

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: <b>GENERAL SERVICES ADMINISTRATION</b> <b>NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408</b>		JOB NO. <b>NI-412-87-3</b>	DATE RECEIVED <b>4-24-87</b>
1 FROM <i>(Agency or establishment)</i> <b>Environmental Protection Agency</b>		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION <b>Office of Civil Rights</b>		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER <b>Harold Webster</b> <b>Thomas Tasker</b>	5 TELEPHONE EXT <b>382-5912</b> <b>382-5911</b>	ARCHIVIST OF THE UNITED STATES <b>DATE 4-21-87</b> <b>SIGNATURE OF THE ARCHIVIST IS NOT REQUIRED FOR APPROVAL OF PERMANENT RETENTION OF RECORDS</b>	
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 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence  is attached, or  is unnecessary

B DATE <b>4/22/87</b>	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Thomas Tasker</i>	D TITLE <b>Agency Records Management Officer</b>
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
1 - 8	The Office of Civil Rights Records Control Schedule is being revised to make it consistent with the Program's current operations. The revision of this Schedule is part of a major review and update of the EPA Records Control Schedules.  Attached is a copy of the revised Civil Rights Records Control Schedule.	Appendix B Schedule 16	

*copies to agency, NCF, NNF* *(15 items)*

**U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES**

SCHED NO

TITLE OF SCHEDULE		COVERAGE OF SCHEDULE
CIVIL RIGHTS RECORDS		AGENCYWIDE
ITEM NO	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
1.	<u>Civil Rights Program Subject File.</u>	
	a. General Subject file containing correspondence, memoranda, reports, printed and published materials, and other records relating to major policies and activities of Civil Rights Program. Includes Affirmative Action Plans, committee documentation, copies of legislation, rules, and regulations, correspondence with other EPA offices and research centers, speeches, and other general records not pertaining to cases.	<u>Retention:</u> Permanent. <u>Disposition:</u> Break file at end of year. Keep in office 5 years, then transfer to FRC. Offer to National Archives when 25 years old. <b>in 5 year blocks.</b>
	<del>b. General subject file containing records relating to the administrative management of the Civil Rights Program.</del>	<del><u>Retention:</u> Retain 3 years. <u>Disposition:</u> Break file at end of year. Keep in office for 3 years, then destroy.</del>
2.	<u>Discrimination Complaint File.</u> Records created in receipt and processing of complaints of discrimination by employees or applicants for employment with the Agency. Complaints relate to alleged discrimination in matters of race, color, sex, religion, national origin, age, handicap or reprisal.	
	a. <u>Official Case Files.</u> As per 29 CFR 1613.222, includes complaint form and investigation report. May also include transcript of hearing testimony, copy of findings, and recommended decision issued by EEOC complaints examiner, copy of decision by EPA Administrator, and copies of decisions by Equal Employment Opportunity Commission, Merit Systems Protection Board.	<u>Retention:</u> Retain 4 years after final adjudication. <u>Disposition:</u> Break file upon final adjudication of cases. Keep in office 4 years, then destroy.
	b. <u>Unofficial (Duplicate) Copies of Case Files.</u> Includes all other copies of discrimination complaints case files and duplicates of documents files in official case files in item 1(a) above.	<u>Retention:</u> Retain 1 year after final adjudication. <u>Disposition:</u> Break file upon final adjudication of case. Keep in office 1 year, then destroy.
	c. <u>Background Case Documents.</u> Includes all background documents pertaining to complaint cases but not required to be maintained by 29 CFR 1613.222.	<u>Retention:</u> Retain 1 year after final adjudication. <u>Disposition:</u> Break file upon final adjudication of cases. Keep in office 1 year, then destroy.

