

CROSSWALK - RESCINDED AND SUPERSEDED ADMINISTRATIVE AND PROGRAM SCHEDULE ITEMS

REVISION DATE:
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Section	Item	Records Description	Retention	Record Type	Superseded/Rescinded	Disposition Instructions	Disposition Authority	Effective Date:	New Item	Notes
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		Temporary	Rescinded	Destroy when no longer needed for administrative reference.	NC1-90-77-2 Item 39	January 2015		
1100-I	4	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). Located in files of the NIH Emergency Management Branch, Division of Public Safety, Office of Research Services (ORS).	3 years	Temporary	Superseded	Destroy when 3 years old.	GRS 18 Item 28	April 2016	GRS 5.3 item 010	
1100-I	5	Emergency Preparedness Administrative Correspondence Files relating to administration and operation of the emergency preparedness program, not covered elsewhere in this section.	2 years	Temporary	Superseded	Destroy when 2 years old.	GRS 18 Item 26	April 2016	GRS 5.3 item 010	
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		Temporary	Superseded	Transfer to Federal Records Center 3 years after fiscal year in which project is terminated.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	January 2015	E-0002: Official case files of funded grants, unfunded grants, and award applications, appeals and litigation records	
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		Temporary	Superseded	Destroy 3 years after fiscal year in which project is terminated.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	January 2015	E-0004: Extramural program and grants management oversight records	
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	Superseded	Transfer records to Federal Records Center upon issuance of patent. Destroy 30 years after issuance of patent.	NC1-443-94-1	April 2014	I-0002: Research records that Support Intellectual Property Rights	
1100-M	4a	Transitory Files 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: 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.	3 months	Temporary	Superseded	Destroy when 3 months old.	GRS 23 Item 7		GRS 4.2 item 001	
1100-M	5	Tracking and Control Records. 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 record routine and merely facilitative actions taken.	2 years	Temporary	Superseded	Destroy or delete when 2 years old, or 2 years after the date of the latest entry, whichever is applicable.	GRS 38 Item 8		GRS 4.1 item 010	
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	Superseded	Destroy or delete with the related records.	G39 Item 9		GRS 4.1 item 010	
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.	2 years	Temporary	Superseded	Destroy when 2 years old.	GRS 11 Item 1	April 2016	GRS 5.4 item 010	
1300-A	2a	Space Files. Records relating to the allocation, utilization, and release of space under agency control, and related reports to GSA. a. Building plan files, surveys, and other records utilized in agency space planning, assignment, and adjustment.	2 years	Temporary	Superseded	Destroy 2 years after termination of assignment, or when lease is canceled, or when plans are superseded or obsolete.	GRS 11, item 2a	April 2016	GRS 5.4 item 010	
1300-A	2b-1	Space Files. Records relating to the allocation, utilization, and release of space under agency control, and related reports to GSA. b. Correspondence with and reports to staff agencies relating to agency space holdings and requirements. (1) Agency reports to the General Services Administration, including Standard Form (SF) 81, Request for Space, and related documents.	2 years	Temporary	Superseded	Destroy when 2 years old.	GRS 11, item 2b1	April 2016	GRS 5.4 item 010	
1300-A	2b-2	Space Files. Records relating to the allocation, utilization, and release of space under agency control, and related reports to GSA. b. Correspondence with and reports to staff agencies relating to agency space holdings and requirements. (2) Copies in subordinate reporting units and related work papers.	1 year	Temporary	Superseded	Destroy when 1 year old.	GRS 11, item 2b2	April 2016	GRS 5.4 item 010	
1300-B	15	Safety Electronic copies created on electronic mail and word processing systems.		Temporary	Superseded	Delete when file copy is generated or when referencing or updating is completed.	DAA-GRS-2013-0001-0007		GRS 4.3 item 040	
1300-D	1	Quarters Management Files including expenditures, survey, collection and other statistical and narrative data.	2 years	Temporary	Superseded	Destroy when 2 years old.	GRS 15 Item 3	April 2016	GRS 5.4 item 010	
1300-D	2	Quarters - General Correspondence pertaining to management and maintenance of staff quarters.	2 years	Temporary	Superseded	Destroy when 2 years old.	GRS 15 Item 1	April 2016	GRS 5.4 item 010	
1300-D	3	Housing Leases, renewals, termination notices and related papers.	3 years	Temporary	Superseded	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	April 2016	GRS 5.4 item 080	
1300-D	4a	Housing Assignments and Vacancy Files. a. Individual tenant record.		Temporary	Superseded	Destroy when tenant vacates unit.	GRS 15 Item 5a	April 2016	GRS 5.4 item 080	
1300-D	4b	Housing Assignments and Vacancy Files. b. Housing unit record.	3 years	Temporary	Superseded	Destroy 3 years after end of fiscal year in which unit is closed.	GRS 15 Item 5b	April 2016	GRS 5.4 item 080	
1300-D	5	Furnishings inventories of staff quarters.	3 years	Temporary	Superseded	Destroy 3 years after end of fiscal year in which inventory is superseded.	GRS 15 Item 6	April 2016	GRS 5.4 item 010	
1300-D	6a	Housing Applications (Does not apply to copies filed with leases: see item 1300-D-3.) a. Rejected applications.	1 year	Temporary	Superseded	Destroy 1 year after rejection.	GRS 15 Item 7a	April 2016	GRS 5.4 item 080	
1300-D	6b	Housing Applications (Does not apply to copies filed with leases: see item 1300-D-3.) b. Others.	2 years	Temporary	Superseded	Destroy when 2 years old.	GRS 15 Item 7b	April 2016	GRS 5.4 item 080	
1500-A	1a	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. a. Located in OFM.	6 years	Temporary	Superseded	Destroy when 6 years old.	DAA-GRS-2013-0003-0001		GRS 1.1 item 010	

1500-A	1b	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. b. Obligation copy.		Temporary	Superseded	Destroy when funds are obligated.	DAA-GRS-2013-0003-0001		GRS 1.1 item 010
1500-A	1c	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. c. Unused ticket redemption forms.	3 years	Temporary	Superseded	Destroy 3 years after the year in which the transaction is completed	DAA-GRS-2013-0003-0001		GRS 1.1 item 010
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	Superseded	Destroy when funds are obligated.	DAA-GRS-2013-0003-0001		GRS 1.1 item 010
1500-A	3a	General Travel and Transportation Files. a. Accountability records.	1 year	Temporary	Superseded	Destroy 1 year after all entries are cleared	GRS 9 Item 4b	April 2016	GRS 5.5 item 020
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.	2 years	Temporary	Superseded	Destroy when 2 years old.	GRS 9 Item 4a	April 2016	GRS 1.1 item 001
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.	6 years	Temporary	Superseded	Destroy when 6 years old.	GRS 9 Item 2	April 2016	GRS 5.5 item 40
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.	4 years	Temporary	Superseded	Destroy when 4 years old.	GRS 25 Item 5a	September 2016	GRS 2.8 item 030
1500-A	6b	Non-Federally Funded Travel. b. Statements, forms, and other records used to compile Semiannual Expense Reports for Non-Federally Funded Travel.	1 year	Temporary	Superseded	Destroy 1 year after submission of report to the Office of Government Ethics.	GRS 25 Item 5b	September 2016	GRS 2.8 item 031
1500-A	8a	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. 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.		Temporary	Superseded	Destroy/delete within 180 days after the recordkeeping copy has been produced.			GRS 4.3 item 040
1500-A	8b	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. b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.		Temporary	Superseded	Destroy/delete when dissemination, revision, or updating is completed.			GRS 4.3 item 040
1700-A	1d	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 data. 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.		Temporary	Superseded	Delete when recordkeeping copy has been created.	N1-443-99-3		GRS 4.3 item 040
1700-A	3c	Research Integrity Files: 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, 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. 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. 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.		Temporary	Superseded	Delete when recordkeeping copy has been created.	N1-443-99-3		GRS 4.3 item 040
1700-A	4d	Investigative/Audit Case Files documenting surveys, reviews, and audits of specific problems or allegations of impropriety or malfeasance. 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.		Temporary	Superseded	Delete when recordkeeping copy has been created.	NC1-443-84-1		GRS 4.3 item 040
1700-B	1a	Records Disposition Files: Descriptive inventories, disposition authorizations, records schedules and reports. 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, SF 258, Request to Transfer, Approval, and Receipt of Records to National Archives of the United States; and related documentation.		Temporary	Superseded	Destroy when related records are destroyed or transferred to the National Archives, or when no longer needed for administrative or reference purposes.	GRS 2013-0002-0007		GRS 4.1 item 020
1700-B	1b	Records Disposition Files: Descriptive inventories, disposition authorizations, records schedules and reports. b. Extra copies and routine correspondence and memoranda.	When no longer needed	Temporary	Rescinded	Destroy when no longer needed for reference.			
1700-B	1c	Records Disposition Files: Descriptive inventories, disposition authorizations, records schedules and reports. c. Working papers and background material.	6 months	Temporary	Superseded	Destroy 6 months after final action on project, after completion of report, if no action is taken.	GRS 2013-0002-0007		GRS 4.1 item 020
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.	1 year	Temporary	Superseded	Destroy when 1 year old.	GRS 2013-0002-0007		GRS 4.1 item 020
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 records management not covered elsewhere in this schedule.	6 years	Temporary	Superseded	Destroy when 6 years old.	GRS 2013-0002-0007		GRS 4.1 item 020
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.	5 years	Temporary	Superseded	Destroy 5 years after related form is discontinued, superseded, or canceled.			GRS 4.1 item 040
1700-B	4b	Forms Management Files b. Working papers, background materials, requisitions, specifications, processing data, and control records.		Temporary	Superseded	Destroy when related form is discontinued, superseded, or canceled.			GRS 4.1 item 040
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 publications, photographs, and other information literature.	3 months	Temporary	Superseded	Destroy 3 months old.			GRS 4.2 item 010
1700-C	1b	Correspondence with the Public b. Acknowledgment Files. Acknowledgements and transmittals of inquiries and requests that have been referred elsewhere for reply.	3 months	Temporary	Superseded	Destroy 3 months after acknowledgement and referral.			GRS 4.2 item 010

