

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

26 Jun 81 AH

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

1. FROM (AGENCY OR ESTABLISHMENT)  
Equal Employment Opportunity Commission

2. MAJOR SUBDIVISION  
Office of Administration

3. MINOR SUBDIVISION  
Administrative Services & Records Management Div.

4. NAME OF PERSON WITH WHOM TO CONFER  
Ms. Gayle Lowe

5. TEL EXT  
634-6983

LEAVE BLANK	
JOB NO <b>NCI-403-81-2</b>	
DATE RECEIVED <b>June 26, 1981</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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<b>9-10-81</b> Date	<i>[Signature]</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 3 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 <b>6/23/81</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	E. TITLE Deputy Director, for Records Management Division
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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
16	<p><i>This job amends the Amendment to</i> EEOC Records Control Schedule, <i>by adding an</i> Item 16, for Appeals Records.</p> <p><b>APPEALS RECORDS.</b> Covers records created in the Commission relating to appeal actions taken under Title VII of the Civil Rights Act, as amended, Section 501 of the Rehabilitation Act, as amended, the Equal Pay Act of 1963, and the Age Discrimination in Employment Act of 1967.</p> <p>A. <u>Appellate Case Files.</u> (Arranged numerically by category.) Records consisting of appeals, petitions, requests for review, applications for interim relief, and requests to reopen Federal Agency, Merit Systems Protection Board and Equal Employment Opportunity Commission decisions involving equal employment opportunity matters. <i>less than 1 cu ft/yr.</i></p> <p>(1) <u>Landmark Cases.</u> (Filed alphabetically by appellant.) Record copy of cases which state principle(s) of law that are so definite in terms so as to be recognized as the accepted rule on a given question, particularly where a decision</p>		

*to NNB, NNF, all FRC's except 3FN-M & 6NCP, 9/14/81 RTB  
Closed Out: 9-16-81: (K.T.D.)*

*6 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
	<p>is made by a court of last resort constructing a statute. (See Item 15B for criteria of landmark cases.) <i>U of NCI-403-79-1</i></p> <p>PERMANENT. Transfer to Federal Records Center two (2) years after final court action. Offer to National Archives ten (10) years after final court action in <del>five (5) years</del> blocks.  <i>10</i></p> <p>(2) <u>All Other Appellate Files.</u> (Arranged by year of closure and sequentially by appeal number.) Break closed cases annually. Transfer one(1) year after the date of last action (including action in Federal Courts), to the Federal Records Center. Destroy after three (3) additional years.</p> <p><i>(2) [NB: Appeals records created prior to October 1, 1980 will be disposed of in accordance with C.S.C. Records Control Schedule, Item 1, AM Supp 44.3, Inst. 1, Nov., 1977, i.e., break closed cases annually and destroy seven (7) years after break.]</i></p> <p>(3) Duplicate copy of official discrimination complaint file. File supplied by originating agency containing complaints with related correspondence and other material as described in 29 CFR 1613.222. <i>(Official copy is retained in originating agency &amp; is disposable under GRS 1/26)</i>                      Destroy on site when no longer needed for reference.</p> <p><i>B</i> Control Cards, logs, and other cross reference indices to files described in Item 1 above.</p> <p><del>Retain in Control Unit.</del> <i>Destroy in agency when no longer needed for administrative purposes.</i></p> <p><i>S.C.</i> "Unsanitized" copies of all appellate decisions rendered by the EEOC.  <i>in agency</i>                      Destroy when no longer needed for administrative purposes.</p>		

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	<p><i>A.D.</i> "Sanitized" copy of all appellate decisions rendered by the EEOC and decisions by the MSPB, which determine matters of discrimination prohibited by the laws administered by EEOC.</p> <p>Destroy <sup><i>in agency</i></sup> when no longer needed for administrative purposes.</p>		