

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <b>11-403-05-2</b>	
1. FROM (Agency or establishment) <b>Equal Employment Opportunity Commission</b>		DATE RECEIVED <b>3/10/05</b>	
2. MAJOR SUBDIVISION <b>Office of Field Programs</b>		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER <b>Delphine Best</b>	5. TELEPHONE <b>(202) 663-4223</b>	DATE	ARCHIVIST OF THE UNITED STATES <b>Withdrawn</b>
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>8</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 <b>11/8/2004</b>	SIGNATURE OF AGENCY REPRESENTATIVE <i>James Israel</i>	TITLE <b>Records Officer</b>	

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p><b>General Correspondence File</b></p> <p>Except material that becomes part of an official charge/case file, the Office of Field Programs establishes and maintains a General Correspondence File for the Office of Field Programs. The file contains all the original incoming communications and initialed record copies of outgoing and interoffice correspondence arising from the functions for which the Office of Field Programs exists, rather than its internal administration or housekeeping activities. The Office of Field Programs arranges the correspondence in the file chronologically and alphabetically by issue/subject.</p> <p>OFP establishes and maintains the incoming and outgoing correspondence and material related thereto in the General Correspondence File for one (1) year.</p> <p>After that, OFP should destroy all unofficial files/copies when no longer needed for reference, which ORIP may destroy earlier when six (6) months old, and the Office's official General Correspondence File may be:</p> <ul style="list-style-type: none"> <li>-Stored in a separate letter-size two through five-drawer metal vertical or lateral filing cabinet with a lock in the Office of Field Programs specifically for its closed General Correspondence File material; or</li> <li>-Moved to a NARA compliant commercial or other federal agency record storage facility arranged by the Office of the Chief Financial Officer and Director of Administrative Services; or</li> <li>-Transferred to the Federal Records Center with the prior approval of the Office of the Chief Financial Officer and Director of Administrative Services.</li> </ul> <p>When the official General Correspondence File material are three (3) years old, OFP either destroys or arranges for the destruction of these records then.</p>		

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PREVIOUS EDITION NOT USABLESTANDARD FORM 115 (REV. 3-91)  
Prescribed by NARA  
36 CFR 1228*8/11/22/05*

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2	<p><b>Compliance Records - Headquarters Subject File</b></p> <p>The Office of Field Programs maintains the Compliance Records-Headquarters Subject File of the Commission. The file contains background papers, copies of charges and other supporting documents relating to the compliance process.</p> <p>OFP automatically breaks the file annually and destroys locally the three (3) year-old material in the file.</p>	<p>NC1-403-79-1 RCS, Item no. 14.A.C.(2)</p>	
3	<p><b>Compliance Records-Plans and Policy</b></p> <p>OFP maintains the Compliance Records-Plans and Policy files of the Commission. These files are arranged alphabetically by subject and contain documents relating to the establishment of policy, direction, guidance and assistance in the compliance process. Records include guidelines enunciating ADEA, EPA and/or Title VII related policy, policy interpretations of the equal employment opportunity laws and regulations, Commission rules and regulations published in the Federal Register, and other related matters to translate Commission policy.</p>		
3a	<p><b>Record Copy</b></p> <p>Permanent. OFP retains these records in the Compliance Records - Plans and Policy for one (1) year. After that, the one (1) year old record copies of the materials in the files may be:</p> <ul style="list-style-type: none"> <li>- Stored in a separate letter-size two through five-drawer metal vertical or lateral filing cabinet with a lock in OFP specifically for the Commission's closed Compliance Records-Plans and Policy file material; or</li> <li>- Moved to a NARA compliant commercial or other federal agency warehouse arranged by the Office of the Chief Financial Officer and Director of Administrative Services; or</li> <li>- Transferred to the Federal Records Center with the prior approval of the Office of the Chief Financial Officer and Director of Administrative Services.</li> </ul> <p>OFP may destroy locally all other non record copies when they are two (2) years old or when no longer needed for reference, whichever is later.</p> <p>When the record copy of a closed Compliance Records-Plans and Policy file is five (5) years old, OFP automatically transfers it to the Federal Records Center with the approval of the Office of the Chief Financial Officer and Director of Administrative Services.</p> <p>When the closed files are fifteen (15) years old, OFP automatically offers them to NARA, through the Office of the Chief Financial Officer and Director of Administrative Services, for permanent retention.</p>	<p>NC1-403-79-1 RCS, Item no. 14 A</p>	
