

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	U1-362-98-1
1. FROM (Agency or establishment) Corporation for National Service		DATE RECEIVED	10-14-97
2. MAJOR SUBDIVISION Chief Executive Officer		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE	
Blanche O. Trueheart	606-5000	WITHDRAWN	
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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE	
09-12-97	<i>Denise Y. Moss</i> Denise Y. Moss	Records Officer	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<i>Norman E. Franklin</i> 9/12/97 Norman E. Franklin, Director Administrative and Management Service Date		
WITHDRAWN 8/23/2002			

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 12, 1997

SF-115 Attachment

CHIEF EXECUTIVE OFFICER

1. Testimony and Speech Files. Chronological. Testimony and Speeches of CEO H. Wofford from October 1995. Contains all events local and away in chronological order contains place of delivery.

Disposition: PERMANENT. Cut-off at the end of year, hold 2 years and retire to FRC (Transfer to Archives in 10 years. *Supersedes NG 174-189 / 117*)

2. Organization (CNS) Internal Subject Files. Alphabetical by subject. Contains day-to-day correspondence within the organization from various departments.

Disposition: TEMPORARY. Cut-off at the end of the year, hold 1 year and destroy.

3. General Correspondence. Chronological. Correspondence files relating to routine day-to-day operations of CNS, contains no policy or presidents and not otherwise provided for in a deposition schedule. Contains copies of all incoming and outgoing correspondence signed by the CEO.

Disposition: TEMPORARY. Cut-off at the end of year, hold 3 years and destroy.