

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-361-90-004

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 03/03/2022

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

Items 140.02 and 140.30 remain active.

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 140.01 was superseded by DAA-GRS-2018-0002-0001 (GRS 2.3, item 010)

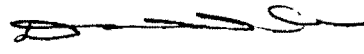
Item 140.10 was superseded by DAA-GRS-2018-0002-0001 (GRS 2.3, item 010)

Item 140.20 was superseded by DAA-GRS-2018-0002-0001 (GRS 2.3, item 010)

Item 140.40 was superseded by DAA-GRS-2018-0002-0001 (GRS 2.3, item 010)

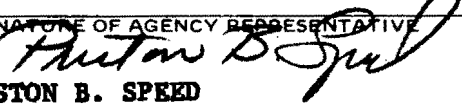
Item 140.50 was superseded by DAA-GRS-2018-0002-0012 and -0013 (GRS 2.3, items 110 and 111)

Item 140.60 was superseded by DAA-GRS-2018-0002-0001 (GRS 2.3, item 010)

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. N1-361-90-4	DATE RECEIVED 7-13-90
1. FROM (Agency or establishment) Defense Logistics Agency		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Staff Director, Administration		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
3. MINOR SUBDIVISION Resources Management Division			
4. NAME OF PERSON WITH WHOM TO CONFER Mr. Allen Easterly	5. TELEPHONE EXT. 274-6234	DATE 12/20/96	ARCHIVIST OF THE UNITED STATES 
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
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7. ITEM NO.	B. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
5	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 N1-361-90-1.		

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