

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>NI-362-98-5</i>	
1. FROM (Agency or establishment) Corporation for National Service		DATE RECEIVED <i>10-14-98</i>	
2. MAJOR SUBDIVISION		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION <i>AC*State/National</i>		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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	5. TELEPHONE		
<i>Rosa L. Harrison</i>	<i>606-5000 Ext 433</i>	DATE <i>10-7-98</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</i>
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 <i>09-19-97</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Denise Y. Moss</i>	TITLE <i>Records Officer</i>	
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 GRS OR SUPERSEDED JOB CITATION	10.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</i> Norman E. Franklin, Director Administrative and Management Services		

115-109

NSN 7540-00-634-4064
PREVIOUS EDITION NOT USABLE

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

Figure 5-2a. Standard Form 115

SCHEDULE PREPARATION AND CLEARANCE

V-3

OCT 30 1998 *MPV*

*copy to, Agency, NW&W
NWCT, NWMD*

SF-115 Attachment
Job No N1-362-98-5

CORPORATION FOR NATIONAL AND COMMUNITY SERVICE AMERICORPS*STATE/NATIONAL OFFICE

AmeriCorps is the Nation's national service initiative that engages thousands of Americans of all ages and backgrounds in solving the most pressing community and national problems. AmeriCorps State and National members accomplish their mission by providing direct service in the four issue areas established by law: educational, public safety, human needs and environmental. The Corporation for National and Community Service (CNS) funds AmeriCorps State and National through population-based State allocations, funds distributed to programs selected by the States and submitted to the CNS through competitive consideration, and programs operated by national nonprofit organizations, professional corps, programs operating in more than one State, and programs operated by Federal agencies.

1. **AmeriCorps*State/National Grant Files.**

- a. Unsuccessful Applications.** Solicited and unsolicited grant applications, correspondence and other records relating to unsuccessful (rejected or withdrawn) applications

Disposition **Temporary.** Destroy 3 years after rejection or withdrawal (GRS 3, Item 13) **NOTE:** Successful applications and accompanying case file will be scheduled separately as an agency-wide functional item

- b. Progress Reports and Related Correspondence.** Contains periodic Progress Reports submitted to CNS, as required, from all grantees such as State Commissions for Community Service, National Non-Profit Organizations, Federal Programs, Native American Tribes, Territories and direct educational award recipients regarding the progress of the programs funded through AmeriCorps*State/National grants and related correspondence. Arranged alphabetically by name of State or State Clusters, Territory, name of Native American Tribe or national non-profit organization, thereunder sequentially by numerical scheme incorporating the fiscal year when originally funded, the type of organization and a sequential number. Dates: 1994-Present. Estimated annual accumulation: 30 cubic feet

Disposition **Temporary.** Cut off at end of fiscal year in which grant funding for the programs is concluded. Retire to Records Center 1 year after cutoff. Destroy 5 years after cutoff

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CORPORATION FOR NATIONAL AND COMMUNITY SERVICE AMERICORPS*STATE/NATIONAL OFFICE

2. **Updates.** Contains monthly newsletter consisting of a compilation of information from CNS affecting the AmeriCorps*State/ National grantees The Updates include official guidance and policies, changes in legislation, the progress of specific grant programs from the regions and other like information Arranged chronologically by year, thereunder by month Dates from 1994-Present Current volume 4 cubic feet Estimated annual accumulation 1 cubic foot

a. **Record Copy.**

Disposition **Permanent.** Cut off at end of fiscal year. Transfer to the National Archives, ~~3 years after cutoff~~ *NOTE: Records 1994-1997, Cut off Oct. 1, 1997. Transfer to NARA, Oct. 1, 1997. Records 1997-2000, Cut off Oct. 1, 2000. Transfer to NARA, Oct. 1, 2000.*

of a 3-year block
immediately
changes approved by D. Mess + R. Harrison on 6-18-98 via e-mail.
RL

b. **Reference Copy.** Consists of all duplicate and reference copies of the Updates

Disposition **Temporary.** Destroy when no longer needed for reference

3. **CEO Decision Notebooks.** Contains briefing notebooks developed by AmeriCorps*State/National staff to present to CNS senior management (AmeriCorps Director), the Chief Executive Officer (CEO) and the Board of Directors in the grant approval process The Decision Notebooks contain supporting materials for new programs, recompeting programs and renewals The materials may have program summaries, projected costs of programs, and other related information The Decision Notebooks contain program materials that may not make it to the Board of Directors Arranged chronologically Dates 1994-Present Current volume approximately 6 cubic feet Estimated annual accumulation 6 inches

a. **CEO Decision Notebooks.**

Disposition **Temporary.** Cut off at end of fiscal year in which the decision is made concerning the Decision Notebook grant programs Destroy 5 years after cutoff or when no longer needed for reference, whichever is sooner

b. **All Other Copies of CEO Decision Notebooks.** Contains duplicate copies of the CEO Decision Notebooks for distribution or used for reference

