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Request for Records Disposition Authority

Records Schedule Number DAA-0443-2018-0002

Schedule Status Appraiser Working Version

Agency or Establishment National Institutes of Health

Record Group / Scheduling Group Records of the National Institutes of Health

Records Schedule applies to Agency-wide

Schedule Subject Clinical Care Administrative Support Records

Internal agency concurrences will
be provided No

Background Information This schedule applies to the clinical care administrative records that are associated with support activities related to executing work functions unique to the clinical care environment at the National Institutes of Health.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: **DAA-0443-2018-0002**

Outline of Records Schedule Items for DAA-0443-2018-0002

Sequence Number

1	Clinical Care Administrative Support Records Disposition Authority Number: DAA-0443-2018-0002-0001
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Records Schedule Items

Sequence Number	
1	<p data-bbox="342 380 987 411">Clinical Care Administrative Support Records</p> <p data-bbox="342 432 1149 464">Disposition Authority Number DAA-0443-2018-0002-0001</p> <p data-bbox="342 485 1503 1020">These administrative records are associated with support activities related to executing work functions unique to a clinical care environment. These files are non-clinical in nature and do not include information that is maintained in patient medical records. The records associated with this schedule item include the following support functions: Patient Support -- food services and patients' travel and transportation records; Oversight and Safety -- occurrence reports, safety program reports, quality assurance records, FDA device reports, and FDA drug interaction reports; Nursing Administration -- daily nursing service reports, showing employee absence and tardiness, and personnel reassignment and utilization and nursing unit reports; Pre-admissions -- pre-admission files, relating to referrals, volunteer services records, volunteer payments, and files, reports and correspondence concerning daily volunteer services operations; and Sponsoring Agency Files -- records relating to private organizations sponsoring clinical patient volunteers, copies of agreements, and related reports and correspondence.</p> <p data-bbox="342 1041 919 1073">Final Disposition Temporary</p> <p data-bbox="342 1094 878 1125">Item Status Pending</p> <p data-bbox="342 1146 821 1178">Is this item media neutral? Yes</p> <p data-bbox="342 1199 805 1230">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p data-bbox="342 1346 1057 1948">GRS or Superseded Authority Citation NC1-90-78-9 / 28 / A NC1-90-78-9 / 28 / B NC1-90-78-9 / 87 NC1-90-78-9 / 93 NC1-90-78-9 / 47 NC1-90-78-9 / 56 NCI-90-78-9 / 8 NC1-90-78-9 / 9 NC1-90-78-9 / 64 NC1-90-78-9 / 65 / A NC1-90-78-9 / 65 / B NC1-90-78-9 / 66 / A NC1-90-78-9 / 66 / B NC1-90-78-9 / 67 NC1-90-78-9 / 74 NC1-90-78-9 / 75</p>

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NC1-90-78-9 / 76
NC1-90-78-9 / 77
NC1-90-78-9 / 78 / A
NC1-90-78-9 / 78 / B
NC1-90-78-9 / 82
NC1-90-78-9 / 91

Disposition Instruction

Cutoff Instruction

Cut off annually at end of fiscal year.

Retention Period

Destroy 3 year(s) after cutoff but longer retention is authorized if required for business use.

Additional Information

GAO Approval

Not Required

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Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
06/29/2018	Certify	Amanda Pomicter	NIH Records Officer	NIH - NIH
08/21/2018	Return for Revision	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
08/23/2018	Submit For Certification	Amanda Pomicter	NIH Records Officer	NIH - NIH
08/23/2018	Certify	Amanda Pomicter	NIH Records Officer	NIH - NIH

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
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Records Schedule: **DAA-0443-2018-0002**

Executive Summary

Summary

Permanent Item Numbers

Federal Register Notice

Publication Date

Copies Requested 0

Comments Received 0

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