

<b>Request for Records Disposition Authority</b> (See Instructions on reverse)		<b>Leave Blank (NARA Use Only)</b>	
To: <b>National Archives and Records Administration (NIR)</b> <b>Washington, DC 20408</b>		Job Number <b>NI-453-12-1</b>	
1. From: (Agency or establishment) <b>US Commission on Civil Rights</b>		Date Received <b>3/6/2012</b>	
2. Major Subdivision		<b>Notification to Agency</b> In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. Minor Subdivision			
4. Name of Person with whom to confer <b>Latrice Foshee</b>	5. Telephone (include area code) <b>(202) 376-7665</b>	Date <b>3/6/2012</b>	Archivist of the United States <i>[Signature]</i>

**6. Agency Certification**

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached \_\_\_\_\_ 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies:

is not required     
  is attached     
  has been requested

Signature of Agency Representative <i>[Signature]</i>	Title <b>Records Officer</b>	Date (mm/dd/yyyy) <b>3/1/2012</b>
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7. Item Number	8. Description of Item and Proposed Disposition	9. GRS or Superseded Job Citation	10. Action taken (NARA Use Only)
01	See Attached CCR Disposition Schedule	NCI-453-81	

**ATTACHMENT A**

**U. S. Commission on Civil Rights**

<b>Item No.</b>	<b>Description of Item and Proposed Disposition</b>	<b>GRS or Superseded Job Citation</b>	<b>Action Taken (NARA Use Only)</b>
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Authority: NI-453-10-	Existing Authority:	Approved:
Major Subdivision: CCR-ALL	Physical Medium: Media Neutral	
Minor Sub:	Location: Washington, D.C.	
Item Name:		

**OSD [Office of the Staff Director]**

- |   |   |                       |
|---|---|-----------------------|
| 1 | <p><b>Commission Meeting Files of the OSD</b></p> <p>These files include items such as the Commission meeting agenda, meeting minutes, Staff Director's Reports, civil rights reports submitted to the commissioners for consideration and vote, and supporting papers and documents related to Commission meetings.</p> <p>Filed chronologically by fiscal year and meeting date.<br/>Cut off files at the end of the fiscal year.<br/>Transfer to FRC 2 years after cut off.</p> <p>Disposition: Permanent. Transfer to NARA 15 years after cut off.<br/>Annual Accumulation 10 cubic feet.</p> | NC1-453-81-1, item 1  |
| 2 | <p><b>Transcripts of Commission Meeting Files of the OSD</b></p>  |                       |
| a | <p><b>Original copy of meeting transcript.</b></p> <p>Filed chronologically by fiscal year and meeting date.<br/>Cut off files at the end of the fiscal year.<br/>Transfer to FRC 2 years after cut off.</p> <p>Disposition: Permanent. Transfer to NARA 15 years after cut off.<br/>Annual Accumulation 10 cubic feet.</p>   | NC1-453-81-1, item 2a |
| b | <p><b>Audio recording of meeting.</b></p> <p>This file contains compact discs, audio tapes, and other audio recording media of Commission meetings.</p> <p>Disposition: Temporary. Delete/destroy recordings after they have been transcribed and approved.</p>   | NC1-453-81-1, item 2b |
| 3 | <p><b>Executive Session Files of the OSD</b></p>  |                       |

- a Notices and transcripts of executive sessions, sworn written statements submitted related to executive sessions, and any summaries and lists of names provided to any person that is the subject of an executive session. NCI-453-81-1, item 21 a
- Filed chronologically by fiscal year and meeting date.  
Cut off files at the end of the fiscal year.  
Transfer to FRC 2 years after cut off.
- Disposition: Permanent. Transfer to NARA 15 years after cut off.  
Annual Accumulation 5 cubic feet.
- b Audio Recordings of Executive Sessions (sessions held after November 1, 2009 and tapes transcribed) NCI-453-81-1, item 21b, c
- This file includes compact discs, audio tapes and other audio recording media of executive sessions
- Disposition: Temporary. Delete/destroy recordings after they have been transcribed and approved.
- 4 Closed Meeting Files of the OSD NEW
- These files include, for example, transcripts of closed meetings and the closed portions of meetings and lists of all persons in attendance at closed meetings.
- Filed chronologically by fiscal year and meeting date.  
Cut off files at the end of the fiscal year.  
Transfer to FRC 2 years after cut off.
- Disposition: Permanent. Transfer to NARA 15 years after cut off.  
Annual Accumulation 3 cubic feet.
- 5 Hearing and Briefing Files of the OSD
- a Transcripts of Hearings and Briefings NCI-453-81-1, item 2a
- Filed chronologically by fiscal year and alphabetically by hearing or briefing name.
- Cut off files at the end of the fiscal year.  
Transfer to FRC 2 years after cut off.
- Disposition: Permanent. Transfer to NARA 15 years after cut off.  
Annual Accumulation 9 cubic feet.
- b Audio Records of Hearings and Briefings NCI-453-81-1, item 37
- These files contain compact discs, audio tapes and other audio recording media of hearings and briefings.
- Filed by project.
- Disposition: Temporary. Delete/destroy or reuse recordings once they have been transcribed and approved.
- 6 Commissioners' Correspondence Files NCI-453-81-1, Item 3
- These files include correspondence sent to and signed by Commissioners on a

variety of subjects pertaining to Commission business.

