

INACTIVE - ALL ITEMS SUPERSEDED

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-220-06-2	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 11/07/2005	
1. FROM (Agency or establishment) James Madison Foundation		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 N/A			
3. MINOR SUBDIVISION N/A			
4. NAME OF PERSON WITH WHOM TO CONFER STEVE WEISS	5. TELEPHONE NUMBER 302-653-6109	DATE 3/15/06 11/7/2005	ARCHIVIST OF THE UNITED STATES A. W. W. W.
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 <u>0</u> page(s) are not needed now for the business for 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, <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested. </div>			
DATE 11/7/2005	SIGNATURE OF AGENCY REPRESENTATIVE <i>Stephen W. Weiss</i>		TITLE Director of Admin/Finance
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	The James Madison Memorial Fellowship Foundation was established by Congress in 1986 for the purpose of improving teaching about the United States Constitution in secondary schools. The Foundation is an independent agency of the Executive Branch of the federal government. Funding for the Foundation's programs comes from Congress and generous contributions from individuals, foundations, and corporations. The Foundation has a Board of Trustees and its daily operations are directed by a president and a small staff. The Foundation's office is located in Washington, D.C. Records of the Board of Trustees Minutes, reports, transcripts of meetings, briefing books, testimony, publications (one copy), and organization records including organization charts, Trustee membership records, and foundation establishment records. DISPOSITION: PERMANENT. Transfer to the Washington National Records Center 5 years after closing or when sufficient volume accumulates. Transfer to NARA when 30 years old. <i>cc NR, NWMF, NWMWA, NW etc</i>	Superseded by job / item number: N1-508-15-1/1 Date (MM/DD/YYYY): 04/08/2015	

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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
2	<p>Approved Fellowship applications</p> <p>Applications, correspondence, financial payment records and other records relating to a successful fellowship application.</p> <p>DISPOSITION: Temporary. Close file when fellowship has been completed. Transfer to the Washington National Records Center 5 years after closing or when sufficient volume accumulates. Destroy 30 years after closing.</p>	<p>Superseded by Job / Item number:</p> <p>N1-508-15-1/8</p> <p>Date (MM/DD/YYYY):</p> <p>04/08/2015</p>	
3	<p>Unsuccessful Fellowship Application Files.</p> <p>Applications, correspondence, and other records relating to unsuccessful (rejected or withdrawn) applications.</p> <p>DISPOSITION: Temporary. Close file after rejection or withdrawal. Transfer to the Washington National Records Center 5 years after closing or when sufficient volume accumulates. Destroy 30 years after closing.</p>	<p>Superseded by Job / Item number:</p> <p>N1-508-15-1/9</p> <p>Date (MM/DD/YYYY):</p> <p>04/08/2015</p>	
4	<p>Fellowship Administrative Files.</p> <p>Correspondence and/or subject files relating to routine operations and daily activities in administration of the grant program.</p> <p>DISPOSITION: Destroy when 2 years old.</p>	<p>Superseded by Job / Item number:</p> <p>N1-508-15-1/10</p> <p>Date (MM/DD/YYYY):</p> <p>04/08/2015</p>	
5	<p>Electronic Mail and Word Processing System Copies.</p> <p>Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.</p> <p>a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.</p>	<p>Superseded by Job / Item number:</p> <p>GRS 5.1 020 DAA-GRS-2016-0002</p> <p>Date (MM/DD/YYYY):</p> <p>07/2017</p>	

115-205

Two copies, including original, to be submitted to the National Archives and Records Administration

STANDARD FORM 115-A (REV 3-91)

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Destroy/delete within 180 days after the recordkeeping copy has been produced.

b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Destroy/delete when dissemination, revision, or updating is completed

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