

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-362-98-4	DATE RECEIVED 10-14-97
1. FROM (Agency or establishment) Corporation for National Service		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of Evaluation		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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			
4. NAME OF PERSON WITH WHOM TO CONFER James Bowman	6. TELEPHONE 202-606-5000 Ext. 43	DATE	ARCHIVIST OF THE UNITED STATES
<b>6. AGENCY CERTIFICATION</b> 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 09-11-97	SIGNATURE OF AGENCY REPRESENTATIVE <i>Denise Y. Moss</i> Denise Y. Moss	TITLE Record 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 GRS OR SUPERSEDED JOB CITATION	10.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> 9/11/97 Norman E. Franklin, Director 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

September 11, 1997

SF-115 Attachment

OFFICE OF EVALUATION

1. Evaluation Contract Files. Alphabetical by subject, filed by contractor Names, containing copy of signed Contract, modifications to the Contract, copies of task plans, and all subsequent documentation necessary to carry out that Contract. Copies of the deliverables are filed within the Contractor section.

Disposition: TEMPORARY. Cut-off end of Contract. Destroy when contract has been expired for three (3) years.

2. Request for Proposal File- Not Awarded. Alphabetical by subject, files by Contractor Names who applied for funding through our Request for Proposal, dated April 11, 1997 and amended May 9, 1997.

Disposition: Cut-off six months after award of contracts. Destroy after six months.

3. Report. Alphabetical by subject. The reports provided by our contractors on the various studies assigned.

Disposition: TEMPORARY: File for three (3) years past their delivery date.

4. Evaluation Subject Files. Alphabetical by subject. Filed by various subjects, as deemed necessary by the Director, containing information relating to the Corporation and operation of the unit therein. These files also contain the Administrative files of the unit.

Disposition: TEMPORARY. Cut-off end of Contract. These files will be contained within the Office of Evaluation and purged as information is outdated or superseded.