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.	3 months	Temporary	Superseded	Destroy when 3 months old.	GRS 14 Item 5	April 2016	GRS 6.4 item 020
1700-D	1	Messenger Service Files: Daily logs, assignment records and instructions, dispatch records, delivery receipts, route schedules, and related records.	2 months	Temporary	Superseded	Destroy when 2 months old.	GRS 12 Item 1	April 2016	GRS 5.5 item 020
1700-D	2	Communications correspondence and related records pertaining to internal administration and operation of communications services.	2 years	Temporary	Superseded	Destroy when 2 years old.	GRS 12 Item 2a	April 2016	GRS 5.5 item 010
1700-D	3	Telecommunications general files including plans, reports and other records pertaining to equipment requests, telephone service and similar matters.	3 years	Temporary	Superseded	Destroy when 3 years old.	GRS 12 Item 2b	April 2016	GRS 5.5 item 010
1700-D	4	Telecommunications Statistical Reports including cost and volume.	1 year	Temporary	Superseded	Destroy when 1 year old.	GRS 12 Item 2c	April 2016	GRS 5.5 item 020
1700-D	5a	Telecommunications Reference Vouchers Files. a. Reference copies of vouchers, bills, invoices, etc.	1 year	Temporary	Superseded	Destroy when 1 fiscal year old.	GRS 12 Item 2d2		GRS 1.1 item 011
1700-D	5b	Telecommunications Reference Vouchers Files. b. Records relating to installation, change, removal and servicing of equipment.		Temporary	Superseded	Destroy when 1 fiscal year old.			GRS 5.5 item 010
1700-D	6	Copies of Agreements for telecommunication services with background data and other related records	2 years	Temporary	Superseded	Destroy 2 years after expiration or cancellation of agreement.	GRS 12 Item 3a	April 2016	GRS 5.5 item 010
1700-D	7a	Telecommunication Operation Files a. Message registers, logs, performance reports, daily load reports and related similar records.	6 months	Temporary	Superseded	Destroy when 6 months old.	GRS 12 Item 3b	April 2016	GRS 5.5 item 020
1700-D	7b	Telecommunication Operation Files 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.	2 years	Temporary	Rescinded	Disposition: Destroy when 2 years old. 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.			
1700-D	8	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.	3 years	Temporary	Superseded	Destroy when 3 years old. Initial reports may be destroyed earlier if the information needed to identify abuse has been captured in other records.	GRS 12 Item 4	April 2016	GRS 5.5 item 010
1700-D	9a	Postal Records: Post Office forms supporting papers, exclusive of records held by the United States Postal Service. a. Records related to incoming or outgoing registered mail pouches and registered, certified, insured and special delivery mail, including receipts.	1 year	Temporary	Superseded	Destroy when 1 year old.	GRS 12 Item 5a	April 2016	GRS 5.5 item 020
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.	1 year	Temporary	Superseded	Destroy when 1 year old.	GRS 12 Item 5b	April 2016	GRS 5.5 item 020
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.	1 year	Temporary	Superseded	Destroy when 1 year old.	GRS 12 Item 5c	April 2016	GRS 5.5 item 020
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.)	1 year	Temporary	Superseded	Destroy when 1 year old.	GRS 12 Item 6a	April 2016	GRS 5.5 item 020
1700-D	10b	Mail Delivery Control Files. b. Statistical reports of postage on outgoing mail and fees for private delivery.	6 months	Temporary	Superseded	Destroy when 6 months old.	GRS 12 Item 6b	April 2016	GRS 5.5 item 020
1700-D	10c	Mail Delivery Control Files. c. Requisitions for stamps (does not apply to copies used to support payment vouchers).	6 months	Temporary	Superseded	Destroy when 6 months old.	GRS 12 Item 6c	April 2016	GRS 5.5 item 020
1700-D	10d	Mail Delivery Control Files. d. Statistical reports and data on mail handling and volume of work performed.	1 year	Temporary	Superseded	Destroy when 1 year old.	GRS 12 Item 6d	April 2016	GRS 5.5 item 020
1700-D	10e	Mail Delivery Control Files. e. Records on checks, cash, stamps, money orders or other valuables remitted to NIH by mail.	1 year	Temporary	Superseded	Destroy when 1 year old.	GRS 12 Item 6e	April 2016	GRS 5.5 item 020
1700-D	10f	Mail Delivery Control Files. f. Records of and receipts for mail and packages received through the Official Mail and Messenger Service.	6 months	Temporary	Superseded	Destroy when 6 months old.	GRS 12 Item 6f	April 2016	GRS 5.5 item 020
1700-D	10g	Mail Delivery Control Files. g. General files including correspondence, memoranda, directives, and guides relating to the administration of mail room operations.	1 year	Temporary	Superseded	Destroy when 1 year old or when superseded or obsolete, whichever is applicable.	GRS 12 Item 6g	April 2016	GRS 5.5 item 020
1700-D	10h	Mail Delivery Control Files. h. Locator cards, directories, indexes, and other records relating to mail delivery to individuals.	5 months	Temporary	Superseded	Destroy 5 months after separation or transfer of individual or when obsolete, whichever is applicable.	GRS 12 Item 6h	April 2016	GRS 5.5 item 020
1700-D	11	Metered Mail Report Files: Official metered mail reports and all related papers.	6 years	Temporary	Superseded	Destroy when 6 years old.	GRS 12 Item 7	April 2016	GRS 5.5 item 030
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.	3 years	Temporary	Superseded	Destroy 3 years after completion of investigation.	GRS 12 Item 8	April 2016	GRS 5.5 item 020
1700-D	13	Telephone and Service Directory: Correspondence, forms and other records related to the compilation of the NIH Telephone and Service Directory.	2 months	Temporary	Superseded	Destroy 2 months after issuance of directory.	GRS 11 Item 3	April 2016	GRS 5.4 item 010
1700-E	1	Stocks of publications , except record copy retained in issuing office, maintained solely for distribution.	When superseded/obsolete	Temporary	Rescinded	Destroy when superseded, obsolete or no longer needed.			
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.	2 years	Temporary	Superseded	Destroy when 2 years old.	GRS 13 Item 1	April 2016	GRS 5.5 item 010
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.	1 year	Temporary	Superseded	Destroy 1 year after completion of job.	GRS 13 Item 2a	April 2016	GRS 5.5 item 020
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. b. Files pertaining to planning and other technical matters.	3 years	Temporary	Superseded	Destroy when 3 years old.	GRS 13 Item 2b	April 2016	GRS 5.5 item 010
1700-E	4	Control Files: Control registers pertaining to requisitions and work orders.	1 year	Temporary	Superseded	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	April 2016	GRS 5.5 item 020
1700-E	7	Internal Management Files: Records relating to internal management and operation of the Printing and Reproduction Branch.	2 years	Temporary	Superseded	Destroy when 2 years old.	GRS 13 Item 6	April 2016	GRS 5.5 item 010

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 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. 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. SF 215, Deposit Ticket SF 224, Statement of Transactions SF 1034, Public Voucher for Purchases and Services Other Than Personal SF 1036, Statement of Certificate and Award SF 1047, Public Voucher for Refunds SF 1069, Voucher for Allowance at Foreign Posts of Duty SF 1080, Voucher for Transfer Between Appropriations and/or Funds SF 1081, Voucher and Schedule of Withdrawals and Credits SF 1096, Schedule of Voucher Deductions SF 1097, Voucher and Schedule to Effect Correction of Errors SF 1098, Schedule of Canceled Checks SF 1113, Public Voucher for Transportation Charges OF 1114, Bill of Collection OF 1114A, Official Receipt OF 1114B, Collection Voucher SF 1129, Reimbursement Voucher SF 1143, Advertising Order SF 1145, Voucher for Payment Under Federal Tort Claims Act SF 1154, Public Voucher for Unpaid Compensation Due a Deceased Civilian Employee SF 1156, Public Voucher for Fees and Mileage SF 1166, Voucher and Schedule of Payments SF 1185, Schedule of Undeliverable Checks for Credit to Government Agencies SF 1218, Statement of Accountability (Foreign Service Account) SF 1219, Statement of Accountability		Permanent	Superseded	DISPOSAL NOT AUTHORIZED.			GRS 1.1 Item 010	
1900-A	1b	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 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. 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. b. All other records described under 1.a. above.	6 years and 3 months	Temporary	Superseded	Transfer to Federal Records Center one year after the period of the account. Destroy 6 years and 3 months after the period of the account.	GRS 6 Item 1		GRS 1.1 Item 010	
1900-A	2	Memorandum or extra copies of accountable officers' returns including statements of transactions 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.	1 year	Temporary	Rescinded	Destroy when 1 year old.				
1900-A	4	GAO Exceptions Files: General Accounting Office notices of exceptions, such as SF 1100, formal or informal, and related correspondence.	1 year	Temporary	Rescinded	Destroy 1 year after exception has been reported as cleared by GAO.				
1900-A	5a	Certification Settlement Files: Copies of certificates of settlement of accounts of accountable officers, statements of differences, and related records. a. Certificates covering closed account settlements, supplemental settlements, and final balance settlements.	2 years	Temporary	Superseded	Destroy 2 years after date of settlement.	GRS 6 item 3a		GRS 1.1 Item 010	
1900-A	5b	Certification Settlement Files: Copies of certificates of settlement of accounts of accountable officers, statements of differences, and related records. b. Certificates covering periodic settlements.		Temporary	Superseded	Destroy when subsequent certificate of settlement is received.	GRS 6 item 3b		GRS 1.1 Item 010	
1900-A	6	General Fund Files: Records relating to availability, collection, custody and deposit of funds including appropriation warrants and certificates of deposit, other than those records covered by Item 1900-A-1 of this schedule.	3 years	Temporary	Superseded	Destroy when 3 years old.	GRS 6 item 4		GRS 1.1 Item 010	
1900-A	7a	Accounting Administrative Files: Correspondence, reports and data relating to voucher preparation, administrative audit, and other accounting and disbursing operations. a. Files used for workload and personnel management purposes.	2 years	Temporary	Superseded	Destroy when 2 years old.	GRS 6 Item 5a	April 2016	GRS 1.1 Item 001	
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.	3 years	Temporary	Superseded	Destroy when 3 years old.	GRS 6 Item 5b	April 2016	GRS 1.1 Item 001	
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.	15 years	Temporary	Rescinded	Destroy 15 years after bond becomes inactive.				
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.	15 years	Temporary	Rescinded	Destroy 15 years after the end of the bond premium period.				
1900-A	8b	Federal Personnel Surety Bond Files. b. Other bond files, including other copies of bonds and related papers.		Temporary	Rescinded	Destroy when bond becomes inactive or after the end of the bond premium period.				
1900-A	9	Gasoline Sales Tickets: Hard copies of sales tickets filed in support of paid invoices for credit card purchases of gasoline.	3 years	Temporary	Superseded	Destroy after GAO audit or when 3 years old, whichever is sooner.	GRS 6 item 7		GRS 1.1 Item 010	
1900-A	10	Telephone Toll Tickets: Originals and copies of toll tickets filed in support of telephone toll call payments.	3 years	Temporary	Superseded	Destroy after GAO audit or when 3 years old, whichever is sooner.	GRS 6 item 8		GRS 1.1 Item 010	
1900-A	11	Telegrams: Originals and copies of telegrams filed in support of telegraph bills.	3 years	Temporary	Rescinded	Destroy after GAO audit or when 3 years old, whichever is sooner.				
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.	2 years	Temporary	Superseded	Destroy when 2 years old.	GRS 7 Item 1	April 2016	GRS 1.1 Item 001	
1900-B	2	General Accounting Ledgers: General accounts ledgers, showing debit and credit entries, and reflecting expenditures in summary.	6 years and 3 months	Temporary	Superseded	Destroy 6 years and 3 months after the close of the fiscal year involved.	GRS 7 item 2		GRS 1.1 Item 010	
1900-B	3	Appropriation Allotment Files: Allotment records showing status of obligations and allotments under each authorized appropriation.	6 years and 3 months	Temporary	Superseded	Destroy 6 years and 3 months after the close of the fiscal year involved.	GRS 7 item 3		GRS 1.1 Item 010	
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.	3 years	Temporary	Superseded	Destroy when 3 years old.	GRS 7 item 4a		GRS 1.1 Item 010	
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.	2 years	Temporary	Superseded	Destroy when 2 years old.	GRS 7 item 4b		GRS 1.1 Item 010	
1900-C	1	Cost and Stores General Correspondence Files: Correspondence files of units responsible for costs and stores accounting operations.	3 years	Temporary	Superseded	Destroy when 3 years old.	GRS 8 Item 1	April 2016	GRS 1.1 Item 001	
1900-C	2	Stores Invoice Files: Invoices or equivalent papers used for stores accounting purposes.	3 years	Temporary	Superseded	Destroy when 3 years old.	GRS 8 Item 2		GRS 1.1 Item 040	
1900-C	3	Stores Accounting Files: Stores accounting returns and reports.	3 years	Temporary	Superseded	Destroy when 3 years old.	GRS 8 Item 3		GRS 1.1 Item 040	
1900-C	4	Stores Accounting Work Papers: Work papers used in accumulating stores accounting data.	2 years	Temporary	Superseded	Destroy when 2 years old.	GRS 8 Item 4		GRS 1.1 Item 040	
1900-C	5a	Cost Accounting Reports. a. Copies in units receiving reports.	3 years	Temporary	Superseded	Destroy when 3 years old.	GRS 8 Item 6a		GRS 1.1 Item 040	

1900-C	5b	Cost Accounting Reports. b. Copies in reporting units, and related work papers.	3 years	Temporary	Superseded	Destroy when 3 years old.	GRS 8 item6b		GRS 1.1 item 040
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.	3 years	Temporary	Superseded	Destroy when 3 years old.	GRS 8 item7a		GRS 1.1 item 040
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:	6 months	Temporary	Rescinded	Destroy when 6 months old.			
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:	6 months	Temporary	Rescinded	Destroy when 6 months old.			
1900-C	6b-3	Cost Report Data files: Ledgers, forms, and machine-records used to accumulate data for use in cost reports. b. Automated records. 3. Tabulations:	1 year	Temporary	Rescinded	Destroy when 1 year old.			
1900-C	7	Equipment Accounting Files: Account cards and ledgers pertaining to physical plant exclusive of structures. (For buildings see section 2600-B).	3 years	Temporary	Superseded	Destroy 3 years after item is withdrawn from plant account.	GRS 8 item 5		GRS 1.1 item 040
1900-D	9a	Leave Record. a. Record of employee leave, such as SF 1150, prepared upon transfer or separation.		Temporary	Rescinded	File on right side of the Official Personnel Folder (OPF). See GRS 1, item 1.			
1900-D	9b	Leave Record. b. Creating agency copy, when maintained.	3 years	Temporary	Superseded	Destroy when 3 years old.	GRS 2 item 9		GRS 2.5 item 020
1900-D	28	Retirement Files. Reports, registers, or other control documents, and other records relating to retirement, such as SF 2807 or equivalent.		Temporary	Superseded	For CSRS/FERS related records, destroy upon receipt of official OPM acceptance of annual summary.	GRS 2 item 28		GRS 2.5 item 010
1900-E	6	Non-Employee Compensation Electronic copies created on electronic mail and word processing systems.		Temporary	Rescinded	Delete when file copy is generated or when referencing or updating is completed.			
1900-F	7	Gift Administration Electronic copies created on electronic mail and word processing systems.		Temporary	Rescinded	Delete when file copy is generated or when referencing or updating is completed.			
2300-293	4a	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.) 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 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.		Temporary	Superseded	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.	N1-443-93-1		I-0011 Medical Staff Credentialing Records
2300-294	4b	Data Files - Medical Staffs' credential files, documenting approval by Clinical Center Administration of physicians, dentists, and other health professionals involved in patient		Temporary	Superseded	Delete inactive information in the	N1-443-93-1		I-0011 Medical Staff E-0002: Official case files of funded grants, unfunded grants, and award applications, appeals and litigation records
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	Superseded	Destroy 5 years after rejection.	NC1-90-77-2 Item 59	January 2015	
2300-320	14	Staff Fellowship Programs Electronic copies created on electronic mail and word processing systems.		Temporary	Superseded	Delete when file copy is generated or when referencing or updating is completed.			GRS 4.3 item 040
2300-330	4a	Retention Registers a. Registers and related records used to effect reduction-in-force actions have been taken.	2 years	Temporary	Superseded	Destroy when 2 years old.	GRS 1 item 17b		GRS 2.5 item 011
2300-330	4b	Retention Registers b. Registers from which no reduction-in-force actions have been taken and related records.	When superseded/obsolete	Temporary	Superseded	Destroy when superseded or obsolete.	GRS 1 item 17b2		GRS 2.5 item 011
2300-410	2a-1	Training Records Excluding records of formally established schools which train agency employees in specialized program areas, such as law enforcement and national defense. a. General file of NIH-sponsored training, Excluding record copy of manuals, syllabuses, textbooks, and other training aids developed by NIH. 1. Correspondence, memoranda, agreements, authorizations, reports, requirements reviews, plans, and objectives relating to the establishment and operation of training courses and conferences.	5 years	Temporary	Superseded	Destroy when 5 years old or 5 years after completion of a specific training program.	GRS 1 Item 29a1	April 2016	GRS 2.6 item 010
2300-410	2a-2	Training Records Excluding records of formally established schools which train agency employees in specialized program areas, such as law enforcement and national defense. a. General file of NIH-sponsored training, Excluding record copy of manuals, syllabuses, textbooks, and other training aids developed by NIH. 2. Background and working files.	3 years	Temporary	Superseded	Destroy when 3 years old	GRS 1 Item 29a2	April 2016	GRS 2.6 item 010
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.	5 years	Temporary	Superseded	Destroy when 5 years old or when superseded or obsolete whichever is sooner.	GRS 1 Item 29b	April 2016	GRS 2.6 item 010
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 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). a. If maintained separately from the individual's official personnel folder.	70 years	Temporary	Superseded	Destroy when 70 years old.			GRS 4.2 item 121

