,	NC1-443-94-1	Superseded	1100-L 12	DAA-0443-2016-0002-0001

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		<p>progress/utilization reports, work orders, Cooperative Research and Development Agreement (CRADA) with a reported CRADA Subject Invention, and related correspondence.</p> <p>1. Located in the NIH Office of Technology Transfer.</p> <p>b. Inactive Patent Application Files (i.e., Abandoned, Withdrawn, Expired). Patent application files where no patent has been issued.</p>		Item 1100-L-3-a-2 and N1-443-94-1, Item 1100-L-4-a-2)				
1100-L	3-1b-a	<p>Patent Application Files, including U.S., PCT and foreign applications, containing copies of patent applications, drawings, evaluations, Summary of Invention Data, published articles, progress/utilization reports, work orders, Cooperative Research and Development Agreement (CRADA) with a reported CRADA Subject Invention, and related correspondence.</p> <p>1. Located in the NIH Office of Technology Transfer.</p> <p>b. Inactive Patent Application Files (i.e., Abandoned, Withdrawn, Expired). Patent application files</p>	Temporary	<p>Place in inactive file upon issuance of patent. Cut off at the end of the fiscal year after expiration of patent. Transfer files to the FRC 1 year after cut off or when no longer needed for administrative purposes, whichever is later.</p> <p>Destroy 10 years after cut off. (Supersedes N1-443-94-1, item 1100-L-3-b)</p>	NC1-443-94-1	Superseded	1100-L 12	DAA-0443-2016-0002-0001

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		where no patent has been issued. (a) Official File (except abandoned cases and cases that involve a Publication Bar)						
1100-L	3-1b-b	Patent Application Files, including U.S., PCT and foreign applications, containing copies of patent applications, drawings, evaluations, Summary of Invention Data, published articles, progress/utilization reports, work orders, Cooperative Research and Development Agreement (CRADA) with a reported CRADA Subject Invention, and related correspondence. 1. Located in the NIH Office of Technology Transfer. b. Inactive Patent Application Files (i.e., Abandoned, Withdrawn, Expired). Patent application files where no patent has been issued. (b) Abandoned cases and cases involving a Publication Bar	Temporary	Cut off at the end of the fiscal year following receipt of notice from Contractor/Grantee. Destroy 1 year after cut off. (Supersedes N1-443-94-1, item 1100-L-3-b)	NC1-443-94-1	Superseded	1100-L 12	DAA-0443-2016-0002-0001
1100-L	3-1c	Patent Application Files, including U.S., PCT and foreign applications, containing copies of patent applications, drawings, evaluations,	Temporary	Cut off at the end of the fiscal year when case is abandoned, withdrawn, or expires. Destroy 1 year after	NC1-443-94-1	Superseded	1100-L 12	DAA-0443-2016-0002-0001

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		<p>Summary of Invention Data, published articles, progress/utilization reports, work orders, Cooperative Research and Development Agreement (CRADA) with a reported CRADA Subject Invention, and related correspondence.</p> <p>1. Located in the NIH Office of Technology Transfer.</p> <p>c. Located in IC Technology Transfer Office</p>		cut off. (Supersedes N1-443-94-1, Item 1100-L-4-b)				
1100-L	4-1a	<p>Located in the NIH Office of Technology Transfer.</p> <p>1. Executed agreements and associated amendments.</p> <p>a. Official File. Domestic and foreign, exclusive and non-exclusive, invention and biological material license agreements, Inter-Institutional Agreements (IIAs), Inter-Agency Agreements (IAAs) executed either by NTIS or OTT, and related correspondence, including progress reports, royalty reports,</p>	Temporary	<p>Cut off at the end of the fiscal year after the expiration or termination of the license agreement or amendment. Destroy 10 years after cut off. (Supersedes N1-443-94-1, Item 1100-L-5-a and N1-443-94-1, Item 1100-L-5-b)</p>	NC1-443-94-1	Superseded	1100-L 13a or 1100-L 13c	DAA-0443-2016-0002-0002 or DAA-0443-2016-0002-0004

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		transmittal documents and inquiries.						
1100-L	4-1b	<p>Located in the NIH Office of Technology Transfer.</p> <p>1. Executed agreements and associated amendments.</p> <p>b. Copies of documents used for convenience of reference, working drafts and correspondence requesting pen and ink type changes (e.g., grammatical, style, etc.), duplicate copies of comments.</p>	Temporary	Cut off at the end of the fiscal year after the agreement or amendment is executed. Destroy immediately after cut off. (Supersedes N1-443-94-1, Item 1100-L-5-c)	NC1-443-94-1	Superseded	1100-L 13a or 1100-L 13c	DAA-0443-2016-0002-0002 or DAA-0443-2016-0002-0004
1100-L	4-2a	<p>Located in the NIH Office of Technology Transfer.</p> <p>Non-executed license agreement and amendments. The application and all other related record material, including correspondence, documents, drafts, and logs.</p> <p>a. Applications that are withdrawn, terminated, or denied and there is no appeal.</p>	Temporary	Cut off at the end of the fiscal year when the application is withdrawn, negotiations are terminated, or the application is denied and there is no appeal. Destroy 3 years after cut off.	NC1-443-94-1	Superseded	1100-L 13c	DAA-0443-2016-0002-0004
1100-L	4-2b	<p>Located in the NIH Office of Technology Transfer.</p> <p>Non-executed license agreement</p>	Temporary	Cut off at the end of the fiscal year after resolution of the appeal. Destroy 7 years after cut off.	NC1-443-94-1	Superseded	1100-L 13b	DAA-0443-2016-0002-0003

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		and amendments. The application and all other related record material, including correspondence, documents, drafts, and logs. b. Applications that are appealed						
1100-L	5-1a	Cooperative Research and Development Agreement (CRADA) between or among ICs and private industry, nonprofit organizations, academia, or other government agencies. Documents include: original signature page, clearance forms and appendices; correspondence including progress reports, financial reports, negotiations, and inquiries. 1. Executed Agreements a. Located in the NIH Office of Technology Transfer	Temporary	Cut off at the end of the fiscal year following termination or expiration of the CRADA. Destroy 3 years after cut off. (Apply N1-443-07-3, Item 1100-L-6-A-2)	N1-443-07-003	Superseded	1100-L 13a or 1100-L 13c	DAA-0443-2016-0002-0002 or DAA-0443-2016-0002-0004
1100-L	5-1b	Cooperative Research and Development Agreement (CRADA) between or among ICs and private industry, nonprofit organizations, academia, or other government agencies. Documents include: original signature page, clearance forms and appendices; correspondence including progress	Temporary	Cut off at the end of the fiscal year after termination or expiration of the CRADA. Transfer to the Federal Records Center 1 year after cut off. Destroy 10 years after cut off. (Apply NI-443-07-3, Item 1100-L-6-A-1)	N1-443-07-003	Superseded	1100-L 13a or 1100-L 13c	DAA-0443-2016-0002-0002 or DAA-0443-2016-0002-0004

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		reports, financial reports, negotiations, and inquiries. 1. Executed Agreements b. Located in IC Technology Transfer Office.						
1100-L	5-2	Cooperative Research and Development Agreement (CRADA) between or among ICs and private industry, nonprofit organizations, academia, or other government agencies. Documents include: original signature page, clearance forms and appendices; correspondence including progress reports, financial reports, negotiations, and inquiries. 2. Non-executed Agreements. Located in IC Technology Transfer Office.	Temporary	Cut off at the end of the fiscal year after it is determined that the agreement will not be executed. Destroy 1 year after cut off. (Apply N1-443-07-3, Item 1100-L-6-B)	N1-443-07-003	Superseded	1100-L 13c	DAA-0443-2016-0002-0004
1100-L	6	Staff Working Paper Files: Technical reference materials, publications, convenience copies of documents, drafts and other working papers maintained for convenience of office operations by staff members.	Temporary	All copies - Destroy when no longer needed. (Apply N1-443-94-1, item 1100-L-7)	NC1-443-94-1	Rescinded		-

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
1100-L	7	Chronological File consisting of copies of documents signed or prepared in the office, and maintained by date.	Temporary	Cut off at the end of the fiscal year in which signed or prepared. Destroy 5 years after cut off. (Apply N1-443-94-1, item 1100-L-8)	NC1-443-94-1	Rescinded		-
1100-L	8	Data Files containing statistical information about the Technology Transfer Program used for support of administration functions.	Temporary	All copies - Destroy when no longer needed for reference. (Apply N1-443-94-1, item 1100-L-9 or GRS 20, item 5 as appropriate)	NC1-443-94-1	Superseded	GRS 5.1 Item 020	DAA-GRS-2017-0003-0002
1100-L	9-1	Technology Transfer Marketing Files containing marketing research, communications with inventor(s), Notice of Availability for Publication and Licensing, publications describing the invention, mass mailing/emailing contact list(s), summaries of marketing, incoming licensing inquiries, outgoing targeted marketing, communications regarding Confidential Disclosure Agreements (CDAs), signed CDAs, communications regarding sending non-confidential and confidential information to prospective licensees, communications regarding sending a license	Temporary	Cut off at the end of the fiscal year after expiration of last active license or after the report was docketed by OTT, whichever is later. Destroy 10 years after cut off.	N1-443-10-001	Rescinded		

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		application. 1. If associated with an executed license.						
1100-L	9-2	Technology Transfer Marketing Files containing marketing research, communications with inventor(s), Notice of Availability for Publication and Licensing, publications describing the invention, mass mailing/emailing contact list(s), summaries of marketing, incoming licensing inquiries, outgoing targeted marketing, communications regarding Confidential Disclosure Agreements (CDAs), signed CDAs, communications regarding sending non-confidential and confidential information to prospective licensees, communications regarding sending a license application. 2. If no license is executed.	Temporary	Cut off at the end of the fiscal year after docketed by OTT. Destroy 10 years after cut off	N1-443-10-001	Superseded	GRS 6.4 Item 030	DAA-GRS-2016-0005-0003
1100-L	10-1a	Technology Transfer Agreements Technology transfer agreements not covered in another section. The agreements include, but are not limited to, Material Transfer	Temporary	Cut off at the end of the fiscal year following the date of execution. Destroy 1 year after cut off. (Supersedes N1-	N1-443-10-001	Superseded	1100-L 13c	DAA-0443-2016-0002-0004

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		<p>Agreements (MTAs), Simple Letter Agreements (SLAs), IC Confidential Disclosure Agreements (CDAs), Clinical Trial Agreements (CT As), Letters of Collection (LOCs), and Memoranda of Understanding (MOU).</p> <p>NOTE: Disposition schedules for technology transfer agreements negotiated on behalf of contractors are covered in Section 2600-A.</p> <p>1. Executed Agreements:</p> <p>a. Pre-executed Agreement File: The request letter, initial boiler plate PHS and/or NIH version, outside party's agreement (if used), marked-up versions of the agreement documenting substantive changes, telephone logs documenting negotiated points, correspondence, and any NIH or company papers documenting STRONG controversy between the two versions, maintained prior to the approval of the Agreement.</p>		443-01-1, item 1100-L-11-A-1)				
1100-L	10-1b-1	Technology Transfer Agreements Technology transfer agreements not covered in another section. The agreements include, but are not	Temporary	Cut off at the end of the fiscal year after expiration or termination of the agreement. Destroy 1year	N1-443-10-001	Superseded	1100-L 13c	DAA-0443-2016-0002-0004

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		<p>limited to, Material Transfer Agreements (MTAs), Simple Letter Agreements (SLAs), IC Confidential Disclosure Agreements (CDAs), Clinical Trial Agreements (CT As), Letters of Collection (LOCs), and Memoranda of Understanding (MOU).</p> <p>NOTE: Disposition schedules for technology transfer agreements negotiated on behalf of contractors are covered in Section 2600-A.</p> <p>1. Executed Agreements:</p> <p>b. Final Executed Agreement File: The final executed Agreement and post execution correspondence and documents.</p> <p>(1) For Agreements with a fixed expiration date:</p>		after cut off. (Supersedes N1-443-01-1, item 1100-L-11-A-2-a)				
1100-L	10-1b-2a	<p>Technology Transfer Agreements</p> <p>Technology transfer agreements not covered in another section. The agreements include, but are not limited to, Material Transfer Agreements (MTAs), Simple Letter Agreements (SLAs), IC Confidential Disclosure Agreements (CDAs), Clinical Trial Agreements (CT As),</p>	Temporary	<p>Cut off at the end of the fiscal year after notification by either party of termination. Destroy 1 year after cut off. (Supersedes N1-413-01-1, item 1100-L-11-A-2-b)</p>	N1-443-10-001	Superseded	1100-L 13c	DAA-0443-2016-0002-0004

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		<p>Letters of Collection (LOCs), and Memoranda of Understanding (MOU).</p> <p>NOTE: Disposition schedules for technology transfer agreements negotiated on behalf of contractors are covered in Section 2600-A.</p> <p>1. Executed Agreements:</p> <p>b. Final Executed Agreement File: The final executed Agreement and post execution correspondence and documents.</p> <p>(2) For Agreements without a fixed expiration date:</p> <p>(a) If notification of termination is received:</p>						
1100-L	10-1b-2b	<p>Technology Transfer Agreements</p> <p>Technology transfer agreements not covered in another section. The agreements include, but are not limited to, Material Transfer Agreements (MTAs), Simple Letter Agreements (SLAs), IC Confidential Disclosure Agreements (CDAs), Clinical Trial Agreements (CT As), Letters of Collection (LOCs), and</p>	Temporary	<p>Cut off at the end of the fiscal year after execution. Destroy 8 years after cut off. (Supersedes N1-443-01-1, item 1100-L-11-A-2-b)</p>	N1-443-10-001	Superseded	1100-L 13c	DAA-0443-2016-0002-0004

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		<p>Memoranda of Understanding (MOU).</p> <p>NOTE: Disposition schedules for technology transfer agreements negotiated on behalf of contractors are covered in Section 2600-A.</p> <p>1. Executed Agreements:</p> <p>b. Final Executed Agreement File: The final executed Agreement and post execution correspondence and documents.</p> <p>(2) For Agreements without a fixed expiration date:</p> <p>(b) If notification of termination is not received:</p>						
1100-L	10-1b-2b	<p>Technology Transfer Agreements</p> <p>Technology transfer agreements not covered in another section. The agreements include, but are not limited to, Material Transfer Agreements (MTAs), Simple Letter Agreements (SLAs), IC Confidential Disclosure Agreements (CDAs), Clinical Trial Agreements (CT As), Letters of Collection (LOCs), and Memoranda of Understanding</p>	Temporary	<p>Cut off at the end of the fiscal year after execution. Destroy 8 years after cut off. (Supersedes N1-443-01-1, item 1100-L-11-A-2-b)</p>	N1-443-10-001	Superseded	1100-L 13c	DAA-0443-2016-0002-0004

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		<p>(MOU).</p> <p>NOTE: Disposition schedules for technology transfer agreements negotiated on behalf of contractors are covered in Section 2600-A.</p> <p>1. Executed Agreements:</p> <p>b. Final Executed Agreement File: The final executed Agreement and post execution correspondence and documents.</p> <p>(2) For Agreements without a fixed expiration date:</p> <p>(a) If notification of termination is received.</p>						
1100-M		<p>1100-M General Administrative Files at IC and Lower Levels</p> <p>This section covers records of routine internal administrative and housekeeping activities. This includes correspondence, memoranda, chronological files, reports, printed materials and other records related to the administration of daily operations and routine activities such as personnel; procurement; equipment, supplies and facilities; budgeting and accounting, policies and procedures; conferences and visits; dealings with outside organizations and with other IC's and offices within NIH.</p> <p>EXCLUDED from this section are:</p> <ol style="list-style-type: none"> 1. Official program files - see appropriate subject/function. 2. Official files of service units such as personnel offices, budget offices, procurement offices, maintenance and security units, etc. - see appropriate functional heading. 3. Any records specifically identified by type and office location anywhere else in this schedule. 						

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
1100-M	1a	<p>Administrative Files accumulated by individual offices that relate to the internal administration or housekeeping activities of the office rather than the functions for which the office exists. In general, these records relate to the office organization, staffing, procedures, and communications; the expenditure of funds, including training and travel; supplies and office services and equipment requests and receipts; and the use of office space and utilities. They may include copies of internal activity and workload reports (including work progress, statistical, and narrative reports which are prepared in the office and forwarded to higher levels) and other materials that do not serve as official documentation of the programs of the office.</p> <p>a. Recordkeeping copy:</p> <p>[NOTE: This schedule is not applicable to the record copies of organizational charts, functional statements, and related records that document the essential organization, staffing, and</p>	Temporary	Destroy the recordkeeping copy when 2 years old.	GRS 23 Item 1	Superseded	GRS 5.1 Item 010	DAA-443-2016-0016-0001

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		procedures of the office--see appropriate subject heading.]						
1100-M	2a	<p>Schedules of Daily Activities. Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities of Federal employees while serving in an official capacity. Materials determined to be "personal records" are not subject to Federal records-keeping requirements.</p> <p>NOTE: High level officials include the Directors, Scientific and Clinical Directors, Deputy Directors, Associate and Assistant Directors of NIH and the IC's, as well as staff assistants of these officials. Unique and substantive records relating to the activities of these individuals must be scheduled by submission of an SF 115 to NARA. Contact the NIH Records Management Officer for assistance.</p>	Temporary	Destroy or delete when 2 years old.	GRS 23 Item 5a	Superseded	GRS 5.1 Item 010	DAA-443-2016-0016-0001

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		a. Records containing substantive information related to the official activities, the substance of which has not been incorporated into memoranda, reports, correspondence, or other records included in the official files, excluding records relating to the official activities of high level officials.						
1100-M	2b	<p>Schedules of Daily Activities. Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities of Federal employees while serving in an official capacity. Materials determined to be "personal records" are not subject to Federal records-keeping requirements.</p> <p>NOTE: High level officials include the Directors, Scientific and Clinical Directors, Deputy Directors, Associate and Assistant Directors of NIH and the IC's, as well as staff assistants of these officials. Unique and substantive records relating to the activities of these individuals must be scheduled by submission of</p>	Temporary	Destroy or delete when no longer needed for convenience or reference.	GRS 23 Item 5b	Superseded	GRS 5.1 Item 010	DAA-443-2016-0016-0001

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		<p>an SF 115 to NARA. Contact the NIH Records Management Officer for assistance.</p> <p>b. Routine materials containing no substantive information regarding the daily activities of other than high level officials as defined in "a" above; records of all Federal employees containing substantive information, the substance of which has been incorporated into official files; and/or personal records of all Federal employees relating to nonofficial activities</p>						
1100-M	3a	<p>Suspense Files Documents arranged in chronological order as a reminder that an action is required on a given date or that a reply to action is expected and, if not received, should be traced on a given date.</p> <p>a. A note or other reminder to take some other action.</p>	Temporary	Destroy after action is taken.	GRS 23 Item 6a	Superseded	GRS 5.2 Item 010	DAA-GRS-2017-0003-0001
1100-M	3b	<p>Suspense Files Documents arranged in chronological order as a reminder that an action is required on a given date or that a reply to action is expected and, if not received, should be traced on a given date.</p>	Temporary	Withdraw documents when reply is received. (1) If suspense copy is an extra copy, destroy immediately. (2) If the suspense copy is the file copy, incorporate it into the official files.	GRS 23 Item 6b	Superseded	GRS 5.2 Item 010	DAA-GRS-2017-0003-0001

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		b. The file copy, or an extra copy of an outgoing communication, filed by the date on which a reply is expected						
1100-M	4a	<p>Transitory Files</p> <p>Documents of short-term interest which have no documentary or evidential value and normally need not be kept more than 90 days. Examples of transitory correspondence are:</p> <p>a. Requests for information or publications. Routine requests for information or publications and copies of replies which require no administrative action, no policy decision, and no special compilation or research for reply such as requests for publications or other printed material.</p>	Temporary	Destroy when 3 months old.	GRS 23 Item 7	Superseded	GRS 4.2 Item 001	DAA-GRS-2016-0013-0003
1100-M	4b	<p>Transitory Files</p> <p>Documents of short-term interest which have no documentary or evidential value and normally need not be kept more than 90 days. Examples of transitory correspondence are:</p>	Temporary	Destroy when 3 months old.	GRS 23 Item 7	Superseded	GRS 5.2 Item 010	DAA-GRS-2017-0003-0001

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		b. Letters of transmittal. Originating office copies of letters of transmittal that do not add any information to that contained in the transmitted material, and receiving office copy if filed separately from transmitted material.						
1100-M	4c	<p>Transitory Files</p> <p>Documents of short-term interest which have no documentary or evidential value and normally need not be kept more than 90 days. Examples of transitory correspondence are:</p> <p>c. Quasi-official notices. Memoranda and other papers that do not serve as the basis of official actions, such as notices of holidays or charity and welfare fund appeals, bond campaigns, and similar papers.</p>	Temporary	Destroy when 3 months old.	GRS 23 Item 7	Superseded	GRS 5.2 Item 010	DAA-GRS-2017-0003-0001
1100-M	5	<p>Tracking and Control Records.</p> <p>Job control records, status cards, routing slips, work processing sheets, correspondence control forms, receipts for records charge out, and other similar records used solely to control work flow and to</p>	Temporary	Destroy or delete when 2 years old, or 2 years after the date of the latest entry, whichever is applicable.	GRS 38 item 8	Superseded	GRS 4.1 Item 010	DAA-GRS-2013-0002-0016

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		record routine and merely facilitative actions taken.						
1100-M	6	Finding Aids Indexes, lists, registers, and other finding aids used only to provide access to records authorized for destruction by the NIH RCS or GRS or a NARA-approved SF 115, EXCLUDING records containing abstracts or other information that can be used as an information source apart from the related records.	Temporary	Destroy or delete with the related records.	G39 item 9	Superseded	GRS 4.1 Item 010	DAA-GRS-2013-0002-0016
1300-A	1300-A Space Management							
1300-A	1	Space and Maintenance General Correspondence Files. Correspondence files of the unit responsible for space and maintenance matters, pertaining to its own administration and operation, and related papers.	Temporary	Destroy when 2 years old.	GRS 11 Item 1	Superseded	GRS 5.4 Item 010	DAA-GRS-2016-0011-0001
1300-A	2a	Space Files. Records relating to the allocation, utilization, and release of space under agency control, and related reports to GSA.	Temporary	Destroy 2 years after termination of assignment, or when lease is canceled, or when plans are superseded or obsolete.	GRS 11, item 2a	Superseded	GRS 5.4 Item 010	DAA-GRS-2016-0011-0001

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		a. Building plan files, surveys, and other records utilized in agency space planning, assignment, and adjustment.						
1300-A	2b-1	<p>Space Files. Records relating to the allocation, utilization, and release of space under agency control, and related reports to GSA.</p> <p>b. Correspondence with and reports to staff agencies relating to agency space holdings and requirements.</p> <p>(1) Agency reports to the General Services Administration, including Standard Form (SF) 81, Request for Space, and related documents.</p>	Temporary	Destroy when 2 years old.	GRS 11, item 2b1	Superseded	GRS 5.4 Item 010	DAA-GRS-2016-0011-0001
1300-A	2b-2	<p>Space Files. Records relating to the allocation, utilization, and release of space under agency control, and related reports to GSA.</p> <p>b. Correspondence with and reports to staff agencies relating to agency space holdings and requirements.</p>	Temporary	Destroy when 1 year old.	GRS 11, item 2b2	Superseded	GRS 5.4 Item 010	DAA-GRS-2016-0011-0001

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		(2) Copies in subordinate reporting units and related work papers.						
1300-B		1300-B Safety						
1300-B	5	Employee injury and compensation case files	DISPOSAL NOT AUTHORIZED	[Disposition authority withdrawn per FPMR Bulletin B-136]	N/A	Superseded	GRS 2.4 Item 100 or 101	DAA-GRS2016-0015-0012 Or DAA-GRS2016-0015-0013
1300-B	15	Safety Electronic copies created on electronic mail and word processing systems.	Temporary	Delete when file copy is generated or when referencing or updating is completed.	DAA-GRS-2013-0001-0007	Superseded	GRS 5.1 Item 020	DAA-GRS-2016-0016-0002
1300-C		<p>1300-C Protection and Security Records related to directives, policies, procedures and measures taken for protection of NIH-owned facilities or privately operated facilities given protection by NIH from unauthorized entry or loss.</p> <p>EXCLUDED from this section are:</p> <ol style="list-style-type: none"> 1. Records related to emergency planning; (see section 1100-I), 2. Records related to safety, (see section 1300-B), 3. Records related to personnel security clearance and related matters; (see items 2300-730-1 to 6), 						

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		4. Records related to programs for protection from biohazards research risks and other areas where NIH has responsibilities extending beyond NIH itself (see section 7000).						
1300-C	1	Protection and Security Management Administrative Correspondence Files.	Temporary	Destroy when 2 years old.	GRS 18 Item 8	Superseded	GRS 5.6 Item 010	DAA-GRS-2017-0006-0001
1300-C	2	Survey and Inspection of Government-owned buildings: Reports of surveys and inspections conducted to insure adequacy of protective and preventive measures taken against hazards of fire, explosion and accidents, and to safeguard information and facilities against sabotage and unauthorized entry.	Temporary	Destroy when 3 years old or on discontinuance of facility, whichever is sooner.	GRS 18 Item 9	Superseded	GRS 5.6 Item 080 or GRS 5.6 Item 081	DAA-GRS-2017-0006-0010 or DAA-GRS-2017-0006-0011
1300-C	3	Survey and inspection of privately-owned facilities assigned security cognizance by NIH.	Temporary	Destroy when 4 years old or when security cognizance is terminated, whichever is sooner.	GRS 18 Item 10	Superseded	GRS 5.6 Item 080 or GRS 5.6 Item 081	DAA-GRS-2017-0006-0010 or DAA-GRS-2017-0006-0011
1300-C	4	Investigative Files accumulated in investigations of fires, explosions and accidents, consisting of retained copies of reports and related papers when original reports are submitted to other agencies or organizational elements; reports and related papers concerning occurrences of such a minor nature that they are settled locally.	Temporary	Destroy when 2 years old (Does not apply to employee injury and compensation files, 1300-B-5, or records of radioactive contamination, 1300-B-9).	GRS 18 Item 11	Superseded	GRS 5.6 Item 100	DAA-GRS-2017-0006-0013

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		Located in offices which conduct investigations.						
1300-C	5	Property Pass Files authorizing removal of property or materials. Located in offices of responsible Property Custodians and Property Representatives and DAS - Protection and Security Management Branch.	Temporary	Destroy 3 months after expiration or revocation.	GRS 18 Item 12	Superseded	GRS 5.6 Item 040	DAA-GRS-2017-0006-0005
1300-C	6a	Guard Assignment files related to guard assignments and strength. a. Ledgers.	Temporary	Destroy 3 years after final entry.	GRS 18 Item 13a	Superseded	GRS 5.6 Item 010	DAA-GRS-2017-0006-0001
1300-C	6b	Guard Assignment files related to guard assignments and strength. b. Requests, analyses, reports, change notices and other related papers.	Temporary	Destroy when 2 years old.	GRS 18 Item 13b	Superseded	GRS 5.6 Item 010	DAA-GRS-2017-0006-0001
1300-C	7a	Police Functions Files related to exercise of police functions. a. Ledgers of arrests, cars ticketed and outside police contracts.	Temporary	Destroy 3 years after final entry.	GRS 18 Item 14a	Superseded	GRS 5.6 Item 100	DAA-GRS-2017-0006-0013

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
1300-C	7b	Police Functions Files related to exercise of police functions. b. Reports, statements of witnesses, warning notices and other case papers relating to arrests, commitments and traffic violations.	Temporary	Destroy when 2 years old.	GRS 18 Item 14b	Superseded	GRS 5.6 Item 100	DAA-GRS-2017-0006-0013
1300-C	7c	Police Functions Files related to exercise of police functions. c. Reports on contact of outside policy with building occupants.	Temporary	Destroy when 1 year old.	GRS 18 Item 14c	Superseded	GRS 5.6 Item 100	DAA-GRS-2017-0006-0013
1300-C	8a	Personal Property Loss or Theft Files concerning accountability for personal property lost or stolen. a. Ledgers.	Temporary	Destroy 3 years after final entry.	GRS 18 Item 15a	Superseded	GRS 5.6 Item 060 or GRS 5.6 Item 061	DAA-GRS-2017-0006-0007 or DAA-GRS-2017-0006-0008
1300-C	8b	Personal Property Loss or Theft Files concerning accountability for personal property lost or stolen. b. Reports, loss statements, Form NH254, receipts and other related documents relating to lost and found articles.	Temporary	Destroy when 1 year old.	GRS 18 Item 15b	Superseded	GRS 5.6 Item 060 or GRS 5.6 Item 061	DAA-GRS-2017-0006-0007 or DAA-GRS-2017-0006-0008

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
1300-C	9a	<p>Key Accountability files. Files relating to accountability for keys issued. These records are subject to the Privacy Act.</p> <p>a. For areas under maximum security.</p>	Temporary	Destroy 3 years after turn-in of key.	GRS 18 Item 16a	Superseded	GRS 5.6 Item 020	DAA-GRS-2017-0006-0002
1300-C	9b	<p>Key Accountability files. Files relating to accountability for keys issued. These records are subject to the Privacy Act.</p> <p>Destroy 6 months after turn-in of key.</p>	Temporary	Destroy 6 months after turn-in of key.	GRS 18 Item 16b	Superseded	GRS 5.6 Item 021	DAA-GRS-2017-0006-0003
1300-C	10a	<p>Visitor Control Records used to record names of outside contractors, service personnel, visitors, employee admitted to areas, and reports on automobiles and passengers.</p> <p>a. For areas under maximum security.</p>	Temporary	Destroy 5 years after final entry or 5 years after date of document.	GRS 18 Item 17a	Superseded	GRS 5.6 Item 110	DAA-GRS-2017-0006-0014
1300-C	10b	<p>Visitor Control Records used to record names of outside contractors, service personnel, visitors, employee admitted to areas, and reports on automobiles and passengers.</p> <p>b. For other areas.</p>	Temporary	Destroy 2 years after document is created or 2 years after date of document, as appropriate.	GRS 18 Item 17b	Superseded	GRS 5.6 Item 111	DAA-GRS-2017-0006-0015

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
1300-C	11a	Facilities Checks files related to periodic guard facility checks. a. Data sheets, door slip summaries, check sheets.	Temporary	Destroy when 1 year old.	GRS 18 Item 18a	Superseded	GRS 5.6 Item 090	DAA-GRS-2017-0006-0012
1300-C	11b	Facilities Checks files related to periodic guard facility checks. b. Reports of routine after-hours security checks where no security violations are involved.	Temporary	Destroy when 1 month old.	GRS 18 Item 18b	Superseded	GRS 5.6 Item 090	DAA-GRS-2017-0006-0012
1300-C	12a	Guard Service Control Files. a. Control center key or code records, emergency call reports, building records and employee identification cards.	Temporary	Destroy when superseded or obsolete.	GRS 18 Item 19a	Superseded	GRS 5.6 Item 090	DAA-GRS-2017-0006-0012
1300-C	12b	Guard Service Control Files. b. Round reports, service reports on interruptions and tests, punch clock dial sheets.	Temporary	Destroy when 1 year old.	GRS 18 Item 19b	Superseded	GRS 5.6 Item 090	DAA-GRS-2017-0006-0012
1300-C	12c	Guard Service Control Files. c. Automatic machine patrol charts and registers of patrol and alarm services.	Temporary	Destroy when 1 year old.	GRS 18 Item 19c	Superseded	GRS 5.6 Item 090	DAA-GRS-2017-0006-0012
1300-C	12d	Guard Service Control Files. d. Arms distribution sheets, charge records and receipts.	Temporary	Destroy 3 months after return of arms.	GRS 18 Item 19d	Superseded	GRS 5.6 Item 030	DAA-GRS-2017-0006-0004

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
1300-C	13a	Logs and Registers. a. Master logs.	Temporary	Destroy 2 years after final entry.	GRS 18 Item 20a	Superseded	GRS 5.6 Item 110 or GRS 5.6 Item 111	DAA-GRS-2017-0006-0014 or DAA-GRS-2017-0006-0015
1300-C	13b	Logs and Registers. b. Guard Station logs of concurrences also entered in master logs.	Temporary	Destroy 1 year after final entry.	GRS 18 Item 20b	Superseded	GRS 5.6 Item 110 or GRS 5.6 Item 111	DAA-GRS-2017-0006-0014 or DAA-GRS-2017-0006-0015
1300-C	14a	Credentials and Identification Files. a. Identification cards and badges, parking permits, and other identification credentials. These records are subject to the Privacy Act.	Temporary	Destroy credentials 3 months after return to issuing office.	GRS 11 Item 4a	Superseded	GRS 5.6 Item 120 or GRS 5.6 Item 130	DAA-GRS-2017-0006-0016 or DAA-GRS-2017-0006-0018
1300-C	14b	Credentials and Identification Files. b. Receipts, indices, listings and accountable records.	Temporary	Destroy after all listed credentials are accounted for.	GRS 11 Item 4b	Superseded	GRS 5.6 Item 120 or GRS 5.6 Item 130	DAA-GRS-2017-0006-0016 or DAA-GRS-2017-0006-0018
1300-D	1300-D Protection and Security							
1300-D	1	Quarters Management Files including expenditures, survey, collection and other statistical and narrative data.	Temporary	Destroy when 2 years old.	GRS 15 Item 3	Superseded	GRS 5.4 Item 010	DAA-GRS-2016-0011-0001
1300-D	2	Quarters - General Correspondence pertaining to management and maintenance of staff quarters.	Temporary	Destroy when 2 years old.	GRS 15 Item 1	Superseded	GRS 5.4 Item 010	DAA-GRS-2016-0011-0001

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
1300-D	3	Housing Leases, renewals, termination notices and related papers.	Temporary	Destroy 3 years after end of fiscal year in which lease is terminated or canceled or in which any litigation is concluded, whichever is later.	GRS 15 Item 4	Superseded	GRS 5.4 item 080	DAA-GRS-2016-0011-0010
1300-D	4a	Housing Assignments and Vacancy Files. a. Individual tenant record.	Temporary	Destroy when tenant vacates unit.	GRS 15 Item 5a	Superseded	GRS 5.4 item 080	DAA-GRS-2016-0011-0010
1300-D	4b	Housing Assignments and Vacancy Files. b. Housing unit record.	Temporary	Destroy 3 years after end of fiscal year in which unit is closed.	GRS 15 Item 5b	Superseded	GRS 5.4 item 080	DAA-GRS-2016-0011-0010
1300-D	5	Furnishings inventories of staff quarters.	Temporary	Destroy 3 years after end of fiscal year in which inventory is superseded.	GRS 15 Item 6	Superseded	GRS 5.4 Item 010	DAA-GRS-2016-0011-0001
1300-D	6a	Housing Applications (Does not apply to copies filed with leases: see item 1300-D-3.) a. Rejected applications.	Temporary	Destroy 1 year after rejection.	GRS 15 Item 7a	Superseded	GRS 5.4 item 080	DAA-GRS-2016-0011-0010
1300-D	6b	Housing Applications (Does not apply to copies filed with leases: see item 1300-D-3.) b. Others.	Temporary	Destroy when 2 years old.	GRS 15 Item 7b	Superseded	GRS 5.4 item 080	DAA-GRS-2016-0011-0010

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
1500-A		<p>1500-A Travel and Transportation Records related to movement of persons under Government orders.</p> <p>EXCLUDED from this section are: 1. Accountable Officers' Accounts (See item 1900-A.) 2. Patients' Travel and Transportation. (See item 3000-E-41.)</p>						
1500-A	1a	<p>Passenger Transportation Files including paid copies of vouchers (SF 1113A), memorandum copies of transportation requests (SF 1169), travel authorizations, transportation request registers, and all supporting documents.</p> <p>a. Located in OFM.</p>	Temporary	Destroy when 6 years old.	DAA-GRS-2013-0003-0001	Superseded	GRS 1.1 Item 010	DAA-GRS-2013-0003-0001
1500-A	1b	<p>Passenger Transportation Files including paid copies of vouchers (SF 1113A), memorandum copies of transportation requests (SF 1169), travel authorizations, transportation request registers, and all supporting documents.</p> <p>b. Obligation copy.</p>	Temporary	Destroy when funds are obligated.	DAA-GRS-2013-0003-0001	Superseded	GRS 1.1 Item 010	DAA-GRS-2013-0003-0001
1500-A	1c	<p>Passenger Transportation Files including paid copies of vouchers (SF 1113A), memorandum copies of transportation requests (SF 1169), travel authorizations, transportation request registers,</p>	Temporary	Destroy 3 years after the year in which the transaction is completed	DAA-GRS-2013-0003-0001	Superseded	GRS 1.1 Item 010	DAA-GRS-2013-0003-0001

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		and all supporting documents. c. Unused ticket redemption forms.						
1500-A	2a	Passenger Reimbursement Files such as travel orders, per diem vouchers, transportation requests, hotel reservations and all supporting papers documenting official travel. a. Located in IC travel office.	Temporary	Destroy when 6 years old.	GRS 9 Item 3e	Superseded	GRS 1.1 Item 010	DAA-GRS-2013-0003-0001
1500-A	2b	Passenger Reimbursement Files such as travel orders, per diem vouchers, transportation requests, hotel reservations and all supporting papers documenting official travel. b. Obligated copy.	Temporary	Destroy when funds are obligated.	GRS 9 Item 3b	Superseded	GRS 1.1 Item 010	DAA-GRS-2013-0003-0001
1500-A	3a	General Travel and Transportation Files. a. Accountability records.	Temporary	Destroy 1 year after all entries are cleared	GRS 9 Item 4b	Superseded	GRS 5.5 Item 020	DAA-GRS-2016-0012-0002
1500-A	3b	General Travel and Transportation Files. b. Correspondence, forms and related records, not covered above, pertaining to NIH travel and transportation of persons.	Temporary	Destroy when 2 years old.	GRS 9 Item 4a	Superseded	GRS 1.1 item 001	DAA-GRS-2016-0013-0001

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
1500-A	4	Lost or Damaged Shipments Files Schedules of valuables shipped, correspondence, reports, and other records relating to the administration of the Government Losses in Shipment Act.	Temporary	Destroy when 6 years old.	GRS 9 Item 2	Superseded	GRS 5.5 Item 040	DAA-GRS-2016-0012-0004
1500-A	5a	Records Relating to Official Passports. a. Application files. Documents relating to the issuance of official passports, including requests for passports, transmittal letters, receipts, and copies of travel authorizations.	Temporary	Destroy when 3 years old or upon separation of the bearer, whichever is sooner.	GRS 9 Item 5a	Superseded	GRS 2.2 Item 090	DAA-GRS-2017-0007-0013
1500-A	5b	Records Relating to Official Passports. b. Annual reports concerning official passports. Reports to the Department of State concerning the number of official passports issued and related matters.	Temporary	Destroy when 1 year old.	GRS 9 Item 5b	Superseded	GRS 2.2 Item 010	DAA-GRS-2017-0007-0001
1500-A	5c	Records Relating to Official Passports. c. Passport registers. Registers and lists of agency personnel who have official passports.	Temporary	Disposition: Destroy when superseded or obsolete. [NOTES: (1) Official passports should be returned to the Department of State upon expiration or upon the separation of the employee.	GRS 9 Item 5c	Superseded	GRS 2.2 Item 010 or GRS 2.2 Item 091	DAA-GRS-2017-0007-0001 or DAA-GRS-2017-0007-0014

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
				(2) Item 5b does not pertain to copies of the annual reports held by the Department of State.]				
1500-A	6a	Non-Federally Funded Travel. a. Agency copies of Semiannual Expense Reports for Non-Federally Funded Travel submitted by all Executive Branch agencies to the Office of Government Ethics. Reports summarize payments made to the agency from non-Federal sources for travel, subsistence, and related expenses for an employee who attends a meeting or similar function relating to official duties.	Temporary	Destroy when 4 years old.	GRS 25 Item 5a	Superseded	GRS 2.8 Item 030	DAA-GRS-2014-0005-0003
1500-A	6b	Non-Federally Funded Travel. b. Statements, forms, and other records used to compile Semiannual Expense Reports for Non-Federally Funded Travel.	Temporary	Destroy 1 year after submission of report to the Office of Government Ethics.	GRS 25 Item 5b	Superseded	GRS 2.8 Item 031	DAA-GRS-2014-0005-0004
1500-A	7	Federal Employee Transportation Subsidy Records. Documents in either paper or electronic form relating to the disbursement of transportation subsidies to employees, including applications of employees no longer in the program, superseded applications,	Temporary	Destroy when 3 years old.	GRS 9 Item 7	Superseded	GRS 2.4 Item 130 or GRS 2.4 Item 131	DAA-GRS-2016-0015-0017 or DAA-GRS-2016-0015-0018

