

# Request for Records Disposition Authority

(See Instructions on reverse)

**To: National Archives and Records Administration (NARA)  
Washington, DC 20408**

1. From: (Agency or establishment)  
**Office of the Director of National Intelligence**

2. Major Subdivision  
**IC Equal Employment Opportunity and Diversity**

3. Minor Subdivision

4. Name of Person with whom to confer  
**John F. Hackett**

5. Telephone (include area code)  
**703-275-2215**


## Leave Blank (NARA Use Only)

Job Number  
**N1-576-11-9**

Date Received  
**1/13/11**

### Notification to Agency

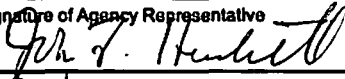
In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

Date **7 June 13** Archivist of the United States 

### 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 7 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  


Title  
**Director, Information Management**

Date (mm/dd/yyyy)  
**10-21-2010**

# Item Number	8. Description of Item and Proposed Disposition	9. GRS or Superseded Job Citation	10. Action taken (NARA Use Only)
1.	Records of the Intelligence Community Office of Equal Employment Opportunity and Diversity. (See attached 7 pages.)		

## Office of the Director of National Intelligence

### Intelligence Community Equal Employment Opportunity and Diversity

#### Records Control Schedule

##### **Mission**

The Intelligence Community Office of Equal Employment Opportunity and Diversity (IC EEOD) serves as a key advisor to the Director of National Intelligence (DNI) on issues related to Diversity and EEO; provides leadership to the Intelligence Community (IC), especially through the EEO and Diversity principals and senior leaders in each agency; and ensures the provision of EEO services to the ODNI workforce. The Office plays a leadership role in designing and implementing innovative human capital programs and diversity practices to increase the overall representation of minorities, women, and persons with disabilities across the IC, and benchmarking model agency best practices for Title VII of the Civil Rights Act of 1964, as amended, and Section 501 of the Rehabilitation Act of 1973, as amended. To this end, IC EEOD works closely with all key stakeholders across the Intelligence Community to coordinate the development of EEO and diversity strategies and mechanisms to facilitate the implementation of ODNI-wide policies and to ensure compliance with applicable laws and regulations. Focus areas include ensuring equity in hiring and recruitment, retention efforts, promotions, rewards and awards, process improvement, career development programs, complaint management and resolution, and reasonable accommodations for persons with disabilities.

##### **Application of the Records Control Schedule Disposition Instructions**

The disposition instructions in the records control schedule are mandatory. Any Federal records received or created by IC EEOD personnel or contractors not specifically covered by this schedule or the General Records Schedules are to be retained until such time as an applicable disposition authority approved by the National Archives and Records Administration (NARA) is obtained. To take into account the fluid nature of electronic filing, those responsible for implementing this schedule should be aware that record copies of record types described in this schedule are to receive the prescribed disposition wherever they are filed.

The Information Management Technical Officer with responsibility for the records of the IC EEOD office will support effective implementation of the disposition requirements of this schedule through the development and issuance of appropriate operational guidance and supplementary instructions necessary to assure adequate and proper documentation of the official mission, responsibilities, and actions of the IC EEOD office.

##### **Note on Sensitivity of IC EEOD Records**

Many of the records addressed in this schedule are classified as national security information in accordance with statutory and national policy directives. Many of the records series described in this schedule contain information classified to the highest levels, requiring planning for their continued security until they are declassified or destroyed. The user of this schedule should assume the subject records are highly classified unless noted otherwise. In addition, certain series may contain material covered by Privacy Act or Freedom of Information Act restrictions other than National Security, such as law enforcement information or commercially sensitive ("trade secrets") information. An effort has been made to note these series.

##### **Note on Vital Records**

Records management personnel should be alert to the need to identify vital records so that they can be accessed quickly when needed. Vital records are (1) those that specify how the ODNI will operate in case of an emergency or disaster, (2) those necessary to the ODNI's continued mission critical operations during and after an emergency, and (3) those that must be preserved

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to protect the legal and financial rights and interests of the ODNI and of persons affected by the ODNI.

