

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 11-362-98-10	DATE RECEIVED 10-14-97
1. FROM (Agency or establishment) Corporation for National Service		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION National Senior Service Corps (NSSC)		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Helen L. Alston	5. TELEPHONE 606-5000 Ext 189	DATE	ARCHIVIST OF THE UNITED STATES
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 09-12-97	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 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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</i> Norman E. Franklin, Director Administrative and Management Service		
	<i>9/12/97</i> Date		
115-109		NSN 7540-00-634-4064 PREVIOUS EDITION NOT USABLE	
STANDARD FORM 115 (REV. 3-81) Prescribed by NARA 36 CFR 1228			

Figure 5-2a. Standard Form 115

SA 3/29/01 withdrawn

September 12, 1997

SF-115 Attachment

NATIONAL SENIOR SERVICE CORPS (NSSC)

1. General Correspondence. Subject file classification system, Alphabetical by subject Correspondence files relating to routine day-to-day operations of the Corporation and NSSC, containing no policy or precedents and not otherwise provided for in a disposition schedule. Staff travel files contains travel related information, forms and correspondence regarding individual/group travel.

Disposition: TEMPORARY. Cut-off at the end of the year; hold 3 years and destroy. Destroy after a year. (Supersedes NC 362-75-3).

2. Committees, Meetings and Conferences. Alphabetical by name and Chronological. Correspondence, agenda, notes, list of participants, discussion topics, summary fact sheets, and decision reached documenting the scope and depth of the conference, meeting and committee.

Disposition: TEMPORARY. Hold 3 years and destroy. (Supersedes NC 1 362-78-1).

3. Organizational/Mission/Historical Documentation. Subject file classification system. Senior Corps policies and historical files containing correspondence, reports, decision papers, program and planning documents describing the functions, responsibilities and organization.

Disposition: PERMANENT. Cut-off after 1 year; hold 5 years then retire to FRC. (Transfer to Archives in 10 years).

4. Projects and Programs. Subject file classification system, Alphabetical by name. RSVP, FGP and SCP files containing legislation enacting the Program, functions, responsibilities, goals.

Experimental (demonstration) program files containing correspondence, reports, working papers and statistics regarding the new program. These programs are being testing to determine whether they can produce the desired effect. Supersedes NC 174-189 item 53 (FGP), NC 174-189 item 52 (SCO) and NC 174-189 item (RSVP) NC 174-189 item 121 (Experimental/Demonstration).

5. Congressional and Legal. Subject file classification system, Alphabetical by name. Congressional hearing file contains State project locations map, name, address, congressional district(s), descriptive information on program project; program statistics by State; and other subject matter.

Federal Register file contains notices of program-related regulations, schedules, and the like.

Policy and precedent files is maintained by subject regarding policy or precedent procedure on Senior Corps functions.

Disposition: Original maintain in ECO office; NSSC cut-off after 2 years. Management Services Branch holds original: NSSC until no longer applicable. (Supersedes NC 174-189 and NC 362-75-6).

6. Reports and Plans. Alphabetical by name, Geographical. RSVP, FGP and SCP directories which contain complete mailing address, phone number, and name of each project director and sponsor.

Disposition: TEMPORARY. Destroy when superseded, obsolete or no longer needed. (Supersedes NI 36-91-2).

7. Evaluations and Surveys. Alphabetical by name. Official file copy is maintained in Division of Evaluation. Evaluation reports and studies on the RSVP, FGP and SCP, including their effectiveness and the cost benefits from each Program.

Disposition: TEMPORARY. Hold 3 years and destroy. (Supersedes NC 174-189 item 22 and NC 174-189 item 21.

8. Financial Management. Chronological and fiscal year. Budget files containing preparations for submission to OMB and Congress, including all pertinent working documents; computer printouts used in reports required by the Accounting Operation Branch; apportionment/reapportionment schedules for each authorized appropriation; budget executive documentation, i.e., ceiling limitation, cost distribution, utilization of funds; current year operating plans (CYOP) used to support the CYOP (goals and objectives of the Corporation); cuff records are maintained describing all obligated and actual expenditures.

Disposition: TEMPORARY. Cut-off of Fiscal Year. Supersedes NC 174-189 (Hold 2 years (original maintained in Budget Div.); GRS 5/4 (destroy 2 years after the FY); NI 362-91-4 (destroy 2 to 3 years after each FY).

9. Electronic Records. Alphabetical by name. Documents such as letters, messages, memoranda, reports, handbooks, directives/regulations/policies/guidance recorded on electronic media such as hard disks or floppy diskettes.

Disposition: TEMPORARY. Delete when no longer needed to create a hard copy (Supersedes GRS 23/2).

10. Audio-Visual Records. Alphabetical by name. Video tapes which reflect the Corporation's/NSSC SVP, FGP and SCP programs for ad campaigns, public service announcements, and media coverage. Officials holding office is Public Affairs. Posters used as promotional materials.

Disposition: TEMPORARY. Hold until superseded by newer version (Supersedes NI 362-91-2).

11. Procurement, Supply and Grant Management. Subject file classification system. General correspondence files relating to routine daily operations of the Corporation, containing no policy or precedents and not otherwise provided for in a disposition schedule. Original maintained in Procurement Division.

Disposition: TEMPORARY. Cut-off at the end of the year; hold 3 years and destroy. (Supersedes NC 362-75-3).