2300-730	6b	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 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.		Temporary	Rescinded	Apply the disposition for the 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.	1 year	Temporary	Superseded	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		GRS 2.8 item 070
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).	6 years	Temporary	Superseded	Destroy when 6 years old; EXCEPT that documents needed in an on-	GRS 25 Item 2b1		GRS 2.8 item 061
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.	6 years	Temporary	Superseded	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		GRS 2.8 item 070
2600-A	1	General Correspondence Files of operating procurement units concerning internal operations and administration matters not covered elsewhere in this section.	2 years	Temporary	Superseded	Destroy when 2 years old.	GRS 3 Item 2	April 2016	GRS 1.1 item 001
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	Superseded	Transfer to purchaser after unconditional sale or release by the Government of conditions,	GRS 3 Item 1b	April 2016	GRS 5.4 item 020
2600-A	4a-1	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). 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.	6 years	Temporary	Superseded	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		GRS 1.1 item 010
2600-A	4a-2	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). a. Audit record maintained by procurement or purchase organization, or by ordering office in the case of delegated procurements, and related papers. 2. Transactions of \$25,000 or less and construction contracts under \$2,000.	3 years	Temporary	Superseded	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		GRS 1.1 item 010
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	Superseded	Destroy when funds are obligated.	GRS 3 Item 3a2b		GRS 1.1 item 010
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 of a procurement office for administrative purposes.		Temporary	Superseded	Destroy upon termination or completion.			GRS 1.1 item 010
2600-A	6	Tax Exemption Files: Tax exemption certificates and related papers.	3 years	Temporary	Superseded	Destroy 3 years after period covered by related account.	GRS 3 Item 12		GRS 1.1 item 010
2600-A	7a	Solicited and Unsolicited Bids and Proposals Files. a. Successful bids and proposals.	With related documents	Temporary	Superseded	Destroy when related contract file (2600-A-4) is destroyed.		October 2016	GRS 1.1 item 010 OR GRS 1.1 item 012
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.	1 year	Temporary	Superseded	Destroy one year after date of award or final payment, whichever is later.		October 2016	GRS 1.1 item 010 OR GRS 1.1 item 012
2600-A	7b-2	Solicited and Unsolicited Bids and Proposals Files. b. Solicited and unsolicited unsuccessful bids and proposals. 2. Relating to transactions above the small purchase limitations in 48 CFR, Part 13, when filed separately from the contract file.	With related documents	Temporary	Superseded	Destroy with related contract case files (2600-A-4).		October 2016	GRS 1.1 item 010 OR GRS 1.1 item 012
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.	With related documents	Temporary	Superseded	Destroy with related contract case files (2600-A-4).		October 2016	GRS 1.1 item 010 OR GRS 1.1 item 012
2600-A	7d	Solicited and Unsolicited Bids and Proposals Files. d. Lists or cards of acceptable bidders.	When superseded/obsolete	Temporary	Superseded	Destroy when superseded or obsolete.	GRS 3 Item 5d	October 2016	GRS 1.1 item 070 OR GRS 1.1 item 071
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.	5 years	Temporary	Superseded	Destroy 5 years after date of cancellation.	GRS 3 Item 5c1		GRS 1.1 item 010
2600-A	7c-2	Solicited and Unsolicited Bids and Proposals Files. c. Canceled Solicitations Files. 2. Unopened Bids.		Temporary	Superseded	Return to bidder.	GRS 3 Item 5c2		GRS 1.1 item 010
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.	3 years	Temporary	Superseded	Destroy 3 years after completion or cancellation of requisition.	GRS 13 Item 2a		GRS 5.5 item 020
2600-A	8b	Public Printer Files: Records relating to requisitions on the Printer, and all supporting papers. b. Accounting copy of requisition.	3 years	Temporary	Rescinded	Destroy 3 years after period covered by related account.			
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).	1 year	Temporary	Superseded	Destroy when 1 year old.	GRS 13 Item 1		GRS 5.5 item 010
2600-A	10a	Inventory Requisition File: Requisitions for supplies and equipment for current inventory. a. Stockroom copy.	2 years	Temporary	Superseded	Destroy 2 years after completion or cancellation of requisition.	GRS 3 Item 8a	April 2016	GRS 5.4 item 010
2600-A	10b	Inventory Requisition File: Requisitions for supplies and equipment for current inventory. b. All other copies.	6 months	Temporary	Superseded	Destroy when 6 months old.	GRS 3 Item 8b	April 2016	GRS 5.4 item 010
2600-A	11	Telephone statements and toll slips	3 years	Temporary	Superseded	Destroy 3 years after period covered by related account.	GRS 12 Item 4		GRS 5.5 item 010
2600-A	12	Contract Appeals Case Files. Contract appeals case files consisting of notices of appeal and 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.	10 years	Temporary	Superseded	Destroy 10 years after final action or decision.		October 2016	GRS 1.1 item 060
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.	When superseded/obsolete	Temporary	Rescinded	Destroy when superseded, obsolete, or no longer needed, whichever is sooner.	GRS 3 Item 16		
2600-C	1a	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). a. Copies received from other units for internal purposes or for transmission to staff agencies.	2 years	Temporary	Superseded	Destroy when 2 years old.	GRS 3 Item 4a	April 2016	GRS 5.4 item 010
2600-C	1b	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). b. Copies in other reporting units, and related work papers.	1 year	Temporary	Superseded	Destroy when 1 year old.	GRS 3 Item 4b	April 2016	GRS 5.4 item 010
2600-C	2a	Inventory Files. a. Inventory lists.	2 years	Temporary	Superseded	Destroy 2 years from date of list.	GRS 3 Item 9a	April 2016	GRS 5.4 item 010

2600-C	2b	Inventory Files. b. Inventory cards.	2 years	Temporary	Superseded	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	April 2016	GRS 5.4 item 010
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.	2 years	Temporary	Superseded	Destroy 2 years after date of survey action or date of posting medium.	GRS 3 Item 9c	April 2016	GRS 5.4 item 010
2600-C	19	Computer printouts of physicians' dietary orders, posted to patients' cards Description not required.		Temporary	Superseded	Destroy when 1 month old.	NC1-90-78-9 Item 79	April 2014	I-0006 Clinical Care Services Records
2600-C	20	Inpatient cards, showing dietary requirements of each inpatient. Description not required.		Temporary	Superseded	Destroy 5 years after patient is discharged	NC1-90-78-9 Item 80	April 2014	I-0006 Clinical Care Services Records
2600-C	21	Outpatient cards, showing dietary requirements of each outpatient. Description not required.		Temporary	Superseded	Destroy when 5 years old.	NC1-90-78-9 Item 81	April 2014	I-0006 Clinical Care Services Records
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	Superseded	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	April 2014	I-0009 Blood Product Manufacture, Storage and Distribution Records
2600-C	30b	Blood Storage Records Showing temperatures maintained in preserving blood in the department. Electronic version (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	Superseded	Delete after recordkeeping copy has been produced or when referencing or updating is completed.	N1-443-00-3	April 2014	I-0009 Blood Product Manufacture, Storage and Distribution Records
2600-C	31	Records of blood sent to operating room Showing patients' name, blood types, and other related data.		Temporary	Superseded	Destroy when 5 years old.	NC1-90-78-9 Item 16	April 2014	I-0006 Clinical Care Services Records
2600-C	32	Logs of donor appointments Description not required.		Temporary	Superseded	Destroy when 1 year old.	NC1-90-78-9 Item 17	April 2014	I-0006 Clinical Care Services Records
2600-C	41	Doctors' Orders Files Prescriptions. Located in CC, Pharmacy Department.		Temporary	Superseded	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	April 2014	I-0006 Clinical Care Services Records
2600-C	42	Microfilm and microfiche copies of doctors' orders Description not required.		Temporary	Superseded	Destroy when 15 years old.	NC1-443-98-1	April 2014	I-0006 Clinical Care Services Records
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	Superseded	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	April 2014	I-0006 Clinical Care Services Records
2600-C	44a	Pharmacy Parenteral Records As ordered by doctors. Located in CC, Pharmacy Department. Intravenous.		Temporary	Superseded	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	April 2014	I-0006 Clinical Care Services Records
2600-C	44b	Pharmacy Parenteral Records As ordered by doctors. Located in CC, Pharmacy Department. Blood.		Temporary	Superseded	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	April 2014	I-0009 Blood Product Manufacture, Storage and Distribution Records
2600-C	44c	Pharmacy Parenteral Records As ordered by doctors. Located in CC, Pharmacy Department. Investigational.		Temporary	Superseded	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	April 2014	I-0006 Clinical Care Services Records
2600-C	45c	Nursing Unit Requisitions for Pharmaceutical Items Located in CC, Pharmacy Department.		Temporary	Superseded	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	April 2014	I-0006 Clinical Care Services Records
2600-C	46	Certificates of disposition for narcotics and hypnotics Documenting movement of those drugs and their receipt by nursing units.		Temporary	Superseded	Destroy when 3 years old.	NC1-443-98-1	April 2014	I-0006 Clinical Care Services Records
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.	2 years	Temporary	Superseded	Destroy when 2 years old.	GRS 10 Item 1	April 2016	GRS 5.4 item 010
2600-D	2a	Motor Vehicle Operating and Maintenance Files a. Operating records including those relating to gas and oil consumption, dispatching and scheduling.	3 months	Temporary	Superseded	Destroy when 3 months old.	GRS 10 Item 2a	April 2016	GRS 5.4 item 090
2600-D	2b	Motor Vehicle Operating and Maintenance Files b. Maintenance records, including those relating to service and repair.	1 year	Temporary	Superseded	Destroy when 1 year old.	GRS 10 Item 2b	April 2016	GRS 5.4 item 090
2600-D	3	Motor Vehicle Cost Files: Motor Vehicle ledger and work sheets providing cost and expense data.	3 years	Temporary	Superseded	Destroy 3 years after discontinuance of ledger or date of work sheet.	GRS 10 Item 3	April 2016	GRS 5.4 item 090
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.	3 years	Temporary	Superseded	Destroy 3 years after date of report.	GRS 10 Item 4	April 2016	GRS 5.4 item 010
2600-D	5	Motor Vehicle Accident Files: Records relating to motor vehicle accidents, maintained by transportation offices.	6 years	Temporary	Superseded	Destroy 6 years after case is closed.	GRS 10 Item 5	April 2016	GRS 5.4 item 140
2600-D	6	Motor Vehicle Release Files: Records relating to transfer, sale, donation or exchange of vehicles.	4 years	Temporary	Superseded	Destroy 4 years after vehicle leaves agency custody.	GRS 10 Item 6	April 2016	GRS 5.4 item 040
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.	3 years	Temporary	Superseded	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	April 2016	GRS 5.4 item 110
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.	2 years	Temporary	Superseded	Destroy when 2 years old.	GRS 4 Item 1	April 2016	GRS 5.4 item 040
2600-F	5	Excess Personal Property Reports	3 years	Temporary	Superseded	Destroy when 3 years old.	GRS 4 Item 2	April 2016	GRS 5.4 item 040
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.	6 years	Temporary	Superseded	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		GRS 1.1 item 010

