

**REQUEST FOR AUTHORITY
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

RG 362

LEAVE BLANK	
DATE RECEIVED MAR 27 1974	JOB NO.
DATE APPROVED NC	174-187
NOTIFICATION TO AGENCY	
IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 91-287 DISPOSAL OF ITEMS MARKED "DISPOSAL APPROVED" IS AUTHORIZED.	
6-18-74 DATE	<i>James B. Rhoads</i> ARCHIVIST OF THE UNITED STATES

TO: GENERAL SERVICES ADMINISTRATION,
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408

1. FROM (AGENCY OR ESTABLISHMENT)

ACTION

2. MAJOR SUBDIVISION

Administration & Finance

3. MINOR SUBDIVISION

Technical Services Division

4. NAME OF PERSON WITH WHOM TO CONFER

Joseph Manno

5. TEL. EXT.

254-3545

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of 10 pages are proposed for disposal for the reason indicated: ("X" only one)

A The records have ceased to have sufficient value to warrant further retention.

B The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

3/26/74
(Date)

John F. Nolan
(Signature of Agency Representative)

Chief, Technical Svcs. Div.
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>ACTION REGIONAL OFFICES</p> <p>Each of the regional offices is under the direction of a Regional Director who reports to the Associate Director for Domestic and Anti-Poverty Operations. Each regional office has comparable responsibilities and is established along similar lines.</p> <p>Each regional office is a self-contained unit with programmatic and administrative responsibility including the management of ACTION domestic programs within their respective regions.</p> <p>Recruitment for the various volunteer programs, both domestic and international is also performed at the regional level under the supervision of the Regional Director.</p> <p>ACTION REGIONAL OFFICES</p> <p>Project Case File</p> <p>These files are arranged by state and city and then numerically. These files may include the letter of intent by name of project, description</p>		

32 items

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	<p>of project, project proposed, project analysis, in some cases the Governor's approval and other correspondence and memorandum.</p> <p>Regional office will cut-off at end of year of termination of project, hold one year, and retire to the FRC. FRC will retain six years and destroy.</p> <p>2. Grant Fiscal Management Case Files</p> <p>These are case files, covering such programs as UYA, RSVP, OAVP, which contain all essential documentation for each grant. Each grant case file contains forms such as A-106 Grantee's Cash Request, A-16 Notice of Grant Award, Notice of Acceptance of Grant Award, A-1404 Procurement Request, A-17 Grantee Report of Expenditures, A-19 Request for Rebudgeting, A-270 Final Cumulative Cost and Cash Received Report, Report of Contact, Correspondence, A-81 Application for Project Grant, Pre-award Grantee Survey Checklist, and Grant Officers Business clearance.</p> <p>a. Regional Offices will place the grant file in a closed case file upon final termination of the grant, hold three years, and retire to FRC. Disposition shall be made in accordance with GAO Instructions.</p> <p>b. The Fiscal Services copy of above file, containing a copy of the grant and other payments is held by the A&F/A (Fiscal Services Branch) and will be placed in a closed file upon termination, held two years, and destroyed.</p>		

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3.	<p>Grant Program Case File</p> <p>This is the program portion of the grant file, covering such programs as UYA, RSVP, OAVP. Each file contains Status Reports, Form A-16 Notice of Grant Award, Notice of Acceptance of Grant Award, Budget Details, memo of understanding and correspondence.</p> <p>Regional Offices will place inactive or closed grants in a separate file, hold seven years from the date of the first grant, and destroy.</p>		
4.	<p>Unfunded Grant Applications</p> <p>This is a file of grant applications that were not funded for various reasons. The files include correspondence, trip reports, narrative presentations, and applications.</p> <p>Regional Offices will cut-off at the end of the year, hold three years, and destroy.</p>		
5.	<p>Contract Case File</p> <p>These case files contain all documentation of each contract. They are filed numerically by contract number. Each contract file contains contracts and amendments, clearances and negotiations, funding or obligating documents, contractors bid, correspondence, payment schedule and copies of vouchers.</p> <p>Regional Offices will cut-off at end of year of final payment, hold one year and retire to FRC. Disposition shall be made in accordance with GAO instructions.</p>		
6.	<p>Affirmative Action Plan</p> <p>This is a plan that is furnished the Washington Office of Minority Affairs, and in some regions</p>		

