

1743 Keeping and Destroying Records
NIH Records Control Schedule

2600 Procurement, Property and Supply Management

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.

A. Procurement

EXCLUDED from this section are

- (1) Feasibility studies and systems analyses (1700-A-6)

2600-A-1 General Correspondence Files of operating procurement units concerning internal operations and administration matters not covered elsewhere in this section.

Disposition: Destroy when 2 years old.

2600-A-2 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.

Disposition: Dispose 10 years after unconditional sale or release by the Government of conditions, restriction, mortgages or other liens.

- b. Abstract or certificate of title.

Disposition: Transfer to purchaser after unconditional sale or release by the Government of conditions, restrictions, mortgages, or other liens.

[Note: Records relating to property acquired prior to January 1, 1921, are not covered by the GRS and must be scheduled by submission of an SF 115 to NARA.]

2600-A-3 Contract records relating to major biomedical information systems

Located in NLM, Office of the Director.

Disposition: Destroy 6 years after completion of contract.

1743 Keeping and Destroying Records
NIH Records Control Schedule

2600-A-4 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 procurement, and related papers.

1. Transactions of more than \$25,000 and all construction contracts exceeding \$2,000.

Disposition: 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.)

2. Transactions of \$25,000 or less and construction contracts under \$2,000.

Disposition: 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.)

b. Obligation copy.

Disposition: Destroy when funds are obligated.

c. Other copies of records described above used by component elements of a procurement office for administrative purposes.

Disposition: Destroy upon termination or completion.

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.

Disposition: DISPOSAL NOT AUTHORIZED.

2600-A-6 Tax Exemption Files: Tax exemption certificates and related papers.

1743 Keeping and Destroying Records
NIH Records Control Schedule

Disposition: Destroy 3 years after period covered by related account.

2600-A-7 Solicited and Unsolicited Bids and Proposals Files.

a. Successful bids and proposals.

Disposition: Destroy when related contract case file is destroyed (see 2600-A-4).

b. Solicited and unsolicited unsuccessful bids and proposals.

1. Relating to small purchases as defined in the Federal Acquisition Regulation; 48 CFR, part 13.

Disposition: Destroy one year after date of award or final payment, whichever is later.

2. Relating to transactions above the small purchase limitations in 48 CFR, Part 13, when filed separately from the contract file.

Disposition: Destroy with related contract case files (2600-A-4).

3. Relating to transactions above the small purchase limitations in 48 CFR, Part 13, when filed with contract case file.

Disposition: Destroy with related contract case files (2600-A-4).

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.

Disposition: Destroy 5 years after date of cancellation.

2. Unopened Bids.

1743 Keeping and Destroying Records
NIH Records Control Schedule

Disposition: Return to bidder.

- d. Lists or cards of acceptable bidders.

Disposition: Destroy when superseded or obsolete.

2600-A-8 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.

Disposition: Destroy 3 years after completion or cancellation of requisition.

- b. Accounting copy of requisition.

Disposition: 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).

Disposition: Destroy when 1 year old.

2600-A-10 Inventory Requisition File: Requisitions for supplies and equipment for current inventory.

- a. Stockroom copy.

Disposition: Destroy 2 years after completion or cancellation of requisition.

- b. All other copies.

Disposition: Destroy when 6 months old.

2600-A-11 Telephone statements and toll slips.

Disposition: Destroy 3 years after period covered by related account.

1743 Keeping and Destroying Records
NIH Records Control Schedule

2600-A-12 Contract Appeals Case Files. Contract appeals case files consisting of notices of appeal and acknowledgments 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.

Disposition: Destroy 10 years after final action or decision.

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.

Disposition: Destroy when superseded, obsolete, or no longer needed, whichever is sooner.

B. Public Buildings and Space

EXCLUDED from this section are

- (1) Space management records (See section 1300-A);
- (2) Records related to management and assignment of staff quarters (see section 1300-D).

2600-B-1 Account cards and ledgers related to structures describing the principal characteristics of each structure and containing data on the capital investment in the physical plant.

Disposition: DISPOSAL NOT AUTHORIZED.

2600-B-2 Architectural and Engineering Drawings and Models consisting of master tracings and acceptable reproductions which reflect architectural, structural and topographical details, and models. The drawings include details on building approaches, electrical, mechanical, air conditioning and elevator information. These drawings are microfilmed and the originals are stored in the Federal Records Center. The disposal instructions apply to paper records and microfilm, and to models.

Refer to NIH Records Management Officer, OMA, for guidance on all files in this series.

1743 Keeping and Destroying Records
NIH Records Control Schedule

- a. NIH has some unique buildings and laboratory structures, several of which represent architectural, technological, or engineering innovations designed to serve scientific and medical research purposes. Some examples are the Clinical Center and its surgical wing, the Library of Medicine, the NCI Emergency Virus Isolation Facility, the DNA Facility and others. This is not necessarily a complete list.