3b	<p><b>All Other Copies</b></p> <p>Temporary. OFP may destroy locally all other non record copies when they are two (2) years old or when no longer needed for reference, whichever is later.</p>		
4	<p><b>Compliance Records - Field Operations Review</b></p> <p>The Compliance Records-Field Operations Review files of the Commission are maintained by OFP. The files are alphabetically by subject and consist of material generated through the monitoring of field management systems or plans to provide timely remedy or resolution of charges; development and refinement of charge processing procedures; and, evaluation of field offices and FEP agencies to ensure quality implementation of the charge processing system.</p> <p>OFP breaks the Compliance Records-Field Operations Review files annually. After that, OFP should destroy all unofficial files/copies when no longer needed for reference, and the Office's official files may be:</p> <ul style="list-style-type: none"> <li>- Stored in a separate letter-size two through five-drawer metal vertical or lateral filing cabinet with a lock in OFP specifically for the Commission's closed Compliance Records-Field Operations Review material; or</li> </ul>		

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	<p>Moved to a NARA compliant commercial or other federal agency record storage facility arranged by the Office of the Chief Financial Officer and Director of Administrative Services; or</p> <p>- Transferred to the Federal Records Center with the prior approval of the Office of the Chief Financial Officer and Director of Administrative Services.</p> <p>When the official Compliance Records-Field Operations Review material is three (3) years old, OFP destroys or arranges for the destruction of these records then.</p>		
5	<p><b>Compliance Records - Charges</b></p> <p>Records pertaining to the compliance process which include receipt of complaints of job discrimination; investigation; conciliation with the employer, union, employment agency or labor management apprenticeship programs; compliance review; Commissioner charges; and general material pertaining to discrimination. Record copies of documents, including forms and ADP data, created during the compliance process of a discrimination complaint are maintained in the official charge file. The matrix applies to the headquarters and field offices of the Office of Field Programs.</p> <p><b>Charge Files - Deferrals to State and Local Agencies</b></p> <p>The Office of Field Programs maintains the charge files for all charges received by the Commission that have been forwarded to an FBR agency to process pursuant to the provisions of section 706(c) of Title VII. The files contain original charges by charging parties and record copies of all the incoming and outgoing documents arising from the deferrals.</p> <p>OFPP uses the appropriate disposal authority described on this schedule for dismissal/closure charge files or settlement charge files or decision charge files.</p>	<p>NC1-403-79-1 RCS, Item no. 15C</p> <p>NC1-403-79-1 RCS, Item no. 14 D</p>	
5a	<p><b>Charge Files - Administrative Dismissals/Closures</b></p> <p>The Office of Field Programs maintains the charge files, including Commissioner charge files, for all charges administratively dismissed by the Commission. The files, which OFPP arranges numerically by charge number, contain the record copies of all the incoming and outgoing administrative records regarding discrimination charges administratively dismissed by the Commission because of:</p> <ul style="list-style-type: none"> <li>-Commission having no subject matter jurisdiction;</li> <li>-Withdrawal of charge, including a Commissioner charge, by charging party or Commissioner member with the consent of the Commission;</li> <li>-Closure by issuance of a notice of right sue upon request by charging party;</li> <li>-Closure by issuance of a dismissal where the Commission is unable to conclude that the information obtained establishes a violation of the statute;</li> <li>-Failure by charging party to cooperate with the Commission to the extent that the Commission is unable to resolve the charge;</li> <li>-Failure by charging party to give the Commission requested necessary information, or failed or refused to appear or to be available for interviews or conferences as necessary;</li> <li>-Failure by the Commission to locate a charging party after reasonable efforts to locate the charging party, including administrative closure where charging party not appraised of requirements to keep EEOC informed of address changes;</li> <li>-Refusal by charging party to accept a respondent's settlement offer facilitated by the Commission that would afford full relief to the charging party;</li> <li>-Failure by charging party to file with the Commission a charge and every portion of it timely.</li> </ul>	<p>NC1-403-79-1RCS, Item no. 14.C.(3)</p>	

