

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER <i>11-56-11-2</i>	
1 FROM (Agency or establishment) Department of Treasury		Date Received <i>12/20/10</i>	
2 MAJOR SUB DIVISION Office of the Deputy Assistant Secretary for Human Resources and Chief Human Capital Officer		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disposition request, including amendments is approved except for items that may be marked "disposition not approved or "withdrawn" in column 10	
3 MINOR SUB DIVISION Office of Civil Rights and Diversity			
4 NAME OF PERSON WITH WHOM TO CONFER Cherisse Willis-Proctor	5 TELEPHONE 202-622-0790	DATE <i>11 Sept 11</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
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 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,  <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE <i>12/14/10</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>		TITLE <i>Dir. Office of Treasury Records</i>
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	This records series is generated by the Office of Civil Rights and Diversity as it effectuates the provisions of (a) Title VI of the Civil Rights Act of 1964, to the end that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving financial assistance from the Department of the Treasury (42 U S C 2000d), (b) Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination based on disabilities in programs and activities conducted by or receiving financial assistance from the Department of the Treasury (29 U S C 794), (c) the Age Discrimination Act of 1975, which prohibits discrimination based on age in programs and activities receiving financial assistance from the Department of the Treasury (42 U S C 6101-6107), (d) Title IX of the Education Amendments Act of 1972, which prohibits discrimination based on sex in educational activities receiving financial assistance from the Department of the Treasury (20 U S C 1681- 1688), and (e) Section 508 of the Rehabilitation Act which requires the Department of the Treasury to provide comparable access to electronic and information technology used in its conducted activities to persons with disabilities (29 U S C 794d)		New Item
	These records are created or received while investigating complaints of civil rights discrimination and in reviewing recipients of Treasury financial assistance to determine if their assisted programs are in compliance with federal laws		

which prohibit discrimination on the basis of race, color, national origin, sex, age, and disability. Records include complaints, final agency decisions, requests for reconsideration, and compliance review reports.

1 Civil Rights Discrimination Complaint and Compliance Review Files

Case files developed in investigating complaints and in reviewing recipients of Treasury financial assistance to determine if these programs are in compliance with the Federal laws which prohibit discrimination on the basis of race, color, national origin, sex, age, and disability. These records are created in response to Title VI of the Civil Rights Act of 1964, Title IX of the Higher Education Amendment of 1972, The Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973. In addition, case files developed in investigating Complaints and in reviewing Department of the Treasury components to determine if their conducted programs and activities are in compliance with Sections 504 and 508 of the Rehabilitation Act o 1973.

Disposition TEMPORARY

- a Headquarters Cutoff file at close of fiscal year in which the case is resolved, and transfer to the Federal Records Center after the case has been inactive for 5 years. Destroy 15 years after cutoff.
- b Regions Cutoff at the close of the fiscal year in which the case is resolved and transfer to the FRC after the case has been inactive for 2 years. Destroy 15 years after cutoff.

2 Historical/Significant Civil Rights Discrimination and Compliance Review Files

Includes records relating to cases that result in court decisions that significantly interpret statutes and regulations, matters that are heard by the appellate courts or the Supreme Court, matters that are deemed to be significant for investigative or litigation procedures or other important precedent, class action lawsuits, cases with a high dollar value, matters that attract national news media attention, and matters resulting in a Congressional investigation.

*revisions added  
8/21/2012  
per conversation w/ Records officer - see attached email  
GMC  
8/21/2012*

Disposition PERMANENT

Cutoff at close of the fiscal year in which the case is resolved and transfer to the Federal Records Center after the case has been inactive for 5 years Transfer to the National Archives and Records Administration 20 years after cutoff

3 Assurance of Compliance Statements

Statements from recipients of Department of the Treasury financial assistance assuring the Treasury office administering the program that the recipient is in compliance with federal laws prohibiting discrimination and that the assistance will be provided in a nondiscriminatory manner

Disposition Destroy in accordance with the retention schedule established for the records kept in the administration of the applicable program

*file instructions*

4 Statistical data

Annual and bi-annual statistical data submitted to and used by the Office of Civil Rights and Diversity in monitoring the compliance status of the Department of the Treasury recipients pursuant to Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972, the Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973

Disposition Cutoff file annually after being superseded by next survey Transfer to FRC 5 years after cutoff Destroy 15 years after cutoff