2600-F	6b	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). b. Transactions of \$25,000 or less.	3 years	Temporary	Superseded	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		GRS 1.1 Item 010
2600-F	7	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 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.		Temporary	Superseded	Transfer to new custodian upon completion of sale, trade, or donation proceedings, or acceptance of purchase money mortgage.	GRS 4 Item 4	April 2016	GRS 5.4 item 020
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).	When no longer needed	Temporary	Rescinded	Destroy when no longer needed.			
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	Superseded	Destroy after third update cycle.			GRS 4.3 Item 020
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.	When no longer needed	Temporary	Superseded	Destroy when no longer needed.			GRS 4.3 Item 020
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	Superseded	Dispose of as reference material.			GRS 4.3 Item 020
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	Superseded	DISPOSAL NOT AUTHORIZED.			GRS 4.3 Item 020
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.	When superseded/obsolete	Temporary	Rescinded	Destroy when superseded or obsolete.			
2800-D	9	Security Back-up File identical in format to a master file and retained in case master file is inappropriately damaged, destroyed or lost.		Temporary	Superseded	Retain or destroy as provided for related master file.	GRS 24 Item 4a1		GRS 3.2 Item 040
2800-D	10	Reformatted File created for information exchange containing data duplicated in a master file, but written with different technical specifications.		Temporary	Rescinded	Retain or destroy as provided for related master file.			
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	Rescinded	Dispose of in accordance with instructions for each appropriate cycle of the master file.			
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	Superseded	Retain or destroy as required for equivalent hard copy		January 2017	GRS 1.1 Item 001
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.	When no longer needed	Temporary	Superseded	Destroy when no longer needed for reference.		January 2017	GRS 1.1 Item 001
2800-E	2	Indexes or tacking systems used for management, control or access to record materials.		Temporary	Superseded	Retain or destroy according to instructions for related records.			GRS 4.1 item010
2800-E	3	Reference indexes used to facilitate access to non-record materials such as library collections.	When superseded/obsolete	Temporary	Superseded	Destroy when superseded or obsolete.			GRS 4.1 item010
2800-E	4a	Summary, Sample or Sub-sample Files aggregated or selected from a larger file. a. Created from files authorized for disposal.		Temporary	Rescinded	Destroy as provided for source file			
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	Rescinded	DISPOSAL NOT AUTHORIZED.	N/A		
3000-A	1	Slides and other visual materials Used in exhibits, publications, and other media. Located in ORS, Medical Arts and Photography Branch.		Temporary	Superseded	Destroy when superseded or when no longer needed for branch purposes.	NC1-90-78-12 Item 41	April 2014	I-0003 Records of All Other Intramural Research Projects
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 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.		Permanent	Superseded	DISPOSAL NOT AUTHORIZED.	NC1-90-78-12 Item 41	April 2014	I-0001 Records of Intramural Research Projects of Historical Significance
3000-A	3	Videotapes of medical research procedures In the Clinical Center.		Temporary	Superseded	Erase tapes for reuse when 3 years old.	NC1-90-78-9 Item 96	April 2014	I-0003 Records of All Other Intramural Research Projects
3000-A	4	Medical taping record sheets Listing patient videotape made, dates made, and related data.		Temporary	Superseded	Destroy when 5 years old.	NC1-90-78-9 Item 98	April 2014	I-0003 Records of All Other Intramural Research Projects
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	Superseded	Destroy when data are obsolete or when no longer needed in research.	NC1-90-78-12 Item 48	April 2014	I-0003 Records of All Other Intramural Research Projects
3000-C	8	Hospital surgery, treatment, and autopsy records Description not required.		Temporary	Superseded	Destroy when investigator involved leaves NIH, or when 5 years old, whichever is later.	NC1-90-78-12 Item 55	April 2014	I-0003 Records of All Other Intramural Research Projects
3000-C	10	Experiment Protocol Files Agreements by investigators and experimenters that certain standards and procedures will be observed.		Temporary	Superseded	Destroy when protocol is no longer in force.	NC1-90-78-12 Item 57	April 2014	I-0003 Records of All Other Intramural Research Projects
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	Superseded	DISPOSAL NOT AUTHORIZED. Review closed files every 5 years for possible destruction.	NC1-90-78-12 Item 32a1	April 2014	I-0002 Research records that Support Intellectual Property Rights
3000-D	3b	Project Folders All other project files.		Temporary	Superseded	Destroy 2 years after close of project.	NC1-90-78-12 Item 32a2	April 2014	I-0002 Research records that Support Intellectual Property Rights
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	Superseded	DISPOSAL NOT AUTHORIZED. Review closed files every 5 years for possible destruction.	NC1-90-78-12 Item 32b1	April 2014	I-0002 Research records that Support Intellectual Property Rights
3000-D	4b	Engineering Drawings Developed in Connection with Projects All other drawings.		Temporary	Superseded	Destroy 5 years after completion of project.	NC1-90-78-12 Item 532b2	April 2014	I-0002 Research records that Support Intellectual Property Rights
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	Superseded	Destroy when 5 years old.	NC1-90-78-9	April 2014	I-0006 Clinical Care Services Records
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	Superseded	Destroy when 5 years old.	NC1-90-78-9	April 2014	I-0006 Clinical Care Services Records

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	Superseded	Transfer to the Federal Records Center when 10 years old. Destroy when 20 years old.	N1-443-96-1	April 2014	I-0006 Clinical Care Services Records
3000-E	22a	Medical Records Case Files of Patients of the NIH Clinical Center Recordkeeping Paper File.		Temporary	Superseded	Destroy when microfilm has been accepted.	NC1-90-78-4 Item 1a	April 2014	I-0010 Patient Medical Records
3000-E	22b	Medical Records Case Files of Patients of the NIH Clinical Center Microfilm File.		Temporary	Superseded	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	April 2014	I-0010 Patient Medical Records
3000-E	23	Requests for Medical Records Description not required.		Temporary	Superseded	Destroy when 1 month old.	NC1-90-78-9 Item 38	April 2014	I-0006 Clinical Care Services Records
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	Superseded	Destroy the recordkeeping copy 6 months after report is microfiched.	NC1-90-78-9 Item 23	April 2014	I-0006 Clinical Care Services Records
3000-E	25	Microfiche copies of patient reports Located in Clinical Pathology Department.		Temporary	Superseded	Destroy when 7 years old.	NC1-90-78-9 Item 24	April 2014	I-0006 Clinical Care Services Records
3000-E	26a	Diagnostic radiological records Patients' radiological records.		Temporary	Superseded	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	April 2014	I-0007 Radiology and Imaging Records
3000-E	26b	Diagnostic radiological records Extra copies of radiological interpretations.		Temporary	Rescinded	Destroy when 1 year old.	Non-record	April 2014	
3000-E	27	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. Located in Diagnostic Radiology Department.		Temporary	Superseded	Destroy in 1981.	NC1-90-78-9 Item 34	April 2014	I-0006 Clinical Care Services Records
3000-E	28	Positron Emission Tomography (PET) Files Consisting of various electronic images of body and organ PET scans on patients. Files include interpretations. Located in CC, Positron Emission Tomography Department.		Temporary	Superseded	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	April 2014	I-0007 Radiology and Imaging Records
3000-E	29	Nuclear Medicine Patient card files Summarizing essential data on each patient tested in the department. Used for quick reference. Located in Nuclear Medicine Department.		Temporary	Superseded	Destroy 4 years after patient is deceased, or after last scanning, whichever is applicable.	NC1-90-78-9 Item 43	April 2014	I-0010 Patient Medical Records
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	Superseded	Destroy when 1 year old.	NC1-90-78-9 Item 42	April 2014	I-0006 Clinical Care Services Records
3000-E	32	Patient temperature, pulse, and respiration (TPR) sheets Posted to patients' folders. Located in Nursing Services.		Temporary	Superseded	Destroy when posted.	NC1-90-78-9 Item 53	April 2014	I-0006 Clinical Care Services Records
3000-E	33	Intake Output records Showing amounts ingested and excreted by patients. Posted to patients' folders. Located in Nursing Services.		Temporary	Superseded	Destroy when posted.	NC1-90-78-9 Item 54	April 2014	I-0006 Clinical Care Services Records
3000-E	34	Plan of care for each patient in surgery Located in Surgical Services Department.		Temporary	Superseded	Destroy when 1 month old	NC1-90-78-9 Item 57	April 2014	I-0006 Clinical Care Services Records
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	Superseded	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	April 2014	I-0008 Blood Donor and Receiving Records
3000-E	36a	Serological Test Records for Clinical Center patients Recordkeeping copy.		Temporary	Superseded	Destroy the recordkeeping copy 5 years after patient is discharged.	N1-443-00-3	April 2014	I-0006 Clinical Care Services Records
3000-E	36b	Serological Test Records for Clinical Center patients Electronic copies created on electronic mail and word processing systems.		Temporary	Superseded	Delete after recordkeeping copy has been produced or when referencing or updating is completed.	N1-443-00-3	April 2014	I-0006 Clinical Care Services Records
3000-E	37a	Transfusion Service Records Recordkeeping copy.		Temporary	Superseded	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	April 2014	I-0008 Blood Donor and Receiving Records
3000-E	37b	Transfusion Service Records Electronic copies created on electronic mail and word processing systems.		Temporary	Superseded	Delete after recordkeeping copy has been produced or when referencing or updating is completed.	N1-443-00-3	April 2014	I-0008 Blood Donor and Receiving Records
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 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.		Temporary	Superseded	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	April 2014	I-0010 Patient Medical Records
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	Superseded	Destroy 5 years after patient is discharged.	NC1-90-78-9 Item 121	April 2014	I-0006 Clinical Care Services Records
3000-E	40	Spiritual Ministry Patient Name Files Identifying Clinical Center patients.		Temporary	Superseded	Destroy 6 months after patient is discharged or deceased.	NC1-90-78-9 Item 124	April 2014	I-0006 Clinical Care Services Records
3000-E	50a	Blood Donors: Donor History and Consent Records History and physical data, and donor's consent portions.		Temporary	Superseded	Destroy after microfilming and verification of film.	NC1-90-78-9 Item 10a	April 2014	I-0008 Blood Donor and Receiving Records

