REQUEST FOR RECORDS DISPOSITION AUTHORITY

To NATIONAL ARCHIVES & RECORDS ADMINISTRATION
8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001

1 FROM (Agency or establishment)
Department of Treasury

2 MAJOR SUB DIVISION
Office of the Deputy Assistant Secretary for Human Resources and
Chief Human Capital Officer

3 MINOR SUB DIVISION
Office of Civil Rights and Diversity

4 NAME OF PERSON WITH WHOM TO CONFER
Cherisse Wills-Proctor

5 TELEPHONE 202-622-0790

LEAVE BLANK (NARA use only)

JOB NUMBER N1- 56- 11-2

Date Received

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approved or "withdrawn" in column 10.

DATE ARCHivist OF THE UNITED STATES

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,

☐ is not required ☐ is attached, or ☐ has been requested

DATE 12/14/10

SIGNATURE OF AGENCY REPRESENTATIVE

TITLE

7 ITEM NO 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

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)

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 Amendments 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 of 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.

Revision added 8/21/2012 per conversation w/l Record Officer see attached email.
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.

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.