

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
Equal Employment Opportunity Commission

2. MAJOR SUBDIVISION
Office of Field Programs

3. MINOR SUBDIVISION
Revolving Fund Programs

4. NAME OF PERSON WITH WHOM TO CONFER
Delphine J. Best

5. TELEPHONE
202 663-4223

LEAVE BLANK (NARA use only)

JOB NUMBER
NI-403-07-1

DATE RECEIVED
3/19/07

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE
5/11/07

ARCHIVIST OF THE UNITED STATES
Albin W. ...

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; is attached; or has been requested.

DATE 3/14/07	SIGNATURE OF AGENCY REPRESENTATIVE Delphine J. Best <i>Delphine J. Best</i>	TITLE 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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<p>EEOC's Revolving Fund Program conducts fee-based training which includes education and technical assistance through Headquarters and Field office-sponsored events. These events serve the general public, various stake-holders groups, and government agencies. On-line registration for training is available for participants with the use of a credit card, bank card, or personal check.</p> <p>1. Closeout Records. Contains description of training event such as identification of event, actual event revenue and costs and data entered into an automated registration system. Includes local and headquarters brochure mailing and attendee evaluation summaries and sample brochures. Disposition: Cut off at end of calendar year. Destroy when 3 years old.</p> <p>2. Expense Tracking. Training costs associated with specific job titles, students, courses, workgroups, divisions, and locations. Disposition: Cut off at the end of the calendar year. Destroy when 3 years old.</p> <p>3. Training Tracking Records. Master Files - Related to specific Revolving Fund training programs, seminars or courses of all training activities complete and pending relating to an employee, workgroup or department. Disposition: Cut off at end of calendar year. Destroy when no longer needed for government business.</p> <p><i>All copies sent to Agency, NWM, NWMU, NR</i></p>		

(3/19/07)

REQUEST FOR RECORDS DISPOSITION AUTHORITY -- CONTINUATION

JOB NUMBER

PAGE
OF

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
4.	<p>Operating and Performance Measurement Reports. Consists of data reports derived from the On-line Registration and Marketing System (Regulation 123) which measures registration activity/number of participants.</p> <p>Disposition: Destroy 3 years from date of report.</p>	GRS 6, Item 1a	
5.	<p>Financial Statements. Consists of support documents for IFMS data entries which includes resources obligations and equity/net assets and economic resources and obligations; past and future transactions and events that need to be accounted for to date.</p> <p>Disposition: Destroy 6 years and 3 months after period covered by account.</p>	GRS 6, Item 1a	
6.	<p>Balance Sheets. Consists of the Revolving Fund's financial position in terms of its assets, liabilities and equity at the end of an accounting period.</p> <p>Disposition: Destroy 6 years and 3 months after period covered by account.</p>	GRS 6, Item 1a	
7.	<p>Paid Registration. Consists of registration forms for which funds were paid to Revolving Fund for services rendered.</p> <p>Disposition: Cut off at the end of calendar year. Destroy 3 years after receiving payment.</p>		
8.	<p>Unpaid Training Funds. Consists of registration forms for which funds were not paid to Revolving Fund for services rendered.</p> <p>Disposition: Cut off at end of calendar year. Destroy 3 years after funds are rendered <i>received</i> in full.</p>		
9.	<p>On Site Training and Registration. Consists of registration forms for training of individuals/groups conducted on-site.</p> <p>Disposition: Cut off at end of calendar year. Destroy 3 years after training is conducted.</p>		
10.	<p>Sign Up Individual Register Courses/Seminars. Consists of paid registration forms of participants who individually sign-up for courses and seminars.</p> <p>Disposition: Cut off an end of calendar year. Destroy 3 years after receiving payment.</p>		

*changed at
request of
agency.
WPF
12/6/07*