

1743 Keeping and Destroying Records
NIH Records Control Schedule

1300 STATION MANAGEMENT

Records related to space management, safety, protection, security and housing for NIH personnel and for facilities owned or used by NIH.

EXCLUDED from this section are

- (1) records related to design, construction or maintenance of buildings; (see section 2600-B).
- (2) records related to protection from bio-hazards, contaminants and other risks where NIH has broad responsibility for such protection extending beyond NIH itself; (see Part 4, section 7000).

A. Space Management

1300-A-1 Space and maintenance general correspondence files. Correspondence files of the unit responsible for space and maintenance matters, pertaining to its own administration and operation, and related papers.

Disposition: Destroy when 2 years old.

1300-A-2 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.

Disposition: Destroy 2 years after termination of assignment, or when lease is canceled, or when plans are superseded or obsolete.

- b. Correspondence with and reports to staff agencies relating to agency space holdings and requirements.

- (1) Agency reports to the General Services Administration, including SF 81, Request for Space, and related documents.

Disposition: Destroy when 2 years old.

- (2) Copies in subordinate reporting units and related work papers.

Disposition: Destroy when 1 year old.

1743 Keeping and Destroying Records
NIH Records Control Schedule

B. Safety

1300-B-1 Environmental control program: subject files related to coordination of environmental control activities at NIH, containing correspondence reports, published materials and related papers.

Located in Division of Safety.

Disposition: Destroy when 5 years old.

1300-B-2 Occupational Safety and Health Branch program: files related to the professional work of the branch, including reports, correspondence, technical data, memoranda, published materials, data on biological agents and other program matters.

Located in Occupational Safety and Health Branch.

Disposition: Destroy when 6 years old.

1300-B-3 Safety management subject files, containing correspondence, reports, forms, and related papers affecting the NIH safety management program. Include data on matters such as building safety, training, chemical and other materials used at NIH, industrial hygiene, organizations and conferences, and routine administration.

Located in Occupational Safety and Health Branch.

Disposition: Destroy when 5 years old.

1300-B-4 Reserved. This item is covered in Administrative Files 1100-M.

1300-B-5 Employee injury and compensation case files [Disposition authority withdrawn per FPMR Bulletin B-136]

1300-B-6 Reserved.

1300-B-7 Radioactive contamination survey sheets: Room surveys for radioactive contamination.

Located in Radiation Safety Branch.

1743 Keeping and Destroying Records
NIH Records Control Schedule

Disposition: Destroy when 3 years old.

1300-B-8 Radiation Safety Training Records. **These records are subject to the Privacy Act.**

Located in Radiation Safety Branch.

a. Radiation Safety Training Record Card (NIH 88-15).

Disposition: Destroy 20 years from last date of entry made on the card.

b. Radiation Safety Refresher Training Attendance Records.

Disposition: Destroy when 3 years old.

1300-B-9 Exposure incident files contain reports and all other data relating to the investigation of radioactivity exposure incidents in NIH.

Located in Radiation Safety Branch.

Disposition: Destroy when 10 years old.

1300-B-10 Radiation exposure records, consisting of name files on badges issued, and bioassay data on individual exposures, air sample reports of possible environmental and personnel contamination. **These records are subject to the Privacy Act.**

Located in Radiation Safety Branch.

Disposition: DISPOSAL NOT AUTHORIZED at this time. Review for possible retention period in 2000. Federal regulations require retention of these records until termination of U.S. Nuclear Regulatory Commission licenses.

1300-B-11 NIH requests for the purchase and use of radio nuclides.

Located in Radiation Safety Branch.

Disposition: Destroy when 3 years old.

1300-B-12 Applications for authorization to use radio nuclides, showing training and

1743 Keeping and Destroying Records
NIH Records Control Schedule

experience, and other data about would-be users of isotopes, showing branch approval or disapproval. **These records are subject to the Privacy Act.**

Located in Radiation Safety Branch.

Disposition: Destroy when superseded or no longer applicable.

1300-B-13 Notifications of transfer of radioactive material to other institutions.

Located in Radiation Safety Branch.

Disposition: Destroy when 3 years old.

1300-B-14 Records relating to the disposal of radioactive waste.

Located in Radiation Safety Branch.

Disposition: DISPOSAL NOT AUTHORIZED at this time. Review for possible retention period in 2000. Federal regulations require retention of these records, showing location of the material and other data, until termination of U.S. Nuclear Regulatory Commission licenses.

1300-B-15 Safety

Electronic copies created on electronic mail and word processing systems.

Disposition: Delete when file copy is generated or when referencing or updating is completed.

C. Protection and Security

Records related to directives, policies, procedures and measures taken for protection of NIH-owned facilities or privately operated facilities given protection by NIH from unauthorized entry or loss.

EXCLUDED from this section are

- (1) Records related to emergency planning; (see section 1100-I),
- (2) Records related to safety, (see section 1300-B),
- (3) Records related to personnel security clearance and related matters; (see items 2300-730-1 to 6),

1743 Keeping and Destroying Records
NIH Records Control Schedule

- (4) Records related to programs for protection from bio-hazards research risks and other areas where NIH has responsibilities extending beyond NIH itself (see section 7000).

1300-C-1 Protection and Security Management Administrative Correspondence Files.

Disposition: Destroy when 2 years old.

1300-C-2 Survey and Inspection of Government-owned buildings: Reports of surveys and inspections conducted to insure adequacy of protective and preventive measures taken against hazards of fire, explosion and accidents, and to safeguard information and facilities against sabotage and unauthorized entry.