Disposition:

1. Drawings: PERMANENT. Offer preliminary and presentation drawings to the National Archives 5 years after completion of project. Offer final working drawings, "as built" drawings, shop drawings, repair and alterations drawings, standard drawings and specifications and related records to the National Archives when file is inactive.
 2. Models: DISPOSAL NOT AUTHORIZED.
- b. Architectural and Engineering Drawings and Models related to NIH buildings and laboratory structures with no special architectural, technological innovations and no special historical significance.

Disposition: Destroy when no longer needed for administrative purposes.

2600-B-3 Finding aids for design and construction files.

Disposition: Apply the disposition instructions applicable to the related architectural and engineering drawings.

2600-B-4 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.

Disposition: 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.

1743 Keeping and Destroying Records
NIH Records Control Schedule

- b. Transactions of \$2,000 or less.

Disposition: Destroy 3 years after fiscal year in which final payment is made.

- c. Task orders on master contracts.

Disposition: Destroy 3 years after related work is completed.

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.

Disposition: Destroy 3 years after date of completion of contract unless contract performance is subject of enforcement action on such date.

2600-B-6 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.

Disposition: Destroy 1 year after related work is completed.

- b. Maintenance order.

Disposition: Destroy 3 months after work is completed.

- c. Single shop order.

Disposition: Destroy 3 years after work is completed.

- d. Shop order for combined shop work and contract.

Disposition: Destroy 4 years after work is completed.

- e. Canceled documents related to any of the above.

Disposition: Destroy 2 years after cancellation.

1743 Keeping and Destroying Records
NIH Records Control Schedule

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.

Disposition: Destroy when related equipment is replaced or no longer used.

C. Property and Supply Management

2600-C-1 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.

Disposition: Destroy when 2 years old.

- b. Copies in other reporting units, and related work papers.

Disposition: Destroy when 1 year old.

2600-C-2 Inventory Files.

- a. Inventory lists.

Disposition: Destroy 2 years from date of list.

- b. Inventory cards.

Disposition: 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.

- c. Report of survey files and other papers used as evidence for adjustment of inventory records, not otherwise covered in the schedule.

Disposition: Destroy 2 years after date of survey action or date of posting medium.

1743 Keeping and Destroying Records
NIH Records Control Schedule

i. PROPERTY AND SUPPLY MANAGEMENT: FOOD PRODUCTION

Records of the Clinical Center, Nutrition Department, Food Production Service and Patient Dietetic Service.

EXCLUDED from this section are:

Various accounting records of the Food Production Service (see items 1900-B-7, B-8 and 1900-C-20 to 23).

Food Production Service

2600-C-10 Central kitchen issues (daily requisition - main kitchen and metabolic kitchens).

Disposition: Destroy when 4 months old (retain records 3 months plus current month).

2600-C-11 Patient meal census records

a. Detail reports, showing number of meals served.

Disposition: Destroy when 6 months old.

b. Summary reports, showing number of meals served by institute.

Disposition: Destroy when 5 fiscal years old.

2600-C-12 Physical inventories

a. Work copies.

Disposition: Destroy at end of current fiscal year.

b. Summary sheets.

Disposition: Destroy when 6 fiscal years old.

2600-C-13 Monthly meat inventories

1743 Keeping and Destroying Records
NIH Records Control Schedule

Disposition: Destroy at end of current fiscal year.

2600-C-14 Emergency cash orders (petty cash)

Disposition: Destroy when 4 fiscal years old.

2600-C-15 Telephone charge orders

Disposition: Destroy when 4 fiscal years old.

2600-C-16 Records of food prices

Disposition: Destroy when 4 fiscal years old.

2600-C-17 Small equipment requisitions

Disposition: Destroy at end of current fiscal year.

2600-C-18 Census records

a. Detail census sheets, showing workload of each floor unit.

Disposition: Destroy when 1 year old.

b. Monthly census reports, summarizing data on the detail reports.

Disposition: Destroy when 2 years old.

2600-C-19 Computer printouts of physicians' dietary orders, posted to patients' cards.

Disposition: Destroy when 1 month old.

2600-C-20 Inpatient cards, showing dietary requirements of each inpatient.

Disposition: Destroy 5 years after patient is discharged.

2600-C-21 Outpatient cards, showing dietary requirements of each outpatient.

Disposition: Destroy when 5 years old.

1743 Keeping and Destroying Records
NIH Records Control Schedule

2600-C-22 Special event orders, relating to picnics and the like for mental health patients.

Disposition: Destroy when 1 year old.

ii. PROPERTY AND SUPPLY MANAGEMENT: TRANSFUSION
MEDICINES

Records of the Clinical Center Blood Transfusion Medicine Department related to storage and usage of blood.

EXCLUDED from this section are:

- (1) Records on blood donors (see item 3000-E-50-51);
- (2) Blood data on patients (see item 3000-E-36);

2600-C-30 Blood Storage Records, showing temperatures maintained in preserving blood in the department.

