

**REQUEST FOR AUTHORITY  
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

| LEAVE BLANK                           |         |
|---------------------------------------|---------|
| DATE RECEIVED<br><b>JAN 29 1975</b>   | JOB NO. |
| DATE APPROVED<br><b>NC - 406-75-3</b> |         |

TO GENERAL SERVICES ADMINISTRATION,  
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON 25, D. C.

1. FROM (AGENCY OR ESTABLISHMENT)  
 Department of Transportation

2. MAJOR SUBDIVISION  
 Federal Highway Administration

3. MINOR SUBDIVISION  
 Office of Civil Rights

4. NAME OF PERSON WITH WHOM TO CONFER  
 C. E. Gilbert

5. TEL. EXT.  
 118-60534

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3503a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

3-31-75 Date *Walter F. Lytle Jr.* Archivist of the United States  
*ady.*

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of \_\_\_\_\_ pages are proposed for disposal for the reason indicated: ("X" only one)

A The records have ceased to have sufficient value to warrant further retention.

B The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

1/17/75 (Date) *C. E. Gilbert* (Signature of Agency Representative) FHWA Records Officer (Title)

| 7. ITEM NO | 8. DESCRIPTION OF ITEM<br>(WITH INCLUSIVE DATES OR RETENTION PERIODS)  | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|------------|--|----------------------|------------------|
| 1.         | Records of the Office of Civil Rights (OCR) reflecting significant functions and activities. Primary subjects include:<br><br>Administrative Correspondence<br>These are files created by the Office Director consisting of correspondence, memoranda, reports and other related material pertaining to the operation of the various divisions within the OCR.<br><br>Destroy <sup>when 2 years old</sup> <del>after 2 years</del> <i>gdm 3-26-75</i>              |                      |                  |
| 2.         | Affirmative Action Plans<br>These records document FHWA Headquarters and Region's development of commitments to foster and promote specific actions related to equal employment opportunity. The Civil Service Commission requires these commitments from each Federal agency. They are renewed annually and consist of memoranda and correspondence relating to the plans.<br><br>Destroy <sup>when 2 years old</sup> <del>after 2 years</del> <i>gdm 3-26-75</i> |                      |                  |

*Copy to Agency XNW 5/3/75 more - Copy to Field 5/22/75 22 items*

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

| 7<br>ITEM NO | 8 DESCRIPTION OF ITEM<br>(WITH INCLUSIVE DATES OR RETENTION PERIODS)   | 9<br>SAMPLE OR<br>JOB NO | 10<br>ACTION TAKEN |
|--------------|--|--------------------------|--------------------|
| 3.           | <p>Area Plans</p> <p>Correspondence relating to plans and agreements by areas (cities) to implement Office of Federal Contracts Compliance imposed or approved minority employment plans for each area. The files consist of copies of EEO agreements, memoranda and related correspondence.</p> <p><i>Transfer to Federal Records Center when 6 years old.<br/>                     Destroy when 10 years old. <del>Destroy after 10 years.</del></i><br/> <i>JDM 3-26-75</i></p> |                          |                    |
| 4.           | <p>Complaints - External</p> <p>Complaints of discrimination in employment, relocation assistance, and any other complaints by those outside of FHWA who feel adversely affected by the highway program. The files consist of correspondence to and from complainants and related papers.</p> <p><i>Destroy when 3 years old.<br/> <del>after 3 years</del></i><br/> <i>JDM 3-26-75</i></p>  |                          |                    |
| 5.           | <p>Complaints - Internal</p> <p>Complaints of discrimination based on race, color, religion, sex, national origin or age. These complaints are made by Headquarters personnel and filed with the OCR.</p> <p>Destroy one year after file is closed.</p>  |                          |                    |
| 6.           | <p>Contract Compliance Reviews</p> <p>Case files of contractors reviewed by OCR officials to determine their compliance with EEO contract provisions. The files consist of compliance data reports, compliance review reports, memoranda and related correspondence.</p> <p><i>Transfer to FRC when 2 years old. Destroy when 5 years old.<br/> <del>Destroy after 5 years.</del></i><br/> <i>JDM 3-26-75</i></p>  |                          |                    |
| 7.           | <p>EEO Assurances</p> <p>Correspondence documenting the States' responses to a requirement by the Federal Highway act of 1968 to develop effective programs to ensure provisions for equal employment opportunity in the employment of Federally assisted contractors. These case files consist of memoranda and other related correspondence.</p> <p><i>Destroy when 20 years old.<br/> <del>after 20 years.</del></i><br/> <i>JDM 3-26-75</i></p> <p>- more -</p>                |                          |                    |