**Note on Electronic Records**

The IC EEOD office and staff maintain record copies of many official files in electronic form on both shared and individual network drives. In addition, some staff members may keep some files on their individual local drives, although this is discouraged. In addition, electronic records may be stored at or accessed from other locations such as approved contractor facilities. Records kept on both the network and local individual drives or other locations that are not disposable under the General Records Schedules (GRS) or under this schedule, as approved, are to be moved or copied to the network shared drives or systems or kept in paper files, as appropriate, to be retained or destroyed in accordance with an approved ODNI disposition authority.

**Records Descriptions and Disposition Instructions**

Item	Title & Description	Disposition
IC EEOD- 1.	IC EEOD Program Files. Plans, reports, reviews, and implementation information for IC training, leadership, outreach, and EEO compliance programs.	
IC EEOD- 1a.	IC EEOD Strategic Plan Files. Includes records of ODNI and IC strategic and implementation plans to drive change in EEO and diversity management. Background material for this plan falls under Item IC EEOD 5.	<p><b>Permanent.</b> Paper Records: Retain in current files until no longer needed, and then transfer to ODNI storage area. Transfer to NARA in five-year blocks when most recent file in block is 30 years old.</p> <p>Electronic Records: Maintain electronic files in active system until no longer needed, copy to verified accessible format and medium as required for preservation and continued reference. Transfer to NARA when 30 years old in a medium and format acceptable to NARA in accordance with standards set forth in Federal regulations.</p>
IC EEOD- 1b.	IC Diversity Annual Report. Congressionally mandated report that tracks diversity statistics and the implementation of diversity initiatives throughout the IC. Background material for this report falls under Item IC EEOD 5.	<p><b>Permanent.</b> Paper Records: Retain in current files until no longer needed, and then transfer to ODNI storage area. Transfer to NARA in five year blocks when most recent file in block is 30 years old.</p> <p>Electronic Records: Maintain electronic files in active system until no longer needed, copy to verified accessible format and medium as required for preservation and continued reference. Transfer to NARA when 30 years old in a medium and format acceptable to NARA in accordance with standards set forth in Federal regulations.</p>
IC EEOD- 1c.	Congressionally-Directed Actions. IC EEOD responses to Congressional inquiries and requests for reports. Includes ODNI and IC-coordinated responses to Congressional questions regarding diversity, human	<p><b>Permanent.</b> Paper Records: Retain in current files until no longer needed, and then transfer to ODNI storage area. Transfer to NARA in five year blocks when most recent</p>

	capital, personnel and budget.	file in block is 30 years old.  Electronic Records: Maintain electronic files in active system until no longer needed, copy to verified accessible format and medium as required for preservation and continued reference. Transfer to NARA when 30 years old in a medium and format acceptable to NARA in accordance with standards set forth in Federal regulations.
<del>IC EEOD- 1d.</del>	<del>Periodic Reports to the Equal Employment Opportunity Commission. Reports include-Component Management Directive (MD) 715 Reports, EEOC 462, and No FEAR Reports. Annual and quarterly reports required by the EEOC providing statistics on workforce composition and discrimination complaints.</del>	<del>Temporary. Destroy when 5 years old.  GRS 1 item 25F</del>
<del>IC EEOD- 1e</del>	<del>EEO and Diversity Training. Correspondence, memoranda, agreements, authorizations, reports, requirement reviews, plans, and objectives relating to the establishment and operation of training courses and conferences.</del>	<del>Temporary. Destroy when 5 years old or 5 years after completion of a specific training program. GRS 1, Item 29</del>
<del>IC EEOD- 1f</del>	<del>Reasonable Accommodation Requests. Information created and maintained while receiving, coordinating, reviewing, processing, approving, and reporting requests for reasonable accommodations.</del>	<del>Temporary. Review when 3 years old; delete or destroy when no longer needed. GRS 1, Item 24</del>
<del>IC EEOD- 1g</del>	<del>Alternative Dispute Resolution (ADR). General files and case files documenting ADR proceedings.</del>	<del>Temporary. Review when 3 years old; delete or destroy when no longer needed. GRS 1, Item 27</del>
<del>IC EEOD- 1h</del>	<del>Discrimination Complaint Case Files.</del>	
<del>IC EEOD- 1h1</del>	<del>Official Complaint Case Files. These include complaints with related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings. Cases resolved within the ODNI, by the Equal Employment Opportunity Commission, or by a U.S. Court.</del>	<del>Temporary. Review 4 years after resolution of case. Destroy or delete when no longer needed. GRS 1, Item 25</del>
<del>IC EEOD- 1h2</del>	<del>Copies of Complaint Case Files. Duplicate case files retained in Official Discrimination Complaint Files.</del>	<del>Temporary. Review 1 year after resolution of case. Delete or destroy when no longer needed. GRS 1, Item 25</del>
<del>IC EEOD- 1h3</del>	<del>Records Documenting Contacts that Do Not Develop into Official Complaints. Logs of communications that do not develop into official cases, including informal advice given.</del>	<del>Temporary. Review when 2 years old. Delete or destroy when no longer needed. GRS 1, Item 25</del>