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	<p>Failure by charging party to state a claim on its face, or as amplified by the charging party's statements, under title VII or the ADA.</p> <p>- Claim exclusively under section 717 of title VII or the Rehabilitation Act raised by charging party.</p>		
5a(1)	<p>Permanent. As stipulated in a prior agreement between NARA and the Commission, OFP automatically sets aside annually one (1) percent of all administrative dismissals for transfers to the Federal Records Center for storage until the records are eligible for transfer to the National Archives for permanent retention. The transfers occur six (6) months after the date of dismissal or closure and one (1) year after the date of dismissal for lack of jurisdiction.</p> <p>Two (2) years old after the final Commission action on the cases for these closed charge files, the field office director, through Office of the Chief Financial Officer and Director of Administrative Services, will then transfer all the folders(s) to NARA for permanent retention.</p>		
5a(2)	<p>Temporary. OFP automatically destroys locally all other administrative dismissal charge files when they are six (6) months old after the date of dismissal or closure, except charge files--</p> <ul style="list-style-type: none"> <li>• Transferable to the National Archives for permanent retention as described above; or</li> <li>• Dismissed for lack of jurisdiction; or</li> <li>• Where the Commission receives a Freedom of Information or Privacy Act request; or</li> <li>• Closed by issuance of a dismissal because the Commission was unable to establish a violation.</li> </ul>		
5a(3)	<p>Lack of jurisdiction charge files. OFP keeps all charge files for charges dismissed by the Commission for the lack of jurisdiction temporarily until they are one (1) year old from the date of their dismissal and then automatically destroys them locally.</p>		
5a(4)	<p>No cause charge files of value. If a no cause charge file is of value to the Commission in its development of class action or pattern and practice for future cases, OFP keeps the charge file onsite for one (1) year. Then, OFP automatically transfers the one (1) year old files to the Federal Records Center to store and destroy three (3) years later.</p>	NC1-403-79-1RCS, Item no. 14.C.(5)(a)2	
5a(5)	<p>No cause charge files of no future value. OFP temporarily keeps no cause charge files of no future value locally two (2) years after the Commission last action and then automatically destroys them locally.</p>	NC1-403-79-1RCS, Item no. 14.C.(5)(a)3	
5a(6)	<p>FOIA and Privacy Act Requests. Where the Commission receives a Freedom of Information or Privacy Act request for any charge file and any portion of it before or after administrative dismissal, OFP automatically transfers the request and charge file to the Federal Records Center six (6) months after completion of all actions taken under the Freedom of Information or Privacy Act. The Federal Records Center will store the transferred charge file until its authorized destruction date or permanent retention, as appropriate. (See disposition instructions above for FOIA and Privacy Act requests to OLC and field offices.)</p>		
5a(7)	<p>Relevant Documents/Evidence. Documents and evidence in closed charge files that may be relevant to open charge files against same respondents should be reserved and incorporated in the open charge file referencing the original charge file. The closed charge file incorporated with an open charge is disposed of by the authorized disposition for the new charge file.</p>		

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5b	<p><b>Charge Files-Negotiated Settlements, Including Mediation Settlements</b></p> <p>The Office of Field Programs maintains the charge files, including Commissioner charge files, for all charges resolved by settlement agreements, with or without monetary benefits, as the result of mediation or negotiation.</p> <p>[A negotiated settlement occurs before the issuance of a cause letter of determination by the Commission. A conciliation settlement occurs after the issuance of a cause letter of determination by the Commission. Mediation settlements occur where the Commission facilitates a settlement by permitting withdrawal of a charge by a charging party pursuant to § 1601.10 of title 29 of the CFR.]</p>	<p>NC1-403-79-1RCS, Item no. 14.C.(4)</p>	