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		certification logs, vouchers, spreadsheets, and other forms used to document the disbursement of subsidies.						
1500-A	8a	<p>Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.</p> <p>a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.</p>	Temporary	Destroy/delete within 180 days after the recordkeeping copy has been produced.		Superseded	GRS 5.1 Item 020	DAA-GRS-2016-0016-0002

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
1500-A	8b	<p>Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.</p> <p>b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.</p>	Temporary	Destroy/delete when dissemination, revision, or updating is completed.		Superseded	GRS 5.1 Item 020	DAA-GRS-2016-0016-0002
1700-A	1700-A Management Appraisal							
1700-A	1d	<p>Management Analyses, Studies, and Projects aimed at improving operations; simplifying procedures, organizing activities, programs or systems; increasing efficiency or productivity, determining costs, impacts, etc. Files include correspondence, interim reports, final drafts, final reports and working papers, e.g., notes, supporting documentation and</p>	Temporary	Delete when recordkeeping copy has been created.	N1-443-99-3	Superseded	GRS 5.1 Item 020	DAA-GRS-2016-0016-0002

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		<p>data.</p> <p>d. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.</p>						
1700-A	3c	<p>Research Integrity Files:</p> <p>Inquiry and Investigative Case Files: These case files contain copies of records, located in all NIH (Office of the Director and IC) offices, related to or collateral to pending, current, or completed allegations, inquires, investigations or findings of research misconduct, and/or to actions that the Office of Research Integrity (ORI) has taken in connection with such allegations, inquiries, investigations and findings. Files consist of all documents used in the inquiry and investigation including reports, copies of research data, proposals,</p>	Temporary	Delete when recordkeeping copy has been created.	N1-443-99-3	Superseded	GRS 5.1 Item 020	DAA-GRS-2016-0016-0002

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		<p>publications, correspondence, transcripts, final reports prepared by the institute or ORI, and other supporting documents. After the case has been closed (when there has been a final agency action), the records are separated into Misconduct/Administrative Action Files and No-Misconduct Files.</p> <p>NOTE: After the case is closed, immediately forward all original documents that were used in the inquiry or investigation, received in or generated by the office, to ORI which maintains the official file.</p> <p>c. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.</p>						

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
1700-A	4a-2	<p>Investigative/Audit Case Files documenting surveys, reviews, and audits of specific problems or allegations of impropriety or malfeasance.</p> <p>a. Investigative case files located in all NIH (Office of the Director and IC) offices consisting of documents describing the inception, nature, scope and purpose of each project; all documents used in the inquiry and investigation including significant correspondence (including e-mail), working papers, working drafts, preliminary draft report, final draft report, final advisory report, and report related materials; comments or reactions from concerned NIH officials and/or from individuals or organizations subject to review or investigations; and related follow-up documents.</p> <p>2. Minor Infractions case files documenting investigations of minor infractions or improprieties (for example, improper expenditure of public funds less than \$5,000), reviews of minor management problems or projects in which the</p>	Temporary	Place in inactive file after final agency action. Transfer to the Federal Records Center after 1 year in inactive file. Destroy 5 years after final action on the project.	GRS 16 Item 5	Rescinded		-

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		final recommendation is that no action be taken. Records include: significant correspondence (including e-mail), preliminary draft report, final draft report, final advisory report, and supporting work papers for preliminary and subsequent drafts; case file including the allegation, opinions and IC follow-up response; and comments or reactions from concerned NIH officials and/or from individuals or organizations subject to review or investigations; and related follow-up documents.						
1700-A	4d	<p>Investigative/Audit Case Files documenting surveys, reviews, and audits of specific problems or allegations of impropriety or malfeasance.</p> <p>d. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are</p>	Temporary	Delete when recordkeeping copy has been created.	NC1-443-84-1	Superseded	GRS 5.1 Item 020	DAA-GRS-2016-0016-0002

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		maintained for updating, revision, or dissemination.						
1700-A	5	Project Control Files. Memoranda, reports documenting assignments, progress and completion of projects	Temporary	Destroy 1 year after the year in which the project is closed.	GRS 16 Item 11	Rescinded		-
1700-A	6	Feasibility Studies and Systems analyses conducted before the installation of any technology or equipment associated with information management systems, such as word processing, copiers, micrographics, and communications. Studies and system analyses for the initial establishment and major changes of these systems. Such studies typically include a consideration of the alternatives to the proposed system and cost/benefit analysis, including an analysis of the improved efficiency and effectiveness to be expected from the proposed system.	Temporary	Destroy when the completed study is 5 years old.	GRS 16 Item 9	Superseded	GRS 3.1 Item 011	DAA-GRS-2013-0005-0007

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
1700-A	7a	<p>OMB Circular A-76, organizational assessments of organizations included under A-76 inventory, including final reports; related correspondence and other papers documenting implementation of final report.</p> <p>a. Located in Office of Management Assessment.</p>	Temporary	Destroy after completion of subsequent organizational assessment, or if organization is abolished, then destroy 3 years after abolition.	GRS 16 Item 14a	Superseded	GRS 1.1 Item 010	DAA-GRS-2013-0003-0001
1700-A	7b	<p>OMB Circular A-76, organizational assessments of organizations included under A-76 inventory, including final reports; related correspondence and other papers documenting implementation of final report.</p> <p>b. Located in organization subject to assessment.</p>	Temporary	Destroy 6 months after final action.	GRS 16 Item 14b	Superseded	GRS 1.1 Item 010	DAA-GRS-2013-0003-0001
1700-A	8a	<p>Inventories of A-76 activities including paperwork necessary for the final inventory such as description of the activities and relevant cost materials.</p> <p>a. Located in Office of Management Assessment.</p>	Temporary	Destroy when superseded or obsolete.	GRS 16 Item 14c	Superseded	GRS 1.1 Item 010	DAA-GRS-2013-0003-0001

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
1700-A	9	Correspondence pertaining to routine administration , internal procedures, and other materials relating to OMB Circular A-76. Located in Office of Management Assessment.	Temporary	Destroy after 5 years, or sooner if no longer needed.	GRS 16 Item 14d	Superseded	GRS 5.7 Item 010	DAA-GRS-2017-0008-0001
1700-A	10	IRM Triennial Review Files. Reports required by the General Services Administration concerning reviews of information resources management (IRM) practices. Included are associated correspondence, studies, directives, feeder reports, and monitoring surveys and reports.	Temporary	Destroy when 7 years old.	GRS 16 Item 14e	Superseded	GRS 5.7 Item 020	DAA-GRS-2017-0008-0002
1700-A	11	Information Collection Budget Files. Reports required by the Office of Management and Budget under the Paperwork Reduction Act about the number of hours the public spends fulfilling agency reporting requirements. Included are associated feeder reports, report exhibits, correspondence, directives, and statistical compilations.	Temporary	Destroy when 7 years old.	GRS 16 Item 14f1	Superseded	GRS 5.7 Item 030	DAA-GRS-2017-0008-0003

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
1700-A	12a	<p>Management Control Records. Records created in accordance with procedures mandated by OMB Circular A-123, Management Accountability and Control Systems, and Pub.L. 97-255, the Federal Managers' Financial Integrity Act. Under these authorities, agencies are required to perform evaluations of their accounting and administrative controls to prevent waste, fraud, and mismanagement.</p> <p>a. Policy, procedure, and guidance files. Copies of internal directives maintained by the agency's internal control staff (but not those copies maintained in the agency's official file of internal directives); external directives such as OMB Circular A-123; and correspondence outlining policy and procedure for performing management reviews.</p>	Temporary	Destroy when superseded.	GRS 16 Item 14f2	Rescinded		-
1700-A	12b	<p>Management Control Records. Records created in accordance with procedures mandated by OMB Circular A-123, Management Accountability and Control Systems, and Pub.L. 97-255, the Federal Managers' Financial Integrity Act.</p>	Temporary	Destroy when superseded.	GRS 16 Item 14f2	Rescinded		-

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		<p>Under these authorities, agencies are required to perform evaluations of their accounting and administrative controls to prevent waste, fraud, and mismanagement.</p> <p>b. Management control plans. Comprehensive plans documenting the agency's efforts to ensure compliance with OMB Circular A-123.</p>						
1700-A	12c	<p>Management Control Records. Records created in accordance with procedures mandated by OMB Circular A-123, Management Accountability and Control Systems, and Pub.L. 97-255, the Federal Managers' Financial Integrity Act. Under these authorities, agencies are required to perform evaluations of their accounting and administrative controls to prevent waste, fraud, and mismanagement.</p> <p>Risk analyses. Reports and supporting materials used to document review of program areas for susceptibility to loss or unauthorized use of resources, errors in reports and</p>	Temporary	Cut off closed files annually. Destroy after next review cycle.	GRS 16 Item 14f2	Rescinded		-

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		information, and illegal and unethical actions.						
1700-A	12d	<p>Management Control Records. Records created in accordance with procedures mandated by OMB Circular A-123, Management Accountability and Control Systems, and Pub.L. 97-255, the Federal Managers' Financial Integrity Act. Under these authorities, agencies are required to perform evaluations of their accounting and administrative controls to prevent waste, fraud, and mismanagement.</p> <p>Annual reports and assurance statements created by organizational components below the agency (department or independent agency) level and compiled by the agency into a single unified report for direct submission to the President or Congress. [See note after item 14d.]</p>	Temporary	<p>Cut off closed files annually. Destroy after next reporting cycle.</p> <p>[NOTE: This item does not cover the consolidated final reports submitted directly to the President or Congress. The final reports must be scheduled by submitting an SF 115 to NARA.]</p>	GRS 16 Item 14f2	Rescinded		-
1700-A	12e	<p>Management Control Records. Records created in accordance with procedures mandated by OMB Circular A-123, Management</p>	Temporary	Destroy 1 year after report is completed.	GRS 16 Item 14f2	Rescinded		-

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		<p>Accountability and Control Systems, and Pub.L. 97-255, the Federal Managers' Financial Integrity Act. Under these authorities, agencies are required to perform evaluations of their accounting and administrative controls to prevent waste, fraud, and mismanagement.</p> <p>Tracking files. Files used to ensure the completion and timeliness of submission of feeder reports, including schedules of evaluations, interim reporting, lists of units required to report, and correspondence relating to the performance of the reviews.</p>						
1700-A	12f-1	<p>Management Control Records. Records created in accordance with procedures mandated by OMB Circular A-123, Management Accountability and Control Systems, and Pub.L. 97-255, the Federal Managers' Financial Integrity Act. Under these authorities, agencies are required to perform evaluations of their accounting and administrative controls to prevent waste, fraud, and mismanagement.</p> <p>Review files. [See note after item</p>	Temporary	Cut off when no further corrective action is necessary. Destroy 5 years after cutoff.	GRS 16 Item 14f2	Rescinded		-

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		<p>14f(2).] Correspondence, reports, action copies of audit findings, and other records that identify program internal control weaknesses, and corrective actions taken to resolve such problems. Since A-123 provides for alternative internal control reviews under OMB Circulars A-76, A-127, or A-130, this item also applies to copies of these reviews, provided they are identified as alternative reviews in the management control plan.</p> <p>(1) Office with responsibility for coordinating internal control functions.</p>						
1700-A	12f-2	<p>Management Control Records. Records created in accordance with procedures mandated by OMB Circular A-123, Management Accountability and Control Systems, and Pub.L. 97-255, the Federal Managers' Financial Integrity Act. Under these authorities, agencies are required to perform evaluations of their accounting and administrative controls to prevent waste, fraud, and mismanagement.</p>	Temporary	<p>Disposition: Cut off when no further corrective action is necessary. Destroy 1 year after cutoff.</p> <p>[NOTE: Alternative reviews such as computer security reviews and management and consultant studies may need to be kept longer than provided in item 14f(2). This item applies only to copies</p>	GRS 16 Item 14f2	Rescinded		-

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		<p>Review files. [See note after item 14f(2).] Correspondence, reports, action copies of audit findings, and other records that identify program internal control weaknesses, and corrective actions taken to resolve such problems. Since A-123 provides for alternative internal control reviews under OMB Circulars A-76, A-127, or A-130, this item also applies to copies of these reviews, provided they are identified as alternative reviews in the management control plan.</p> <p>(2) Copies maintained by other offices as internal reviews.</p>		maintained as internal reviews.]				
1700-B	1700-B Records Management							
1700-B	1a	<p>Records Disposition Files: Descriptive inventories, disposition authorizations, records schedules and reports.</p> <p>a. Basic documentation of records description and disposition programs, including SF 115, Request for Records Disposition Authority, SF 135, Records Transmittal and Receipt and related documentation,</p>	Temporary	Destroy when related records are destroyed or transferred to the National Archives, or when no longer needed for administrative or reference purposes.	GRS 16 Item 2-a-1	Superseded	GRS 4.1 Item 020	DAA-GRS-2013-0002-0007

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		SF 258, Request to Transfer, Approval, and Receipt of Records to National Archives of the United States; and related documentation.						
1700-B	1b	Records Disposition Files: Descriptive inventories, disposition authorizations, records schedules and reports. b. Extra copies and routine correspondence and memoranda.	Temporary	Destroy when no longer needed for reference.	GRS 16 Item 2-a-1	Rescinded		
1700-B	1c	Records Disposition Files: Descriptive inventories, disposition authorizations, records schedules and reports. c. Working papers and background material.	Temporary	Destroy 6 months after final action on project, after completion of report, if no action is taken.	GRS 16, Item 2b	Superseded	GRS 4.1 Item 020	DAA-GRS-2013-0002-0007
1700-B	2	Records Holdings Files: Statistical reports on records holdings by NIH required by GSA, including feeder reports from all offices and data on volume of records disposed of.	Temporary	Destroy when 1 year old.	GRS 16 Item 4b	Superseded	GRS 4.1 Item 020	DAA-GRS-2013-0002-0007
1700-B	3	Records Management Files: Documents related to all aspects of managing records of NIH, including management of files, forms, correspondence, mail, reports, microfilm, machine-readable records and all other aspects of	Temporary	Destroy when 6 years old.	GRS 16 Item 7	Superseded	GRS 4.1 Item 020	DAA-GRS-2013-0002-0007

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		records management not covered elsewhere in this schedule.						
1700-B	4a	Forms Management Files a. One record copy of each form created by an agency with related instructions and documentation showing inception, scope and purpose of the form.	Temporary	Destroy 5 years after related form is discontinued, superseded, or canceled.	GRS 16 Item 4a	Superseded	GRS 4.1 Item 040	DAA-GRS-2013-0002-0009
1700-B	4b	Forms Management Files b. Working papers, background materials, requisitions, specifications, processing data, and control records.	Temporary	Destroy when related form is discontinued, superseded, or canceled.	GRS 16 Item 4b	Superseded	GRS 4.1 Item 040	DAA-GRS-2013-0002-0009
1700-B	5	Reports Control Files: Memoranda, reports, and other records documenting assignments, progress, and completion of projects.	Temporary	Destroy 1 year after the year in which the report is closed or discontinued.	GRS 16 Item 5	Rescinded		-
1700-C	1700-C Correspondence							
1700-C	1a	Correspondence with the Public a. Information Requests Files. Requests for information and copies of replies thereto, involving no administrative actions, no policy decisions, and no special compilations or research and requests for and transmittals of	Temporary	Destroy 3 months old.	GRS 14 Item 1	Superseded	GRS 4.2 Item 010	DAA-GRS-2013-0007-0001

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		publications, photographs, and other information literature.						
1700-C	1b	Correspondence with the Public b. Acknowledgment Files. Acknowledgements and transmittals of inquiries and requests that have been referred elsewhere for reply.	Temporary	Destroy 3 months after acknowledgement and referral.	GRS 14 Item 2	Superseded	GRS 4.2 Item 010	DAA-GRS-2013-0007-0001
1700-C	1c	Correspondence with the Public c. Commendation/Complaint Correspondence Files. Anonymous letters, letters of commendation, complaint, criticism and suggestions and replies thereto, excluding those on the basis of which investigations were made or administrative action taken and those incorporated in individual subject files or personnel records.	Temporary	Destroy when 3 months old.	GRS 14 Item 5	Superseded	GRS 6.4 Item 020	DAA-GRS-2016-0005-0002
1700-C	3a	Information copies of correspondence, reports, minutes of meetings and other documents. a. Located in OD files for source reference for the Director and staff.	Temporary	Destroy all files when 10 years old, except those which are needed for reference with active projects. Earlier disposal is authorized. NOTE: Official files in the Director's File Room are	NC1-90-77-2 Item 64	Rescinded		-

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
				specifically identified by subject in this schedule.				
1700-C	3b	Information copies of correspondence, reports, minutes of meetings and other documents. b. Located in all other offices.	Temporary	Destroy when no longer needed for reference, not later than 1 year.	NC1-90-77-2 Item 64	Rescinded		
1700-C	4	Tickler, follow-up or suspense copies of correspondence.	Temporary	Destroy when action in each case is completed, or when 1 year old, whichever is sooner.	GRS 23 Item 6a	Superseded	GRS 5.2 Item 010	DAA-GRS-2017-0003-0001
1700-D		<p>1700-D Communication Services Included are records on messenger service, telecommunications service control and operations, summaries of long distance telephone reports, postal and related records which pertain to the movement of messages as physical units.</p> <p>EXCLUDED from this section are: 1. Messages and communications in any media (See section 8000, or appropriate subject/functional sections), 2. Control and tracking systems used by the Executive Secretariat or by offices sending, receiving or responding to communications (See section 1700-B or appropriate subject/functional section).</p>						
1700-D	1	Messenger Service Files: Daily logs, assignment records and instructions, dispatch records, delivery receipts, route schedules, and related records.	Temporary	Destroy when 2 months old.	GRS 12 Item 1	Superseded	GRS 5.5 Item 020	DAA-GRS-2016-0012-0002
1700-D	2	Communications correspondence and related records pertaining to internal administration and operation of communications services.	Temporary	Destroy when 2 years old.	GRS 12 Item 2a	Superseded	GRS 5.5 item 010	DAA-GRS-2016-0012-0001

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
1700-D	3	Telecommunications general files including plans, reports and other records pertaining to equipment requests, telephone service and similar matters.	Temporary	Destroy when 3 years old.	GRS 12 Item 2b	Superseded	GRS 5.5 item 010	DAA-GRS-2016-0012-0001
1700-D	4	Telecommunications Statistical Reports including cost and volume.	Temporary	Destroy when 1 year old.	GRS 12 Item 2c	Superseded	GRS 5.5 Item 020	DAA-GRS-2016-0012-0002
1700-D	5a	Telecommunications Reference Vouchers Files. a. Reference copies of vouchers, bills, invoices, etc.	Temporary	Destroy when 1 fiscal year old.	GRS 12 Item 2d2	Superseded	GRS 1.1 Item 011	DAA-GRS-2013-0003-0002
1700-D	5b	Telecommunications Reference Vouchers Files. b. Records relating to installation, change, removal and servicing of equipment.	Temporary	Destroy when 1 fiscal year old.		Superseded	GRS 5.5 Item 010	DAA-GRS-2016-0012-0001
1700-D	6	Copies of Agreements for telecommunication services with background data and other related records	Temporary	Destroy 2 years after expiration or cancellation of agreement.	GRS 12 Item 3a	Superseded	GRS 5.5 item 010	DAA-GRS-2016-0012-0001
1700-D	7a	Telecommunication Operation Files a. Message registers, logs, performance reports, daily load reports and related similar records.	Temporary	Destroy when 6 months old.	GRS 12 Item 3b	Superseded	GRS 5.5 Item 020	DAA-GRS-2016-0012-0002

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
1700-D	7b	<p>Telecommunication Operation Files</p> <p>b. Copies of incoming and originals of outgoing messages including SF-14, Telegraphic Message maintained by communications offices and excluding the copies maintained by the originating program office.</p>	Temporary	<p>Disposition: Destroy when 2 years old.</p> <p>NOTE: Master files and data bases created to supplement or replace the records covered in 1700-D-7 are not authorized for disposal. Such files must be scheduled on an SF-115.</p>		Rescinded		
1700-D	8	<p>Telephone Use Records Initial reports of use of telephone lines (e.g., telephone calls facsimile transmissions and electronic mail) during a specified period provided by a telephone company, the General Services Administration, or a private sector exchange on an agency's premises, as well as records generated from initial reports from administrative, technical, or investigative follow-up. Excluded are records accumulated in connection with substantive investigations and audits.</p>	Temporary	<p>Destroy when 3 years old. Initial reports may be destroyed earlier if the information needed to identify abuse has been captured in other records.</p>	GRS 12 Item 4	Superseded	GRS 5.5 item 010	DAA-GRS-2016-0012-0001
1700-D	9a	<p>Postal Records: Post Office forms supporting papers, exclusive of records held by the United States Postal Service.</p> <p>a. Records related to incoming or</p>	Temporary	<p>Destroy when 1 year old.</p>	GRS 12 Item 5a	Superseded	GRS 5.5 Item 020	DAA-GRS-2016-0012-0002

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		outgoing registered mail pouches and registered, certified, insured and special delivery mail, including receipts.						
1700-D	9b	Postal Records: Post Office forms supporting papers, exclusive of records held by the United States Postal Service. b. Application for postal registration and certificates of declared value of matter subject to postal surcharge.	Temporary	Destroy when 1 year old.	GRS 12 Item 5b	Superseded	GRS 5.5 Item 020	DAA-GRS-2016-0012-0002
1700-D	9c	Postal Records: Post Office forms supporting papers, exclusive of records held by the United States Postal Service. c. Reports of loss, delay, wrong delivery, or other improper treatment of mail matter.	Temporary	Destroy when 1 year old.	GRS 12 Item 5c	Superseded	GRS 5.5 Item 020	DAA-GRS-2016-0012-0002
1700-D	10a	Mail Delivery Control Files. a. Records of receipt and routing of mail and items handled by private delivery services such as United Parcel Service. (Does not apply to records used as indexes to correspondence files.)	Temporary	Destroy when 1 year old.	GRS 12 Item 6a	Superseded	GRS 5.5 Item 020	DAA-GRS-2016-0012-0002
1700-D	10b	Mail Delivery Control Files. b. Statistical reports of postage on	Temporary	Destroy when 6 months old.	GRS 12 Item 6b	Superseded	GRS 5.5 Item 020	DAA-GRS-2016-0012-0002

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		outgoing mail and fees for private delivery.						
1700-D	10c	Mail Delivery Control Files. c. Requisitions for stamps (does not apply to copies used to support payment vouchers).	Temporary	Destroy when 6 months old.	GRS 12 Item 6c	Superseded	GRS 5.5 Item 020	DAA-GRS-2016-0012-0002
1700-D	10d	Mail Delivery Control Files. d. Statistical reports and data on mail handling and volume of work performed.	Temporary	Destroy when 1 year old.	GRS 12 Item 6d	Superseded	GRS 5.5 Item 020	DAA-GRS-2016-0012-0002
1700-D	10e	Mail Delivery Control Files. e. Records on checks, cash, stamps, money orders or other valuables remitted to NIH by mail.	Temporary	Destroy when 1 year old.	GRS 12 Item 6e	Superseded	GRS 5.5 Item 020	DAA-GRS-2016-0012-0002
1700-D	10f	Mail Delivery Control Files. f. Records of and receipts for mail and packages received through the Official Mail and Messenger Service.	Temporary	Destroy when 6 months old.	GRS 12 Item 6f	Superseded	GRS 5.5 Item 020	DAA-GRS-2016-0012-0002
1700-D	10g	Mail Delivery Control Files. g. General files including correspondence, memoranda, directives, and guides relating to the administration of mail room operations.	Temporary	Destroy when 1 year old or when superseded or obsolete, whichever is applicable.	GRS 12 Item 6g	Superseded	GRS 5.5 Item 020	DAA-GRS-2016-0012-0002

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
1700-D	10h	Mail Delivery Control Files. h. Locator cards, directories, indexes, and other records relating to mail delivery to individuals.	Temporary	Destroy 5 months after separation or transfer of individual or when obsolete, whichever is applicable.	GRS 12 Item 6h	Superseded	GRS 5.5 Item 020	DAA-GRS-2016-0012-0002
1700-D	11	Metered Mail Report Files: Official metered mail reports and all related papers.	Temporary	Destroy when 6 years old.	GRS 12 Item 7	Superseded	GRS 5.5 Item 030	DAA-GRS-2016-0012-0003
1700-D	12	Postal Irregularities File: Memoranda, correspondence, reports and other records relating to irregularities in the handling of mail, such as loss or shortage of postage stamps or money orders, or loss or destruction of mail.	Temporary	Destroy 3 years after completion of investigation.	GRS 12 Item 8	Superseded	GRS 5.5 Item 020	DAA-GRS-2016-0012-0002
1700-D	13	Telephone and Service Directory: Correspondence, forms and other records related to the compilation of the NIH Telephone and Service Directory.	Temporary	Destroy 2 months after issuance of directory.	GRS 11 Item 3	Superseded	GRS 5.4 Item 010	DAA-GRS-2016-0011-0001
1700-E	<p>1700-E: Printing and Reproduction Records relating to printing, binding, duplicating and distribution located throughout NIH.</p> <p>EXCLUDED from this section are:</p> <ol style="list-style-type: none"> Record copy of each publication, directive, form, press release and similar material maintained in issuing office. (See section 8000-A or appropriate subject/functional headings). Accountable officer's accounts and other GAO records. (See section 1900-A.) 							

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
1700-E	1	Stocks of publications , except record copy retained in issuing office, maintained solely for distribution.	Temporary	Destroy when superseded, obsolete or no longer needed.		Rescinded		
1700-E	2	Administrative Correspondence Files: Correspondence files pertaining to the administration and operation of the unit responsible for printing, binding, duplication and distribution matters, and related papers.	Temporary	Destroy when 2 years old.	GRS 13 Item 1	Superseded	GRS 5.5 item 010	DAA-GRS-2016-0012-0001
1700-E	3a	Project Files: Job or project records containing all papers and data pertaining to the planning and execution of printing, binding, duplication, and distribution jobs. a. Files pertaining to the accomplishment of the job, containing requisitions, bills, samples, manuscript clearances, and related papers exclusive of (1) requisitions on the Public Printer and related records; and (2) records relating to services obtained outside the agency.	Temporary	Destroy 1 year after completion of job.	GRS 13 Item 2a	Superseded	GRS 5.5 Item 020	DAA-GRS-2016-0012-0002
1700-E	3b	Project Files: Job or project records containing all papers and data pertaining to the planning and execution of printing, binding, duplication, and distribution jobs.	Temporary	Destroy when 3 years old.	GRS 13 Item 2a	Superseded	GRS 5.5 Item 010	DAA-GRS-2016-0012-0001

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		b. Files pertaining to planning and other technical matters.						
1700-E	4	Control Files: Control registers pertaining to requisitions and work orders.	Temporary	Destroy 1 year after close of fiscal year in which compiled or 1 year after filling of register, whichever is applicable.	GRS 13 Item 3	Superseded	GRS 5.5 Item 020	DAA-GRS-2016-0012-0002
1700-E	5a	Mailing Lists. a. Correspondence, request forms and other records relating to changes in mailing lists.	Temporary	Destroy after appropriate revision of mailing list or after 3 months, whichever is earlier.	GRS 13 Item 4a	Superseded	GRS 6.5 Item 020	DAA-GRS-2016-0005-0002
1700-E	5b	Mailing Lists. b. Card lists.	Temporary	Destroy individual cards when canceled or revised.	GRS 13 Item 4b	Superseded	GRS 6.5 Item 020	DAA-GRS-2016-0005-0002
1700-E	6a	JCP Reports Files: Reports to Congress and related records. a. Agency reports to Joint Committee on Printing regarding operation of Class A and B Plants and inventories of printing, binding, and related equipment in Class A and B Plants or in storage.	Temporary	Destroy when 3 years old.	GRS 13 Item 5a	Superseded	GRS 5.7 Item 050	DAA-GRS-2017-0008-0005
1700-E	6b	JCP Reports Files: Reports to Congress and related records.	Temporary	Destroy 1 year after date of report.	GRS 13 Item 5b	Superseded	GRS 5.7 Item 050	DAA-GRS-2017-0008-0005

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		b. Copies in subordinate reporting units and related work papers.						
1700-E	7	Internal Management Files: Records relating to internal management and operation of the Printing and Reproduction Branch.	Temporary	Destroy when 2 years old.	GRS 13 Item 6	Superseded	GRS 5.5 item 010	DAA-GRS-2016-0012-0001
1900-A		1900-A Accountable Officers' Accounts These are General Accounting Office (GAO) site audit records. These records are accumulated for on-site audit by GAO auditors. They consist of statements of transactions, statements of accountability, collection schedules, collection vouchers, disbursement vouchers or documents that are the equivalent of any of the above. If the integrated accounting system approved by GAO requires certain other documents, support vouchers, and/or schedules, they shall also be included. In addition, Automatic Data Processing (ADP) or other machine readable versions of accountable officers' accounts produced with GAO approval, in lieu of standard voucher or schedule forms, as well as any agency forms used in lieu of standard voucher or schedule forms, are included.						
1900-A	1a	Accountable Officers' Files: Original or ribbon copy of accountable officers' accounts maintained for site audit by GAO auditors, consisting of statements of transaction, statements of accountability, collection schedules, collection vouchers disbursement schedules, disbursement vouchers, and all other schedules and vouchers or documents used as schedules or vouchers, exclusive of freight records and payroll records. If an agency is operating under an integrated accounting system approved by GAO, certain required documents supporting vouchers and/or schedules are included in the site audit records. These	Temporary	Destroy 1 year after exception has been reported as cleared by GAO.		Rescinded		

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		<p>records document only the basic financial transaction, money received and money paid or deposited in the course of operation of the agency. All copies except the certified payment or collection copy, usually the original or ribbon copy, and all additional or supporting documentation not involved in an integrated system are covered by succeeding items in this schedule.</p> <p>Site audit records include, but are not limited to, the Standard Forms and Optional Forms listed below. Also included are equivalent agency forms which document the basic financial transaction as described above.</p>						
1900-A	1b	<p>Accountable Officers' Files: Original or ribbon copy of accountable officers' accounts maintained for site audit by GAO auditors, consisting of statements of transaction, statements of accountability, collection schedules, collection vouchers disbursement schedules, disbursement vouchers, and all other schedules and vouchers or documents used as schedules or vouchers, exclusive of</p>	Temporary	Destroy when 3 years old.	GRS 6 Item 4	Superseded	GRS 1.1 Item 010	DAA-GRS-2013-0003-0001

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		<p>freight records and payroll records. If an agency is operating under an integrated accounting system approved by GAO, certain required documents supporting vouchers and/or schedules are included in the site audit records. These records document only the basic financial transaction, money received and money paid or deposited in the course of operation of the agency. All copies except the certified payment or collection copy, usually the original or ribbon copy, and all additional or supporting documentation not involved in an integrated system are covered by succeeding items in this schedule.</p> <p>Site audit records include, but are not limited to, the Standard Forms and Optional Forms listed below. Also included are equivalent agency forms which document the basic financial transaction as described above.</p> <p>b. All other records described under 1.a. above.</p>						
1900-A	2	Memorandum or extra copies of accountable officers' returns including statements of transactions	Temporary	Destroy when 1 year old.		Rescinded		

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		and accountability, all supporting vouchers, schedules, and related papers not covered elsewhere in this section excluding freight records covered by part 2600-E and payroll records covered by part 1900-D.						
1900-A	5a	<p>Certification Settlement Files: Copies of certificates of settlement of accounts of accountable officers, statements of differences, and related records.</p> <p>a. Certificates covering closed account settlements, supplemental settlements, and final balance settlements.</p>	Temporary	Destroy 2 years after date of settlement.	GRS 6 item 3a	Superseded	GRS 1.1 Item 010	DAA-GRS-2013-0003-0001
1900-A	5b	<p>Certification Settlement Files: Copies of certificates of settlement of accounts of accountable officers, statements of differences, and related records.</p> <p>b. Certificates covering periodic settlements.</p>	Temporary	Destroy when subsequent certificate of settlement is received.	GRS 6 item 3b	Superseded	GRS 1.1 Item 010	DAA-GRS-2013-0003-0001
1900-A	7a	<p>Accounting Administrative Files: Correspondence, reports and data relating to voucher preparation, administrative audit, and other accounting and disbursing operations.</p>	Temporary	Destroy when 2 years old.	GRS 6 Item 5a	Superseded	GRS 1.1 item 001	DAA-GRS-2016-0013-0001

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		a. Files used for workload and personnel management purposes.						
1900-A	7b	Accounting Administrative Files: Correspondence, reports and data relating to voucher preparation, administrative audit, and other accounting and disbursing operations. b. All other files.	Temporary	Destroy when 3 years old.	GRS 6 Item 5b	Superseded	GRS 1.1 item 001	DAA-GRS-2016-0013-0001
1900-A	8a-1	Federal Personnel Surety Bond Files. a. Official copies of the bond and attached powers of attorney. 1. Bonds purchased prior to January 1, 1956.	Temporary	Destroy 15 years after bond becomes inactive.		Rescinded		
1900-A	8a-2	Federal Personnel Surety Bond Files. a. Official copies of the bond and attached powers of attorney. 2. Bonds purchased after December 31, 1955.	Temporary	Destroy 15 years after the end of the bond premium period.		Rescinded		

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
1900-A	8b	Federal Personnel Surety Bond Files. b. Other bond files, including other copies of bonds and related papers.	Temporary	Destroy when bond becomes inactive or after the end of the bond premium period.		Rescinded		
1900-A	9	Gasoline Sales Tickets: Hard copies of sales tickets filed in support of paid invoices for credit card purchases of gasoline.	Temporary	Destroy after GAO audit or when 3 years old, whichever is sooner.	GRS 6 item 7	Superseded	GRS 1.1 Item 010	DAA-GRS-2013-0003-0001
1900-A	10	Telephone Toll Tickets: Originals and copies of toll tickets filed in support of telephone toll call payments.	Temporary	Destroy after GAO audit or when 3 years old, whichever is sooner.	GRS 6 item 8	Superseded	GRS 1.1 Item 010	DAA-GRS-2013-0003-0001
1900-A	11	Telegrams: Originals and copies of telegrams filed in support of telegraph bills.	Temporary	Destroy after GAO audit or when 3 years old, whichever is sooner.		Rescinded		
1900-A	12	Audit Reports Case Files: Audit reports of institutions which receive funding from NIH, evidence of resolution of problems cited in the reports, and related papers. Located in Office of Contracts Management, Audit Review Section.	Temporary	Transfer case files to Federal Records Center one year after receipt of subsequent audit report. Destroy 6 years after receipt of subsequent audit report.	NC1-90-79-7 Item 1	Superseded	GRS 1.1 Item 010	DAA-GRS-2013-0003-0001
1900-A	13a	Administrative Claims Files. a. Claims against the United States. Records relating to claims against the United States for moneys which have been administratively (1) disallowed in full or (2) allowed in full or in part, and final payment of	Temporary	Destroy when 6 years, 3 months old.	GRS 6 Item 10a	Superseded	GRS 1.1 Item 080	DAA-GRS-2017-0005-0001

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		the amount awarded, EXCLUDING claims covered by sub-item c below.						
1900-A	13b-1	<p>Administrative Claims Files.</p> <p>b. Claims by the United States subject to the Federal Claims Collection Standards and 28 U.S.C. 2415 or 31 U.S.C. 3716(c)(1). Records relating to claims for money or property which were administratively determined to be due and owing to the United States and which are subject to the Federal Claims Collection Standards (4 CFR Chapter II), EXCLUDING claims covered under sub-item c below.</p> <p>(1) Claims which were paid in full or by means of a compromise agreement pursuant to 4 CFR Part103.</p>	Temporary	Destroy when 6 years, 3 months old.	GRS 6 Item 10b1	Superseded	GRS 1.1 Item 080	DAA-GRS-2017-0005-0001

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
1900-A	13b-2a	<p>Administrative Claims Files.</p> <p>b. Claims by the United States subject to the Federal Claims Collection Standards and 28 U.S.C. 2415 or 31 U.S.C. 3716(c)(1). Records relating to claims for money or property which were administratively determined to be due and owing to the United States and which are subject to the Federal Claims Collection Standards (4 CFR Chapter II), EXCLUDING claims covered under sub-item c below.</p> <p>(2) Claims for which collection action has been terminated under 4 CFR Part 104.</p> <p>(a) Claims for which the Government's right to collect was not extended.</p>	Temporary	Destroy 10 years, 3 months after the year in which the Government's right to collect first accrued.	GRS 6 Item 10b2a	Superseded	GRS 1.1 Item 080	DAA-GRS-2017-0005-0001

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
1900-A	13b-2b	<p>Administrative Claims Files.</p> <p>b. Claims by the United States subject to the Federal Claims Collection Standards and 28 U.S.C. 2415 or 31 U.S.C. 3716(c)(1). Records relating to claims for money or property which were administratively determined to be due and owing to the United States and which are subject to the Federal Claims Collection Standards (4 CFR Chapter II), EXCLUDING claims covered under sub-item c below.</p> <p>(2) Claims for which collection action has been terminated under 4 CFR Part 104.</p> <p>(b) Claims for which the Government is entitled (per 28 U.S.C. 2415) to additional time to initiate legal action.</p>	Temporary	Destroy 3 months after the end of the extended period.	GRS 6 Item 10b2b	Superseded	GRS 1.1 Item 080	DAA-GRS-2017-0005-0001

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
1900-A	13b-3	<p>Administrative Claims Files.</p> <p>b. Claims by the United States subject to the Federal Claims Collection Standards and 28 U.S.C. 2415 or 31 U.S.C. 3716(c)(1). Records relating to claims for money or property which were administratively determined to be due and owing to the United States and which are subject to the Federal Claims Collection Standards (4 CFR Chapter II), EXCLUDING claims covered under sub-item c below.</p> <p>(3) Claims which the agency administratively determines are not owed to the United States after collection action was initiated.</p>	Temporary	Destroy when 6 years, 3 months old.	GRS 6 Item 10b3	Superseded	GRS 1.1 Item 080	DAA-GRS-2017-0005-0001
1900-A	13c	<p>Administrative Claims Files.</p> <p>c. Claims files that are affected by a court order or that are subject to litigation proceedings.</p>	Temporary	Destroy when the court order is lifted, litigation is concluded, or when 6 years, 3 months old, whichever is later.	GRS 6 Item 10c	Superseded	GRS 1.1 Item 080	DAA-GRS-2017-0005-0001

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
1900-A	14a	<p>Waiver of Claims Files. Records relating to waiver of claims of the United States against a person arising out of an erroneous payment of pay allowances, travel expenses, or relocation expenses to an employee of an agency or a member or former member of the uniformed services or the National Guard, including bills of collection, requests for waiver of claim, investigative reports, decisions by agency and/or GAO approving or denying the waiver, and related records.</p> <p>a. Approved waivers (agencies may approve amounts not aggregating to more than \$500 or GAO may approve any amount).</p>	Temporary	Destroy 6 years, 3 months after the close of the fiscal year in which the waiver was approved.	GRS 6 Item 11a	Superseded	GRS 1.1 Item 080	DAA-GRS-2017-0005-0001
1900-A	14b	<p>Waiver of Claims Files. Records relating to waiver of claims of the United States against a person arising out of an erroneous payment of pay allowances, travel expenses, or relocation expenses to an employee of an agency or a member or former member of the uniformed services or the National Guard, including bills of collection, requests for waiver of claim,</p>	Temporary	Destroy with related claims files in accordance with items 13b and 13c of this schedule.	GRS 6 Item 11b	Superseded	GRS 1.1 Item 080	DAA-GRS-2017-0005-0001

