

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>11-362-98-8</i>	DATE RECEIVED <i>10-14-97</i>
1. FROM (Agency or establishment) Corporation for National Service		NOTIFICATION TO AGENCY  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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION			
3. MINOR SUBDIVISION Office of Training and Technical Assistance T/TA		DATE	ARCHIVIST OF THE UNITED STATES
4. NAME OF PERSON WITH WHOM TO CONFER Laurel Ihator	5. TELEPHONE 606-5000 Ext 106		
<b>6. AGENCY CERTIFICATION</b> 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>09-18-97</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Denise Y. Moss</i>	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 GRS OR SUPERSEDED JOB CITATION	10.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</i> _____ Norman E. Franklin, Director                      Date Administrative and Management Services	<i>Withdrawn 5/19/2000</i>	
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

September 18, 1997

SF-115 Attachment

OFFICE OF TRAINING AND TECHNICAL ASSISTANT (T/TA)

1. Grant Applications/Proposals Unfunded. Numerical by Serial Number 0001-2100. Proposals/Grant Applications received in response to Notice of Funds Availability (1994-1995). They contain no policy or precedents and are not otherwise provided for in a disposition schedule.  
Disposition. TEMPORARY. Cut off at the end of one (1) year; hold one year and destroy.
2. T/TA Providers. Alphabetical by subject. This contains a list of all current Training and Technical Assistance providers, with full address, telephone, facsimile, e-mail address, name of project director and full description of service provided.  
Disposition. TEMPORARY. Destroy when superseded, obsolete or no longer needed.
3. Cooperative agreement. Alphabetical by subject. Filed by Name of Provider and contains Notice of Funds Availability, copy of original application, individual/consensus review process information, copy of selection recommendation and approval, copy of request to execute agreement, copy of Funds Certification, copy of signed original award and copies of all amendments and approvals.  
Disposition. TEMPORARY.
4. Provider Correspondence. Chronological. File contains response to compliance issues, memos to file by T/TA officers, site visit reports on provider training activities.  
Disposition. TEMPORARY.
5. Provider Case File. Chronological. This is a convenience file that contains notes from provider meetings/conferences, telephone conferences with T/TA officers.  
Disposition. TEMPORARY.
6. Reports. Chronological. This chronological file contains quarterly reports of provider activities.  
Disposition. TEMPORARY.
7. Products. Subject file classification system. This file contains publications and other materials developed and used in training under the cooperative agreement.  
Disposition. TEMPORARY.
8. Provider Evaluations. Alphabetical by subject. File contains evaluation protocol and instruments developed to determine the effectiveness of each provider. File also contains evaluator/provider correspondence and report of evaluator findings.  
Disposition. TEMPORARY.

9. State Commission/National Directs/Tribes and Territories Case File. Alphabetical by subject. File contains copy of original Program Development Assistance and Training application, review comments and responses, copy of signed original award, copies of all amendments/ File also contain interim and final reports.

Disposition. TEMPORARY.

10. Internal Correspondence. Chronological. Correspondence files relating to routine day-to-day operation of the department.

Disposition. TEMPORARY.

11. T/TA Annual Plan. Chronological. This file contains annual compilation of department's goals, objectives and budget information.

Disposition. TEMPORARY.

12. Special Projects. Alphabetical by subject.