Disposition: Destroy when 3 years old or on discontinuance of facility, whichever is sooner.

1300-C-3 Survey and inspection of privately-owned facilities assigned security cognizance by NIH.

Disposition: Destroy when 4 years old or when security cognizance is terminated, whichever is sooner.

1300-C-4 Investigative Files accumulated in investigations of fires, explosions and accidents, consisting of retained copies of reports and related papers when original reports are submitted to other agencies or organizational elements; reports and related papers concerning occurrences of such a minor nature that they are settled locally.

Located in offices which conduct investigations.

Disposition: Destroy when 2 years old (Does not apply to employee injury and compensation files, 1300-B-5, or records of radioactive contamination, 1300-B-9).

1300-C-5 Property Pass Files authorizing removal of property or materials.

Located in offices of responsible Property Custodians and Property Representatives and DAS - Protection and Security Management Branch.

Disposition: Destroy 3 months after expiration or revocation.

1743 Keeping and Destroying Records
NIH Records Control Schedule

- 1300-C-6 Guard Assignment files related to guard assignments and strength.
- a. Ledgers.
- Disposition: Destroy 3 years after final entry.
- b. Requests, analyses, reports, change notices and other related papers.
- Disposition: Destroy when 2 years old.
- 1300-C-7 Police Functions Files related to exercise of police functions.
- a. Ledgers of arrests, cars ticketed and outside police contacts.
- Disposition: Destroy 3 years after final entry.
- b. Reports, statements of witnesses, warning notices and other case papers relating to arrests, commitments and traffic violations.
- Disposition: Destroy when 2 years old.
- c. Reports on contact of outside policy with building occupants.
- Disposition: Destroy when 1 year old.
- 1300-C-8 Personal Property Loss or Theft Files concerning accountability for personal property lost or stolen.
- a. Ledgers.
- Disposition: Destroy 3 years after final entry.
- b. Reports, loss statements, Form NIH-254, receipts and other related documents relating to lost and found articles.
- Disposition: Destroy when 1 year old.
- 1300-C-9 Key Accountability files. Files relating to accountability for keys issued. **These records are subject to the Privacy Act.**
- a. For areas under maximum security.

1743 Keeping and Destroying Records
NIH Records Control Schedule

Disposition: Destroy 3 years after turn-in of key.

b. For other areas.

Disposition: Destroy 6 months after turn-in of key.

1300-C-10 Visitor Control Records used to record names of outside contractors, service personnel, visitors, employee admitted to areas, and reports on automobiles and passengers.

a. For areas under maximum security.

Disposition: Destroy 5 years after final entry or 5 years after date of document.

b. For other areas.

Disposition: Destroy 2 years after document is created or 2 years after date of document, as appropriate.

1300-C-11 Facilities Checks files related to periodic guard facility checks.

a. Data sheets, door slip summaries, check sheets.

Disposition: Destroy when 1 year old.

b. Reports of routine after-hours security checks where no security violations are involved.

Disposition: Destroy when 1 month old.

1300-C-12 Guard Service Control Files.

a. Control center key or code records, emergency call cards, building records and employee identification cards.

Disposition: Destroy when superseded or obsolete.

b. Round reports, service reports on interruptions and tests, punch clock dial sheets.

Disposition: Destroy when 1 year old.

1743 Keeping and Destroying Records
NIH Records Control Schedule

- c. Automatic machine patrol charts and registers of patrol and alarm services.

Disposition: Destroy when 1 year old.

- d. Arms distribution sheets, charge records and receipts.

Disposition: Destroy 3 months after return of arms.

1300-C-13 Logs and Registers.

- a. Master logs.

Disposition: Destroy 2 year after final entry.

- b. Guard Station logs of concurrences also entered in master logs.

Disposition: Destroy 1 year after final entry.

1300-C-14 Credentials and Identification Files.

- a. Identification cards and badges, parking permits, and other identification credentials. **These records are subject to the Privacy Act.**

Disposition: Destroy credentials 3 months after return to issuing office.

- b. Receipts, indexes, listings and accountable records.

Disposition: Destroy after all listed credentials are accounted for.

D. Quarters

Records related to management and assignment of staff quarters.

EXCLUDED from this section are

- (1) Fiscal Records; (See section 1900),
- (2) Procurement and supply records; (See section 2600),
- (3) Building maintenance, (See section 2600-B).

1300-D-1 Quarters Management Files including expenditures, survey, collection and other statistical and narrative data.

1743 Keeping and Destroying Records
NIH Records Control Schedule

Disposition: Destroy when 2 years old.

1300-D-2 Quarters - General Correspondence pertaining to management and maintenance of staff quarters.

Disposition: Destroy when 2 years old.

1300-D-3 Housing Leases, renewals, termination notices and related papers.

Disposition: 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.

1300-D-4 Housing Assignments and Vacancy Files.

a. Individual tenant record.

Disposition: Destroy when tenant vacates unit.

b. Housing unit record.

Disposition: Destroy 3 years after end of fiscal year in which unit is closed.

1300-D-5 Furnishings inventories of staff quarters.

Disposition: Destroy 3 years after end of fiscal year in which inventory is superseded.

1300-D-6 Housing Applications (Does not apply to copies filed with leases: see item 1300-D-3.)

a. Rejected applications.

Disposition: Destroy 1 year after rejection.

b. Others.

Disposition: Destroy when 2 years old.

Last Date Modified: 3/14/2002