

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-545-08-20</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>7/30/07</i>	
1 FROM (Agency or establishment) Grain Inspection, Packers and Stockyards Administration (GIPSA)		NOTIFICATION TO AGENCY 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION			
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Russ Cole	5 TELEPHONE NUMBER (301) 734-3253	DATE <i>22 NOV 10</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
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 needed now for the business for 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 type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE July 30, 2007	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>		TITLE GIPSA Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR • SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)

EQUAL EMPLOYMENT OPPORTUNITY (EEO)

This category covers all phases and regulations of Equal Employment Opportunity (EEO), including special programs. Federal Women's program, Hispanic program, Native American program, career enhancement programs, cooperative education program, physically handicapped, mentally retarded, and housing programs; affirmative action plans, reports, and statistics; counseling and mediation; complaints - appeals.

EXCEPT: Training information relating to courses or programs
See TRAINING.

Instructions given are for record copies. All other copies are treated as informational unless separately scheduled. Informational copies cannot be retained beyond the retention period for the recordkeeping copies

1. POLICY

Policy and guidelines covering all subjects under this primary subject. If needed, subdivide by type or subject of policy and cross-reference to appropriate subject category.

EXCEPT: Published instructions or directives which are filed in binders according to established Agency custom

Disposition: Temporary.

Recordkeeping Copies: Destroy when 3 years old.

2. COUNSELING AND MEDIATION OF COMPLAINTS

~~Case files on counselors, including material and related correspondence, reports, exhibits, notices, and copies of settlement agreements. Subdivide as best suits user's needs~~

~~**Disposition:** Temporary.~~

~~**Recordkeeping Copies:** Destroy 4 years after resolution of case. *GRS 1, Civilian Personnel Records, Item, 25a, EEO Records*~~

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3. SPECIAL EMPHASIS PROGRAMS

Records related to GIPSA efforts to develop programs to address groups with significant under-representation in the Federal workforces. Files include documents addressing these programs plus files on various special observances mandated throughout the year such as

- Federal Women's Program
- Hispanic Employment
- Native American Program
- Career Enhancement Program
- Cooperative Education Program
- Cooperative Education Program
- Federal Equal Opportunity Recruitment Program
- Title 4 (Non-Discrimination) Program
- Summer Intern Program
- Other Special Programs (includes employment of physically handicapped, mentally retarded)

Disposition: Temporary

Recordkeeping Copies: Cut off at the end of the calendar year in which the program is completed. Destroy 5 years after cutoff.