

## 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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><b>Affinity Groups</b></p> <p>Disposition Authority Number      DAA-0173-2020-0012-0001</p> <p>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>Final Disposition                              Temporary</p> <p>Item Status                                      Active</p> <p>Is this item media neutral?                      Yes</p> <p>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><b>Disposition Instruction</b></p> <p>Cutoff Instruction                              Cut off at the end of the calendar year</p> <p>Retention Period                              Destroy 3 year(s) after cutoff.</p> <p><b>Additional Information</b></p> <p>GAO Approval                                      Not Required</p>
2	<p><b>Special Emphasis Records</b></p> <p>Disposition Authority Number      DAA-0173-2020-0012-0002</p> <p>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