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		investigative reports, decisions by agency and/or GAO approving or denying the waiver, and related records. b. Denied waivers.						
1900-B		<p>1900-B Expenditure Accounting</p> <p>Ledgers and related documents maintained to show in summary fashion how funds, appropriated and non-appropriated, are spent and the sources and nature of any receipts. In no event may disposal be made of records pertaining to accounts, claims, or demands involving the Government of the United States which have not been settled or adjusted by the General Accounting Office without written approval of the Comptroller General, as required by Section 9 of the Records Disposal Act of 1943, as amended (44 U.S.C. 372).</p> <p>EXCLUDED from this section are: 1. Accountable Officers' Accounts, (See section 1900-A), 2. Detailed records of stores, and cost accounting; (See section 1900-C)</p>						
1900-B	1	Expenditures Accounting General Correspondence and Subject Files: Correspondence or subject files maintained by operating units responsible for expenditures accounting, pertaining to their internal operations and administration.	Temporary	Destroy when 2 years old.	GRS 7 Item 1	Superseded	GRS 1.1 item 001	DAA-GRS-2016-0013-0001
1900-B	2	General Accounting Ledgers: General accounts ledgers, showing debit and credit entries, and reflecting expenditures in summary.	Temporary	Destroy 6 years and 3 months after the close of the fiscal year involved.	GRS 7 item 2	Superseded	GRS 1.1 Item 010	DAA-GRS-2013-0003-0001

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
1900-B	3	Appropriation Allotment Files: Allotment records showing status of obligations and allotments under each authorized appropriation.	Temporary	Destroy 6 years and 3 months after the close of the fiscal year involved.	GRS 7 item 3	Superseded	GRS 1.1 Item 010	DAA-GRS-2013-0003-0001
1900-B	4a	Expenditure Accounting Posting and Control Files: Records used as posting and control media, subsidiary to the general and allotment ledgers, and not elsewhere covered in this schedule. a. Original records.	Temporary	Destroy when 3 years old.	GRS 7 item4a	Superseded	GRS 1.1 Item 010	DAA-GRS-2013-0003-0001
1900-B	4b	Expenditure Accounting Posting and Control Files: Records used as posting and control media, subsidiary to the general and allotment ledgers, and not elsewhere covered in this schedule. b. Copies.	Temporary	Destroy when 2 years old.	GRS 7 item4b	Superseded	GRS 1.1 Item 010	DAA-GRS-2013-0003-0001
1900-B	5	Evaluation fund files documenting expenditures from the "Program Evaluation Set-Aside" for grants, contracts or other payments used for program evaluation activities. This item covers Office of Program Planning and Evaluation files and does not include records of the Division of Financial Management.	Temporary	Destroy 5 years after fiscal year in which expenditure is made or final payment is made on grant or contract.	NC1-90-77-2	Superseded	GRS 1.1 Item 010	DAA-GRS-2013-0003-0001

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
1900-C		<p>1900-C Stores and Cost Accounting</p> <p>Stores Accounting. These records are maintained to provide personal accountability for the receipt and custody of materials and to provide information as to the monetary worth of such materials.</p> <p>Cost Accounting. These records are designed to accumulate and show data on the costs of agency operation, the direct and indirect costs of production, administration, and the performance of program functions of the agency. The data, which are normally accumulated by means of cost reports and statistics accumulated by operating personnel.</p> <p>EXCLUDED from this section are:</p> <ol style="list-style-type: none"> 1. Summary expenditure accounting records; (See section 1900-B) 2. Procurement, property and supply management files; (See section 2600) 3. Records related to movement of materials to and from storage 4. Plant and facilities cost accounting; (See section 2600-B). 						
	1	<p>Cost and Stores General Correspondence Files:</p> <p>Correspondence files of units responsible for costs and stores accounting operations.</p>	Temporary	Destroy when 3 years old.	GRS 8 Item 1	Superseded	GRS 1.1 item 001	DAA-GRS-2016-0013-0001
	2	<p>Stores Invoice Files: Invoices or equivalent papers used for stores accounting purposes.</p>	Temporary	Destroy when 3 years old.	GRS 8 Item 2	Superseded	GRS 1.1 Item 040	DAA-GRS-2013-0003-0012
	3	<p>Stores Accounting Files: Stores accounting returns and reports.</p>	Temporary	Destroy when 3 years old.	GRS 8 Item 3	Superseded	GRS 1.1 Item 040	DAA-GRS-2013-0003-0012
	4	<p>Stores Accounting Work Papers:</p> <p>Work papers used in accumulating stores accounting data.</p>	Temporary	Destroy when 2 years old.	GRS 8 Item 4	Superseded	GRS 1.1 Item 040	DAA-GRS-2013-0003-0012

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
1900-C	5a	Cost Accounting Reports. a. Copies in units receiving reports.	Temporary	Destroy when 3 years old.	GRS 8 Item 6a	Superseded	GRS 1.1 Item 040	DAA-GRS-2013-0003-0012
1900-C	5b	Cost Accounting Reports. b. Copies in reporting units, and related work papers.	Temporary	Destroy when 3 years old.	GRS 8 Item 6b	Superseded	GRS 1.1 Item 040	DAA-GRS-2013-0003-0012
1900-C	6a	Cost Report Data files: Ledgers, forms, and machine-records used to accumulate data for use in cost reports. a. Ledgers and forms.	Temporary	Destroy when 3 years old.	GRS 8 Item 7a	Superseded	GRS 1.1 Item 040	DAA-GRS-2013-0003-0012
1900-C	6b-1	Cost Report Data files: Ledgers, forms, and machine-records used to accumulate data for use in cost reports. b. Automated records. 1. Detail cards:	Temporary	Destroy when 6 months old.		Rescinded		
1900-C	6b-2	Cost Report Data files: Ledgers, forms, and machine-records used to accumulate data for use in cost reports. b. Automated records. 2. Summary cards:	Temporary	Destroy when 6 months old.		Rescinded		

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
1900-C	6b-3	<p>Cost Report Data files: Ledgers, forms, and machine-records used to accumulate data for use in cost reports.</p> <p>b. Automated records.</p> <p>3. Tabulations:</p>	Temporary	Destroy when 1 year old.		Rescinded		
1900-C	7	<p>Equipment Accounting Files: Account cards and ledgers pertaining to physical plant exclusive of structures. (For buildings see section 2600-B).</p>	Temporary	Destroy 3 years after item is withdrawn from plant account.	GRS 8 item 5	Superseded	GRS 1.1 Item 040	DAA-GRS-2013-0003-0012
1900-C	8	<p>CIT Project Control Fiscal Records: Relating to formal computer projects in the Division for which there is reimbursement by users on a revolving fund basis. These records, maintained for administrative and fund control purposes, are arranged by account number. They contain account authorizations, address/information change notices, obligation documents, annual project updates, and related papers.</p> <p>Located in CIT - Office of the Director.</p>	Temporary	Destroy 4 years after completion of project.	NC1-90-78-12 Item 9	Superseded	GRS 1.1 Item 010	DAA-GRS-2013-0003-0001
1900-D	1900-D Payroll							

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
1900-D	1a	Individual Employee Pay Record. a. Pay record for each employee as maintained in an electronic data base. This database may be a stand-alone payroll system or part of a combined personnel/payroll system.	Temporary	Update elements and/or entire record as required.	GRS 2 Item 1a	Rescinded		-
1900-D	1b	Individual Employee Pay Record. b. Individual Pay Record, containing pay data on each employee within an agency. This record may be in paper or microform but not in machine readable form.	Temporary	Transfer to National Personnel Records Center. Destroy when 56 years old.	GRS 2 Item 1b	Superseded	GRS 2.4 Item 040	DAA-GRS-2016-0015-0004
1900-D	2	Noncurrent Payroll Files. Copy of noncurrent payroll data as maintained by payroll service bureaus in either microform or machine-readable form.	Temporary	Destroy 15 years after close of pay year in which generated.	GRS 2 Item 2	Rescinded		-
1900-D	6a	Leave Application Files. SF 71 or equivalent plus any supporting documentation of requests and approvals of leave. a. If employee initials time card or equivalent.	Temporary	Destroy at end of following pay period.	GRS 2 Item 6a	Superseded	GRS 2.4 Item 030	DAA-GRS-2016-0015-0003
1900-D	6b	Leave Application Files. SF 71 or equivalent plus any supporting documentation of requests and approvals of leave. b. If employee has not initialed time card or equivalent.	Temporary	Destroy after GAO audit or when 3 years old, whichever is sooner.	GRS 2 Item 6b	Superseded	GRS 2.4 Item 030	DAA-GRS-2016-0015-0003

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
1900-D	7	Time and Attendance Source Records. All time and attendance records upon which leave input data is based, such as time or sign-in sheets; time cards (such as Optional Form (OF) 1130); flextime records; leave applications for jury and military duty; and authorized premium pay or overtime, maintained at duty post, upon which leave input data is based. Records may be in either machine-readable or paper form.	Temporary	Destroy after GAO audit or when 6 years old, whichever is sooner.	GRS 2 Item 7	Superseded	GRS 2.4 Item 030	DAA-GRS-2016-0015-0003
1900-D	8	Time and Attendance Input Records. Records in either paper or machine readable form used to input time and attendance data into a payroll system, maintained either by agency or payroll processor.	Temporary	Destroy after GAO audit or when 6 years old, whichever is sooner.	GRS 2 Item 8	Superseded	GRS 2.4 Item 030	DAA-GRS-2016-0015-0003
1900-D	9a	Leave Record. a. Record of employee leave, such as SF 1150, prepared upon transfer or separation.	Temporary	File on right side of the Official Personnel Folder (OPF). See GRS 1, item 1.		Rescinded		
1900-D	9b	Leave Record. b. Creating agency copy, when maintained.	Temporary	Destroy when 3 years old.	GRS 2 item 9	Superseded	GRS 2.5 Item 020	DAA-GRS-2014-0004-0003

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
1900-D	13a	Tax Files. a. Employee withholding allowance certificate such as Internal Revenue Service (IRS) Form W-4 and state equivalents.	Temporary	Destroy 4 years after superseded or obsolete or upon separation of employee.	GRS 2 Item 13a	Superseded	GRS 2.4 Item 020	DAA-GRS-2016-0015-0002
1900-D	13b	Tax Files. b. Agency copy of employee wages and tax statements, such as IRS Form W-2 and state equivalents, maintained by agency or payroll processor.	Temporary	Destroy when 4 years old.	GRS 2 Item 13b	Superseded	GRS 2.4 Item 050	DAA-GRS-2016-0015-0005
1900-D	13c	Tax Files. c. Agency copy of employer reports of Federal tax withheld, such as IRS Form W-3, with related papers including reports relating to income and social security tax, and state equivalents, maintained by agency or payroll processor.	Temporary	Destroy when 4 years old.	GRS 2 Item 13c	Superseded	GRS 2.4 Item 050	DAA-GRS-2016-0015-0005
1900-D	14a	Savings Bond Purchase Files. a. Authorization for Purchase and Request for Change - U.S. Savings Bonds, SB 2152, or equivalent.	Temporary	Destroy when superseded or after separation of employee.	GRS 2 Item 14a	Rescinded		-
1900-D	14b	Savings Bond Purchase Files. b. Bond registration files: issuing agent's copies of bond registration stubs.	Temporary	Destroy 4 months after date of issuance of bond.	GRS 2 Item 14b	Rescinded		-
1900-D	14c	Savings Bond Purchase Files. c. Bond receipt and transmittal files: receipts for and transmittals of U.S. Savings Bonds.	Temporary	Destroy 4 months after date of issuance of bond.	GRS 2 Item 14c	Rescinded		-

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
1900-D	15a	Combined Federal Campaign and Other Allotment Authorizations. a. Authorization for individual allotment to the Combined Federal Campaign.	Temporary	Disposition: Destroy after GAO audit or when 3 years old, whichever is sooner.	GRS 2 Item 15a	Superseded	GRS 2.4 Item 010	DAA-GRS-2016-0015-0001
1900-D	15b	Combined Federal Campaign and Other Allotment Authorizations. b. Other authorizations, such as union dues and savings.	Temporary	Destroy after GAO audit or when 3 years old, whichever is sooner.	GRS 2 Item 15b	Superseded	GRS 2.4 Item 010	DAA-GRS-2016-0015-0001
1900-D	16	Thrift Savings Plan Election Form. Form TSP-1 authorizing deduction of employee contribution to the Thrift Savings Plan.	Temporary	Destroy when superseded or after separation of employee.	GRS 2 Item 16	Superseded	GRS 2.4 Item 010	DAA-GRS-2016-0015-0001
1900-D	17	Direct Deposit Sign-up Form (SF 1199A).	Temporary	Destroy when superseded or after separation.	GRS 2 Item 17	Superseded	GRS 2.4 Item 010	DAA-GRS-2016-0015-0001
1900-D	18	Levy and Garnishment Files. Official Notice of Levy or Garnishment (IRS Form 668A or equivalent), change slip, work papers, correspondence, release and other forms, and other records relating to charge against retirement funds or attachment of salary for payment of back income taxes or other debts of Federal employees.	Temporary	Destroy 3 years after garnishment is terminated.	GRS 2 Item 18	Superseded	GRS 2.4 Item 010	DAA-GRS-2016-0015-0001

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
1900-D	22a	Payroll System Reports. a. Error reports, ticklers, system operation reports.	Temporary	Destroy when related actions are completed or when no longer needed, not to exceed 2 years.	GRS 2 Item 22a	Superseded	GRS 2.4 Item 060	DAA-GRS-2016-0015-0006
1900-D	22b	Payroll System Reports. b. Reports and data used for agency workload and or personnel management purposes.	Temporary	Destroy when 2 years old.	GRS 2 Item 22b	Superseded	GRS 2.4 Item 060	DAA-GRS-2016-0015-0006
1900-D	22c	Payroll System Reports. c. Reports providing fiscal information on agency payroll.	Temporary	Destroy after GAO audit or when 3 years old, whichever is sooner.	GRS 2 Item 22c	Superseded	GRS 2.4 Item 061	DAA-GRS-2016-0015-0007
1900-D	23a	Payroll Change Files. Records used to direct a change or correction of an individual pay transaction whether created and maintained by paying agency or payroll processor. a. Copies subject to GAO audit.	Temporary	Destroy after GAO audit or when 3 years old, whichever is sooner.	GRS 2 Item 23a	Superseded	GRS 2.4 Item 010	DAA-GRS-2016-0015-0001
1900-D	23b	Payroll Change Files. Records used to direct a change or correction of an individual pay transaction whether created and maintained by paying agency or payroll processor. b. All other copies.	Temporary	Destroy 1 month after end of related pay period.	GRS 2 Item 23b	Rescinded		

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
1900-D	23b	<p>Payroll Change Files.</p> <p>Records used to direct a change or correction of an individual pay transaction whether created and maintained by paying agency or payroll processor.</p> <p>a. All Other Copies</p>	Temporary	Destroy 1 month after end of related pay period.	GRS 2 Item 23b	Rescinded		-
1900-D	24	<p>Payroll Correspondence.</p> <p>Correspondence between agency and payroll processor regarding general, routine administrative issues that do not relate to individual payments.</p>	Temporary	Destroy when 2 years old.	GRS 2 Item 24	Superseded	GRS 2.4 Item 060	DAA-GRS-2016-0015-0006
1900-D	28	<p>Retirement Files.</p> <p>Reports, registers, or other control documents, and other records relating to retirement, such as SF 2807 or equivalent.</p>	Temporary	For CSRS/FERS related records, destroy upon receipt of official OPM acceptance of annual summary.	GRS 2 item 28	Superseded	GRS 2.5 Item 010	DAA-GRS-2014-0004-0001
1900-D	31a	<p>Electronic Mail and Word Processing System Copies.</p> <p>Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word</p>	Temporary	Destroy/delete within 180 days after the recordkeeping copy has been produced.	GRS 2 Item 31	Superseded	GRS 6.1 Item 010 or GRS 6.1 Item 011	DAA-GRS-2014-0001-0001 or DAA-GRS-2014-0001-0002

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		<p>processing systems that are maintained for updating, revision, or dissemination.</p> <p>a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.</p>						
1900-D	31b	<p>Electronic Mail and Word Processing System Copies.</p> <p>Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.</p> <p>b. Copies used for dissemination,</p>	Temporary	Destroy/delete when dissemination, revision, or updating is completed.	GRS 2 Item 31	Superseded	GRS 6.1 Item 010 or GRS 6.1 Item 011	DAA-GRS-2014-0001-0001 or DAA-GRS-2014-0001-0002

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		revision, or updating that are maintained in addition to the recordkeeping copy.						
1900-E		<p>1900-E Non-Employee Compensation</p> <p>Records relating to payments made, by means other than payroll, to individuals who are not employees. Such payments are made for services rendered, fellowships and research grants. The records document and report information on non-employee payments as required by the Federal Tax Regulations, 1.6041-I. The records described below are part of Privacy Act system of records: 09-90-0024, Accounting Records of Payments to Individuals from Agency and Regional Financial Management and Disbursing Offices, HHS/OS/ASMB I.</p> <p>EXCLUDED from this section are: 1. accountable officers' accounts (See section 1900-A).</p>						
1900-E	1	<p>Non-employee compensation records U.S. Information Returns; Form IRS 1099 (NEC), Statement for Recipients of Non-employee Compensation and 1099 (MISC) Statement for Recipients of Miscellaneous Income; and corrected statements. These statements are issued to report non-employee payments made by means other than the NIH Payroll, to individuals for services rendered, fellowships and research grants.</p> <p>Located in Office of Financial Management.</p>	Temporary	Destroy 4 years after the year of issuance.	NC1-90-82-6 Item 1	Superseded	GRS 1.1 Item 010	DAA-GRS-2013-0003-0001

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
1900-E	2	Non-employee Compensation Reporting System Master Files (WYLBUR Data Sets): This automated data base consists of separate files for each Institute and Center. Each file contains summary data on each non-employee compensation payment made including an identifying number, such as SSN or grant number, the date of payment, the check number and amount, and a breakdown of the total amount by fee, per diem and transportation. These files are used by the Office of Financial Management to generate comprehensive reports and to prepare Information Returns (Form IRS 1099) as required by IRS. Located in Originating IC.	Temporary	Destroy after 1 year or when no longer needed for administrative purposes.	NC1-90-82-6 Item 2	Superseded	GRS 1.1 Item 010	DAA-GRS-2013-0003-0001
1900-E	3	Supporting Documentation for non-employee compensation payments: Records of payments, such as IC copies of purchase orders and vouchers for Scientific Review and Evaluation Awards reported for U.S. Information Returns, Form IRS 1099. Located in Offices responsible for payment.	Temporary	Destroy 4 years after the calendar year in which the payment was made.	NC1-90-82-6 Item 3	Superseded	GRS 1.1 Item 010	DAA-GRS-2013-0003-0001

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
1900-E	4a	Output Reports from non-employee compensation reporting system, including cumulative, monthly and year-to-date listings of non-employee compensation payments. a. Located in Office of Financial Management.	Temporary	Destroy 4 years after the date of the report.	NC1-90-82-6 Item 4a	Superseded	GRS 1.1 Item 010	DAA-GRS-2013-0003-0001
1900-E	4b	Output Reports from non-employee compensation reporting system, including cumulative, monthly and year-to-date listings of non-employee compensation payments. b. Other copies.	Temporary	Destroy after 1 year or when no longer needed.	NC1-90-82-6 Item 4b	Superseded	GRS 1.1 Item 010	DAA-GRS-2013-0003-0001
1900-E	5	Posting and Control files for non-employee compensation reporting system such as data entry records, vendor coding sheets and error listings.	Temporary	Destroy once data has been accepted as error-free into the WYLBUR data set.	NC1-90-82-6 Item 5	Superseded	GRS 1.1 Item 010	DAA-GRS-2013-0003-0001
1900-E	6	Non-Employee Compensation Electronic copies created on electronic mail and word processing systems.	Temporary	Delete when file copy is generated or when referencing or updating is completed.		Rescinded		
1900-F		<p>1900-F Gift Administration</p> <p>Correspondence and other documents related to offers, acceptance, refusal, or use of monetary or non-monetary gifts to NIH or any of its components.</p> <p>EXCLUDED from this section are copies of such records forwarded to the Office of Financial Management as Accountable Officers' Accounts (see section 1900-A)</p>						

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
1900-F	1a	Gift Fund Plans submitted annually to the Division of Financial Management. a. Located in Office of Financial Management	Temporary	Destroy when 5 years old. Inactive records may be transferred to the Federal Records Center when 1 year old.	NC1-443-84-1	Superseded	GRS 1.1 Item 010	DAA-GRS-2013-0003-0001
1900-F	1b	Gift Fund Plans submitted annually to the Division of Financial Management. b. Located in originating budget office.	Temporary	Destroy when 3 years old or when no longer needed, whichever is sooner.	NC1-443-84-1	Superseded	GRS 1.1 Item 010	DAA-GRS-2013-0003-0001
1900-F	1c	Gift Fund Plans submitted annually to the Division of Financial Management. c. Other copies.	Temporary	Destroy in 1 year, or when no longer needed, whichever is sooner.	NC1-443-84-1	Superseded	GRS 1.1 Item 010	DAA-GRS-2013-0003-0001
1900-F	2a	Periodic Reports on gift funds. a. Located in Office of Financial Management.	Temporary	Transfer to Federal Records Center when 2 years old. Destroy when 7 years old.	NC1-443-84-1	Superseded	GRS 1.1 Item 010	DAA-GRS-2013-0003-0001
1900-F	3a	Records related to bequests, including wills, trust agreements, executor's accounts, petitions for probate and other documents filed with courts, terms and conditions, acknowledgements, releases, letters of acceptance or refusal and other related correspondence and documentation.	Temporary	Destroy 2 years after refusal of the bequest.	NC1-443-84-1	Superseded	GRS 1.1 Item 010	DAA-GRS-2013-0003-0001

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		a. Original copies: When legal advice or action is necessary, forward to the office of the NIH Legal Advisor. Otherwise follow appropriate instructions below.						
1900-F	3b	<p>Records related to bequests, including wills, trust agreements, executor's accounts, petitions for probate and other documents filed with courts, terms and conditions, acknowledgements, releases, letters of acceptance or refusal and other related correspondence and documentation.</p> <p>b. Records relating to bequests which are refused.</p> <p>Located in components receiving offer of bequest.</p>	Temporary	Destroy 2 years after refusal of the bequest.	NC1-443-84-1	Superseded	GRS 1.1 Item 010	DAA-GRS-2013-0003-0001
1900-F	3c	Records related to bequests, including wills, trust agreements, executor's accounts, petitions for probate and other documents filed with courts, terms and conditions, acknowledgements, releases, letters of acceptance or refusal and other related correspondence and documentation.	Temporary	Destroy 6 years after disbursement of funds or, in the case of non-monetary gifts, 6 years after acceptance.	NC1-443-84-1	Superseded	GRS 1.1 Item 010	DAA-GRS-2013-0003-0001

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		<p>c. Records related to unconditional bequests which are accepted.</p> <p>Located in components benefiting from the bequest.</p>						
1900-F	3d	<p>Records related to bequests, including wills, trust agreements, executor's accounts, petitions for probate and other documents filed with courts, terms and conditions, acknowledgements, releases, letters of acceptance or refusal and other related correspondence and documentation.</p> <p>d. Records related to conditional bequests which are accepted.</p> <p>Located in components receiving offer of bequest.</p>	Temporary	Destroy 6 years after acceptance of a non-monetary gift, disbursement of funds, or satisfaction of the condition(s) imposed by the donor, whichever is later.	NC1-443-84-1	Superseded	GRS 1.1 Item 010	DAA-GRS-2013-0003-0001

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
1900-F	4a	<p>Correspondence with donors, or their representatives including offers of conditional or unconditional gifts, acknowledgements, letters of acceptance or refusal, when filed separately from records described in item 1900-F-3.</p> <p>a. Correspondence related to gifts which are refused.</p> <p>Located in components which receive offers of gifts.</p>	Temporary	Destroy when 2 years old.	NC1-443-84-1	Superseded	GRS 1.1 Item 001	DAA-GRS-2016-0013-0001
1900-F	4b	<p>Correspondence with donors, or their representatives including offers of conditional or unconditional gifts, acknowledgements, letters of acceptance or refusal, when filed separately from records described in item 1900-F-3.</p> <p>b. Related to acceptance of gifts.</p>	Temporary	Destroy 6 years after acceptance of a non-monetary gift, disbursement of funds, or satisfaction of condition(s) imposed by the donor, whichever is later.	NC1-443-84-1	Superseded	GRS 1.1 Item 001	DAA-GRS-2016-0013-0001
1900-F	5	<p>Automated Information Systems used to track the status of actions on gifts and offers of gifts, or to produce letters of acknowledgement, acceptance or refusal.</p>	Temporary	Destroy data when information is updated or superseded, or no later than 1 year after final action on a gift or offer of gift.	NC1-443-84-1	Superseded	GRS 1.1 Item 010	DAA-GRS-2013-0003-0001

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		Located in organization benefiting from the gift.						
1900-F	6	<p>Patients' Emergency Fund Records, relating to the collection and disbursement of, and accounting for, funds donated to meet emergency needs of patients, summary records of withdrawals and deposits, and "thank you" letters from patients and their families.</p> <p>Located in CC, Social Work Department.</p>	Temporary	Destroy when 3 years old.	N1-443-00-3	Superseded	GRS 1.1 Item 010	DAA-GRS-2013-0003-0001
1900-F	7	<p>Gift Administration Electronic copies created on electronic mail and word processing systems.</p>	Temporary	Delete when file copy is generated or when referencing or updating is completed.		Rescinded		
2100	2100 Budgeting							
2100-A	<p>2100-A Budgeting</p> <p>Records accumulated in budget preparation, presentation and appointment.</p> <p>EXCLUDED from this chapter are :</p> <p>(1) Accountability Records; (See section 1900-A).</p> <p>(2) Expenditures Accounting records; (See section 1900-B).</p> <p>(3) Budget related documents located in administrative files specifically identified in section 1100-M.</p>							

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
2100-A	1	Budgeting Policy Files: Correspondence or subject files documenting NIH policy and procedures governing budget administration. Located in the NIH Office of Budget.	Temporary	Transfer to the Federal Records Center 5 years after the close of the fiscal year covered by the budget. Destroy when 15 years old.	N1-443-98-3	Superseded	1100-B-7	DAA-0443-2017-0004-0002
2100-A	2	Budget Estimates and Justifications Files Budget Estimates and Justifications Files, including appropriations language sheets, narrative statements, and related schedules and data used to estimate and justify the NIH and/or IC budget. Located in the NIH Office of Budget.	Permanent	Retire to the Federal Records Center when no longer needed for reference or administrative purposes. Transfer to NARA when 20 years old.	N1-443-98-3	Superseded	GRS 1.3 Item 010	DAA-GRS-2015-0006-0001
2100-A	3	Budget Correspondence pertaining to routine administration, internal procedures and other budget-related matters EXCLUDING correspondence files related to budget policy (item 2100-A-1). Located in the NIH Office of Budget or Office of Financial Management or IC budget offices.	Temporary	Destroy when 2 years old.	GRS 5 Item 1	Superseded	GRS 1.3 Item 050	DAA-GRS-2015-0006-0007
2100-A	4a	Budget Reports: Periodic reports on the status of appropriation accounts and apportionment. a. Annual report at end of fiscal year.	Temporary	Destroy when 5 years old.	GRS 5 Item 3a	Superseded	GRS 1.3 Item 030	DAA-GRS-2015-0006-0003

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
2100-A	4b	Budget Reports: Periodic reports on the status of appropriation accounts and apportionment. b. All other budget reports.	Temporary	Destroy 3 years after end of the fiscal year.	GRS 5 Item 3b	Superseded	GRS 1.3 Item 031	DAA-GRS-2015-0006-0004
2100-A	5	Budget Apportionment Files: Apportionment and reapportionment schedules, proposing quarterly obligations under each authorized appropriation.	Temporary	Destroy 2 years after the close of the fiscal year	GRS 5 Item 4	Superseded	GRS 1.3 Item 020	DAA-GRS-2015-0006-0002
2100-A	6	Budget Background Records: Working papers, cost statements, and rough data accumulated in the preparation of annual budget estimates, including duplicates of paper described in item 2100-A-2, and originating offices' copies of reports submitted to budget offices.	Temporary	Destroy 1 year after the close of the fiscal year covered by the budget.	GRS 5 Item 2	Superseded	GRS 1.3 Item 010 GRS 1.3 Item 040 GRS 1.3 Item 041	DAA-GRS-2015-0006-0001 DAA-GRS-2015-0006-0005 DAA-GRS-2015-0006-0006
2200		2200 Equal Employment Opportunity Files						
2200-A	1a	2200-A-1 Affirmative Action Plans, (AAP) outlining proposed actions for overcoming NIH equal employment problems. Included are supporting papers such as correspondence, minutes or meetings where plans are discussed, AAP's of individual ICs, progress reports and evaluations.	Temporary	Destroy 5 years from date of plan.	GRS 1 Item 25h1	Superseded	GRS 2.3 Item 035	DAA-GRS-2015-0007-0011

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		a. Consolidated NIH-wide plans.						
2200-A	1b	2200-A-1 Affirmative Action Plans, (AAP) outlining proposed actions for overcoming NIH equal employment problems. Included are supporting papers such as correspondence, minutes or meetings where plans are discussed, AAP's of individual ICs, progress reports and evaluations. b. IC or lower level feeder plans.	Temporary	Destroy 5 years from date of plan, or sooner if no longer needed for administrative purposes.	GRS 1 Item 25h2	Superseded	GRS 2.3 Item 035	DAA-GRS-2015-0007-0011
2200-A	1c	2200-A-1 Affirmative Action Plans, (AAP) outlining proposed actions for overcoming NIH equal employment problems. Included are supporting papers such as correspondence, minutes or meetings where plans are discussed, AAP's of individual ICs, progress reports and evaluations. c. Report of on-site reviews of Affirmative Action Programs.	Temporary	Destroy 5 years from date of report.	GRS 1 Item 25h3	Superseded	GRS 2.3 Item 035	DAA-GRS-2015-0007-0011

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
2200-A	1d	2200-A-1 Affirmative Action Plans, (AAP) outlining proposed actions for overcoming NIH equal employment problems. Included are supporting papers such as correspondence, minutes or meetings where plans are discussed, AAP's of individual ICs, progress reports and evaluations. d. Agency copy of annual report of Affirmative Action accomplishments.	Temporary	Destroy 5 years from date of report.	GRS 1 Item 25h4	Superseded	GRS 2.3 Item 035	DAA-GRS-2015-0007-0011
2200-A	2	Special Program Files , including records on programs sponsored or operated by the EEO Office such as the Federal Women's Program, ethnic cultural programs and training programs.	Temporary	Destroy all copies when 5 years old. Copies in the ICs or other locations may be destroyed earlier if no longer needed for reference.	NC1-90-77-2 Item 67	Superseded	GRS 2.3 Item 030	DAA-GRS-2015-0007-0006
2200-A	3a	Complaints Case Files of formal complaints of discrimination. Individual case files containing the complaint, the counselor's report, investigative records, transcript of hearings, appeals examiner's decisions, and other records as described in 29 C.F.R. 1613.222. (Privacy Act Systems of records 09-90-0015 and 09-90-0009).	Temporary	Destroy 4 years after final decision on case when resolved within DHHS.	GRS 1 Item 25a	Superseded	GRS 2.3 Item 010 or GRS 2.3 Item 032	DAA-GRS-2015-0007-0007 or DAA-GRS-2015-0007-0008

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		a. Official Discrimination Complaint Case Files.						
2200-A	3b	<p>Complaints Case Files of formal complaints of discrimination. Individual case files containing the complaint, the counselor's report, investigative records, transcript of hearings, appeals examiner's decisions, and other records as described in 29 C.F.R. 1613.222. (Privacy Act Systems of records 09-90-0015 and 09-90-0009).</p> <p>b. Duplicate case files or documents pertaining to cases files retained in Official Discrimination Complaint Case Files.</p>	Temporary	Destroy 1 year after resolution of case.	GRS 1 Item 25b	Rescinded		-
2200-A	3c-1	Complaints Case Files of formal complaints of discrimination. Individual case files containing the complaint, the counselor's report, investigative records, transcript of hearings, appeals examiner's decisions, and other records as described in 29 C.F.R. 1613.222. (Privacy Act Systems of records 09-90-0015 and 09-90-0009).	Temporary	Destroy 2 years after final adjustment.	GRS 1 Item 25c1	Superseded	GRS 2.3 Item 033	DAA-GRS-2015-0007-0009

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		c. Preliminary and Background Files (1) Background documents related to the case but not included in the Official Discrimination Complaint Case File						
2200-A	3c-2	Complaints Case Files of formal complaints of discrimination. Individual case files containing the complaint, the counselor's report, investigative records, transcript of hearings, appeals examiner's decisions, and other records as described in 29 C.F.R. 1613.222. (Privacy Act Systems of records 09-90-0015 and 09-90-0009). c. Preliminary and Background Files (2) Records documenting complaints that do not develop into Official Discrimination Complaint Cases.	Temporary	Destroy when 2 years old.	GRS 1 Item 25c2	Superseded	GRS 2.3 Item 033	DAA-GRS-2015-0007-0009

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
2200-A	3d-1	<p>Complaints Case Files of formal complaints of discrimination. Individual case files containing the complaint, the counselor's report, investigative records, transcript of hearings, appeals examiner's decisions, and other records as described in 29 C.F.R. 1613.222. (Privacy Act Systems of records 09-90-0015 and 09-90-0009).</p> <p>d. Compliance Records.</p> <p>(1) Compliance Review Files. Reviews, background documents, and correspondence relating to contractor employment practices.</p>	Temporary	Destroy when 7 years old.	GRS 1 Item 25d1	Superseded	GRS 2.3 Item 034	DAA-GRS-2015-0007-0010
2200-A	3d-2	<p>Complaints Case Files of formal complaints of discrimination. Individual case files containing the complaint, the counselor's report, investigative records, transcript of hearings, appeals examiner's decisions, and other records as described in 29 C.F.R. 1613.222. (Privacy Act Systems of records 09-90-0015 and 09-90-0009).</p> <p>c. Preliminary and Background Files</p> <p>(2) EEO Compliance Reports.</p>	Temporary	Destroy when 3 years old.	GRS 1 Item 25d2	Superseded	GRS 2.3 Item 035	DAA-GRS-2015-0007-0011

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
2200-A	3e	<p>Complaints Case Files of formal complaints of discrimination. Individual case files containing the complaint, the counselor's report, investigative records, transcript of hearings, appeals examiner's decisions, and other records as described in 29 C.F.R. 1613.222. (Privacy Act Systems of records 09-90-0015 and 09-90-0009).</p> <p>e. Employee Housing Requests. Forms requesting agency assistance in housing matters, such as rental or purchase.</p>	Temporary	Destroy when 1 year old.	GRS 1 Item 25e	Rescinded		-
2200-A	3f	<p>Complaints Case Files of formal complaints of discrimination. Individual case files containing the complaint, the counselor's report, investigative records, transcript of hearings, appeals examiner's decisions, and other records as described in 29 C.F.R. 1613.222. (Privacy Act Systems of records 09-90-0015 and 09-90-0009).</p> <p>f. Employment Statistics Files. Employment statistics relating to race and sex.</p>	Temporary	Destroy when 5 years old.	GRS 1 Item 25f	Superseded	GRS 2.3 Item 035	DAA-GRS-2015-0007-0011

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
2200-A	4	Informal Complaints Case Files of complaints settled within NIH. Documents included are complaints, counselor's report, correspondence and other documents related to processing the case. (Privacy Act System 09-90-0014)	Temporary	Official EEO file - Destroy 4 years after settlement of the complaint. Other copies - Destroy 1 year after settlement of complaint.	N/A	Superseded	GRS 2.3 Item 031	DAA-GRS-2015-0007-0007
2200-A	5	Grievances Files: These are individual case files of employee grievances, which include the original grievance and documents developed in investigating and resolving the case.	Temporary	All copies - Destroy 4 years after the file is closed.	NC1-90-77-2 Item 70	Superseded	GRS 2.3 Item 060	DAA-GRS-2015-0007-0017
2200-A	6	Adverse Action Files: These are individual case files on adverse actions. Included are all supporting and related papers.	Temporary	All copies - Destroy 4 years after the file is closed.	GRS 1 item 30a	Superseded	GRS 2.3 Item 061	DAA-GRS-2015-0007-0018
2200-A	8	Adverse impact files: Records or other information which will disclose the impact of tests and other selection procedures on the employment opportunities of persons identifiable by race, sex, ethnic group or handicap in order to determine compliance with the Uniform Guidelines on Employee Selection Procedures (29 C.F.R. sub-section 1607.4).	Temporary	Destroy 5 years after the date of the record.	GRS 1 Item 30b	Rescinded		-
2300-200	2300-200 General Personnel Provisions							

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
2300-200	1	Personnel Correspondence and Subject Files. Correspondence, reports, memoranda, and other records relating to employment programs and function, and manpower management and evaluation, including experts and consultants, overseas employment, reemployment rights, employee transfer and detail, and excepted positions.	Temporary	Destroy when 3 years old.		Superseded	GRS 2.2 Item 010	DAA-GRS-2017-0007-0001
2300-200	2	Personnel Operations Statistical Reports: Statistical reports in the operating personnel office and subordinate units relating to personnel.	Temporary	Destroy when 2 years old.	GRS 1 Item 16	Superseded	GRS 2.2 Item 010	DAA-GRS-2017-0007-0001
2300-293	2300-293 Personnel Records and Files							
2300-293	1a	1 Official Personnel Folders: Records filed on the right side of the Official Personnel Folder (OPF). Folders covering periods of employment terminated after December 31, 1920, excluding those selected by the National Archives for permanent retention. a. Transferred employees: See Chapter 7 of The Guide to Personnel	Temporary	Transfer folder to National Personnel Records Center (CPR) St. Louis, Missouri, 30 days after latest separation. NPRC will destroy 65 years after separation from Federal service.	GRS 1 Item 1a	Rescinded		-

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		Recordkeeping for instructions relating to folders of employees transferred to another agency.						
2300-293	1b	1 Official Personnel Folders: Records filed on the right side of the Official Personnel Folder (OPF). Folders covering periods of employment terminated after December 31, 1920, excluding those selected by the National Archives for permanent retention. b. Separated employees.	Temporary	Transfer folder to National Personnel Records Center (CPR) St. Louis, Missouri, 30 days after latest separation. NPRC will destroy 65 years after separation from Federal service.	GRS 1 Item 1b	Superseded	GRS 2.2 Item 040	DAA-GRS-2017-0007-0004
2300-293	2	Temporary Individual Employee Records: All copies of correspondence and forms maintained on the left side of the Official Personnel Folder in accordance with Federal Personnel Manual, Chapter 293, and Supplement 293-31.	Temporary	Destroy upon separation or transfer of employee or when 1 year old, whichever is sooner.	GRS 1 Item 10a	Superseded	GRS 2.2 Item 041	DAA-GRS-2017-0007-0005
2300-293	3	Employment Applications. Applications, including OF 612, resumes, and any application that an agency may develop for unique jobs with specialized requirements,	Temporary	Destroy upon receipt of OPM inspection report or when 2 years old, whichever is earlier.	N/A	Superseded	GRS 2.1 Item 060	DAA-GRS-2014-0002-0011

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		EXCLUDING records relating to appointments requiring Senatorial confirmation and applications resulting in appointment which are filed in the Official Personnel Folder.						
2300-293	4a	<p>Clinical Center Medical Staff - Medical Staffs' credential files, documenting approval by Clinical Center Administration of physicians, dentists, and other health professionals involved in patient treatment or other contacts. The files contain record of participation in patient care, signed agreements to abide by Medical Staff by laws, delineations of clinical privileges, and related papers. (NOTE: These records are part of Privacy Act system of records 09 25 0169.)</p> <p>Located in CC, Medical Records Department. Clinical Center Medical Staff - Medical Staffs' credential files, documenting approval by Clinical Center Administration of physicians, dentists, and other health professionals involved in patient treatment or other contacts. The files contain record of participation</p>	Temporary	<p>Purge hard copy files immediately after medical staff member leaves patient care. Transfer hard copy files of medical staff members employed in Clinical Center departments to the Federal Records Center in 5 year blocks by retiring all materials through the fiscal year, ending September 30. Retire all materials through FY 1998, then in 5 year blocks thereafter by fiscal year. (For example, in fiscal year 1999, transfer files closed out in fiscal years 1984 1998; in fiscal year 2004, transfer files closed out in fiscal years 1999 2003; in fiscal year 2009, transfer files closed out in fiscal years 2004-2008.) Destroy when 30 years old.</p>	N1-443-93-1	Superseded	I-0011 Medical Staff Credentialing Records	DAA-0443-2012-0007-0011

