

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 N1-362-98-13	DATE RECEIVED 10-14-97
1. FROM (Agency or establishment) Corporation for National Services		NOTIFICATION TO AGENCY	
2. MAJOR 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION National Civilian Community Corps			
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Brenda Payne	606-5000 ext. 183		
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 10-03-97	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 GRS OR SUPERSEDED JOB CITATION	10.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 Date Office of Administrative and Management Services		

115-109

NSN 7540-00-634-4064
PREVIOUS EDITION NOT USABLESTANDARD FORM 115 (REV. 3-91)
Prescribed by NARA
36 CFR 1228

Figure 5-2a. Standard Form 115

October 3, 1997

SF-115 Attachment

NATIONAL CIVILIAN COMMUNITY CORPS (NCCC)

1. Files Management Plan - Form A-912 and A-912A. Chronological. This form provides a comprehensive and efficient system for maintenance and disposition of records for the National Civilian Community Corps (NCCC).

Disposition: TEMPORARY. Destroy when a new plan is approved.
2. Vehicles File. Chronological. This includes documents containing the requests for justification, disposition, and correspondence regarding vehicles.

Disposition: TEMPORARY. Cut-off these files at the end of year, hold 4 years, and destroy.
3. Internal Directive and Issuance's. Alphabetical by subject. This file consists of Orders, Delegations of Authority, Handbooks, Manuals, Information Notices, Publications, Posters, Flyers, Pamphlets and Telephone Directories with all changes and backups.

Disposition: PERMANENT. Retire to FRC a record set of issuances as they become obsolete or revised. Transfer to Archives in 10 years.
4. Official Speech File. Chronological. Arranged in chronological order by place of delivery. The speech file will contain the official speeches of the Director of NCCC and other top officials.

Disposition: PERMANENT. Cut-off at the end of the year, hold two years and retire to RC (Transfer to Archives in 10 years).
5. Position Papers and Backup Speech Material. Chronological. This material has been prepared for the Director and other staff officials on subjects of current interest.

Disposition: TEMPORARY. PA will cut-off at the end of the year and destroy.
6. Press Releases. Chronological. The press releases are contained within "Release Books" and they consist of the releases, register number, person who wrote releases, date, and title or release.

Disposition: PERMANENT. a. PA will retain a record set of these release to be held 4 years and retire to FRC. (Transfer to Archives in 10 years). b. Hold extra copies of press releases, cut-off at end of the year, hold year and destroy.
7. Press Releases (Regional). Geographical/Chronological. The press releases are contained in one complete record set, maintained in chronological order of all releases issued by the Regional Office.

Disposition: PERMANENT. Regional Office will cut-off at end of year hold 4 years and retire to FRC. (Transfer to Archives in 10 years).

8. ✓ NCCC Advisory Council. Chronological. The records contain biographic data and correspondence on members and potential members (generally appointed by the President), agenda minutes of meetings, reports, trips, and various boards and councils established to carry out the NCCC mission.

Disposition: Question?

9. Merit Promotion Files. Chronological. Correspondence regarding merit promotion with employees and supervisors.

Disposition: TEMPORARY. Destroy two years after personnel action is completed.

10. Historical Documentation File. Chronological. This file contains reports documenting the recruitment and placement procedures of NCCC. These Reports are used to prepare additional reports with detailed graphs and charts showing year by year comparative analysis of NCCC.

Disposition: PERMANENT. Cut-off at the end of 2 years hold 5 additional years and retire to FRC. (Transfer to Archives in 10 years).

11. Organization Mission and Function Files. Chronological. Studies, reports, correspondence and organizational charts reflecting the NCCC organization, mission and functions.

Disposition: PERMANENT: a. Cut-off these files at the end of year, hold 5 years, and retire to FRC. (Transfer to Archives in 10 years). b. Destroy all other copies when no longer needed.

12. Executive Correspondence (Director). Subject file classification system. Correspondence addressed to the Director requiring an answer. Contains copies of all outgoing responses signed by the Director and personally answered letters with incoming original letters. The official file copy of correspondence signed by the Director is filed by subject in the appropriate office of responsibility.

Disposition: PERMANENT. Cut-off at end of the year. Once the incumbent leaves, send files to the FRC. (Transfer to Archives in 10 years).

13. Executive Correspondence (DO). Chronological. Correspondence referred from the Director's Office for answering. Contains responses to Congress and others for information, and sensitive subject content regarding DO Operations.

Disposition: PERMANENT. Cut-off at end of the year, hold 2 years, and retire to FRC. (Transfer to Archives in 10 years).