5b(1)	<p><b>Permanent.</b> As stipulated in a prior agreement between NARA and the Commission, OFP automatically sets aside annually three (3) percent of all the charges resolved by settlement agreements as the result of negotiation or mediation for transfer to the Federal Records Center for storage until eligible for transfer to the National Archives for permanent retention.</p> <p>The transfers generally automatically occur three (3) years after the expiration of the calendar year in which the respondent submits written notice of having satisfied each obligation in the settlement agreement, or date of signatures of the agreement, whichever occurs later except for charges resolved by settlement agreements without monetary benefits.</p> <p>Whenever settlement agreements result in no monetary benefits, the transfer occurs in two (2) years rather than three (3) years. The Federal Records Center stores the transferred charge files until they are eligible for transfer to the National Archives for permanent retention.</p> <p>Two (2) years old after the final Commission action on the cases for these closed charge files, the field office director, through Office of the Chief Financial Officer and Director of Administrative Services, will then transfer all the folders(s) to NARA for permanent record.</p>		
5b(2)	<p><b>Temporary.</b> Except settlement agreement charge files eligible for permanent retention or for which the Commission has received a Freedom of Information or Privacy Act request, OFP automatically destroys locally all settlement agreement charge files that are two (2) years old.</p> <p>The two (2) year retention period begins after the expiration of the calendar year in which the respondent submitted written notice of having satisfied each obligation contained in the settlement agreement, or date of the signature of the settlement agreement, whichever occurs later.</p> <p>However, OFP destroys charge files involving concurrent ADEA/EPA/Title VII cases where charging parties realize monetary benefits three (3) years after the date of the Commission's last action rather than in two (2) years as in all other cases.</p>		
5b(3)	<p><b>FOIA and Privacy Act Requests.</b> Where the Commission receives a Freedom of Information or Privacy Act request for any settlement agreement charge file, OFP automatically transfers the request and charge file to the Federal Records Center six (6) months after completion of all actions taken under the Freedom of Information or Privacy Act. The Federal Records Center will store the transferred charge file until its authorized destruction date or permanent retention, as appropriate. (See disposition instructions above for FOIA and Privacy Act requests to OLC and field offices.)</p>		
5b(4)	<p><b>Relevant Documents/Evidence.</b> Documents and evidence in closed charge files that may be relevant to open charge files against same respondents should be reserved and incorporated in the open charge file referencing the original charge file. The closed charge file incorporated with an open charge is disposed of by the authorized disposition for the new charge file.</p>		

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5	<p><b>Charge Files - Reasonable cause determinations</b></p> <p>The Office of Field Programs maintains all of the cause charge files, including Commissioner charge files, of the Commission. The files, which OFP arranges by year of closure and sequentially by charge number, contain the case files for all cases, successfully or unsuccessfully conciliated, that the Commission issues a final cause letter of determination. Where the Commission has not settled or dismissed a charge or made a no cause finding as to every allegation in a charge, it issues final cause letters of determination.</p>	<p>NC1-403-79-1RCS, Item no. 14.C.(5)(b)1</p>	
5c(1)	<p>Permanent. OFP automatically sets aside annually three (3) percent of all the cause charge files, successfully or unsuccessfully conciliated, for transfer to the Federal Records Center for storage until eligible for transfer to the National Archives for permanent retention.</p> <p>Two (2) years after the final Commission action on the cases for these closed charge files, the field office director, through Office of the Chief Financial Officer and Director of Administrative Services, will then transfer all the folders(s) to NARA for permanent retention.</p>		