Filed alphabetically by name of Commissioner.  
Cut off files at the end of the fiscal year.  
Transfer to FRC 2 years after cut off.

Disposition: Permanent. Transfer to NARA 15 years after cut off.  
Annual Accumulation 7 cubic feet.

7 Headquarters Office Files of the OSD

NC1-453-81-1, item 4

These files include correspondence to and from Commission offices to OSD (e.g., copies of monthly activity reports related to program accomplishments and program issues, annual plans and annual performance reports submitted to OSD by other offices.)

Filed alphabetically by name of headquarters office.  
Cut off files at the end of the fiscal year.  
Transfer to FRC 2 years after cut off.

Disposition: Permanent. Transfer to NARA 15 years after cut off.  
Annual Accumulation 6 cubic feet.

8 Legal Opinions and Interpretations of the Commission's Statute, Regulations and Jurisdiction Files

These are duplicate copies of requests, opinions, interpretations, and other related documents. Permanent legal opinions are maintained in the Office of the General Counsel. (Item 40 in this schedule).

NC1-453-81-1, item 34

Filed by subject.  
Cut off at the end of the fiscal year.  
Transfer to FRC 2 years after cut off.

Disposition: Temporary. Delete/destroy 10 years after cut off.

9 Organizational Planning and Management Files of the OSD

a These files include information on agency management and policy, including financial management, reorganization, restructuring, strategic planning initiatives, correspondence, and documents reflecting executive level decisions.

NC1-453-81-1, item 5

Filed alphabetically by subject.  
Cut off files at the end of the fiscal year.  
Transfer to FRC 2 years after cut off.

Disposition: Permanent. Transfer to NARA 15 years after cutoff.  
Annual Accumulation 3 cubic feet.

b Continuity of Operations Plans

NEW

These files include the continuity of operations (COOP) manual and all incorporated attachments and amendments.

File by subject.

Cut off files at the end of the fiscal year.  
Transfer to FRC 2 years after cut off.

Disposition: Temporary. Delete/Destroy 10 years after cut off.

10 Executive Correspondence Files of the OSD NC1-453-81-1, item 6

These files include copies of incoming and outgoing correspondence with the White House, the President, Vice President, OMB and OPM.

Filed alphabetically by person or group with whom the Commission is corresponding. Correspondence may in some cases, be cross-referenced with other files when pertaining to an on-going or involved activity or action.

Cut off files at the end of the fiscal year.  
Transfer to FRC 2 years after cut off.

Disposition: Permanent. Transfer to NARA 15 years after cut off.  
Annual Accumulation 7 feet.

11 Government Agency Files NC1-453-81-1, item 7

These files include correspondence between the Commission and other Federal agencies on a wide range of subjects relevant to the operation or program of the Commission. They also contain informational material.

Filed alphabetically by agency. When appropriate, correspondence may be cross-referenced to project or subject files.

Cut off files at the end of the fiscal year.  
Transfer to FRC 2 years after cut off.

Disposition: Permanent. Transfer to NARA 15 years after cut off.  
Annual Accumulation 6 feet.

12 Special Project Files of the OSD NC1-453-81-1, item 8

These files contain correspondence, reports and documents pertaining to OSD-conducted projects related to programmatic, administrative, and organizational management issues.

Filed alphabetically by project.

Cut off files at the completion or termination of the special project.  
Transfer to FRC 2 years after cut off.

Disposition: Permanent. Transfer to NARA 15 years after cutoff.  
Annual Accumulation 2 cubic feet.

13 Program Management Files of the OSD NC1-453-81-1, item 9

These files include correspondence and reports relating to the coordination and management of agency program activities including project development and implementation (e.g., concept papers, project proposals, discovery plans, outlines, project/activity status reports, certifications, etc.) and other agency projects.

Filed alphabetically by responsible office and by subject or project (as applicable).

Cut off files at the end of the fiscal year.

Disposition: Temporary. Delete/destroy 5 years after cut off.

- 14      General Subject Files of the OSD      **NEW**
- These files include general correspondence and information concerning OSD and its programs, including its operational and monitoring responsibilities, which are not already included in a specific OSD file.
- Filed by fiscal year and subject.  
Cut off files at the end of the fiscal year.  
Transfer to FRC 2 years after cut off.
- Disposition: Temporary. Delete/destroy 5 years after cut off.
- 15      Chronological Files of the OSD      NC1-453-81-1, item 11
- These files include duplicate copies of correspondence initiated by OSD that may also be found in other files.
- Filed chronologically by fiscal year and date.  
Cut off files at the end of the fiscal year.
- Disposition: Temporary. Delete/destroy 3 years after cut off.
- CAU (Congressional Affairs Unit). (Formerly the Congressional Liaison Division).
- 16      Congressional Correspondence Files      NC1-453-81-1, item 67
- These files include copies of incoming and outgoing correspondence with members of Congress.
- Divide by chamber of Congress and file alphabetically by name of the member.  
Cut off files when congressional member leaves office.  
Transfer to FRC at the end of the congressional term (every 2 years).
- Disposition: Temporary. Delete/destroy 10 years after cut off.
- 17      Congressional Committee Files      NC1-453-81-1, item 68
- These files include copies of all correspondence received from or sent to a congressional committee concerning legislative proposals and information.
- Note: These files may be cross-filed in subject, legislative and congressional correspondence files.
- Divide by chamber of Congress and file alphabetically by name of the committee.  
Cut off files at the end of the congressional term (every 2 years).  
Transfer to FRC 2 years after cut off.
- Disposition: Permanent. Transfer to NARA 15 years after cutoff.  
Annual Accumulation 3 cubic feet.
- 18      Congressional Testimony Files      NC1-453-81-1, item 69
- These files include copies of testimony given by officials of the Commission and related correspondence.
- Filed by subject and cross-filed in legislative files and congressional committee files.