Located in: CC, Transfusion Medicine Department

Disposition: 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)

Electronic version: Delete after recordkeeping copy has been produced or when referencing or updating is completed.

(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.)

2600-C-31 Records of blood sent to operating room, showing patients' name, blood types, and other related data.

Disposition: Destroy when 5 years old.

2600-C-32 Logs of donor appointments

Disposition: Destroy when 1 year old.

iii. PROPERTY AND SUPPLY MANAGEMENT: PHARMACY

1743 Keeping and Destroying Records
NIH Records Control Schedule

Records of the Clinical Center, Pharmacy Department, Pharmacy Service and Central Sterile Supply.

Clinical Pharmacy Service

2600-C-40 Reserved.

2600-C-41 Doctors' Orders Files (Prescriptions).

Located in CC, Pharmacy Department.

Disposition: 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.

2600-C-42 Microfilm and microfiche copies of doctors' orders.

Disposition: Destroy when 15 years old.

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.

Disposition: 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.

2600-C-44 Pharmacy Parenteral Records, as ordered by doctors.

Located in CC, Pharmacy Department.

a. Intravenous.

Disposition: 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.

b. Blood.

Disposition: File by fiscal year. Place in inactive file at end of each fiscal year.

1743 Keeping and Destroying Records
NIH Records Control Schedule

Transfer each fiscal year file to the Federal Records Center after 2 years in inactive file. Destroy when 10 years old.

c. Investigational.

Disposition: 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.

2600-C-45 Nursing Unit Requisitions for Pharmaceutical Items.

Located in CC, Pharmacy Department.

Disposition: 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.

2600-C-46 Certificates of disposition for narcotics and hypnotics, documenting movement of those drugs and their receipt by nursing units.

Disposition: Destroy when 3 years old.

Records of the Clinical Center, Pharmacy Department, Pharmacy Service and Central Sterile Supply.

iv. CENTRAL STERILE SUPPLY

RESERVED

D. Motor Equipment Management

These records pertain to the management, maintenance, and operation of motor vehicles used by NIH.

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.

1743 Keeping and Destroying Records
NIH Records Control Schedule

Disposition: Destroy when 2 years old.

2600-D-2 Motor Vehicle Operating and Maintenance Files

- a. Operating records including those relating to gas and oil consumption, dispatching and scheduling.

Disposition: Destroy when 3 months old.

- b. Maintenance records, including those relating to service and repair.

Disposition: Destroy when 1 year old.

2600-D-3 Motor Vehicle Cost Files: Motor Vehicle ledger and work sheets providing cost and expense data.

Disposition: Destroy 3 years after discontinuance of ledger or date of work sheet.

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.

Disposition: Destroy 3 years after date of report.

2600-D-5 Motor Vehicle Accident Files: Records relating to motor vehicle accidents, maintained by transportation offices.

Disposition: Destroy 6 years after case is closed.

2600-D-6 Motor Vehicle Release Files: Records relating to transfer, sale, donation or exchange of vehicles.

Disposition: Destroy 4 years after vehicle leaves agency custody.

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.

Disposition: Destroy 3 years after separation of employee or 3 years after

1743 Keeping and Destroying Records
NIH Records Control Schedule

recission of authorization to operate Government-owned vehicle,
whichever is sooner.

E. RESERVED See section 1500 Travel and Transportation

F. Property Disposal

These records pertain to the sales by agencies of real and personal property surplus to the needs of the Government.

EXCLUDED from this section are

Records related to disposal of radioactive waste (see item 1300-B-17).

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 Federal Accounting Office without written approval of the Comptroller General, as required by 44 U.S.C. 3309.

2600-F-1 Surplus Property Precedential Case Files: Case files on sales of surplus personal property (as described in item 2600-F-6 below) documenting the initiation and development of transactions that deviate from established precedents with respect to general agency disposal or to major disposal programs.

Disposition: DISPOSAL NOT AUTHORIZED.

2600-F-2 Property Disposal Case Files: Case files on disposal of surplus real and related personal property.

Disposition: DISPOSAL NOT AUTHORIZED.

2600-F-3 Excess Real Property Reports

Disposition: DISPOSAL NOT AUTHORIZED.

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.

Disposition: Destroy when 2 years old.

1743 Keeping and Destroying Records
NIH Records Control Schedule

2600-F-5 Excess Personal Property Reports

Disposition: Destroy when 3 years old.

2600-F-6 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.

Disposition: Destroy 6 years after final payment. (Place in inactive file on final payment and transfer to Federal Records Center 2 years thereafter.)

b. Transactions of \$25,000 or less.

Disposition: 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.)

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.

Disposition: Transfer to new custodian upon completion of sale, trade, or donation proceedings, or acceptance of purchase money mortgage.

Page 17
Appendix 1

1743 Keeping and Destroying Records
NIH Records Control Schedule

Last date updated 7/9/99