

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NC1 47 77 17	
DATE RECEIVED 12 MAY 1977	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
Date 5-16-77	<i>James E. O'Neil</i> Archivist of the United States

1 item
TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
Department of Health, Education, and Welfare

2. MAJOR SUBDIVISION
Social Security Administration

3. MINOR SUBDIVISION
Office of Management and Administration

4. NAME OF PERSON WITH WHOM TO CONFER
George S. Yamamura

5. TEL. EXT.
594-5770

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.

- A Request for immediate disposal.
- B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 4/15/77	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Eugene J. Reed, Jr.</i>	E. TITLE <i>Acting Dept. Records Mgt. Officer</i>
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><u>RECORDS RETENTION AND DISPOSAL SCHEDULE</u> <u>OFFICE OF MANAGEMENT AND ADMINISTRATION</u> <u>EQUAL EMPLOYMENT OPPORTUNITY (EEO) FILES</u></p> <p><u>DISCRIMINATION COMPLAINT CASE FILES</u></p> <p>Files accumulated in the receipt and processing of complaints of discrimination by employees or applicants for employment with Civil Service. The files contain complaints, investigative reports, withdrawal notices, related background information, copies of decisions rendered on the complaint, and other related records.</p> <p><u>Offices Retaining Official Discrimination Complaint Case Files</u> - Transfer to the SSA Records Holding Area after final resolution of case. Destroy 2 years thereafter.</p>		

115-107
sent to agency 5/27/77