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	<p>directly to the Civil Service Commission on a fiscal year basis. The plan contains goals and plans for the coming fiscal year.</p> <p>Regional Offices cut-off at end of year, hold two years and retire to FRC. FRC will retain two years and destroy.</p>		
7.	<p>Equal Employment Opportunity</p> <p>This is usually a case file documenting a minority complaint. May also contain request for information and related matters relative to minorities.</p> <p>Regional Offices cut-off at end of year, hold two years, and retire to FRC. FRC will retain two years and destroy.</p>		
8.	<p>Press Releases</p> <p>The press releases are contained in one complete record set, maintained in chronological order of all releases issued by the regional office.</p> <p>Regional Offices will cut-off at end of year, hold four years, and retire to the FRC. Permanent. Offer To Archives in 10 years.*</p>		
9.	<p>Telephone Directory of <u>ACTION</u></p> <p>Regional Office listing of local staff telephone numbers and other organizational information. This information may be in printed or typed form. Also, are copies of the Washington Office telephone directory.</p> <p>a. Regional offices will retire to the FRC annually one record set of all regional directories issued during that period. Permanent. Offer To Archives in 10 years.*</p> <p>b. All other copies should be destroyed when superseded.</p>		

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	<p>c. All copies of the Washington office telephone directory received in the regions should be destroyed upon receipt of a current issue.</p>		
10.	<p>Blue Cross Blue Shield Identification File</p> <p>This file is arranged alphabetically by volunteer name and identification number and usually relate to a benefit claim.</p> <p>Regional Offices will cut-off with the termination of volunteer, retain two years and destroy.</p>		
11.	<p>Official VISTA Volunteer Personnel File</p> <p>Case files arranged alphabetically by name. Includes correspondence, forms and other records documenting the volunteers employment history, such as application, notices of all personnel actions, travel, pay and leave allowances, vouchers and Form W-4 Tax withholding.</p> <p>Regional Office will place in inactive file when volunteer terminates, hold one year and retire to National Personnel Records Center, (NPRC) St. Louis, NPRC will destroy 75 years from date of volunteers birth.</p>		
12.	<p>Confidential Medical Records</p> <p>Case files arranged alphabetically by name of volunteer. This file contains medical information of a confidential nature not normally found in the Volunteer file.</p> <p>The regional office will transfer this material to the volunteer file prior to the transfer of the volunteer personnel file to NPRC, St. Louis.</p>		

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13.	<p>Legal Claims or Tort File</p> <p>This file is arranged alphabetically by litigant name. Records relate to criminal and tort claims and volunteer accident cases. They provide the rationale, the verdict and the disposition of the case.</p> <p>Regional Office file, which is not the file sent to General Counsel Washington, will be cut-off at the end of year of termination of case. Retain one year and retire to FRC. FRC will hold three years and destroy.</p>		
14.	<p>Legal Assistance File</p> <p>This file is arranged alphabetically by name of Volunteer. Records relate to arrest or detention of volunteer, usually minor alleged offenses.</p> <p>Regional Offices will cut-off at end of year in which case is closed, retain one additional year and retire to FRC. FRC will hold three years and destroy.</p>		
15.	<p>Project Profile</p> <p>This is an optional case file arranged alphabetically by project and covers all projects in the region. The file gives the contract number, date, amount, supervisor, coordinator and a resume of the project.</p> <p>Regional Office will retain one year after termination of project and destroy.</p>		
16.	<p>Personnel Applicant File</p> <p>Files of individual SF 171's which are retained to be used if a vacancy occurs.</p>		

