

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	N1-362-98-12
		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Pacific Service Center/Procurement, Supply & Grant Mgmt			
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Michael Horvat, PSC	415-561-5960		
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	
10-01-97	Denise Y. Moss <i>Denise Y. Moss</i>	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 GRS OR SUPERSEDED JOB CITATION	10.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> <i>10/1/97</i> Norman E. Franklin, Director Date Administrative and Management Service		

115-109

NSN 7540-00-934-4064
PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-81)
Prescribed by NARA
36 CFR 1228

Figure 5-2a. Standard Form 115

October 1, 1997

SF-115 Attachment

PACIFIC SERVICE CENTER

1. Procurement, Supply & Grant Mgmt. (Series 190).

Company (overhead rates) Alphabetical by name.	NC 174-189 item 142
Contracts. Numerical	NC 362-75-1 item 3
Procurement correspondence. Chronological	GRS 3/2
Grant Case. Numerical	NC 362-75-1 item 5
CSA Schedules Items. Alphabetical	NC 174-189 item 147
Purchase Orders. Alphabetical	NC 362-75-1 item 7
Nonpersonal Requisition. Chronological	NA
Inventory. Chronological	GRS 3/9
General correspondence. Chronological	NC 362-75-3

Disposition: TEMPORARY. Hole one year and destroy.

2. Financial Management (Series 150).

Budget. Chronological	NC 174-189
VISTA Budget. Chronological	NC 174-189
Vouchers & Schedules of payment. Chronological	NC 362-7-1
Budget apportionment	NC GRS 5/4
Collections. Chronological	NI 362-91-2
Accounts Payable. Chronological	NI 362-91-4
Cuff Records. Chronological	NI 362-91-2

Disposition: TEMPORARY. Cut-off end of Fiscal Year.

3. Training (Series 130).

Employee Training Records (Regional). Alphabetical by name.	NC 174-187 item 13
Proposals on the training. Chronological	NC 174-189 item 30
VISTA training subject. Chronological	NC 174-189 item 27
General correspondence. Chronological	NC 362-75-3

Disposition: TEMPORARY. Cut-off end of Fiscal Year.

4. Congressional & Legal (Series 110).

Legal Claims/Torts (Regional). Alphabetical by subject.	NC 174-187
Vehicle Accident Reports. Chronological	GRS 10/5
General Correspondence. Chronological	NC 362-75-3

Disposition: TEMPORARY. Cut-off end of CY - 96.

5. Correspondence and Inquires (Series 080)

Executive Correspondence (Director). Subject file classification system. NC 174-189 item 1
General Correspondence. Subject file classification system. NC 362-75-3

Disposition: TEMPORARY. Cut-off end of FY - 96.

6. Personnel (Series 060)

Personnel Correspondence. Alphabetical by name GRS 1/3
Employee Record Cards. Alphabetical by name GRS 1/6
Position Classification. Chronological GRS 1/7
Notifications of Personnel Actions. Alphabetical by name GRS 1/14
Correspondence and Forms. Alphabetical by name GRS 1/17
Employee Relations. Alphabetical by name NC 174-189 item 166
Personnel Applicant (regional) NC 174-187 item 16

Disposition: TEMPORARY. Cut-off end of CY - 96.

7. Payroll Administration (Series 050)

Time & Attendance - Time Certification Sheets. Alphabetical by name. GSR 2/3
Payroll Computer printout. Alphabetical by name. NC 174-189 item 130

8. Administrative and Management Records (Series 010)

Staff Travel - travel info., forms, correspondence. Chronological GRS 9/4A
Passenger Reimbursement - re: travel orders, hotels, car rentals,
per diem. Chronological GRS 9/3
Task Orders. Chronological NC 1 362-78-2
Office Services/Telecommunication. Chronological GRS 23/1
Property Inventories. Chronological NC 174-189
Physical Security. Chronological GRS 18/8 & 16/1
Delegation of Authority - from Director to Grants Officers NI 632-91-2
Interagency agreements. Chronological NI 362-91-4
General Correspondence. Chronological NC 362-75-3

Disposition: TEMPORARY. Cut-off end of FY - 97.