Cut off files at the end of the congressional term (every 2 years).  
Transfer to FRC at the end of the congressional term (every 2 years).

Disposition: Temporary. Delete/destroy 5 years after cut off.

19 Congressional Briefing Files NC1-453-81-1, item 70

These files include materials prepared and gathered in preparation for testimony by key Commission officials before Congress.

Filed chronologically.  
Cut off files at the end of the fiscal year.

Disposition: Temporary. Delete/destroy 3 years after cut off.

20 Legislative Files NC1-453-81-1, item 71

These files include correspondence and other papers on legislation affecting civil rights. Files may include correspondence with congressional committees, members of Congress, other Federal agencies or departments, testimony by Commission representatives, and copies of draft and final legislation.

Filed by subject and cross-filed with congressional correspondence and congressional committee files (as appropriate).  
Cut off files at the end of the congressional term (every 2 years).  
Transfer to FRC at the end of the congressional term (every 2 years).

Disposition: Temporary. Delete/destroy 7 years after cut off.

21 Executive Branch/Federal Agency Liaison Files NC1-453-81-1, item 73

These files include correspondence between the Commission and other Federal Government agencies regarding pending or proposed civil rights-related legislation.

Filed by name of the agency. May be cross-filed in project or subject files.  
Cut off files at the end of the congressional term (every 2 years).  
Transfer to FRC at the end of the congressional term (every 2 years).

Disposition: Temporary. Delete/destroy 5 years after cut off.

22 USCCR Legislative History Files NC1-453-81-1, item 74

These files include copies of the Commission's authorizing statute, legislative history, correspondence with congressional committees, copies of relevant Congressional Record materials, etc.

Filed by subject and year.  
Cut off files at the end of the congressional term (every 2 years).  
Transfer to FRC 2 years after cut off.

Disposition: Permanent. Transfer to NARA 15 years after cutoff.  
Annual Accumulation 2 cubic feet.

23 Liaison Files NC1-453-81-1, item 76

These files include informational correspondence pertaining to civil rights legislation sent to and received from civil rights organizations and agencies.

Filed by agency or group.  
Cut off files at the end of the congressional term (every 2 years).

Disposition: Temporary. Delete/destroy 5 years after cut off.

24 Congressional Publication Distribution Files NC1-453-81-1, item 77

These files include copies of publications, cover letters, distribution lists, and acknowledgments.

Filed by fiscal year and by name of committee or congressional member. May be cross-filed in other project or subject matter files.  
Cut off files at the end of congressional term (every 2 years).

Disposition: Temporary. Delete/destroy 3 after cut off.

25 General Subject Files of the CAU NC1-453-81-1, item 75

These files include general correspondence and information concerning the congressional affairs program, including its operational and monitoring responsibilities, which are not already included in a specific CAU file.

Filed by fiscal year and subject.  
Cut off files at end of each Congress; begin new files at start of Congress.  
Transfer to FRC 2 years after cut off.

Disposition: Temporary. Delete/destroy 5 years after cut off.

26 Chronological Files of the CAU NC1-453-81-1, item 79

These files include duplicate copies of correspondence initiated by CAU that may also be found in other files.

Filed chronologically by fiscal year and date.  
Cut off files at the end of the fiscal year.

Disposition: Temporary. Delete/destroy 2 years after cut off.

PAU (Public Affairs Unit) (Formerly the Press and Communications Division)

27 Press Service Files of the PAU NC1-453-81-1, item 93

These files include press clippings on Commission activities retrieved from press clipping services and other external sources, as well as press releases, press advisories and press statements issued by the Commission on agency activities such as conferences, hearings, briefings, reports and other publications, and speeches and testimony.

Filed chronologically by fiscal year and alphabetically by the title of the activity or project.  
Cut off files at the end of the fiscal year.  
Transfer to FRC 2 years after cut off.

Disposition: Temporary. Destroy 5 years after cut off.



