

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

NCD 18A0921A

TO **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)

~~Equal Employment Opportunity Commission~~
2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Gayle Lowe

5. TEL EXT

634-6983

LEAVE BLANK	
JOB NO	
<i>NCI-403-81-1</i>	
DATE RECEIVED	
<i>May 18, 1981</i>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.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>5-21-81</i> Date	<i>RMW</i> Archivist of the United States

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

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE <i>4/25/81</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	E. TITLE Deputy Director for Records Management
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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
	The following records were offered to NARS under Job NC3-403-81-1 and were found to be disposable: All records are in Accession 403-72-A-3849, Boxes 1 thru 12. All boxes are immediately disposable (records appraised as permanent under NC3-403-81-1 have been removed and are being held in NCD.)		
1	Records relating to legislative affairs--correspondence, arranged alphabetically by name of Congressman, sent to EEOC by Congressmen requesting jobs in the agency for constituents, or checking status of action on complaints. This type of material is made disposable in Item 15D(1) (a), "Congressional Inquiries," in the EEOC schedule. DESTROY IMMEDIATELY		
2	Compliance and General Counsel--Correspondence, arranged alphabetically by case name, regarding compliance cases; includes case status reports and form letters written to inform correspondent that his/her complaint is being denied, etc. All letters are duplicates of original correspondence which is filed in the official charge file for each case. This correspondence is made disposable by Item 14C(2) and 14C((3)(b) of the EEOC schedule. DESTROY IMMEDIATELY		<i>6 items</i>

*UNRC, agency, NNF - RTB 5/22/81
Closed Out: 5-28-81: K.T.D.*

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
#3	Public Affairs--Information subject files, including public inquiries regarding activities of EEOC. Records of this type are made disposable by Item 10B(1) of the EEOC schedule. DESTROY IMMEDIATELY		
4	State and community affairs offices and regional offices-- In-house memoranda regarding administrative matters and routine transactions of business between EEOC and State and local Fair Employment Practice agencies. Records of this type are made disposable by Items 14D(1)(a) and (b) of the EEOC schedule. DESTROY IMMEDIATELY		
5	Commissioners' Records--correspondence includes replies to invitations and inquiries about EEOC activities, as well as copies of letters regarding status of charge cases. DESTROY IMMEDIATELY		
6	Correspondence relating to technical and assistance and research reports. (The reports themselves are to be accessioned under NC3-403-81-1.) DESTROY IMMEDIATELY		