

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO NC 1-116-84-5	DATE RECEIVED 9-26-84
1 FROM <i>(Agency or establishment)</i> Administrative Office of the United States Courts		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Office of Equal Employment Opportunity & Special Projects		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 Dora E. Thomas	5 TELEPHONE EXT 633-6057	DATE Dec 10, 84	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
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 2 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 9/6/84	C SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	D TITLE Chief, Records Mgmt. & Printing Branch
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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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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.	<p><u>Office of Equal Employment Opportunity & Special Projects</u></p> <p>The Office of Equal Employment Opportunity and Special Projects has responsibility for directing the equal employment opportunity and affirmative action programs of the Administrative Office and the Federal Judicial Center; managing the discrimination complaints process for the Administrative Office and the Federal Judicial Center; coordinating and providing advice and program consultation on the implementation of equal employment opportunity and affirmative action plans in the Federal courts; and providing legal and technical assistance in the area of personnel management and in various areas of judicial administration to all officers and employees of the Federal Judiciary, including the Judicial Conference of the United States, the Administrative Office of the United States Courts, and the Federal Judicial Center.</p> <p><u>Organizational Records.</u></p> <p>Records copy of official organizational charts and related records which document the organization and functions of the Office of Equal Employment Opportunity and Special Projects.</p> <p>Arrangement of Files: Chronological.</p> <p>Accumulated Volume: 1/4 cubic foot.</p> <p>Anticipated Volume: 1/8 cubic foot per year.</p>		

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF
2 of 2

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>Disposition: Permanent. Transfer to an FARC when no longer needed for reference. Offer to National Archives ^{IN FIVE YEAR BLOCKS} when 25 years old. All other copies may be destroyed when superseded or obsolete.</p> <p>CHANGE MASS DATA SHEET NOT REQUIRED.</p>		<p>MFP 11/14/84 RES 11/15/84</p>