3000-E	50b	Blood Donors: Donor History and Consent Records Microfilm copies.		Permanent	Superseded	DISPOSAL NOT AUTHORIZED. Review with NIH Records Management Officer for disposition when 15 years old.	NC1-90-78-9 Item 10b	April 2014	I-0008 Blood Donor and Receiving Records
3000-E	50c	Blood Donors: Donor History and Consent Records Receipt portions.		Temporary	Superseded	Transfer to the Federal Records Center annually; destroy when 5 years old.	NC1-90-78-9 Item 10c	April 2014	I-0008 Blood Donor and Receiving Records
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	Superseded	DISPOSAL NOT AUTHORIZED at this time. Review in 5 years for possible retention period.	NC1-90-78-9 Item 12	April 2014	I-0008 Blood Donor and Receiving Records
3000-E	61	Normal Volunteers: Inpatient normal volunteer files Containing medical histories, appointment papers, admission sheets, and related correspondence and data.		Temporary	Superseded	Destroy 3 years after volunteer period ends.	NC1-90-78-9 Item 92	April 2014	I-0003 Records of All Other Intramural Research Projects
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	Superseded	Destroy when 3 months old.	NC1-90-78-9 Item 46	April 2014	I-0006 Clinical Care Services Records
3000-E	73	Patient Care Audit records Relating to audits of the quality of patient care in the Nursing Department.		Temporary	Superseded	Destroy when 5 years old.	NC1-90-78-9 Item 49	April 2014	I-0006 Clinical Care Services Records
3000-E	76	Operating room log Ledger records of operations performed, showing surgeon, assistants, and other vital data on each operation.		Temporary	Superseded	Destroy when 8 years old.	NC1-90-78-9 Item 58	April 2014	I-0006 Clinical Care Services Records
3000-E	77	Surgical scheduling requests Description not required.		Temporary	Superseded	Destroy when 3 months old.	NC1-90-78-9 Item 59	April 2014	I-0006 Clinical Care Services Records
3000-E	78	Operating room memoranda Originals are maintained in the department. Copies are forwarded to the Medical Record and Information Systems Departments. Located in CC, Surgical Services Department		Temporary	Superseded	Destroy when 2 years old.	N1-443-00-3	April 2014	I-0006 Clinical Care Services Records
3000-E	79	Daily operations listing Description not required		Temporary	Superseded	Destroy when 3 years old.	NC1-90-78-9 Item 61	April 2014	I-0006 Clinical Care Services Records
3000-E	80	Daily schedules of outpatients Located in Outpatient Department.		Temporary	Superseded	Destroy when 2 months old.	NC1-90-78-9 Item 85	April 2014	I-0006 Clinical Care Services Records
3000-E	81	General patient activities files Containing correspondence, memoranda, reports, purchase orders, and related papers pertaining to activities developed for patients.		Temporary	Superseded	Destroy when 2 years old.	NC1-90-78-9 Item 89	April 2014	I-0006 Clinical Care Services Records
3000-E	82	Patients' library card files Showing patients who may charge library materials.		Temporary	Superseded	Destroy when patient is discharged.	NC1-90-78-9 Item 90	April 2014	I-0006 Clinical Care Services Records
3000-E	90	Volunteer services case files Containing applications, discharges, agreements, and related correspondence regarding persons donating their services to the Clinical Center.		Temporary	Superseded	Destroy 18 months after end of volunteer's service.	NC1-90-78-9 Item 8	April 2014	I-0006 Clinical Care Services Records
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	Superseded	Destroy when 2 years old.	NC1-90-78-9 Item 25	April 2014	I-0006 Clinical Care Services Records
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	Superseded	Destroy when instrument is no longer used.	NC1-90-78-9 Item 26	April 2014	I-0006 Clinical Care Services Records
3000-F	3	Log Books, Recorder Charts, and Other Working Papers Used to prepare reports or analyses. Located in CC, Clinical Pathology Department.		Temporary	Superseded	Destroy when 30 days old.	NC1-90-78-9 Item 27	April 2014	I-0012 Pathology Test Records
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. Located in CC, Transfusion Medicine Department.		Temporary	Superseded	Destroy when 2 years old, or when no longer useful for research. (42 CFR 493)	N1-443-99-4	April 2014	I-0006 Clinical Care Services Records
3000-F	5	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. Located in CC, Transfusion Medicine Department.		Temporary	Superseded	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	April 2014	I-0009 Blood Product Manufacture, Storage and Distribution Records
3000-F	10	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. Located in CC, Clinical Pathology Department.		Temporary	Superseded	Destroy after 10 years.	HEW-80370(4g)	April 2014	I-0012 Pathology Test Records
3000-F	11	Media Formulas Located in CC, Clinical Pathology Department.		Temporary	Superseded	Destroy after 10 years.	UNAUTHORIZED	April 2014	I-0012 Pathology Test Records
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	Superseded	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	April 2014	I-0002 Research records that Support Intellectual Property Rights
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	Superseded	Destroy when protocol is no longer in force.	UNAUTHORIZED	April 2014	I-0003 Records of All Other Intramural Research Projects
3000-G	2b	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). Located in CC Medical Record Department.		Permanent	Superseded	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	April 2014	I-0001 Records of Intramural Research Projects of Historical Significance
3000-G	2c	Research Protocols Copies of research protocols, showing the research purposes for which normal volunteers are to be used. Located in CC, Office of Normal Volunteers.		Temporary	Superseded	Destroy 1 year after end of research project.	NC1-90-78-9 Item 95	April 2014	I-0003 Records of All Other Intramural Research Projects
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	Superseded	Destroy originals when microfilm copies have been examined and shown to be acceptable.	NC1-443-84-2	April 2014	I-0003 Records of All Other Intramural Research Projects

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	Superseded	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. NOTE: When sending this record series to the Federal Records Center for long-term storage, the researcher/PI must indicate the disposal date on the SF-135, "Records Transmittal and Receipt," under item 6i, Disposal Date. Also, the following statement must be added to the bottom of item 6f, Series Description, i.e.: <u>These records are eligible for</u> Transfer one complete set to the Federal Records Center. Offer to National Archives when 20 years old.	NC1-443-84-2	April 2014	I-0003 Records of All Other Intramural Research Projects
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	Superseded	Transfer one complete set to the Federal Records Center. Offer to National Archives when 20 years old.	NC1-90-77-2 Item 30c	April 2014	I-0001 Records of Intramural Research Projects of Historical Significance
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	Superseded	Destroy when 5 years old.	NC1-90-78-9 Item 111	April 2014	I-0006 Clinical Care Services Records
3000-H	2	Pyrogen Test Records Showing the results of testing drugs for certain harmful characteristics. Located in CC, Pharmacy Department.		Temporary	Superseded	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	April 2014	I-0004 FDA Regulated Research Records
3000-H	3	Requests for Testing of Developmental Drugs Located in CC, Pharmacy Department.		Temporary	Superseded	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	April 2014	I-0004 FDA Regulated Research Records
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	Superseded	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	April 2014	I-0004 FDA Regulated Research Records
3000-H	5	Tally records of technical work done Used to prepare workload reports.		Temporary	Superseded	Destroy when 1 month old.	NC1-90-78-9 Item 115	April 2014	I-0006 Clinical Care Services Records
3000-H	10a	Registries A central system used to collect and maintain the information for the purpose of which the registry was developed.		Temporary	Superseded	Destroy when no longer needed for administrative use and/or scientific research.	N1-443-92-3	April 2014	I-0003 Records of All Other Intramural Research Projects
3000-H	10b	Registries. b. Input/Source Files used for updating the registry. These records may be in electronic or hardcopy form.		Temporary	Superseded	Destroy when information has been converted into the registry and verified. (GRS 20, items a. or b.)	GRS 20 Item a/b		I-0003 Records of All Other Intramural Research Projects
3000-H	10c	Registries Other Components Records: Records maintained by other components that augment the registry records.		Temporary	Superseded	Destroy when no longer needed for administrative use and/or scientific research.	N1-443-92-3	April 2014	I-0003 Records of All Other Intramural Research Projects
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	Superseded	Transfer record copy of reports to the Federal Records Center in 5 year blocks. Destroy when 20 years old.	N1-443-92-3	April 2014	I-0003 Records of All Other Intramural Research Projects
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 and name change agreements (Manual Chapter 55205).		Temporary	Superseded	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	January 2015	E-0002: Official case files of funded grants, unfunded grants, and award applications, appeals and litigation records
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	Superseded	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	January 2015	E-0002: Official case files of funded grants, unfunded grants, and award applications, appeals and litigation records
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 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).		Temporary	Superseded	Destroy when no longer needed for administrative purposes.	NC1-90-77-2 Item 76	January 2015	E-0004: Extramural program and grants management oversight records
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 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.		Temporary	Superseded	Destroy all files when no longer needed for administrative purposes.	NC1-90-77-2 Item 77	January 2015	E-0004: Extramural program and grants management oversight records
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	Superseded	Destroy magnetic tapes when superseded or no longer needed for reference.	NC1-90-77-2 Item 78	January 2015	E-0004: Extramural program and grants management oversight records
4000-A	5	Correspondence and/or subject files Relating to routine operations and daily activities in administration of the grant program.		Temporary	Superseded	Destroy when 2 years old	GRS 3 Item 14	January 2015	E-0003: Animal welfare assurance files

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	Superseded	Destroy when superseded or obsolete.	UNAUTHORIZED	January 2015	E-0002: Official case files of funded grants, unfunded grants, and award applications, appeals and litigation records
4000-A	7a	Grants and Awards - General Information Electronic copies created on word processing systems.		Temporary	Superseded	Delete from word processing system when file copy is generated and when referencing or updating is completed.	GRS 20 Item 13	January 2015	GRS 4.3 Item 040
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	Superseded	Delete from the e-mail system when file copy is generated and when referencing or updating is completed.	GRS 20 Item 14	January 2015	GRS 4.3 item 040
4000-B	1a	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 4204-2048), 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. 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.		Temporary	Superseded	Cut off at end of FY of closeout. Delete 6 years after cutoff. 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. In the event that records of this type are in electronic format and are scheduled for permanent retention in the National Archives, destroy upon verification of the electronic image.	N1-443-03-01, a	January 2015	E-0002: Official case files of funded grants, unfunded grants, and award applications, appeals and litigation records
4000-B	1b-1	Official Case Files of Funded Grant and Award Applications Paper files - If copies to electronic images. 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 4204-2048), 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. 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.		Temporary	Superseded	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. In the event that records of this type are in electronic format and are scheduled for permanent retention in the National Archives, destroy upon verification of the electronic image.	N1-443-03-01	January 2015	E-0002: Official case files of funded grants, unfunded grants, and award applications, appeals and litigation records
4000-B	1b-2	Official Case Files of Funded Grant and Award Applications Paper copies - If not copied to another medium. 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 4204-2048), 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. 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.		Temporary	Superseded	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. 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. In the event that records of this type are in electronic format and are scheduled for permanent retention in the National Archives, destroy upon verification of the electronic image.	N1-443-03-01	January 2015	E-0002: Official case files of funded grants, unfunded grants, and award applications, appeals and litigation records
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	Superseded	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	January 2015	E-0004: Extramural program and grants management oversight records
4000-B	3a	Progress reports Copies maintained in an organized subject file which are not part of the official grant file.		Temporary	Superseded	Destroy when no longer needed.	NC1-90-77-2 Item 37a3a	January 2015	E-0004: Extramural program and grants management oversight records
4000-B	3b	Progress reports Copies filed by grant or award number which are not part of the official grant file.		Temporary	Superseded	Destroy no later than 1 year after the relevant official file is closed by the IC.	NC1-90-77-2 Item 37a3b	January 2015	E-0004: Extramural program and grants management oversight records

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 notices, annual payback activities certification forms, and related documents and correspondence.	Temporary	Superseded	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	January 2015	E-0002: Official case files of funded grants, unfunded grants, and award applications, appeals and litigation records
4000-B	5a	Grants and Awards - Funded Grant and Award Applications Electronic copies created on word processing systems.	Temporary	Superseded	Delete from word processing system when file copy is generated and when referencing or updating is completed.	GRS 20 Item 13	January 2015	GRS 4.3 Item 040
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	Superseded	Delete from the e-mail system when file copy is generated and when referencing or updating is completed.	GRS 20 Item 14	January 2015	GRS 4.3 item 040
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	Superseded	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	January 2015	E-0004: Extramural program and grants management oversight records
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 include the application, summary of review actions, official correspondence, and any other relevant documents.	Temporary	Superseded	Destroy upon verification of the electronic image.	GRS 3 Item 13	January 2015	E-0002: Official case files of funded grants, unfunded grants, and award applications, appeals and 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	Superseded	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	January 2015	E-0004: Extramural program and grants management oversight records
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	Superseded	Update as necessary. Delete with related records or when no longer needed for administrative or reference purposes.	N1-443-03-1 Item 3	January 2015	E-0004: Extramural program and grants management oversight records
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	Superseded	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)	January 2015	GRS 4.3 Item 040
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	Superseded	Delete within 180 days after the recordkeeping copy has been produced.	N1-443-03-1 Item 4a	January 2015	GRS 4.3 Item 040
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 electronic mail and word processing systems.	Temporary	Superseded	Delete when dissemination, revision, or updating is complete.	N1-443-03-1 Item 4b	January 2015	GRS 4.3 Item 040
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	Superseded	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	January 2015	E-0001: Official case files of construction, renovation, endowment, and similar grants
4000-D	2	Other copies Description not required.	Temporary	Superseded	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)	January 2015	E-0001: Official case files of construction, renovation, endowment, and similar grants
4000-D	3a	Grants and Awards - Construction and Similar Grants Electronic copies created on word processing systems.	Temporary	Superseded	Delete from word processing system when file copy is generated and when referencing or updating is completed.	GRS 20 Item 13	January 2015	GRS 4.3 Item 040
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	Superseded	Delete from the e-mail system when file copy is generated and when referencing or updating is completed.	GRS 20 Item 14	January 2015	GRS 4.3 Item 040
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	Superseded	Destroy 6 years after calendar year in which case is closed.	NC1-90-77-2 Item 34	January 2015	E-0002: Official case files of funded grants, unfunded grants, and award applications, appeals and litigation records
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	Superseded	Destroy 2 years after calendar year in which case is closed.	NC1-90-77-2 Item 34	January 2015	E-0002: Official case files of funded grants, unfunded grants, and award applications, appeals and litigation records
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	Superseded	Destroy 6 years after calendar year in which case is closed.	NC1-90-77-2 Item 35	January 2015	E-0002: Official case files of funded grants, unfunded grants, and award applications, appeals and 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	Superseded	Destroy 2 years after calendar year in which case is closed.	NC1-90-77-2 Item 35	January 2015	E-0002: Official case files of funded grants, unfunded grants, and award applications, appeals and litigation records
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	Superseded	Destroy upon notification of completion of the investigation.	NC1-443-84-1 Item 1a	January 2015	E-0002: Official case files of funded grants, unfunded grants, and award applications, appeals and litigation records

