

# Request for Records Disposition Authority

(See Instructions on reverse)

**Leave Blank (NARA Use Only)**

Job Number

NI-403-091

Date Received

10/24/08

To **National Archives and Records Administration (NIR)**  
Washington, DC 20408

1 From (Agency or establishment)  
**Equal Employment Opportunity Commission (EEOC)**

2 Major Subdivision  
**Office of Communications and Legislative Affairs**

3 Minor Subdivision  
**Office of Legislative Affairs**

4 Name of Person with whom to confer  
**Sylvia Anderson**

5 Telephone (include area code)  
**202-663-4901**

Date

8/10/09

Archivist of the United States

*Adrian Thomas*

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

**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       has been requested

Signature of Agency Representative

*Sulphina J. Best*

Title

**Records Officer**

Date (mm/dd/yyyy)

10/14/2008

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
7	<p>This schedule covers records maintained by the Office of Legislative Affairs. Legislative Affairs records are covered by Privacy Act Systems of Records EEOC-5, and is Restricted Material.</p> <p>See the following pages for records Descriptions and requested Disposition Instructions.</p>	N/A	

## OFFICE OF COMMUNICATIONS AND LEGISLATIVE AFFAIRS EEOC RCS No. 8

The Office of Communications and Legislative Affairs represents the Commission to the general public, the news media and the Congress. Under the direction of the Chair, the Office serves as the Commission's primary external communications link with the public, including external constituency organizations, the news media, and the Congress, and conducts internal communications between the Commission and field and headquarters offices. The Director of the Office of Communications and Legislative Affairs also acts as the chief spokesperson and chief legislative and White House liaison for the Commission.

### 1. Legislative Affairs Presidential Nominations Files

The records consist of biographical information related to Presidential nominations for Commissioner and General Counsel appointments for the Equal Employment Opportunity Commission. These files may include news articles, copies of related legislative documents and background information surrounding the nomination and confirmation process.

Volume: less than 1 cu. ft. per year.

Disposition: **TEMPORARY**. Cut off files at the end of the fiscal year. Maintain in the office for internal reference purposes until no longer needed.

### 2. Presidential Nominations Briefing Books

These records consist of all background material related to the Presidential nominations for Commissioner and General Counsel positions. These files contain Privacy Act restricted material.

Volume: approx. 1 cu. ft. per year.

Disposition: **TEMPORARY**. Cut off files at the end of the fiscal year. Transfer to the Federal Records Center 2 years after cut off. Destroy 5 years after cut off.

### 3. Office of Management and Budget (OMB) Pending and Proposed Legislation Files

These records include original OMB requests for the EEOC's views in developing the policy of the current Administration. The files consist of individual requests, the Commission's responses and any other additional responses to OMB requests. These files contain Privacy Act restricted material.

Volume: approx. 1 cu. ft. per year.

Disposition: **PERMANENT**. Cut off files at the end of the fiscal year. Transfer to the Federal Records Center 5 years after cut off. Transfer to NARA 10 years after cut off.