

## Request for Records Disposition Authority

Records Schedule Number      DAA-0173-2020-0012

Schedule Status                Approved

Agency or Establishment      Federal Communications Commission

Record Group / Scheduling Group   Records of the Federal Communications Commission

Records Schedule applies to    Major Subdivision

Major Subdivision                Office of Workplace Diversity

Schedule Subject                Diversity and Inclusion Programs

Internal agency concurrences will be provided    No

Background Information            The Office of Workplace Diversity ("OWD") addresses diversity, equal employment opportunity (EEO), and affirmative employment matters. Specifically, OWD is charged with taking steps to foster a diverse workforce; with promoting and ensuring equal opportunity for all FCC employees and candidates for employment; and with developing the Commission's affirmative employment goals and objectives.

The FCC workforce is diverse and reflects many distinguishing characteristics, including age, race, disability, gender, ethnicity, sexual orientation and religion. By valuing and managing our diversity well, each of us can help to ensure that all Commission employees have opportunities to advance to the fullest extent of their skills and abilities. Through effective diversity management, we can maximize our organizational potential.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

### GAO Approval

## Outline of Records Schedule Items for DAA-0173-2020-0012

Sequence Number	
1	<b>Affinity Groups</b> Disposition Authority Number: DAA-0173-2020-0012-0001
2	<b>Special Emphasis Records</b> Disposition Authority Number: DAA-0173-2020-0012-0002

## Records Schedule Items

Sequence Number	
1	<p data-bbox="342 380 557 411"><b>Affinity Groups</b></p> <p data-bbox="342 432 1149 464">Disposition Authority Number      DAA-0173-2020-0012-0001</p> <p data-bbox="342 485 1490 978">Affinity Groups - Records concerning agency supported groups of employees drawn together by physical/non-physical characteristics that the employees have in common, such as, male, female, or gender, ethnicity, sexual orientation, generations, religious beliefs, disability status, culture, military status, etc. These records include applications for formal recognition, renewal applications for formal recognition, requests for training, and requests for speakers. Additionally, these records include information regarding cultural insight involving particular groups, recruiting from among cultural groups, serving as role models and mentors, professional development and retention activities, participation in activities to ensure the agency’s mission and presence are known throughout the community, and identification of barriers to achieve diversity objectives and/or equal employment opportunity in the workplace and steps to eliminate such barriers.</p> <p data-bbox="342 999 919 1031">Final Disposition                              Temporary</p> <p data-bbox="342 1052 849 1083">Item Status                                      Active</p> <p data-bbox="342 1104 818 1136">Is this item media neutral?                  Yes</p> <p data-bbox="342 1157 805 1188">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?              No</p> <p data-bbox="342 1325 659 1356"><b>Disposition Instruction</b></p> <p data-bbox="342 1377 1300 1409">Cutoff Instruction                              Cut off at the end of the calendar year</p> <p data-bbox="342 1430 1174 1461">Retention Period                                Destroy 3 year(s) after cutoff.</p> <p data-bbox="342 1503 656 1535"><b>Additional Information</b></p> <p data-bbox="342 1556 951 1587">GAO Approval                                  Not Required</p>
2	<p data-bbox="342 1619 727 1650"><b>Special Emphasis Records</b></p> <p data-bbox="342 1671 1154 1703">Disposition Authority Number      DAA-0173-2020-0012-0002</p> <p data-bbox="342 1724 1490 1955">Special Emphasis - – Special Emphasis Records are generated as a result of the agency’s affirmative steps to provide equal employment opportunity to all through employment-related programs aimed to increase cultural awareness including, but not limited to, celebration/commemoration of special observances such as African American History Month, Women’s History Month, Asian American and Pacific Islander Month, Memorial Day, Lesbian, Gay, Bisexual, Transgender, and</p>

Queer (or Questioning) Pride Month, Hispanic Heritage Month, National Disability Employment Awareness Month, Native American Heritage Month, Veterans Day, and Holocaust Remembrance Day.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

**Disposition Instruction**

Cutoff Instruction Cut off at the end of the calendar year

Retention Period Destroy 3 year(s) after cutoff.

**Additional Information**

GAO Approval Not Required

## Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

## Signatory Information

Date	Action	By	Title	Organization
09/17/2020	Certify	Antonia McGowan	Agency Records Officer	Office of the Managing Director - Performance Evaluation and Records Management
07/01/2021	Return for Revision	Ann Gillette	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
07/27/2021	Submit For Certification	Antonia McGowan	Agency Records Officer	Office of the Managing Director - Performance Evaluation and Records Management
07/27/2021	Certify	Antonia McGowan	Agency Records Officer	Office of the Managing Director - Performance Evaluation and Records Management
10/08/2021	Submit for Concurrence	Ann Gillette	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
10/16/2021	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/22/2021	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
10/26/2021	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist