REQUEST FOR RECORD 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

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
   [Signature]

   E. TITLE
   Thomas P. Goggin, Deputy Director
   for Records Management

7. ITEM NO

8. DESCRIPTION OF ITEM
   (With Inclusive Dates or Retention Periods)

9. SAMPLE OR JOB NO

10. ACTION TAKEN

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Amendment to EEOC Records Control Schedule, Item No. 14.
C.(6)(a) to read as follows:

C. (6). Charge Control Files. Documents used to show action taken and to control charges.

(a) EEOC Form 40A, Charge Control Ledger.
   (File sequentially by charge number and by year.)

   1 Paper Records -

   Retain in Control Unit until one (1) year after closing. Then film closed cards. Destroy upon verification of film.

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Not sent to NNF & pending receipt of
printed change from agency.

To NNF & agency, 12/10/81

Closed Out: 12-16-81, P.T.D.
<table>
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<tr>
<th>ITEM NO.</th>
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</thead>
</table>
| 2 | Filmed Records -  
   a Record Copy -  
   Retain in Control Unit until no longer needed, then destroy.  
   b Duplicate Copy -  
   Transfer to Federal Records Center as a Vital Record. (On S.F. 135, Item (h) cite "Vital Record" as the disposal authority.) |  |  |