- 28 Audio and Visual Recordings Files of the PAU NC1-453-81-1, item 216 a
- These files contain compact discs, audio tapes and other audio recording media, as well as film and other visual recording media of Commission press conferences, interviews, testimony, and public service announcements (PSAs).
- Filed by fiscal year and title of the activity or project.  
Cut off files after completion of activity or project.
- Disposition: Permanent. Transfer to NARA 5 years after cut off according to NARA guidelines at the time of transfer.  
Annual Accumulation 1 cubic foot.
- 29 Speech Files of the PAU NC1-453-81-1, item 95
- These files include speeches and testimony given by Commissioners and key Commission officials.
- Filed by fiscal year and speaker, and cross-referenced by activity or project (as applicable).  
Cut off files at the end of the activity or project.  
Transfer to FRC 2 years after cut off.
- Disposition: Permanent. Transfer to NARA 15 years after cut off.  
Annual Accumulation 2 cubic feet.
- 30 Biographical Data Files NC1-453-81-1, item 96
- Biographical sketches of Commissioners and key Commission staff.
- Filed by fiscal year and alphabetically by name.  
Cut off files at the end of the fiscal year.  
Transfer to FRC 2 years after cut off.
- Disposition: Permanent. Transfer to NARA 15 years after cut off.  
Annual Accumulation less than 1 cubic foot
- 31 Photograph Files NC1-453-81-1, item 216
- Prints and negatives of commissioners and the staff director.
- Filed alphabetically by name of the individual.
- Disposition: Permanent. Transfer to NARA when 5 years old according to NARA guidelines at the time of transfer.  
Annual Accumulation 1 cubic foot.
- 32 Publication Production Files NC1-453-81-1, item 100
- These files include copies of payment and copyright-related correspondence with authors of articles, contracts/purchase orders, first and final manuscript of articles, defame/degrade reports, printing arrangements, etc. related to the publication of the Civil Rights Journal and other PAU publications.
- Filed by fiscal year the report, journal, or article is published and by title.  
Cut off files when report, journal, or article is published.

Transfer to FRC 2 years after cut off.

Disposition: Temporary. Delete/destroy 5 years after cut off.

33 Press Report Files of the PAU

- a These files include the Weekly Press Report made up of press clippings on civil rights subjects and that is disseminated to regional and headquarters offices. NC1-453-81-1, item 102

Weekly Press Reports are filed chronologically.  
Cut off files at end of the fiscal year.

Disposition: Temporary. Delete/destroy 6 months after cut off.

b General Subject Files of the PAU

NC1-453-81-1, item 103

These files include general correspondence and information concerning the congressional affairs program, including its operational and monitoring responsibilities, which are not already included in a specific PAU file.

Filed by subject.  
Cut off files at end of the fiscal year.  
Transfer to FRC 2 years after cut off.

Disposition: Temporary. Delete/destroy 5 years after cut off.

34 Chronological Files of the PAU

NC1-453-81-1, item 105

These files include duplicate copies of correspondence initiated by PAU that may also be found in other files.

Filed chronologically by fiscal year and date.  
Cut off files at the end of the fiscal year.

Disposition: Temporary. Delete/destroy 2 years after cut off.

EEOP [Employment Opportunity Programs]

35 General Subject Files of the EEOP

NC1-453-81-1, item 17

These files include general correspondence and information concerning the EEO office and its programs, including its operational and monitoring responsibilities, which are not already included in a specific EEO office file.

Filed by subject.  
Cut off files at end of the fiscal year.  
Transfer to FRC 2 years after cut off.

Disposition: Temporary. Delete/destroy 5 years after cut off.

- 36 Chronological Files of the EEOP NC1-453-81-1, item 19
- These files include duplicate copies of correspondence initiated by EEO Program that may also be found in other EEO Program files.
- Filed chronologically by fiscal year and date.  
Cut off files at the end of the fiscal year.
- Disposition: Temporary. Delete/destroy 2 years after cut off.
- OGC (Office of the General Counsel)
- 37 Defame/Degrade and Legal Sufficiency Reviews (LSR) Files NC1-453-81-1, item 31
- These files include requests for review, review comments, draft copy of publication or document being reviewed and correspondence to and from affected persons related to the review of Commission publications (e.g. briefing reports, statutory reports, state advisory committee reports, the Civil Rights Journal and the Civil Rights Update). Defame and degrade and LSRs, conducted by OGC on its own work are maintained in the *OGC Project file(s)*.
- Filed by title of publication.  
Cut off files when publication is issued or project is closed. Transfer to FRC 1 year after cut off.
- Disposition: Temporary. Delete/destroy 5 years after cut off.
- 38 Legal Reviews and Comments on Congressional Testimony NC1-453-81-1, item 32
- These files include the requests for review and the accompanying draft testimony, OGC's written comments, copies of final testimony and other related correspondence.
- Filed by subject.  
Cut off files after testimony is delivered.
- Disposition: Temporary. Delete/destroy 5 years after cut off.
- 39 Legal Opinions, Interpretations and Reviews of Legislation, Regulations and Cases within the Commission's Jurisdiction or Area of Interest NC1-453-81-1, item 34
- These files include the requests or OGC's initiating correspondence related to legislative histories on civil rights issues, opinion memoranda and related correspondence and documents.
- Filed by subject.  
Cut off at end of fiscal year.
- Disposition: Temporary. Delete/destroy 3 years after cut off.
- 40 Legal Opinions and Interpretations of the Commission's Statute, Regulations, Jurisdiction and Powers NC1-453-81-1, item 35
- These files include the requests or OGC's initiating correspondence, the opinions and interpretations, and other related documents or correspondence.
- Filed by subject.

Cut off at end of fiscal year.  
Transfer to FRC 5 years after cut off.

Disposition: Permanent. Transfer to NARA 15 years after cut off.  
Annual Accumulation 5 cubic feet.

41 Project Case Files of the OGC

a Hearing and Briefing Project Files

NC1-453-81-1, item 38 a

These files include the project hearing and briefing proposal, concept paper, project outline, discovery plan(s), research on jurisdictional issues, interrogatories, exhibits, record submissions (including those from the open record/public comment period), interview reports, correspondence with individuals and other government agencies, subpoenas, hearing and briefing transcripts, hearing and briefing books, initial draft of reports (or the annotated summary), written comments received from commissioners and the staff director on reports, correspondence related to legal sufficiency and defame/degrade reviews, correspondence related to affected agency reviews, a copy of all certification forms and checklists, and a copy of the final report.

