

**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)
U. S. Department of the Interior

2. MAJOR SUBDIVISION
Office of the Secretary

3. MINOR SUBDIVISION
Office for Equal Opportunity

4. NAME OF PERSON WITH WHOM TO CONFER
Robert W. Anderson

5. TEL. EXT.
343/6637/6698

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED DEC 12 1975	JOB NO. NC1-48-76-1
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.	
12-23-75 <i>James E. O'Neil</i> (Date) ACTING Archivist of the United States	

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

Nov. 26, 1975 *Robert W. Anderson* *Records Manager*
Date (Signature of Agency Representative) (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p>The Office for Equal Opportunity is responsible for the development and enforcement of Departmental civil rights and equal opportunity programs under Executive Order 11478, as amended, and 11625, Title VI of the Civil Rights Act of 1964; Section 403 Trans-Alaska Pipeline Act, the determination of certain contractors compliance with Executive Order 11246, as amended; the Equal Employment Act of 1972; and related statutes and orders.</p> <p><u>Contractor Equal Employment Complaint Files:</u></p> <p>Documents accumulated in investigating complaints about discrimination in employment by contractors, reviewing investigation reports to determine if discrimination was practiced, resolving complaints and directing corrective action. Included are complaints, requests for investigation, investigative reports, recommendations,</p>		

Copy to Agency & NCW 12-30-75 OQ

2 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
2	<p>clearance action, minutes or summaries of hearings, documents directing corrective action or sanctions and final reports.</p> <p>Transfer to Federal Record Center three years after final action.</p> <p>Destroy 13 years after final action.</p> <p>Contract <u>Compliance Pre-award Files</u></p> <p>Documents accumulated in performing pre-award clearances. Included are requests for reviews, copies of compliance reports and related printouts, clearance action, and documents recommending or directing corrective action.</p> <p>Transfer to Federal Record Center three years after final action.</p> <p>Destroy 13 years after final action.</p>		