

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER 71-060-02-1	DATE RECEIVED 12-11-2001
1 FROM (Agency or establishment) Department of Justice		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Civil Rights Division		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Diane C. Roberts	5 TELEPHONE 202-514-3826	DATE 12-20-02	ARCHIVIST OF THE UNITED STATES [Signature]

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 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, 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 12-07-01	SIGNATURE OF AGENCY REPRESENTATIVE [Signature] Bernard W. Berglund	TITLE Records Officer
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7 ITEM NO.	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1.	<p><b>Americans with Disabilities Act of 1990, Class 205</b></p> <p>The Americans with Disabilities Act of 1990 (ADA) became effective on January 26, 1992. The ADA gives civil rights protections to individuals with disabilities that are like those provided to individuals on the basis of race, sex, national origin, and religion. It guarantees equal opportunity for individuals with disabilities in employment, public accommodations, transportation, state and local government services, and telecommunications.</p> <p><b><u>Class 205, Discrimination in hiring or promotion</u></b> Employment provisions of Title I of the ADA are similar to the provisions of Title VII of the Civil Rights Act of 1964 in that they prohibit discrimination in hiring or promotion against an individual with a disability if the person is otherwise qualified for the job. The Attorney General has been given the responsibility for the initiation of enforcement actions which allege employment discrimination under this Title with respect to any state or local government employer.</p>		

SA Copies sent to Agency, [unclear], NARA, NR

**A. Multi-section case files.**

Disposition: Permanent. Transfer to the Washington National Records Center (WNRC) one year after close of case. Transfer to the National Archives and Records Administration 15 years after close of case.

**B. Single section case files.**

Disposition: Temporary. Transfer to the WNRC one year after close of case. Destroy 15 years after close of case.

**C. Electronic mail and word processing system copies.** Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by Items A and B of this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision or dissemination.

- i. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Disposition: Temporary. Destroy/delete within 180 days after the recordkeeping copy has been produced.

- ii. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Disposition: Temporary. Destroy/delete when dissemination, revision, or updating is completed.