Filed by project title.

Cut off files when report is published or project is otherwise closed. Transfer to FRC 1 year after cut off.

Disposition: Temporary. Delete/destroy 10 years after cut off.

b. Final Report

NEW

Cut off files when final report is completed.

Disposition: Permanent: Transfer one copy of final report to the National Archives 15 years after cut off.  
Annual Accumulation less than 1 foot.

c Statutory Report Project Files

NEW

These files include concept paper, project outline, discovery plan(s), research on jurisdictional issues, source materials used in development of report (such as existing studies, analysis of raw data, interrogatories and exhibits), initial draft of the report (or the annotated summary), transcript of the supporting hearing or briefing (if held), written comments received from commissioners and the staff director on the report, correspondence related to the legal sufficiency and defame/degrade reviews, correspondence related to the affected agency review, a copy of certification forms and checklists, and a copy of the final report.

Filed by project title.

Cut off files when report is published or project is otherwise closed. Transfer to FRC 1 year after cut off.

Disposition: Temporary. Delete/destroy 10 years after cut off.

NEW

d

Final Report

Cut off files when final report is completed.

Disposition: Permanent. Transfer one copy of the final report to the National Archives 15 years after cut off.

Annual Accumulation less than 1 cubic foot.

42 Project Control Files of the OGC

NEW

These files include memoranda, monthly reports, and records documenting OGC project staff assignments, progress, and timelines for completing the project.

Filed by project title.

Cut off files when report is published or project is otherwise closed.

Disposition: Temporary. Delete/destroy 3 years after cut off.

43 Executive Session Files of the OGC. (Formerly maintained in the Solicitor's Unit).

NC1-453-81-1, item 21a

These files include correspondence related to executive sessions which are closed to the public. These files may also be cross-referenced in hearing and briefing files.

Filed by fiscal year and meeting date.

Cut off at end of fiscal year.

Transfer to FRC 2 years after cut off.

Disposition: Permanent. Transfer to NARA 15 years after cut off.

Annual Accumulation 2 cubic feet.

44 Government In Sunshine Files (Formerly maintained in the Solicitor's Unit)

Federal Register Files

NC1-453-81-1, item 22

- a These files include correspondence relating to Federal Register notice of Commission meetings, including copies of meeting agendas or meeting notices prepared for publication in the Federal Register.

Filed by fiscal year and meeting date.

Cut off files annually at end of the fiscal year.

Transfer to FRC 1 year after cut off.

Disposition: Temporary. Delete/destroy 4 years after cut off.

b Closed Meeting Files of the OGC

NEW

These files include correspondence related to the closed meeting or portion of a meeting, the legal opinion on a request for a closed meeting or portion of a meeting, closed meeting certification, public notice of a closed meeting or portion of a meeting, the vote count of the Commissioners related to closing a meeting or portion of a meeting, a list of all persons attending the meeting and their affiliations.

Filed by fiscal year and meeting date.

Cut off files at the end of the fiscal year.

Transfer to FRC 2 years after cut off.

Disposition: Temporary. Destroy 10 years after cut off.

45 FOIA Report Files

Departmental or agency level annual FOIA reports to Congress.

NEW

Filed by fiscal year.

Cut off files annually at the end of the fiscal year.

Transfer to FRC 2 years after cut off.

Disposition: Permanent. Transfer to NARA 15 years after cut off.

46 General Subject Files of the OGC

NC1-453-81-1, item 28

These files include correspondence and information related to the general work and responsibilities of the legal program of the Commission including its operational and monitoring responsibilities that are not specifically described in other OGC files or reserved to the Solicitor.

Filed alphabetically by subject.

Cut off files at the end of the fiscal year.

Transfer to FRC 2 years after cut off.

Disposition: Temporary. Delete/destroy 5 years after cut off.

47 Chronological Files of the OGC

NC1-453-81-1, item 30

These files include copies of all correspondence generated by OGC that may also be found in other OGC files.

Filed chronologically by fiscal year.

Cut off files at the end of the fiscal year.

Disposition: Temporary. Delete/destroy 3 years after cut off.

OCRE (Office of Civil Rights Evaluation)

48 Project Case Files

a Hearing and briefing project files include the project hearing and /briefing . NC1-453-81-1, item 56 a

proposal, concept paper, project outline, discovery plan(s), research on jurisdictional issues, interrogatories, exhibits, record submissions (including those from the open record/public comment period), interview reports, correspondence with individuals and other government agencies, subpoenas, hearing and briefing and transcripts, hearing and briefing book, initial draft of the report (or the annotated summary), written comments received from commissioners and the staff director on the report, correspondence related to the legal sufficiency and defame/degrade reviews, correspondence related to the affected agency review, a copy of certification forms and checklists, and a copy of the final report.

Filed by project title.

Cut off the files when the report is published or the project is closed.

Transfer to FRC 1 year after cut off.

Disposition: Temporary. Delete/destroy 10 years after cut off.

b Final Report

NEW

Cut off files when final report is completed.

Disposition: Permanent: Transfer one copy of final report to the National Archives 15 years after cut off.

