Inventory of Vital Records

- See instructions on reverse.
- Send completed form to the NIH Records Officer.
- Use prescribed by NIH Manual 1744, NIH Vital Records Program.

Originating Office *(IC, Division, Branch, etc.)*

NIH –

Prepared By (custodian of records)	Date Prepared	Approved by Official with Decision-Making Authority *(signature)*	Date Approved	Certified by IC Records Management Officer *(signature)*	Date Certified

Item No. (1)	Title and Description of Records (2)	Medium (Paper or Electronic) (3)	Off-Site Location (4)	Name of Person(s) Sending Records to Site (5)

Instructions for Preparing
Inventory of Vital Records (NIH 2805)

Send completed form to the NIH Records Officer, 6011 Executive Blvd., Suite 601.

ORIGINATING OFFICE. Show organization responsible for creating emergency operating records, e.g., NIH-ORS-DRS.

PREPARED BY. Enter name of responsible program official (custodian of records) and the date prepared.

APPROVED BY. Each inventory shall be reviewed, signed and dated by the official with the decision-making authority/responsibility on how these records are maintained.

CERTIFIED BY. Each inventory shall be reviewed, signed and dated by the IC Records Management Officer.

COLUMN 1. Number each new item consecutively.

COLUMN 2. Self-explanatory.

COLUMN 3. Indicate whether the record is paper or electronic.

COLUMN 4. Indicate location of alternate storage site of records (e.g., other NIH building, contractor facility etc.).

COLUMN 5. Self-explanatory.