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		<p>in patient care, signed agreements to abide by Medical Staff by laws, delineations of clinical privileges, and related papers. (NOTE: These records are part of Privacy Act system of records 09 25 0169.)</p> <p>Located in CC, Medical Records Department.</p>						
2300-294	4b	<p>Data Files - Medical Staffs' credential files, documenting approval by Clinical Center Administration of physicians, dentists, and other health professionals involved in patient treatment or other contacts. The files contain record of participation in patient care, signed agreements to abide by Medical Staff by laws, delineations of clinical privileges, and related papers. (NOTE: These records are part of Privacy Act system of records 09 25 0169.)</p> <p>Located in CC, Medical Records Department. Data Files - Medical Staffs' credential files, documenting approval by Clinical Center Administration of physicians, dentists, and other health professionals involved in patient</p>	Temporary	Delete inactive information in the database when no longer needed.	N1-443-93-1	Superseded	I-0011 Medical Staff Credentialing Records	DAA-0443-2012-0007-0011

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		treatment or other contacts. The files contain record of participation in patient care, signed agreements to abide by Medical Staff by laws, delineations of clinical privileges, and related papers. (NOTE: These records are part of Privacy Act system of records 09 25 0169.) Located in CC, Medical Records Department.						
2300-293	5	Investigatory Material from the Office of Personnel Management on employees or potential employees in non-sensitive positions.	Temporary	Destroy after the decision is made on hiring or retention of the employee	N/A	Superseded	GRS 2.1 Item 140	N/A
2300-300	2300-300 Employment							
2300-300	1a	Service Record Card (Standard Form 7 or its equivalent). a. Cards of employees separated or transferred on or before December 31, 1947.	Temporary	Transfer to NPRC (CPR) St. Louis, Missouri. Destroy 60 years after earliest personnel action date.	GRS 1 Item 2a	Rescinded		-
2300-300	1b	Service Record Card (Standard Form 7 or its equivalent). b. Cards for employees separated or transferred on or after January 1, 1948.	Temporary	Destroy 3 years after separation or transfer of employee. [NOTE: Effective December 31, 1994, the SF 7 card became obsolete.]	GRS 1 Item 2b	Rescinded		-

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
2300-300	2	Employee Record Cards used for informational purposes outside personnel offices (such as SF 7-B).	Temporary	Destroy on separation or transfer of employee.	GRS 1 Item 6	Rescinded		-
2300-300	3	Special Employment Program Files on participants in special programs such as Upward Mobility, Junior Fellows, Management Interns, DHHS Fellows, etc.	Temporary	Destroy either when there is no further administrative need for the file, or 2 years after participant leaves the program, whichever comes first.	N/A	Superseded	GRS 2.1 Item 120	DAA-GRS-2014-0002-0016
2300-320		2300-320 Staff Fellowship Programs						
2300-320	1	Grants Associates Program Files: A one-year training program administered by the Division of Research Grants for the purpose of developing scientist-administrators. Grants associates case files consist of copies of application, selection and appointment documents.	Temporary	Destroy 2 years after completion of grants associate appointment.	NC1-90-77-2 Item 38b	Superseded	GRS 2.1 Item 120	DAA-GRS-2014-0002-0016
2300-320	2a-1	Visiting Program Files a. Case files on Visiting Scientists or Associates (service fellows) who are sponsored by an IC to conduct research at NIH. 1. Located in sponsoring IC Personnel Office.	DISPOSAL NOT AUTHORIZED	Maintain and transfer to Federal Personnel Records Center in accordance with instructions in Federal Personnel Manual.	NC1-90-77-2 Item 54a	Superseded	GRS 2.1 Item 120	DAA-GRS-2014-0002-0016

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
2300-320	2a-2	<p>Visiting Program Files</p> <p>a. Case files on Visiting Scientists or Associates (service fellows) who are sponsored by an IC to conduct research at NIH.</p> <p>2. Located in FIC.</p>	Temporary	After individual completes service at NIH, place case file in an inactive file. At 5-year intervals, microfilm the history card and any document which is judged to be essential from case files which have been inactive 5 years or more. Destroy the case file, including history card when microfilm has been examined and accepted. Destroy microfilm copies when no longer needed for administrative or historical reference	NC1-90-77-2 Item 54a	Superseded	GRS 2.1 Item 120	DAA-GRS-2014-0002-0016

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
2300-320	2b	<p>Visiting Program Files</p> <p>b. Case files on Visiting Fellows (regular fellows) who are sponsored by an IC to receive postdoctoral research training. Located in FIC.</p>	Temporary	After individual completes training, place case file in an inactive file. At 5-year intervals, microfilm the history card and any document which is judged to be essential from case files which have been inactive for 5 years or more. Destroy the entire case file, including the history card when the microfilm has been examined and accepted. Destroy microfilm copies when no longer needed for administrative or historical reference.	NC1-90-77-2 Item 54b	Superseded	GRS 2.1 Item 120	DAA-GRS-2014-0002-0016
2300-320	3a	<p>Guest Worker Program Files: Case files on individual outstanding scientists who have been authorized by a IC to utilize NIH research facilities.</p> <p>a. Located in sponsoring IC.</p>	Temporary	Destroy 2 years after year in which individual completes work at NIH.	NC1-90-77-2 Item 55	Superseded	GRS 2.1 Item 120	DAA-GRS-2014-0002-0016
2300-320	3b	<p>Guest Worker Program Files: Case files on individual outstanding scientists who have been authorized by a IC to utilize NIH research facilities.</p> <p>b. Located in FIC.</p>	Temporary	Destroy not later than 4 years after individual completes work at NIH.	NC1-90-77-2 Item 55	Superseded	GRS 2.1 Item 120	DAA-GRS-2014-0002-0016

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
2300-320	4a	Expert Series Program Files: Case files on individual experts who are sponsored by a IC to conduct research at NIH. a. Located in IC.	Temporary	Destroy 2 years after year in which individual completes work at NIH unless individual accepts Civil Service appointment, in which case file is transferred to appropriate Personnel Office.	NC1-90-77-2 Item 56	Superseded	GRS 2.1 Item 120	DAA-GRS-2014-0002-0016
2300-320	4b	Expert Series Program Files: Case files on individual experts who are sponsored by a IC to conduct research at NIH. b. Located in FIC.	Temporary	Destroy not later than 4 years after individual completes work at NIH.	NC1-90-77-2 Item 56	Superseded	GRS 2.1 Item 120	DAA-GRS-2014-0002-0016
2300-320	5a	International Exchange Program Files consisting of case files with supporting documents for the international exchange programs sponsored, coordinated or administered by FIC. Case files contain recommendations for grants, applications, review actions, award notice, correspondence and financial records. Included are files of the World Health Organization Fellowship Selection Committee, Swedish Medical Research Council Fellowships, Swiss National Science Foundation Fellowships, and other international exchange programs.	Temporary	Place in inactive file when case is closed. Transfer each fiscal year file to Federal Records Center after 1 year in inactive file. Destroy 6 years after placed in inactive file.	NC1-90-77-2 Item 58	Superseded	GRS 2.1 Item 120	DAA-GRS-2014-0002-0016

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		a. Located in FIC.						
2300-320	5b	<p>International Exchange Program Files consisting of case files with supporting documents for the international exchange programs sponsored, coordinated or administered by FIC. Case files contain recommendations for grants, applications, review actions, award notice, correspondence and financial records. Included are files of the World Health Organization Fellowship Selection Committee, Swedish Medical Research Council Fellowships, Swiss National Science Foundation Fellowships, and other international exchange programs.</p> <p>b. Other copies.</p>	Temporary	Destroy 2 years after the fiscal year in which case is closed.	NC1-90-77-2 Item 58	Superseded	GRS 2.1 Item 120	DAA-GRS-2014-0002-0016
2300-320	6a	<p>International Exchange Program: State Department Clearances for foreign individuals and American and foreign research contracts or grants. The official file is retained by the IC in the appropriate case or program file.</p> <p>a. Located in IC.</p>	Temporary	Destroy 6 years after fiscal year in which related activity is completed.	NC1-90-77-2 Item 58a	Superseded	GRS 2.1 Item 120	DAA-GRS-2014-0002-0016

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
2300-320	6b	<p>International Exchange Program: State Department Clearances for foreign individuals and American and foreign research contracts or grants. The official file is retained by the IC in the appropriate case or program file.</p> <p>b. Located in FIC.</p>	Temporary	Destroy 1 year after fiscal year in which related activity is completed.	NC1-90-77-2 Item 58a	Superseded	GRS 2.1 Item 120	DAA-GRS-2014-0002-0016
2300-320	7b	International Research Fellowships and Fogarty Scholars in Residence Case Files Rejected applications for awards made under the NIH Extramural Program, including applications, review actions, award notices, financial records, close out documents, and audit reports, if any.	Temporary	Destroy 5 years after rejection.	NC1-90-77-2 Item 59	Superseded	E-0002: Official case files of funded grants, unfunded grants, or award applications, appeals or litigation records	DAA-0443-2013-0004-0002
2300-320	10a	<p>NIH Associates Files for clinical, research, or staff associates.</p> <p>Located in Office of Education.</p> <p>a. For selected applicants: Contains vital information evaluations, grade transcripts, selection check lists, correspondence, and related papers.</p>	Temporary	Destroy 2 years after associate leaves.	NC1-90-78-9 Item 1a	Superseded	GRS 2.1 Item 120	DAA-GRS-2014-0002-0016

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
2300-320	10b	<p>NIH Associates Files for clinical, research, or staff associates.</p> <p>Located in Office of Education.</p> <p>b. For rejected applicants.</p>	Temporary	Destroy when 2 years old.	NC1-90-78-9 Item 1b	Superseded	GRS 2.1 Item 120	DAA-GRS-2014-0002-0016
2300-320	11	<p>NIH Associates Program Card Summaries, containing vital summary data on associates and their tours of duty.</p> <p>Located Office of Education.</p>	Temporary	Destroy 10 years after associate leaves.	NC1-90-78-9 Item 2	Superseded	GRS 2.1 Item 120	DAA-GRS-2014-0002-0016
2300-320	12a	<p>NIH Associates Program Residents' Files, pertaining to qualified medical personnel appointed for special laboratory and clinical training: Contains application forms, correspondence, and related papers.</p> <p>Located in Office of Education.</p> <p>a. For selected applicants.</p>	Temporary	Destroy 5 years after resident leaves.	NC1-90-78-9 Item 3a	Superseded	GRS 2.1 Item 120	DAA-GRS-2014-0002-0016

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
2300-320	12b	NIH Associates Program Residents' Files, pertaining to qualified medical personnel appointed for special laboratory and clinical training: Contains application forms, correspondence, and related papers. Located in Office of Education. b. For rejected applicants.	Temporary	Destroy when 2 years old.	NC1-90-78-9 Item 3b	Superseded	GRS 2.1 Item 120	DAA-GRS-2014-0002-0016
2300-320	13	NIH Associates Program Card summaries on residents. Located in Office of Education.	Temporary	Destroy 10 years after resident leaves.	NC1-90-78-9 Item 4	Superseded	GRS 2.1 Item 120	DAA-GRS-2014-0002-0016
2300-320	14	Staff Fellowship Programs Electronic copies created on electronic mail and word processing systems.	Temporary	Delete when file copy is generated or when referencing or updating is completed.		Superseded	GRS 5.1 Item 020	DAA-GRS-2016-0016-0002
2300-330	2300-330 Recruitment, Selection and Placement							
2300-330	1a	Offers of Employment Files: Correspondence, letters, and telegrams offering appointments to potential employees. a. Accepted offers.	Temporary	Destroy when appointment is effective.	GRS 1 Item 4a	Superseded	GRS 2.1 Item 050 or GRS 2.1 Item 051	DAA-GRS-2014-0002-0006 or DAA-GRS-2014-0002-0007

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
2300-330	1b-1	<p>Offers of Employment Files: Correspondence, letters, and telegrams offering appointments to potential employees.</p> <p>b. Declined offers.</p> <p>1. When name is received from certificate of eligibles</p>		Return to Office of Personnel Management with reply and application.	GRS 1 Item 4b1	Superseded	GRS 2.1 Item 060	DAA-GRS-2014-0002-0011
2300-330	1b-2	<p>Offers of Employment Files: Correspondence, letters, and telegrams offering appointments to potential employees.</p> <p>b. Declined offers.</p> <p>2. Temporary or excepted appointment:</p>		File inside application. (See item 2300-293-3).	GRS 1 Item 4b2	Superseded	GRS 2.1 Item 060	DAA-GRS-2014-0002-0011
2300-330	1b-3	<p>Offers of Employment Files: Correspondence, letters, and telegrams offering appointments to potential employees.</p> <p>b. Declined offers.</p> <p>3. All others:</p>	Temporary	Destroy immediately.	GRS 1 Item 4b3	Superseded	GRS 2.1 Item 060	DAA-GRS-2014-0002-0011
2300-330	2	<p>Certificates of Eligibles Files: Copies obtained from OPM of certificates of eligibles with related requests, forms, correspondence and statement of reasons for passing</p>	Temporary	Destroy when 2 years old.	GRS 1 Item 5	Superseded	GRS 2.1 Item 050 or GRS 2.1 Item 051	DAA-GRS-2014-0002-0006 or DAA-GRS-2014-0002-0007

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		over a preference eligible and selecting a non-preference eligible.						
2300-330	3	Interview Records: Correspondence, reports and other records relating to interviews with employees.	Temporary	Destroy 6 months after transfer or separation of employee.	GRS 1 Item 8	Superseded	GRS 2.1 Item 090	DAA-GRS-2014-0002-0008
2300-330	4a	Retention Registers a. Registers and related records used to effect reduction-in-force actions have been taken.	Temporary	Destroy when 2 years old.	GRS 1 item 17b	Superseded	GRS 2.5 Item 011	DAA-GRS-2014-0004-0002
2300-330	4b	Retention Registers b. Registers from which no reduction-in-force actions have been taken and related records.	Temporary	Destroy when superseded or obsolete.	GRS 1 item 17b2	Superseded	GRS 2.5 Item 011	DAA-GRS-2014-0004-0002
2300-330	5	Pending Personnel Actions: Correspondence and forms relating to pending personnel actions.	Temporary	Destroy when action is completed.	NC1-64-77-10 item 17a	Superseded	GRS 5.2 Item 020	DAA-GRS-2017-0003-0002
2300-330	6	Notification of Personnel Action: Standard Form 50 documenting all individual actions such as employment, promotions, transfers in or out, separation, are maintained in Official Personnel Folders.		Maintained in Official Personnel Folders.	N/A	Superseded	GRS 2.2 Item 040 or GRS 2.2 Item 041	DAA-GRS-2017-0007-0004 or DAA-GRS-2017-0007-0005

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
2300-330	7a	<p>Examining and Certification Records: Records created under delegated agreements under the authority of 5 U.S.C. 1104 between the Office of Personnel Management and agencies allowing for the examination and certification of applicants for employment.</p> <p>a. Delegated agreements.</p>	Temporary	Destroy 3 years after termination of agreement.	GRS 1 Item 33a	Superseded	GRS 2.1 Item 150	DAA-GRS-2014-0002-0021
2300-330	7b	<p>Examining and Certification Records: Records created under delegated agreements under the authority of 5 U.S.C. 1104 between the Office of Personnel Management and agencies allowing for the examination and certification of applicants for employment.</p> <p>b. Correspondence concerning applications, eligibles certification, and all other examining and recruiting operations including, but not limited to, correspondence from the Congress, White House, and general public; and correspondence regarding accommodations for holding</p>	Temporary	Cut off annually. Destroy 1 year after cut off.	GRS 1 Item 33b	Superseded	GRS 2.1 Item 050 or GRS 2.1 Item 051	DAA-GRS-2014-0002-0006 or DAA-GRS-2014-0002-0007

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		examinations and shipment of test materials.						
2300-330	7c	Examining and Certification Records: Records created under delegated agreements under the authority of 5 U.S.C. 1104 between the Office of Personnel Management and agencies allowing for the examination and certification of applicants for employment. c. Stock control records of examination test material including running inventory of test material in stock.	Temporary	Destroy when test is superseded or obsolete.	GRS 1 Item 33d	Rescinded		-
2300-330	7d	Examining and Certification Records: Records created under delegated agreements under the authority of 5 U.S.C. 1104 between the Office of Personnel Management and agencies allowing for the examination and certification of applicants for employment. d. Application Record Card (OPM Form 5000A, or equivalent).	Temporary	Cut off after examination. Destroy no later than 90 days after Cut off.	GRS 1 Item 33e	Superseded	GRS 2.1 Item 050 or GRS 2.1 Item 051	DAA-GRS-2014-0002-0006 or DAA-GRS-2014-0002-0007

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
2300-330	7e	<p>Examining and Certification Records: Records created under delegated agreements under the authority of 5 U.S.C. 1104 between the Office of Personnel Management and agencies allowing for the examination and certification of applicants for employment.</p> <p>e. Examination Announcement Case Files. Correspondence regarding examination requirements, original drafts of examination, and announcement issued (Excluding records concerning qualification standards, job specifications and their development).</p>	Temporary	Destroy 5 years after termination of related register.	GRS 1 Item 33f	Superseded	GRS 2.1 Item 050 or GRS 2.1 Item 051	DAA-GRS-2014-0002-0006 or DAA-GRS-2014-0002-0007

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
2300-330	7f	<p>Examining and Certification Records: Records created under delegated agreements under the authority of 5 U.S.C. 1104 between the Office of Personnel Management and agencies allowing for the examination and certification of applicants for employment.</p> <p>f. Register of eligibles (OPM Form 5001-C, or equivalent document that records eligibility for an individual for Federal jobs).</p>	Temporary	<p>Cut off records on individuals with terminated eligibility annually. Destroy 5 years after cut off.</p> <p>When entire register is terminated, destroy 5 years after termination date. (Registers established under case examining: Destroy after audit by local OPM area office or 90 days after final action is taken on the certificate, whichever is sooner.)</p>	GRS 1 Item 33g	Superseded	GRS 2.1 Item 050 or GRS 2.1 Item 051	DAA-GRS-2014-0002-0006 or DAA-GRS-2014-0002-0007
2300-330	7g	<p>Examining and Certification Records: Records created under delegated agreements under the authority of 5 U.S.C. 1104 between the Office of Personnel Management and agencies allowing for the examination and certification of applicants for employment.</p> <p>g. Letters to applicants denying transfer of eligibility (OPM Form 4896, or equivalent).</p>	Temporary	Cut off annually. Destroy 1 year after cut off.	GRS 1 Item 33h	Rescinded	-	-

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
2300-330	7h	<p>Examining and Certification Records: Records created under delegated agreements under the authority of 5 U.S.C. 1104 between the Office of Personnel Management and agencies allowing for the examination and certification of applicants for employment.</p> <p>h. Cancelled and ineligible applications (the applications, supplemental forms, and attachments).</p>	Temporary	Ineligible applications may be returned to the applicant with the notice of ineligibility, unless otherwise directed by the local OPM area office. Destroy ineligible applications not returned and cancelled applications 90 days after the date of action or when register is terminated, whichever is sooner.	GRS 1 Item 33k	Superseded	GRS 2.1 Item 060	DAA-GRS-2014-0002-0011
2300-330	7i	<p>Examining and Certification Records: Records created under delegated agreements under the authority of 5 U.S.C. 1104 between the Office of Personnel Management and agencies allowing for the examination and certification of applicants for employment.</p> <p>i. Test Answer Sheets. Written test answer sheets for both eligibles and ineligibles. Filed by date of processing.</p>	Temporary	Destroy when 6 months old.	GRS 1 Item 33i	Superseded	GRS 2.1 Item 050 or GRS 2.1 Item 051	DAA-GRS-2014-0002-0006 or DAA-GRS-2014-0002-0007

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
2300-330	7j	<p>Examining and Certification Records: Records created under delegated agreements under the authority of 5 U.S.C. 1104 between the Office of Personnel Management and agencies allowing for the examination and certification of applicants for employment.</p> <p>j. Lost or Exposed Test Materials Case Files. Records showing the circumstances of loss, nature of the recovery action and corrective action required.</p>	Temporary	Cut off files annually. Destroy 5 years after Cut off.	GRS 1 Item 33j	Superseded	GRS 2.1 Item 070	DAA-GRS-2014-0002-0012
2300-330	7k-1	<p>Examining and Certification Records: Records created under delegated agreements under the authority of 5 U.S.C. 1104 between the Office of Personnel Management and agencies allowing for the examination and certification of applicants for employment.</p> <p>k. Eligible applications.</p> <p>l. On active register.</p>	Temporary	Destroy upon termination of the register (except applications that may be brought forward to new register, if any).	GRS 1 Item 33 l1	Superseded	GRS 2.1 Item 060	DAA-GRS-2014-0002-0011

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
2300-330	7k-2	<p>Examining and Certification Records: Records created under delegated agreements under the authority of 5 U.S.C. 1104 between the Office of Personnel Management and agencies allowing for the examination and certification of applicants for employment.</p> <p>k. Eligible applications.</p> <p>2. On inactive register.</p>	Temporary	Destroy 1-12 months after eligibles are placed on inactive register, depending on space availability and difficulty of replacing the application for restoration.	GRS 1 Item 33f	Superseded	GRS 2.1 Item 050 or GRS 2.1 Item 051	DAA-GRS-2014-0002-0006 or DAA-GRS-2014-0002-0007
2300-330	7l	<p>Examining and Certification Records: Records created under delegated agreements under the authority of 5 U.S.C. 1104 between the Office of Personnel Management and agencies allowing for the examination and certification of applicants for employment.</p> <p>L. Request for prior approval of personnel actions taken by agencies on such matters as promotion, transfer, reinstatement, change in status, etc., submitted by SF 59, OPM Form 648, or equivalent forms.</p>	Temporary	Cut off annually. Destroy 1 year after cut off.	GRS 1 Item 33o	Superseded	GRS 2.1 Item 080	DAA-GRS-2014-0002-0013

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
2300-330	7m	<p>Examining and Certification Records: Records created under delegated agreements under the authority of 5 U.S.C. 1104 between the Office of Personnel Management and agencies allowing for the examination and certification of applicants for employment.</p> <p>m. Certificate Files. SF 39, SF 39A, and all papers upon which the certification was based: detailed rating schedule, records of selective and quality ranking factors used, list of eligibles screened for the vacancies, rating assigned, availability statements, and other documentation material designated by the examiner of retention. It is recommended that both the file copy and the audited report copy of the certificate be kept in this file. Files should be arranged to permit reconstruction or validation of actions taken in the event of appeal or legal action.</p>	Temporary	Cut off annually. Destroy 5 years after cut off.	GRS 1 Item 33p	Superseded	GRS 2.1 Item 050 or GRS 2.1 Item 051	DAA-GRS-2014-0002-0006 or DAA-GRS-2014-0002-0007

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
2300-330	7n	Examining and Certification Records: Records created under delegated agreements under the authority of 5 U.S.C. 1104 between the Office of Personnel Management and agencies allowing for the examination and certification of applicants for employment. n. Certification request control index.	Temporary	Cut off annually. Destroy 1 year after cut off.	GRS 1 Item 33q	Superseded	GRS 2.1 Item 050 or GRS 2.1 Item 051	DAA-GRS-2014-0002-0006 or DAA-GRS-2014-0002-0007
2300-330	7o	Examining and Certification Records: Records created under delegated agreements under the authority of 5 U.S.C. 1104 between the Office of Personnel Management and agencies allowing for the examination and certification of applicants for employment. o. Interagency Placement Program (IPP) application and registration sheet.	Temporary	Destroy upon expiration of employee's DEP eligibility.	GRS 1 Item 33r	Superseded	GRS 2.3 Item 071	DAA-GRS-2015-0007-0020
2300-330	7p	Examining and Certification Records: Records created under delegated agreements under the authority of 5 U.S.C. 1104 between the Office of Personnel Management and agencies allowing	Temporary	Cut off annually. Destroy 2 years after cut off.	GRS 1 Item 33s	Superseded	GRS 2.3 Item 070	DAA-GRS-2015-0007-0019

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		for the examination and certification of applicants for employment. p. DEP control cards, if maintained.						
2300-330	7q	Examining and Certification Records: Records created under delegated agreements under the authority of 5 U.S.C. 1104 between the Office of Personnel Management and agencies allowing for the examination and certification of applicants for employment. q. Reports of audits of delegated examining operations.	Temporary	Destroy 3 years after date of the report.	GRS 1 Item 33t	Superseded	GRS 2.1 Item 160	DAA-GRS-2014-0002-0022
2300-355	2300-355 Promotion and Internal Placement							
2300-355	1	Merit Promotion Case Files. Records relating to the promotion of an individual that document qualification standards, evaluation methods, selection procedures, and evaluations of candidates.	Temporary	Destroy after OPM audit or 2 years after the personnel action is completed, whichever is sooner.	GRS 1 Item 32	Superseded	GRS 2.1 Item 050	DAA-GRS-2014-0002-0006
2300-410	2300-410 Training							

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
2300-410	2a-1	<p>Training Records Excluding records of formally established schools which train agency employees in specialized program areas, such as law enforcement and national defense.</p> <p>a. General file of NIH-sponsored training, Excluding record copy of manuals, syllabuses, textbooks, and other training aids developed by NIH.</p> <p>1. Correspondence, memoranda, agreements, authorizations, reports, requirements reviews, plans, and objectives relating to the establishment and operation of training courses and conferences.</p>	Temporary	Destroy when 5 years old or 5 years after completion of a specific training program.	GRS 1 Item 29a1	Superseded	GRS 2.6 Item 010	DAA-GRS-2016-0014-0001
2300-410	2a-2	<p>Training Records Excluding records of formally established schools which train agency employees in specialized program areas, such as law enforcement and national defense.</p> <p>a. General file of NIH-sponsored training, Excluding record copy of manuals, syllabuses, textbooks, and other training aids developed by NIH.</p>	Temporary	Destroy when 3 years old	GRS 1 Item 29a2	Superseded	GRS 2.6 Item 010	DAA-GRS-2016-0014-0001

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		2. Background and working files.						
2300-410	2b	Employee Training: Correspondence, memoranda, reports and other records relating to the availability of training and employee participation in training programs sponsored by other government agencies or non-government institutions.	Temporary	Destroy when 5 years old or when superseded or obsolete whichever is sooner.	GRS 1 Item 29b	Superseded	GRS 2.6 Item 010	DAA-GRS-2016-0014-0001
2300-430		2300-430 Performance Evaluation						
2300-430	1	Performance Rating Board Case Files: Copies of case files forwarded to OPM relating to Performance Rating Board Reviews.	Temporary	Destroy 1 year after case is closed.	GRS 1 Item 9	Superseded	GRS 2.2 Item 072	DAA-GRS-2017-0007-0010
2300-430	2a-1	Employee Performance File System Records a. Non-SES appointees [as defined in 5 U.S.C. 4301(2)]. 1. Appraisals of unacceptable performance, where a notice of proposed demotion or removal is issued but not effected, and all related documents.	Temporary	Destroy after the employee completes 1 year of acceptable performance from the date of the written advance notice of proposed removal or reduction in grade notice.	GRS 1 Item 23a1	Superseded	GRS 2.2 Item 071	DAA-GRS-2017-0007-0009

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
2300-430	2a-2	<p>Employee Performance File System Records</p> <p>a. Non-SES appointees [as defined in 5 U.S.C. 4301(2)].</p> <p>2. Performance records superseded through an administrative, judicial, or quasi-judicial procedure.</p>	Temporary	Destroy when superseded.	GRS 1 Item 23a2	Superseded	GRS 2.2 Item 073	DAA-GRS-2017-0007-0011
2300-430	2a-3	<p>Employee Performance File System Records</p> <p>a. Non-SES appointees [as defined in 5 U.S.C. 4301(2)].</p> <p>3. Performance-related records pertaining to a former employee.</p>	Temporary	Destroy when 3 years old or when no longer needed, whichever is sooner.	GRS 1 Item 23a3a	Superseded	GRS 2.2 Item 070	DAA-GRS-2017-0007-0008
2300-430	2a-3a	<p>Employee Performance File System Records</p> <p>a. Non-SES appointees [as defined in 5 U.S.C. 4301(2)].</p> <p>3. Performance-related records pertaining to a former employee. (a) Latest rating of record 3 years old or less, performance plan upon which it is based, and any summary rating.</p>		Place records on left side of the OPF and forward to gaining Federal agency upon transfer or to NPRC if employee separates (see item 2300-293-1-b).	GRS 1 Item 23a3a	Superseded	GRS 2.2 Item 070	DAA-GRS-2017-0007-0008

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
2300-430	2a-3b	<p>Employee Performance File System Records</p> <p>a. Non-SES appointees [as defined in 5 U.S.C. 4301(2)].</p> <p>3. Performance-related records pertaining to a former employee. (b) All other performance plans and ratings.</p>	Temporary	Destroy when 4 years old.	GRS 1 Item 23a3b	Superseded	GRS 2.2 Item 070	DAA-GRS-2017-0007-0008
2300-430	2a-4	<p>Employee Performance File System Records</p> <p>a. Non-SES appointees [as defined in 5 U.S.C. 4301(2)].</p> <p>4. All summary performance appraisals records, including performance appraisals and job elements and standards upon which they are based.</p>	Temporary	Destroy 4 years after date of appraisal.	GRS 1 Item 23b4	Superseded	GRS 2.2 Item 072	DAA-GRS-2017-0007-0010
2300-430	2a-5	<p>Employee Performance File System Records</p> <p>a. Non-SES appointees [as defined in 5 U.S.C. 4301(2)].</p> <p>5. Supporting Documents.</p>	Temporary	Destroy 4 years after date of appraisal.	GRS 1 Item 23a4	Superseded	GRS 2.2 Item 070	DAA-GRS-2017-0007-0008

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
2300-430	2b-1	<p>Employee Performance File System Records</p> <p>b. SES appointees (as defined in 5 USC 3132a(2)).</p> <p>1. Performance records superseded through an administrative, judicial, or quasi-judicial procedure.</p>	Temporary	Destroy upon superseded.	GRS 1 Item 23a5	Superseded	GRS 2.2 Item 070	DAA-GRS-2017-0007-0008
2300-430	2b-2a	<p>Employee Performance File System Records</p> <p>b. SES appointees (as defined in 5 USC 3132a(2)).</p> <p>2. Performance-related records pertaining to a former SES appointee.</p> <p>(a) Latest rating of record that is less than 5 years old, performance plan upon which it is based and any summary rating.</p>		Place records on left side of the OPF and forward to gaining Federal agency upon transfer or to NPRC if employee leaves Federal service. An agency retrieving an OPF from NPRC will dispose of those documents in accordance with item 2300-430-2b(2)(b) of this schedule.	GRS 1 Item 23b1	Superseded	GRS 2.2 Item 073	DAA-GRS-2017-0007-0011

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
2300-430	2b-2b	<p>Employee Performance File System Records</p> <p>b. SES appointees (as defined in 5 USC 3132a(2)).</p> <p>2. Performance-related records pertaining to a former SES appointee.</p> <p>(b) All other performance ratings and plans.</p>	Temporary	Destroy when 5 years old.	GRS 1 Item 23b2a	Superseded	GRS 2.2 Item 072	DAA-GRS-2017-0007-0010
2300-430	2b-3	<p>Employee Performance File System Records</p> <p>b. SES appointees (as defined in 5 USC 3132a(2)).</p> <p>3. All other performance appraisals, along with job elements and standards (job expectations) upon which they are based (EXCLUDING those for SES appointees serving on a Presidential appointment (5 CFR 214).</p>	Temporary	Destroy 5 years after date of appraisal.	GRS 1 Item 23b3	Superseded	GRS 2.2 Item 072	DAA-GRS-2017-0007-0010

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
2300-430	2b-4	<p>Employee Performance File System Records</p> <p>b. SES appointees (as defined in 5 USC 3132a(2)).</p> <p>4. Supporting documents.</p>	Temporary	Destroy 5 years after date of appraisal.	GRS 1 Item 23b4	Superseded	GRS 2.2 Item 072	DAA-GRS-2017-0007-0010
2300-450		2300-450 Employee Recognition and Incentives						
2300-450	1a	<p>General Awards Records</p> <p>a. Case files including recommendations, approved nominations, memoranda, correspondence, reports and related handbooks pertaining to agency-sponsored cash and non-cash awards such as incentive awards, within-grade merit increases, suggestions, and outstanding performance.</p>	Temporary	Destroy 2 years after approval or disapproval.	GRS 1 Item 12a1	Superseded	GRS 2.2 Item 030	DAA-GRS-2017-0007-0003
2300-450	1b	<p>General Awards Records</p> <p>b. Correspondence or memoranda pertaining to awards from other government agencies or private organizations.</p>	Temporary	Destroy when 2 years old.	GRS 1 Item 12a2	Superseded	GRS 2.2 Item 030	DAA-GRS-2017-0007-0003
2300-450	2	<p>Length of Service and Sick Leave Awards File including correspondence, memoranda,</p>	Temporary	Destroy when 1 year old.	GRS 1 Item 12b	Superseded	GRS 2.2 Item 030	DAA-GRS-2017-0007-0003

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		reports, computations or service and sick leave, and list of awardees.						
2300-450	3	Letters of Commendation and Appreciation , recognizing length of service and retirement and letters of appreciation and commendation for performance, EXCLUDING copies filed in the Official Personnel Folder.	Temporary	Destroy when 2 years old.	GRS 1 Item 12c	Superseded	GRS 2.2 Item 030	DAA-GRS-2017-0007-0003
2300-450	4	Lists or Indexes to Agency Award Nominations: Lists of nominees and winners, and indexes of nominations.	Temporary	Destroy when superseded or obsolete.	GRS 1 Item 12d	Superseded	GRS 2.2 Item 030	DAA-GRS-2017-0007-0003
2300-450	5	Incentive Awards Program Reports pertaining to the operation of the Incentive Awards Program.	Temporary	Destroy when 3 years old.	GRS 1 Item 13	Rescinded		-
2300-500	2300-500 Position Classification, Pay and Allowances							
2300-500	1	Position Classification Standards: Federal personnel standards determining title, series, and grade based on duties, responsibilities, and qualifications requirements.	Temporary	Destroy when superseded or obsolete.	GRS 1 Item 7a1	Rescinded		-
2300-500	2a	Classification Standards Development: Memoranda, correspondence and other records relating to the development of standards for classification of positions peculiar to the NIH and OPM approval or disapproval.	Temporary	Destroy 5 years after position is abolished or description is superseded.	GRS 1 Item 7a2a	Superseded	GRS 2.1 Item 010	DAA-GRS-2014-0002-0001

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		a. Case file.						
2300-500	2b	Classification Standards Development: Memoranda, correspondence and other records relating to the development of standards for classification of positions peculiar to the NIH and OPM approval or disapproval. b. Review File.	Temporary	Destroy when 2 years old.	GRS 1 Item 7a2b	Rescinded		-
2300-500	3	Position Descriptions: Files describing established positions including information on title, series, grade, duties and responsibilities and related documents.	Temporary	Destroy 2 years after position is abolished or description is superseded.		Superseded	GRS 2.1 Item 020	DAA-GRS-2014-0002-0002
2300-500	4a	Survey Files. a. Classification survey reports on various positions prepared by classification specialists including periodic reports.	Temporary	Destroy when 3 years old or 2 years after regular inspection, whichever is sooner.	GRS 1 Item 7c1	Rescinded		-
2300-500	4b	Survey Files. b. Inspection, Audit and Survey Files. Correspondence, memoranda, reports and other records relating	Temporary	Destroy when obsolete or superseded.	GRS 1 Item 7c2	Rescinded		-

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		to inspections, surveys, desk audits and evaluations.						
2300-500	5	Appeals Files: Case files relating to classification appeals, excluding OPM classification certificate.	Temporary	Destroy 3 years after case is closed.	GRS 1 item 7d1	Superseded	GRS 2.1 Item 030	DAA-GRS-2014-0002-0004
2300-500	6	Position Identification Strips: Strips such as Standard Form 7D, used to provide summary data on each position occupied.	Temporary	Destroy when superseded or obsolete.	GRS 1 Item 11	Rescinded		-
2300-537	2300-537 NIH Office of Loan Repayment and Scholarship (OLRS)							
2300-537	1a	General Program Information Files, on the NIH Loan Repayment and Scholarship Programs, maintained by the Office of Loan Repayment and Scholarship (OLRS). Included are program announcements, program management procedures, terms and conditions, instructions to evaluators, lists of evaluators and compilation of application ratings. a. Recordkeeping copy:	Temporary	Cut off file at the end of each fiscal year. Retire to the FRC one year after cut off. Destroy 3 years after cut off.	N1-443-00-2	Superseded	GRS 2.4 Item 090	DAA-GRS-2016-0015-0011

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
2300-537	1b	General Program Information Files, on the NIH Loan Repayment and Scholarship Programs, maintained by the Office of Loan Repayment and Scholarship (OLRS). Included are program announcements, program management procedures, terms and conditions, instructions to evaluators, lists of evaluators and compilation of application ratings. b. Electronic copies created on electronic mail and word processing systems.	Temporary	Delete when file copy is generated or when referencing or updating is completed.	N1-443-00-2	Rescinded		-
2300-537	2	Correspondence and/or subject files relating to routine operations and daily activities in administration of OLRS programs.	Temporary	Destroy when 2 years old.	N1-443-91-1	Superseded	GRS 5.1 Item 010	DAA-443-2016-0016-0001
2300-537	3	Data Files: Computer-generated output maintained for the purpose of summarizing, analyzing, coordinating, planning, and tracking OLRS payments.	Temporary	Destroy when superseded, obsolete, or no longer needed for administrative purposes.	N1-443-91-1	Superseded	GRS 5.2 Item 020	DAA-GRS-2017-0003-0002

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
2300-537	4a	<p>Case Files: Loan Repayment and Scholarship Programs</p> <p>Definitions:</p> <p>Termination or completion - the date when all OLRs payments are completed or the date when Federal funding is no longer available.</p> <p>Closeout - the process by which it is determined that all applicable administrative actions or payments have been completed by the OLRs and service obligations have been completed by the participant.</p> <p>Audit - an examination of OLRs records or accounts to check their accuracy and completeness.</p> <p>Participant - an individual who has been accepted into any of the NIH loan repayment programs and who has entered into a contract executed by a designee of the Secretary, DHHS, to be engaged in a qualifying research assignment at the NIH in return for loan repayment benefits from the NIH; or, an individual who has been accepted into the Undergraduate Scholarship Program for Individuals from Disadvantaged Backgrounds and who has entered into a contract</p>	Temporary	Close file at the end of the fiscal year in which closeout occurs and place in inactive file. Transfer to Federal Records Center 1 year after closeout. Destroy 6 years after closeout.	N1-443-91-1	Superseded	GRS 2.4 Item 090 (NIH staff) or GRS 1.1 Item 010 (Grantees)	DAA-GRS-2016-0015-0011 or DAA-GRS-2016-0015-0001

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		<p>executed by a designee of the Secretary, DHHS. Participants must have submitted a completed Contract, agreeing to the conditions therein, along with a complete application package.</p> <p>Applicant - an individual who has submitted an application to an OLRS program, in whole or in part, and has not been admitted as a participant.</p> <p>Participant and Applicant Case File - records which contain OLRS program application forms, contracts, financial information, lender verifications, correspondence, progress reports, and all other material related to specific individual applicants and participants.</p> <p>a. Participant Case Files</p>						

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
2300-537	4b	<p>Case Files: Loan Repayment and Scholarship Programs</p> <p>Definitions:</p> <p>Termination or completion - the date when all OLRs payments are completed or the date when Federal funding is no longer available.</p> <p>Closeout - the process by which it is determined that all applicable administrative actions or payments have been completed by the OLRs and service obligations have been completed by the participant.</p> <p>Audit - an examination of OLRs records or accounts to check their accuracy and completeness.</p> <p>Participant - an individual who has been accepted into any of the NIH loan repayment programs and who has entered into a contract executed by a designee of the Secretary, DHHS, to be engaged in a qualifying research assignment at the NIH in return for loan repayment benefits from the NIH; or, an individual who has been accepted into the Undergraduate Scholarship Program for Individuals from Disadvantaged Backgrounds and who has entered into a contract</p>	Temporary	Place in inactive file when the applicant is sent a letter of disapproval or when the application is withdrawn. Destroy 3 years after disapproval or withdrawal.	N1-443-91-1	Superseded	GRS 2.4 Item 090 (NIH staff) or GRS 1.1 Item 010 (Grantees)	DAA-GRS-2016-0015-0011 or DAA-GRS-2016-0015-0001

