REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NARA)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
Department of Housing and Urban Development

2. MAJOR SUBDIVISION
Office of Departmental Equal Employment Opportunity

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Pauline Grant

5. TELEPHONE
708-1891 x 209

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 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

[ ] is not required; [ ] is attached; or [ ] has been requested.

DATE
5/12/98

SIGNATURE OF AGENCY REPRESENTATIVE
Johnny Dodge

TITLE
Departmental Records Officer

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION
RECORDS DISPOSITION SCHEDULE 51
OFFICE OF DEPARTMENTAL EQUAL EMPLOYMENT OPPORTUNITY

Record description and disposition instructions are attached.

This Schedule also covers records relating to equal employment opportunity (EEO) and the enforcement of EEO by HUD's predecessor agencies: Equal Opportunity Standards and Regulations; Office of Equal Opportunity; Office of Affirmative Action and Equal Employment Opportunity; etc; Some HUD offices other than those listed above may also have records relating to EEO and the enforcement of EEO for HUD employees and applicants.

VOLUME ON HAND: 135

ANNUAL ACCUMULATION: 11.25

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARA USE ONLY)

Raymond J. Sokol 3/19/98
OFFICE OF DEPARTMENTAL EQUAL EMPLOYMENT OPPORTUNITY

Petru C. Torch 3/20/98
OFFICE OF GENERAL COUNSEL

Mary Quin 3-20-98
OFFICE OF INSPECTOR GENERAL

LEAVE BLANK (NARA use only)

JOB NUMBER
11-209 -98-2

DATE RECEIVED
5-12-98

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE FOR ARCHIVIST OF THE UNITED STATES
5/2/98

PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA
36 CFR 1228

NSN 7540-00-634-4064

AUG 1 3 1998

Copy to: Agency, NURD, NR
RECORDS DISPOSITION SCHEDULE 51
OFFICE OF DEPARTMENTAL EQUAL EMPLOYMENT OPPORTUNITY

This schedule covers records created by the Office of the Departmental Equal Employment Opportunity, (ODEEO) and its predecessors (Headquarters and Field). The records created are generated from ODEEO's Administrative, General and Program Office Functions and Responsibilities: pursuant to Title VII of the Civil Rights Act; Departmental regulations (24 CFR Part 7); and all other present or future acts, regulations or directives which affect the enforcement of equal employment opportunity for HUD employees and applicants.

Item No. Description of Records Disposition

1. EEO Complaint Case Files. Each consist of a chronological history of complaint activity from: (1) informal counseling, (such as pre-complaint counseling), (2) formal complaint submission, and (3) final administrative action in the form of agency decisions or resolutions.

a. Original EEO Complaint Case Files. Consist of but not limited to: counseling documents, complaint affidavits, correspondence, withdrawal notices, records of hearings and meetings, mail receipts, reports of investigations; notes, interval case file, memoranda, and activity logs. Includes appeals to original EEO complaint case. Retire to Federal Records Center 1 year following date of termination of administrative processing (includes appeals to EEOC/MSPB). Destroy 4 years after resolution of case. (N1-207-98-2, item 1a) (GRS 1/25a) Pauline Grant of HUD ok. 6/14/98

b. All copies of Complaint Case Files. Consist of duplicates of original EEO Complaint Case File. Destroy 1 year after resolution of case. (N1-207-98-2, item 1b) (GRS 1/25b) P. Grant, ok via phone. 6-16-98

2. Pre-Complaint Files. Records documenting EEO informal counseling and other actions that did not develop into EEO complaint case files. Destroy when 2 years old. (N1-207-98-2, item 2) (GRS 1/25c (2)) P. Grant, ok via phone. 6-16-98
## RECORDS DISPOSITION SCHEDULE 51

OFFICE OF DEPARTMENTAL EQUAL EMPLOYMENT OPPORTUNITY

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Description of Records</th>
<th>Disposition</th>
</tr>
</thead>
</table>
| 3.       | Complaint Reference Files.  
consist of material or documents  
research complaint cases:  
may or may not be photocopies. | Destroy 2 years after  
final resolution of case.  
(N1-207-98-2, item 3)  
(GRS 1/25 C(1))  
ok by P. Grant via phone. |
| 4.       | Agency Decision/Agreements.  
Final Decision Agreements  
executed by the Director of  
EEO to resolve EEO disputes. | Destroy 4 years following  
full implementation of  
all terms specified in  
the agreement.  
(N1-207-98-2, item 4)  
(GRS 1/25 C)  
ok by P. Grant via phone 6-16-98. |
| 5.       | EEO Reference Files.  
Consist of office correspondence;  
suspense files; and reference  
material which ordinarily  
consists of related documents  
pertaining to the present  
Civil Rights Act, EEO Statutes,  
any pertinent future acts,  
directives, or regulations. | Destroy when 3 years  
old, or when superseded  
or obsolete, whichever  
is applicable.  
(N1-207-98-2, item 5)  
(GRS 1/25 C)  
ok by P. Grant via phone 6-16-98. |
| 6.       | Correspondence Files.  
(HUD RDS 3/1) | Use HUD RDS 3, Item 1  
which reads "Break files  
anually. Destroy 3  
years after file  
break or when no  
longer needed for  
reference, whichever is  
earlier."  
(NARA Job NC1- 
207-80-5, item 1). |
(HUD RDS 3/6) | Use HUD RDS 3, item 6,  
which reads, "Break file  
anually. Destroy when  
no longer needed for  
reference, whichever is  
earlier."  
(NARA Job NC1- 
207-80-5, item 6).  
Change ok by P. Grant via phone,  
6-16-98. |
## RECORDS DISPOSITION SCHEDULE 51

**OFFICE OF DEPARTMENTAL EQUAL EMPLOYMENT OPPORTUNITY**

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<tbody>
<tr>
<td>8.</td>
<td>EEO Affirmative Employment Plans AEP(s).</td>
<td></td>
</tr>
<tr>
<td></td>
<td>a. Agency copy of consolidated AEP(s).</td>
<td>Destroy 5 years from date of plan. (N1-207-98-2, item 8a) (GRS 1/25 h (1)) ok by P. Grant via phone 6-16-98.</td>
</tr>
<tr>
<td></td>
<td>b. Agency feeder plans to consolidate AEP(s).</td>
<td>Destroy 5 years from date of feeder plan or when administrative purposes have been served, whichever is sooner. (N1-207-98-2, item 8b) (GRS 1/25 h (2)) ok by P. Grant via phone 6-16-98.</td>
</tr>
<tr>
<td></td>
<td>c. Report of on-site reviews of Affirmative Employment Programs.</td>
<td>Destroy 5 years from the date of report. (N1-207-98-2, item 8c) (GRS 1/25 h (3)) ok by P. Grant via phone 6-16-98.</td>
</tr>
<tr>
<td></td>
<td>d. Agency copy of annual report of Affirmative Employment accomplishments.</td>
<td>Destroy 5 years from date of report. (N1-207-98-2, item 8d) (GRS 1/25 h (4)) ok by P. Grant via phone 6-16-98.</td>
</tr>
</tbody>
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