

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
(See Instructions on reverse)		JOB NUMBER <i>11-207-98-2</i>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>5-12-98</i>	
1. FROM (Agency or establishment) Department of Housing and Urban Development		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Office of Departmental Equal Employment Opportunity			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER  Pauline Grant	5. TELEPHONE  708-1891 x 209	DATE <i>6/11/98</i> 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 <u>3</u> 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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>5/12/98</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> Johnny Hodge	TITLE Departmental Records Officer	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	RECORDS DISPOSITION SCHEDULE 51  OFFICE OF DEPARTMENTAL EQUAL EMPLOYMENT OPPORTUNITY  Record description and disposition instructions are attached.  This Schedule also covers records relating to equal employment opportunity (EEO) and the enforcement of EEO by HUD's predecessor agencies: Equal Opportunity Standards and Regulations; Office of Equal Opportunity; Office of Affirmative Action and Equal Employment Opportunity; etc; Some HUD offices other than those listed above may also have records relating to EEO and the enforcement of EEO for HUD employees and applicants	<i>Raymond Golechi 3/19/98</i> OFFICE OF DEPARTMENTAL EQUAL EMPLOYMENT OPPORTUNITY  <i>Peter A. Smith 3/21/98</i> OFFICE OF GENERAL COUNSEL  <i>Mary Dickie 3-20-98</i> OFFICE OF INSPECTOR GENERAL	
	VOLUME ON HAND: <u>135</u>		
	ANNUAL ACCUMULATION: <u>11.25</u>		

AUG 13 1998 *MMV**copy to: agency,  
NWDD, NR*

# RECORDS DISPOSITION SCHEDULE 51

## OFFICE OF DEPARTMENTAL EQUAL EMPLOYMENT OPPORTUNITY

This schedule covers records created by the Office of the Departmental Equal Employment Opportunity, (ODEEO) and its predecessors (Headquarters and Field). The records created are generated from ODEEO's Administrative, General and Program Office Functions and Responsibilities: pursuant to Title VII of the Civil Rights Act: Departmental regulations (24 CFR Part 7); and all other present or future acts, regulations or directives which affect the enforcement of equal employment opportunity for HUD employees and applicants.

Item No.	Description of Records	Disposition
1.	<b>EEO Complaint Case Files.</b> Each consist of a chronological history of complaint activity from: (1) informal counseling, (such as pre-complaint counseling), (2) formal complaint submission, and (3) final administrative action in the form of agency decisions or resolutions.	
a.	<b>Original EEO Complaint Case Files.</b> Consist of but not limited to: counseling documents, complaint affidavits, correspondence, withdrawal notices, records of hearings and meetings, mail receipts, reports of investigations; notes, interval case file, memoranda, and activity logs. Includes appeals to original EEO complaint case.	Retire to Federal Records Center 1 year following date of termination of administrative processing (includes appeals to EEOC/MSPB). Destroy 4 years after resolution of case. (N1-207-98-2, item 1a) (GRS 1/25a) <i>Pauline Grant of HUD ok. 6/16/98</i>
b.	<b>All copies of Complaint Case Files.</b> Consist of duplicates of original EEO Complaint Case File.	Destroy 1 year after resolution of case. (N1-207-98-2, item 1b) (GRS 1/25 b) <i>P. Grant ok via phone. 6-16-98</i>
2.	<b>Pre-Complaint Files.</b> Records documenting EEO informal counseling and other actions that did not develop into EEO complaint case files.	Destroy when 2 years old. (N1-207-98-2, item 2) (GRS 1/25C (2)) <i>P. Grant ok via phone. 6-16-98</i>

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## OFFICE OF DEPARTMENTAL EQUAL EMPLOYMENT OPPORTUNITY

Item No.	Description of Records	Disposition
3.	<b>Complaint Reference Files.</b> consist of material or documents research complaint cases: may or may not be photocopies.	Destroy 2 years after final resolution of case. (N1-207-98-2, item 3) (GRS 1/25 C(1)) <i>OK by P. Grant via phone. 6-16-98 JLP</i>
4.	<b>Agency Decision/Agreements.</b> Final Decision Agreements executed by the Director of EEO to resolve EEO disputes.	Destroy 4 years following full implementation of all terms specified in the agreement. (N1-207-98-2, item 4) (GRS 1/25a) <i>OK by P. Grant via phone 6-16-98 JLP</i>
5.	<b>EEO Reference Files.</b> Consist of office correspondence; suspense files; and reference material which ordinarily consists of related documents pertaining to the present Civil Rights Act, EEO Statutes, any pertinent future acts, directives, or regulations.	Destroy when 3 years old, or when superseded or obsolete, whichever is applicable. (N1-207-98-2, item 5) (GRS 1/25 (9)) <i>OK by P. Grant via phone. 6-16-98 JLP</i>
6.	<b>Correspondence Files.</b> (HUD RDS 3/1)	Use HUD RDS 3, Item 1 which reads "Break files annually. Destroy 3 years after file break or when no longer needed for reference, whichever is earlier." (NARA Job NC1-207-80-5, item 1).
7.	<b>Technical Reference Files.</b> (HUD RDS 3/6) <i>"Destroy when superseded, obsolete, or no longer needed for reference."</i>	Use HUD RDS 3, item 6, which reads, " <del>Break file annually. Destroy when no longer needed for reference, whichever is earlier.</del> " (NARA Job NC1-207-80-5, item 6). <i>Change ok by P. Grant via phone, 6-16-98 JLP</i>

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Item No.	Description of Records	Disposition
8.	EEO Affirmative Employment Plans AEP(s).	
a.	Agency copy of consolidated AEP(s).	Destroy 5 years from date of plan. (N1-207-98-2, item 8a) (GRS 1/25 h (1)) <i>OK by P. Grant via phone 6-16-98. JH</i>
b.	Agency feeder plans to consolidate AEP(s).	Destroy 5 years from date of feeder plan or when administrative purposes have been served, whichever is sooner. (N1-207-98-2, item 8b) (GRS 1/25 h (2)) <i>OK by P. Grant via phone 6-16-98. JH</i>
c.	Report of on-site reviews of Affirmative Employment Programs.	Destroy 5 years from the date of report. (N1-207-98-2, item 8c) (GRS 1/25 h (3)) <i>OK by P. Grant via phone 6-16-98. JH</i>
d.	Agency copy of annual report of Affirmative Employment accomplishments.	Destroy 5 years from date of report. (N1-207-98-2, item 8d) (GRS 1/25 h (4)) <i>OK by P. Grant via phone 6-16-98. JH</i>