

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

**TO: GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)  
Equal Employment Opportunity Commission
2. MAJOR SUBDIVISION  
Office of Planning, Research & Systems
3. MINOR SUBDIVISION  
Research Division
4. NAME OF PERSON WITH WHOM TO CONFER  
Sally E. Crocker
5. TEL. EXT.  
634-6983
6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED <b>NOV 13 1975</b>	JOB NO. <b>NC-403-76-5</b>
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10.	
<u>12-16-75</u> Date	<u>James B. Rhoads</u> Archivist of the United States

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 4 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

Nov. 6 1975 (Date) Martin O. Alexander (Signature of Agency Representative) Director, Management and Organization Division (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p>EEO-1 EMPLOYER INFORMATION REPORT This report includes information regarding Private Industry work force as required by Title VII. The data includes number of employees, race, sex, job occupation, number of persons included in each category.</p> <p>Disposition:</p> <p>1-1 Microfilmed upon receipt of report. Destroy hard copy of report when microfilm is verified.</p> <p>1-2 <u>Microfilm</u> - Destroy when 10 years old or when no longer needed for reference, whichever is later.</p> <p>1-3 <u>Non-microfilmed reports</u>. Transfer reports to Federal Records Center upon compilation of data. Destroy 10 full calendar years after due date (e.g., reports due March 15, 1975 would be destroyed January 1, 1986).</p>	X	
2	<p>EEO-2 APPRENTICESHIP INFORMATION REPORT This report includes information regarding Apprenticeship Program work force as required by Title VII. The data includes number of employees, race, sex, job occupation, number of persons included in each category.</p>	X	

Copy to Agency, NCW & Philadelphia 12-19-75

15 items

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
2	<p>Disposition:</p> <p>2-1 Transfer to Federal Records Center upon compilation of data. Destroy 10 full calendar years after due date (e.g., reports due March 15, 1975 would be destroyed January 1, 1986).</p>		
3	<p>EEO-2-E APPRENTICESHIP INFORMATION REPORT</p> <p>This report includes information regarding Apprenticeship Program work force as required by Title VII. The data includes number of employees, race, sex, job occupation, number of persons included in each category.</p> <p>Disposition:</p> <p>3-1 Transfer to Federal Records Center upon compilation of data. Destroy 10 full calendar years after due date (e.g., reports due March 15, 1975 would be destroyed January 1, 1986).</p>	X	
4	<p>EEO-3 LOCAL UNION REPORT.</p> <p>This report includes information required by Title VII. The data includes number of employees, race, sex, job occupation, number of persons included in each category.</p> <p>Disposition:</p> <p>4-1 Transfer to Federal Records Center upon compilation of data. Destroy 10 full calendar years after due date (e.g., reports due March 15, 1975 would be destroyed January 1, 1986).</p>	X	
5	<p>EEO-4 STATE AND LOCAL GOVERNMENT INFORMATION REPORT.</p> <p>This report includes information regarding State and Local Government work force as required by Title VII. The data includes number of employees, race, sex, job occupation, number of persons included in each category.</p>	X	

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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
5	<p>Disposition:</p> <p>5-1 Microfilmed upon receipt of report. Destroy hard copy of report when microfilm is verified.</p> <p>5-2 <u>Microfilm</u>. Destroy when 10 years old or when no longer needed for reference, whichever is later.</p> <p>5-3 <u>Non-microfilmed reports</u>. Transfer reports to Federal Records Center upon compilation of data. Destroy 10 full calendar years after due date (e.g., reports due March 15, 1975 would be destroyed January 1, 1986).</p>		
6	<p>EEO-5 ELEMENTARY AND SECONDARY STAFF INFORMATION REPORT.</p> <p>This report includes information regarding Elementary-Secondary staff work force as required by Title VII. The data includes number of employees, race, sex, job occupation number of persons included in each category.</p> <p>Disposition:</p> <p>6-1 Microfilmed upon receipt of report. Destroy hard copy of report when microfilm is verified.</p> <p>6-2 <u>Microfilm</u>. Destroy when 10 years old or when no longer needed for reference, whichever is later.</p> <p>6-3 <u>Non-microfilmed reports</u>. Transfer to Federal Records Center upon compilation of data. Destroy 10 full calendar years after due date. (e.g., reports due March 15, 1975 would be destroyed January 1, 1986).</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
7	<p>EEO-6 HIGHER EDUCATION STAFF INFORMATION REPORT. This report includes information required by Title VII on public and private institutions of higher education, and is compiled biennially. The EEO-6 requires reporting of employment data by race/ethnic categories, sex, length of contract, occupational categories and annual salary.</p> <p>Disposition:</p> <p>7-1 Microfilmed upon receipt of report. Destroy hard copy of report when microfilm is verified.</p> <p>7-2 <u>Microfilm</u>. Destroy when 10 years old or when no longer needed for reference, whichever is later.</p> <p>7-3 <u>Non-microfilmed reports</u>. Transfer to Federal Records Center upon compilation of data. Destroy 10 full calendar years after due date (e.g., reports due March 15, 1975 would be destroyed January 1, 1976).</p>	X	