5c(2)	<p>Temporary. OFP automatically transfers all cause charge files that are one (1) year old to the Federal Records Center for storage until eligible for destruction when three (3) years old, except cause charge files eligible for permanent retention or for which the Commission has received a Freedom of Information or Privacy Act request. The one (1) year waiting period for transfer begins after the date of the Commission's last action.</p>	<p>NC1-403-79-1RCS, Item no. 14.C.(5)(b)2</p>	
5c(3)	<p>FOIA and Privacy Act Requests. Where the Commission receives a Freedom of Information or Privacy Act request for any cause charge file, OFP automatically transfers the request and charge file to the Federal Records Center six (6) months after completion of all actions taken under the Freedom of Information or Privacy Act. The Federal Records Center will store the transferred charge file until its authorized destruction date or permanent retention, as appropriate. (See disposition instructions above for FOIA and Privacy Act requests to OLC and field offices.)</p>		
5c(4)	<p>Relevant Documents/Evidence. Documents and evidence in closed charge files that may be relevant to open charge files against same respondents should be reserved and incorporated in the open charge file referencing the original charge file. The closed charge file incorporated with an open charge is disposed of by the authorized disposition for the new charge file.</p>		
5d	<p><b>Charge Control Files</b></p> <p>The Office of Field Programs maintains the Charge Control Files of the Commission. The files consist of the documents used to show action taken and to control charges. These documents are the paper or electronic equivalents of the EEOC Form 40A, Charge Control Ledger, and EEOC Form 40B, Charge Control Action Memo.</p>		
5d(1)	<p>EEOC Form 40A, Charge Control Ledger. OFP keeps the manual (paper) or automated (electronic) ledgers until they are one (1) year old after closing. OFP may microfilm the paper or electronic records then. When OFP verifies the records have been microfilmed, OFP may then destroy the microfilmed paper or electronic records.</p> <p>The record copy of the microfilmed records are retained in the Control Unit. OFP automatically transfers annually a duplicate copy of the microfilmed records to the Federal Records Center to store as a Vital Record of the Commission.</p>	<p>NC1-403-79-1 RCS, Item no. 14C 6.(a)</p>	
5d(2)	<p>EEOC Form 40B, Charge Control Action Memo. OFP keeps the memos arranged alphabetically by respondent in the Charge Control Files until OFP receives the latest automated printout generated by the Commission's Complaint Statistical Reporting System (CSRS) or a successor automated system.</p>	<p>NC1-403-79-1 RCS, Item no. 14 C 6. (b)</p>	
6	<p><b>State and Local Programs - General Correspondence</b></p> <p>OFP maintains State and Local Programs - General Correspondence file of the Commission. The file consists of letters, memoranda, relating to routine transactions of official business between the Commission and State and local FEP agencies (Other than material specified elsewhere in this schedule).</p>	<p>NC1-403-79-1RCS, Item no. 14.D.(a)(b)</p>	

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	<p>OFF maintains the record copy and all other copies of the Incoming and outgoing correspondence in the State and Local Programs - General Correspondence file for one (1) year. After that, OFF automatically destroys the non record copies if they are no longer needed for reference, and the record copies of the correspondence are:</p> <ul style="list-style-type: none"> <li>- Stored in a separate letter-size two through five-drawer metal vertical or lateral filing cabinet with a lock in OFF specifically for closed State and Local Programs-General Correspondence file material; or</li> <li>- Moved to a NARA compliant commercial or other federal agency record storage facility arranged by the Office of the Chief Financial and Director of Administrative Services; or</li> <li>- Transferred to the Federal Records Center with the prior approval of the Office of the Chief Financial Officer and Director of Administrative Services.</li> </ul> <p>When the record copies of the State and Local Program-General Correspondence file material are three (3) years old, OFF either destroys or arranges for the destruction of the closed records then.</p>		
7	<p><b>State and Local Programs - Contract/Project File</b></p> <p>OFF maintains the State and Local Programs - Contract/Project File of the Commission. The file contains documents, arranged alphabetically by agency, regarding State and local agencies receiving or apply for Commission funds to assist in the implementation of their programs to eliminate discrimination. Records consist of application for 706 Agency designations, requests for proposals, correspondence (including memoranda of understanding) with the Fair Employment Practices Agencies (706 Agencies), detailing their services and accomplishments, staffing and funding requirements; and other related material.</p> <p>OFF maintains the record copies of the material in the State and Local Programs-Contract/Project file for three (3) years after the contract/project has been executed. After that, OFF automatically transfers the record copy of the material to the Federal Records Center to store until eligible for destruction after ten (10) calendar years. OFF automatically destroys all other copies of the file material when they are two (2) years old.</p>	NC1-403-79-1RCS, Item no. 14.D.(2)(a)(b)	
