INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC-412-75-008

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Item 1 was superseded by GRS 2.3, items 110 and 111 (DAA-GRS-2018-0002-0012 and DAA-GRS-2018-0002-0013)

Item 2 was superseded by N1-412-87-003, item 1a

Date Reported: 09/07/2022

NC-412-75-008

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

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STANDARD FORM 115 Revised November 1970 Prescribed by General Services Administration FPMR (41 CFR) 101-114 115-105

ENVIRONMENTAL PROTECTION AGENCY

APPENDIX B 🖂 🛪

RECORDS CONTROL SCHEDULES

MANUAL

RECORDS MANAGEMENT

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	n a complete de la co
1.	Discrimination Complaint File. 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. a. <u>Official Case Files</u> . As per 5 CFR 713.222, includes com- plaint 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.	Retention: Retain 7 years after final adjudication. Disposition: Break file upon final adjudication of cases. Keep in office 1 year, then transfer to the Federal Records Center for years, then destroy.	

PARENUMBER

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RECORDS MANAGEMENT

RECORDS CONTROL SCHEDULES

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ltem		Description cord/File	Retention Period and Disposition
	of Case Files.	(Duplicate) Copies Includes all other rimination complaint	Retention: Retain 1 year after final adjudication.
	case files and ments filed in	duplicates of docu- Official Case Files	Disposition: Break file upon final adjudication
	in Item 1(a) al	bove.	of cases. Keep in office 1 year, then destroy.
	Includes all ba	Case Documents. ackground docu-	<u>Retention</u> : Retain 3 years after final adjudication.
	ments pertaining cases but not a maintained by .	-	Disposition: Break file upon final adjudication of cases. Keep in office
2.	Civil Rights P	coaram Subject	3 years, then destroy. Permovert Retention: Retein 5 years
£ •	File. General containing corr	subject file respondence, memo-	Disposition: Break file
	randa, reports, published mater records relatin	cials, and other	at end of year. Keep in office 5 years, then from descript. An FRC. O-for
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