

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT)
DOL/EMPLOYMENT STANDARDS ADMINISTRATION

2. MAJOR SUBDIVISION
U. S. Department of Labor - ESA

3. MINOR SUBDIVISION
Office of Federal Contract Compliance Programs

4. NAME OF PERSON WITH WHOM TO CONFER
Robert E. Moller

5. TEL. EXT.
523-8326

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED FEB 20 1976	JOB NO. NC1 174 76 4
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 stamped "disposal not approved" or "with-drawn" in column 10.	
2-27-76 (Date)	James E. O'Neil acting Archivist of the United States (Title)

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 5 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

Feb. 20, 1976
Date

[Signature]
(Signature of Agency Representative)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><u>Introduction:</u></p> <p>The Office of Federal Contract Compliance (OFCC) was established by Secretary's Order No. 26-65 of October 5, 1975, pursuant to Executive Order 11246, as amended by Executive Order 11375. The Office's function was to advise the Secretary of Labor with regard to rules and regulations to assure non-discrimination in employment practices of certain contractors, and to maintain liaison with the Equal Employment Opportunity Commission, and the Department of Justice on matters relating to Title VII of the Civil Rights Act of 1964 and to manage agencies having civil rights and equal opportunity activities under Executive Order 11246, as amended. The Office of Federal Contract Compliance Programs (OFCCP) was created to administer in addition the affirmative action and non-discrimination provisions of the Rehabilitation Act of 1973, as amended, and the Vietnam Veterans' Readjustment Assistance Act of 1974.</p> <p>These items replace item 8 on the 1966 Records Retention Plan for the Office of the Secretary of Labor (NN 466-14). There is no previous applicable records schedule.</p> <p>Copies to Agency & NCW 3-3-76</p>		14 items

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>Record copy of each directive, rule, regulation and policy statement promulgated, as well as supporting case files.</p> <p>Retain three years, transfer to Federal Records Center for 17 years and then offer to NARS as archival material.</p>	PERMANENT.	Transfer to FRC when <u>3</u> years old. Offer to NARS when <u>20</u> years old.
2.	<p>All Decrees entered into by DOL/Justice/OFCCP/ EEOC and Federal Contractors. All material related to the enforcement and evaluation of the Decrees---follow-up reports, compliance review reports and complaints generated by the decree.</p> <p><i>Transfer to FRC on termination of decree. Retain records while decree is in effect. Retire to Federal Records Center and destroy six years subsequently. File chronologically. Destroy 6 years after termination.</i></p>		
3.	<p>Records created resulting from comments by the general public in reference to existing or proposed (as published in the Federal Register) policies and procedures.</p> <p>DESTROY WHEN <u>3</u> YEARS OLD</p> <p>These records should be retained in active file for a period of three years, for reference and evaluation purposes only, and then be destroyed. File chronologically by subject matter.</p>		
4.	<p>Records of meetings and conferences held with Compliance Agencies, EEOC and OFCCP on implementation, formulation and interpretation of policy; and related correspondence.</p> <p>These records should be maintained for documentation of coordination with other Agencies on policy matters.</p> <p>Retain records five years, transfer to Federal Records Center for three years and then offer to NARS as archival material.</p> <p>PERMANENT. Transfer to FRC when <u>5</u> years old. Offer to NARS when <u>8</u> years old.</p>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
5.	<p>Management Information System: Records created in receipt of data from contractors and Compliance Agencies for computation. The data is used for summary reports on <u>employment practices, special studies on the under-utilization of minorities and women, and reports on the status of complaints processed by OFCCP.</u></p> <p>The data enables OFCCP to make evaluation of agency enforcement of Federal contractors subject to the requirements of Executive Order 11246, as amended, and serves as a means for monitoring and planning compliance program activities. These records are used for continuous research and documentation.</p> <p><i>See page 5 of this request for disposition requirements—</i> Retain records 5 years and then retire to Federal Records Center. Destroy 5 years subsequently.</p>		
6.	<p>Contractor's Affirmative Action Plans: Annual reports submitted to Compliance Agencies Federal contractors to document contractor's effort to meet the requirements of the Executive Order 11246, as amended.</p> <p>Destroy 3 years from date of submission to Agency.</p> <p>These records are updated annually and should only be kept for 3 years because of the right to appeal clause.</p>		
7.	<p>Records created in receipt and processing of complaints filed pursuant to Executive Order 11246, as amended or the Civil Rights Act of 1964.</p> <p>a. Complaints that are referred to other Agencies, other than Compliance Agencies that are not within the jurisdiction of OFCCP.</p> <p>Maintain in active files for a period of 2 years for reference only, destroy after that period.</p> <p>DESTROY WHEN <u>2</u> YEARS OLD</p>		

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	<p>b. Complaints determined to be under the jurisdiction of OFCCP, and referred to Compliance Agencies for investigation.</p> <p>Retain in active file until case is closed; retain in inactive file for 5 years and then retire to Federal Records Center. Destroy records 10 years subsequently <i>10 years after case is closed.</i> File by case numbers.</p> <p>Retention of these records is necessary because of possible appeal to cases.</p> <p>c. Complaints referred to EEOC for proper disposition under Title VII of the Civil Rights Act of 1964.</p> <p>DESTROY WHEN 3 YEARS OLD Retain in active files for a period of 3 years for reference only, after which time the records can be destroyed.</p> <p>d. All cases that are referred to the Department of Justice for prosecution, or result in hearings, under the jurisdiction of Executive Order 11246, as amended, or the Civil Rights Act of 1964.</p> <p>Retain in active file until case is resolved, retain in inactive file for a period of 5 years in case of appeal of findings in the discrimination case. Retire to Federal Records Center 5 years after case become inactive. Destroy 10 years subsequently <i>10 years after case is inactive.</i> Filed by case number.</p> <p>e. All cases under the Rehabilitation Act of 1973, as amended and the Vietnam Era Veterans Readjustment Act, whether received in the NO and referred to the Field or initially received in the Field.</p> <p>Retain in active file until case is closed; retain in inactive file for 5 yrs. and then retire to FRC. Destroy 10 years subsequently <i>10 years after case is closed.</i> File by case number.</p>		

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8.	<p>Records created in reference to Hometown Plans and Imposed Plans; correspondence, audit reports, compliance checks, administrative committee and agency reports and show cause letters.</p> <p>a. Record copies of Hometown and Imposed Plans and related material.</p> <p>These records are relative to ongoing matters in the construction program and used in evaluation and monitoring of the construction program.</p> <p>These records will remain in active file for a period of 5 years and transferred to ^{an} active file for a period of 5 years. Transfer records to Federal Records Center when 10 years old and destroy when 15 years subsequently old.</p> <p>b. Agency Reports (Contracting Activity Report - Post Contract Implementation Report). Reports received from agencies monthly and are used in assessing contractor's compliance with Federal standards.</p> <p>These records will remain on active file for reference, for a period of 5 years and transferred to inactive files for a period of 3 years. Transfer records to Federal Records Center and destroy when 3 years subsequently. <i>Destroy when 8 years old.</i></p> <p><i>5 (cont.) Management Information System: Disposition:</i></p> <p><i>a. Special studies, summary and final reports-</i> PERMANENT. Transfer to FRC when <u>5</u> years old. Offer to NARS when <u>10</u> years old.</p> <p><i>b. Status and interim reports-</i> Transfer to FRC when <u>5</u> years old. DESTROY when <u>10</u> years old.</p>		

*DPH:ms
25 Feb 76*