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
   District Offices

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
   Sally 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 __page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

7. ITEM NO.

8. DESCRIPTION OF ITEM
   (With Inclusive Dates or Retention Periods)
   Amendments to Item 2 of Archives Job No. NCL-403-76-6 and Item 3a of Archives Job No. NN 171-166

2  ADMINISTRATIVE CLOSURE FILE. Documents relating to closure by administrative means because: (1) the charging party wishes to withdraw his/her charge from Commission proceedings; (2) the Commission has been unable, after reasonable effort, to locate the Charging Party; or (3) the Charging Party fails to provide requested necessary information, or otherwise refuses to cooperate to the extent that the Commission is unable to resolve the charge.

   2-1 Transition Quarter (T.Q.) Case Files.

   2-1 Transition Quarter (T.Q.) Case Files. Files subject to the pending resolution of the HALL v. EEOC, N.D. Cal. suit.

   Transfer to the Federal Records Centers immediately and destroy January 1, 1980.

9. SAMPLE OR JOB NO.
   NCL-403-76-6 (EEOC Schedule 3, item 2)

10. ACTION TAKEN

   Transfer to the Federal Records Centers immediately and destroy January 1, 1980.

   To NNC, agency, NCL, 1NC, 2NC, 3NC-P, 3NC-H,
   4NC, 5NC-C, 5NC-D, 6NC, 7NC, 8NC, 9NC-S,
   9NC-L, 10NC — 4/21/78 RTB

STANDARD FORM 115
Revised November 1970
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4 115-105
<table>
<thead>
<tr>
<th>7. ITEM NO.</th>
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</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>2-2 Non-transition Quarter Files. (All other administrative closure files.)</td>
<td>NN 171-166, Item 3a (EEOC Schedule 3, item 3-1)</td>
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<td></td>
<td>Destroy six (6) months following date of closure.</td>
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<tr>
<td>3</td>
<td>DECISION FILES.</td>
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<tr>
<td>3-1 No Cause.</td>
<td>Documents in the base folders and those relating to the Commission's decision that the alleged charge fails to state a valid claim.</td>
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<tr>
<td>3-1a. Transition Quarter (T.Q.) Files and Files of Value T.Q. project files during period from 8/15/76 to 9/30/76; and no cause files which are of value in the development of class action or pattern and practice for future cases.</td>
<td></td>
<td>Retire to the Federal Records Centers one year after last action, and Destroy after three additional years later.</td>
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<tr>
<td>3-1b. All other no cause files. (Files having no future value.)</td>
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<td>Destroy one year after the year of the last action.</td>
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