

| REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse) | | LEAVE BLANK (NARA use only) | |
|--|---|---|---|
| TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408 | | JOB NUMBER <i>NI-362-98-3</i> | |
| 1. FROM (Agency or establishment) Corporation for National Services | | DATE RECEIVED <i>10-14-97</i> | |
| 2. MAJOR SUBDIVISION Procurement Office | | 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. | |
| 3. MINOR SUBDIVISION <i>Headquarters + Regions</i> | | | |
| 4. NAME OF PERSON WITH WHOM TO CONFER <i>Pamela Burch</i> Pamela Burch, Contract Specialist | 5. TELEPHONE 202-606-5000 | DATE <i>6-8-99</i> | ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i> |
| 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 05-25-99 | 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 GRS OR SUPERSEDED JOB CITATION | 10.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> 5/26/99 Norman E. Franklin, Director Date Office of Administrative and Administrative Services | | |

115-108

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

*SH 6/11/99**Copy to Nwmd, Nwmcw
and agency*

SCHEDULE PREPARATION AND CLEARANCE

V-3

CORPORATION FOR NATIONAL AND COMMUNITY SERVICE OFFICE OF PROCUREMENT

1. **Billing Office Address Code Files.** Contains correspondence and requests for services relating to the Activity Address Codes (AAC) and the Billing Office Address Code (BOAC), e.g. new codes, delete codes, address changes and other similar requests. Arranged by name of region, thereunder chronologically.

Disposition: **Temporary.** Cut off at end of calendar year. Destroy 2 years after cutoff. (GRS 23/1)
2. **Administrative Interagency Agreements.** Contains administrative interagency agreements for procurement for Headquarters and the Regions. Includes reports, correspondence and minutes of meetings between CNS and other government agencies. Arranged by fiscal year, thereunder numerically by purchase order number. (NOTE: Purchase orders stemming from these agreements are destroyed according to the applicable authorities of GRS 3/3.)
 - a. **Record Copy.** Paper files arranged by fiscal year, thereunder chronologically.

Disposition: **Temporary.** Cut off at end of fiscal year in which agreement is concluded. Destroy 6 years and 3 months after cutoff.
(Supersedes N1-362-91-4, item 2.)
 - b. **Electronic Copies.** Electronic copies created on electronic mail and word processing systems.

Disposition: **Temporary.** Delete after recordkeeping copy is produced.
3. **Credit Card Files.**
 - a. **Credit Card Account Files.** Contains cardholder account information, account agreement signature forms, account cancellation forms and other related materials. (NOTE: Purchasing documentation are destroyed according to the applicable authorities of GRS 3/3.)

Disposition: **Temporary.** Cutoff at end of fiscal year in which account is

CORPORATION FOR NATIONAL AND COMMUNITY SERVICE OFFICE OF PROCUREMENT

closed. Destroy 6 years and 3 months after cutoff. (GRS 6/1)

- b. **Credit Card Administrative Files.** Contains office and statistical reports.

Disposition: **Temporary.** Cut off at end of fiscal year. Destroy 3 years after cutoff. (GRS 6/5b)

- c. **Nonrecord Credit Card Materials.** Contains manuals, forms, and other credit card servicer issuances.

Disposition: **Temporary.** Destroy when no longer needed for administrative purposes.

4. **Purchase Orders and Contracts.** Contains files pertaining to the entire procurement process (and procedures) including payment records, payment modifications, receiving reports and related documentation.

- a. Transactions dated on or after July 3, 1995 (the effective date of the Federal Acquisition Regulations (FAR) rule defining "simplified acquisition threshold"), that exceed the simplified acquisition threshold and all construction exceeding \$2,000.

Disposition: **Temporary.** Cut off at end of fiscal year in which purchase order is fully paid. Retire to Records Center 3 years after cutoff. Destroy 6 years and 3 months after cutoff. (GRS 3/3a1 a) (Supersedes NC-362-75-1, item 7b(2) and item 3a(2)).

- b. Transactions dated on or after July 3, 1995 (the effective date of the Federal Acquisition Regulations (FAR) rule defining "simplified acquisition threshold"), at or below the simplified acquisition threshold and all construction under \$2,000.

Disposition: **Temporary.** Cut off at end of fiscal year in which purchase order is fully paid. Destroy 3 years after cutoff. (GRS 3/3a1 b) (Supersedes NC-362-75-1, item 7b(1) and item 3a(1)).

CORPORATION FOR NATIONAL AND COMMUNITY SERVICE
OFFICE OF PROCUREMENT

5. **Unsuccessful Bidders File.** Contains bids received upon advertisement of contract that were not accepted. Includes correspondence regarding solicitations or proposals submitted and the scoring evaluation sheets. Arranged numerically by proposal number.

- a. Relating to small purchases as defined in the Federal Acquisition Regulation, 48 CFR Part 13.

Disposition: **Temporary.** Destroy 1 year after award or final payment, whichever is **later.** (GRS 3/5b(1)) (Supersedes NC-174-189, item 141).

- b. Relating to transactions above the small purchase limitations in 48 CFR Part 13.

Disposition: **Temporary.** Destroy when related contract is completed. (General Records Schedule 3, item 5b(2)(a))