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		<p>executed by a designee of the Secretary, DHHS. Participants must have submitted a completed Contract, agreeing to the conditions therein, along with a complete application package.</p> <p>Applicant - an individual who has submitted an application to an OLR program, in whole or in part, and has not been admitted as a participant.</p> <p>Participant and Applicant Case File - records which contain OLR program application forms, contracts, financial information, lender verifications, correspondence, progress reports, and all other material related to specific individual applicants and participants.</p> <p>b. Applicant Case Files</p>						
2300-537	5a-1	<p>OLRS Program Appeals and Litigations</p> <p>a. OLR Program Appeal Case Files containing records of appeals by individuals related to decisions on OLR program applications. Included are appeal documents, correspondence, legal opinions and</p>	Temporary	Destroy 6 years after calendar year in which case is closed.	N1-443-91-1	Superseded	2.4 Item 090 (NIH staff) or 1.1 Item 010 (Grantees)	DAA-GRS-2016-0015-0011 or DAA-GRS-2016-0015-0001

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		documentation of final decision. 1. Official Case file.						
2300-537	5a-2	OLRS Program Appeals and Litigations a. OLRS Program Appeal Case Files containing records of appeals by individuals related to decisions on OLRS program applications. Included are appeal documents, correspondence, legal opinions and documentation of final decision. 2. Other copies.	Temporary	Destroy 2 years after calendar year in which case is closed.	N1-443-91-1	Rescinded		-
2300-537	5b-1	OLRS Program Appeals and Litigations b. OLRS Litigation Case Files, consisting of complaints, all subsequent motions, interrogatories, affidavits, investigations, legal arguments, appendices thereto, and other related documents. 1. Official Case file.	Temporary	Destroy 6 years after calendar year in which case is closed.	N1-443-91-1	Superseded	2.4 Item 090 (NIH staff) or 1.1 Item 010 (Grantees)	DAA-GRS-2016-0015-0011 or DAA-GRS-2016-0015-0001

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
2300-537	5b-2	<p>OLRS Program Appeals and Litigations</p> <p>b. OLRs Litigation Case Files, consisting of complaints, all subsequent motions, interrogatories, affidavits, investigations, legal arguments, appendices thereto, and other related documents.</p> <p>2. Other copies.</p>	Temporary	Destroy 2 years after calendar year in which case is closed.	N1-443-91-1	Rescinded		
2300-709		2300-709 Career Guidance and Counseling						
2300-709	1a	<p>Personnel Counseling Files:</p> <p>a. Counseling Files. Reports of interviews, analyses and related records.</p>	Temporary	Destroy 3 years after termination of counseling records.	GRS 1 Item 26a	Superseded	GRS 2.7 Item 091	DAA-GRS-2017-0010-0015
2300-709	1b	<p>Personnel Counseling Files:</p> <p>b. Alcohol and Drug Abuse Program. Records created in planning, coordinating, and directing an alcohol and drug abuse program.</p>	Temporary	Destroy when 3 years old.	GRS 1 Item 26b	Superseded	GRS 2.7 Item 080	DAA-GRS-2017-0010-0013
2300-711		2300-711 Labor Management Relations						
2300-711	1a	<p>Labor Management Relations General and Case Files:</p> <p>correspondence, memoranda, reports and other records relating to the relationship between management and employee unions</p>	Temporary	Destroy 5 years after expiration of agreement.	GRS 1 Item 28a1	Superseded	GRS 2.3 Item 050	DAA-GRS-2015-0007-0014

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		or other groups. a. Located in Office negotiating agreement.						
2300-711	1b	Labor Management Relations General and Case Files: correspondence, memoranda, reports and other records relating to the relationship between management and employee unions or other groups. b. Located in other offices.	Temporary	Destroy when superseded or obsolete.	GRS 1 Item 28a2	Superseded	GRS 2.3 Item 051	DAA-GRS-2015-0007-0015
2300-711	2	Labor Arbitration General and Case Files: Correspondence, forms, and background papers, relating to labor arbitration cases.	Temporary	Destroy 5 years after final resolution of case.	GRS 1 Item 28b	Superseded	GRS 2.3 Item 052	DAA-GRS-2015-0007-0016
2300-711	3a	Negotiated Agreements a. Written contract between management and a union which defines the working relationship between the parties to the agreement.	Temporary	Destroy when superseded by a new agreement, unless needed as part of the bargaining history of the new agreement. In that case, dispose of as stipulated under 'b.'	N/A	Superseded	GRS 2.3 Item 050, GRS 2.3 Item 051, or GRS 2.3 Item 052	DAA-GRS-2015-0007-0014 or DAA-GRS-2015-0007-0015 or DAA-GRS-2015-0007-0016
2300-711	3b	Negotiated Agreements b. Records pertaining to the bargaining of a negotiated agreement, including one copy of the negotiated agreement.	Temporary	Destroy when no longer needed for administrative purposes or at the bargaining unit.	N/A	Superseded	GRS 2.3 Item 050, GRS 2.3 Item 051, or GRS 2.3 Item 052	DAA-GRS-2015-0007-0014 or DAA-GRS-2015-0007-0015 or DAA-GRS-

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
								2015-0007-0016
2300-730		2300-730 Suitability, Security and Conduct						
2300-730	1	Suitability or Qualifications Information on employees or potential employees (exclusive of investigatory records from OPM; see item 2300-293-5).	Temporary	Destroy when employee separates, or after 1 year, or when no longer needed for administrative use, whichever comes first.	N/A	Rescinded		-
2300-730	2	Security Clearance Administration Correspondence Files relating to administration and operation of the personnel security clearance program.	Temporary	Destroy when 2 years old.	GRS 18 Item 21	Superseded	GRS 5.6 Item 010	DAA-GRS-2017-0006-0001
2300-730	3a	Personnel Security Clearance Files. Personnel security clearance case files and related indexes maintained by the personnel security office of the employing agency. a. Case files documenting the processing of investigations on Federal employees or applicants for Federal employment, whether or not a security clearance is granted, and other persons, such as those performing work for a Federal agency under contract, who require an approval before having access to Government facilities or to sensitive data. These files include	Temporary	Destroy upon notification of death or not later than 5 years after separation or transfer of employee or no later than 5 years after contract relationship expires, whichever is applicable.	GRS 18 Item 22a	Superseded	GRS 5.6 Item 181	DAA-GRS-2017-0006-0025

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		questionnaires, summaries of reports prepared by the investigating agency, and other records reflecting the processing of the investigation and the status of the clearance, exclusive of copies of investigating agency.						
2300-730	3b	Personnel Security Clearance Files. Personnel security clearance case files and related indexes maintained by the personnel security office of the employing agency. b. Investigative reports and related papers furnished to agencies by investigative organizations for use in making security/suitability determinations.	Temporary	Destroy in accordance with the investigating agency's instructions.	GRS 18 Item 22b	Superseded	GRS 5.6 Item 170	DAA-GRS-2017-0006-0022
2300-730	3c	Personnel Security Clearance Files. Personnel security clearance case files and related indexes maintained by the personnel security office of the employing agency. c. Index to the Personnel Security Case Files.	Temporary	Destroy with related case file.	GRS 18 Item 22c	Superseded	GRS 5.6 Item 190	DAA-GRS-2017-0006-0026
2300-730	4	Personnel Security Clearance Status Files: lists or rosters showing the current security clearance status of individuals.	Temporary	Destroy when superseded or obsolete.	GRS 18 Item 23	Superseded	GRS 5.6 Item 190	DAA-GRS-2017-0006-0026
2300-730	5a	Security Violation Files: Case files of investigations of alleged violations of Executive Orders, laws, or	Temporary	Destroy 5 years after close of case.	GRS 18 Item 24a	Superseded	GRS 5.6 Item 200	DAA-GRS-2017-0006-0027

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		regulations for the safeguarding of national security information. a. Files relating to alleged violations referred to the Department of Justice or Defense for prosecutive determination.						
2300-730	5b	Security Violation Files: Case files of investigations of alleged violations of Executive Orders, laws, or regulations for the safeguarding of national security information. b. All other case files relating to investigations of alleged security violations, but exclusive of files concerning felonies and papers placed in official personnel folders.	Temporary	Destroy 2 years after completion of final corrective or disciplinary action.	GRS 18 Item 24b	Superseded	GRS 5.6 Item 200	DAA-GRS-2017-0006-0027
2300-730	6a	Classified or Classifiable Information Nondisclosure Agreements: Copies of Non-disclosure agreements, such as SF 312, Classified Information Non-disclosure Agreement, signed by civilian and military personnel with access to information that is classified under standards put forth by Executive Orders governing security classification. These forms should be maintained separately from personnel security clearance files. Agreements for civilian employees working for elements of	Temporary	Destroy when 70 years old.	GRS 18 item 25	Superseded	GRS 4.2 Item 121	DAA-GRS-2015-0002-0003

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		<p>the intelligence community must be maintained separately from the official personnel folder. For all other persons, these forms may be filed in the individual's official military personnel folder (for uniformed military personnel) or on the right side of the official personnel folder (for civilian employees).</p> <p>a. If maintained separately from the individual's official personnel folder.</p>						
2300-730	6b	<p>Classified or Classifiable Information Nondisclosure Agreements: Copies of Non-disclosure agreements, such as SF 312, Classified Information Non-disclosure Agreement, signed by civilian and military personnel with access to information that is classified under standards put forth by Executive Orders governing security classification. These forms should be maintained separately from personnel security clearance files. Agreements for civilian employees working for elements of the intelligence community must be maintained separately from the official personnel folder. For all other persons, these forms may be</p>	Temporary	Apply the disposition for the official personnel folder.		Rescinded		

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		filed in the individual's official military personnel folder (for uniformed military personnel) or on the right side of the official personnel folder (for civilian employees). b. If maintained in the individual's official personnel folder.						
2300-730	7a-1	Financial Disclosure Reports. a. Reports and related documents submitted by individuals as required under the Ethics in Government Act of 1978 (P.L. 95-521). 1. Records including SF 278A for individuals filing according to Section 201b of the Act, and not subsequently confirmed by the U.S. Senate.	Temporary	Destroy 1 year after nominee ceases to be under consideration for appointment; EXCEPT that documents needed in an ongoing investigation will be retained until no longer needed in the investigation.	GRS 25 Item 2b1	Superseded	GRS 2.8 Item 070	DAA-GRS-2014-0005-0011
2300-730	7a-2	Financial Disclosure Reports. a. Reports and related documents submitted by individuals as required under the Ethics in Government Act of 1978 (P.L. 95-521). 2. All other records including SF 278.	Temporary	Destroy when 6 years old; EXCEPT that documents needed in an on-going investigation will be retained until no longer needed in the investigation.	GRS 25 Item 2b1	Superseded	GRS 2.8 Item 061	DAA-GRS-2014-0005-0008
2300-730	7b	Financial Disclosure Reports. b. All other statements of employment and financial interests and related records, including confidential statements filed under Executive Order 11222.	Temporary	Destroy when 6 years old; EXCEPT that documents needed in an on-going investigation will be retained until no longer needed in the investigation.	GRS 25 Item 2b1	Superseded	GRS 2.8 Item 070	DAA-GRS-2014-0005-0011

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
2300-730	8	Standards of Conduct Files: Correspondence, memoranda and other records relating to codes of ethics and standards of conduct.	Temporary	Destroy when obsolete or superseded.	GRS 25 Item 1a	Superseded	GRS 2.6 Item 010	DAA-GRS-2016-0006-0001
2300-750	2300-750 Discipline and Adverse Action							
2300-750	1a	Adverse Action File Case files and records related to adverse actions and performance-based actions (removal, suspension, reduction-in-grade, furlough) against employees. The file includes a copy of the proposed adverse action with supporting documents; statements of witnesses; employee's reply; hearing notices, reports, and decisions; reversal of action; and appeal records, EXCLUDING letters of reprimand which are filed in the OPF.	Temporary	Destroy no sooner than 4 years but no later than 7 years after case is closed.	GRS 1 Item 30b	Superseded	GRS 2.3 Item 061 or GRS 2.3 Item 062	DAA-GRS-2015-0007-0018 or DAA-GRS-2015-0007-0023
2300-750	1b	Adverse Action File b. Notices of proposed adverse actions or reprimands that were officially proposed but not effected.	Temporary	Destroy when the proposal is drawn, when decision is made not to proceed, or 1 year after date of proposal notice, whichever comes first.	N1-GRS-92-1 Item 30b	Superseded	GRS 2.3 Item 061 or GRS 2.3 Item 062	DAA-GRS-2015-0007-0018 or DAA-GRS-2015-0007-0023

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
2300-750	1c	Adverse Action File c. Admonishments, warnings and similar disciplinary action records.	Temporary	Destroy when employee separates, or as specified in the record, or when no longer needed, or after 1 year, whichever comes first.	N1-GRS-92-1 Item 30b	Superseded	GRS 2.3 Item 061 or GRS 2.3 Item 062	DAA-GRS-2015-0007-0018 or DAA-GRS-2015-0007-0023
2300-750	1d	Adverse Action File d. Other documents, letters, memoranda concerning possible disciplinary or adverse action against individual employees.	Temporary	Destroy when employee separates, or when no longer needed, or after 1 year, whichever comes first.	N1-GRS-92-1 Item 30b	Superseded	GRS 2.3 Item 061 or GRS 2.3 062	DAA-GRS-2015-0007-0018 or DAA-GRS-2015-0007-0023
2300-750	2	Grievance, Appeals Files (5 CFR 771): Records originating in the review of grievances and appeals raised by agency employees, except EEO complaints (item 2200-A-5). These case files include statements of witnesses, reports of interviews and hearings, examiner's findings and recommendations, a copy of the original decision, related correspondence and exhibits, and records relating to a reconsideration request.	Temporary	Destroy no sooner than 4 years but no later than 7 years after case is closed.	GRS 1 item 30a	Superseded	GRS 2.3, Item 060	DAA-GRS-2015-0007-0017
2300-792	2300-792 Health Program							
2300-792	1	Individual Non-Occupational Health Record Files: Forms, correspondence, and other records, including summary records, documenting an individual	Temporary	Destroy 6 years after date of last entry	GRS 1 Item 19	Superseded	GRS 2.7 Item 070	DAA-GRS-2017-0010-12

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		employee's medical history, physical condition, and visits to Government health facilities, for non-work related purposes, EXCLUDING records covered by item 2300-792-3 of this schedule.						
2300-792	2a	Health Unit Control File: Logs or registers reflecting daily number of visits to dispensaries, first aid rooms and health units. a. If information is summarized on statistical reports.	Temporary	Destroy 3 months after last entry.	GRS 1 Item 20a	Superseded	GRS 2.7 Item 010	DAA-GRS-2017-0010-0001
2300-792	2b	Health Unit Control File: Logs or registers reflecting daily number of visits to dispensaries, first aid rooms and health units. b. If information is not summarized.	Temporary	Destroy 2 years after last entry.	GRS 1 Item 20b	Superseded	GRS 2.7 Item 010	DAA-GRS-2017-0010-0001
2300-792	3a-1	Employee Medical Folder (EMF). a. Long-term medical records as defined in the Federal Personnel Manual (FPM), Chapter 293. 1. Transferred employees.		See CFR part 293, subpart E for instructions.	GRS 1 Item 21a1	Rescinded		-
2300-792	3a-2	Employee Medical Folder (EMF). a. Long-term medical records as defined in the Federal Personnel Manual (FPM), Chapter 293. 2. Separated employees.	Temporary	Transfer Employee Medical Folder to the National Personnel Records Center (NPRC), St. Louis, MO, 30 days after separation. NPRC will destroy 75 years after birth date of employee, 60 years after date of the	GRS 1 Item 21a2	Superseded	GRS 2.7 Item 060	DAA-GRS-2017-0010-0009

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
				earliest document in the folder if the date of birth cannot be ascertained, or 30 years after latest separation, which is later.				
2300-792	3b	Employee Medical Folder (EMF). b. Temporary or short-term records as defined in the FPM.	Temporary	Destroy 1 year after separation or transfer of employee. Do not transfer to the FRC.	GRS 1 Item 21b	Superseded	GRS 2.7 Item 061	DAA-GRS-2017-0010-0010
2300-792	4a	Employees' Radiological Records – Film Employees' radiological records: These records consist of original radiology imaging studies. a. Film Located in CC, Diagnostic Radiology Department, Film Library.	Temporary	Retain for 5 years from latest patient activity. Transfer to intermediate storage after 5 years of inactivity. Offer to Occupational Medical Services (OMS) after 10 years of inactivity. If not accepted by OMS, destroy after 10 years of inactivity	NC1-90-78-9 Item 32b	Superseded	GRS 2.7 Items 060, 061, 062, or 070	
2300-792	4b	Employees' radiological records - Other Copies Employees' radiological records: These records consist of original radiology imaging studies. b. All other records Located in NIH, Occupational Medical Services (OMS).	Temporary	Destroy when 5 years old, except those that, in the judgement of Medical Officers in charge and/or roentgenologists, have further scientific or instructional value.	NC1-90-78-09 Item 09	Superseded	GRS 2.7 Items 060, 061, 062, or 070	

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
2300-792	5	Statistical Summaries and reports with related papers pertaining to employee health, retained by the reporting unit.	Temporary	Destroy 2 years after date of summary or report.	GRS 1 Item 22	Rescinded		-
2300-792	6	Alcohol and Drug Abuse Program: Records created in planning, coordinating and directing an alcohol and drug abuse program.	Temporary	Destroy when 3 years old.	GRS 1 Item 26b	Superseded	GRS 2.7 Item 080	DAA-GRS-2017-0010-0013
2300-792	7	Personal Injury Files: Forms, reports, correspondence, and related medical and investigatory records relating to on-the-job injuries, whether or not a claim for compensation was made, EXCLUDING copies filed in the Employee Medical Folder and copies submitted to the Department of Labor.	Temporary	Cut off on termination of compensation or when deadline for filing a claim has passed. Destroy 3 years after cutoff.	GRS 1 Item 31	Superseded	GRS 2.4 Item 100	DAA-GRS-2016-0015-0012
2300-990		2300-990 Miscellaneous						
2300-990	1	Personnel Correspondence and Forms File related to individual employees, but not in Official Personnel Folders and not specified elsewhere in this chapter. Located in servicing personnel offices.	Temporary	Destroy when action is completed.	NC1-64-77-10 item 17a	Superseded	GRS 5.1 Item 010 or GRS 5.2 Item 020	DAA-443-2016-0016-0001 or DAA-GRS-2017-0003-0002

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
2300-990	2	Supervisor's Personnel Files: Correspondence, memoranda, forms and other records relating to positions, authorizations, pending action, copies of position descriptions, requests for personnel action, and records on individual employees duplicated in or not appropriate for the Official Personnel Folder.	Temporary	Review annually and destroy superseded or obsolete documents; or destroy all documents relating to an individual employee 1 year after separation or transfer.	GRS 1 Item 18a	Superseded	GRS 2.2 Item 080	DAA-GRS-2017-0007-0012
2300-990	3	Duplicate Documentation: Other copies of documents duplicated in Official Personnel Folders not provided for elsewhere in this chapter.	Temporary	Destroy when 6 months old.	GRS 1 Item 18b	Superseded	GRS 2.2 Item 080	DAA-GRS-2017-0007-0012
2300-990	4	Complaints, Inquiries and Debt Correspondence received about individual employees.	Temporary	Destroy when employee separates, or when no longer needed, or 1 year after final action, whichever comes first.	N/A	Superseded	GRS 5.1 Item 010 or GRS 5.2 Item 020	DAA-443-2016-0016-0001 or DAA-GRS-2017-0003-0002
2600-A		<p>2600-A Procurement</p> <p>In no event may disposal be made of records pertaining to accounts, claims or demands involving the Government of the United States which have not yet been settled or adjusted by the General Accounting Office without written approval of the Comptroller General, as required by 44 U.S.C. 3309.</p> <p>EXCLUDED from this section are</p> <ol style="list-style-type: none"> 1. Feasibility studies and systems analyses (1700-A-6) 						
2600-A	1	General Correspondence Files of operating procurement units concerning internal operations and	Temporary	Destroy when 2 years old.	GRS 3 Item 2	Superseded	GRS 1.1 item 001	DAA-GRS-2016-0013-0001

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		administration matters not covered elsewhere in this section.						
2600-A	2a	Real Property Files: Title papers documenting the acquisition of real property (by purchase, condemnation, donation, exchange, or otherwise), excluding records relating to property acquired prior to January 1, 1921. a. Records relating to property acquired after December 31, 1920, other than abstract or certificate of title.	Temporary	Dispose 10 years after unconditional sale or release by the Government of conditions, restrictions, mortgages or other liens.	GRS 3 Item 1a	Superseded	GRS 5.4 Item 020	DAA-GRS-2016-0011-0002
2600-A	2b	Real Property Files: Title papers documenting the acquisition of real property (by purchase, condemnation, donation, exchange, or otherwise), excluding records relating to property acquired prior to January 1, 1921. b. Abstract or certificate of title.	Temporary	Transfer to purchaser after unconditional sale or release by the Government of conditions, restrictions, mortgages, or other liens.	GRS 3 Item 1b	Superseded	GRS 5.4 item 020	DAA-GRS-2016-0011-0002
2600-A	3	Contract records relating to major biomedical information systems Located in NLM, Office of the Director.	Temporary	Destroy 6 years after completion of contract.	NC1-90-78-12 Item 75a	Superseded	GRS 1.1 Item 010	DAA-GRS-2013-0003-0001

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
2600-A	4a-1	<p>Routine Procurement Files: Contract requisition, purchase order, lease and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment (other than those covered in Items 2600-A-2,5,6).</p> <p>a. Audit record maintained by procurement or purchase organization, or by ordering office in the case of delegated procurements, and related papers. 1. Transactions of more than \$25,000 and all construction contracts exceeding \$2,000.</p>	Temporary	Destroy 6 years and 3 months after final payment. (Place in inactive file on final payment, transfer fiscal year block to Federal Records Center after 2 years.	GRS 3 Item 3a1a	Superseded	GRS 1.1 Item 010	DAA-GRS-2013-0003-0001
2600-A	4a-2	<p>Routine Procurement Files: Contract requisition, purchase order, lease and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment (other than those covered in Items 2600-A-2,5,6).</p> <p>a. Audit record maintained by procurement or purchase organization, or by ordering office in the case of delegated procurements, and related papers.</p>	Temporary	Destroy 3 years after final payment. (Close file at the end of the fiscal year, retain 3 years and destroy, except those files which actions are pending shall be brought forward to the next fiscal year's files for destruction therewith.)	GRS 3 Item 3a1b	Superseded	GRS 1.1 Item 010	DAA-GRS-2013-0003-0001

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		2. Transactions of \$25,000 or less and construction contracts under \$2,000.						
2600-A	4b	Routine Procurement Files: Contract requisition, purchase order, lease and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment (other than those covered in Items 2600-A-2,5,6). b. Obligation copy.	Temporary	Destroy when funds are obligated.	GRS 3 Item 3a2b	Superseded	GRS 1.1 Item 010	DAA-GRS-2013-0003-0001
2600-A	4c	Routine Procurement Files: Contract requisition, purchase order, lease and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment (other than those covered in Items 2600-A-2,5,6). c. Other copies of records described above used by component elements	Temporary	Destroy upon termination or completion.		Superseded	GRS 1.1 Item 010	DAA-GRS-2013-0003-0001

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		of a procurement office for administrative purposes.						
2600-A	5	Unique Procurement Files: Documenting the initiation and development of transactions that deviate from established precedents with respect to general agency procurement programs, other than those covered by 2600-A-4.	Temporary	Destroy 6 years after final payment or cancellation, but longer retention is authorized if required for business use.		Superseded	GRS 1.1 Item 010	DAA-GRS-2013-0003-0001
2600-A	6	Tax Exemption Files: Tax exemption certificates and related papers.	Temporary	Destroy 3 years after period covered by related account.	GRS 3 Item 12	Superseded	GRS 1.1 Item 010	DAA-GRS-2013-0003-0001
2600-A	7a	Solicited and Unsolicited Bids and Proposals Files. a. Successful bids and proposals.	Temporary	Destroy when related contract file (2600-A-4) is destroyed.		Superseded	GRS 1.1 Item 010 or GRS 1.1 Item 012	DAA-GRS-2013-0003-0001 or DAA-GRS-2016-0001-0002
2600-A	7b-1	Solicited and Unsolicited Bids and Proposals Files. b. Solicited and unsolicited unsuccessful bids and proposals. 1. Relating to small purchases as defined in the Federal Acquisition Regulation; 48 CFR, part 13.	Temporary	Destroy one year after date of award or final payment, whichever is later.		Superseded	GRS 1.1 Item 010 or GRS 1.1 Item 012	DAA-GRS-2013-0003-0001 or DAA-GRS-2016-0001-0002
2600-A	7b-2	Solicited and Unsolicited Bids and Proposals Files. b. Solicited and unsolicited unsuccessful bids and proposals.	Temporary	Destroy with related contract case files (2600-A-4).		Superseded	GRS 1.1 Item 010 or	DAA-GRS-2013-0003-0001 or DAA-

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		2. Relating to transactions above the small purchase limitations in 48 CFR, Part 13, when filed separately from the contract file.					GRS 1.1 Item 012	GRS-2016-0001-0002
2600-A	7b-3	Solicited and Unsolicited Bids and Proposals Files. b. Solicited and unsolicited unsuccessful bids and proposals. 3. Relating to transactions above the small purchase limitations in 48 CFR, Part 13, when filed contract case file.	Temporary	Destroy with related contract case files (2600-A-4).		Superseded	GRS 1.1 Item 010 or GRS 1.1 Item 012	DAA-GRS-2013-0003-0001
2600-A	7c-1	Solicited and Unsolicited Bids and Proposals Files. c. Canceled Solicitations Files. 1. Formal solicitation of offers to provide products or services (e.g., Invitations for Bids, Requests for Proposals, Requests for Quotations) which were canceled prior to award of a contract. The files include pre-solicitation documentation on the requirement, any offers which were opened prior to the cancellation, documentation on any government action up to the time of cancellation, and evidence of the cancellation.	Temporary	Destroy 5 years after date of cancellation.	GRS 3 Item 5c1	Superseded	GRS 1.1 Item 010	DAA-GRS-2013-0003-0001

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
2600-A	7c-2	Solicited and Unsolicited Bids and Proposals Files. c. Canceled Solicitations Files. 2. Unopened Bids.	Temporary	Return to bidder.	GRS 3 Item 5c2	Superseded	GRS 1.1 Item 010	DAA-GRS-2013-0003-0001
2600-A	7d	Solicited and Unsolicited Bids and Proposals Files. d. Lists or cards of acceptable bidders.	Temporary	Destroy when superseded or obsolete.	GRS 3 item 5d	Superseded	GRS 1.1 Item 070 OR GRS 1.1 Item 071	DAA-GRS-2016-0001-0004 or DAA-GRS-2016-0001-0005
2600-A	9	Non-personal Requisition File: Requisitions for non-personal services, such as duplicating, laundry, binding, and other services (excluding records associated with accountable officer's accounts; see section 1900-A).	Temporary	Destroy when 1 year old.	GRS 13 Item 1	Superseded	GRS 5.5 item 010	DAA-GRS-2016-0012-0001
2600-A	10a	Inventory Requisition File: Requisitions for supplies and equipment for current inventory. a. Stockroom copy.	Temporary	Destroy 2 years after completion or cancellation of requisition.	GRS 3 Item 8a	Superseded	GRS 5.4 Item 010	DAA-GRS-2016-0011-0001
2600-A	10b	Inventory Requisition File: Requisitions for supplies and equipment for current inventory. b. All other copies.	Temporary	Destroy when 6 months old.	GRS 3 Item 8b	Superseded	GRS 5.4 Item 010	DAA-GRS-2016-0011-0001
2600-A	11	Telephone statements and toll slips	Temporary	Destroy 3 years after period covered by related account.	GRS 12 Item 4	Superseded	GRS 5.5 item 010	DAA-GRS-2016-0012-0001
2600-A	12	Contract Appeals Case Files. Contract appeals case files consisting of notices of appeal and	Temporary	Destroy 10 years after final action or decision.		Superseded	GRS 1.1 Item 060	DAA-GRS-2016-0001-0003

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		acknowledgements thereof; correspondence between parties; copies of contracts, plans, specifications, exhibits, change orders and amendments; transcripts of hearings; documents received from parties concerned; final decisions; and all other related papers.						
2600-A	13	Contractor's Statement of Contingent or Other Fees: SF 119, Contractor's Statement of Contingent or Other Fees, or statement in lieu of the form, filed separately from the contract case file and maintained for enforcement or report purposes.	Temporary	Destroy when superseded, obsolete, or no longer needed, whichever is sooner.	GRS 3 Item 16	Rescinded		
2600-A	8a	Public Printer Files: Records relating to requisitions on the Printer, and all supporting papers. a. Printing procurement unit copy of requisition, invoice, specifications, and related papers.	Temporary	Destroy 3 years after completion or cancellation of requisition.	GRS 13 Item 2a	Superseded	GRS 5.5 Item 020	DAA-GRS-2016-0012-0002
2600-A	8b	Public Printer Files: Records relating to requisitions on the Printer, and all supporting papers. b. Accounting copy of requisition.	Temporary	Destroy 3 years after period covered by related account.		Rescinded		
2600-B	2600-B Public Buildings and Space							

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
2600-B	1	Account cards and ledgers related to structures describing the principal characteristics of each structure and containing data on the capital investment in the physical plant.	DISPOSAL NOT AUTHORIZED	DISPOSAL NOT AUTHORIZED.	N/A	Superseded	GRS 5.4 Item 070	DAA-GRS-2016-0011-0008
2600-B	3	Finding aids for design and construction files.		Apply the disposition instructions applicable to the related architectural and engineering drawings		Superseded	GRS 4.1 Item 010	DAA-GRS-2013-0002-0016
2600-B	4a	Contract case files for construction and renovation of buildings, consisting of copies of contracts with correspondence and reports related to administration of construction contracts for new facilities and for alteration, renovation, maintenance and repair of existing buildings and grounds. a. Transactions of more than \$2,000.	Temporary	Transfer to Federal Records Center 2 years after fiscal year in which final payment is made. Destroy 5 years after final payment. Check with originating agency before making destruction.	NC1-90-77-2 Item 61a	Superseded	GRS 1.1 Item 010	DAA-GRS-2013-0003-0001
2600-B	4b	Contract case files for construction and renovation of buildings, consisting of copies of contracts with correspondence and reports related to administration of construction contracts for new facilities and for alteration, renovation, maintenance and repair	Temporary	Destroy 3 years after fiscal year in which final payment is made.	NC1-90-77-2 Item 61b	Superseded	GRS 1.1 Item 010	DAA-GRS-2013-0003-0001

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		of existing buildings and grounds. b. Transactions of \$2,000 or less.						
2600-B	4c	Contract case files for construction and renovation of buildings, consisting of copies of contracts with correspondence and reports related to administration of construction contracts for new facilities and for alteration, renovation, maintenance and repair of existing buildings and grounds. c. Task orders on master contracts.	Temporary	Destroy 3 years after related work is completed.	NC1-90-77-2 Item 61c	Superseded	GRS 1.1 Item 010	DAA-GRS-2013-0003-0001
2600-B	5	Contractors' Payroll Files: Contractors' payrolls (construction contracts) submitted in accordance with Labor Department regulations, with related certifications, anti-kickback affidavits, and other related papers	Temporary	Destroy 3 years after date of completion of contract unless contract performance is subject of enforcement action on such date.		Superseded	GRS 1.1 Item 010	DAA-GRS-2013-0003-0001
2600-B	6a	Work request files for buildings and equipment construction, alteration and maintenance services, excluding fiscal copies of the Office of Financial Management. a. Minor work shop order.	Temporary	Destroy 1 year after related work is completed.	NC1-90-77-2 Item 62a	Superseded	GRS 5.4 Item 070 or GRS 5.4 Item 071	DAA-GRS-2016-0011-0008 or DAA-GRS-2016-0011-0009
2600-B	6b	Work request files for buildings and equipment construction, alteration and maintenance services,	Temporary	Destroy 3 months after work is completed.	NC1-90-77-2 Item 62b	Superseded	GRS 5.4 Item 070 or GRS 5.4 Item 071	DAA-GRS-2016-0011-0008 or DAA-

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		excluding fiscal copies of the Office of Financial Management. b. Maintenance order.						GRS-2016-0011-0009
2600-B	6c	Work request files for buildings and equipment construction, alteration and maintenance services, excluding fiscal copies of the Office of Financial Management. c. Single shop order.	Temporary	Destroy 3 years after work is completed.	NC1-90-77-2 Item 62c	Superseded	GRS 5.4 Item 070 or GRS 5.4 Item 071	DAA-GRS-2016-0011-0008 or DAA-GRS-2016-0011-0009
2600-B	6d	Work request files for buildings and equipment construction, alteration and maintenance services, excluding fiscal copies of the Office of Financial Management. a. Minor work shop order.	Temporary	Destroy 4 years after work is completed.	NC1-90-77-2 Item 62d	Superseded	GRS 5.4 Item 070 or GRS 5.4 Item 071	DAA-GRS-2016-0011-0008 or DAA-GRS-2016-0011-0009
2600-B	6e	Work request files for buildings and equipment construction, alteration and maintenance services, excluding fiscal copies of the Office of Financial Management. e. Canceled documents related to any of the above.	Temporary	Destroy 2 years after cancellation.	NC1-90-77-2 Item 62f	Superseded	GRS 5.4 Item 070 or GRS 5.4 Item 071	DAA-GRS-2016-0011-0008 or DAA-GRS-2016-0011-0009
2600-B	7	Equipment History files maintained to record key identification engineering data and replacement parts information for the primary systems and equipment maintained and operated by Division of Engineering Services and for use in	Temporary	Destroy when related equipment is replaced or no longer used.	NC1-90-77-2 Item 63	Superseded	GRS 5.4 Item 070 or GRS 5.4 Item 071	DAA-GRS-2016-0011-0008 or DAA-GRS-2016-0011-0009

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		the preventive maintenance program on them.						
2600-C	2600-C Property and Supply Management							
2600-C	1a	<p>Supply Management Files: Files of reports on supply requirements and procurement matters submitted for supply management purposes (other than those incorporated in case files or other files of a general nature).</p> <p>a. Copies received from other units for internal purposes or for transmission to staff agencies.</p>	Temporary	Destroy when 2 years old.	GRS 3 Item 4a	Superseded	GRS 5.4 Item 010	DAA-GRS-2016-0011-0001
2600-C	1b	<p>Supply Management Files: Files of reports on supply requirements and procurement matters submitted for supply management purposes (other than those incorporated in case files or other files of a general nature).</p> <p>b. Copies in other reporting units, and related work papers.</p>	Temporary	Destroy when 1 year old.	GRS 3 Item 4b	Superseded	GRS 5.4 Item 010	DAA-GRS-2016-0011-0001
2600-C	2a	<p>Inventory Files.</p> <p>a. Inventory lists.</p>	Temporary	Destroy 2 years from date of list.	GRS 3 Item 9a	Superseded	GRS 5.4 Item 010	DAA-GRS-2016-0011-0001

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
2600-C	2b	Inventory Files. b. Inventory cards.	Temporary	Destroy 2 years after discontinuance of item or 2 years after stock balance is transferred to new card or recorded under new classification, or 2 years after equipment under new classification, or 2 years after equipment is removed from agency control.	GRS 3 Item 9b	Superseded	GRS 5.4 Item 010	DAA-GRS-2016-0011-0001
2600-C	2c	Inventory Files. c. Report of survey files and other papers used as evidence for adjustment of inventory records, not otherwise covered in the schedule.	Temporary	Destroy 2 years after date of survey action or date of posting medium.	GRS 3 Item 9c	Superseded	GRS 5.4 Item 010	DAA-GRS-2016-0011-0001
2600-C	10	Central kitchen issues (daily requisition - main kitchen and metabolic kitchens).	Temporary	Destroy when 4 months old (retain records 3 months plus current month).	NC1-90-78-9 Item 64	Superseded	I-0013	DAA-0443-2018-0002-0001
2600-C	11a	Patient meal census records a. Detail reports, showing number of meals served.	Temporary	Destroy when 6 months old.	NC1-90-78-9 Item 65a	Superseded	I-0013	DAA-0443-2018-0002-0001
2600-C	11b	Patient meal census records b. Summary reports, showing number of meals served by institute.	Temporary	Destroy when 5 fiscal years old.	NC1-90-78-9 Item 65b	Superseded	I-0013	DAA-0443-2018-0002-0001
2600-C	12a	Physical inventories a. Work copies.	Temporary	Destroy at end of current fiscal year.	NC1-90-78-9 Item 66a	Superseded	I-0013	DAA-0443-2018-0002-0001

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
2600-C	12b	Physical inventories b. Summary sheets.	Temporary	Destroy when 6 fiscal years old.	NC1-90-78-9 Item 66b	Superseded	I-0013	DAA-0443-2018-0002-0001
2600-C	13	Monthly meat inventories	Temporary	Destroy at end of current fiscal year.	NC1-90-78-9 Item 67	Superseded	I-0013	DAA-0443-2018-0002-0001
2600-C	14	Emergency cash orders (petty cash)	Temporary	Destroy when 4 fiscal years old.	NC1-90-78-9 Item 74	Superseded	I-0013	DAA-0443-2018-0002-0001
2600-C	15	Telephone charge orders	Temporary	Destroy when 4 fiscal years old.	NC1-90-78-9 Item 75	Superseded	I-0013	DAA-0443-2018-0002-0001
2600-C	16	Records of food prices	Temporary	Destroy when 4 fiscal years old.	NC1-90-78-9 Item 76	Superseded	I-0013	DAA-0443-2018-0002-0001
2600-C	17	Small equipment requisitions	Temporary	Destroy at end of current fiscal year.	NC1-90-78-9 Item 77	Superseded	I-0013	DAA-0443-2018-0002-0001
2600-C	18a	Census records a. Detail census sheets, showing workload of each floor unit.	Temporary	Destroy when 1 year old.	NC1-90-78-9 Item 78a	Superseded	I-0013	DAA-0443-2018-0002-0001
2600-C	18b	Census records b. Monthly census reports, summarizing data on the detail reports.	Temporary	Destroy when 2 years old.	NC1-90-78-9 Item 78b	Superseded	I-0013	DAA-0443-2018-0002-0001
2600-C	19	Computer printouts of physicians' dietary orders, posted to patients' cards Description not required.	Temporary	Destroy when 1 month old.	NC1-90-78-9 Item 79	Superseded	I-0006 Clinical Care Services Records	DAA-0443-2012-0007-0006
2600-C	20	Inpatient cards, showing dietary requirements of each inpatient. Description not required.	Temporary	Destroy 5 years after patient is discharged	NC1-90-78-9 Item 80	Superseded	I-0006 Clinical Care Services Records	DAA-0443-2012-0007-0006

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
2600-C	21	Outpatient cards, showing dietary requirements of each outpatient. Description not required.	Temporary	Destroy when 5 years old.	NC1-90-78-9 Item 81	Superseded	I-0006 Clinical Care Services Records	DAA-0443-2012-0007-0006
2600-C	22	Special event orders, relating to picnics and the like for mental health patients.	Temporary	Destroy when 1 year old.	NC1-90-78-9 Item 82	Superseded	I-0013	DAA-0443-2018-0002-0001
2600-C	30a	Blood Storage Records Showing temperatures maintained in preserving blood in the department. Located in: CC, Transfusion Medicine Department (NOTE: Expanded description of records to include documentation required for all blood components manufactured, stored, or distributed by DTM. Record retention requirements are dictated by federal regulation under 21 CFR 606.)	Temporary	Destroy the recordkeeping copy when 5 years old or when any blood components associated with these records have expired, whichever is later. (21 CFR 606)	N1-443-00-3	Superseded	I-0009 Blood Product Manufacture, Storage or Distribution Records	DAA-0443-2012-0007-0009
2600-C	30b	Blood Storage Records Showing temperatures maintained in preserving blood in the department. Electronic version (NOTE: Expanded description of	Temporary	Delete after recordkeeping copy has been produced or when referencing or updating is completed.	N1-443-00-3	Superseded	I-0009 Blood Product Manufacture, Storage or Distribution Records	DAA-0443-2012-0007-0009

