

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

LEAVE BLANK	
JOB NO  NCL-403-83-1	
DATE RECEIVED 2-1-83	
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the disposal request including amendments is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
3-29-83 <i>Date</i>	<i>John H. [Signature]</i> <i>Archivist of the United States</i>

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

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

2. MAJOR SUBDIVISION  
Administrative Management Services

3. MINOR SUBDIVISION  
Information Resource Management Division

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 1 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 1/28/83	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Thomas Goggin</i>	E. TITLE Thomas Goggin, Director Information Resource 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
14G(3)	<p>Amendment by addition to EEOC Records Control Schedule, Item 14.G.</p> <p>(2) <u>EEO Affirmative Action Program Reports</u> <i>by quarter, thereunder</i> (Arranged <del>geographically</del> and by name of Agency) Reports of on site reviews conducted by the EEOC of Agency Affirmative Action Programs and correspondence relating thereto.</p> <p>(a) <u>Record Copy.</u> (Program Office) <i>6-10 cpy/yr.</i> Break files annually. Destroy <sup><i>in agency</i></sup> when five (5) years old.</p> <p>(b) <u>All Other Copies.</u> Destroy when one (1) year old.</p>		<i>2 items</i>