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Disposition **Temporary.** Destroy when no longer needed for reference

4. **Board Decision Notebooks.** Contains final briefing notebooks (Decision Notebook materials) presented by the CEO to the Board of Directors for final approval. The Notebooks contain supporting materials for new programs and recompeting programs. Included in the materials are program summaries, projected costs of proposed or recompeting programs, and other related information. Arranged chronologically. Dates 1994-Present. Current volume 4 cubic feet. Estimated annual accumulation 3 inches.

a. **Record Copy Board Decision Notebooks.**

Disposition **Permanent.** Cut off at the end of fiscal year of a 5-year block. Retire to the Record Center 2 years after cutoff. Transfer to the National Archives 5 years after cutoff.

NOTE: Records 1994-1998, Cut off Oct 1, 1998,
Retire Oct 1, 2000, Transfer Oct 1, 2003
Records 1999-2003, Cut off Oct 1, 2003,
Retire Oct 1, 2005, Transfer Oct 1, 2008
Records 2004-2008, Cut off Oct 1, 2008,
Retire Oct 1, 2010, Transfer Oct 1, 2013
Records 2009-2013, Cut off Oct 1, 2013,
Retire Oct 1, 2015, Transfer Oct 1, 2018
Records 2014-2018, Cut off Oct 1, 2018,
Retire Oct 1, 2020, Transfer Oct 1, 2023

- b. **All Other Copies of Board Decision Notebooks.** Contains duplicate copies of Board Decision Notebooks used for distribution or reference.

Disposition **Temporary.** Destroy when no longer needed for reference

- ~~5. **State/National Office Director's Chron File.** Contains incoming and outgoing letters and memoranda. Contains correspondence directed to the Director from the CNS CEO, the AmeriCorps Director and other agencies for response. Arranged chronologically.~~

~~Disposition **Temporary.** Cut off at end of fiscal year. Destroy 2 years after cutoff.~~

~~Item 5 is withdrawn. OK by ROSA HARRISON AND DENISE MOSS OF CNS VIA TELEPHONE 10/1/98. 36~~

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CORPORATION FOR NATIONAL AND COMMUNITY SERVICE
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6. Conference and Training Workshop Records.

a. Program Directors Conference Records. AmeriCorps*State/National sponsors an annual conference to train the newly approved and renewed grantees regarding the requirements they must meet to demonstrate progress in their programs

- 1) **Record Copy Program Directors Conference Records.** Contains conference training materials, agenda, speakers bios, and related materials Arranged chronologically Dates 1994-Present Current volume 1 cubic foot Estimated annual accumulation about 3 inches

Disposition **Permanent.** Cut off at end of fiscal year of a 5-year block Retire to Record Center 2 years after cutoff Transfer to the National Archives 5 years after cutoff

- 2) **Reference Copies.** All duplicates used for distribution or reference

Disposition **Temporary.** Destroy when no longer needed for reference

b. Cluster Training Workshop Materials. Contains geographic cluster training materials developed by AmeriCorps*State/National headquarters staff directly related to program/mission activities not part of the annual conference

- 1) **Record Copy Cluster Training Workshop Materials.** Contains workshop training materials, agenda, speaker bios, and related materials Arranged chronologically Dates 1994-Present Current volume 2 cubic feet Estimated annual accumulation 1 cubic foot

Disposition **Permanent.** Cut off at end of fiscal year of a 5-year block Retire to Record Center 2 years after cutoff Transfer to the National Archives 5 years after cutoff

- 2) **Reference Copies.** All duplicates of the Training Workshop Materials used for distribution or reference

Disposition **Temporary.** Destroy when no longer needed for reference

September 18, 1997

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AMERICORPS*STATE/NATIONAL

- ~~1. Progress Reports. Numerical. Progress Reports submitted to CNS by state commissions and parent organizations regarding program progress.~~

~~Disposition. TEMPORARY. Three years after program ending date.~~

2. Progress Reports Updates. Numerical. Compilation of information from all CNS department collectively placed into a monthly mailing and distributed all the AC*State/National program

Disposition. TEMPORARY. Three years after program ending date.

3. Decision/Recommendation Notebooks. Numerical. Notebooks that were developed by AC*State/National presentation of programs to Senior Management and the Board of Director.

Disposition. TEMPORARY. Three years after program ending date.

4. Memos, Letters, and Notebooks. Numerical. Memos, letters, and notebooks that were developed by AC*State/National for Presentation of program to Senior Management and the Board of Director.

~~Disposition. TEMPORARY. Three years after program ending date.~~