

<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>N1-362-98-1</i>	DATE RECEIVED <i>10-14-97</i>
1. FROM (Agency or establishment) <i>Corporation for National Service</i>		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 <i>Office of Administrative and Management Services</i>			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER <i>Vanessa Hicks</i>	5. TELEPHONE <i>606-5000 Ext. 404</i>	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 <i>09-10-97</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Denise Y. Moss</i>	TITLE <i>Records Officer</i>	
7 ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>See Attachment</p> <p><i>Norman E. Franklin</i>      <i>9/10/97</i></p> <p>Norman E. Franklin, Director      Date Administrative and Management Services</p>		

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

September 10, 1997

SF-115 Attachment

OFFICE OF ADMINISTRATIVE AND MANAGEMENT SERVICES

1. Government Transportation Request. Numerical series containing original vouchers and support documents covering freight and passenger transportation charges. (Supersedes GRS 9/3).

Disposition: TEMPORARY. Cut-off at the end of fiscal year. Destroy when 3 years old.

2. General Correspondence. Chronological series, correspondence files relating to routine day-to-day operations of the Corporation, containing no policy or precedents and not otherwise provided for in a disposition schedule.

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

3. Telephone Directory of Corporation. Chronological series, files consisting of the request for service, changes in listing, suggestions for the directory and any other material relating to the revision of the Corporation for National Service Telephone Directory.

Disposition: TEMPORARY. Destroy when 2 years old, or when no longer needed which ever is sooner. (Supersedes NC 174/189).

4. Delegation of Authority Files. Chronological series, includes materials pertaining to the issuance of delegation of authority to key Corporation for National Service officials and line of succession to principal positions within the Corporation.

Disposition: TEMPORARY. Cut-off and destroy when delegations is canceled or superseded; same for lines of succession. (Supersedes NI 362-91-2)

5. Staff Travel Files. Alphabetical by name, contains travel related information, forms and correspondence regarding individual staff member's travel.

Disposition: TEMPORARY. Destroy when 3 years old. (Supersedes GRS 9/4A).