

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>71-058-05-5</i>	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>1-18-2005</i>	
1. FROM (Agency or establishment) Department of Treasury		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Internal Revenue Service (IRS)			
3. MINOR SUBDIVISION AWSS EEO and Diversity Field Services			
4. NAME OF PERSON WITH WHOM TO CONFER Maria Castella John B. Ellis	5. TELEPHONE NUMBER (202) 927-5134 (202) 283-9291	DATE <i>2 Aug 05</i>	ARCHIVIST OF THE UNITED STATES <i>Justin Kellard</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 records proposed for disposal on the attached _____ page(s) are not needed now for the business for this agency or will not be 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,			
<input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>1/4/05</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>		TITLE IRS Records Officer
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
IRM 1.15.38 Item 25a	25. <u>Equal Employment Opportunity (EEO) Records.</u>  a. Official Discrimination Complaint Case Files.  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.  Disposition:  Retire to the Federal Records Center one year after final closure.  Destroy 4 years after final resolution of case.  Note: Resolution means that all avenues of appeal must have been exhausted.	GRS 1, Item 25. a  <i>cc Agency, NR NWMD, NWMA</i>	

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	<p><u>Calendars/Schedules (for Head of Office)</u></p> <p>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</p> <p>Disposition:</p> <p>Cut-off at the end of calendar year.  Maintain in office.  Destroy when 3 years old.</p>	<p>See GRS 23, item 5  (for records excluding Head of Office)</p>	