



**140 EQUAL EMPLOYMENT OPPORTUNITY.** Relates to the development, execution, and evaluation of the activity Equal Employment Opportunity (EEO) Program which includes providing advise and assistance to the Commander on EEO related actions.

**140.01 Equal Employment Opportunity Program Files.** Documents related to the formulation, management, administration and execution of individual EEO programs such as program plans, studies and analyses, reports, letter guidance and direction, and related documents. (*Destroy 2 years after termination of program effort, or when no longer required, whichever is sooner.*)

NEW

**140.02 Equal Employment Opportunity Policy Files.** Documents providing general direction, staff guidance and reporting in the management and administration of EEO including interpretations and decisions on applicability, requests for waivers and exceptions, data calls and periodic reporting, and similar documents not covered elsewhere. (HQ DLA - Destroy after 2 years. Other Activities - Destroy after 1 year.)

NEW

**140.10 EEO Advisory Services.** Documents relating to the overall relationships with the command staff, managers/supervisors, other program officials and employees for the execution of program rights, responsibilities, and training. (*Destroy when superseded, obsolete or no longer needed.*)

NEW

**140.20 EEO Program Evaluation.** Documents provided to the command staff including statistical data on employment, sex, race, etc., for use in evaluating aspects of the EEO program. (*Destroy after 5 years.*)

DLAM 5015.1  
Para. 337.17b

**140.30 Affirmative Action Program.** Annually compiled reports, plans, statistics and related documents, correspondence and backup materials used in the monitoring, surveillance and implementation of multi-year affirmative action and personnel programs and plans. (*Destroy after 5 years or when administrative purposes have been served, whichever is sooner.*)

DLAM 5015.1  
Para 337.17c

**140.40 Community Relations.** Documents, correspondence and similar materials pertaining to employee management and community related services and programs used to record actions taken in the Federal Womans Program, Handicapped Individuals Program, Hispanic Employment Program and other programs of a like nature. (HQ DLA - Destroy after 5 years. Other Offices - Destroy when superseded, obsolete, or no longer needed.)

NEW

**140.50 EEO Complaints/Investigations.** EEO complaints, counselor reports, investigative/hearing reports, decisions, appeals, grievances, records of adverse actions, within grade denials, other complaints, related documents and analyzes used to develop case files for tracking the progress/results of individual complaints and/or investigations. (*Destroy four years after all aspects of case are closed.*)

DLAM 5015.1  
Para 337.16

**140.60 EEO Committee.** Minutes from EEO Committee meetings and related documents and correspondence. (*Destroy after 3 year, when superseded or obsolete, whichever is applicable.*)

DLAM 5015.1  
Para 337.17a