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<p><b>IC EEOD- 2.</b></p>	<p><b>Policy Files.</b> Records of final ODNI or IC policy, directives, decisions, or actions related to equal opportunity and diversity. Materials in these files include record copies of preliminary materials; pre-coordination drafts; initial, intermediate and final drafts; meeting minutes; coordination materials; review materials; and other correspondence used in the development of the final policies. Background materials may be treated under "working papers"</p> <p><i>Note:</i> Internal ODNI EEOD policy development final case package is kept by MSD/Internal Policy Management. IC-wide EEOD policy development final case package is kept by ODNI Policy &amp; Strategy.</p>	<p><b>Temporary.</b> Review when 3 years old. Delete or destroy when no longer needed.</p>
<p><b>IC EEOD- 3</b></p>	<p><b>Records of IC-Level Boards, Councils, and Working Groups.</b> Includes minutes, agendas, decision documentation, and copies of materials circulated at meetings, taken and collected by staff in the course of executive secretarial functions. Includes records of the IC EEOD Council, Affinity Network, and Diversity Senior Advisory Panel for the IC.</p>	<p><b>Permanent.</b> Paper Records: Retain in current files until no longer needed, and then transfer to ODNI storage area. Transfer to NARA in five-year blocks when most recent file is 30 years old.</p> <p>Electronic Records: Maintain electronic files in active system until no longer needed, copy to verified accessible format and medium as required for preservation and continued reference. Transfer to NARA when 30 years old in a medium and format acceptable to NARA in accordance with standards set forth in Federal regulations.</p>
<p><b>IC EEOD- 4.</b></p> <p><b>IC EEOD- 4a.</b></p>	<p><b>Briefings and Speeches.</b> These records contain all briefings, speeches and roundtable talks and similar items delivered within or outside of the IC EEOD offices.</p> <p><b>External and IC-wide Briefings and Speeches.</b> Record copies of external briefings, speeches, and related materials given to individuals and organizations outside of the ODNI.</p>	<p><b>Permanent.</b> Paper Records: Retain in current files until no longer needed, and then transfer to ODNI storage area. Transfer to NARA in five-year blocks when most recent file is 30 years old.</p> <p>Electronic Records: Maintain electronic files in active system until no longer needed, copy to verified accessible format and medium as required for preservation and continued reference. Transfer to NARA when 30 years old in a medium and format acceptable to NARA in accordance with standards set forth in Federal regulations.</p>
<p><b>IC</b></p>	<p><b>Internal Briefing and Speeches.</b> Records related to</p>	<p><b>Temporary.</b> Screen annually and maintain</p>

