

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

4 items

TO **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1 FROM (AGENCY OR ESTABLISHMENT)
U.S. Environmental Protection Agency

2 MAJOR SUBDIVISION
Office of Civil Rights

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER
David O. Stephens

5 TEL EXT
755-0830

6 CERTIFICATE OF AGENCY REPRESENTATIVE

LEAVE BLANK	
DATE RECEIVED MAY 13 1975	JOB NO NC-412-75-8
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 'with-drawn' in column 10	
<p><i>2-4-76</i> <u>James E. O'Neil</u> Date <i>Oct 1975</i> Archivist of the United States</p>	

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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

5-9-75
(Date)

David O. Stephens
(Signature of Agency Representative)

EPA Records Management Officer
(Title)

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1 - 2	Descriptions and retention schedules for the Office of Civil Rights. Items 1 - 2 are attached.		
<p><i>Copy to Agency 2-6-76</i></p>		<i>4 items</i>	

CIVIL RIGHTS

The records described below pertain to the Agency's equal opportunity and civil rights programs, including activities related to assuring equal opportunity in employment within the Agency, career advancements of minorities and women employees, and prohibiting discrimination in employment with the Agency and by EPA contractors or projects receiving Agency financial assistance. In carrying out these responsibilities the Office of Civil Rights conducts investigations of alleged discrimination involving the areas of race, color, sex, age, religion, or national origin. NOTE: The items in this schedule apply Agencywide.

Item	Name and Description of Record/File	Retention Period and Disposition
1.	<p><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, and national origin.</p> <p>a. <u>Official Case Files.</u> As per 5 CFR 713.222, includes complaint form (CSC Form 894), and investigation report. May also include transcript of hearing testimony, copy of findings and recommended decision issued by CSC complaint examiner, copy of decision by EPA Administrator, and copies of decisions by CSC Board of Appeals and Review and U.S. District Court.</p>	<p>Retention: Retain 7⁴ years after final adjudication.</p> <p>Disposition: Break file upon final adjudication of cases. Keep in office 1 year, then transfer to the Federal Records Center for 3³ years, then destroy.</p>

DOB.
1-15-76

MANUAL
RECORDS MANAGEMENT

RECORDS CONTROL SCHEDULES

Item	Name and Description of Record/File	Retention Period and Disposition
	<p>b. <u>Unofficial (Duplicate) Copies of Case Files.</u> Includes all other copies of discrimination complaint case files and duplicates of documents filed in Official Case Files in Item 1(a) above.</p>	<p><u>Retention:</u> Retain 1 year after final adjudication.</p> <p><u>Disposition:</u> Break file upon final adjudication of cases. Keep in office 1 year, then destroy.</p>
	<p>c. <u>Background Case Documents.</u> Includes all background documents pertaining to complaint cases but not required to be maintained by 5 CFR 713.222.</p>	<p><u>Retention:</u> Retain 3 years after final adjudication.</p> <p><u>Disposition:</u> Break file upon final adjudication of cases. Keep in office 3 years, then destroy.</p>
2.	<p><u>Civil Rights Program Subject File.</u> General subject file containing correspondence, memoranda, reports, printed and published materials, and other records relating to the equal opportunity and civil rights programs. 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.</p>	<p><u>Retention:</u> ^{Permanent} Retain 5 years.</p> <p><u>Disposition:</u> Break file at end of year. Keep in office 5 years, then <i>transfer to FRC. Offer to NARS when 15 years old.</i></p>

J.D.S.
1-30-76