

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(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

Office of Administrative Programs

4. NAME OF PERSON WITH WHOM TO CONFER

Sarah J. Allen

5. TEL EXT

566-5091

LEAVE BLANK

JOB NO

NC 1 - 56-77 - 2

DATE RECEIVED **JAN 10 1977**

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

1-17-77 *James B. Rhoads*
Date 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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

☐ **A** Request for immediate disposal.

☒ **B** Request for disposal after a specified period of time or request for permanent retention.

C. DATE

D. SIGNATURE OF AGENCY REPRESENTATIVE

E. TITLE

JAN 7 1977

Sarah J. Allen

Paperwork Management Officer
Office of the Secretary

7.
ITEM NO

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9.
SAMPLE OR
JOB NO

10.
ACTION TAKEN

Amendment to NC-56-76-2 Schedule 1, item 21.

Item 21 pertains to records of a temporary nature, but which, through experience, have proved to be necessary beyond the retention periods originally proposed and approved, due to the operational and procedural requirements of the function involved.

It is requested that consideration be given to the modification of the disposition instructions for these records. We have written the description and provided the "proposed" amendment, the "current" standard, and the justification for the change.

These instructions will apply to Headquarters and regional offices (5). Volume is currently 161 cubic feet and growing at an estimated rate of 60 per year.

Copy to Agency 1-27-77
Copy to NCU 1-28-77

<u>Item</u> <u>Description</u>	<u>Proposed</u>	<u>Current</u>	<u>Justification</u>
21. Documents accumulated in compliance reviews of banks and savings and loan associations concerning EEO provisions of Executive Order 11246, as amended.			
a. Policy, procedural or statistical data from the Office of Federal Contract Compliance.	No change	Destroy when superseded, rescinded or obsolete.	
b. (In Compliance) Contract Compliance Files.			
(1) Affirmative Action Plan (AAP)	Destroy 1 year after supersession or after 5 years from date of approval whichever comes first. Supersession is interpreted to mean Treasury approval of a new AAP.	Destroy 1 year after supersession.	It is not possible to visit <u>each</u> financial institution annually. The AAP is required to be updated, however, to denote improvement, with 5 years being the ultimate time to attain objectives.
(2) Standard Compliance Review Report (SCRR)	Destroy 1 year after completion of subsequent review or after 5 years whichever comes first.	Destroy upon completion of second review.	To compare methods of obtaining goals.
(3) EEO-1 Report (Standard Form 100)	Destroy after 5 years.	Destroy at 3 year intervals.	To coincide with the ultimate goal of attaining full compliance within the 5 year period.
(4) Correspondence between Treasury and financial institution	Destroy 1 year after completion of subsequent review and approval of current AAP or after 5 years whichever comes first.	Destroy 1 year after supersession of compliance review.	To coincide with the ultimate goal of attaining full compliance within the 5 year period.
(Non-compliance) Contract Compliance Files			
(1) Affirmative Action Plan (AAP)	Retain unacceptable AAP until approval of application for reinstatement as Treasury contractor. Destroy 1 year after favorable compliance status and approval of current AAP.	Retain until application for reinstatement for Tax and Loan Account. Destroy 1 year after favorable compliance status.	Clarification of instruction.
(2) Standard Compliance Review Report (SCRR)	As above in c(1).	As above, c(1).	
(3) EEO-1 Report (Standard Form 100)	Destroy after 5 years.	As above, c(1).	
(4) Correspondence between Treasury and financial institution	As above in c(1).	As above, c(1).	