

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-362-98-6</i>	DATE RECEIVED <i>10-14-97</i>
1. FROM (Agency or establishment) Corporation for National Service		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION AmeriCorps VISIA Leaders Conference		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Alice Burke,	5. TELEPHONE 202-606-5000 Ext. 225	DATE	ARCHIVES OF THE UNITED STATES <div style="font-size: 2em; font-weight: bold; text-align: center;">WITHDRAWN</div>
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 09-11-97	SIGNATURE OF AGENCY REPRESENTATIVE <i>Denise Y. Moss</i>	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 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10.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> <i>9/12/97</i> Norman E. Franklin, Director Date Administrative and Management Services <div style="font-size: 1.5em; font-weight: bold; transform: rotate(-30deg); position: absolute; left: 10%; top: 50%;">WITHDRAWN 8/23/2002</div>		

115-109

NSN 7540-00-634-4064  
 PREVIOUS EDITION NOT USABLE

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

Figure 5-2a. Standard Form 115

September 11, 1997

SF-115 Attachment

## AMERCORPS\*VISTA

1. AmeriCorps\*VISTA Leaders Conference. Subject file classification system. Includes correspondence, agenda, minutes, list of conference participants, discussion topics, summary fact sheets, and decisions reached documenting the scope and depth of the conference.  
  
Disposition: PERMANENT. Retire to FRC. (Transfer to National Archives 10 years after retirement.)
2. Training Proposal. Subject file classification system. Training proposal that are accepted by the Program Training and Development Unit for the training of AmeriCorps\*VISTA members. The proposal are submissions from private concerns and are arranged by Cluster.  
  
Disposition: PERMANENT. Program Training and Development Unit will cut-off at termination of training year, hold 1 year, and retire to FRC. FRC will retain 10 years and destroy.
3. Compendium of AmeriCorps\*VISTA Project. Subject file classification system. Collection of project summaries from the "best" local projects for a given year.  
  
Disposition: PERMANENT. Destroy when superseded, obsolete or no longer need.
4. AmeriCorps\*VISTA Project Directory. Alphabetical by Name. AmeriCorps\*VISTA Project Directory consists of complete mailing address, telephone number, name of each project sponsor and project director, and brief summary of what each project is about.  
  
Disposition: TEMPORARY. Destroy when superseded, obsolete or no longer needed.
5. Alumni Records for AmeriCorps\* VISTA Members. Alphabetical by name. Alumni cards are submitted from former members. Information collected includes name, address, telephone, occupation, where and when the member served, SSN, and if they would like to help in recruitment, meetings.  
  
Disposition: PERMANENT. Once completed card is entered into the data base, keep 6 months and they destroy.
6. Life Insurance Collection Files. Alphabetical by name. Records consists of VISTA grantees paying life insurance to NWNL through the Corp. For members electing life insurance. Listing includes member name, SSN and DOB.  
  
Disposition: PERMANENT. Cut off at end of grant year. Destroy after 2 years.
7. Life Insurance for Members - Claims. Alphabetical by name. Paperwork submitted to NWNL - includes death claims, designation of beneficiary, death certificate.  
  
Disposition: TEMPORARY. Destroy once confirmation from NWNL arrives.

8. AmeriCorps\*VISTA Resource Library. Subject file classification system. News clips, reports, films, videos, cassette tapes, historic memos, slides, photos, handbooks, various governmental proclamations and other items relating to VISTA history.

Disposition: PERMANENT. Keep in library area for easy access.

9. Interagency Agreements. Alphabetical by subject. Files maintained by the Corporation which include reports, correspondence, and minutes of meetings between the Corporation other government agencies.

Disposition. TEMPORARY. Cut-off files at the end of the agreement. Hold two years and destroy.