INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-048-11-002

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Item 6501.1 was superseded by GRS 5.7, item 050 (DAA-GRS-2020-0001-0003).

Date Reported: 5/11/2022
# Request for Records Disposition Authority

**TO:** NATIONAL ARCHIVES & RECORDS ADMINISTRATION  
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001  

**FROM:** (Agency or establishment)  
Department of the Interior  

## Major Subdivision
Office of Civil Rights  

## Minor Subdivision

### Name of Person With Whom to Confer  
Keith A Holden  

**Telephone Number:** 202-219-1563  

**Date:** November 18, 2010  
**Signature of Agency Representative:**  
**Title:** Office of the Secretary Records Officer  

### Agency Information

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 needed now 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  

### Item Number  

<table>
<thead>
<tr>
<th>Item No</th>
<th>Description of Item and Proposed Disposition</th>
<th>GRS or Superceded Job Citation</th>
<th>Action Taken (NARA Use Only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>6501</td>
<td>Equal Employment Opportunity (EEO) Reports and Analysis</td>
<td>N/A</td>
<td>GR$S$ 1-25f</td>
</tr>
<tr>
<td>6501 1</td>
<td>Electronic Reports</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6501 2</td>
<td>Paper Reports</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(See Attachment for Description and Disposition)
6501 – Equal Employment Opportunity (EEO) Reports and Analysis. The Office of Civil Rights (OCR) is responsible for providing an annual agency self-assessment to the Equal Employment Opportunity Commission (EEOC) per Management Directive 715, and also reports on workforce demographics as needed (at minimum, quarterly throughout the year) This self-assessment must include demographic data for the department to enable statistical analysis and determination as to whether EEO Program objectives have been met

6501.1 Electronic Reports. This item covers electronic records generated for workforce analysis, barrier identification, management, and reporting, as required by MD 715 on an annual basis Currently, OCR utilizes the eVersity web application from MicroPact to create and maintain these records, with demographic data imported from the FPPS system (see N1-048-08-03, item 7551 1)

Disposition Temporary Cut off records at the end of the fiscal year in which the report is issued. Destroy 5 years after cut-off

6501.2 Paper Reports. This item covers paper records created and maintained for workforce analysis and EEO statistical reporting, including any necessary supporting information

Disposition Temporary Cut off records at the end of the fiscal year in which the report is issued Destroy 5 years after cut-off (GRS 1-25f)