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	<p>Regional Office will return forms to applicant, if so requested, or destroy after a predetermined period of time.</p>		
17.	<p>SCORE/ACE Conferences</p> <p>Minutes, agenda, and correspondence regarding various types of SCORE/ACE Conferences. This includes but is not limited to SCORE Coordinating Conference and the National SCORE Conference.</p>		
R	<p>Regional Office will cut-off at the end of the year, hold two years and retire to FRC. Permanent. <i>Offer To Archives in 10 years.*</i></p>		
18.	<p>SCORE Task Force Report</p> <p>This material is arranged in chronological order and consists of correspondence, report of task force concerning innovative ideas of SCORE aid to local businesses, with suggested corrective action.</p>		
R	<p>Regional office will hold until no longer needed and retire to FRC. Permanent. <i>Offer To Archives in 10 years.*</i></p>		
19.	<p>SCORE/ACE Publicity File</p> <p>Correspondence, news stories, clippings, radio/TV spots and success stories arranged by type of publicity and thereunder by date.</p>		
R	<p>Regional Office will cut-off at end of the year, hold two years, and retire to the FRC. Permanent. <i>Offer To Archives in 10 years.*</i></p>		
20.	<p>SCORE Chapter Activity Report</p> <p>This report lists the District and Chapter location, number of chapter members, name of chairman, address and phone number, chapter meetings and dates and the SBA Coordinators, and</p>		

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	<p>the number of chapter members used during the month.</p> <p>Regional Offices will cut-off at the end of the year, hold three years and destroy.</p>		
21.	<p>SCORE Counseling</p> <p>The files are arranged in alphabetical order by name of requestor. The files consist of request for help in getting business established or counseling in solving a particular problem.</p> <p>Regional Offices will cut-off at end of year, hold one year and retire to FRC. FRC will hold three years and destroy.</p>		
22.	<p>Unfunded RSVP Grant Applications</p> <p>This is an alphabetic state file of RSVP grant applications that were not funded for various reasons. The file may include correspondence, trip reports, narrative presentations and applications.</p> <p>Regional Offices will cut-off at the end of the year, hold three years and destroy.</p>		
23.	<p>Domestic Training Files</p> <p>Arranged chronologically this file consists of procedures, techniques, requirements, and statistics of volunteer training, also drafts and memo relative to regional training manuals and training cycle material.</p> <p>Regional Offices will cut-off at the end of the year, hold two years, and retire to FRC. Permanent. Offer To Archives in 10 years.*</p>		
24.	<p>Handbook for Area Offices</p> <p>This file contains background material, comments</p>		

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<p>R</p>	<p>and suggestions from staff personnel for improve- ment in the handbook. The handbook in typed or printed form is usually contained in a hard back loose-leaf binder with replaceable pages. Record copy with all changes.</p>		
<p>25.</p>	<p>Vouchers and Schedules of Payments</p> <p>These files consist of but are not limited to the following: SF 1166 Schedules of Payments SF 1017 Travel Voucher Action V-37 Statement of Mileage SF 1038 Application Accounting for Advance of Funds PC 1403 Account, Coding Document</p> <p>Regional Offices will cut-off at end of fiscal year, hold three years, and retire to the FRC. Disposition will be in accordance with GAO Instructions.</p>		
<p>26.</p>	<p>Payroll Computer Printout</p> <p>This is the computer printout of the payroll for the regional office as furnished by the Washington Office. The arrangement is by chronological payroll period.</p> <p>Regional Offices will hold three years and destroy.</p>		
<p>27.</p>	<p>Purchase Orders</p> <p>These files are arranged chronologically by fiscal year and contain the obligating copy of SF 147 Order for Supplies and Services, SF 1034 Public Voucher for purchase of Services other than personal, or other obligating document.</p>		

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28.	<p>Regional Offices will, upon final payment, remove files from active files and place in a closed file. These files will be held three years after final payment and sent to FRC. Disposition shall be made in accordance with GAO instructions.</p> <p>Outstations</p> <p>This file is arranged alphabetically by state with a separate folder for each state having an outstation. The file will include memos and correspondence, housekeeping records, including travel plans, and material of interest to the outstation.</p> <p>Regional Offices will cut-off at the end of the year, hold two years and destroy.</p>		