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		records to include documentation required for all blood components manufactured, stored, or distributed by DTM. Record retention requirements are dictated by federal regulation under 21 CFR 606.)						
2600-C	31	Records of blood sent to operating room Showing patients' name, blood types, and other related data.	Temporary	Destroy when 5 years old.	NC1-90-78-9 Item 16	Superseded	I-0006 Clinical Care Services Records	DAA-0443-2012-0007-0006
2600-C	32	Logs of donor appointments Description not required.	Temporary	Destroy when 1 year old.	NC1-90-78-9 Item 17	Superseded	I-0006 Clinical Care Services Records	DAA-0443-2012-0007-0006
2600-C	41	Doctors' Orders Files Prescriptions. Located in CC, Pharmacy Department.	Temporary	File by fiscal year. Place in inactive file at end of fiscal year. Transfer to the Federal Records Center after 1 year in inactive file. Destroy when 5 years old.	NC1-443-98-1	Superseded	I-0006 Clinical Care Services Records	DAA-0443-2012-0007-0006
2600-C	42	Microfilm and microfiche copies of doctors' orders Description not required.	Temporary	Destroy when 15 years old.	NC1-443-98-1	Superseded	I-0006 Clinical Care Services Records	DAA-0443-2012-0007-0006
2600-C	43	Bulk Compounding Records Including control logs, worksheets, and card control records pertaining to the compounding of drugs in bulk quantities. Located in CC, Pharmacy Department.	Temporary	File by fiscal year. Place in inactive file at end of each fiscal year. Retain inactive files in Pharmacy Department for 3 years and destroy.	NC1-443-98-1	Superseded	I-0006 Clinical Care Services Records	DAA-0443-2012-0007-0006

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
2600-C	44a	Pharmacy Parenteral Records As ordered by doctors. Located in CC, Pharmacy Department. Intravenous.	Temporary	File by fiscal year. Place in inactive file at end of each fiscal year. Transfer each fiscal year file to the Federal Records Center after 1 year in inactive file. Destroy when 3 years old.	NC1-443-98-1	Superseded	I-0006 Clinical Care Services Records	DAA-0443-2012-0007-0006
2600-C	44b	Pharmacy Parenteral Records As ordered by doctors. Located in CC, Pharmacy Department. Blood.	Temporary	File by fiscal year. Place in inactive file at end of each fiscal year. Transfer each fiscal year file to the Federal Records Center after 2 years in inactive file. Destroy when 10 years old.	NC1-443-98-1	Superseded	I-0009 Blood Product Manufacture, Storage or Distribution Records	DAA-0443-2012-0007-0009
2600-C	44c	Pharmacy Parenteral Records As ordered by doctors. Located in CC, Pharmacy Department. Investigational.	Temporary	File by fiscal year. Place in inactive file at end of each fiscal year. Transfer each fiscal year file to the Federal Records Center after 2 years in inactive file. Destroy when 5 years old.	NC1-443-98-1	Superseded	I-0006 Clinical Care Services Records	DAA-0443-2012-0007-0006
2600-C	45c	Nursing Unit Requisitions for Pharmaceutical Items Located in CC, Pharmacy Department.	Temporary	File by fiscal year. Place in inactive file at end of each fiscal year. Transfer each fiscal year file to the Federal Records Center after 1 year in inactive file. Destroy when 3 years old.	NC1-443-98-1	Superseded	I-0006 Clinical Care Services Records	DAA-0443-2012-0007-0006
2600-C	46	Certificates of disposition for narcotics and hypnotics Documenting movement of those	Temporary	Destroy when 3 years old.	NC1-443-98-1	Superseded	I-0006 Clinical Care Services Records	DAA-0443-2012-0007-0006

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		drugs and their receipt by nursing units.						
2600-D	2600-D Motor Equipment Management							
2600-D	1	Motor Vehicle Correspondence Files: Correspondence in the operating unit responsible for maintenance and operation of motor vehicles not otherwise covered in this schedule.	Temporary	Destroy when 2 years old.	GRS 10 Item 1	Superseded	GRS 5.4 Item 010	DAA-GRS-2016-0011-0001
2600-D	2a	Motor Vehicle Operating and Maintenance Files a. Operating records including those relating to gas and oil consumption, dispatching and scheduling.	Temporary	Destroy when 3 months old.	GRS 10 Item 2a	Superseded	GRS 5.4 item 090	DAA-GRS-2016-0011-0011
2600-D	2b	Motor Vehicle Operating and Maintenance Files b. Maintenance records, including those relating to service and repair.	Temporary	Destroy when 1 year old.	GRS 10 Item 2b	Superseded	GRS 5.4 item 090	DAA-GRS-2016-0011-0011
2600-D	3	Motor Vehicle Cost Files: Motor Vehicle ledger and work sheets providing cost and expense data.	Temporary	Destroy 3 years after discontinuance of ledger or date of work sheet.	GRS 10 Item 3	Superseded	GRS 5.4 item 090	DAA-GRS-2016-0011-0011
2600-D	4	Motor Vehicle Report Files: Reports on motor vehicles (other than accident, operating and maintenance reports), including SF-82, agency report of motor vehicle data.	Temporary	Destroy 3 years after date of report.	GRS 10 Item 4	Superseded	GRS 5.4 Item 010	DAA-GRS-2016-0011-0001
2600-D	5	Motor Vehicle Accident Files: Records relating to motor vehicle	Temporary	Destroy 6 years after case is closed.	GRS 10 Item 5	Superseded	GRS 5.4 item 140	DAA-GRS-2016-0011-0017

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		accidents, maintained by transportation offices.						
2600-D	6	Motor Vehicle Release Files: Records relating to transfer, sale, donation or exchange of vehicles.	Temporary	Destroy 4 years after vehicle leaves agency custody.	GRS 10 Item 6	Superseded	GRS 5.4 item 040	DAA-GRS-2016-0011-0004
2600-D	7	Motor Vehicle Operation: Records relating to individual employee operation of Government-owned vehicles, including driver tests, authorization to use, safe driving awards, and related correspondence.	Temporary	Destroy 3 years after separation of employee or 3 years after rescission of authorization to operate Government-owned vehicle, whichever is sooner.	GRS 10 Item 7	Superseded	GRS 5.4 item 110	DAA-GRS-2016-0011-0014
2600-F	2600-F Property Disposal							
2600-F	<p>2600-F Property Disposal</p> <p>These records pertain to the sales by agencies of real and personal property surplus to the needs of the Government. EXCLUDED from this section are Records related to disposal of radioactive waste (see item 1300-B-17).</p> <p>In no event may disposal be made of records pertaining to accounts, claims, or demands involving the Government of the United States which have not been settled or adjusted by the Federal Accounting Office without written approval of the Comptroller General, as required by 44 U.S.C. 3309.</p>							
2600-F	1	Surplus Property Precedential Case Files: Case files on sales of surplus personal property (as described in item 2600-F-6 below) documenting the initiation and development of transactions that deviate from established precedents with respect to general agency disposal or to major disposal programs.	DISPOSAL NOT AUTHORIZED	DISPOSAL NOT AUTHORIZED.	N/A	Superseded	GRS 5.4 Item 040	DAA-GRS-2016-0011-0004

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
2600-F	2	Property Disposal Case Files: Case files on disposal of surplus real and related personal property.	DISPOSAL NOT AUTHORIZED	DISPOSAL NOT AUTHORIZED.	N/A	Superseded	GRS 5.4 Item 040	DAA-GRS-2016-0011-0004
2600-F	3	Excess Real Property Reports	DISPOSAL NOT AUTHORIZED	DISPOSAL NOT AUTHORIZED.	N/A	Rescind		
2600-F	4	Property Disposal Correspondence Files: Correspondence files maintained by units responsible for property disposal, pertaining to their operation and administration, and not otherwise provided for.	Temporary	Destroy when 2 years old.	GRS 4 Item 1	Superseded	GRS 5.4 item 040	DAA-GRS-2016-0011-0004
2600-F	5	Excess Personal Property Reports	Temporary	Destroy when 3 years old.	GRS 4 Item 2	Superseded	GRS 5.4 item 040	DAA-GRS-2016-0011-0004
2600-F	6a	Surplus Property Case Files: Case files on sales of surplus personal property, comprising invitations, bids, acceptances, lists of materials, evidence of sales, and related correspondence (other than those covered in items 2600-F-1 and 2600-F-2). a. Transactions of more than \$25,000.	Temporary	Destroy 6 years after final payment. (Place in inactive file on final payment and transfer to Federal Records Center 2 years thereafter.)	GRS 4 Item 3a	Superseded	GRS 1.1 Item 010	DAA-GRS-2013-0003-0001

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
2600-F	6b	<p>Surplus Property Case Files: Case files on sales of surplus personal property, comprising invitations, bids, acceptances, lists of materials, evidence of sales, and related correspondence (other than those covered in items 2600-F-1 and 2600-F-2).</p> <p>b. Transactions of \$25,000 or less.</p>	Temporary	Destroy 3 years after final payment. (Close file at the end of each fiscal year, retain 3 years, and destroy except that files on which actions are pending will be brought to the next fiscal year's files for disposal therewith.)	GRS 4 Item 3b	Superseded	GRS 1.1 Item 010	DAA-GRS-2013-0003-0001
2600-F	7	<p>Real Property Files: (Exclusive of architectural and engineering records - see section 2600-B). Records necessary or convenient for the use of real property sold, donated, or traded to non-Federal ownership, including, if pertinent as determined by the releasing agency, site maps and surveys, plot plans, architect's sketches, working diagrams, preliminary drawings, blueprints, master tracings, utility outlet plans, equipment location plans, specifications, construction progress photographs, inspection reports, building and equipment management and maintenance records, allowance lists as well as duplicate copies of title papers, provided (a) that the records can be separated without harm to other</p>	Temporary	Transfer to new custodian upon completion of sale, trade, or donation proceedings, or acceptance of purchase money mortgage.	GRS 4 Item 4	Superseded	GRS 5.4 item 020	DAA-GRS-2016-0011-0002

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		documents of enduring value, (b) that no responsibility attaches to the Government because of disagreement between the transferred documents and the physical condition of the property at the time of conveyance, and (c) that if the property is released for historical use or purpose the user agrees to retain them and return them to the Federal Government immediately upon the discontinuance of its use for historical purposes.						
2800-A		2800-A ADP Management and Research						
2800-A	1a	CIT Project and Research Records: These records, created throughout the two branches and the four laboratories of the division, are largely accumulated by programmers, specialized technicians, and others who are involved in computer technology. The records may relate either to formal projects involving users in and out of NIH who pay for the services, or to theoretical research not related to formal projects. Results of the latter research normally appear in technical journals.	Temporary	Destroy 5 years after completion of project, or when technical data in the files are of no further value for research or other uses, as appropriate.	NC1-90-78-12 Item 20a	Superseded	GRS 3.1 Item 010	DAA-GRS-2013-0005-0006

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		<p>With one exception noted below, the contents of these records are varied, diffuse, and unstandardized in format and content. Generally, they are a mixture of record and non-record materials accumulated during the life of the project. They may include, but clearly are not limited to, correspondence, test data, data on experimental procedures, printed reference materials, rough drafts, notes, progress and other reports, memoranda, and a variety of other materials. These records also comprise papers relating to project planning, procedures, and other aspects of the project.</p> <p>a. Materials relating to formal projects.</p>						

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
2800-A	1b	<p>CIT Project and Research Records: These records, created throughout the two branches and the four laboratories of the division, are largely accumulated by programmers, specialized technicians, and others who are involved in computer technology. The records may relate either to formal projects involving users in and out of NIH who pay for the services, or to theoretical research not related to formal projects. Results of the latter research normally appear in technical journals.</p> <p>With one exception noted below, the contents of these records are varied, diffuse, and unstandardized in format and content. Generally, they are a mixture of record and non-record materials accumulated during the life of the project. They may include, but clearly are not limited to, correspondence, test data, data on experimental procedures, printed reference materials, rough drafts, notes, progress and other reports, memoranda, and a variety of other materials. These records also</p>	Temporary	Destroy 4 years after completion of study, or when data are of no further value for research, as appropriate.	NC1-90-78-12 Item 20b	Superseded	GRS 3.1 Item 010	DAA-GRS-2013-0005-0006

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		comprise papers relating to project planning, procedures, and other aspects of the project. b. Materials accumulated in research studies, not related to formal projects.						
2800-A	2	Programmer trouble reports and requests for refunds , pertaining to technological or administrative problems which may result in refunds to users	Temporary	Destroy when 2 years old.	NC1-90-78-12 Item 10	Superseded	GRS 3.1 Item 020	DAA-GRS-2013-0005-0004
2800-A	3	Clinical and Management Systems Project files relating to the development, installation, and operation of automated and other systems, containing copies of contracts, work papers, operation papers, correspondence, memoranda, and related materials. Located in CC, Office of Clinical and Management Systems.	Temporary	Destroy 6 years after completion of project.	NC1-90-78-9 Item 18	Superseded	GRS 3.1 Item 010	DAA-GRS-2013-0005-0006
2800-A	5	Clinical information utility search reports , which request data on the treatment of former patients, from machine-readable tapes.	Temporary	Destroy when 4 years old.	NC1-90-78-9 Item 20	Superseded	GRS 3.1 Item 020	DAA-GRS-2013-0005-0004

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		Located in CC, Office of Clinical and Management Systems.						
2800-B	2800-B Software and Data Documentation Records which describe computer programs and data sets in such a way as to make it possible to see the programs and process the data.							
2800-B	1a	System Specifications: Documents containing definitions of the system including functional requirements, data requirements, system/subsystem specifications, requests for the system and authorizing directives. Located in office responsible for the request for the system. a. For a proposed system which is not approved or implemented.	Temporary	Destroy 1 year after final action.	N/A	Superseded	GRS 3.1 Item 011	DAA-GRS-2013-0005-0007
2800-B	1b-1	System Specifications: Documents containing definitions of the system including functional requirements, data requirements, system/subsystem specifications, requests for the system and authorizing directives. Located in office responsible for the request for the system. b. For systems which are implemented. 1. When all related machine-	Temporary	Destroy one year after system is discontinued.	N/A	Superseded	GRS 3.1 Item 011	DAA-GRS-2013-0005-0007

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		readable data are authorized for disposal.						
2800-B	1b-2	<p>System Specifications: Documents containing definitions of the system including functional requirements, data requirements, system/subsystem specifications, requests for the system and authorizing directives. Located in office responsible for the request for the system.</p> <p>b. For systems which are implemented. 2. When related data is not authorized for disposal.</p>	Permanent	Follow disposition instructions which apply to related data sets. If any data in the system is permanent the system specifications are also permanent and must be offered to the National Archives together with the data. If all data in the system is authorized for disposal and the system is discontinued, destroy specifications 1 year after termination of system.	N/A	Superseded	GRS 3.1 Item 011	DAA-GRS-2013-0005-0007
2800-B	2a	<p>System Test Documentation including test plans and test results analyses.</p> <p>a. For a system which is implemented.</p>	Temporary	Destroy 1 year after completion of testing.	N/A	Superseded	GRS 3.1 Item 011	DAA-GRS-2013-0005-0007

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
2800-B	2b	System Test Documentation including test plans and test results analyses. b. For a system which is not implemented.	Temporary	Destroy as soon as no longer needed.	N/A	Superseded	GRS 3.1 Item 011	DAA-GRS-2013-0005-0007
2800-B	3	File Specifications: Definitions of the logical and physical characteristics of each record, element, or item of data, including names and tags or labels; record layout, that is, relative position, form, format and size of data elements; validity checks, update and access conditions, recording medium and volume, and specifications of all codes used (excluding code books for all FIPS codes). Located in users' files.		Follow disposition instructions which apply to the data files.	N/A	Superseded	GRS 3.1 Item 050 or GRS 3.1 Item 051	DAA-GRS-2013-0005-0002 or DAA-GRS-2013-0005-0003
2800-B	4a	User Guides and Manuals a. Located in users' files.		Follow disposal instructions which apply to related data.	N/A	Rescinded		-
2800-B	4b	User Guides and Manuals b. Located in CIT.	Temporary	Retain as long as needed in user relationships, then destroy.	NC1 90-78-12 Item 22	Superseded	GRS 3.1 Item 050 or GRS 3.1 Item 051	DAA-GRS-2013-0005-0002 or DAA-GRS-2013-0005-0003
2800-B	5	Output Specifications listing each type of output by title, and tag, format, selection criteria, volume and frequency, media, graphic		Follow disposition instructions which apply to related data.	N/A	Superseded	GRS 3.1 Item 050 or GRS 3.1 Item 051	DAA-GRS-2013-0005-0002 or DAA-

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		displays and symbols, security and privacy restrictions. Located in users' files.						GRS-2013-0005-0003
2800-B	6a	Reports a. Published reports of findings including methodological discussions, analyses and statistical tabulations.		Retain or destroy with related file specifications.	N/A	Superseded	GRS 3.1 Item 040	DAA-GRS-2013-0005-0010
2800-B	6b	Reports b. Other output.		Follow disposition instructions applicable under appropriate subject/function headings.	N/A	Superseded	GRS 3.1 Item 040	DAA-GRS-2013-0005-0010
2800-B	7	Copies of Documentation , except test documentation (2800-11) and users' guides and manuals (2800-13). Located in CIT branches and laboratories.	Temporary	Destroy when superseded or obsolete if they are of no further value to programmers, or no longer needed in relations with the user, or 5 years after completion of project, as appropriate.	N/A	Superseded	GRS 3.1 Item 050 or GRS 3.1 Item 051	DAA-GRS-2013-0005-0002 or DAA-GRS-2013-0005-0003
2800-B	8	User Access Logs The server software automatically create logs--recorded data involving the interaction between the host server and the client (the remote computer.) The data collected in the server logs can be used to infer information about the activity of "visits" to our sites such as domain	Temporary	Destroy when 2 years old.	N1-443-99-5	Superseded	GRS 3.1 Item 020	DAA-GRS-2013-0005-0004

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		origin, time/date of the interaction, length of stay, and navigation while at our site. This information is of value for security and administrative purposes.						
2800-C		2800-C Computer Programs						
2800-C	1a	Information Retrieval Routines a. General purpose programs.	Temporary	Dispose of when no longer needed.	N/A	Superseded	GRS 5.2 Item 020	DAA-GRS-2017-0003-0002
2800-C	1b	Information Retrieval Routines b. Input/output routines necessary to retrieve data from specific data systems.	Permanent	Retain with related data. If data file is permanent, offer one copy of the program to the National Archives together with the data.	N/A	Superseded	GRS 5.2 Item 020	DAA-GRS-2017-0003-0002
2800-D		2800-D Processing Files Computer compatible data files, exclusive of master files, which are used in various stages of data processing from initial input through output to facilitate processing. EXCLUDED from this section are: (1) Master files (see appropriate subject/function heading); (2) History files used to store inactive data. History files should be considered as parts of master files; (3) Source documents from which data is						
2800-D	1	Test Data: Routine or benchmark data sets constructed or used for testing ADP systems (EXCLUDING data derived from experimental tests in biomedical research).	Temporary	Destroy when no longer needed.		Rescinded		

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
2800-D	2	Punched cards that contain original entry data with film or written inserts, such as aperture cards, and that are used as source documents.	Temporary	Dispose of in accordance with instructions applicable to hard copy.	N/A	Rescinded		-
2800-D	3a	Input/Source Files in computer-compatible form used to enter data into a system. a. Non-magnetic records, e.g., punch cards, which are converted to magnetic media.	Temporary	Destroy after verification of data on related magnetic media.		Superseded	GRS 5.2 Item 020	DAA-GRS-2017-0003-0002
2800-D	3b	Input/Source Files in computer-compatible form used to enter data into a system. b. Files used for updating and required to support reconstruction of a master file.	Temporary	Destroy after third update cycle.		Superseded	GRS 5.2 Item 020	DAA-GRS-2017-0003-0002
2800-D	3c	Input/Source Files in computer-compatible form used to enter data into a system. c. Files maintained by ADP operational elements as back-up.	Temporary	Destroy when no longer needed.		Superseded	GRS 5.2 Item 020	DAA-GRS-2017-0003-0002
2800-D	3d	Input/Source Files in computer-compatible form used to enter data into a system. d. Files not used as input to another file and not required as backup to	DISPOSAL NOT AUTHORIZED	DISPOSAL NOT AUTHORIZED.	N/A	Rescinded		-

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		support reconstruction of a master file.						
2800-D	3e	Input/Source Files in computer-compatible form used to enter data into a system. e. Data created by another agency and routinely made available to other agencies or the public.	Temporary	Dispose of as reference material.		Superseded	GRS 5.2 Item 020	DAA-GRS-2017-0003-0002
2800-D	3f	Input/Source Files in computer-compatible form used to enter data into a system. f. Special tabulation, extract or master files created by another agency at the request of an NIH component.	Permanent	DISPOSAL NOT AUTHORIZED.		Superseded	GRS 5.2 Item 020	DAA-GRS-2017-0003-0002
2800-D	3g	Input/Source Files in computer-compatible form used to enter data into a system. g. Files officially designated as record copy in lieu of source documents or other hard copy.	Temporary	Dispose of in accordance with instructions applicable to the records according to subject category.	N/A	Superseded	GRS 5.2 Item 020	DAA-GRS-2017-0003-0002
2800-D	4a	Valid Transaction Files used solely to update master files in on-going systems.	Temporary	Destroy after third update cycle.	N/A	Rescinded		-

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		a. Used solely to update master files in on-going systems.						
2800-D	4b	Valid Transaction Files used solely to update master files in on-going systems. b. Used for analysis independently of the master file.	DISPOSAL NOT AUTHORIZED	DISPOSAL NOT AUTHORIZED.	N/A	Rescinded		-
2800-D	5	Work Files used to facilitate processing of data through steps such as sort/merge, checkpoint, edit, correction, etc.		Release for reuse upon successful completion of job.	N/A	Rescinded		-
2800-D	6	Intermediate input/output files manipulated, sorted, and/or moved from one run to a subsequent run in creating or updating a master file.	Temporary	Dispose of after master file has been proven satisfactory.	N/A	Superseded	GRS 5.2 Item 020	DAA-GRS-2017-0003-0002
2800-D	7	Publication Files of data extracted from another file or data base to produce a printed publication, when created without destroying the source file or data base.	Temporary	Destroy upon publication or when no longer needed for republication	N/A	Superseded	GRS 5.2 Item 020	DAA-GRS-2017-0003-0002
2800-D	8	Print Files of data extracted from a data base or another file to produce printouts of tabulations, ledgers, tables, registers or other reports.	Temporary	Destroy when superseded or obsolete.		Rescinded		
2800-D	9	Security Back-up File identical in format to a master file and retained	Temporary	Retain or destroy as provided for related master file.	GRS 24 Item 4a1	Superseded	GRS 3.2 Item 040	DAA-GRS-2013-0006-0005

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		in case master file is inappropriately damaged, destroyed or lost.						
2800-D	10	Reformatted File created for information exchange containing data duplicated in a master file, but written with different technical specifications.	Temporary	Retain or destroy as provided for related master file.		Rescinded		
2800-D	11	Audit Trail File containing statistical data generated during creation of a master file and used to validate a master file during a processing cycle.	Temporary	Dispose of in accordance with instructions for each appropriate cycle of the master file.		Rescinded		
2800-E	2800-E Master Files							
2800-E	1a	General Administrative Files of data used for 'housekeeping' functions such as fiscal accountability, payroll, supply management, etc. a. Required for GAO site audit or designated as record copy in lieu of hard copy.	Temporary	Retain or destroy as required for equivalent hard copy		Superseded	GRS 1.1 Item 001	DAA-GRS-2016-0013-0001
2800-E	1b	General Administrative Files of data used for 'housekeeping' functions such as fiscal accountability, payroll, supply management, etc. b. Not required for GAO audit and not designated as record.	Temporary	Destroy when no longer needed for reference.		Superseded	GRS 1.1 Item 001	DAA-GRS-2016-0013-0001

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
2800-E	2	Indexes or tacking systems used for management, control or access to record materials.	Temporary	Retain or destroy according to instructions for related records.		Superseded	GRS 4.1 Item 010	DAA-GRS-2013-0002-0016
2800-E	3	Reference indexes used to facilitate access to non-record materials such as library collections.	Temporary	Destroy when superseded or obsolete.		Superseded	GRS 4.1 Item 010	DAA-GRS-2013-0002-0016
2800-E	4a	Summary, Sample or Sub-sample Files aggregated or selected from a larger file. a. Created from files authorized for disposal.	Temporary	Destroy as provided for source file		Rescinded		
2800-E	4b	Summary, Sample or Sub-sample Files aggregated or selected from a larger file. b. Created from files not authorized for disposition.	N/A	DISPOSAL NOT AUTHORIZED.	N/A	Rescinded		
3000-A		3000-A Medical Arts and Photography						
3000-A	1	Slides and other visual materials Used in exhibits, publications, and other media. Located in ORS, Medical Arts and Photography Branch.	Temporary	Destroy when superseded or when no longer needed for branch purposes.	NC1-90-78-12 Item 41	Superseded	I-0003 Records of All Other Intramural Research Projects	DAA-0443-2012-0007-0003
3000-A	2	Photographic Materials Consisting of still and motion pictures relating to patients' physical conditions, manifestations, and treatment. Biomedical data revealed by these pictures are summarized in permanently retained patients' clinical charts. Some, however, may	Permanent	DISPOSAL NOT AUTHORIZED.	NC1-90-78-12 Item 41	Superseded	I-0001 Records of Intramural Research Projects of Historical Significance	DAA-0443-2012-0007-0001

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		be involved in later research, either in general biomedical areas or in relation to the specific patient. Located in ORS, Medical Arts and Photography Branch.						
3000-A	3	Videotapes of medical research procedures In the Clinical Center.	Temporary	Erase tapes for reuse when 3 years old.	NC1-90-78-9 Item 96	Superseded	I-0003 Records of All Other Intramural Research Projects	DAA-0443-2012-0007-0003
3000-A	4	Medical taping record sheets Listing patient videotape made, dates made, and related data.	Temporary	Destroy when 5 years old.	NC1-90-78-9 Item 98	Superseded	I-0003 Records of All Other Intramural Research Projects	DAA-0443-2012-0007-0003
3000-C	3000-C Veterinary Services							
3000-C	1	Animal research project data files Concerning various aspects of animal pathology, accumulated by each researcher and containing a variety of statistical and analytical data. Results of research are published in professional journals.	Temporary	Destroy when data are obsolete or when no longer needed in research.	NC1-90-78-12 Item 48	Superseded	I-0003 Records of All Other Intramural Research Projects	DAA-0443-2012-0007-0003
3000-C	8	Hospital surgery, treatment, and autopsy records Description not required.	Temporary	Destroy when investigator involved leaves NIH, or when 5 years old, whichever is later.	NC1-90-78-12 Item 55	Superseded	I-0003 Records of All Other Intramural Research Projects	DAA-0443-2012-0007-0003

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
3000-C	10	Experiment Protocol Files Agreements by investigators and experimenters that certain standards and procedures will be observed.	Temporary	Destroy when protocol is no longer in force.	NC1-90-78-12 Item 57	Superseded	I-0003 Records of All Other Intramural Research Projects	DAA-0443-2012-0007-0003
3000-D	3000-D Biomedical Engineering and Instrumentation							
3000-D	3000-D Biomedical Engineering and Instrumentation Records of the Biomedical Engineering and Instrumentation Branch of DRS. EXCLUDED from this section are Branch administrative files (see item 1100-M-1b).							
3000-D	1	Service requests for instrumentation and equipment maintenance.	Temporary	Destroy 3 years after completion of service.	NC1-90-78-12 Item 30	Superseded	GRS 5.4 Item 070 or 071	DAA-GRS2016-0011-0008 or or DAA-GRS2016-0011-0009
3000-D	2	Commercial catalogs and similar reference materials.	Temporary	Destroy when superseded or obsolete.	NC1-90-78-12 Item 31	Rescind		
3000-D	5	Engineering Notebooks: These are essentially non-record in nature, containing detailed notes, computations and other day-to-day data compiled by the technician for each project	Temporary	Destroy when data are of no further technical and research value.	NC1-90-78-12 Item 32c	Rescind		

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
3000-D	3a	Project Folders Files that, in the opinion of the Section Chief, may be involved in later patent problems, or that relate to systems still in use or likely to be in use for the indefinite future, or that may have special applications in the future.	Permanent	DISPOSAL NOT AUTHORIZED. Review closed files every 5 years for possible destruction.	NC1-90-78-12 Item 32a1	Superseded	I-0002 Research records that Support Intellectual Property Rights	DAA-0443-2012-0007-0002
3000-D	3b	Project Folders. All other project files.	Temporary	Destroy 2 years after close of project.	NC1-90-78-12 Item 32a2	Superseded	I-0002 Research records that Support Intellectual Property Rights	DAA-0443-2012-0007-0002
3000-D	4a	Engineering Drawings Developed in Connection with Projects Drawings that, in the opinion of the Section Chief, have continuing value for technical, research, or legal purposes.	N/A	DISPOSAL NOT AUTHORIZED. Review closed files every 5 years for possible destruction.	NC1-90-78-12 Item 32b1	Superseded	I-0002 Research records that Support Intellectual Property Rights	DAA-0443-2012-0007-0002
3000-D	4b	Engineering Drawings Developed in Connection with Projects All other drawings.	Temporary	Destroy 5 years after completion of project.	NC1-90-78-12 Item 532b2	Superseded	I-0002 Research records that Support Intellectual Property Rights	DAA-0443-2012-0007-0002
3000-E		3000-E Clinical Care						
3000-E	10	Occurrence Reports , prepared as part of the Clinical Center quality assurance and safety programs, covering quality assurance records,	Temporary	Destroy the recordkeeping copy when 2 years old. Electronic version: Delete		Superseded	I-0013	DAA-0443-2018-0002-0001

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		FDA device reports, and FDA drug interaction reports. (formerly Incident and accident reports 1300-B-6) Location: All IC's		after recordkeeping copy has been produced or when no longer needed for reference or updating.				
3000-E	10a	Incident and accident reports, prepared as part of the Clinical Center safety program Incident and accident reports, prepared as part of the Clinical Center safety program. Electronic copies created on word processing systems.	Temporary	Destroy when 5 years old.	NC1-90-78-9	Superseded	I-0006 Clinical Care Services Records	DAA-0443-2012-0007-0006
3000-E	10b	Incident and accident reports, prepared as part of the Clinical Center safety program Incident and accident reports, prepared as part of the Clinical Center safety program. Electronic mail records described as records elsewhere in this section, and any attachments to the records.	Temporary	Destroy when 5 years old.	NC1-90-78-9	Superseded	I-0006 Clinical Care Services Records	DAA-0443-2012-0007-0006
3000-E	20a	Pre-admission files , relating to referrals of potential patients by physicians and Members of Congress, containing incoming and outgoing correspondence. Located in Office of Clinical Reports	Temporary	Destroy when 3 years old.	NC1-90-78-9 Item 28a	Superseded	I-0013	DAA-0443-2018-0002-0001

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		and Inquiries. a. Files on Congressional Referrals.						
3000-E	20b	Pre-admission files , relating to referrals of potential patients by physicians and Members of Congress, containing incoming and outgoing correspondence. Located in Office of Clinical Reports and Inquiries. b. All other files.	Temporary	Destroy when 2 years old.	NC1-90-78-9 Item 28b	Superseded	I-0013	DAA-0443-2018-0002-0001
3000-E	21	Diagnostic Cardiac Records Comprising EKG and Holter Tracings (tracing by products). NOTE: Formal reports are maintained as a permanent part of the Clinical Center medical record.	Temporary	Transfer to the Federal Records Center when 10 years old. Destroy when 20 years old.	N1-443-96-1	Superseded	I-0006 Clinical Care Services Records	DAA-0443-2012-0007-0006
3000-E	22a	Medical Records Case Files of Patients of the NIH Clinical Center Recordkeeping Paper File.	Temporary	Destroy when microfilm has been accepted.	NC1-90-78-4 Item 1a	Superseded	I-0010 Patient Medical Records	DAA-0443-2012-0007-0010
3000-E	22b	Medical Records Case Files of Patients of the NIH Clinical Center Microfilm File.	Temporary	Destroy when the Director of the Clinical Center determines that it is no longer needed for scientific reference. These records must be microfilmed in accordance with FPMR 101 11.504.	NC1-90-78-4 Item 1b	Superseded	I-0010 Patient Medical Records	DAA-0443-2012-0007-0010

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
3000-E	23	Requests for Medical Records Description not required.	Temporary	Destroy when 1 month old.	NC1-90-78-9 Item 38	Superseded	I-0006 Clinical Care Services Records	DAA-0443- 2012-0007- 0006
3000-E	24	Patient Report Files Reports of findings in laboratory analysis, placed on microfiche for reference and research. Located in CC, Clinical Pathology Department.	Temporary	Destroy the recordkeeping copy 6 months after report is microfiched.	NC1-90-78-9 Item 23	Superseded	I-0006 Clinical Care Services Records	DAA-0443- 2012-0007- 0006
3000-E	25	Microfiche copies of patient reports Located in Clinical Pathology Department.	Temporary	Destroy when 7 years old.	NC1-90-78-9 Item 24	Superseded	I-0006 Clinical Care Services Records	DAA-0443- 2012-0007- 0006
3000-E	26a	Diagnostic radiological records Patients' radiological records.	Temporary	Retain in Diagnostic Radiology Department for 10 years from (1) latest patient activity, or (2) reference request for the film, or (3) request from appropriate clinical program for retention of the record. Transfer records to the Federal Records Center when file becomes inactive. Destroy 30 years after files become inactive.	NC1-443-85-1 Item 1a	Superseded	I-0007 Radiology or Imaging Records	DAA-0443- 2012-0007- 0007
3000-E	26b	Diagnostic radiological records Extra copies of radiological interpretations.	Temporary	Destroy when 1 year old.	Non-record	Rescinded		

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
3000-E	27	<p>Diagnostic Radiology Patient control cards Maintained as an index of patients from 1953 to 1976, when an automated machine-readable hospital information system was installed. Shows patient name, number, physician, and admission and discharge dates. Data from these cards were placed retroactively into the system.</p> <p>Located in Diagnostic Radiology Department.</p>	Temporary	Destroy in 1981.	NC1-90-78-9 Item 34	Superseded	I-0006 Clinical Care Services Records	DAA-0443-2012-0007-0006
3000-E	28	<p>Positron Emission Tomography (PET) Files Consisting of various electronic images of body and organ PET scans on patients. Files include interpretations.</p> <p>Located in CC, Positron Emission Tomography Department.</p>	Temporary	Official electronic copy: Retain on-site for 50 years or expiration of the patient or subject, whichever is longer. Destroy when 50 years old.	N1-443-99-4	Superseded	I-0007 Radiology or Imaging Records	DAA-0443-2012-0007-0007
3000-E	29	<p>Nuclear Medicine Patient card files Summarizing essential data on each patient tested in the department. Used for quick reference.</p> <p>Located in Nuclear Medicine Department.</p>	Temporary	Destroy 4 years after patient is deceased, or after last scanning, whichever is applicable.	NC1-90-78-9 Item 43	Superseded	I-0010 Patient Medical Records	DAA-0443-2012-0007-0010

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
3000-E	30	Daily radionuclide dosage logs Showing the amount, nature, dates, and purposes of radionuclides dispensed to patients in testing. Located in Nuclear Medicine Department.	Temporary	Destroy when 1 year old.	NC1-90-78-9 Item 42	Superseded	I-0006 Clinical Care Services Records	DAA-0443-2012-0007-0006
3000-E	32	Patient temperature, pulse, and respiration (TPR) sheets posted to patients' folders. Located in Nursing Services.	Temporary	Destroy when posted.	NC1-90-78-9 Item 53	Superseded	I-0006 Clinical Care Services Records	DAA-0443-2012-0007-0006
3000-E	33	Intake Output records Showing amounts ingested and excreted by patients. Posted to patients' folders. Located in Nursing Services.	Temporary	Destroy when posted.	NC1-90-78-9 Item 54	Superseded	I-0006 Clinical Care Services Records	DAA-0443-2012-0007-0006
3000-E	34	Plan of care for each patient in surgery Located in Surgical Services Department.	Temporary	Destroy when 1 month old	NC1-90-78-9 Item 57	Superseded	I-0006 Clinical Care Services Records	DAA-0443-2012-0007-0006
3000-E	35	Receiving Records Including identification and description of blood products for transfusion received from other collection facilities. Located in CC, Transfusion Medicine Department.	Temporary	Retain on-site for 50 years or expiration of the patient or subject, whichever is longer. Transfer to the Federal Records Center for 30 years. Destroy when 30 years old. (21CFR606)	N1-443-99-4	Superseded	I-0008 Blood Donor or Receiving Records	DAA-0443-2012-0007-0008

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
3000-E	36a	Serological Test Records for Clinical Center patients Recordkeeping copy.	Temporary	Destroy the recordkeeping copy 5 years after patient is discharged.	N1-443-00-3	Superseded	I-0006 Clinical Care Services Records	DAA-0443-2012-0007-0006
3000-E	36b	Serological Test Records for Clinical Center patients Electronic copies created on electronic mail and word processing systems.	Temporary	Delete after recordkeeping copy has been produced or when referencing or updating is completed.	N1-443-00-3	Superseded	I-0006 Clinical Care Services Records	DAA-0443-2012-0007-0006
3000-E	37a	Transfusion Service Records Recordkeeping copy.	Temporary	Retain the recordkeeping copy on site for 50 years or upon notification of expiration of the patient or subject, whichever is longer. Transfer to the FRC following on-site retention for 50 years or notification of expiration of the patient or subject. Destroy after 30 years' retention at the Federal Records Center.	N1-443-00-3	Superseded	I-0008 Blood Donor or Receiving Records	DAA-0443-2012-0007-0008
3000-E	37b	Transfusion Service Records Electronic copies created on electronic mail and word processing systems.	Temporary	Delete after recordkeeping copy has been produced or when referencing or updating is completed.	N1-443-00-3	Superseded	I-0008 Blood Donor or Receiving Records	DAA-0443-2012-0007-0008
3000-E	38	Patient Rehabilitation Files Pertaining to patients treated in the department, and containing physician referrals, progress notes, copies of X ray interpretations, daily progress notes, copies of laboratory	Temporary	Destroy 10 years after last visit, or when patient is deceased, if the record is not involved in an ongoing study.	NC1-90-78-9 Item 119	Superseded	I-0010 Patient Medical Records	DAA-0443-2012-0007-0010

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		test results, and copies of outside physical therapy reports. Record copies of key documents are in the patients' folders in the Medical Records Department. Located in CC, Rehabilitation Department.						
3000-E	39	Social work patients' records Containing copies of social work history sheets showing summaries of work done, patient responses, and related comments and papers. Record copies of the history sheets are in the patients' folders in the Medical Records Department. Located in Social Work Department.	Temporary	Destroy 5 years after patient is discharged.	NC1-90-78-9 Item 121	Superseded	I-0006 Clinical Care Services Records	DAA-0443-2012-0007-0006
3000-E	40	Spiritual Ministry Patient Name Files Identifying Clinical Center patients.	Temporary	Destroy 6 months after patient is discharged or deceased.	NC1-90-78-9 Item 124	Superseded	I-0006 Clinical Care Services Records	DAA-0443-2012-0007-0006
3000-E	41	Patients' travel and transportation records.	Temporary	Destroy when 3 years old.	NC1-90-78-9 Item 87	Superseded	I-0013	DAA-0443-2018-0002-0001
3000-E	50a	Blood Donors: Donor History and Consent Records History and physical data, and donor's consent portions.	Temporary	Destroy after microfilming and verification of film.	NC1-90-78-9 Item 10a	Superseded	I-0008 Blood Donor or Receiving Records	DAA-0443-2012-0007-0008