4000-E	3b	ALERT System Records Concerning investigations or determinations of misconduct in science by actual or potential recipients of research grants or contracts. Records of investigations which have resulted in imposition of official sanctions and records of such sanctions. Located in Division of Management Survey and Review.		Temporary	Superseded	Destroy when the sanction expires or terminates.	NC1-443-84-1 Item 1b	January 2015	E-0002: Official case files of funded grants, unfunded grants, and award applications, appeals and 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	Superseded	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	January 2015	E-0002: Official case files of funded grants, unfunded grants, and award applications, appeals and litigation records
4000-E	4a	Grants and Awards - Appeals and Litigation Electronic copies created on word processing systems.		Temporary	Superseded	Delete from word processing system when file copy is generated and when referencing or updating is completed.	GRS 20 Item 13	January 2015	GRS 4.3 Item 040
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	Superseded	Delete from the e-mail system when file copy is generated and when referencing or updating is completed.	GRS 20 Item 14	January 2015	GRS 4.3 Item 040
4000-F	1a	NHGRI Funded Case Files Records dated April 2003 and forward.		Temporary	Superseded	See 4000-B and 4000-C as applicable.	N1-443-03-01	January 2015	E-0002: Official case files of funded grants, unfunded grants, and award applications, appeals and litigation records
4000-F	1b	NHGRI Funded Case Files Records prior to April 2003.		Temporary	Superseded	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	January 2015	E-0002: Official case files of funded grants, unfunded grants, and award applications, appeals and litigation records
4000-F	2a	NHGRI Unfunded Case Files Records dated April 2003 and forward.		Temporary	Superseded	See 4000-B and 4000-C as applicable.	N1-443-03-01	January 2015	E-0002: Official case files of funded grants, unfunded grants, and award applications, appeals and litigation records
4000-F	2b	NHGRI Unfunded Case Files Records prior to April 2003.		Temporary	Superseded	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	January 2015	E-0002: Official case files of funded grants, unfunded grants, and award applications, appeals and litigation records
6000-B	1c	Project Officers' Files used in administration of research contracts. c. Electronic copies created on electronic mail and word processing systems.		Temporary	Superseded	Delete when file copy is generated or when referencing or updating is completed.			GRS 4.3 Item 040
7000-A	7	Biohazards - Protection of Research Subjects Electronic copies created on electronic mail and word processing systems.		Temporary	Superseded	Delete when file copy is generated or when referencing or updating is completed.			GRS 4.3 Item 040
7000-B	1c	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. c. Electronic copies created on electronic mail and word processing systems.		Temporary	Superseded	Delete when file copy is generated or when referencing or updating is completed.			GRS 4.3 Item 040
7000-C	3	Environmental Impact Electronic copies created on electronic mail and word processing systems.		Temporary	Superseded	Delete when file copy is generated or when referencing or updating is completed.			GRS 4.3 Item 040
8000-B	1	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.	6 years	Temporary	Superseded	Destroy 6 years after completion of contract.	NC1-90-78-12 Item 84	May 2017	GRS 1.1 item 010
8000-B	2a	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. a. Records containing data continuously needed for management of on-line systems.	7 years	Temporary	Superseded	Destroy when 7 years old, or when superseded, as appropriate.	NC1-90-78-12 Item 85a	May 2017	GRS 3.1 item 011
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.	5 years	Temporary	Superseded	Destroy when 5 years old.	NC1-90-78-12 Item 85b	May 2017	GRS 3.1 item 011
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 management of information systems.	3 years	Temporary	Superseded	Destroy when 3 years old.	NC1-90-78-12 Item 87a	May 2017	GRS 3.1 item 011
8000-B	4a	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. a. Forms and worksheets relating to the determination of vocabulary entries and subject headings for input into MEDLARS data bases.	1 year	Temporary	Superseded	Destroy when 1 year old.	NC1-90-78-12 Item 99a	May 2017	GRS 4.4 item 020
8000-B	4b	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. b. Correspondence relating to index operations, concerning bibliographic requests from the public and foreign countries, prospective journal entries, and routine matters.	2 years	Temporary	Superseded	Destroy when 2 years old.	NC1-90-78-12 Item 99b	May 2017	GRS 4.4 item 020
8000-B	5	Bibliographic and Other Reference Materials Electronic copies created on electronic mail and word processing systems.		Temporary	Superseded	Delete when file copy is generated or when referencing or updating is completed.			GRS 4.3 item 040
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.	8 years	Temporary	Superseded	Destroy when 8 years old.	NC1-90-78-12 Item 76	May 2017	GRS 4.4 item 010

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 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. a. Records containing data continuously needed in technical bibliographical and reference operations.	6 years	Temporary	Superseded	Destroy when 6 years old, or when superseded, as appropriate.	NC1-90-78-12 Item 89a	May 2017	GRS 4.4 item 010
8000-D	2b	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. b. All other records.	3 years	Temporary	Superseded	Destroy when 3 years old.	NC1-90-78-12 Item 89b	May 2017	GRS 4.4 item 010
8000-D	3	Statistical reports relating to various aspects of library operations. Located in ORS, Library Branch.	2 years	Temporary	Superseded	Destroy when 2 years old.	NC1-90-78-12 Item 37	May 2017	GRS 4.4 item 010
8000-D	4a	Reader Registration Cards and application forms used to identify and register library users. a. Located in NLM.		Temporary	Superseded	Destroy when patrons are re-registered.	NC1-90-78-12 Item 92	May 2017	GRS 4.4 item 020
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.	2 years	Temporary	Superseded	Destroy when 2 years old.	NC1-90-78-12 Item 35b	May 2017	GRS 4.4 item 020
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	Superseded	Destroy on termination of temporary appointment.	NC1-90-78-12 Item 35a	May 2017	GRS 4.4 item 020
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	Superseded	Destroy when patient is discharged.	UNAUTHORIZED	May 2017	GRS 4.4 item 020
8000-D	5	Registration logs of library patrons, used for daily statistical purposes and as a record of patrons arriving. Located in NLM.	3 years	Temporary	Superseded	Destroy when 3 years old.	NC1-90-78-12 Item 93	May 2017	GRS 4.4 item 020
8000-D	6a	Reader Request Forms a. Located in NLM.	1 year	Temporary	Superseded	Destroy 1 calendar year after month of receipt.	NC1-90-78-12 Item 91	May 2017	GRS 4.4 item 020
8000-D	6b	Reader Request Forms b. Located in ORS, Library Branch.	1 year	Temporary	Superseded	Destroy when 1 year old.	NC1-90-78-12 Item 36	May 2017	GRS 4.4 item 020
8000-D	7	Borrower sign-out logs, showing materials borrowed, names of borrowers, and related information. Located in NLM Library.	2 years	Temporary	Superseded	Destroy when 2 years old.	NC1-90-78-12 Item 18	May 2017	GRS 4.4 item 020
8000-D	8	Transaction History Files: Computer listings of loan transactions. Located in NLM Library.	3 months	Temporary	Superseded	Destroy when 3 months old.	NC1-90-78-12 Item 16	May 2017	GRS 4.4 item 020
8000-D	9a	Interlibrary Loan Requests	1 year	Temporary	Superseded	Destroy 1 calendar year after month	NC1-90-78-12 Item 94	May 2017	GRS 4.4 item 030
8000-D	9b	Interlibrary Loan Requests b. Located in ORS, Library Branch.	2 years	Temporary	Superseded	Destroy when 2 years old.	NC1-90-78-12 Item 38	May 2017	GRS 4.4 item 030
8000-D	10	Correspondence received from the public for bibliographical or other information. Located in NLM.	1 year	Temporary	Superseded	Destroy 1 year after end of current year.	NC1-90-78-12 Item 95	May 2017	GRS 4.4 item 020
8000-D	11	Library serial records: Manual recordings of the receipt of serial publications. Located in NLM.		Temporary	Superseded	Destroy when serial recording procedure is converted to a machine readable system.	NC1-90-78-12 Item 96	May 2017	GRS 4.4 item 020
8000-D	12		2 years	Temporary		Destroy when 2 years old.	NC1-90-78-12 Item 39	May 2017	GRS 4.4 item 020
8000-D	13	Library Records		Temporary	Superseded	Delete when file copy is generated or			GRS 4.3 item 040
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	2 years	Temporary	Superseded	Destroy when 2 years old.	GRS 14 Item 14		GRS 4.2 item 070
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.	2 years	Temporary	Superseded	Destroy when 2 years old.	GRS 14 Item 15	April 2016	GRS 4.2 item 001
8000-E	3a	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.	6 years	Temporary	Superseded	Destroy 6 years after date of last	GRS 14 Item 13a		GRS 4.2 item 040
8000-E	3b	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. b. Other files.	6 years	Temporary	Superseded	Destroy 6 years after final action by the agency or after final adjudication by courts, whichever is later.	GRS 14 Item 13b		GRS 4.2 item 040
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.	2 years	Temporary	Superseded	Destroy 2 years after date of reply.	GRS 14 Item 11a1		GRS 4.2 item 020
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.	6 years	Temporary	Superseded	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		GRS 4.2 item 020
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	2 years	Temporary	Superseded	If there is no appeal, destroy 2 years	GRS 14 Item 11a2a/b		GRS 4.2 item 020
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).	6 years	Temporary	Superseded	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		GRS 4.2 item 020
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.			
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).			
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.	2 years	Temporary	Superseded	Destroy when 2 years old.	GRS 14 Item 25		GRS 4.2 item 070
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	2 years	Temporary	Superseded	Destroy when 2 years old or sooner if no longer needed for administrative purposes.	GRS 14 Item 26	April 2016	GRS 4.2 item 001

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.	5 years	Temporary	Superceded	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		GRS 4.2 Item 050	
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.	5 years	Temporary	Superceded	Destroy 5 years after date of last entry.	GRS 14 Item 24a		GRS 4.2 Item 040	
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. b. Other files.	5 years	Temporary	Superceded	Destroy 5 years after final action by the agency or final adjudication by courts, whichever is later.	GRS 14 Item 24b		GRS 4.2 Item 040	
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).	2 years	Temporary	Superceded	If there is no appeal, destroy 2 years after date or reply. If the case is appealed, see item 8000-F-11.	GRS 14 Item 21a2a/b		GRS 4.2 Item 020	
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).	2 years	Temporary	Superceded	Destroy 2 years after date of reply.	GRS 14 Item 21a1		GRS 4.2 Item 020	
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.	5 years	Temporary	Superceded	Destroy 5 years after date of reply.	GRS 14 Item 21 a3a		GRS 4.2 Item 020	
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	Superceded	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		GRS 4.2 Item 020	
8000-F	9	Privacy Act Requests to Amend Records when the request is granted , including the requests, copies of replies and related records.		Temporary	Superceded	Dispose of in accordance with the approved disposition instructions for	GRS 14 Item 22a		GRS 4.2 Item 090	
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	Superceded	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		GRS 4.2 Item 090	
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	Superceded	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		GRS 4.2 Item 020	
8100-B	1	Photographs of routine award ceremonies, social events, and activities not related to the mission of the agency.	1 year	Temporary	Superceded	Destroy when one year old.	GRS 21 Item 1	April 2016	GRS 6.4 item 050	
8100-B	3	Internal personnel and administrative training filmstrips and slide programs that do not reflect the mission of the agency.	1 year	Temporary	Superceded	Destroy one year after completion of training program.	GRS 21 Item 3	April 2016	GRS 2.6 item 010	
8100-C	1	View graphs.	1 year	Temporary	Superceded	Destroy 1 year after use.	GRS 21 Item 5	April 2016	GRS 6.4 item 050	
8100-C	2	Routine art work for handbills, flyers, posters, letterhead and other graphics.	When no longer needed	Temporary	Superceded	Destroy when no longer needed for publication or reprinting.	GRS 21 Item 6	April 2016	GRS 6.4 item 030	
8100-C	3	Line and halftone negatives, screened paper prints and offset lithographic plates used for photo-mechanical reproduction.	When no longer needed	Temporary	Superceded	Destroy when no longer needed for publication or reprinting.	GRS 21 Item 7	April 2016	GRS 6.4 item 030	
8100-C	4	Line copies of graphs and charts.	When no longer needed	Temporary	Superceded	Destroy when no longer needed for publication or reprinting.	GRS 21 Item 8	April 2016	GRS 6.4 item 030	
8100-D	1	Films for personnel and management training , acquired from outside sources.	1 year	Temporary	Superceded	Destroy one year after completion of training program.	GRS 21 Item 9	April 2016	GRS 2.6 item 010	
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;	2 years	Temporary	Rescinded	Destroy when two years old .	GRS 21 Item 12	October 2016		
8100-D	4b	Routine scientific, medical or engineering footage. (b) Acquired films: two projection prints or one projection print and video recording;	2 years	Temporary	Rescinded	Destroy when two years old .	GRS 21 Item 12	October 2016		
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.	2 years	Temporary	Rescinded	Destroy when two years old .	GRS 21 Item 12	October 2016		
8100-D	6	Agency-sponsored television news releases and information reports.			Rescinded	DISPOSAL NOT AUTHORIZED.	N/A			
8100-E	3	Rehearsal or practice tapes.	Immediately after use	Temporary	Superceded	Destroy immediately.	GRS 21 Item 16	April 2016	GRS 6.4 item 030	
8100-E	6	Routine scientific, medical or engineering recordings.	2 years	Temporary	Rescinded	Destroy when two years old.	GRS 21 Item 19	October 2016		
8100-E	7	Recordings that document routine meetings and award presentations.	2 years	Temporary	Superceded	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	April 2016	GRS 6.4 item 050	
8100-F	3	Pre-mix sound elements created during the course of a motion picture, television or radio production.	Immediately after use	Temporary	Superceded	Destroy immediately after use.	GRS 21 Item 24	April 2016	GRS 6.4 item 030	
8100-F	5	Daily or spot news recordings available to local radio stations on a call-in basis.	6 months	Temporary	Superceded	Destroy when 6 months old or when no longer needed. *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.	GRS 21 Item 26	April 2016	GRS 6.4 item 040	
8100-G	1	Production files or similar files that document origin, development, acquisition, use and ownership; (May include scripts, contracts, transcripts, releases, etc.)		Temporary	Superceded	Dispose of according to the instructions covering the related audiovisual records.	GRS 21 Item 28	April 2016	GRS 6.4 item 050	