Annual Accumulation less than 1 cubic foot.

- c Statutory report project files include concept paper, project outline, discovery plan(s), research on jurisdictional issues, source materials used in development of report (such as existing studies, analysis of raw data, interrogatories and exhibits), initial draft of the report (or the annotated summary), transcript of the supporting hearing or briefing (if held), written comments received from commissioners and the staff director on the report, correspondence related to the legal sufficiency and defame/degrade reviews, correspondence related to the affected agency review, a copy of certification forms and checklists, and a copy of the final report.

NC1-453-81-1, item 56 b

Filed by project title.

Cut off the files when the report is published or the project is closed.

Transfer to FRC 1 year after cut off.

Disposition: Temporary. Delete/destroy 10 years after cut off.

d Final Report

**NEW**

Cut off files when final report is completed.

Disposition: Permanent: Transfer one copy of final report to the National Archives 15 years after cut off.

Annual Accumulation less than 1 cubic foot.

49 Project Control Files

**NEW**

These files include memoranda, monthly reports, and records documenting OCRE project staff assignments, progress, and timelines for completing the project.

Cut off the files when the report is published or the project is closed.

Disposition: Temporary. Delete/destroy 3 years after cut off.

50 Project Monitoring Files of the OCRE

- a These files include interrogatories, information gathered from informational interviews, surveys of official federal documents that are publically available, as well as other sources that provide general information on the civil rights enforcement policies and practices of other agencies. These files also include information from various sources that is used to identify existing or emergent civil rights issues that could be the subject of a Commission study or examination.

NC1-453-81-1, item 57a

Filed alphabetically by agency or issue.

Cut off the files every two years at end of the fiscal year.

Transfer to FRC 4 years after cut off.

Disposition: Permanent. Transfer to NARA 15 years after cut off.

Annual Accumulation 2 cubic feet.

- b Files containing internal briefing papers and informational correspondence on OCRE's monitoring activities.

NC1-453-81-1, item 57b

Filed alphabetically by agency or issue.

- Cut off the files every two years at end of the fiscal year.
- Disposition: Temporary. Delete/destroy 5 years after cut off.
- c Research data on Federal agencies collected by monitors such as organizational structure, budget documents, copies of press releases, Congressional testimony, press clips, etc. NC1-453-81-1, item 57c
- Filed alphabetically by agency or subject.
- Disposition: Temporary. Delete/destroy when 3 years old or when no longer needed for reference, whichever is later.
- 51 Complaint Referral Files NC1-453-81-1, items 58,a.b.and c
- Complaints received from the general public alleging denial of civil rights.
- a. Logs maintained chronologically.
- b. Files maintained alphabetically by name, state, basis for complaint, and subject.
- c. Complaint referral correspondence and reports filed chronologically.
- Cut off the files at the end of the fiscal year.
- Disposition: Temporary. Delete/destroy 3 years after cut off.
- 52 Legal Opinions and Interpretations of the Commission's Statute, Regulations and Jurisdiction Files NEW
- These files include requests by OCRE, the opinion and interpretation received, and other related documents or correspondence.
- Filed by subject.
- Cut off the files at the end of the fiscal year.
- Transfer to FRC 5 years after cut off.
- Disposition: Temporary. Delete/destroy 10 years after cut off.
- 53 General Subject Files of the OCRE NC1-453-81-1, item 59
- These files include general correspondence and information concerning the general work and responsibilities of OCRE and its programs, including its operational and monitoring responsibilities, which are not already included in a specific OCRE file.
- Filed alphabetically by subject.
- Cut off the files at the end of the fiscal year.
- Transfer to FRC 2 years after cut off.
- Disposition: Temporary. Delete/destroy 5 years after cut off.
- 54 Chronological Files of the OCRE NC1-453-81-1, item 61
- These files include duplicate copies of correspondence originated by OCRE and which may be found in other OCRE files.
- Filed chronologically by fiscal year and date.
- Cut off files at the end of the fiscal year.
- Disposition: Temporary. Delete/destroy 3 years after cut off.





Filed chronologically by fiscal year.  
Cut off files when necessary by fiscal year.  
Transfer to FRC 2 years after cut off.

Disposition: Permanent. Transfer to NARA 15 years after cut off.  
Annual Accumulation 1 cubic foot.

b Reorganization Files NC1-453-81-1, item  
134 b  
These files include correspondence, proposals, and related background information.

Filed by year of reorganization.  
Cut off files when reorganization has been implemented.  
Transfer to FRC 2 years after cut off.

Disposition: Temporary. Delete/destroy 5 years after cut off.

60 General Subject Files of the OM NC1-453-81-1, item  
135

These files include correspondence and information related to the general work and responsibilities of OM, including correspondence from the federal agencies that are not specifically described in other OM files; formulation and direction of programs or functions for which OM has responsibility including: Human Resources, Budget and Finance, Travel, Administrative Services and its components (i.e. library, mailroom, copy room, IT and procurement services).

Filed alphabetically by subject.  
Cut off files at the end of the fiscal year.  
Transfer to FRC 2 years after cut off.

Disposition: Temporary. Delete/destroy 5 years after cut off.

61 Chronological Files of the OM NC1-453-81-1, item  
137

These files include copies of all correspondence generated by OM that may also be found in other OM files.

Filed chronologically by fiscal year.  
Cut off files at the end of the fiscal year.