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
3000-E	50b	Blood Donors: Donor History and Consent Records Microfilm copies.	Permanent	DISPOSAL NOT AUTHORIZED. Review with NIH Records Management Officer for disposition when 15 years old.	NC1-90-78-9 Item 10b	Superseded	I-0008 Blood Donor or Receiving Records	DAA-0443-2012-0007-0008
3000-E	50c	Blood Donors: Donor History and Consent Records Receipt portions.	Temporary	Transfer to the Federal Records Center annually; destroy when 5 years old.	NC1-90-78-9 Item 10c	Superseded	I-0008 Blood Donor or Receiving Records	DAA-0443-2012-0007-0008
3000-E	51	Blood Donors: Donor history sheets Showing results of blood tests. Data are posted to computer. However, data for employee donors are removed from computer when employee leaves. On reemployment, antigen data are needed. Located in CC, Transfusion Medicine Department.	Permanent	DISPOSAL NOT AUTHORIZED at this time. Review in 5 years for possible retention period.	NC1-90-78-9 Item 12	Superseded	I-0008 Blood Donor or Receiving Records	DAA-0443-2012-0007-0008
3000-E	61	Normal Volunteers: Inpatient normal volunteer files Containing medical histories, appointment papers, admission sheets, and related correspondence and data.	Temporary	Destroy 3 years after volunteer period ends.	NC1-90-78-9 Item 92	Superseded	I-0003 Records of All Other Intramural Research Projects	DAA-0443-2012-0007-0003
3000-E	62	Copies of normal volunteer visit reports , showing time spent by the volunteer, and payment made to the volunteer.	Temporary	Destroy when 2 years old.	NC1-90-78-9 Item 93	Superseded	I-0013	DAA-0443-2018-0002-0001

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
3000-E	71	Administrative nursing reports and related papers Submitted daily by each nursing unit, showing the number of patients, admissions, discharges, deaths, and other information about the patients.	Temporary	Destroy when 3 months old.	NC1-90-78-9 Item 46	Superseded	I-0006 Clinical Care Services Records	DAA-0443-2012-0007-0006
3000-E	72	Daily nursing service reports , showing employee absence and tardiness, and personnel reassignment and utilization.	Temporary	Destroy when 3 months old.	NC1-90-78-9 Item 47	Superseded	I-0013	DAA-0443-2018-0002-0001
3000-E	73	Patient Care Audit records Relating to audits of the quality of patient care in the Nursing Department.	Temporary	Destroy when 5 years old.	NC1-90-78-9 Item 49	Superseded	I-0006 Clinical Care Services Records	DAA-0443-2012-0007-0006
3000-E	74	Nursing unit reports	Temporary	Destroy when 6 months old.	NC1-90-78-9 Item 56	Superseded	I-0013	DAA-0443-2018-0002-0001
3000-E	75	Volunteer Services	Temporary	Destroy 18 months after end of volunteer's service.	NCI-90-78-9, Item 8	Superseded	I-0013	DAA-0443-2018-0002-0001
3000-E	76	Operating room log Ledger records of operations performed, showing surgeon, assistants, and other vital data on each operation.	Temporary	Destroy when 8 years old.	NC1-90-78-9 Item 58	Superseded	I-0006 Clinical Care Services Records	DAA-0443-2012-0007-0006
3000-E	77	Surgical scheduling requests. Description not required.	Temporary	Destroy when 3 months old.	NC1-90-78-9 Item 59	Superseded	I-0006 Clinical Care Services Records	DAA-0443-2012-0007-0006
3000-E	78	Operating room memoranda Originals are maintained in the department. Copies are forwarded to the Medical Record and Information Systems Departments.	Temporary	Destroy when 2 years old.	N1-443-00-3	Superseded	I-0006 Clinical Care Services Records	DAA-0443-2012-0007-0006

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		Located in CC, Surgical Services Department						
3000-E	79	Daily operations listing Description not required	Temporary	Destroy when 3 years old.	NC1-90-78-9 Item 61	Superseded	I-0006 Clinical Care Services Records	DAA-0443-2012-0007-0006
3000-E	80	Daily schedules of outpatients Located in Outpatient Department.	Temporary	Destroy when 2 months old.	NC1-90-78-9 Item 85	Superseded	I-0006 Clinical Care Services Records	DAA-0443-2012-0007-0006
3000-E	81	General patient activities files Containing correspondence, memoranda, reports, purchase orders, and related papers pertaining to activities developed for patients.	Temporary	Destroy when 2 years old.	NC1-90-78-9 Item 89	Superseded	I-0006 Clinical Care Services Records	DAA-0443-2012-0007-0006
3000-E	82	Patients' library card files Showing patients who may charge library materials.	Temporary	Destroy when patient is discharged.	NC1-90-78-9 Item 90	Superseded	I-0006 Clinical Care Services Records	DAA-0443-2012-0007-0006
3000-E	90	Volunteer services case files Containing applications, discharges, agreements, and related correspondence regarding persons donating their services to the Clinical Center.	Temporary	Destroy 18 months after end of volunteer's service.	NC1-90-78-9 Item 8	Superseded	I-0006 Clinical Care Services Records	DAA-0443-2012-0007-0006
3000-E	91	Administrative files concerning volunteer services , containing correspondence, reports and related papers concerning daily operations.	Temporary	Destroy when 2 years old.	NC1-90-78-9 Item 9	Superseded	I-0013	DAA-0443-2018-0002-0001
3000-F	3000-F Laboratory Operations, Materials and Resources							

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
3000-F	1	Quality Control Records Consisting of charts, graphs, and other records showing the quality of laboratory performance, and reflecting the adequacy of laboratory procedures and/or equipment. Located in CC, Clinical Pathology Department.	Temporary	Destroy when 2 years old.	NC1-90-78-9 Item 25	Superseded	I-0006 Clinical Care Services Records	DAA-0443-2012-0007-0006
3000-F	2	Instrument Maintenance Records Documenting repairs or other adjustments made to instruments used in the department. Located in CC, Clinical Pathology Department.	Temporary	Destroy when instrument is no longer used.	NC1-90-78-9 Item 26	Superseded	I-0006 Clinical Care Services Records	DAA-0443-2012-0007-0006
3000-F	3	Log Books, Recorder Charts, and Other Working Papers used to prepare reports or analyses. Located in CC, Clinical Pathology Department.	Temporary	Destroy when 30 days old.	NC1-90-78-9 Item 27	Superseded	I-0012 Pathology Test Records	DAA-0443-2012-0007-0012
3000-F	4	Laboratory Testing Records Includes documentation of pre- and post-analytical phases of testing process and all laboratory data generated in the analytical phase, including quality control, observed values, and interpretations associated with patient testing. Used for reference and research.	Temporary	Destroy when 2 years old, or when no longer useful for research. (42 CFR 493)	N1-443-99-4	Superseded	I-0006 Clinical Care Services Records	DAA-0443-2012-0007-0006

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		Located in CC, Transfusion Medicine Department.						
3000-F	5	<p>Process Control Records Laboratory and manufacturing control records associated with patient testing, donor testing, or blood product manufacturing. Includes documentation related to validation, maintenance, and quality assurance of equipment, supplies, reagents, and processes. Used for reference and research.</p> <p>Located in CC, Transfusion Medicine Department.</p>	Temporary	Destroy after 5 years, or 6 months after any blood product associated with these records has expired, or when the data is no longer useful for research, whichever is the latest date. (21 CFR 606)	N1-443-99-4	Superseded	I-0009 Blood Product Manufacture, Storage or Distribution Records	DAA-0443-2012-0007-0009
3000-F	10	<p>Media Preparation Case Files and Indexes related to requisitions for laboratory media and cells, including description of the method of preparation and the ingredients used.</p> <p>Located in CC, Clinical Pathology Department.</p>	Temporary	Destroy after 10 years.		Superseded	I-0012 Pathology Test Records	DAA-0443-2012-0007-0012
3000-F	11	Media Formulas Located in CC, Clinical Pathology Department.	Temporary	Destroy after 10 years.	UNAUTHORIZED	Superseded	I-0012 Pathology Test Records	DAA-0443-2012-0007-0012

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
3000-G		3000-G Biomedical Research Projects: General						
3000-G	1	Planning and Development Records for Research Projects Included are objectives, plans and protocols, clearances and authorizations schedules, directives, and other records accumulated by the ICs in establishing research projects. (Excluding research protocols specified in item 3000 G 2.)	Temporary	Transfer to Federal Records Center 2 years after the project is completed or discontinued. Destroy 17 years after termination. Earlier disposal is authorized if the project leader determines they are no longer needed for scientific reference.	NC1-90-77-2 Item 30a	Superseded	I-0002 Research records that Support Intellectual Property Rights	DAA-0443-2012-0007-0002
3000-G	2a	Research Protocols Concerning standards and procedures to be followed in use of animals in research. Include records documenting protection of personnel who work with nonhuman primates (Manual Chapter 3044-2) and animal care and use in the intramural program (Manual Chapter 3040-2).	Temporary	Destroy when protocol is no longer in force.	UNAUTHORIZED	Superseded	I-0003 Records of All Other Intramural Research Projects	DAA-0443-2012-0007-0003

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
3000-G	2b	<p>Research Protocols Clinical Center Protocol files, documenting proposals made by the institutes and approved by the Director of the Clinical Center for use of human subjects in research, development, and related activities. Each file normally contains the official copy of the protocol, describing the nature of the proposed research, the methodology involved, projected aims and justifications, notations and records of approval actions, names of principal investigators, project reviews, and related correspondence and memoranda. Include protocol files documenting the protection of rights and safeguarding of welfare of human subjects who participate in research conducted or supported by the Intramural Research Program (IRP) (Manual Chapter 3014).</p> <p>Located in CC Medical Record Department.</p>	Permanent	Review closed files at 5 year intervals and transfer those which are no longer needed for reference to the Federal Records Center. Offer to the National Archives 5 years after transfer to the Records Center.	NC1-90-78-9 Item 116	Superseded	I-0001 Records of Intramural Research Projects of Historical Significance	DAA-0443-2012-0007-0001
3000-G	2c	Research Protocols Copies of research protocols, showing the research purposes for which normal volunteers are to be used.	Temporary	Destroy 1 year after end of research project.	NC1-90-78-9 Item 95	Superseded	I-0003 Records of All Other Intramural Research Projects	DAA-0443-2012-0007-0003

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		Located in CC, Office of Normal Volunteers.						
3000-G	3a	Records of Basic Experimental and Statistical Data original full sized copies of records which have been microfilmed, when the microfilming has been done in accordance with the standards set forth in 36 CFR 1230.	Temporary	Destroy originals when microfilm copies have been examined and shown to be acceptable.	NC1-443-84-2	Superseded	I-0003 Records of All Other Intramural Research Projects	DAA-0443-2012-0007-0003

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
3000-G	3b	Records of Basic Experimental and Statistical Data Original records that have not been microfilmed and microfilm or microfiche masters produced in accordance with the standards set forth in 41 CFR 101 11.506.	Temporary	Destroy when the project leader or principal investigator determines that the records are no longer useful for research. Inactive records which need to be kept for more than 3 years may be transferred to a Federal Records Center for storage, provided that the project leader specifies in advance of transfer the month and year when the records are to be destroyed.	NC1-443-84-2	Superseded	I-0003 Records of All Other Intramural Research Projects	DAA-0443-2012-0007-0003

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
3000-G	4	End Products of each research project which report findings and conclusions, document advancements in treatment of disease or development of new medical devices, or are unique clinical records which have potential value in continuing research. Included are summary or final project reports, article reprints, monographs, graphic compilations, and analyses.	Permanent	Transfer one complete set to the Federal Records Center. Offer to National Archives when 20 years old.	NC1-90-77-2 Item 30c	Superseded	I-0001 Records of Intramural Research Projects of Historical Significance	DAA-0443-2012-0007-0001
3000-H		3000-H Clinical Research						
3000-H	1	Statements of Responsibility and Certifications of Drug Release By signing this form, a physician assumes responsibility for the use of drugs not yet fully tested. Located in CC, Pharmacy Department.	Temporary	Destroy when 5 years old.	NC1-90-78-9 Item 111	Superseded	I-0006 Clinical Care Services Records	DAA-0443-2012-0007-0006
3000-H	2	Pyrogen Test Records Showing the results of testing drugs for certain harmful characteristics. Located in CC, Pharmacy Department.	Temporary	Destroy 2 years after new drug application is approved or disapproved; if no new drug application is filed, destroy 2 years after study is completed.	NC1-90-78-9 Item 112	Superseded	I-0004 FDA Regulated Research Records	DAA-0443-2012-0007-0004

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
3000-H	3	Requests for Testing of Developmental Drugs Located in CC, Pharmacy Department.	Temporary	Destroy 2 years after new drug application is approved or disapproved; if no new drug application is filed, destroy 2 years after study is completed.	NC1-90-78-9 Item 113	Superseded	I-0004 FDA Regulated Research Records	DAA-0443-2012-0007-0004
3000-H	4	Investigational Drug Service Requests Doctors' notifications to the department of intent to use a drug not yet approved for general use. Located in CC, Pharmacy Department.	Temporary	Destroy 2 years after the new drug application is approved or disapproved; if no new drug application is filed, destroy 2 years after study is completed.	NC1-90-78-9 Item 114	Superseded	I-0004 FDA Regulated Research Records	DAA-0443-2012-0007-0004
3000-H	5	Tally records of technical work done Used to prepare workload reports.	Temporary	Destroy when 1 month old.	NC1-90-78-9 Item 115	Superseded	I-0006 Clinical Care Services Records	DAA-0443-2012-0007-0006
3000-H	10a	Registries A central system used to collect and maintain the information for the purpose of which the registry was developed.	Temporary	Destroy when no longer needed for administrative use and/or scientific research.	N1-443-92-3	Superseded	I-0003 Records of All Other Intramural Research Projects	DAA-0443-2012-0007-0003
3000-H	10b	Registries. b. Input/Source Files used for updating the registry. These records may be in electronic or hardcopy form.	Temporary	Destroy when information has been converted into the registry and verified. (GRS 20, items a. or b.)	GRS 20 Item a/b	Superseded	I-0003 Records of All Other Intramural Research Projects	DAA-0443-2012-0007-0003
3000-H	10c	Registries Other Components Records: Records maintained by other components that augment the registry records.	Temporary	Destroy when no longer needed for administrative use and/or scientific research.	N1-443-92-3	Superseded	I-0003 Records of All Other Intramural	DAA-0443-2012-0007-0003

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
							Research Projects	
3000-H	10d	Registries. d. Procurement Files.	Temporary	Destroy with related contract case file (2600-A-4).	N1-443-92-3	Superseded	GRS 1.1 Item 010	DAA-GRS2013-0003-0001
3000-H	10e	Registries Reports that are prepared and submitted as required by the registry. For example: technical reports; quarterly, semi-annual, or annual reports; project summaries; final report. [Refer to section 6000-B-1-b for records which constitute a contract deliverable.]	Temporary	Transfer record copy of reports to the Federal Records Center in 5 year blocks. Destroy when 20 years old.	N1-443-92-3	Superseded	I-0003 Records of All Other Intramural Research Projects	DAA-0443-2012-0007-0003
4000-A	4000-A General Program Information Files							
4000-A	1a	General Program Information Files All grants and awards except construction grants and similar grants maintained by the grants management officers. Included are the program announcements, program management procedures, terms and conditions, instructions to evaluators, lists of evaluators, and compilation of application ratings. Include records documenting successor in interest	Temporary	Place in inactive file at the close of each award cycle or resolution of audit findings. Transfer each fiscal year file to Federal Records Center after 1 year in inactive file. Destroy 10 years after closeout or audit resolution.	NC1-90-77-2 Item 36a	Superseded	E-0002: Official case files of funded grants, unfunded grants, or award applications, appeals or litigation records	DAA-0443-2013-0004-0002

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		and name change agreements (Manual Chapter 55205).						
4000-A	1b	General Program Information Files Construction and similar grants maintained by the grants management officers. Included are the program announcements, program management procedures, terms and conditions, instructions to evaluators, lists of evaluators, and compilation of application ratings. Include records documenting successor in interest and name change agreements (Manual Chapter 55205).	Temporary	Place in inactive file at the close of each award cycle or resolution of audit findings. Transfer each fiscal year file to Federal Records Center after 1 year in inactive file. Destroy 20 years after closeout or audit resolution.	N1 443-92-2	Superseded	E-0002: Official case files of funded grants, unfunded grants, or award applications, appeals or litigation records	DAA-0443-2013-0004-0002
4000-A	2	Information for Management, Planning, Analysis, and Coordination (IMPAC) This is a central extramural data system administered by the Office of Policy for Extramural Research Administration (OPERA), NIH, which includes Office of Assistant Secretary of Health, Substance Abuse and Mental Health Services Administration, Agency for Health Care Policy and Research, Food and Drug Administration, and Center for	Temporary	Destroy when no longer needed for administrative purposes.	NC1-90-77-2 Item 76	Superseded	E-0004: Extramural program or grants management oversight records	DAA-0443-2013-0004-0004

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		Disease Control and Prevention. It contains initial review group actions, council actions, awarding unit actions, and other individual grant information taken from applications, awards, and other grant and contract records. The data is used for preparing publications, listings, and tabulations; administrative purposes such as fiscal operations, budgeting, and program planning; public information and responses to inquiries; and research analysis. Include records documenting the establishment of new activities and new activity codes (C.R. 6304-2 and C.R. 54101) (Manual Chapters 54101 and 6304-2).						
4000-A	3	Computer Retrieval of Information on Scientific Projects (CRISP) This is a computer system containing information about the scientific and fiscal aspects of research contracts and grants supported by NIH and other Public Health Service agencies. It serves as a scientific database from which reports to all levels of management can be prepared and where scientists and administrators of science programs	Temporary	Destroy all files when no longer needed for administrative purposes.	NC1-90-77-2 Item 77	Superseded	E-0004: Extramural program or grants management oversight records	DAA-0443- 2013-0004- 0004

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		can obtain answers to a wide range of inquiries. It contains scientific descriptors, project identification, title, initial review group, principal investigator, fiscal year and award amounts taken from awarded grant applications and progress reports, negotiated contracts and progress reports, and intramural annual reports and individual project descriptions.						
4000-A	4	Research, Research Training, Fellowships, and Construction Applications and Awards These magnetic tapes contain information by IC (institute, center) which is extracted from the IMPAC System for individual IC use in administering the grants program and for responding to information requests. Included are grant applications and review history, awards, financial records, progress reports, and correspondence, which are obtained from the applicant, outside reviewers, and internal staff.	Temporary	Destroy magnetic tapes when superseded or no longer needed for reference.	NC1-90-77-2 Item 78	Superseded	E-0004: Extramural program or grants management oversight records	DAA-0443-2013-0004-0004
4000-A	5	Correspondence and/or subject files relating to routine operations and daily activities in administration of the grant program.	Temporary	Destroy when 2 years old	GRS 3 Item 14	Superseded	E-0003: Animal welfare assurance files	DAA-0443-2013-0004-0003

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
4000-A	6	Grant Control Files Indexes, registers, logs, or other records relating to control of assigning numbers or identifying projects applications and grants.	Temporary	Destroy when superseded or obsolete.	UNAUTHORIZED	Superseded	E-0002: Official case files of funded grants, unfunded grants, or award applications, appeals or litigation records	DAA-0443-2013-0004-0002
4000-A	7a	Grants and Awards - General Information Electronic copies created on word processing systems.	Temporary	Delete from word processing system when file copy is generated and when referencing or updating is completed.	GRS 20 Item 13	Superseded	GRS 5.1 Item 020	DAA-GRS-2016-0016-0002
4000-A	7b	Grants and Awards - General Information Electronic mail records described as records elsewhere in this section, and any attachments to the records.	Temporary	Delete from the e-mail system when file copy is generated and when referencing or updating is completed.	GRS 20 Item 14	Superseded	GRS 5.1 Item 020	DAA-GRS-2016-0016-0002
4000-B	4000-B Official Case Files of Funded Grant and Award Applications							

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
4000-B	1a	<p>Official Case Files of Funded Grant and Award Applications Electronic files - The official grant file may be in electronic or paper format, or a combination of both. The file should include all significant records that pertain only to the particular grant. These records should include, but are not limited to, the complete application(s), summary of review actions, award notices, progress reports, financial records, audit records, official correspondence, closeout documents, and all other supporting and related papers. Include records documenting successor in interest and name change agreements (Manual Chapter 55205), peer review process (Manual Chapter 4204-204B), and NIH support of scientific meetings and conferences by grants and cooperative agreements (Manual Chapter 54105). National Research Service Award files should include payback records. These records are subject to the Privacy Act.</p> <p>Electronic files should be treated in</p>	Temporary	<p>Cut off at end of FY of closeout. Delete 6 years after cutoff.</p> <p>NOTE: Most NIH official grant case files are not historically valuable and the disposition instructions set forth in NIH Manual Chapter 1743, Keeping and Destroying Records, should be followed. However, grant case files that document events of historical importance should be brought to the attention of the NIH Records Officer as they may require transfer to the National Archives. Such "events" may include the cure of a disease, a major scientific discovery, a major health program, or other event that generates significant media, public, or historic interest.</p> <p>In the event that records of this type are in electronic format and are scheduled for permanent retention in the</p>	N1-443-03-01 Item a	Superseded	E-0002: Official case files of funded grants, unfunded grants, or award applications, appeals or litigation records	DAA-0443-2013-0004-0002

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		<p>terms of maintenance in the same manner as paper files. Electronic files shall be created and maintained in such a manner as to preclude textual changes of any sort on individual files. The responsible manager shall attest to the accuracy of the electronic files using appropriate electronic signature technology. For this purpose, electronic files may be aggregated, but are not required to be aggregated.</p>		<p>National Archives, the records must be transferred in a NARA acceptable format according to 36 CFR 1228.270 Electronic Records.</p>				

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
4000-B	1b-1	<p>Official Case Files of Funded Grant and Award Applications Paper files - If copies to electronic images.</p> <p>The official grant file may be in electronic or paper format, or a combination of both. The file should include all significant records that pertain only to the particular grant. These records should include, but are not limited to, the complete application(s), summary of review actions, award notices, progress reports, financial records, audit records, official correspondence, closeout documents, and all other supporting and related papers. Include records documenting successor in interest and name change agreements (Manual Chapter 55205), peer review process (Manual Chapter 4204-204B), and NIH support of scientific meetings and conferences by grants and cooperative agreements (Manual Chapter 54105). National Research Service Award files should include payback records. These records are subject to the Privacy Act.</p>	Temporary	<p>Destroy upon verification of the electronic image.</p> <p>NOTE: Most NIH official grant case files are not historically valuable and the disposition instructions set forth in NIH Manual Chapter 1743, Keeping and Destroying Records, should be followed. However, grant case files that document events of historical importance should be brought to the attention of the NIH Records Officer as they may require transfer to the National Archives. Such "events" may include the cure of a disease, a major scientific discovery, a major health program, or other event that generates significant media, public, or historic interest.</p> <p>In the event that records of this type are in electronic format and are scheduled for permanent retention in the National Archives, the</p>	N1-443-03-01	Superseded	E-0002: Official case files of funded grants, unfunded grants, or award applications, appeals or litigation records	DAA-0443-2013-0004-0002

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		<p>Electronic files should be treated in terms of maintenance in the same manner as paper files. Electronic files shall be created and maintained in such a manner as to preclude textual changes of any sort on individual files. The responsible manager shall attest to the accuracy of the electronic files using appropriate electronic signature technology. For this purpose, electronic files may be aggregated, but are not required to be aggregated.</p>		<p>records must be transferred in a NARA acceptable format according to 36 CFR 1228.270 Electronic Records.</p>				

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
4000-B	1b-2	<p>Official Case Files of Funded Grant and Award Applications Paper copies - If not copied to another medium.</p> <p>The official grant file may be in electronic or paper format, or a combination of both. The file should include all significant records that pertain only to the particular grant. These records should include, but are not limited to, the complete application(s), summary of review actions, award notices, progress reports, financial records, audit records, official correspondence, closeout documents, and all other supporting and related papers. Include records documenting successor in interest and name change agreements (Manual Chapter 55205), peer review process (Manual Chapter 4204-204B), and NIH support of scientific meetings and conferences by grants and cooperative agreements (Manual Chapter 54105). National Research Service Award files should include payback records. These records are subject to the Privacy</p>	Temporary	<p>Cut off at the end of FY of closeout and place in inactive file. Transfer to the Federal Records Center 1 year after cutoff. Destroy 6 years after cutoff.</p> <p>NOTE: Most NIH official grant case files are not historically valuable and the disposition instructions set forth in NIH Manual Chapter 1743, Keeping and Destroying Records, should be followed. However, grant case files that document events of historical importance should be brought to the attention of the NIH Records Officer as they may require transfer to the National Archives. Such "events" may include the cure of a disease, a major scientific discovery, a major health program, or other event that generates significant media, public, or historic interest.</p> <p>In the event that records of</p>	N1-443-03-01	Superseded	E-0002: Official case files of funded grants, unfunded grants, or award applications, appeals or litigation records	DAA-0443-2013-0004-0002

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		<p>Act.</p> <p>Electronic files should be treated in terms of maintenance in the same manner as paper files. Electronic files shall be created and maintained in such a manner as to preclude textual changes of any sort on individual files. The responsible manager shall attest to the accuracy of the electronic files using appropriate electronic signature technology. For this purpose, electronic files may be aggregated, but are not required to be aggregated.</p>		<p>this type are in electronic format and are scheduled for permanent retention in the National Archives, the records must be transferred in a NARA acceptable format according to 36 CFR 1228.270 Electronic Records.</p>				

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
4000-B	2	Initial Review Files of the Center for Scientific Review and IC initial review records and copies of the records from the official files.	Temporary	Destroy when no longer needed but not later than 1 year after the relevant official file is closed by the BID.	NC1-90-77-2 Item 37a	Superseded	E-0004: Extramural program or grants management oversight records	DAA-0443-2013-0004-0004
4000-B	3a	Progress reports copies maintained in an organized subject file which are not part of the official grant file.	Temporary	Destroy when no longer needed.	NC1-90-77-2 Item 37a3a	Superseded	E-0004: Extramural program or grants management oversight records	DAA-0443-2013-0004-0004
4000-B	3b	Progress reports copies filed by grant or award number which are not part of the official grant file.	Temporary	Destroy no later than 1 year after the relevant official file is closed by the IC.	NC1-90-77-2 Item 37a3b	Superseded	E-0004: Extramural program or grants management oversight records	DAA-0443-2013-0004-0004
4000-B	4	NRSA Payback Files Established to document fulfillment of payback requirements for awards made under the National Research Service Award, when the official grant files for such awards are closed out following termination of support. These files include activation notices, appointment forms, signed payback agreements, termination	Temporary	Close file when all payback requirements have been fulfilled or formally waived. Transfer files closed in one fiscal year to Federal Records Center 1 year later. Destroy 6 years after close of files.	NC1-443-84-1	Superseded	E-0002: Official case files of funded grants, unfunded grants, or award applications, appeals or litigation records	DAA-0443-2013-0004-0002

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		notices, annual payback activities certification forms, and related documents and correspondence.						
4000-B	5a	Grants and Awards - Funded Grant and Award Applications Electronic copies created on word processing systems.	Temporary	Delete from word processing system when file copy is generated and when referencing or updating is completed.	GRS 20 Item 13	Superseded	GRS 5.1 Item 020	DAA-GRS-2016-0016-0002
4000-B	5b	Grants and Awards - Funded Grant and Award Applications Electronic mail records described as records elsewhere in this section, and any attachments to the records.	Temporary	Delete from the e-mail system when file copy is generated and when referencing or updating is completed.	GRS 20 Item 14	Superseded	GRS 5.1 Item 020	DAA-GRS-2016-0016-0002
4000-C	4000-C Official Files of Unfunded Grant and Award Applications							
4000-C	1a	Official Files of Unfunded Grant and Award Applications Electronic files - also may be in electronic or paper format. The official file should include the application, summary of review actions, official correspondence, and any other relevant documents.	Temporary	Cut off at the end of FY in which notification occurs that no award will be made or when the application is withdrawn. Delete 3 years after cutoff.	GRS 3 Item 13	Superseded	E-0004: Extramural program or grants management oversight records	DAA-0443-2013-0004-0004
4000-C	1b-1	Official Files of Unfunded Grant and Award Applications Paper files if copied to electronic images. Also may be in electronic or paper format. The official file should	Temporary	Destroy upon verification of the electronic image.	GRS 3 Item 13	Superseded	E-0002: Official case files of funded grants, unfunded grants, or	DAA-0443-2013-0004-0002

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		include the application, summary of review actions, official correspondence, and any other relevant documents.					award applications, appeals or litigation records	
4000-C	1b-2	Official Files of Unfunded Grant and Award Applications Paper files if not copied to another medium - also may be in electronic or paper format. The official file should include the application, summary of review actions, official correspondence, and any other relevant documents.	Temporary	Cut off at the end of FY in which notification occurs that no award will be made or when the application is withdrawn. Destroy 3 years after cutoff.	GRS 3 Item 13	Superseded	E-0004: Extramural program or grants management oversight records	DAA-0443-2013-0004-0004
4000-C	1c	Official Files of Unfunded Grant and Award Applications. Also may be in electronic or paper format. The official file should include the application, summary of review actions, official correspondence, and any other relevant documents. Application Tracking System. Applications are tracked in database that includes input information such as award number, awardees, associated action dates, and are used solely to document the status of a grant.	Temporary	Update as necessary. Delete with related records or when no longer needed for administrative or reference purposes.	N1-443-03-1 Item 3	Superseded	E-0004: Extramural program or grants management oversight records	DAA-0443-2013-0004-0004

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
4000-C	2	Initial Review Files and copies of other records on unfunded applications held by Division of Research Grants and other initial review groups.	Temporary	Destroy when no longer needed and no later than 2 years after the applicant has been notified that no award will be made.	NC1-90-77-2 Item 37b(2)	Superseded	GRS 5.1 Item 020	DAA-GRS-2016-0016-0002
4000-C	3a	Grants and Awards - Unfunded Grants and Award Applications Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy. Electronic copies created on electronic mail and word processing systems.	Temporary	Delete within 180 days after the recordkeeping copy has been produced.	N1-443-03-1 Item 4a	Superseded	GRS 5.1 Item 020	DAA-GRS-2016-0016-0002
4000-C	3b	Grants and Awards - Unfunded Grants and Award Applications Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. Electronic copies created on	Temporary	Delete when dissemination, revision, or updating is complete.	N1-443-03-1 Item 4b	Superseded	GRS 5.1 Item 020	DAA-GRS-2016-0016-0002

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		electronic mail and word processing systems.						
4000-D	4000-D Official Case File for Construction and Similar Grants							
4000-D	1	Official case file Containing total application, summary of review actions, award notices, terms and conditions of award, financial status report, closeout documents, and other related papers maintained as an identifiable entity.	Temporary	Place in inactive file on closeout of grant. Transfer each fiscal year file to Federal Records Center after 2 years in inactive file. Destroy 20 years after closeout. [NOTE: Closeout of grant should occur following occupancy of constructed or expanded space.]	N1-443-92-2	Superseded	E-0001: Official case files of construction, renovation, endowment or similar grants	DAA-0443-2013-0004-0001
4000-D	2	Other copies Description not required.	Temporary	Destroy when no longer needed for administrative reference and no later than 3 years after the official file is closed.	NC1-90-77-2 Item 37c(2)	Superseded	E-0001: Official case files of construction, renovation, endowment or similar grants	DAA-0443-2013-0004-0001
4000-D	3a	Grants and Awards - Construction and Similar Grants Electronic copies created on word processing systems.	Temporary	Delete from word processing system when file copy is generated and when referencing or updating is completed.	GRS 20 Item 13	Superseded	GRS 5.1 Item 020	DAA-GRS-2016-0016-0002
4000-D	3b	Grants and Awards - Construction and Similar Grants Electronic mail records described as records elsewhere in this section, and any attachments to the records.	Temporary	Delete from the e-mail system when file copy is generated and when referencing or updating is completed.	GRS 20 Item 14	Superseded	GRS 5.1 Item 020	DAA-GRS-2016-0016-0002

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
4000-E	4000-E Grants Appeal Case Files							
4000-E	1a	Grants Appeal Case Files Official case file containing records of appeals by individuals related to decisions on grant applications. Included are appeal documents, correspondence, legal opinions, and documentation of final decision.	Temporary	Destroy 6 years after calendar year in which case is closed.	NC1-90-77-2 Item 34	Superseded	E-0002: Official case files of funded grants, unfunded grants, or award applications, appeals or litigation records	DAA-0443-2013-0004-0002
4000-E	1b	Grants Appeal Case Files Other copies containing records of appeals by individuals related to decisions on grant applications. Included are appeal documents, correspondence, legal opinions, and documentation of final decision.	Temporary	Destroy 2 years after calendar year in which case is closed.	NC1-90-77-2 Item 34	Superseded	E-0002: Official case files of funded grants, unfunded grants, or award applications, appeals or litigation records	DAA-0443-2013-0004-0002
4000-E	2a	Grants Litigation Case Files Official Case file consisting of complaints, all subsequent motions, interrogatories, affidavits, investigations, legal arguments, appendices thereto, and other related documents.	Temporary	Destroy 6 years after calendar year in which case is closed.	NC1-90-77-2 Item 35	Superseded	E-0002: Official case files of funded grants, unfunded grants, or award applications, appeals or	DAA-0443-2013-0004-0002

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
							litigation records	
4000-E	2b	Grants Litigation Case Files Other copies consisting of complaints, all subsequent motions, interrogatories, affidavits, investigations, legal arguments, appendices thereto, and other related documents.	Temporary	Destroy 2 years after calendar year in which case is closed.	NC1-90-77-2 Item 35	Superseded	E-0002: Official case files of funded grants, unfunded grants, or award applications, appeals or litigation records	DAA-0443-2013-0004-0002
4000-E	3a	ALERT System Records Concerning investigations or determinations of misconduct in science by actual or potential recipients of research grants or contracts. Records of investigations where a determination is made not to impose any official sanction. Located in Division of Management Survey and Review.	Temporary	Destroy upon notification of completion of the investigation.	NC1-443-84-1 Item 1a	Superseded	E-0002: Official case files of funded grants, unfunded grants, or award applications, appeals or litigation records	DAA-0443-2013-0004-0002
4000-E	3b	ALERT System Records Concerning investigations or determinations of misconduct in science by actual or potential recipients of research grants or contracts.	Temporary	Destroy when the sanction expires or terminates.	NC1-443-84-1 Item 1b	Superseded	E-0002: Official case files of funded grants, unfunded grants, or award	DAA-0443-2013-0004-0002

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		Records of investigations which have resulted in imposition of official sanctions and records of such sanctions. Located in Division of Management Survey and Review.					applications, appeals or litigation records	
4000-E	3c	ALERT System Records Concerning investigations or determinations of misconduct in science by actual or potential recipients of research grants or contracts. Other copies of the records described in "a" or "b." Located in any component of PHS outside of ORI.	Temporary	Destroy, or return to the Office of Research Integrity as soon as the purpose for which the copy was provided is satisfied. Do not file with grant or contract files.	NC1-443-84-1 Item 1c	Superseded	E-0002: Official case files of funded grants, unfunded grants, or award applications, appeals or litigation records	DAA-0443-2013-0004-0002
4000-E	4a	Grants and Awards - Appeals and Litigation Electronic copies created on word processing systems.	Temporary	Delete from word processing system when file copy is generated and when referencing or updating is completed.	GRS 20 Item 13	Superseded	GRS 5.1 Item 020	DAA-GRS-2016-0016-0002
4000-E	4b	Grants and Awards - Appeals and Litigation Electronic mail records described as records elsewhere in this section, and any attachments to the records.	Temporary	Delete from the e-mail system when file copy is generated and when referencing or updating is completed.	GRS 20 Item 14	Superseded	GRS 5.1 Item 020	DAA-GRS-2016-0016-0002
4000-F	4000-F NHGRI Case Files							

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
4000-F	1a	NHGRI Funded Case Files Records dated April 2003 and forward.	Temporary	See 4000-B and 4000-C as applicable.	N1-443-03-01	Superseded	E-0002: Official case files of funded grants, unfunded grants, or award applications, appeals or litigation records	DAA-0443-2013-0004-0002
4000-F	1b	NHGRI Funded Case Files Records prior to April 2003.	Temporary	Place in inactive file on closeout of grant. Transfer each fiscal year file to the Federal Records Center after 1 year in inactive file. Destroy when 30 years old.	N1-443-03-01	Superseded	E-0002: Official case files of funded grants, unfunded grants, or award applications, appeals or litigation records	DAA-0443-2013-0004-0002
4000-F	2a	NHGRI Unfunded Case Files Records dated April 2003 and forward.	Temporary	See 4000-B and 4000-C as applicable.	N1-443-03-01	Superseded	E-0002: Official case files of funded grants, unfunded grants, or award applications, appeals or litigation records	DAA-0443-2013-0004-0002

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
4000-F	2b	NHGRI Unfunded Case Files Records prior to April 2003.	Temporary	Place in inactive file when applicant is notified that no award will be made or when the application is withdrawn. Transfer each fiscal year file to the Federal Records Center after 1 year in inactive file. Destroy 15 years after notification or withdrawal.	N1-443-03-01	Superseded	E-0002: Official case files of funded grants, unfunded grants, or award applications, appeals or litigation records	DAA-0443-2013-0004-0002
6000-B		6000-B Research Contracts Program Management						
6000-B	1a	Project Officers' Files used in administration of research contracts. a. Records necessary to describe the scope of work and other requirements of the contract, to account for expenditures of funds and to establish whether the contractor has met all requirements of the contract:		One copy of each record should be included in the contract file maintained in the procurement office. For disposition of contracting officers' contract case files see item 2600-A-4.	N/A	Superseded	GRS 1.1 Item 010	DAA-GRS-2013-0003-0001
6000-B	1b	Project Officers' Files used in administration of research contracts. b. Duplicates of records described in item 6000-B-1a and progress reports, scientific and technical information, and other records	Temporary	Destroy 15 years after close-out of the last contract awarded in a research program, or when no longer needed, whichever is sooner	N/A	Superseded	GRS 1.1 Item 010	DAA-GRS-2013-0003-0001

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		useful for health science administration of research programs, or to prepare reports, summaries or evaluations.						
6000-B	1c	Project Officers' Files used in administration of research contracts. c. Electronic copies created on electronic mail and word processing systems.	Temporary	Delete when file copy is generated or when referencing or updating is completed.		Superseded	GRS 5.1 Item 020	DAA-GRS-2016-0016-0002
7000-A	7000-A Protection of Biohazards, Contaminants, Pollutants, and Research Risks: Protection of Research Subjects							
7000-A	7	Biohazards - Protection of Research Subjects Electronic copies created on electronic mail and word processing systems.	Temporary	Delete when file copy is generated or when referencing or updating is completed.		Superseded	GRS 5.1 Item 020	DAA-GRS-2016-0016-0002
7000-B	7000-B Protection of Biohazards, Contaminants, Pollutants, and Research Risks: Biohazards							

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
7000-B	1c	<p>Memoranda of understanding and agreement for use of controlled agents in research: Forms documenting the observance by NIH investigators and outside institutions of agreed upon standards governing the use of hazardous microbiological agents in either intramural or extramural research. Files include related papers.</p> <p>c. Electronic copies created on electronic mail and word processing systems.</p>	Temporary	Delete when file copy is generated or when referencing or updating is completed.		Superseded	GRS 5.1 Item 020	DAA-GRS-2016-0016-0002
7000-C	7000-C Protection of Biohazards, Contaminants, Pollutants, and Research Risks: Environmental Impact							
7000-C	3	<p>Environmental Impact Electronic copies created on electronic mail and word processing systems.</p>	Temporary	Delete when file copy is generated or when referencing or updating is completed.		Superseded	GRS 5.1 Item 020	DAA-GRS-2016-0016-0002
8000-A	8000-A Public Affairs and Communications							
8000-A	1b	Formal informational releases and publications, such as press releases, press conference transcripts, official speeches, graphic progress presentations and indexes thereto,	Temporary	Destroy no later than 1 year after year in which published or presented.	NC1-90-77-2 Item 27	Rescinded		-

