

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See instructions on separate page)		LEAVE BLANK (NARA use only)	
NATIONAL ARCHIVES and RECORD ADMINISTRATION WASHINGTON, DC 20408		JOB NUMBER N1-184-06-1	
1. FROM (Agency or establishment) U.S. Railroad Retirement Board (RRB)		DATE RECEIVED 12/12/2005	
2. MAJOR SUBDIVISION Office of Equal Opportunity		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Charles Mierzwa	5. TELEPHONE 312-751-3363	DATE 12/27/05	ARCHIVIST OF THE UNITED STATES Allen Wentz

6. 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 on the attached 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; has been requested.

8-Dec-05	SIGNATURE OF AGENCY REPRESENTATIVE <i>Charles Mierzwa</i>	TITLE Agency Records Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See attached Office of Equal Opportunity Records Schedule	NCI-184-88-1 Items 16-1,2&3	

SA 12/8/06 copies sent to Agency, NWCTF, NWML copied

RRB RECORDS SCHEDULE 16

Office of Equal Opportunity

The Office of Equal Opportunity (OEO) provides leadership, direction and guidance in carrying out the RRB's equal opportunity and civil rights responsibilities. OEO administers the agency wide equal employment opportunity (EEO) program by initiating policy, implementing and enforcing a variety of federal laws, executive orders and regulations that relate to EEO. This office is also responsible for providing oversight for the discrimination complaint, diversity and affirmative employment programs.

OEO coordinates the processing of complaints from RRB employees and applicants for employment involving issues of discrimination on the basis of race, color, religion, sex (including sexual orientation), national origin, age and disability. In addition, OEO is responsible for ensuring that beneficiaries are not excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any program or activity funded by the RRB

16-1 Office of Director Correspondence, Program and Policy Files

Correspondence, subject files and E-mails of the Director of Equal Opportunity relating to organization, functional programs, committee meeting records, policy and procedural directives, regulations, special projects and events.

AUTHORIZED DISPOSITION: PERMANENT- Accumulate into 5 year blocks. Hold block in office an additional 5 years. Transfer to NARA. Break file: End of each fiscal year.

JOB: NEW

16-2 Office of Director Working Files

Non-essential working documents retained for reference purposes by the Director. Included are extra copies of official file material, supporting or background documents used in developing official files, but not needed as part of the official files, material not acted upon, general administrative documents and documents that do not serve as basis for an official action

AUTHORIZED DISPOSITION: Destroy when ³/₂ years old. Break file: End of fiscal year.

JOB: NEW

changed 1703 Mierzwon email 2/24/2006

~~**16-3 Discrimination Complaint Case Files**~~

~~(a) Official case file containing complaints with related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings, and other records as described in 29 CFR Part 1614 and Equal Employment Opportunity Commission (EEOC) Management Directive 110. Includes cases resolved within the agency, by EEOC, or by a U.S. Court.~~

~~**AUTHORIZED DISPOSITION:** Destroy 4 years after resolution of case.~~

~~(b) Copies of Complaint Case Files.~~

~~**AUTHORIZED DISPOSITION:** Destroy 1 year after resolution of case.~~

~~(c)(1) Background records not filed in an official case file including EEO counselor reports and informal discrimination complaints.~~

~~**AUTHORIZED DISPOSITION:** Destroy 2 years after final resolution of case.~~

~~(c)(2) Records documenting complaints that do not develop into Official Discrimination Complaint Cases.~~

~~**AUTHORIZED DISPOSITION:** Destroy when 2 years old.~~

~~JOB: GRS 1-25 (a), (b) and (c)~~

RRB RECORDS SCHEDULE 16

Office of Equal Opportunity

16-4 EEO Annual Reports

Agency copy of reports submitted annually to agencies that provide oversight of EEO programs. Annual Reports include Management Directive 715, Statistical Report on Discrimination Complaints, and the No Fear Act.

AUTHORIZED DISPOSITION: PERMANENT - Accumulate into 5 year blocks. Hold block in office an additional 5 years. Transfer to NARA. Break file: End of each fiscal year.

JOB: NEW

~~**16-5 EEO Affirmative Action Plans**~~

~~Agency copy of Affirmative Action Plans. Includes Disabled Veterans Affirmative Action Plan.~~

~~**AUTHORIZED DISPOSITION:** Destroy 5 years from date of plan.~~

~~JOB: GRS 1-25 (h) (1)~~

16-6 Statistical Files

Employment statistical files relating to race, sex, ethnicity and disability. Files include data produced by the agency's human resources information system.

AUTHORIZED DISPOSITION: Destroy when 5 years old.

JOB: GRS 1-25 (f)

16-7 Electronic Mail and Word Processing Copies

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of records that are authorized for disposal under this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

a) Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

AUTHORIZED DISPOSITION: Destroy/delete within 180 days after the recordkeeping copy is produced.

b) Copies used for dissemination, revision or updating that are maintained in addition to the recordkeeping copy.

AUTHORIZED DISPOSITION: Destroy/delete when dissemination, revision, or updating is completed.

~~JOB: NEW GRS 25-10~~