

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT)

Department of the Treasury

2. MAJOR SUBDIVISION

Office of the Secretary

3. MINOR SUBDIVISION

Equal Opportunity Program, Office of

4. NAME OF PERSON WITH WHOM TO CONFER

Miss Sarah J. Allen

5. TEL EXT

964-8081

6. CERTIFICATE OF AGENCY REPRESENTATIVE

LEAVE BLANK

DATE RECEIVED

JAN 24 1975

JOB NO

NC - 56-75-2

NOTIFICATION TO AGENCY

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

2-21-75

(Date)

James B. Rhoads
Archivist of the United States

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

1-20-75 *Sarah J. Allen*
Date (Signature of Agency Representative)

Paperwork Management Officer
Office of the (Title) Secretary

7. ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1	Policy and procedural issuances pertaining to mission and functions of the Office. PERMANENT: Transfer to WNRC 1 year after revision or supersession.		
2.	Narrative reports, special studies, and summary statistical reports of accomplishment including the Departmental Affirmative Action Plan (^{including} excluding reports from Treasury Bureaus) and the annual Departmental (National) summary of Reporting of Employment Statistics (REST) runs within Treasury. NOTE: Detailed statistical reports on REST runs which support the National summary are maintained by individual Bureaus. PERMANENT: Transfer to WNRC at 5 year intervals.		
3.	Speeches and related correspondence. TEMPORARY: Break file annually; hold 3 years; destroy.		
4.	Management direction files reflecting program responsibilities, plans, policies and procedures. TEMPORARY: Destroy when superseded or obsolete.		
Items 1 and 2 are deemed to be of historical value. Therefore, it is believed these records should be transferred to the WNRC and held for a period of 25 years from date of creation prior to an offer of transfer to the National Archives.			

* Change of wording for Item No. 2 authorized by Sarah J. Allen,
Office of Paperwork Management Feb. 2/75.
Copy to Agency & WNRC 2/25/75

DescriptionAuthorized Disposition

~~6~~ 5. Documentation of inter-agency relationships with other Federal and non-Government agencies

a. Policy, ~~and~~ procedural or statistical data from the Office of Federal Contract Compliance.

Temporary Records
Destroy when superseded, rescinded, or obsolete. *SA*

b. (In-compliance) Contract Compliance Files:

Temporary Records

1. Affirmative Action Plan

Destroy one year after supersession.

2. Compliance Review Report

Destroy upon completion of second review.

3. EEO-1 Report

Destroy at 3 year intervals.

4. Correspondence between Treasury and Bank

Destroy 1 year after supersession or compliance review.

c. (Non-compliance) Contract Compliance Files:

Temporary Records

1. Affirmative Action Plan

Retain until application for reinstatement for Tax and Loan Account. Destroy 1 year after favorable compliance status.

2. Compliance Review Report

As above.

3. EEO-1 Report

As above.

4. Correspondence between Treasury and Bank

As above.

~~7~~ 6. Records created in receipt and processing of complaints of discrimination by employees or applicants for employment with the Department.

Temporary Records

a. Case files resolved within the Department.

Dispose 7 years after final adjustment; transfer closed cases to WNRC after 1 year.

b. Case files resolved by the Civil Service Commission.

Dispose 3 years after final adjustment.

NOTE: CSC retains official file in accordance with their records control schedule.