BRIEF

The NIH Form 3000 is an NIH, OD requirement to safeguard against the intentional or accidental removal of NIH records by departing personnel.

Please note, Form 3000 is only required for personnel leaving the NIH. It is not required for personnel transferring to another NIH IC.

TERMS

- AO: Administrative Officer
- IC: Institute or Center
- PI: Principal Investigator
- POC: Point of Contact
- RM: Records Management
- OSD: Office of Scientific Director
- SD: Scientific Director

SYSTEMS USED

- AMB I: Drive

WORKFLOW (3-5 weeks)

<table>
<thead>
<tr>
<th>DEPARTING PERSONNEL</th>
<th>SUPERVISOR</th>
<th>LAB ADMIN</th>
<th>Area AO</th>
<th>AMB FORM 3000 POC</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Completes Form 3000</td>
<td>• Reviews Form</td>
<td>• Submits supervisor approved Form to Area AO</td>
<td>• Submits supervisor approved Form to AMB Form 3000 POC</td>
<td>• Reviews Form</td>
</tr>
<tr>
<td>• Submits to Supervisor</td>
<td>• If approved, sends to Lab Admin</td>
<td>• When returned from Area AO, returns copies to Departing Personnel and Supervisor</td>
<td>• When returned from AMB Form 3000 POC: &gt; submits to Lab Admin</td>
<td>• Routes for SD review/approval</td>
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<td></td>
<td>&gt; keeps copy to include in term package</td>
<td>• Submits SD approved/denied Form 3000 to: &gt; NICHD RM POC &gt; Area AO</td>
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</tbody>
</table>

CONTACTS

AMB Form 3000 POC – Valerie Leftwood
NICHD RM POC – Charlie Kim
FORM 3000 PROCESSING SOP

1. DEPARTING PERSONNEL:
   - Completes the NIH Form 3000
   - Submits to Supervisor for review/approval at least 60 days before term date

2. SUPERVISOR (1 week):
   - Reviews completed Form 3000
   - If approved, submits Form 3000 to Lab Admin

3. LAB ADMIN (>1 week):
   - Submits supervisor signed Form 3000 to area AO

4. Area AO (>1 week):
   - Submits supervisor signed Form 3000 to AMB POC

5. AMB POC (2 weeks):
   - Reviews supervisor signed Form 3000
   - Submits to OSD for SD review/approval
   - Once returned from OSD (regardless of whether approved/denied):
     - Sends copy to NICHD RM POC
     - Sends copy to Area AO

6. Area AO (>1 week):
   - Sends copy of approved/denied Form 3000 to Lab Admin
   - Retains a copy to include with departing personnel’s termination package

7. LAB ADMIN (>1 week):
   - Sends copy of approved/denied Form 3000 to departing personnel and supervisor