RECORDS MANAGEMENT MANUAL

**U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES**

SCHED. NO

TITLE OF SCHEDULE		COVERAGE OF SCHEDULE
CIVIL RIGHTS RECORDS		AGENCYWIDE
ITEM NO	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
	d. <u>External Program Discrimination Compliant Files.</u> <del>Records created in receipt and processing of discrimination</del> complaints filed against recipients and beneficiaries of EPA financial assistance. Complaints relate to alleged discrimination on the basis of race, color, national origin, sex, handicap, and age.	<u>Retention:</u> Retain 4 years after final adjudication.
3.	<u>Affirmative Action Plans.</u> Includes all records used in the development of Affirmative Actions Plans.	<u>Disposition:</u> Break file upon final adjudication of case. Keep in office 4 years, then destroy.
	a. <del>Official copy of consolidated Affirmative Actions Plan.</del>	<u>Retention:</u> Retain 5 years. <u>Disposition:</u> Break file when plan has been developed. Keep in office 5 years, then destroy.
	b. Copies of feeder plans to consolidated Affirmative Action Plan.	<u>Retention:</u> Retain 5 years. <u>Disposition:</u> Break file when plan has been completed. Keep in office 5 years, then destroy.
4.	<u>Compliance Files (Official Case Files).</u> Records created in receipt and processing of violations of labor standard practices. <del>Contains reviews, background papers relating to contractor employment practices. Includes copy of</del> letter and investigative reports from Department of Labor (DOL) notifying the Agency of violations by contractor(s) of labor standard practices; copy of Davis-Bacon Collective Bargaining Agreement Entry Forms; copy of DOL Form WH-56; copy of EPA Form 2505-2 (Record of Public Funds Received); copy of check to EPA paid by the contractor for liquidated damages for overtime violations by contractor; copy of followup letter to the contractor from Office of Civil Rights and DOL; copies of certified receipt forms.	<u>Retention:</u> Retain 7 years. <u>Disposition:</u> Break file when violations have been resolved or reviews of contractor's employment practices have been completed. Keep in office for 2 years, then transfer to ERC. Destroy when 7 years old.
5.	<u>External Compliance Program Compliance Reviews.</u> Records of civil rights compliance reviews by EPA of its applicants for and recipients of its financial assistance.	<u>Retention:</u> Retain 7 years. <u>Disposition:</u> Break file after completion of investigation. Keep in office 2 years, then transfer to the ERC. Destroy when 7 years old.

RECORDS MANAGEMENT MANUAL

**U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES**

SCHED. NO

TITLE OF SCHEDULE CIVIL RIGHTS RECORDS		COVERAGE OF SCHEDULE AGENCYWIDE
ITEM NO	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
6.	<u>Employment Statistics File.</u> Include records documenting <del>employment statistics relating to race and sex.</del>	<u>Retention:</u> Retain 5 years. <u>Disposition:</u> Review file annually and destroy records older than 5 years.
7.	<u>Counseling Files.</u> Includes records used in the <del>counseling of employees.</del> Records consist of reports of interviews, analyses, and related records.	<u>Retention:</u> Retain 3 years. <u>Disposition:</u> <del>Break file at end of year.</del> Keep in office and destroy records 3 years after final adjudication.
8.	<u>EEO Semi-annual Report on Discrimination Complaints.</u>	<u>Retention:</u> Retain 4 years. <u>Disposition:</u> <del>Break file at end of fiscal year.</del> Keep in office for 4 years, then destroy.

RECORDS MANAGEMENT MANUAL

Atch to SF 115 (Revised Item Numbers compared to Previous Item Numbers,  
Schedule Number, and NARS Job Number)

Title Of Schedule: Civil Rights Records

<u>REVISED</u> <u>Item Numbers</u>	<u>Item No.</u>	<u>PREVIOUS</u> <u>Schedule No.</u>	<u>NARS Job No.</u>
1.	2	B-16	NCI-412-75-8
2.	1		NCI-412-80-2
3. (New)			
4. (New)			
5. (New)			
6. (New)			
7.	3		
8. (New)			
9. (New)			
10. (New)			

Atch to SF 115 (Info for "PERMANENT" retention records)

Title Of Schedule: Civil Rights Records

<u>Item No.</u>	<u>Volume On Hand (Cubic ft.)</u>	<u>Growth Per Year (Cubic ft.)</u>	<u>Arrangement Of Files</u>
1	5	1 1/2	Subject