

Request for Records Disposition Authority

Records Schedule Number: DAA-0443-2016-0001
Schedule Status: Approved
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: NIH Intramural Research Records that Support Intellectual Property Rights
Internal agency concurrences will be provided: No

Background Information: The NIH Intramural Research Records that Support Intellectual Property Rights retention schedule is being updated to reflect the needs of the scientific community, to reduce the administrative burden associated with managing research records, and to achieve compliance with NARA mandates and guidelines.

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of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

Outline of Records Schedule Items for DAA-0443-2016-0001

Sequence Number	
1	NIH Intramural Research Records that Support Intellectual Property Rights Disposition Authority Number: DAA-0443-2016-0001-0001

Records Schedule Items

Sequence Number	
1	<p>NIH Intramural Research Records that Support Intellectual Property Rights</p> <p>Disposition Authority Number DAA-0443-2016-0001-0001</p> <p>Intellectual property records consisting of project documentation that supports patents or inventions rights that do not meet the criteria for permanent retention, as defined by DAA-0443-2012-0007-0001. Records pertaining to abandoned patents or patent applications are to be retained in accordance with either DAA-0443-2012-0007-0001 or DAA-0443-2012-0007-0003.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>GRS or Superseded Authority Citation DAA-0443-2012-0007-0002</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off annually after the patent is filed.</p> <p>Retention Period Destroy 30 year(s) after cutoff.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>

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
02/02/2016	Certify	Amanda Pomicter	NIH Records Officer	NIH - NIH
04/19/2016	Submit for Concurrency	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
04/20/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
04/20/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
04/21/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist