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 CONFERR
   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 [ ] 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.

[X] 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
   Thomas P. Goggin, Director
   Information Resource Management Division

E. TITLE

8. DESCRIPTION OF ITEM
   Amendment by addition to EEOC Records Control Schedule.

14.G (4) EEO Affirmative Action Accomplishment Reports
   (Arranged alphabetically by name of Agency)
   Annual reports submitted by Federal Agencies reflecting Affirmative Action accomplishments. Arranged by year, thereafter by agency.
   (a) Record Copy. (Program Office) Total: 1/3 cu ft/yr.

   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.

   (b) All Other Copies of accomplishment reports

   Destroy when one (1) year old.

   (c) Affirmative Action Plans not attached to, but filed with accomplishment reports

   Destroy in agency when no longer needed. Do not return.

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