Disposition: Temporary. Delete/destroy 3 years after cut off.

62 Appropriation Hearing Transcripts and Appropriation Hearing Backup Books for House and Senate NC1-453-81-1, item  
159

Filed by fiscal year.  
Cut off at the end of the fiscal year.

Disposition: Temporary. Delete/destroy 3 years after cut off.

63 General Subject Files of the OM NC1-453-81-1, item  
153

These files include general correspondence and information concerning the general work and responsibilities of BFD and its programs, including its operational and monitoring responsibilities, which are not already

included in a specific BFD files.

Filed by fiscal year and alphabetically by subject.  
Cut off files at end of the fiscal year.  
Transfer to FRC 2 year after cut off.

Disposition: Temporary. Delete/destroy 5 years after cut off.

- 64 Chronological Files of the OM NC1-453-81-1, item  
190
- These files include copies of all correspondence generated by BFD that may also be found in other BFD files.
- Filed chronologically by fiscal year.  
Cut off files at the end of the fiscal year.
- Disposition: Temporary. Delete/destroy 3 years after cut off.

#### HRD [Human Resources Division]

- 65 Injury Compensation Report NC1-453-81-1, item  
204
- Reports to the Labor Department regarding continuation of pay.
- Filed by subject, arranged chronologically.  
Cut off files at the end of the fiscal year.  
Disposition: Temporary. Delete/destroy 3 years after cut off.
- 66 Senior Executive Service (SES) Files
- Files related to the management of Executive Resources, including by not limited to: recruitment, position descriptions, guidance, and regulations.
- a Contains any action or correspondence pertaining to an established SES position including but not limited to recruitment and selection. NC1-453-81-1, item  
206 a
- Filed by title of position and sequential agency number assigned to the position.
- Disposition: Temporary. Delete/destroy 5 years after position is abolished.
- b SES Information and Documentation received from OPM NC1-453-81-1, Item

- 206 b
- Filed by report title and fiscal year.  
Cut off at the end of the fiscal year.  
Transfer to FRC 2 years after cut off.
- Disposition: Temporary. Delete/destroy 5 years after cut off.
- 67 Excepted Service Files
- a Correspondence pertaining to excepted service employment such as requests for hiring. NC1-453-81-1, item 207 a
- Filed by subject.  
Cut off files at the end of the fiscal year.  
Transfer to FRC 2 years after cut off.
- Disposition: Temporary. Delete/destroy 5 years after cut off.
- b Excepted Service Report to OPM NC1-453-81-1, item 207 b
- Filed by subject and fiscal year.  
Cut off at the end of the fiscal year.  
Transfer to FRC 2 years after cut off.
- Disposition: Temporary. Delete/destroy 5 years after cut off.
- 68 Time and Attendance (Formerly maintained in Administrative Services Division)
- Timekeeper Designations and authorization forms and/or cards. NC1-453-81-1, item 138 c
- Disposition: Temporary. Destroy when superseded.
- 69 General Subject Files of the HRD NEW
- These files include correspondence and information related to the general work and responsibilities of HRD that are not specifically described in other HRD files. Files may contain reports, correspondence, memoranda and other records relating to employment programs and functions, as well as work force management and evaluation including experts, consultants, employee transfer and detail, agency vacancies.
- Filed by fiscal year and within each year alphabetically by subject.  
Cut off files at end of the fiscal year.  
Transfer to FRC 2 year after cut off.
- Disposition: Temporary. Delete/destroy 5 years after cut off.
- 70 Chronological Files of the HRD NC1-453-81-1, item 210
- These files include duplicate copies of correspondence created by HRD and which may also be found in subject and project files.
- Filed by month.  
Cut off files at the end of the fiscal year.

Disposition: Temporary. Delete/destroy 2 years after cut off

### ASCD [Administrative Services and Clearing House Division]

- 71      Communication Records
- 800 Telephone Service NCI-453-81-1, item  
162
- Files include approval correspondence to GSA for 800 telephone lines.
- Filed by general subject.
- Disposition: Temporary. Delete/destroy when 800 lines are terminated or obsolete.
- 
- 72      Forms Management Records NCI-453-81-1, item  
179
- General correspondence relating to forms management and approval
- Filed by general subject.
- Disposition: Temporary. Delete/destroy when 3 years old.
- Facilities Security and Protective Services Records
- 
- 73      General Subject Files of the ASCD NCI-453-81-1, item  
150
- These files include general correspondence and information concerning ASCD office and its programs, including its operational and monitoring responsibilities, which are not already included in a specific ASCD office file.
- Filed alphabetically by subject.  
Cut off files at the end of the fiscal year.  
Transfer to FRC 2 years after cut off.
- Disposition: Temporary. Delete/destroy 5 years after cut off.
- 
- 74      Chronological Files of the ASCD NCI-453-81-1, item  
152
- These files include duplicate copies of correspondence created by ASCD which may also be found in subject and project files.
- Filed chronologically by fiscal year.  
Cut off files at the end of the fiscal year.
- Disposition: Temporary. Delete/destroy 3 years after cut off.

### IT [Information Technology]

- 75      General Subject Files of IT **NEW**

These files include general correspondence and information concerning the IT office and its programs, including its operational and monitoring responsibilities, which are not already included in a specific IT office file.

Filed by subject.

Cut off files at end of the fiscal year.