14. ✓ Executive Correspondence Log. Chronological. Incoming and outgoing chronological log of controlled correspondence handled by the Office of the Director NCCC.

Disposition: PERMANENT. Hold until incumbent leaves. Transfer to FRC 2 years after incumbent leaves. (Retire to Archives 10 years after retirement).

15. NCCC Program. Chronological. This file contains legislation enacting the program, functions, responsibilities, goals, and correspondence regarding the program.

Disposition: PERMANENT. Transfer to Archives in 10 years.

16. Applicant Medical Case File. Alphabetical by name. Case files are arranged alphabetically by applicant's name. Documentation contain correspondence, application, forms, and other records regarding medical information including physical examinations and eye glass prescriptions.

Disposition: TEMPORARY. a. Destroy rejected applicants files after 1 year. b. Acceptable applicants files will become part of volunteers official medical records and will be held for 6 years at campus.
17. NCCC Volunteer Applicant System. Chronological. This information is used for verification of data entry, monitoring progress in filling placement of volunteers, accountability purposes, statistical analysis of placement performance and evaluating progress of goal implementation.

Disposition: TEMPORARY. Destroy inactive computer disks on an end of year. (Fiscal year) basis when these applicant records are three years old.
18. NCCC Volunteer Payroll Record. Alphabetical by name. This is a payroll and overpayment record documenting earnings of each NCCC Volunteer.

Disposition: TEMPORARY. Retire these files to FRC 3 months after termination of the volunteer's service. FRC will hold 7 years and destroy.
19. Legislation Files. Chronological. Includes legislation of interest to NCCC, pending bills, proposed legislation, and congressional presentations regarding the NCCC organization, reorganization or the modification of an NCCC procedure.

Disposition: PERMANENT. Hold 10 years and retire to FRC. (Transfer to Archives in 10 years).
20. Legislative History Files. Chronological. Proposed bills, opinions, recommendations, debates and related records pertaining to the preparation and coordination of proposed NCC legislation and other Laws of particular interest to NCCC.

Disposition: PERMANENT. Cut-off at end of second session of congress and retain. (Transfer to Archives in 10 years).
21. Disaster Assistance Guidelines. Chronological. Correspondence and memorandums about using Volunteers willing to serve in event of a disaster.

Disposition: PERMANENT. DO will hold 5 years and retire to FRC. (Transfer to Archives in 10 years).
22. NCCC Weekly Deployment Table. Chronological. A report of Team Deployment Table. This report list location, number of teams members, address, phone number (if applicable).

Disposition: TEMPORARY. Cut-off end of year. Hold 2 years and retire or destroy.
23. Campus Director's BI-Weekly Reports. Chronological. Narrative summaries of subordinate office functions during period. Reports are submitted by all branches through channels to their campus Director, who combines them into one report for submission to the National Director.

Disposition: PERMANENT. Cut-off at end of year, hold 2 years and retire to FRC. (Transfer to Archives 10 years after retirement).

24. NCCC Training Case Files. Alphabetical. Documented here are the curriculum, training needs assessment, type of manual given to participants, and evaluation of training sessions.
Disposition: TEMPORARY. Cut-off at end of year, hold 3 years, and retire to FRC. (Offer to Archives in 10 years).
25. Training Calendar File. Chronological. This is calendar of proposed training by quarters arranged on a fiscal year plan.
Disposition: TEMPORARY. Cut-off end of fiscal year, hold 2 years, and destroy.
26. Evaluation Reports and Studies. Chronological. Evaluation reports and studies on the NCCC program, including their effectiveness and the cost benefits from each progress.
Disposition: PERMANENT. Hold 7 years and retire to FRC. (Transfer to Archives in 10 years).
27. NCCC Questionnaires. Chronological. The questionnaires contain the answers provided by the returned Volunteers regarding future employment or academic training desired.
Disposition: TEMPORARY. Retire to FRC after 2 years. FRC will hold 3 years and destroy.
28. Special Studies and Evaluation File. Chronological. This file contains studies and reports relating to the recruitment, selection and placement of NCCC corps members.
Disposition: PERMANENT. Cut-off at end of 2 years, hold 5 additional years and retire to FRC. (Offer to Archives in 10 years).
29. NCCC Budget Files. Chronological. Filed by subject and thereunder by date, these files contain correspondence, working papers statistics, reports and information which documents the NCCC budget presentation.
Disposition: PERMANENT. a. The Budget Division has the official file and will cut-off at end of year, hold 2 years, and retire to FRC. b. All other offices cut-off file at end of year, hold 3 years, and destroy.
30. Vouchers and Schedules of Payment. Chronological. These files consist of but are not limited to the following: SF-1166 "Schedule of Payments", SF-1098 "Voucher Payment Records", and "Schedule of Canceled Checks".
Disposition: TEMPORARY. a. The Office of Accounting will cut-off at the end of fiscal year. Destroy 6 years and 3 months after period covered by Accounting. b. All other offices will cut-off at end of year; hold 3 years and destroy.
31. Budget Execution. Chronological. Includes allotment advices, revisions, apportionments, ceiling limitations, employment, cost distribution, staffing, and utilization of funds.
Disposition: TEMPORARY. Cut-off each fiscal year; transfer to FRC after 2 years and destroy after 6 years.

