

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED DEC 1 1976	JOB NO. NC 1-403-77-1
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<i>12-13-76</i> Date	<i>[Signature]</i> Archivist of the United States

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 the General Counsel
3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Sally E. Crocker

5. TEL. EXT.
634-6983

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

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 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

11/16/76 (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>OPINION FILES</p> <p>Disposition</p> <p>Extra Copies</p>		
2	<p>EEOC DEFENDANT CASE FILE</p> <p>Disposition</p>		

Copy to Agency 12-17-76 @
Copy to NCRW 12-17-76 @

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	Disposition (continued) court action, except (ii) landmark* cases--offer to National Archives ten (10) years after final court action. Extra Copies Destroy when no longer needed for reference.		
3	<p>EEOC PLAINTIFF CASE FILE</p> <p>Disposition</p> <p>Extra Copies</p> <p>* Landmark cases are those based on the following criteria:</p> <ol style="list-style-type: none"> 1. Cases that result in precedential court decisions that significantly interpret legislation or regulations. Cases that result in legal opinion establishing precedent, policies and procedures regarding laws, regulations, directives, decisions and/or legislation; 2. Cases of value that are heard by appellate or higher court; 3. Cases that are determined valuable for investigative or litigative procedures; 4. Cases that gain national attention because of Congressional or public interest; 5. Cases of major economic impact; and 6. Cases that show possible conflicts of interest. 		<p>Records of the Commission's litigation process against a defendant, including motions, interrogatories, consent decrees, final court orders, etc.</p> <p>3-1 Retire to Federal Records Center one year after entry of final order dismissing action. (i) Destroy after three (3) additional years, except <i>four (4) years after entry of final order dismissing action</i> (ii) landmark* cases--offer to the National Archives after five (5) years.</p> <p>Destroy when no longer needed for reference.</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
3	<p>Disposition (continued)</p> <p>3-2 Where a permanent injunction is entered against a respondent retire to the Federal Records Center after two (2) years. Offer to National Archives after five (5) years.</p> <p>Extra Copies Destroy when no longer needed for reference.</p> <p>3-3 Where no permanent injunction is entered against a respondent retire to Federal Records Center when two (2) years old, destroy after five (5) additional years.</p> <p>Extra Copies Destroy when no longer needed for reference.</p>		
4	<p>GENERAL CORRESPONDENCE FILES (Legal)</p> <p>Correspondence, reports, forms and other records relating to the administration and operation of legal activities but excluding specific files described elsewhere in this schedule.</p> <p>4-1 Destroy when three (3) years old.</p>		
5	<p>CLAIMS CASE FILES</p> <p>Claims case files consisting of reports, witness statements, decisions, and other records related to by or against the Government resulting from personal injury, property damage, tort claims and accident claims, and other business transactions of the agency. Excluded are records pertaining to claims resulting in litigation, these are filed in the appropriate litigation files.</p> <p>Disposition 5-1 Destroy seven (7) years after final disposition of case.</p>		