REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED	JOB NO
JAN 10 1975	64 3
	NC-[redacted]-75-[redacted]

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U S C 3303a the disposal request including amendments, is approved except for items that may be stamped disposal not approved or withdrawn in column 10

1-14-75 Date — James B. Rhoads, Archivist of the United States

TO **GENERAL SERVICES ADMINISTRATION,**
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D C 20408

1 FROM (AGENCY OR ESTABLISHMENT)
General Services Administration

2 MAJOR SUBDIVISION
National Archives and Records Service

3 MINOR SUBDIVISION
Office of Federal Records Centers

4 NAME OF PERSON WITH WHOM TO CONFER: Thomas Wadlow

5 TEL EXT: 13-35185

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 ___ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

1/13/75 (Date) — Thomas W. Wadlow (Signature of Agency Representative) — Director Records Dep. Div. (Title)

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	General Records Schedule 1, is hereby amended:		
1.	Item 26. Records created in receipt and processing of complaints of discrimination by employees or applicants for employment with Federal Civil Service.	NC-174-166	
	a. Official Equal Employment Opportunity complaint case files, as described by 5CFR 713.222:		
	(1) When case is resolved within agency of origin, Dispose ~~3~~ 4 years after final adjustment.		
	(2) When case is resolved by U.S. Civil Service Commission or a U.S. court, the EEO case file is disposed of according to USCSC records control schedule.	NN-164-170 NC-174-267	
	b. All other copies of EEO complaint case files or duplicates of documents pertaining to case files which are included in files retained under Item 26 (a) above, Dispose 1 year after final adjustment.		
	c. All background documents pertaining to the case but not included in case files retained under Item 26 (a) above, Dispose 3 years after final adjustment.		

Approved for the United States Civil Service Commission by: Anthony M. Hudson
Date: 12/10/74

STANDARD FORM 115
Revised November 1970
Prescribed by General Services Administration
FPMR (41 CFR) 101-11 4
115-105