REQUEST FOR RECORDS DISPOSITION AUTHORITY				JOB NUMBER N1-440-09-1			
ONAL ARCHIVES & RECORDS ADMINISTRATION			1	Date receiv	ed , ,	٥. ١	
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001				6-18-2009			
FROM (Agency or establishment)				NOTIFICATION TO AGENCY			
Department of Health and Human Services				HOTH IDATION TO AGENCY			
2. MAJOR SUBDIVISION						44	
Ocation for Ma Page 6 Market I Ocation				In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved			
Centers for Medicare & Medicaid Services 3. MINOR SUBDIVISION				except for items that may be marked "disposition not			
Office of Equal Employment and Civil Rights Lee Lunsford (410) 786-0509				approved or withdrawn in column 10.			
4. NAME OF PERSON WITH WHOM TO CONFER Vickie Robey				ATE	ARCHIVIST OF THE UNITED STATES		
(410) 78			1	8/11/2009 Sucan R. Cummin Acting Director, New			
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 2 page(s) are not needed now for the business for 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,							
	<del></del>				. <u> </u>		
				דוד	LE		
June 8, 2009 Yvonne Wilson Wowne 2. Wilson				DHHS Records Management Officer			
8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION				9. GRS OR SUPERSEDED JOB CITATION  10. ACTION TAKEN (NARA USE ONLY)			
Equal Em	ployment Opport	unity (EEO) Records			ems 25a,		
for case fil action/em	les and from 5 to 7 ployment plans.	years for affirmative	ears	25h			
OGC Con	currence: Patu	un Minton 5/29/0	09				
	NAL ARCHADELPHI R cy or establis  Health and DIVISION  dicare & M DIVISION  Employme 410) 786-0  RSON WITH  CERTIFICA  rtify that I posed for der the reten of Title 8 of  I SI  8. DES  Equal En  Request to for case fi action/em  See att	NAL ARCHIVES & RECORDS ADELPHI ROAD COLLEGE PA cy or establishment)  Health and Human Services DIVISION  dicare & Medicaid Services DIVISION  Employment and Civil Rights 410) 786-0509  RSON WITH WHOM TO CONFER  CERTIFICATION  rtify that I am authorized to accoposed for disposal on the attacher the retention periods specific of Title 8 of the GAO Manual for I is attached; or  SIGNATURE OF AGENCY  Yvonne Wilson  8. DESCRIPTION OF ITEM A  Equal Employment Opport  Request to increase the reterior case files and from 5 to 7 action/employment plans.  See attacked in the control of the contr	NAL ARCHIVES & RECORDS ADMINISTRATION ADELPHI ROAD COLLEGE PARK, MD 20740-6001 cy or establishment)  Health and Human Services DIVISION  dicare & Medicaid Services DIVISION  Employment and Civil Rights 410) 786-0509  ISON WITH WHOM TO CONFER  5. TELEPHONE NUMBER  (410) 786-7883  CERTIFICATION  rify that I am authorized to act for this agency in matters posed for disposal on the attached 2 page(s) are not near the retention periods specified; and that written concurs of Title 8 of the GAO Manual for Guidance of Federal Agency in the retention periods of Federal Agency in the retention period of Federal Agency in the retention period Federal Agency in the retention of Federal Agency in	NAL ARCHIVES & RECORDS ADMINISTRATION ADELPHI ROAD COLLEGE PARK, MD 20740-6001 cy or establishment) Health and Human Services DIVISION dicare & Medicaid Services DIVISION Employment and Civil Rights 410) 786-0509 BSON WITH WHOM TO CONFER  CERTIFICATION rtify that I am authorized to act for this agency in matters pertain posed for disposal on the attached 2 page(s) are not needed for the retention periods specified; and that written concurrence of Title 8 of the GAO Manual for Guidance of Federal Agencies,  SIGNATURE OF AGENCY REPRESENTATIVE Yvonne Wilson  8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION  Equal Employment Opportunity (EEO) Records  Request to increase the retention period from 4 to 7 years for case files and from 5 to 7 years for affirmative action/employment plans.	NAL ARCHIVES & RECORDS ADMINISTRATION ADELPHI ROAD COLLEGE PARK, MD 20740-6001 cy or establishment)  Health and Human Services DIVISION  dicare & Medicaid Services DIVISION  Employment and Civil Rights 410) 786-0509  IN ACCIONATION  CERTIFICATION  ritify that I am authorized to act for this agency in matters pertaining to the posed for disposal on the attached 2 page(s) are not needed now for the retention periods specified; and that written concurrence from the Conference of Title 8 of the GAO Manual for Guidance of Federal Agencies,  SIGNATURE OF AGENCY REPRESENTATIVE 1 TITLE OF 1 TITL	NAL ARCHIVES & RECORDS ADMINISTRATION ADELPHI ROAD COLLEGE PARK, MD 20740-6001  cy or establishment)  Health and Human Services  DIVISION  dicare & Medicaid Services  DIVISION  Employment and Civil Rights 410) 786-0509  ISON WITH WHOM TO CONFER  CERTIFICATION  ritify that I am authorized to act for this agency in matters pertaining to the disposition or posed for disposal on the attached 2 page(s) are not needed now for the business for the retention periods specified; and that written concurrence from the General According Title 8 of the GAO Manual for Guidance of Federal Agencies,  SIGNATURE OF AGENCY REPRESENTATIVE  TITLE  DHHS Records Ma  9. GRS OR  SUPERSEDED JOB  CITATION  Equal Employment Opportunity (EEO) Records  Request to increase the retention period from 4 to 7 years for case files and from 5 to 7 years for affirmative action/employment plans.  SEE Attached Unstituted According Title 8.	

## 1. Equal Employment Opportunity (FEO) Records.



## a. Official Discrimination Complaint Case Files

Originating agency's file containing complaints with related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings, and other records as described in 29 CFR 1614. Cases resolved within the agency, by Equal Employment Opportunity Commission, or by a U.S. Court.

**DISPOSITION:** Destroy 7 years after resolution of case.

b. EEO Affirmative Action/Employment Plans (AAPs)

THAgency copy of consolidated AAPs

**DISPOSITION:** Destroy 7 years from date of plan

(2) Agency feeder plan to consolidated AAPs

**DISPOSITION:** Destroy 7 years from date of feeder plan or when administrative purposes have been served, whichever is sooner.

(3) Report of on-site reviews of Affirmative Action/Employment Programs.

**DISPOSITION:** Destroy 7 years from date of report.

(4) Agency copy of annual report of Affirmative Action/Employment accomplishments.

**DISPOSITION:** Destroy 7 years from date of report.

Superseded by job / item number:

DAA-GRS-2015-0007-0007/0008/0011

3(16/2017