REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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 Civil Rights and Equal Opportunity

4. NAME OF PERSON WITH WHOM TO CONFER
   Ernest Lardieri

5. TEL. EXT.
   FTS 934-5770

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 1 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.
   [x] B Request for disposal after a specified period of time or request for permanent retention.

C. DATE
   4/29/80

D. SIGNATURE OF AGENCY REPRESENTATIVE
   Dr. George E. Deal

E. TITLE
   Departmental Records Mgt. Officer

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION OF ITEM</th>
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<tbody>
<tr>
<td></td>
<td>Records Retention and Disposal Schedule</td>
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<tr>
<td></td>
<td>Discrimination Complaint Case Files</td>
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<td>Files accumulated in the receipt and processing of complaints of discrimination by employees or applicants for Civil Service employment. The files contain complaints, investigative reports, withdrawal notices, related background information, copies of decisions rendered on the complaint and other related records.</td>
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<td></td>
<td>Transfer to the SSA Records Holding Area after final resolution of the case. Destroy 5 years thereafter.</td>
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STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4