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| 8.           | <p>EEO Programs Files</p> <p>These files document each State's program developed to implement EEO assurances. They consist of reports of program reviews made by OCR specialists, and other related correspondence.</p> <p style="text-align: center;">Destroy when superseded.</p>   |                          |                    |
| 9.           | <p>EEO Training Program</p> <p>These files are related to programs designed to assist minorities and women in receiving training to increase their participation and upward mobility in the skills crafts on highway projects. They consist of correspondence, statistical data and directives in support of the EEO programs.</p> <p><i>Transfer to FRC when 2 years old. Destroy when 6 years old.</i><br/> <i>JRM 3-26-75 <del>Destroy after 6 years.</del></i></p>      |                          |                    |
| 10.          | <p>General Correspondence Files</p> <p>Records accumulated by OCR consisting of correspondence, memoranda, messages, reports, and other related material. These files are created in connection with the principal functions and activities performed by OCR.</p> <p><i>PERMANENT. Transfer to FRC when 2 years old, Offer to the National Archives when 10 years old.</i><br/> <i>JRM 3-26-75 <del>Destroy after 2 years.</del></i></p>                                    |                          |                    |
| 11.          | <p>Internal EEO Reports</p> <p>These records are related to the Internal EEO function of OCR. They consist of reports on: Equal Employment in FHWA, Precomplaint counseling, Employment Applications, and Goals and Timetables. <i>PERMANENT. Transfer to FRC when 3 years old. Offer to the National Archives when 10 years old.</i><br/> <i>JRM 3-26-75 <del>Destroy after 3 years.</del></i></p>   |                          |                    |
| 12.          | <p>Minority Business Enterprise</p> <p>These files are related to a continuing program for increasing the participation of minority contractors, consultants, and others in the highway program. They consist of correspondence encouraging the States to become more active in getting minorities involved in the highway program.</p> <p><i>Transfer to FRC when 3 years old. Destroy when 6 years old.</i><br/> <i>JRM 3-26-75 <del>Destroy after 6 years.</del></i></p> |                          |                    |

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| 13.          | <p>Monthly Area Plans Reports</p> <p>Reports required by the Office of Federal Contracts Compliance to ascertain the effectiveness of plans developed by each respective area and those imposed by OFCC and others. These files consist of reports, memoranda, and other related correspondence.</p> <p style="text-align: right;">Destroy <del>after 1 year.</del><br/> <i>when one year old.</i><br/> <i>JDM 3-26-75</i></p>  |                          |                    |
| 14.          | <p><i>Evaluation</i><br/> <del>Program Review</del> Reports</p> <p>Reports of the effectiveness of Contract Compliance program implementation in each region. The files consist of progress reports, memoranda and related papers.</p> <p style="text-align: right;">Destroy <del>after 3 years.</del><br/> <i>when 3 years old.</i><br/> <i>JDM 3-26-75</i></p>  |                          |                    |
| 15.          | <p>Show Cause Notices</p> <p>This is an accumulation of correspondence and memoranda generated in response to notices issued to inform contractors (found to be in noncompliance with contract EEO provisions) of their status and avenues for correction and redress.</p> <p style="text-align: right;">Destroy <del>after 2 years.</del><br/> <i>when 2 years old.</i><br/> <i>JDM 3-26-75</i></p>  |                          |                    |
| 16.          | <p>Special Cases</p> <p>These are contract compliance cases of a sensitive nature, of special interest or precedence, and those of contractors who have been offered or who have requested hearings regarding their compliance with Federal EEO regulations. These files contain correspondence, memoranda, statistical data and reports.</p> <p style="text-align: right;">Destroy <del>after 2 years.</del><br/> <i>when 2 years old.</i><br/> <i>JDM 3-26-75</i></p> |                          |                    |
| 17.          | <p>Special Emphasis Programs</p> <p>These files are created by the Internal EEO Division and consist of correspondence and memoranda documenting programs with special emphasis on promoting women and Spanish speaking persons.</p> <p><i>Transfer to FRE when 2 years old. Destroy when 5 years old.</i></p> <p style="text-align: right;">Destroy <del>after 5 years.</del><br/> <i>JDM 3-26-75</i></p> <p><i>-more-</i></p>   |                          |                    |

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| 18.          | <p>Special Programs Reports<br/>                     Reports generated by the Special Programs Division reflecting program accomplishments and participation of minorities and women in the highway program.</p> <p><i>Transfer to FRC when 2 years old. Destroy when 6 years old.<br/>                     JFM 3-26-75 <del>Destroy after 6 years.</del></i></p>  |                          |                    |
| 19.          | <p>Statistical Reports<br/>                     Required recurring reports and special reports on program progress relating to the contracts compliance function.</p> <p><i>Destroy when 2 years old.<br/>                     after 2 years<br/>                     JFM 3-26-75</i></p>  |                          |                    |
| 20.          | <p>Title VI Assurances<br/>                     These files created by the Title VI Division consist of memoranda and other correspondence pertaining to assurances that the States are developing programs to assure that no beneficiary of Federal assistance is discriminated against.</p> <p><i>Destroy when 20 years old.<br/>                     after 20 years<br/>                     JFM 3-26-75</i></p>  |                          |                    |
| 21.          | <p>Title VI Reviews<br/>                     This is an accumulation of correspondence documenting the State highway departments status of compliance with Title VI of the Civil Rights Act. The files consist of memoranda and other related correspondence.</p> <p>Destroy 3 years after the review is superseded.</p>   |                          |                    |
| 22.          | <p>Youth Opportunity Program<br/>                     Correspondence created by a program to promote job opportunities for youths (16-21 years) with State highway departments, contractors, etc., with emphasis on participation of minorities, women and disadvantaged. The files consist of reports, statistical information and other related papers.</p> <p><i>Transfer to FRC when 2 years old. Destroy when 6 years old.<br/>                     Destroy after 6 years.<br/>                     JFM 3-26-75</i></p> |                          |                    |