



Departing Staff Request to Remove Copies of NIH Records

NOTICE: Departing NIH staff must request advance approval to remove copies of Federal records, including copies of unpublished research records or data. Under no circumstances can the official records be removed from NIH custody. This approval strictly applies to copies of Federal records. To request approval, complete the request section for departing staff and provide this form for supervisory approval to your Supervisor, (or Principal Investigator, IC Scientific Director, IC Clinical Director, or ICO Executive Officer). The Supervisor will then forward this form to the appropriately designated Institute, Center, or Office (ICO) Official within the 5 highest level senior leadership positions or one of their deputies for final approval. If a Confidential Disclosure Agreement (CDA) is required to remove copies of Federal records, the signed CDA must be submitted along with completed Form NIH-3000. Unless there are extenuating circumstances, form NIH-3000 must be submitted no less than 45 business days prior to the departure date of the Requestor. Please refer to [NIH Policy Manual 1743](#) - Managing Federal Records for the complete policy, definitions responsibilities, and procedures. Once a final decision is received, provide this form to the NIH Records Management Program at [nihrecordsmanagement@nih.gov](mailto:.nihrecordsmanagement@nih.gov).

DEPARTING STAFF INFORMATION

Name	Title	
Email	Phone No.	

IC/OD Office

Description of Copies of Records Requested

- | | |
|---|--|
| 1. Copies of Requestor's own lab notebooks | 5. Copies of draft and final reports, policies, or other administrative material, on which Requestor is an author or contributor |
| 2. Copies of instrument data for Requestor's own experiments | 6. Copies of correspondence sent or received by the Requestor |
| 3. Copies of Requestor's own lab presentations containing unpublished data | 7. Other: |
| 4. Copies of manuscript and/or posters in stages of development, on which Requestor is an author, containing unpublished data | |

Purpose for Requesting Removal of Copies of Records

Institution or Country Where Copies of Records Will Be Used

SUPERVISORY APPROVAL

Approval to remove copies of Federal records is required by the **departing staff's Supervisor** (or responsible Principle Investigator, IC Scientific Director, IC Clinical Director, or ICO Executive Officer).

Name	Title	
Email		Phone No.

By approving this request, I affirm to the best of my knowledge that the following conditions have been met.

- A Confidential Disclosure Agreement (CDA) is in place if the copy of the record contains proprietary information or could be used by NIH in filing a patent application. If not contact the ICO's [Technology Development Coordinator](#).
- Do not contain information that would be considered an enabling disclosure that could prevent patenting of an associated invention. Or, I confirm, that the inventors and their institutions do not intend to patent such invention. If not contact the ICO's [Technology Development Coordinator](#).
- Have no restrictions on sharing. For example, no information in the records was obtained under an agreement, such as a CDA, Material Transfer Agreement (MTA), or Cooperative Research and Development Agreement (CRADA), with an outside party containing confidentiality requirements. If restrictions are unknown, consult with the ICO's [Technology Development Coordinator](#).
- Do not contain Personally Identifiable, Sensitive, or Controlled Unclassified Information. If uncertain, contact privacy@mail.nih.gov.
- Are not currently subject to a litigation hold. To confirm, please contact NIHLitigationHold@od.nih.gov.
- Are not to be exempt from a FOIA request, or if exempt from a FOIA request, I confirm understanding that the removal of the records may hamper the agency's ability to withhold the records in response to a FOIA request. For more information, contact nihfoia@mail.nih.gov.
- Are copies of records and not the official Federal record. Original Federal records will remain in NIH custody. For more information, contact nihrecordsmanagement@nih.gov.

Restrictions on Future Use of Copies of Records

Signature

- Approved
 Denied

FINAL APPROVAL

Must be signed by an appropriately designated ICO official within the 5 highest level senior leadership positions or one of their deputies.

Once a final decision is received, provide this form and signed CDA if applicable, to the NIH Records Management Program at nihrecordsmanagement@nih.gov.

Name	Title	
Email		Phone No.

Signature

Comment

FINAL APPROVAL DECISION

- Approved Denied