

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-440-09-1</i>	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>6-18-2009</i>	
1. FROM (Agency or establishment) Department of Health and Human Services		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Centers for Medicare & Medicaid Services			
3. MINOR SUBDIVISION Office of Equal Employment and Civil Rights Lee Lunsford (410) 786-0509			
4. NAME OF PERSON WITH WHOM TO CONFER Vickie Robey	5. TELEPHONE NUMBER (410) 786-7883	DATE <i>8/11/2009</i>	ARCHIVIST OF THE UNITED STATES <i>Susan R. Cummings</i> <i>Acting Director, NARA</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 <u>2</u> 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 checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>June 8, 2009</i>	SIGNATURE OF AGENCY REPRESENTATIVE Yvonne Wilson <i>Yvonne X. Wilson</i>		TITLE DHHS Records Management Officer
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<b><u>Equal Employment Opportunity (EEO) Records</u></b>  Request to increase the retention period from 4 to 7 years for case files and from 5 to 7 years for affirmative action/employment plans.  <i>see attached justification.</i>  OGC Concurrence: <i>Patricia M. Manton</i> <i>5/29/09</i>	GRS 1, Items 25a, 25h	

1. Equal Employment Opportunity (EEO) Records.

a. Official Discrimination Complaint Case Files

Originating agency's file containing complaints with related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings, and other records as described in 29 CFR 1614. Cases resolved within the agency, by Equal Employment Opportunity Commission, or by a U.S. Court.

**DISPOSITION:** Destroy 7 years after resolution of case.

b. EEO Affirmative Action/Employment Plans (AAPs)

(1) Agency copy of consolidated AAPs

**DISPOSITION:** Destroy 7 years from date of plan

(2) Agency feeder plan to consolidated AAPs

**DISPOSITION:** Destroy 7 years from date of feeder plan or when administrative purposes have been served, whichever is sooner.

(3) Report of on-site reviews of Affirmative Action/Employment Programs.

**DISPOSITION:** Destroy 7 years from date of report.

(4) Agency copy of annual report of Affirmative Action/Employment accomplishments.

**DISPOSITION:** Destroy 7 years from date of report.

Superseded by job / item number:

DAA-GRS-2015-0007-0007/0008/0011

Date (MM/DD/YYYY):

3/16/2017