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		and the NIH Record. One complete set will be retained. Located in offices responsible for issuance. b. All other copies.						
8000-A	5a	Background materials for publications and informational releases. a. Background material including correspondence. Located in public affairs and communications offices.	Temporary	Destroy when no longer needed for reference or when record set of publication is transferred to Federal Records Center.	NC1-90-77-2 Item 27a	Superseded	GRS 6.4 Item 030	DAA-GRS-2016-0005-0003
8000-A	5b	Background materials for publications and informational releases. b. Source files for reference use in responding to inquiries and preparing articles, speeches and reports. Located in Office of Program Planning and Evaluation.	Temporary	Destroy when obsolete or when no longer needed for reference.	NC1-90-77-2 Item 19	Superseded	GRS 6.4 Item 030	DAA-GRS-2016-0005-0003

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
8000-A	5c	<p>Background materials for publications and informational releases.</p> <p>c. Working papers, justifications, and other materials accumulated prior to publication. Located in NLM.</p>	Temporary	Destroy 2 years after publication is released.	NC1-90-78-12 Item 81	Superseded	GRS 6.4 Item 030	DAA-GRS-2016-0005-0003
8000-A	5d	<p>Background materials for publications and informational releases.</p> <p>d. Working papers, justifications and other material accumulated prior to publication. Located in CIT, Office of the Director.</p>	Temporary	Destroy 2 years after publication is released.	NC1-90-78-12 Item 13	Superseded	GRS 6.4 Item 030	DAA-GRS-2016-0005-0003
8000-A	5e	<p>Background materials for publications and informational releases.</p> <p>e. Manuscripts of articles, speeches, and other publications, including related clearances and other papers. Located in CIT branches and laboratories</p>	Temporary	Destroy one year after speech is delivered or when material is published.	NC1-90-78-12 Item 21	Superseded	GRS 6.4 Item 030	DAA-GRS-2016-0005-0003

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
8000-A	6	Daily press service teletype news Located in public affairs and communications offices.	Temporary	Destroy when 3 months old. Earlier disposal is authorized.	GRS 14 Item 3	Rescinded		-
8000-A	7	Bibliographies, check lists and indexes of NIH publications and news releases, except those described in item 1 for formal informational releases. Located in public affairs and communications offices.	Temporary	Destroy when obsolete, superseded, or no longer needed for reference.	GRS 14 Item 6	Superseded	GRS 6.4 Item 030	DAA-GRS-2016-0005-0003
8000-A	8a	Requests for information or publications a. Located in CIT, NLM.	Temporary	Destroy when 3 months old.	NC1-90-78-12 Item 14	Superseded	GRS 4.2 Item 010	DAA-GRS-2013-0007-0001
8000-A	8b	Requests for information or publications b. Requests for information about toxicological information and information systems.	Temporary	Destroy when 2 years old.	NC1-90-78-12 Item 88	Superseded	GRS 4.2 Item 010	DAA-GRS-2013-0007-0001
8000-A	8c	Requests for information or publications c. Acknowledgement and transmittals of inquiries and requests that have been referred elsewhere for reply.	Temporary	Destroy 3 months after acknowledgement and referral.	N/A	Superseded	GRS 4.2 Item 010	DAA-GRS-2013-0007-0001
8000-A	9b	International Conferences and Meetings files consisting of official proceedings of international conferences and meetings sponsored, conducted or coordinated by FIC and published in	Temporary	Destroy no later than 2 years after year in which published. Earlier disposal is authorized.	NC1-90-77-2 Item 50	Rescinded		-

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		the FIC Proceedings series or other form. b. Other copies.						
8000-A	10a	Visitors Program files - Case files of individual or group visits to NIH to tour the facility, visit research areas, or for other informational purposes. a. Located in FIC.	Temporary	Destroy case file 2 years after FY in which summary fiscal report is prepared. Hold cross reference name and country cards until no longer needed for administrative or historical reference.	NC1-90-77-2 Item 57	Superseded	GRS 6.4 Item 020	DAA-GRS-2016-0005-0002
8000-A	10b	Visitors Program files - Case files of individual or group visits to NIH to tour the facility, visit research areas, or for other informational purposes. b. Other copies.	Temporary	Destroy 1 year after year in which visit occurred.	NC1-90-77-2 Item 57	Superseded	GRS 6.4 Item 020	DAA-GRS-2016-0005-0002
8000-A	12	Public Affairs, Publications and Communications Electronic copies created on electronic mail and word processing systems.	Temporary	Destroy immediately after verification of successful conversion, but longer retention is authorized if required for business use.		Superseded	GRS 5.1 Item 020	DAA-443-2016-0016-0002

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		<p>8000-B Bibliographic and Other Reference Materials</p> <p>Files and other aids in any form created and maintained in order to provide a comprehensive data base for reference locating information on a given subject, for example, bibliographic data bases and finding aids to record material.</p> <p>EXCLUDED from this section are:</p> <p>(1) Management information systems used for oversight, review and control of NIH programs (see appropriate subject/function headings);</p> <p>(2) Data systems that are created and used in conjunction with specific programs (see appropriate subject/function heading);</p> <p>(3) Information systems acquired from outside sources (see section 8000-H);</p> <p>(4) Requests for information (see item 8000-A-8).</p> <p>(5) Critically evaluated scientific reference data (see section 3000-K).</p> <p>(6) Correspondence control systems (see item 1700-C-2).</p>						
8000-B	1	<p>Contract files, relating to research and development and equipment contracts involving biomedical information systems, containing materials such as technical reports, correspondence, performance evaluations, and other matters pertaining to the technical aspects of contract administration. Located in NLM.</p>	Temporary	Destroy 6 years after completion of contract.	NC1-90-78-12 Item 84	Superseded	GRS 1.1 Item 010	DAA-GRS-2013-0003-0001
8000-B	2a	<p>Technical subject files, relating to staff work done in developing systems, contracts with other libraries, professional meetings, development of data bases, analyses of equipment, testing, and other aspects of biomedical information systems.</p>	Temporary	Destroy when 7 years old, or when superseded, as appropriate.	NC1-90-78-12 Item 85a	Superseded	GRS 3.1 item 011	DAA-GRS-2013-0005-0007

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		Located in NLM. a. Records containing data continuously needed for management of on-line systems.						
8000-B	2b	Technical subject files , relating to staff work done in developing systems, contracts with other libraries, professional meetings, development of data bases, analyses of equipment, testing, and other aspects of biomedical information systems. Located in NLM. b. All other records.	Temporary	Destroy when 5 years old.	NC1-90-78-12 Item 85b	Superseded	GRS 3.1 item 011	DAA-GRS-2013-0005-0007
8000-B	3a	Subject files relating to toxicological information systems and other specialized information services , containing correspondence with contractors, performance reports, systems evaluations, committee work, Congressional inquiries, planning papers, and related data. a. Records containing data continuously needed for	Temporary	Destroy when 3 years old.	NC1-90-78-12 Item 87a	Superseded	GRS 3.1 item 011	DAA-GRS-2013-0005-0007

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		management of information systems.						
8000-B	4a	<p>Indexing records, concerning the preparation of bibliographical citations for introduction into MEDLARS system, based on the scanning of articles in medical journals. Located in NLM.</p> <p>a. Forms and worksheets relating to the determination of vocabulary entries and subject headings for input into MEDLARS data bases.</p>	Temporary	Destroy when 1 year old.	NC1-90-78-12 Item 99a	Superseded	GRS 4.4 Item 020	DAA-GRS-2015-0003-0002
8000-B	4b	<p>Indexing records, concerning the preparation of bibliographical citations for introduction into MEDLARS system, based on the scanning of articles in medical journals. Located in NLM.</p> <p>b. Correspondence relating to index operations, concerning bibliographic requests from the public and foreign countries,</p>	Temporary	Destroy when 2 years old.	NC1-90-78-12 Item 99b	Superseded	GRS 4.4 Item 020	DAA-GRS-2015-0003-0002

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		prospective journal entries, and routine matters.						
8000-B	5	Bibliographic and Other Reference Materials Electronic copies created on electronic mail and word processing systems.	Temporary	Delete when file copy is generated or when referencing or updating is completed.		Superseded	GRS 5.1 Item 020	DAA-GRS-2016-0016-0002
8000-D	8000-D Library Records							
8000-D	1	Library program correspondence files , involving professional activities such as meetings, relations with other institutions, and other professional and technical matters. Include working papers preliminary to final reports. Located in NLM.	Temporary	Destroy when 8 years old.	NC1-90-78-12 Item 76	Superseded	GRS 4.4 Item 010	DAA-GRS-2015-0003-0001
8000-D	2a	Library operations subject files , relating to the management of library services and programs. Include correspondence, reports, evaluations, working papers, reference materials and related papers. These records reflect relations with other libraries, publishers, intra-library staff, other Government agencies, contractors, and professional associations. Relate to matters such as computer operations and routine	Temporary	Destroy when 6 years old, or when superseded, as appropriate.	NC1-90-78-12 Item 89a	Superseded	GRS 4.4 Item 010	DAA-GRS-2015-0003-0001

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		<p>administrative functions such as procurement, personnel and the like. (Excluding administrative files related to common housekeeping functions; see item 1100-M-1.) Located in NLM.</p> <p>a. Records containing data continuously needed in technical bibliographical and reference operations.</p>						
8000-D	2b	<p>Library operations subject files, relating to the management of library services and programs. Include correspondence, reports, evaluations, working papers, reference materials and related papers. These records reflect relations with other libraries, publishers, intra-library staff, other Government agencies, contractors, and professional associations. Relate to matters such as computer operations and routine administrative functions such as procurement, personnel and the like. (Excluding administrative files related to common housekeeping functions; see item 1100-M-1.) Located in NLM.</p>	Temporary	Destroy when 3 years old.	NC1-90-78-12 Item 89b	Superseded	GRS 4.4 Item 010	DAA-GRS-2015-0003-0001

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		b. All other records.						
8000-D	3	Statistical reports relating to various aspects of library operations. Located in ORS, Library Branch.	Temporary	Destroy when 2 years old.	NC1-90-78-12 Item 37	Superseded	GRS 4.4 Item 010	DAA-GRS-2015-0003-0001
8000-D	4a	Reader Registration Cards and application forms used to identify and register library users. a. Located in NLM.	Temporary	Destroy when patrons are re-registered.	NC1-90-78-12 Item 92	Superseded	GRS 4.4 Item 020	DAA-GRS-2015-0003-0002
8000-D	4b	Reader Registration Cards and application forms used to identify and register library users. b. For permanent employees. Located in ORS, Library Branch.	Temporary	Destroy when 2 years old.	NC1-90-78-12 Item 35b	Superseded	GRS 4.4 Item 020	DAA-GRS-2015-0003-0002
8000-D	4c	Reader Registration Cards and application forms used to identify and register library users. c. For temporary employees. Located in ORS, Library Branch.	Temporary	Destroy on termination of temporary appointment.	NC1-90-78-12 Item 35a	Superseded	GRS 4.4 Item 020	DAA-GRS-2015-0003-0002
8000-D	4d	Reader Registration Cards and application forms used to identify and register library users. d. For Clinical Center patients. Located in CC, Patient Activities Department.	Temporary	Destroy when patient is discharged.	UNAUTHORIZED	Superseded	GRS 4.4 Item 020	DAA-GRS-2015-0003-0002

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
8000-D	5	Registration logs of library patrons, used for daily statistical purposes and as a record of patrons arriving. Located in NLM.	Temporary	Destroy when 3 years old.	NC1-90-78-12 Item 93	Superseded	GRS 4.4 Item 020	DAA-GRS-2015-0003-0002
8000-D	6a	Reader Request Forms a. Located in NLM.	Temporary	Destroy 1 calendar year after month of receipt.	NC1-90-78-12 Item 91	Superseded	GRS 4.4 Item 020	DAA-GRS-2015-0003-0002
8000-D	6b	Reader Request Forms b. Located in ORS, Library Branch.	Temporary	Destroy when 1 year old.	NC1-90-78-12 Item 36	Superseded	GRS 4.4 Item 020	DAA-GRS-2015-0003-0002
8000-D	7	Borrower sign-out logs , showing materials borrowed, names of borrowers, and related information. Located in NLM Library.	Temporary	Destroy when 2 years old.	NC1-90-78-12 Item 18	Superseded	GRS 4.4 Item 020	DAA-GRS-2015-0003-0002
8000-D	8	Transaction History Files: Computer listings of loan transactions. Located in NLM Library.	Temporary	Destroy when 3 months old.	NC1-90-78-12 Item 16	Superseded	GRS 4.4 Item 020	DAA-GRS-2015-0003-0002
8000-D	9a	Interlibrary Loan Requests a. Located in NLM.	Temporary	Destroy 1 calendar year after month of receipt.	NC1-90-78-12 Item 94	Superseded	GRS 4.4 Item 030	DAA-GRS-2015-0003-0003
8000-D	9b	Interlibrary Loan Requests b. Located in ORS, Library Branch.	Temporary	Destroy when 2 years old.	NC1-90-78-12 Item 38	Superseded	GRS 4.4 Item 030	DAA-GRS-2015-0003-0003
8000-D	10	Correspondence received from the public for bibliographical or other information. Located in NLM.	Temporary	Destroy 1 year after end of current year.	NC1-90-78-12 Item 95	Superseded	GRS 4.4 Item 020	DAA-GRS-2015-0003-0002

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
8000-D	11	Library serial records: Manual recordings of the receipt of serial publications. Located in NLM.	Temporary	Destroy when serial recording procedure is converted to a machine readable system.	NC1-90-78-12 Item 96	Superseded	GRS 4.4 Item 020	DAA-GRS-2015-0003-0002
8000-D	12	Requests for translating services and related papers. Located in ORS, Library Branch.	Temporary	Destroy when 2 years old.	NC1-90-78-12 Item 39	Superseded	GRS 4.4 Item 020	DAA-GRS-2015-0003-0002
8000-D	13	Library Records Electronic copies created on electronic mail and word processing systems	Temporary	Delete when file copy is generated or when referencing or updating is completed.		Superseded	GRS 5.1 Item 020	DAA-GRS-2016-0016-0002
8000-E		8000-E Freedom of Information Act						
8000-E	1	FOIA Reports Files: Recurring reports and one-time information requirements relating to the agency implementation of the Freedom of Information Act, EXCLUDING annual reports to the Congress at the departmental or agency level	Temporary	Destroy when 2 years old.	GRS 14 Item 14	Superseded	GRS 4.2 Item 070	DAA-GRS-2013-0007-0006
8000-E	2	NIH Implementation of FOIA: Administrative records relating to the general agency implementation of the FOIA, including notices, memoranda, routine correspondence, and related records.	Temporary	Destroy when 2 years old.	GRS 14 Item 15	Superseded	GRS 4.2 Item 001	DAA-GRS-2016-0013-0003

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
8000-E	3a	<p>FOIA Control Files: Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature and purpose of request, and name and address of requester.</p> <p>a. Registers or listing.</p>	Temporary	Destroy 6 years after date of last entry.	GRS 14 Item 13a	Superseded	GRS 4.2 Item 040	DAA-GRS-2016-0002-0004
8000-E	3b	<p>FOIA Control Files: Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature and purpose of request, and name and address of requester.</p> <p>b. Other files.</p>	Temporary	Destroy 6 years after final action by the agency or after final adjudication by courts, whichever is later.	GRS 14 Item 13b	Superseded	GRS 4.2 Item 040	DAA-GRS-2016-0002-0004
8000-E	4	FOIA Requests when access is granted to requested record, including the original request, a copy of the reply and related supporting papers excluding the official file copy of the requested records.	Temporary	Destroy 2 years after date of reply.	GRS 14 Item11a1	Superseded	GRS 4.2 Item 020	DAA-GRS-2016-0002-0001
8000-E	5	FOIA Requests when access is denied to all or part of the requested records, including the original requests, a copy of the reply and related papers excluding the official file copy of the requested records.	Temporary	If there is no appeal, destroy 6 years after date of reply. If the case is appealed, see item 8000-E-7.	GRS 14 Item 11a3a/b	Superseded	GRS 4.2 Item 020	DAA-GRS-2016-0002-0001

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
8000-E	6	FOIA Requests for records which do not exist , or containing inadequate information about the records, or when reproduction fees are not paid: Original request, a copy of the reply and related papers excluding the official file copy of requested records.	Temporary	If there is no appeal, destroy 2 years after date of reply. If the case is appealed, see item 8000-E-7.	GRS 14 Item 11a2a/b	Superseded	GRS 4.2 Item 020	DAA-GRS-2016-0002-0001
8000-E	7	FOIA Appeal Files created in response to administrative appeals under the FOIA for release of information denied by the agency, consisting of the appellant's letter, a copy of the reply thereto, and related supporting documents, (EXCLUDING the official file copy of the records under appeal--see item 8000-E-8).	Temporary	Destroy 6 years after final determination by agency, 6 years after the time at which a requester could file suit, or 3 years after final adjudication by courts, whichever is later.	GRS 14 Item 12a	Superseded	GRS 4.2 Item 020	DAA-GRS-2016-0002-0001
8000-E	8	Official File Copy of Records Subject to FOIA Request		Keep either a) according to disposition instructions for the records found in appropriate section of this schedule, or (b) as long as the records of the FOIA appeal (see item 8000-E-7), whichever is later.	GRS 14 Item 11b	Rescinded		
8000-F	8000-F Privacy Act							

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
8000-F	1	Official File Copy of Records subject to a request for access under the Privacy Act. (Does not apply to cases where the request is for amendment of records about individuals: See items 8000-F-9 through F-10.)		Dispose of in accordance with approved NIH disposition instructions for the related records, or with the related Privacy Act request, whichever is later. WARNING: Records subject to the Privacy Act must be maintained and disposed of in a manner which protects the privacy of individuals (see DHHS, GAM 45-13).	GRS 14 Item 21b	Rescinded		
8000-F	2	Privacy Act Report Files: Recurring reports and one-time information requirement relating to agency implementation, including annual reports to the Congress of the United States, the Office of Management and Budget, and the Report of New Systems.	Temporary	Destroy when 2 years old.	GRS 14 Item 25	Superseded	GRS 4.2 Item 070	DAA-GRS-2013-0007-0006
8000-F	3	NIH Implementation of the Privacy Act: Administrative files related to general NIH implementation of the Privacy Act, including notices, memoranda, routine correspondence and related records	Temporary	Destroy when 2 years old or sooner if no longer needed for administrative purposes.	GRS 14 Item 26	Superseded	GRS 4.2 Item 001	DAA-GRS-2016-0013-0003

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
8000-F	4	Privacy Act Accounting of Disclosure Files maintained under the provisions of 5 U.S.C. 552a(c) for an accurate accounting of the date, nature, and purpose of each disclosure of a record to any person or to another agency, (except if the disclosure is to an employee of HHS who has a need for the information in the conduct of official business or if the information is released under FOIA) including forms for showing the subject individual's name, requester's name and address, purpose and date of disclosure, and proof of subject individual's consent when applicable.	Temporary	Dispose of in accordance with the approved disposition instructions for the related subject individual's records, or 5 years after disclosure for which the accountability was made, whichever is later.	GRS 14 Item 23	Superseded	GRS 4.2 Item 050	NC1-64-771 item 27
8000-F	5a	Privacy Act Control Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature of request, and name and address of requester. a. Registers or listings.	Temporary	Destroy 5 years after date of last entry.	GRS 14 Item 24a	Superseded	GRS 4.2 Item 040	DAA-GRS-2016-0002-0004
8000-F	5b	Privacy Act Control Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature of request, and name and address of requester.	Temporary	Destroy 5 years after final action by the agency or final adjudication by courts, whichever is later.	GRS 14 Item 24b	Superseded	GRS 4.2 Item 040	DAA-GRS-2016-0002-0004

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		b. Other files.						
8000-F	6	Privacy Act Requests for Records which contain inadequate or inaccurate information, or for records which do not exist, or when reproduction fees are not paid, including the request, a copy of the reply and related records except the official file copy of requested records (see item 8000-F-1).	Temporary	If there is no appeal, destroy 2 years after date of reply. If the case is appealed, see item 8000-F-11.	GRS 14 Item 21a2a/b	Superseded	GRS 4.2 Item 020	DAA-GRS-2016-0002-0001
8000-F	7	Privacy Act Requests for Records when access is granted including the request, a copy of the reply and related records except the official file copy of requested records (see item 8000-F-1).	Temporary	Destroy 2 years after date of reply.	GRS 14 Item 21a1	Superseded	GRS 4.2 Item 020	DAA-GRS-2016-0002-0001
8000-F	8a	Privacy Act Request for Records when access is denied including correspondence and supporting documents (excluding official copy of records requested). a. Request not appealed.	Temporary	Destroy 5 years after date of reply.	GRS 14 Item 21 a3a	Superseded	GRS 4.2 Item 020	DAA-GRS-2016-0002-0001

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
8000-F	8b	Privacy Act Request for Records when access is denied including correspondence and supporting documents (excluding official copy of records requested). b. Request appealed. Disposition: Dispose of according to disposition instruction for the records requested, or 3 years after final adjudication by the courts, whichever is later.	Temporary	Dispose of according to disposition instruction for the records requested, or 3 years after final adjudication by the courts, whichever is later.	GRS 14 item 21a 3b	Superseded	GRS 4.2 Item 020	DAA-GRS-2016-0002-0001
8000-F	9	Privacy Act Requests to Amend Records when the request is granted , including the requests, copies of replies and related records.	Temporary	Dispose of in accordance with the approved disposition instructions for the related subject individual's record or 4 years after agency's agreement to amend, whichever is later.	GRS 14 item 22a	Superseded	GRS 4.2 Item 090	DAA-GRS-2013-0007-0007
8000-F	10	Privacy Act Requests to Amend Records when the request is denied , including requests, copies of replies, statements of disagreement, NIH justification for refusal to amend and related records.	Temporary	Dispose of in accordance with the approved disposition instructions for the related subject individual's record; 4 years after final determination by agency, or 3 years after final adjudication by courts, whichever is later.	GRS 14 Item 22b	Superseded	GRS 4.2 Item 090	DAA-GRS-2013-0007-0007

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
8000-F	11	Privacy Act Appeals Case Files for all appeals of denials of access to records or denials of requests to amend records under the Privacy Act.	Temporary	Dispose of in accordance with the approved disposition instructions for related subject individual's record or 3 years after final adjudication by courts, whichever is later.	GRS 14 Item 21 a3b	Superseded	GRS 4.2 Item 020	DAA-GRS-2016-0002-0001
8000-G		8000-G Training and Educational Programs						
8000-G	4	Files relating to computer training for potential users , comprising nomination forms, course materials, schedules, and related papers. Located in CIT.	Temporary	Destroy when 4 years old, or when training materials or other data are superseded or obsolete, as appropriate.	NC1-90-78-12 Item 23	Superseded	GRS 2.6 Item 010	DAA-GRS-2016-0014-0001
8000-G	7	General Files on NIH Training Programs including correspondence, memorandum agreements, authorizations, reports, requirement reviews, plans, and objectives relating to the establishment and operation of training, courses and conferences.	Temporary	Destroy when 3 years old, or 3 years after superseded or obsolete, whichever is appropriate, but longer retention is authorized if required for business use.	N/A	Superseded	GRS 2.6 Item 010	DAA-GRS-2016-0014-0001

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
8000-G	6	Other NIH Training and Educational Programs manuals, syllabi, textbooks and any other training aids developed by NIH units.	Temporary	Destroy when 3 years old, or 3 years after superseded or obsolete, whichever is appropriate, but longer retention is authorized if required for business use.	N/A	Superseded	GRS 2.6 Item 010	DAA-GRS-2016-0014-0001
8000-G	8	Background and Working Papers for NIH training programs.	Temporary	Destroy when 3 years old, or 3 years after superseded or obsolete, whichever is appropriate, but longer retention is authorized if required for business use.	N/A	Superseded	GRS 2.6 Item 010	DAA-GRS-2016-0014-0001
8100-A	8100-A Audiovisual Service Units							
8100-A	2	Audiovisual records not having historical significance as described in 8000-A-1, and not covered by any other item in this section.	Temporary	Destroy when no longer needed for administrative use. If applicable, destroy in accordance with regulations governing salvaged film.	NC1-90-78-12 Item 3	Superseded	GRS 6.4 Item 050	DAA-GRS-2016-0005-0006
8100-A	3	Documentary materials in any form which are necessary or helpful for the proper identification, retrieval and use of audiovisual records, such as shelf lists, review sheets, catalogs		Destroy or transfer to the National Archives as permanent records together with the related audiovisual records.	NC1-90-78-12 Item 4	Superseded	GRS 6.4 Item 050	DAA-GRS-2016-0005-0006

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		or computer-compatible documentation.						
8100-A	4	Production Files or similar files which include production contracts, script, transcripts and related documents.		Either destroy or transfer to the National Archives as permanent records together with related audiovisual materials.	NC1-90-78-12 Item 5	Superseded	GRS 6.4 Item 050	DAA-GRS-2016-0005-0006
8100-B		8100-B Photographic Material						
8100-B	1	Photographs of routine award ceremonies, social events, and activities not related to the mission of the agency.	Temporary	Destroy when one year old.	GRS 21 Item 1	Superseded	GRS 6.4 Item 050	DAA-GRS-2016-0005-0006
8100-B	2	Personnel identification or passport photographs.	Temporary	Destroy when five years old.	GRS 21 Item 2	Superseded	GRS 2.2 Item 090, GRS 5.6 Item 120, or GRS 5.6 Item 130	DAA-GRS-2017-0007-0013, or DAA-GRS-2017-0006-0016, or DAA-GRS-2017-0006-0018
8100-B	3	Internal personnel and administrative training filmstrips and slide programs that do not reflect the mission of the agency.	Temporary	Destroy one year after completion of training program.	GRS 21 Item 3	Superseded	GRS 2.6 Item 010	DAA-GRS-2016-0014-0001

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
8100-B	4	Other photographs used for special events, publications, news conferences, and the like. Located in NLM; CIT; CC, Office of Clinical Reports and Inquiries.	Temporary	Destroy when superseded or when no longer needed for programs or activities.	NC1-90-78-12 Item 12	Superseded	GRS 6.4 Item 030	DAA-GRS-2016-0005-0003
8100-B	5	Official portraits of senior agency officials.	DISPOSAL NOT AUTHORIZED	DISPOSAL NOT AUTHORIZED.	N/A	Rescinded		-
8100-B	6	All other still photographic files not described elsewhere in this schedule, whether black-and-white, color negative large-format or transparency, slide or filmstrip.	DISPOSAL NOT AUTHORIZED	DISPOSAL NOT AUTHORIZED.	N/A	Superseded	GRS 6.4 Item 050	DAA-GRS-2016-0005-0006
8100-B	7	Duplicates of items 8100-B-1 through B-3. For items 8100-B-5 and B-6 duplicates in addition to the copies required to be retained.*	Temporary	Destroy when no longer needed. *For black-and-white and color negative photography, retain the original negative, a captioned print, and for color negative photography, a duplicate negative if one exists. For color transparency and slide photography retain the original and a duplicate. For slide sets and film strips and accompanying audio recordings or scripts, retain 2 copies.	N/A	Rescinded		-
8100-C	8100-C Graphic Arts							

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
8100-C	1	View graphs.	Temporary	Destroy 1 year after use.	GRS 21 Item 5	Superseded	GRS 6.4 Item 050	DAA-GRS-2016-0005-0006
8100-C	2	Routine art work for handbills, flyers, posters, letterhead and other graphics.	Temporary	Destroy when no longer needed for publication or reprinting.	GRS 21 Item 6	Superseded	GRS 6.4 Item 030	DAA-GRS-2016-0005-0003
8100-C	3	Line and halftone negatives, screened paper prints and offset lithographic plates used for photo-mechanical reproduction.	Temporary	Destroy when no longer needed for publication or reprinting.	GRS 21 Item 7	Superseded	GRS 6.4 Item 030	DAA-GRS-2016-0005-0003
8100-C	4	Line copies of graphs and charts.	Temporary	Destroy when no longer needed for publication or reprinting.	GRS 21 Item 8	Superseded	GRS 6.4 Item 030	DAA-GRS-2016-0005-0003
8100-C	5	Other Art work used for special events, publications, press releases and the like. Located in NLM; CIT; CC, Office of Clinical Reports and Inquiries.	Temporary	Destroy when superseded or when no longer needed for programs or activities.	N/A	Superseded	GRS 6.4 Item 030	DAA-GRS-2016-0005-0003
8100-C	6	Posters distributed agency-wide or to the public.	DISPOSAL NOT AUTHORIZED	DISPOSAL NOT AUTHORIZED. Retain 2 copies.	N/A	Rescinded		-
8100-C	7	Original art work of unusual or outstanding merit.	DISPOSAL NOT AUTHORIZED	DISPOSAL NOT AUTHORIZED. Retain original and a photographic copy, if one exists.	N/A	Rescinded		-
8100-D	8100-D Motion Pictures							
8100-D	1	Films for personnel and management training , acquired from outside sources.	Temporary	Destroy one year after completion of training program.	GRS 21 Item 9	Superseded	GRS 2.6 Item 010	DAA-GRS-2016-0014-0001

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
8100-D	2	Films for personnel entertainment and recreation , acquired from outside sources.	Temporary	Destroy when no longer needed.	N/A	Rescinded		-
8100-D	3	Routine surveillance footage.	Temporary	Destroy when 6 months old.	GRS 21 Item 11	Rescinded		-
8100-D	4a	Routine scientific, medical or engineering footage. (a) Agency-sponsored films: the original negative or color original plus separate sound track, an intermediate master positive or duplicative negative plus optical sound track, and a sound projection print or a video recording;	Temporary	Destroy when two years old.	GRS 21 Item 12	Rescinded		-
8100-D	4b	Routine scientific, medical or engineering footage. (b) Acquired films: two projection prints or one projection print and video recording;	Temporary	Destroy when two years old.	GRS 21 Item 12	Rescinded		-
8100-D	4c	Routine scientific, medical or engineering footage. (c) Unedited footage: the original negative or color original, work print, and an intermediate master positive or duplicate negative if one exists, appropriately arranged, labeled, and described.	Temporary	Destroy when two years old.	GRS 21 Item 12	Rescinded		-

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
8100-D	5	Agency-sponsored films intended for public distribution , including informational, educational, and recruiting films.	DISPOSAL NOT AUTHORIZED	DISPOSAL NOT AUTHORIZED.	N/A	Rescinded		-
8100-D	6	Agency-sponsored television news releases and information reports.		DISPOSAL NOT AUTHORIZED.	N/A	Rescinded		-
8100-D	7	Agency-sponsored television public service (or "spot") announcements.	DISPOSAL NOT AUTHORIZED	DISPOSAL NOT AUTHORIZED.	N/A	Superseded	GRS 6.4 Item 040	DAA-GRS-2016-0005-0004
8100-D	8	Agency-sponsored training films that explain agency functions or activities intended for internal or external distribution.	DISPOSAL NOT AUTHORIZED	DISPOSAL NOT AUTHORIZED.	N/A	Rescinded		-
8100-D	9	Films produced under grant that are submitted to NIH.	DISPOSAL NOT AUTHORIZED	DISPOSAL NOT AUTHORIZED.	N/A	Rescinded		-
8100-D	10	Films that document or are used to carry out agency programs , acquired from outside sources.	DISPOSAL NOT AUTHORIZED	DISPOSAL NOT AUTHORIZED.	N/A	Rescinded		-
8100-D	11	Documentary footage , except as described in item 8100-D-3 and 4, shot for research and development, fact finding or other studies.	DISPOSAL NOT AUTHORIZED	DISPOSAL NOT AUTHORIZED.	N/A	Rescinded		-
8100-D	12	Stock footage, out takes and trims created during the course of an agency-sponsored production.	DISPOSAL NOT AUTHORIZED	Offer immediately for deposit in the Stock Film Library, Special Archives Division, and National Archives.	N/A	Superseded	GRS 6.4 Item 050	DAA-GRS-2016-0005-0006
8100-D	13	Duplicate prints and pre-print elements of all series in 8100-D, except items 8100-D-5 through	Temporary	Destroy when no longer needed.	N/A	Superseded	GRS 6.4 Item 030	DAA-GRS-2016-0005-0003

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		8100-D-11. For those items, duplicates in addition to those copies required to be retained.						
8100-E	8100-E Video Recordings							
8100-E	1	Programs for personnel and management training, acquired from outside sources	Temporary	Destroy one year after completion of training program.	GRS 21 Item 14	Superseded	GRS 1.1 Item 010	DAA-GRS-2013-0003-0001
8100-E	2	Programs for personnel entertainment and recreation, acquired from outside sources.	Temporary	Destroy when no longer needed.	N/A	Rescinded		-
8100-E	3	Rehearsal or practice tapes.	Temporary	Destroy immediately.	GRS 21 Item 16	Superseded	GRS 6.4 Item 030	DAA-GRS-2016-0005-0003
8100-E	4	Internal personnel and administrative training programs that do not reflect the mission of the agency, including "role-play" sessions, management and supervisory instruction, etc.	Temporary	Destroy one year after completion of training program.	GRS 21 Item 17	Superseded	GRS 2.6 Item 010	DAA-GRS-2016-0014-0001
8100-E	5	Routine surveillance recordings.	Temporary	Destroy when 6 months old.	GRS 21 Item 18	Rescinded		-
8100-E	6	Routine scientific, medical or engineering recordings.	Temporary	Destroy when two years old.	GRS 21 Item 19	Rescinded		-
8100-E	7	Recordings that document routine meetings and award presentations.	Temporary	Destroy when 2 years old. * *For items 8100-E-8 to E-17, retain the original or earliest generation of recording, and a dubbing if one exists.	GRS 21 Item 20	Superseded	GRS 6.4 Item 050	DAA-GRS-2016-0005-0006

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
8100-E	8	Agency-sponsored video productions intended for public distribution, including informational, educational, and recruiting productions.	DISPOSAL NOT AUTHORIZED	DISPOSAL NOT AUTHORIZED.	N/A	Rescinded		-
8100-E	9	Agency-sponsored television news releases or information reports.	DISPOSAL NOT AUTHORIZED	DISPOSAL NOT AUTHORIZED.	N/A	Superseded	GRS 6.4 Item 040	DAA-GRS-2016-0005-0004
8100-E	10	Agency-sponsored television public service (or "spot") announcements.	DISPOSAL NOT AUTHORIZED	DISPOSAL NOT AUTHORIZED.	N/A	Superseded	GRS 6.4 Item 040	DAA-GRS-2016-0005-0004
8100-E	11	Agency-sponsored training programs that explain agency functions or activities (other than those identified in item 8100-E-4) intended for internal or external distribution.	DISPOSAL NOT AUTHORIZED	DISPOSAL NOT AUTHORIZED.	N/A	Rescinded		-
8100-E	12	Internal management news or information programs.	DISPOSAL NOT AUTHORIZED	DISPOSAL NOT AUTHORIZED.	N/A	Rescinded		-
8100-E	13	Recording of public meetings or speeches, agency-sponsored conferences, guest speakers, testimony of agency officials before Congress and at other hearings.	DISPOSAL NOT AUTHORIZED	DISPOSAL NOT AUTHORIZED.	N/A	Rescinded		-
8100-E	14	Programs produced under grant that are submitted to NIH.	DISPOSAL NOT AUTHORIZED	DISPOSAL NOT AUTHORIZED.	N/A	Rescinded		-
8100-E	15	Programs that document or are used to carry out agency programs, acquired from outside sources.	DISPOSAL NOT AUTHORIZED	DISPOSAL NOT AUTHORIZED.	N/A	Rescinded		-

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
8100-E	16	Media appearances by top agency officials.	DISPOSAL NOT AUTHORIZED	DISPOSAL NOT AUTHORIZED.	N/A	Rescinded		-
8100-E	17	Documentary recordings made for research and development, fact finding or other studies, except as described in items 8100-E-5 to E-7 and 8100-E-18.	DISPOSAL NOT AUTHORIZED	DISPOSAL NOT AUTHORIZED.	N/A	Rescinded		-
8100-E	18	Duplicate dubbings and pre-mix elements for all series in 8100-E, except items 8100-E-8 to E-17. For those items, duplicates in excess of those required to be retained.*	Temporary	Destroy when no longer needed.	N/A	Rescinded		-
8100-F	8100-F Sound Recording							
8100-F	1	Recordings of meetings made exclusively for note taking or transcription.	Temporary	Destroy immediately after use.	GRS 21 Item 22	Rescinded		-
8100-F	2	Dictation belts or tapes.	Temporary	Destroy immediately after use.	GRS 21 Item 23	Rescinded		-
8100-F	3	Pre-mix sound elements created during the course of a motion picture, television or radio production.	Temporary	Destroy immediately after use.	GRS 21 Item 24	Superseded	GRS 6.4 Item 030	DAA-GRS-2016-0005-0003
8100-F	4	Library sound recordings (e.g., effects, music).	Temporary	Destroy when no longer needed.	N/A	Rescinded		-

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
8100-F	5	Daily or spot news recordings available to local radio stations on a call-in basis.	Temporary	<p>Destroy when 6 months old or when no longer needed.</p> <p>*Retain the following copies: (a) Conventional mass-produced, multiple-copy disc recordings: the master tape, matrix or stamper, and one disc pressing. (b) Magnetic audio tape recordings (reel-to-reel, cassette or cartridge): the original or earliest generation of each recording, and a dubbing, if one exists.</p>	GRS 21 Item 26	Superseded	GRS 6.4 Item 040	DAA-GRS-2016-0005-0004
8100-F	6	Agency-sponsored radio programs intended for public broadcast.	DISPOSAL NOT AUTHORIZED	DISPOSAL NOT AUTHORIZED.	N/A	Rescinded		-
8100-F	7	Agency-sponsored radio news releases and information programs.	DISPOSAL NOT AUTHORIZED	DISPOSAL NOT AUTHORIZED.	N/A	Rescinded		-
8100-F	8	Agency-sponsored radio public service (or "spot") announcements.	DISPOSAL NOT AUTHORIZED	DISPOSAL NOT AUTHORIZED.	N/A	Superseded	GRS 6.4 Item 040	DAA-GRS-2016-0005-0004
8100-F	9	Internal management news or information programs.	DISPOSAL NOT AUTHORIZED	DISPOSAL NOT AUTHORIZED.	N/A	Rescinded		-

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
8100-F	10	Recording of public meetings of speeches , agency-sponsored conferences, and guest speakers, testimony of agency officials before Congress and at other hearings.	DISPOSAL NOT AUTHORIZED	DISPOSAL NOT AUTHORIZED.	N/A	Rescinded		-
8100-F	11	Oral history collections.	DISPOSAL NOT AUTHORIZED	DISPOSAL NOT AUTHORIZED.	N/A	Rescinded		-
8100-F	12	Recordings or programs produced under grant that are submitted to NIH.	DISPOSAL NOT AUTHORIZED	DISPOSAL NOT AUTHORIZED.	N/A	Rescinded		-
8100-F	13	Recording or programs that document or are used to carry out agency programs, acquired from outside sources.	DISPOSAL NOT AUTHORIZED	DISPOSAL NOT AUTHORIZED.	N/A	Rescinded		-
8100-F	14	Media appearances by top agency officials.	DISPOSAL NOT AUTHORIZED	DISPOSAL NOT AUTHORIZED.	N/A	Rescinded		-
8100-F	15	Documentary recordings made for fact-finding or other studies.	DISPOSAL NOT AUTHORIZED	DISPOSAL NOT AUTHORIZED.	N/A	Rescinded		-
8100-F	16	Duplicate dubbings of 8100-F-1 to F-5, and duplicates in addition to those required to be retained for items 8100-F-6 to F-15.	DISPOSAL NOT AUTHORIZED	DISPOSAL NOT AUTHORIZED.	N/A	Rescinded		-
8100-G		8100-G Documentation of Audiovisual Records						
8100-G	1	Production files or similar files that document origin, development, acquisition, use and ownership;	Temporary	Dispose of according to the instructions covering the related audiovisual records.	GRS 21 Item 28	Superseded	GRS 6.4 Item 050	DAA-GRS-2016-0005-0006

Section	Item	Records Description	Record Type	Old Disposition Instructions	Old Disposition Authority	Superseded/Rescinded	New Item Number	New Disposition Authority
		(May include scripts, contracts, transcripts, releases, etc.)						
8100-G	2	Finding aids for identification, retrieval or use. (May include indexes, catalogs, shelf lists, log books, caption sheets, shot lists, continuities, etc. and may be in text, card, microform or machine-readable format.)	Temporary	Dispose of according to the instructions covering the related audiovisual records.	GRS 21 Item 29	Superseded	GRS 4.2 Item 010	DAA-GRS-2013-0002-0016