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	Superseded	Dispose of according to the instructions covering the related audiovisual records.	GRS 21 Item 29		GRS 4.1 Item 010	
1900-F	4a	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. a. Correspondence related to gifts which are refused. Located in components which receive offers of gifts.	2 years	Temporary	Superseded	Destroy when 2 years old.	NC1-443-84-1		1.1 // 001	
1900-F	4b	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. b. Related to acceptance of gifts.	6 years	Temporary	Superseded	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		1.1 // 001	
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.	6 years	Temporary	Superseded	Destroy when 6 years old.	???		1.1 // 010	
1700-A	7a	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. a. Located in Office of Management Assessment.	3 years	Temporary	Superseded	Destroy after completion of subsequent organizational assessment, or if organization is abolished, then destroy 3 years after abolition.	GRS 16 Item 14a		1.1 // 010	
1700-A	7b	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. b. Located in organization subject to assessment.	6 months	Temporary	Superseded	Destroy 6 months after final action.	GRS 16 Item 14b		1.1 // 010	
1700-A	8a	Inventories of A-76 activities including paperwork necessary for the final inventory such as description of the activities and relevant cost materials. a. Located in Office of Management Assessment.	When superseded/obsolete	Temporary	Superseded	Destroy when superseded or obsolete.	GRS 16 Item 14c		1.1 // 010	
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.	5 years	Temporary	Superseded	Destroy 5 years after fiscal year in which expenditure is made or final payment is made on grant or contract.	NC1-90-77-2		1.1 // 010	
1900-C	8	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. Located in CIT - Office of the Director.	4 years	Temporary	Superseded	Destroy 4 years after completion of project.	NC1-90-78-12 Item 9		1.1 // 010	
1900-E	1	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. Located in Office of Financial Management.	4 years	Temporary	Superseded	Destroy 4 years after the year of issuance.	NC1-90-82-6 Item 1		1.1 // 010	
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.	1 year	Temporary	Superseded	Destroy after 1 year or when no longer needed for administrative purposes.	NC1-90-82-6 Item 2		1.1 // 010	
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.	4 years	Temporary	Superseded	Destroy 4 years after the calendar year in which the payment was made.	NC1-90-82-6 Item 3		1.1 // 010	
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.	4 years	Temporary	Superseded	Destroy 4 years after the date of the report.	NC1-90-82-6 Item 4a		1.1 // 010	
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.	1 year	Temporary	Superseded	Destroy after 1 year or when no longer needed.	NC1-90-82-6 Item 4b		1.1 // 010	
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	Superseded	Destroy once data has been accepted as error-free into the WYLBUR data set.	NC1-90-82-6 Item 5		1.1 // 010	
1900-F	1a	Gift Fund Plans submitted annually to the Division of Financial Management. a. Located in Office of Financial Management	5 years	Temporary	Superseded	Destroy when 5 years old. Inactive records may be transferred to the Federal Records Center when 1 year old.	NC1-443-84-1		1.1 // 010	
1900-F	1b	Gift Fund Plans submitted annually to the Division of Financial Management. b. Located in originating budget office.	3 years	Temporary	Superseded	Destroy when 3 years old or when no longer needed, whichever is sooner.	NC1-443-84-1		1.1 // 010	
1900-F	1c	Gift Fund Plans submitted annually to the Division of Financial Management. c. Other copies.	1 year	Temporary	Superseded	Destroy in 1 year, or when no longer needed, whichever is sooner.	NC1-443-84-1		1.1 // 010	
1900-F	2a	Periodic Reports on gift funds . a. Located in Office of Financial Management.	7 years	Temporary	Superseded	Transfer to Federal Records Center when 2 years old. Destroy when 7 years old.	NC1-443-84-1		1.1 // 010	
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. a. Original copies: When legal advice or action is necessary, forward to the office of the NIH Legal Advisor. Otherwise follow appropriate instructions below.	2 years	Temporary	Superseded	Destroy 2 years after refusal of the bequest.	NC1-443-84-1		1.1 // 010	
1900-F	3b	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. b. Records relating to bequests which are refused. Located in components receiving offer of bequest.	2 years	Temporary	Superseded	Destroy 2 years after refusal of the bequest.	NC1-443-84-1		1.1 // 010	
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. c. Records related to unconditional bequests which are accepted. Located in components benefiting from the bequest.	6 years	Temporary	Superseded	Destroy 6 years after disbursement of funds or, in the case of non-monetary gifts, 6 years after acceptance.	NC1-443-84-1		1.1 // 010	

1900-F	3d	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. d. Records related to conditional bequests which are accepted. Located in components receiving offer of bequest.	6 years	Temporary	Superseded	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		1.1 // 010
1900-F	5	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. Located in organization benefiting from the gift.	1 year	Temporary	Superseded	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		1.1 // 010
1900-F	6	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. Located in CC, Social Work Department.	3 years	Temporary	Superseded	Destroy when 3 years old.	N1-443-00-3		1.1 // 010
2600-A	3	Contract records relating to major biomedical information systems Located in NLM, Office of the Director.	6 years	Temporary	Superseded	Destroy 6 years after completion of contract.	NC1-90-78-12 Item 75a		1.1 // 010
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	Superseded	Destroy 6 years after final payment or cancellation, but longer retention is authorized if required for business use.	GRS-0003-0001		1.1 // 010
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.	5 years	Temporary	Superseded	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		1.1 // 010
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 of existing buildings and grounds. b. Transactions of \$2,000 or less.	3 years	Temporary	Superseded	Destroy 3 years after fiscal year in which final payment is made.	NC1-90-77-2 Item 61b		1.1 // 010
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.	3 years	Temporary	Superseded	Destroy 3 years after related work is completed.	NC1-90-77-2 Item 61c		1.1 // 010
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	3 years	Temporary	Superseded	Destroy 3 years after date of completion of contract unless contract performance is subject of enforcement action on such date.	??? (I don't see in Word Doc.)		1.1 // 010
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.			Superseded	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		1.1 // 010
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 useful for health science administration of research programs, or to prepare reports, summaries or evaluations.	15 years	Temporary	Superseded	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		1.1 // 010
8100-E	1	Programs for personnel and management training, acquired from outside sources	1 year	Temporary	Superseded	Destroy one year after completion of training program.	GRS 21 Item 14		1.1 // 010
8000-G	4	Files relating to computer training for potential users, comprising nomination forms, course materials, schedules, and related papers. Located in CIT.	4 years	Temporary	Superseded	Destroy when 4 years old, or when training materials or other data are superseded or obsolete, as appropriate.	NC1-90-78-12 Item 23		2.6 // 010
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.	5 years	Temporary	Superseded	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.	DAAGRS2016-0014-0001		2.6 // 010
8000-G	8	Background and Working Papers for NIH training programs.	3 years	Temporary	Superseded	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.	DAAGRS2016-0014-0001		2.6 // 010
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.	1 year	Temporary	Superseded	Destroy one year after completion of training program.	GRS 21 Item 17		2.6 // 010
2300-730	8	Standards of Conduct Files: Correspondence, memoranda and other records relating to codes of ethics and standards of conduct.		Temporary	Superseded	Destroy when obsolete or superseded.	GRS 25 Item 1a		2.8 // 010
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. 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. a. Materials relating to formal projects.	5 years	Temporary	Superseded	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		3.1 // 010
2800-A	1b	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. 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. b. Materials accumulated in research studies, not related to formal projects.	4 years	Temporary	Superseded	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		3.1 // 010
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.	6 years	Temporary	Superseded 18 of 23	Destroy 6 years after completion of project.	NC1-90-78-9 Item 18		3.1 // 010

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.	1 year	Temporary	Superseded	Destroy 1 year after final action.	N/A			3.1 // 011
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-readable data are authorized for disposal.	1 year	Temporary	Superseded	Destroy one year after system is discontinued.	N/A			3.1 // 011
2800-B	1b-2	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. 2. When related data is not authorized for disposal.	-	Permanent	Superseded	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			3.1 // 011
2800-B	2a	System Test Documentation including test plans and test results analyses. a. For a system which is implemented.	1 year	Temporary	Superseded	Destroy 1 year after completion of testing.	N/A			3.1 // 011
2800-B	2b	System Test Documentation including test plans and test results analyses. b. For a system which is not implemented.		Temporary	Superseded	Destroy as soon as no longer needed.	N/A			3.1 // 011
2800-A	2	Programmer trouble reports and requests for refunds , pertaining to technological or administrative problems which may result in refunds to users	2 years	Temporary	Superseded	Destroy when 2 years old.	NC1-90-78-12 Item 10			3.1 // 020
2800-A	5	Clinical information utility search reports , which request data on the treatment of former patients, from machine-readable tapes. Located in CC, Office of Clinical and Management Systems.	4 years	Temporary	Superseded	Destroy when 4 years old.	NC1-90-78-9 Item 20			3.1 // 020
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 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.	2 years	Temporary	Superseded	Destroy when 2 years old.	N1-443-99-5			3.1 // 020
2800-B	6a	Reports a. Published reports of findings including methodological discussions, analyses and statistical tabulations.	With related documents		Superseded	Retain or destroy with related file specifications.	N/A			3.1 // 040
2800-B	6b	Reports b. Other output.			Superseded	Follow disposition instructions applicable under appropriate subject/function headings.	N/A			3.1 // 040
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.			Superseded	Follow disposition instructions which apply to the data files.	N/A			3.1 // 050 or 3.1 // 051
2800-B	4b	User Guides and Manuals b. Located in CIT.		Temporary	Superseded	Retain as long as needed in user relationships, then destroy.	NC1 90-78-12 Item 22			3.1 // 050 or 3.1 // 051
2800-B	5	Output Specifications listing each type of output by title, and tag, format, selection criteria, volume and frequency, media, graphic displays and symbols, security and privacy restrictions. Located in users' files.			Superseded	Follow disposition instructions which apply to related data.	N/A			3.1 // 050 or 3.1 // 051
2600-B	3	Finding aids for design and construction files.			Superseded	Apply the disposition instructions applicable to the related architectural and engineering drawings	???			4.1 // 010
8000-A	8a	Requests for information or publications a. Located in CIT, NLM.	3 months	Temporary	Superseded	Destroy when 3 months old.	NC1-90-78-12 Item 14			4.2 // 010
8000-A	8b	Requests for information or publications b. Requests for information about toxicological information and information systems.	2 years	Temporary	Superseded	Destroy when 2 years old.	NC1-90-78-12 Item 88			4.2 // 010
8000-A	8c	Requests for information or publications c. Acknowledgement and transmittals of inquiries and requests that have been referred elsewhere for reply.	3 months	Temporary	Superseded	Destroy 3 months after acknowledgement and referral.	N/A			4.2 // 010
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	Superseded	Destroy after verification of data on related magnetic media.	???			4.3 // 010
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	Superseded	Dispose of in accordance with instructions applicable to the records according to subject category.	N/A			4.3 // 010
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	Superseded	Dispose of after master file has been proven satisfactory.	N/A			4.3 // 010, 4.3 // 020, or 4.3 // 030
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.	When no longer needed	Temporary	Superseded	Destroy upon publication or when no longer needed for republication	N/A			4.3 // 030 or 4.3 // 031
8000-A	12	Public Affairs, Publications and Communications Electronic copies created on electronic mail and word processing systems.		Temporary	Superseded	Destroy immediately after verification of successful conversion, but longer retention is authorized if required for business use.	GRS-0001-0001			4.3 // 040
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	Superseded	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			5.3 // 010
1100-I	1b	NIH Emergency Planning and Operations Manual , with related background papers. b. Located in all other offices.	When superseded/obsolete	Temporary	Superseded	Destroy when superseded or obsolete.	NC1-90-77-2 Item 9a1			5.3 // 010
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	Superseded	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	General Admin		5.3 // 010
1100-I	2b	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). b. Case Files of plans and directives issued as NIH Manual chapters or Information and Instruction Memoranda.	3 years	Temporary	Superseded	Destroy 3 years after issuance of a new plan or directive.	NC1-90-77-2 Item 9a2			5.3 // 010

