

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC-174-000166

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

In Fiscal Year 2013, the GRS Team began a five year project to update and revise the General Records Schedules (GRS) under OMB/NARA M-12-18, Managing Government Records Directive. The old GRS was completely superseded.

See <https://www.archives.gov/records-mgmt/grs> for the revised GRS, crosswalks, faqs, tools, and other resources.

Date Reported: 4/2/2019

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**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED MAR 18 1974	JOB NO NC 174-166
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 with drawn in column 10	
4-12-74 Date	<i>James B. Rhoads</i> 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

3/19/74 (Date) *Thomas W. Hall* (Signature of Agency Representative) Acting Director, NCO (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 I is hereby amended to provide the following new item:		
1.	<p>Item 27. Records created in receipt and processing of complaints of discrimination by employees or applicants for employment with Federal Civil Service.</p> <p>a. Official Equal Employment Opportunity complaint case files, as described by 5CFR 713.222:</p> <p>(1) When case is resolved within agency of origin; Dispose 7 years after final adjustment.</p> <p>(2) When case is resolved by U.S. Civil Service Commission, the official case file is retained by USCSC according to their records control schedule.</p> <p>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 27 (a) above; Dispose 1 year after final adjustment.</p> <p>c. All background documents pertaining to the case but not included in case files retained under Item 27 (a) above; Dispose 3 years after final adjustment.</p>		

Approved for the United States Civil Service Commission by:

M. Kato
Date: 12-12-74

STANDARD FORM 115
Revised November 1970
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4
115-105

(Copies sent to [unclear] 4/11/74)

Explanatory Notes GRS 1 Item 27

- a. The official complaint file is created to document the request for an investigation, or investigation of complaints of discrimination by employees of, or applicants for employment with Federal Civil Service, as described in 5CFR, Part 713, "Equal Opportunity".

Included are complaints, investigation requests, correspondence and reports from operating officials, supervisors, and other employees, requested as a consequence of the complaint, final adjustments reports, withdrawal notices, and similar or related documents.

As long as the case is handled within the agency of origin the file remains a record of that agency. Once it is accepted by the U. S. Civil Service Commission for ^{adjudication} ~~adjudication~~ it is a record of the U. S. Civil Service Commission and will be retained according to their records control schedule.

The seven-year retention period is based on administrative use, and possible claims against the Government. The U. S. Civil Service Commission maintains a continuous review of Federal agency EEO programs, and complaint case files can provide useful information such as establishing possible patterns of discrimination.

examiners find them useful for specific cases, by providing general information on a given unit of an agency.

WP
MAJ
Permanent documentation of an EEO program is retained in various statistical and written reports. The Civil Service Commission has determined which case files it believes are permanent.

- b. These are copies of documents in, or pertaining to, the official case file. They are accumulated at various levels of the EEO complaint process, from the initial counseling through the final action of the case. Their administrative uses are purely as informational, convenience copies, and are exhausted once a final resolution of the case has been made.