

3 2007 14

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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 Division

4. NAME OF PERSON WITH WHOM TO CONFER
Gayle Lowe

5. TEL EXT
634-6984

LEAVE BLANK	
JOB NO	NC1-403-82-1
DATE RECEIVED	December 3, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date	12/8/81
Archivist of the United States	<i>Blank May</i>

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.

A Request for immediate disposal.

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

C. DATE 12/1/81	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>T. 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
<i>X</i>	<p>Amendment to EEOC Records Control Schedule, Item No. 14. C.(6)(a) to read as follows:</p> <p><i>C.</i> 14. <i>X</i>(6). <u>Charge Control Files</u>. Documents used to show action taken and to control charges.</p> <p>(a) <u>EEOC Form 40A, Charge Control Ledger</u>. (File sequentially by charge number and by year.)</p> <p><u>1</u> Paper Records -</p> <p>Retain in Control Unit until one (1) year after closing. Then film closed cards. Destroy upon verification of film.</p>		

Not sent to FRC's, pending receipt of printed change from agency. To NNF & agency, 12/10/81. Closed Out: 12-16-81: J.T.D.

3 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><u>2</u> Filmed Records -</p> <p><u>a</u> Record Copy -</p> <p>Retain in Control Unit <i>until no longer needed, then destroy.</i></p> <p><u>b</u> Duplicate Copy -</p> <p>Transfer to Federal Records Center as a Vital Record. (On S.F. 135, Item (h) cite "Vital Record" as the disposal authority.)</p>		