8	<p><b>Discrimination Techniques Records - Systemic Selection Standards File</b></p> <p>The Systemic Selection Standards File of the Commission is maintained by OFF. The file consists of discrimination techniques records generated in identifying and selecting potential subjects for systemic proceedings. The materials in the file are arranged alphabetically by issue.</p> <p>OFF maintains the record copy and all other copies of the Systemic Selection Standards File material for one (1) year. After that, OFF automatically destroys the non record copies if they are no longer needed for reference, and the record copies of the file material are:</p> <ul style="list-style-type: none"> <li>- Stored in a separate letter-size two through five-drawer metal vertical or lateral filing cabinet with a lock in OFF specifically for the Commission's closed Systemic Selection Standards File material; or</li> <li>- Moved to a NARA compliant commercial or other federal agency record storage facility arranged by the Office of the Chief Financial and Director of Administrative Services; or</li> <li>- Transferred to the Federal Records Center with the prior approval of the Office of the Chief Financial Officer and Director of Administrative Services.</li> </ul> <p>When the record copies of the Systemic Selection Standards File material are three (3) years old, OFF automatically transfers the material to the Federal Records Center to store until eligible for destruction when six (6) years old.</p>	NC1-403-79-1RCS, Item no. 14.E.(1)(a)(b)	

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9	<p><b>Discrimination Techniques Records - Respondent Investigative Files</b></p> <p>OFP maintains Respondent Investigative Files of the Commission. The files are arranged alphabetically by respondent and contain documents assembled in the investigation of employment discrimination practices and are the evidence by which the Commission processes a charge.</p> <p>OFP automatically transfers to the Federal Records Center for storage the record copy of all respondent investigative files one (1) year after final resolution of the case to which the file pertains to destroy five (5) years from the date of transfer. All other copies of the files are destroyed by OFP when no longer needed for reference, except the Official Charge/Case file copy of the investigative file. The disposal instructions for the appropriate category of charge or case files described above are used instead.</p>	<p>NC1-403-79-1, Item no. 14.E. (2)(a)(b)</p>	
10	<p><b>Special Projects and Programs</b></p> <p>[EEOC ended Special Projects and Programs in the mid-eighties. This item will remain in effect until rescinded by NARA.]</p> <p>The Commission's Special Projects and Programs files for specialized enforcement programs are maintained by OFP. The files contain documents generated in formulating, implementing, and monitoring specialized enforcement programs to eliminate discrimination in the private sector. The files are arranged alphabetically by subject.</p> <p>The files include special projects and programs which monitor the activities of and coordinate with external groups and specific constituencies, such as craft and industrial unions, bar associations, educational institutions and minority organizations; material pertaining to the encouragement and assistance to the private sector in effectively implementing affirmative action programs and policies; and related reported activities.</p> <p>OFP maintains the record copy and all other copies of the Special Projects and Programs files for one (1) year. After that, OFP automatically destroys the non record copies if they are no longer needed for reference, and the record copies of the file material are:</p> <ul style="list-style-type: none"> <li>-Stored in a separate letter-size two through five-drawer metal vertical or lateral filing cabinet with a lock in OFP specifically for the Commission's closed Special Projects and Programs files; or</li> <li>-Moved to a NARA compliant commercial or other federal agency record storage facility arranged by the Office of the Chief Financial and Director of Administrative Services; or</li> <li>-Transferred to the Federal Records Center with the prior approval of the Office of the Chief Financial Officer and Director of Administrative Services.</li> </ul> <p>When the record copies of the Special Projects and Programs files are two (2) years old, OFP automatically transfers the material to the Federal Records Center to store until eligible for destruction when five (5) years old.</p>	<p>NC1-403-79-1, Item no. 14.F. (1)(2)</p>	
