REQUEST FOR RECORDS DISPOSITION AUTHORITY

TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION
8601 ADIELPHI ROAD COLLEGE PARK, MD 20740-6001

1. FROM (Agency or establishment)
James Madison Foundation

2. MAJOR SUBDIVISION
N/A

3. MINOR SUBDIVISION
N/A

4. NAME OF PERSON WITH WHOM TO CONFER
STEVE WEISS

5. TELEPHONE NUMBER
301-653-6109

6. 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 on the attached page(s) are not needed now for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

☑ is not required
☐ is attached; or
☐ has been requested.

SIGNATURE OF AGENCY REPRESENTATIVE
STEPHEN W. WEISS

TITLE
DIRECTOR OF ADMIN/FINANCE

7. ITEM NO.
8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION
The James Madison Memorial Fellowship Foundation was established by Congress in 1986 for the purpose of Improving teaching about the United States Constitution in secondary schools. The Foundation is an independent agency of the executive branch of the federal government. Funding for the Foundation's programs comes from Congress and generous contributions from individuals, foundations, and corporations. The Foundation has a Board of Trustees and its daily operations are directed by a president and a small staff. The Foundation's office is located in Washington, D.C.

Minutes, reports, transcripts of meetings, briefing books, testimony, publications (one copy), and organization records including organization charts, Trustee membership records, and foundation establishment records.

DISPOSITION: PERMANENT. Transfer to the Washington National Records Center 5 years after closing or when sufficient volume accumulates. Transfer to NARA when 30 years old.

Superseded by job / item number:
N1-508-15-1/1

Date (MM/DD/YYYY):
04/08/2015
Approved Fellowship Applications

Applications, correspondence, financial payment records and other records relating to a successful fellowship application.

DISPOSITION: Temporary. Close file when fellowship has been completed. Transfer to the Washington National Records Center 5 years after closing or when sufficient volume accumulates. Destroy 30 years after closing.

Unsuccessful Fellowship Application Files.

Applications, correspondence, and other records relating to unsuccessful (rejected or withdrawn) applications.

DISPOSITION: Temporary. Close after rejection or withdrawal. Transfer to the Washington National Records Center 5 years after closing or when sufficient volume accumulates. Destroy 30 years after closing.

Fellowship Administrative Files.

Correspondence and/or subject files relating to routine operations and daily activities in administration of the grant program.

DISPOSITION: Destroy when 2 years old.

Electronic Mail and Word Processing System Copies.

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

SUPERSEDED JOB CITATION

Superseded by job / item number: N1-508-15-1
Date (MM/DD/YYYY): 04/08/2015

Superseded by job / item number: N1-508-15-1
Date (MM/DD/YYYY): 04/08/2015

Superseded by job / item number: GR5 5.1
Date (MM/DD/YYYY): 07/2017
INACTIVE - ALL ITEMS SUPERSEDED

Destroy/delete within 180 days after the recordkeeping copy has been produced.

b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Destroy/delete when dissemination, revision, or updating is completed.

Two copies, including original, to be submitted to the National Archives and Records Administration

STANDARD FORM 115-A (REV 3-91)
Prescribed by NARA
36 CFR 1228

INACTIVE - ALL ITEMS SUPERSEDED