

Request for Records Disposition Authority

Records Schedule Number DAA-0443-2021-0001

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 Peer Review Records

Internal agency concurrences will be provided No

Background Information

Legislation, including the Government Performance and Results Act of 1993 (Pub.L. 103–62), the GPRA Modernization Act of 2010 (Pub.L. 111–352), the 21st Century Cures Act (Pub.L. 114–255), and the Foundations for Evidence-Based Policymaking Act of 2018 (Pub.L. 115–435), require that Federal agencies develop efficient, modern systems that make use of data for evidence-based decision-making. In keeping with this legislation to modernize data management practices, the National Institutes of Health (NIH) uses data to support evidence-based decision-making processes. The NIH manages the peer review of more than 80,000 grant applications every year, recruiting subject matter experts from the scientific community to evaluate those applications and provide written critiques as well as scores on each application. NIH conducts analyses on a wide range of topics relating to the peer review process, including workload distribution analyses, assessments of fairness and potential bias, issues related to the reliability and validity of review procedures, and other quality-control-related issues.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0443-2021-0001

Sequence Number	
1	Peer Review Records Disposition Authority Number: DAA-0443-2021-0001-0001

Records Schedule Items

Sequence Number	
1	<p>Peer Review Records</p> <p>Disposition Authority Number DAA-0443-2021-0001-0001</p> <p>Peer review records are created and maintained in support of evidence-based decision-making for the NIH peer review process. The peer review records include the individual reviewer's preliminary peer review scores of individual grant applications and quality-control analyses of the peer review process. These records also include information about potential reviewers from individuals who have nominated themselves to be recruited for review service at the NIH or been nominated on behalf of the professional scientific societies in which they are members. These peer review records are not maintained in the Electronic Research Administration (eRA) system and are not part of the Official Case Files of Applications, Awards, Appeals, and Litigation Records for Grants, Cooperative Agreements, and Other Transaction Activities (DAA-0443-2019-0008).</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? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff at the end of the calendar year.</p> <p>Retention Period Destroy records when 12 years old. Longer retention is authorized if required for business use.</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
04/23/2021	Certify	Rebecca Baker	Records and Information Management Specialist	Office of the Director - Division of Management Specialist
09/22/2021	Submit for Concurrence	Richard Green	Archivist Specialist	National Archives and Records Administration - ACR3, Appraisal Team 3
09/29/2021	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/29/2021	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
09/29/2021	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist