# REQUEST FOR RECORDS DISPOSITION AUTHORITY

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

## FROM (Agency or establishment)
Department of Treasury

## MAJOR SUBDIVISION
Internal Revenue Service (IRS)

## MINOR SUBDIVISION
AWSS EEO and Diversity Field Services

## NAME OF PERSON WITH WHOM TO CONFER
María Castella  
John B. Ellis

## TELEPHONE NUMBER
(202) 927-5134  
(202) 283-9291

## DATE
2/Aug/05

## ARCHIVIST OF THE UNITED STATES

## 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 records proposed for disposal on the attached page(s) are not needed now for the business for this agency or will not needed after the retention periods specified; and that written concurrence from the General Accounting Office, under provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

- [ ] is not required  
- [ ] is attached; or  
- [ ] has been requested.

## DATE
1/4/05

## SIGNATURE OF AGENCY REPRESENTATIVE

## TITLE
IRS Records Officer

## ITEM NO.

## DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>25.</td>
<td><strong>Equal Employment Opportunity (EEO) Records.</strong></td>
</tr>
<tr>
<td>a.</td>
<td>Official Discrimination Complaint Case Files.</td>
</tr>
<tr>
<td></td>
<td>Originating agency's file containing complaints with related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings, and other records as described in 29 CFR 1614. Cases resolved within the agency, by Equal Employment Opportunity Commission, or by a U.S. Court.</td>
</tr>
<tr>
<td>Disposition:</td>
<td>Retire to the Federal Records Center one year after final closure.</td>
</tr>
<tr>
<td></td>
<td>Destroy 4 years after final resolution of case.</td>
</tr>
<tr>
<td></td>
<td>Note: Resolution means that all avenues of appeal must have been exhausted.</td>
</tr>
</tbody>
</table>

## GR S OR SUPERSEDED JOB CITATION
GRS 1, Item 25. a

## ACTION TAKEN

PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA 36 CFR 1228
<table>
<thead>
<tr>
<th>7. ITEM NO.</th>
<th>8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</th>
<th>9. GRS OR SUPERSEDED JOB CITATION</th>
<th>10. ACTION TAKE (NARA USE ONL')</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Calendars/Schedules (for Head of Office)</td>
<td>See GRS 23, item 5 (for records excluding Head of Office)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities by Federal employees while serving in an official capacity, EXCLUDING materials determined to be personal. Disposition: Cut-off at the end of calendar year. Maintain in office. Destroy when 3 years old.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>