REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (Agency or establishment):
Defense Logistics Agency

2. MAJOR SUBDIVISION
Staff Director, Administration

3. MINOR SUBDIVISION
Resources Management Division

4. NAME OF PERSON WITH WHOM TO CONFER
Mr. Allen Easterly

5. TELEPHONE EXT.
274-6234

6. CERTIFICATE OF AGENCY REPRESENTATIVE
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 1 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: □ is attached; or □ is unnecessary.

B. DATE
5 JUL 1990

C. SIGNATURE OF AGENCY REPRESENTATIVE
Preston B. Speed

D. TITLE
Chief, Administrative Management Branch

7. ITEM NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)
The enclosed is a revision of the records disposition schedule for our Equal Employment Opportunity Office. This revision will supersede the 337 series of our Files Maintenance and Disposition Manual (DLAM 5015.1). The numbering scheme for the new series will replace the old 140 series which was superseded as represented on a previous SF 115, NARA Job Number NI-361-90-1.

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARS USE ONLY)

LEAVE BLANK

JOB NO. N1-361-90-4

DATE RECEIVED 7-13-90

ARCHIVIST OF THE UNITED STATES

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

PRESTON B. SPEED
Chief, Administrative Management Branch
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.)

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.)

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.)

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.)

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.)

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 Women's 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.)

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.)

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.)