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)
   Department of the Treasury

2. MAJOR SUBDIVISION
   Office of the Secretary

3. MINOR SUBDIVISION
   Equal Opportunity Program, Office of

4. NAME OF PERSON WITH WHOM TO CONFER
   Miss Sarah J. Allen

5. TEL EXT 964-8081

6. CERTIFICATE OF AGENCY REPRESENTATIVE

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.

1-20-75 Sarah J. Allen
(Signature of Agency Representative)

Paperwork Management Officer
Office of the Secretary

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)</th>
<th>SAMPLE OR JOB NO</th>
<th>ACTION TAKEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Policy and procedural issuances pertaining to mission and functions of the Office.</td>
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<td></td>
<td>PERMANENT: Transfer to WNRC 1 year after revision or supersession.</td>
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<td>2</td>
<td>Narrative reports, special studies, and summary statistical reports of accomplishment including the Departmental Affirmative Action Plan (excluding reports from Treasury Bureaus), and the annual Departmental (National) summary of Reporting of Employment Statistics (REST) runs within Treasury.</td>
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<td>NOTE: Detailed statistical reports on REST runs which support the National summary are maintained by individual bureaus.</td>
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<td>PERMANENT: Transfer to WNRC at 5 year intervals.</td>
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<td>3</td>
<td>Speeches and related correspondence.</td>
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<td>4</td>
<td>Management direction files reflecting program responsibilities, plans, policies and procedures.</td>
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<td>TEMPORARY: Destroy when superseded or obsolete.</td>
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</table>

Items 1 and 2 are deemed to be of historical value. Therefore, it is believed these records should be transferred to the WNRC and held for a period of 25 years from date of creation prior to an offer of transfer to the National Archives.

STANDARD FORM 115
Revised January 1973
Prescribed by General Services Administration
FPMR (41 CFR) 101-11
5. Documentation of inter-agency relationships with other Federal and non-Government agencies


   b. (In-compliance) Contract Compliance Files:
       1. Affirmative Action Plan
       2. Compliance Review Report
       3. EEO-1 Report
       4. Correspondence between Treasury and Bank

   c. (Non-compliance) Contract Compliance Files:
       1. Affirmative Action Plan
       2. Compliance Review Report
       3. EEO-1 Report
       4. Correspondence between Treasury and Bank

6. Records created in receipt and processing of complaints of discrimination by employees or applicants for employment with the Department.

   a. Case files resolved within the Department.

   b. Case files resolved by the Civil Service Commission.

7. Records created in receipt and processing of complaints of discrimination by employees or applicants for employment with the Department.

   a. Case files resolved within the Department.

   b. Case files resolved by the Civil Service Commission.

   NOTE: CSC retains official file in accordance with their records control schedule.