

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408

1. FROM (AGENCY OR ESTABLISHMENT)

General Services Administration

2. MAJOR SUBDIVISION

National Archives and Records Service

3. MINOR SUBDIVISION

Office of Federal Records Centers

4. NAME OF PERSON WITH WHOM TO CONFER

Thomas Wadlow

5. TEL. EXT.

13-35185

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED JAN 10 1975	JOB NO. 64-75-3
NC - 64-75-3	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10.	
1-14-75	James B. Rhoades
Date	Archivist of the United States

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

1/13/75 *Thomas Wadlow* Director Records Div. Dir.
(Date) (Signature of Agency Representative) (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	General Records Schedule 1, is hereby amended:		
1.	<p>Item 26. Records created in receipt and processing of complaints of discrimination by employees or applicants for employment with Federal Civil Service.</p> <p>a. Official Equal Employment Opportunity complaint case files, as described by 5CFR 713.222:</p> <p>(1) When case is resolved within agency of origin; Dispose 3 4 years after final adjustment.</p> <p>(2) When case is resolved by U.S. Civil Service Commission or a U.S. court, the EEO case file is disposed of according to USCS records control schedule.</p> <p>b. All other copies of EEO complaint case files or duplicates of documents pertaining to case files which are included in files retained under Item 26 (a) above; Dispose 1 year after final adjustment.</p> <p>c. All background documents pertaining to the case but not included in case files retained under Item 26 (a) above; Dispose 3 years after final adjustment.</p>	<p>NC-174-166</p> <p>NN-164-170</p> <p>NC-174-267</p>	

Approved for the

United States Civil Service Commission by: *Anthony W. Hudson*

Date: 12/10/74

STANDARD FORM 115
Revised November 1970
Prescribed by General Services
Administration
FPMR (41 CFR) 101-11.4
115-105