32. Current year Operating Plans (CYOPs). Chronological. The file contains planning and budget documents used to support the current year operating plan, i.e., goals and objectives of the agency.
Disposition: TEMPORARY. Cut-off at the end of FY, hold for 3 years and destroy.
33. Collection File. Chronological. Files relating to collections made as a result of claims settled by NCCC. All original documentations are kept with claim files.
Disposition: TEMPORARY. Cut-off at end of FY; destroy when one year old.
34. Payable Files. Chronological. Files showing money that has been paid for bills accrued, obligated or paid. Includes batch control sheets, payment coding sheets, training request, vendors, contractors, bills of lading, GSA bills etc.
Disposition. TEMPORARY. Cut-off at end of Fiscal Year; destroy 6 years 3 months after period covered by account.
35. Current Year Operating Pan (CYOPs)/Annual Cumulative Report. Chronological. This is the annual compilation of Corporation-wide goals, objectives, and budget information compiled from the quarterly CYOP's sent from headquarters and campus offices.
Disposition: PERMANENT. Cut-off annually. Transfer in 5 year blocks when oldest record is 10 years old.
36. Cuff Records. Chronological. Records that are maintained by individual officers which details all obligated and actual expenditures for contractors.
Disposition: TEMPORARY. Cut-off at end of fiscal year, hold for 3 years and destroy
37. Recruiter's Manual. Chronological. This file contains background material, previous issues of the recruiter's manual comments and suggestions from the recruitment office for improvements in the manual and clearances by affected offices.
Disposition: PERMANENT. Cut-off wen project is completed hold 3 years and retire to FRC. Transfer to Archives when 5 years old.
38. Volunteer Applicant Files Rejected Applicants). Alphabetical by name. Applicant files are established for basically qualified individuals who apply for service. The files contain the application reference forms, background information forms, evaluation/interview forms, letters, medical forms, and miscellaneous papers created during the application process.
Disposition: TEMPORARY. Destroy files 1 year after the application is received.
39. Volunteer Applicant Files. Alphabetical by name. Applicant files are established for basically qualified individuals who apply for service. The files contain the application, reference forms, background information form, letters, medical or legal flag forms, and miscellaneous papers created during.
Disposition: TEMPORARY. Close file when applicant completes training, Retire to FRC 1 year after termination of service. FRC will destroy 4 years after termination service.

40. Recruitment/Selection/Placement. Chronological. This file contains evaluation studies and reports relating to the recruitment selection and placement of volunteers for NCCC.
- Disposition: PERMANENT. Cut-off every 2 years. Retire to FRC in 2 year block when oldest record is 7 years old. (Transfer to Archives when oldest record is 15 years).
41. Recruitment and Placement Historical Document File. Chronological. This file contains reports documenting the recruitment and placement procedures of NCCC. These reports are used to prepare additional reports with detail graphs and charts showing year by year comparative analysis of NCCC.
- Disposition: PERMANENT. Cut-off every 2 years. Retire to FRC in 2 years block when oldest record is 7 years old. (Transfer to Archives when oldest record is 15 years old).
42. Recruitment and Placement Historical Document File. Chronological. This file contain reports documenting the recruitment and placement procedures of NCCC. These reports are used to prepare additional reports with detail graphs and charts showing year by year comparative analysis of NCCC.
- Disposition: PERMANENT. Cut-off every 2 years. Retire to FRC in 2 years block when oldest record is 7 years old. (Transfer to Archives when oldest record is 15 ears old).
43. Video Tapes. Subject file classification system. Subjects which reflect the NCCC program and/or mission such as tapes pertaining to recruitment, ad campaigns, public service announcements, and media coverage.
- Disposition: PERMANENT. Transfer to Archives in 5 years blocks when oldest tape is 10 years old.
44. Still Pictures. Subject file classification system. Subject which document the NCCC program and/or mission such as recruitment, service projects etc. An original negative and a captioned print is needed.
- Disposition: PERMANENT. Transfer to Archives in 5 year blocks when oldest material is 10 years old.