

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
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

LEAVE BLANK	
JOB NO	NCL-103-83-2
DATE RECEIVED	1-26-83
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
7-27-83 <i>Date</i>	<i>Robert M. Wamey</i> <i>Archivist of the United States</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 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 4/18/83	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Thomas P. Goggin</i>	E. TITLE Thomas P. 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
14.G	<p>Amendment by addition to EEOC Records Control Schedule.</p> <p>(4) <u>EEO Affirmative Action Accomplishment Reports</u></p> <p>(Arranged alphabetically by name of Agency) Annual reports submitted by Federal Agencies reflecting Affirmative Action accomplishments. <i>arr. by year, thereunder by agency.</i></p> <p>(a) <u>Record Copy.</u> (Program Office) <i>total: 1 1/2 cpts/yr.</i></p> <p>PERMANENT. Break files annually. Retire to Federal Records Center when five (5) years old. Offer to National Archives when latest records are ten (10) years old, in ten (10) year blocks.</p> <p>(b) <u>All Other Copies of accomplishment reports</u></p> <p>Destroy when one (1) year old.</p> <p>(c) <u>Affirmative Action Plans not attached to, but filed with accomplishment reports</u></p> <p><i>Destroy in agency when no longer needed. Do not retire these to FARC with accomplishment reports.</i></p>		