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<p><b>EEOD-4b.</b></p>	<p>internal briefings, speeches, and related materials that are disseminated by IC EEOD personnel to audiences within ODNI</p>	<p>in current file areas until no longer needed for business purposes, then destroy.</p>
<p><b>IC EEOD-5.</b></p> <p><b>IC EEOD 5a.</b></p> <p><b>IC EEOD 5a1.</b></p>	<p><b>Working Papers.</b></p> <p><b>Substantive Working Papers</b></p> <p>Drafts and other work papers that were coordinated outside the unit of origin and contain information that adds to a proper understanding of the formation and development of final products that embody significant policies, decisions, or actions. Such products have Community-wide reach, public visibility, initiate change, or set precedent.</p>	<p><b>Permanent.</b> Paper records: If possible, file working papers with the final version of the document to which they relate. Or, retain in current files until no longer needed, then transfer to ODNI storage area. Transfer to NARA in five year blocks when most recent file in block is 30 years old.</p> <p>Electronic records: If possible, file working papers in appropriate recordkeeping systems with the final version of the document to which they relate. Or, maintain in active system until no longer needed, copy to verified accessible format and medium as required for preservation and continued reference. Transfer to NARA when 30 years old in a medium and format acceptable to NARA in accordance with standards set forth in Federal regulations.</p>
<p><b>IC EEOD 5a2.</b></p>	<p>Drafts and associated materials related to final decisions, actions, products, or policies of transitory or routine significance.</p>	<p><b>Temporary.</b> Delete or destroy when 3 years old or when no longer needed, whichever is later.</p>
<p><b>IC EEOD 5b.</b></p>	<p><b>Non-Substantive Working Papers</b></p> <p>Collected and created materials not coordinated and/or disseminated outside the unit of origin that do not contain information documenting significant policy development, action, or decision making. These drafts and working papers do not result directly in a final product or an approved finished report. Included are such materials as rough notes and calculations and preliminary drafts produced solely for proof reading or internal discussion, reference or consultation, and associated transmittals, notes, reference and background materials.</p>	<p><b>Temporary.</b> Screen annually and maintain in current files until no longer needed for business purposes, then delete or destroy.</p>

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<b>IC EEOD- 6.</b>	<b>Administrative Records.</b> Office operating files and facilitative records, including administrative subject files, suspense files, tracking and control records, copies of contracts, office rosters and telephone lists, routine budget and expenditure files, indices, and other transitory documents kept for convenience of reference and which relate to routine internal administration or housekeeping activities of the office rather than the missions functions for which the office exists.	<b>Temporary.</b> Delete or destroy when two years old or when no longer needed per GRS 23, Item 1 or, for personnel-related records, delete or destroy as specified for type of record per GRS 1.
<b>IC EEOD- 7.</b>	<b>Calendars.</b> Lotus Notes (or successor) databases or hard copy appointment books, wherever kept, containing the schedule and activities of the Director and staff, 2005 to Present.	<b>Temporary.</b> Delete or destroy when two years old in accordance with GRS 23, Item 5a.
<b>IC EEOD- 8.</b>	<b>Reference Files.</b> Copies of memoranda, reports, budgets, publications, and other office records maintained for convenience of reference.	<b>Temporary.</b> Destroy when no longer needed or when superseded.
<b>IC EEOD- 9.</b>	<b>IC EEOD Web Pages.</b> Materials posted on IC EEOD internal web pages. Items posted to these pages are for informational purposes and include internal official administrative and program documents or portions thereof that are covered under other items in this schedule (e.g. issuances, instructions, directives).	<b>Temporary.</b> Dispose of when superseded or no longer need for business purposes.

Redactions have been made to this record control schedule pursuant to 5 U.S.C. 552(b)(3) with the corresponding statute 50 U.S.C. 3024(m)(1) which "protects, among other things, the names and identifying information of Office of the Director of National Intelligence personnel." You will need to submit a Freedom of Information Act (FOIA) request to the Office of the General Counsel for the withheld information. Information on how to file a FOIA may be found here:

<http://www.archives.gov/foia/>