

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 N1-362-98-9	DATE RECEIVED 10-14-97
1. FROM (Agency or establishment) Corporation for National Service		NOTIFICATION TO AGENCY	
2. MAJOR 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Fiscal Office, Southwest Service Center			
4. NAME OF PERSON WITH WHOM TO CONFER Dolores Myers	5. TELEPHONE 214-767-9494	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,

is not required; is attached; or has been requested.

DATE 09/18/97	SIGNATURE OF AGENCY REPRESENTATIVE <i>Denise Y. Moss</i> Denise Y. Moss	TITLE Records Officer
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
	See Attachment <i>Norman E. Franklin</i> Norman E. Franklin, Director Administrative and Management Services		WITHDRAWN

Figure 5-2a. Standard Form 115

September 18, 1997

SF-115 Attachment

FISCAL OFFICE, SW SERVICE CENTER

- ~~1. Financial Management. Numerical by CDH. Collections files.
Disposition TEMPORARY. Cut-off at end of FY, destroy when one year old. (Supersedes NI 362-91-2).~~
2. Procurement Supply and Grants Numerical by PO#. Purchase Orders.
Disposition TEMPORARY. Hold 3 years after final payment and destroyed. (Supersedes NC 362-75-1, item 7)
3. Procurement, Supply and Grants. Numerical by Grant No. Grants Case File.
Disposition TEMPORARY. Hold 3 years, destroy. (Supersedes NC 362-75-1, item 5).
4. Correspondence and Inquiries. Geographical by State and Chronological. General Correspondence relating to routine day-to-day operations.
Disposition TEMPORARY. Cut-off at end of FY and hold 3 years and destroy. (Supersedes NC 363-75-3)
5. Administrative and Management Records Numerical by task order number. Task Orders.
Disposition. TEMPORARY. Destroy 3 years after completion of the order. (Supersedes NC 1 362-78-2).
6. Financial Management. Numerical by Schedule Number and Chronological. Schedule of Payments and Voucher Payment Records.
Disposition. TEMPORARY. Hold 3 Years and destroy. (Supersedes NC 362-75-1).