1100-I	3	Emergency Preparedness Test Reports: Consolidated or Comprehensive reports reflecting NIH-wide results of operational tests conducted under emergency plans. Located in files of the NIH Emergency Management Branch, Division of Public Safety, Office of Research Services (ORS).	-	Permanent	Superseded	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		5.3 // 010
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.	When superseded/obsolete	Temporary	Superseded	Destroy when obsolete or superseded.	???		5.3 // 010
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	Superseded	Dispose 10 years after unconditional sale or release by the Government of conditions, restrictions, mortgages or other liens.	GRS 3 Item 1a		5.4 // 020
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.	1 year	Temporary	Superseded	Destroy 1 year after related work is completed.	NC1-90-77-2 Item 62a		5.4 // 070 or 5.4 // 071
2600-B	6b	Work request files for buildings and equipment construction, alteration and maintenance services, excluding fiscal copies of the Office of Financial Management. b. Maintenance order.	3 months	Temporary	Superseded	Destroy 3 months after work is completed.	NC1-90-77-2 Item 62b		5.4 // 070 or 5.4 // 071
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.	3 years	Temporary	Superseded	Destroy 3 years after work is completed.	NC1-90-77-2 Item 62c		5.4 // 070 or 5.4 // 071
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.	4 years	Temporary	Superseded	Destroy 4 years after work is completed.	NC1-90-77-2 Item 62d		5.4 // 070 or 5.4 // 071
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.	2 years	Temporary	Superseded	Destroy 2 years after cancellation.	NC1-90-77-2 Item 62f		5.4 // 070 or 5.4 // 071
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 the preventive maintenance program on them.	With related documents	Temporary	Superseded	Destroy when related equipment is replaced or no longer used.	NC1-90-77-2 Item 63		5.4 // 070 or 5.4 // 071
1900-D	31a	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. 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.	180 days	Temporary	Superseded	Destroy/delete within 180 days after the recordkeeping copy has been produced.	GRS 2 Item 31		6.1 // 010 or 011
1100-A	7a	Notices of Meetings a. Notices of meetings of public advisory groups and of chartering or renewal of public advisory committees.	With related documents	Temporary	Superseded	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		6.2 // 050 and ID for NIH-specific
8000-A	5a	Background materials for publications and informational releases. a. Background material including correspondence. Located in public affairs and communications offices.	When no longer needed	Temporary	Superseded	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		6.4 // 030
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.	When no longer needed	Temporary	Superseded	Destroy when obsolete or when no longer needed for reference.	NC1-90-77-2 Item 19		6.4 // 030
8000-A	5c	Background materials for publications and informational releases. c. Working papers, justifications, and other materials accumulated prior to publication. Located in NLM.	2 years	Temporary	Superseded	Destroy 2 years after publication is released.	NC1-90-78-12 Item 81		6.4 // 030
8000-A	5d	Background materials for publications and informational releases. d. Working papers, justifications and other material accumulated prior to publication. Located in CIT, Office of the Director.	2 years	Temporary	Superseded	Destroy 2 years after publication is released.	NC1-90-78-12 Item 13		6.4 // 030
8000-A	5e	Background materials for publications and informational releases. e. Manuscripts of articles, speeches, and other publications, including related clearances and other papers. Located in CIT branches and laboratories	1 year	Temporary	Superseded	Destroy one year after speech is delivered or when material is published.	NC1-90-78-12 Item 21		6.4 // 030
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.	When superseded/obsolete	Temporary	Superseded	Destroy when obsolete, superseded, or no longer needed for reference.	GRS 14 Item 6		6.4 // 030
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.	When no longer needed	Temporary	Superseded	Destroy when superseded or when no longer needed for programs or activities.	NC1-90-78-12 Item 12		6.4 // 030
8100-D	13	Duplicate prints and pre-print elements of all series in 8100-D, except items 8100-D-5 through 8100-D-11. For those items, duplicates in addition to those copies required to be retained.	When no longer needed	Temporary	Superseded	Destroy when no longer needed.	N/A		6.4 // 030
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.	When no longer needed	Temporary	Superseded	Destroy when superseded or when no longer needed for programs or activities.	N/A		6.4 // 030
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.	When no longer needed	Temporary	Superseded	Destroy when no longer needed for administrative use. If applicable, destroy in accordance with regulations governing salvaged film.	NC1-90-78-12 Item 3		6.4 // 050
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 or computer-compatible documentation.			Superseded	Destroy or transfer to the National Archives as permanent records together with the related audiovisual records.	NC1-90-78-12 Item 4		6.4 // 050
8100-A	4	Production Files or similar files which include production contracts, script, transcripts and related documents.			Superseded	Either destroy or transfer to the National Archives as permanent records together with related audiovisual materials.	NC1-90-78-12 Item 5		6.4 // 050
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	Superseded	DISPOSAL NOT AUTHORIZED.	N/A		6.4 // 050
8100-D	12	Stock footage, out takes and trims created during the course of an agency-sponsored production.		DISPOSAL NOT AUTHORIZED	Superseded	Offer immediately for deposit in the Stock Film Library, Special Archives Division, National Archives.	N/A		6.4 // 050
2800-B	4a	User Guides and Manuals a. Located in users' files.			Rescinded	Follow disposal instructions which apply to related data.	N/A		rescind

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 support reconstruction of a master file.		DISPOSAL NOT AUTHORIZED	Rescinded	DISPOSAL NOT AUTHORIZED.	N/A		rescind										
2800-D	4a	Valid Transaction Files used solely to update master files in on-going systems. a. Used solely to update master files in on-going systems.		Temporary	Rescinded	Destroy after third update cycle.	N/A		rescind										
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	Rescinded	DISPOSAL NOT AUTHORIZED.	N/A		rescind										
2800-D	5	Work Files used to facilitate processing of data through steps such as sort/merge, checkpoint, edit, correction, etc.			Rescinded	Release for reuse upon successful completion of job.	N/A		rescind										
8000-A	6	Daily press service teletype news Located in public affairs and communications offices.	3 months	Temporary	Rescinded	Destroy when 3 months old. Earlier disposal is authorized.	GRS 14 Item 3		rescind										
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. *	When no longer needed	Temporary	Rescinded	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		rescind										
1100-I		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. SEE ALSO: 1. Safety (1300-B)																	No
77	1100-L	2-1	EIRs on which a Patent or Patent Cooperation Treaty (PCT) application(s) has been filed.			Incorporate into the first filed application file. (Filing instruction only)	NC1-443-94-1, Item 1100-L-2a	NIH	Patents and Inventions	AP				No					DAA-0443-2016-0002-0001
78	1100-L	2-2	EIRs on which a Patent or PCT application will not be filed but has been licensed.	10 years	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	NIH	Patents and Inventions	AP				No					DAA-0443-2016-0002-0001
79	1100-L	2-3	EIRs on which a Patent or PCT application will not be filed and for which no license has been executed	10 years	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, Item ?	NIH	Patents and Inventions	AP				No					DAA-0443-2016-0002-0001
80	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	10 years	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	NIH	Patents and Inventions	AP				No					DAA-0443-2016-0002-0001
81	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, 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.	7 years	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, Item 1100-L-3-a-2 and N1-443-94-1, Item 1100-L-4-a-2)	NC1-443-94-1	NIH	Patents and Inventions	AP				No					DAA-0443-2016-0002-0001
82	1100-L	3-1b-a	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. (a) Official File (except abandoned cases and cases that involve a Publication Bar)	10 years	Temporary	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. Destroy 10 years after cut off. (Supersedes N1-443-94-1, item 1100-L-3-b)	NC1-443-94-1	NIH	Patents and Inventions	AP				No					DAA-0443-2016-0002-0001
83	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	1 year	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	NIH	Patents and Inventions	AP				No					DAA-0443-2016-0002-0001
84	1100-L	3-1c	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. c. Located in IC Technology Transfer Office	1 year	Temporary	Cut off at the end of the fiscal year when case is abandoned, withdrawn, or expires. Destroy 1 year after cut off. (Supersedes N1-443-94-1, Item 1100-L-4-b)	NC1-443-94-1	NIH	Patents and Inventions	AP				No					DAA-0443-2016-0002-0001
85	1100-L	4-1a	Located in the NIH Office of Technology Transfer. 1. Executed agreements and associated amendments. 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, transmittal documents and inquiries.	10 years	Temporary	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)	NC1-443-94-1	NIH	Patents and Inventions	AP				No					DAA-0443-2016-0002-0002 or DAA-0443-2016-0002-0004
86	1100-L	4-1b	Located in the NIH Office of Technology Transfer. 1. Executed agreements and associated amendments. 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.	Destroy immediately after cut off	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	NIH	Patents and Inventions	AP				No					DAA-0443-2016-0002-0002 or DAA-0443-2016-0002-0004

87	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>	3 years	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	NIH	Patents and Inventions	AP	No	DAA-0443-2016-0002-0004
88	1100-L	4-2b	<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>b. Applications that are appealed</p>	7 years	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	NIH	Patents and Inventions	AP	No	DAA-0443-2016-0002-0003
89	1100-L	5-1a	<p>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.</p> <p>1. Executed Agreements</p> <p>a. Located in the NIH Office of Technology Transfer</p>	3 years	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	NIH	Patents and Inventions	AP	No	DAA-0443-2016-0002-0002 or DAA-0443-2016-0002-0004
90	1100-L	5-1b	<p>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.</p> <p>1. Executed Agreements</p> <p>b. Located in IC Technology Transfer Office.</p>	10 years	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	NIH	Patents and Inventions	AP	No	DAA-0443-2016-0002-0002 or DAA-0443-2016-0002-0004
91	1100-L	5-2	<p>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.</p> <p>2. Non-executed Agreements .</p> <p>Located in IC Technology Transfer Office.</p>	1 year	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	NIH	Patents and Inventions	AP	No	DAA-0443-2016-0002-0004
92	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.	When no longer needed	Temporary	All copies - Destroy when no longer needed. (Apply N1-443-94-1, item 1100-L-7)	NC1-443-94-1	NIH	Patents and Inventions	AP	No	RESCIND
93	1100-L	7	Chronological File consisting of copies of documents signed or prepared in the office, and maintained by date.	5 years	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	NIH	Patents and Inventions	AP	No	RESCIND
94	1100-L	8	Data Files containing statistical information about the Technology Transfer Program used for support of administration functions.	When no longer needed	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	NIH	Patents and Inventions	AP	No	GRS 4.3, Item 031
96	1100-L	9-2	<p>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.</p> <p>2. If no license is executed.</p>	10 years	Temporary	Cut off at the end of the fiscal year after docketed by OTT. Destroy 10 years after cut off	N1-443-10-001	NIH	Patents and Inventions	AP	No	GRS 6.4, Item 030
97	1100-L	10-1a	<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>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>	1 year	Temporary	Cut off at the end of the fiscal year following the date of execution. Destroy 1 year after cut off. (Supersedes N1-443-01-1, item 1100-L-11-A-1)	N1-443-10-001	NIH	Patents and Inventions	AP	No	DAA-0443-2016-0002-0004
98	1100-L	10-1b-1	<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>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>	1 year	Temporary	Cut off at the end of the fiscal year after expiration or termination of the agreement. Destroy 1 year after cut off. (Supersedes N1-443-01-1, item 1100-L-11-A-2-a)	N1-443-10-001	NIH	Patents and Inventions	AP	No	DAA-0443-2016-0002-0004
99	1100-L	10-1b-2a	<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>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>	1 year	Temporary	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)	N1-443-10-001	NIH	Patents and Inventions	AP	No	DAA-0443-2016-0002-0004
100	1100-L	10-1b-2b	<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>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>	8 years	Temporary	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)	N1-443-10-001	NIH	Patents and Inventions	AP	No	DAA-0443-2016-0002-0004

101	1100-L	10-1b-2b	<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>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>	8 years	Temporary	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)	N1-443-10-001	NIH	Patents and Inventions	AP	No	DAA-0443-2016-0002-0004
102	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>	1 year	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	NIH	Patents and Inventions	AP	No	DAA-0443-2016-0002-0004
103	1100-L	3	<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>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.</p>		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	NIH	Patents and Inventions	AP	No	DAA-0443-2016-0002-0004
196	1700-D		<p>1700-D: Communication Services</p> <p>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:</p> <p>1. Messages and communications in any media (See section 8000, or appropriate subject/functional sections).</p> <p>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>						Title		No	
214	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:</p> <p>1. Accountable Officers' Accounts, (See section 1900-A),</p> <p>2. Detailed records of stores, and cost accounting; (See section 1900-C).</p>						Title		No	
216	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> <p>1. Summary expenditure accounting records; (See section 1900-B)</p> <p>2. Procurement, property and supply management files; (See section 2600)</p> <p>3. Records related to movement of materials to and from storage</p> <p>4. Plant and facilities cost accounting; (See section 2600-B).</p>						Title		No	
245	1900-E		<p>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.</p> <p>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:</p> <p>1. accountable officers' accounts (See section 1900-A).</p>						Title		No	
252	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>						Title		No	
440	2600-A		<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> <p>1. Feasibility studies and systems analyses (1700-A-6)</p>						Title		No	
546	6000		Section 6000 Research Contracts									
547	6000-B										No	
596	8000-B		<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>						Title		No	
668	8100-G		<p>8100-G Documentation of Audiovisual Records</p>						Title		No	