

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

NCO 132W 8/1/81

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

LEAVE BLANK	
JOB NO	NC1-403-81-3
DATE RECEIVED	July 15, 1981
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
9-15-81 <i>Date</i>	<i>Robert M. King</i> <i>Archivist of the United States</i>

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
Gayle Lowe

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 4 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 7/9/81	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Thomas P. Goggin</i>	E. TITLE Thomas P. Goggin, 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
10.A. (1)	<u>Press Advisory/News Releases.</u> (Arranged chronologically by date.) Formal informational releases announcing to the public and news media the Commission's activities as provided under the Age Discrimination in Employment Act (ADEA), the Equal Pay Act (EPA), Title VII of the Civil Rights Act of 1964, as amended, and/or the Rehabilitation Act, as amended. <i>(see attached p. 1a for disposition)</i>	NC1-403-79-1, Item 10(A)	(1)(a) + (b)
14.	<u>COMPLIANCE RECORDS.</u> Covers records created in the Commission to carry out its mission to establish and implement policy on eliminating job discrimination, and to enforce the policy through operating activities as required by the Age Discrimination in Employment Act (ADEA), the Equal Pay Act (EPA), and Title VII of the Civil Rights Act of 1964, as amended (Title VII).		

Note to all FRC's: Mass Data Change Worksheet is not needed for this job, since item #5 &

Closed Out: 10-7-81: K.T.D.

115-107 dispositions have NOT changed. Dispositions have been included on this job only for easy reference.
Only Item 14C(4)(a) is NEW.

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

sent to all FRC's except NNB, NNF to agency, all FRC's except 3rd M + 11/3/81

10A(1) Press Advisories/News Releases. (see p. 1 for description)

(a) Record Copy. (Program Office)

PERMANENT. Break files annually. Transfer to FRC when 2 years old. Offer to NARS when 10 years old, in ~~5~~¹⁰-year blocks.

(b) All other copies, including background material.

Destroy on site when obsolete or no longer needed for reference.