Disposition: Temporary. Delete/destroy 5 years after cut off.

76 Chronological Files of IT

NEW

These files include duplicate copies of correspondence created by IT and which may also be found in subject and project files.

Filed chronologically by fiscal year and month.

Cut off at end of fiscal year.

Disposition: Temporary. Delete/destroy 3 years after cut off.

RNCRL (Rankin National Civil Rights Library). (Formerly National Clearinghouse Library).

77 Publications of the Commission Files (Printed by GPO and Printed In-House)

NC1-453-81-1, item 217b

These files include a set of Commission publications, including State Advisory Committee publications, resulting from Commission investigations, hearings, briefings, and studies of various civil rights issues. The files include a catalogue or listing of all Commission publications whether printed and distributed by GPO or by the Commission.

Filed by fiscal year and within each year by subject.

Cut off files at the end of the fiscal year.

Disposition: Permanent. Transfer to NARA 15 years after cut off.

Annual Accumulation 2 cubic feet.

78 General Subject Files of the RNCRL

NC1-453-81-1, item 219

These files include general correspondence, information, memoranda or documents pertaining to the RNCRL and its programs; including its operational and monitoring responsibilities, inter-library loan records, bibliography updates, requests for information and responses, activity reports, etc.

Filed by subject.

Cut off files at end of the fiscal year.

Disposition: Temporary. Delete/destroy 5 years after cut off.

79 Chronological Files of the RNCRL

NEW

These files include duplicate copies of correspondence created by the Library and which may also be found in subject files.

Filed chronologically by fiscal year and month.

Cut off at end of fiscal year.

Disposition: Temporary. Delete/destroy 2 years after cut off.

RPCU (Regional Programs Coordination Unit). (Formerly Office of Regional Programs).

80 Regional Office Project Files NC1-453-81-1, item 112

These files include documents and reports submitted to RPCU such as:

- Regional office and State Advisory Committee (SAC) project planning documents
- Regional office memoranda forwarding project proposals to the staff director,
- State Advisory Committee Project Proposal Checklists and accompanying narrative statements,
- Action memoranda and other correspondence with regional offices pertaining to regional projects, of legal sufficiency/defame and degrade/editorial reviews conducted on regional reports, and
- Final project report, paper, statement or other document (as approved for publication and/or distribution).

Filed by region and within each region by state. The material is further organized by project name within each state.

Cut off files after each project is terminated or the project report published.

Disposition: Temporary. Delete/destroy 6 years after cut off.

81 State Advisory Committee Re-charter Files

a Re-chartering files include SAC re-chartering plans submitted to RPCU, SAC re-chartering memoranda and recommendations for SAC membership, and copies of completed agency forms related to SAC re-chartering prepared by the regions such as the: NC1-453-81-1, item 113b

- State Advisory Committee Application Checklist,
- State Advisory Committee Appointment Package Coversheet,
- State Advisory Committee Membership Package Critical-To-Quality Checklist,
- State Advisory Committee Chartering Process Details,
- State Advisory Committee Overall Status Tracker, and
- State Advisory Committee Member Biographical Data (or Member Recruitment) Form.

Filed by state.

Cut off files at the end of the fiscal year (include only re-charters approved by the end of the fiscal year).

Disposition: Temporary. Delete/destroy 5 years after cut off.

b Correspondence files include correspondence between RPCU and regional directors regarding SAC membership (e.g., terms, full appointments, interim appointments, resignations, etc.), SAC program activities, and Federal Advisory committee act (FACA) database reports. NC1-453-81-1, item 113a

Filed by year and alphabetically by state within each year.  
Cut off files at the end of the fiscal year.  
Disposition: Temporary. Delete/destroy when 5 years old.

- c Federal Register files include copies of Federal Register notices of SAC fact-finding, business, planning and orientation meetings, meeting agenda and supporting papers, completed form 101s, and staff director approvals of meeting justification memoranda. NC1-453-81-1, item 113c

Filed chronologically by region and within each region by state.  
Cut off files at the end of the fiscal year.  
Transfer to FRC 2 years after cut off.

Disposition: Temporary. Delete/destroy 5 years after cut off.

- 82 RPCU Activity Report Files NC1-453-81-1, item 114
- These files contain consolidated monthly and/or quarterly reports on regional office and SAC activity. The consolidated reports are based on reports submitted by each the regional office.

Filed by fiscal year.  
Cut off files at the end of the fiscal year.

Disposition: Temporary. Delete/destroy 3 years after cut off.

- 83 General Subject Files of the RPCU NC1-453-81-1, item 116
- These files contain correspondence and information concerning RPCU and its programs/functional responsibilities; including requests by the Commission to SACs requesting investigations or studies of specific civil rights issues, requests for SAC participation in national program planning, and requests for SAC ideas for SAC follow-up activities to national office projects. They also include annual performance data and accountability reports on regional office activities such as complaints, re-chartering, SAC projects, etc.

Filed by regional and within each region by subject.  
Cut off files at the end of the fiscal year.

Disposition: Temporary. Delete/destroy 5 years after cut off.

- 84 Chronological Files of the RPCU NC1-453-81-1, item 118
- These files include duplicate copies of correspondence originated by the RCPU and which may also be found in subject files.

Filed chronologically by fiscal year and month.  
Cut off at end of fiscal year.

Disposition: Temporary. Delete/destroy 3 years after cut off.