

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>N1-362-97-1</i>	
1. FROM (Agency or establishment) Corporation for National Service		DATE RECEIVED <i>November 18, 1996</i>	
2. MAJOR SUBDIVISION Office of the General Counsel		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER Bill Hudson	5. TELEPHONE 606-5000 X265		
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 now needed 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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 11/14/96	SIGNATURE OF AGENCY REPRESENTATIVE <i>Denise Y. Moss</i> Denise Y. Moss	TITLE Records Officer	
7 ITEM NO	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	See Attachment <i>Norman E. Franklin 11/14/96</i> Norman E. Franklin, Director Date Administrative and Management Services		

Figure 5-2a. Standard Form 115

FEB = 5 1998
MIV

SCHEDULE PREPARATION AND CLEARANCE
copy to - Agency, NWDD, NAWPW

November 14, 1996

SF-115 Attachment

OFFICE OF THE GENERAL COUNSEL

1. **General Correspondence.** Chronological series containing correspondence files relating to routine day-to-day operations of the Corporation, containing no policy or precedents and not otherwise provided or in a disposition schedule.

Disposition: TEMPORARY. Cut-off at the end of the calendar year. Destroy 3 years after cutoff. (Supersedes NC 362-75-2). *3 Connection ok by Denise Moss of CNS on 1/15/98*

2. **Litigation Case Files.** Alphabetical by name, contains records related to criminal and tort claims and Volunteer incident cases. They provide the rationale, the verdict, and the disposition of the case. File closed cases in a separate file.

Disposition: TEMPORARY. Cut-off at the end of the calendar year. Retire to the Washington National Records Center 1 year after cutoff. Destroy 4 years after cut-off. (Supersedes NC-174-189).

3. **Ethics Files.** Chronological series contains documentation regarding written ethics opinions by designated ethics officials on matters in involving conflicts of interest or ethical violations by employees/programs.

Disposition: TEMPORARY. Cut-off at end of calendar year. Destroy 5 years after cutoff.