

REQUEST FOR RECORDS DEPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB #

NI-95-91-3

TO: GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

DATE RECEIVED

8-5-91

1. FROM (Agency or establishment)

US Department of Agriculture

2. MAJOR SUBDIVISION

Forest Service

3. MINOR SUBDIVISION

Information Systems Staff

4. NAME OF PERSON WITH WHOM TO CONFER

Norina G. Mosby

5. TELEPHONE EXT.

703-235-2539

DATE

7/27/92

ARCHIVIST OF THE UNITED STATES

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 4 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

7/16/91

C. SIGNATURE OF AGENCY REPRESENTATIVE

Eddie L. Wade

D. TITLE

Records Management Officer

7.
ITEM
NO.8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)9. GRS OR
SUPERSEDED
JOB
CITATION10. ACTION
TAKEN
(NARS USE
ONLY)

The Consent Decree (No. C-73-1110-SC) is an agreement to settle a class action suit brought against the Secretary of Agriculture by women employees of the Forest Service alleging that the Forest Service had discriminated against women in hiring and promotions. The records generated from the Consent Decree action are viewed as a collection and have not been scheduled before. They are generally housed under the 6100 Personnel Management series which are scheduled under job number 95-88-0002.

Copies sent to agency, NNA, NNT, NNX, NCF, N/A 8/4/92

Title VII of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000e-16) protects individuals from discrimination in decisions affecting employment (selection, promotion, discipline, and removal) based on race, color, sex, or national origin.

The Consent Decree (No. C-73-1110-SC) is an agreement to settle a class action suit brought against the Secretary of Agriculture by women employees of the Forest Service alleging that the Forest Service had discriminated against women in hiring and promotions. The agreement requires several types of record material to be maintained:

(1) records that document the underrepresentation of employees in the Pacific Southwest Regional Office (R-5), San Francisco, California and the Pacific Southwest Station, Berkley, California.

(2) an action plan to correct the underrepresentation of women in job series where it existed, and take action to remedy underrepresentation.

(3) specific records related to the implementation of the Consent Decree and the achievement of affirmative action goals.

The primary office of responsibility is the Consent Decree Staff in Region 5 which is where the official records are housed. Other Forest Service field units, including the Washington Office, will generate and receive records related to the consent decree. However, there will be no specific file code established for other office levels to segregate consent decree information. File codes currently in existence will be used that deal with personnel, civil rights, management, and so forth; and records created by Forest Service field units other than Region 5's Regional Office or the Stations' Berkley Office will be disposed of according to the established retention periods.

- 1 RECORDS CREATED UNDER THE CONSENT DECREE. This disposition addresses records created by the Forest Service, Region 5 and Pacific Southwest Range and Experiment Station, according to the Bernardi V. Madigan, Civil Action No. 73-1110 SC (CW). These records are essential to document the historical record of a class action suit involving the underrepresentation of women in the Forest Service. The records would include but not be limited to:

1. General correspondence
2. Implementation Plans and Consent Decree Implementation files
3. R-5 and PSW FSH 6109.22 Consent Decree Handbook, supplements, amendments, and interim directives (The Resolution Agreement and the Accomplishment Schedule are contained in the handbook; also FSH 6109.22 are separately maintained as a permanent record under 1100-1 Directives, Record Copies.)
4. Quarterly Reports and Summaries
5. Six Month Monitor's Reports
6. Regional Consent Decree Committee records
7. Civil action records including extension and other legal records, stipulations, hearings, and briefs, which do not include excessive documentation of documents filed with the related District Court case.
8. R-5 Workforce Management Planning Process records and reports
9. Other records essential to documenting the consent decree activities, including VERSASKILL files, clearinghouse files, consent decree action items and certificates of candidates.
10. Documentation concerning the Skills Data base.

Region 5 and PSW (Consent Decree Staff only): Permanent. Transfer records to the FRC one year after the decision is made by the judge to end the Consent Decree extension period. Offer records to the National Archives 25 years after the end of the Decree.

All Other Offices: Destroy consent decree records according to the retention periods associated with the file code on the document.

- 2 SKILLS BANK DATA BASE. The Skills Bank Data base was created pursuant to the Consent Decree for the purpose of assisting the Forest Service to achieve the goal of eliminating underrepresentation of women in the grade levels of the Forest Service work place.

The data base contains identifying information, skills, work history, abilities, and education of all permanent employees assigned to Region 5 and PSW. The records are stored on disk, magnetic tape or other electronic media. The file is updated when an employee wishes to change his or her individual record. A Privacy Act systems of records exist (USDA/FS -50).

Region 5 and PSW:

Masterfile: Individual records are deleted as employees transfer out of the Region or Station, or when employees retire.

Inputs and Printouts: Destroy when reference value ceases.

All Other Offices: Not Applicable.