11	<p><b>Government Employment Programs</b></p> <p>[EEOC ended Government Employment Programs for State and Local governments in the mid-eighties. This item will remain in effect until rescinded by NARA.]</p> <p>Documents generated in planning, developing, and implementing programs which will facilitate action by the State and Local governments and public educational institutions to bring their employment practices into compliance with the Civil Rights Act as amended and the Rehabilitation Act as amended. Files include EEO matters, affirmative action planning and programming in the State and Local governments and public educational institutions, affirmative action planning for employment and placement of the handicapped and aged in the State and Local governments and public educational institutions, and related reporting activities.</p>	<p>NC1-403-79-1, Item no. 14.G.</p>	

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7. ITEM NUMBER	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
11a	<p><b>Government Employment Programs - EEO General Files</b></p> <p>OFF establishes and maintains the Government Employment Programs - EEO General Files of the Commission. The files are arranged alphabetically by subject and consist of general correspondence, plans, procedures and related records concerning all aspects of the equal employment opportunity programs of ADEA, EPA, Title VII, ADA, and Section 501 of the Rehabilitation Act, as amended.</p> <p>[EEOC ended Government Employment Programs for State and Local Programs in the mid-eighties. This item will remain in effect until rescinded by NARA.]</p> <p>OFF establishes and maintains the incoming and outgoing correspondence and material related thereto in the Government Employment Programs-EEO General Files for one (1) year. After that, OFF should destroy all unofficial files/copies when no longer needed for reference, and the Office's official Government Employment Programs-EEO General Files may be:</p> <ul style="list-style-type: none"> <li>-Stored in a separate letter-size two through five-drawer metal vertical or lateral filing cabinet with a lock in the Office specifically for the Commission's closed Government Employment Programs-EEO General Files material; or</li> <li>-Moved to a NARA compliant commercial or other federal agency record storage facility arranged by the Office of the Chief Financial Officer and Director of Administrative Services; or</li> <li>-Transferred to the Federal Records Center with the prior approval of the Office of the Chief Financial Officer and Director of Administrative Services.</li> </ul> <p>When the official Government Employment Programs-EEO General Files materials are three (3) years old, OFF either destroys or arranges for the destruction of these records then.</p>	<p>NC1-403-79-1, Item no. 14.G. (1)(a)(b)</p>	
11b	<p><b>Government Employment Programs - EEO Affirmative Action Plans</b></p> <p>[EEOC ended Government Employment Programs for State and Local governments in the mid-eighties. This item will remain in effect until rescinded by NARA.]</p> <p>OFF maintains the Commission's Government Employment Programs - EEO Affirmative Action Plans files. These files are arranged geographically and by name of agency and consist of the EEO affirmative action plans submitted to the Commission by federal, state and local governments and public educational institutions, and correspondence relating to the Commission's review and approval of the individual plans.</p> <p>OFF establishes and maintains the incoming and outgoing correspondence and material related thereto in the Government Employment Programs-EEO Affirmative Action Plans for one (1) year.</p> <p>After that, OFF should destroy all unofficial files/copies when no longer needed for reference, and the Office's official Government Employment Programs-EEO Affirmative Action Plans files may be:</p> <ul style="list-style-type: none"> <li>-Stored in a separate letter-size two through five-drawer metal vertical or lateral filing cabinet with a lock in the Office specifically for the Commission's closed Government Employment Programs-EEO Affirmative Action Plans files material; or</li> <li>-Moved to a NARA compliant commercial or other federal agency record storage facility arranged by the Office of the Chief Financial Officer and Director of Administrative Services; or</li> <li>-Transferred to the Federal Records Center with the prior approval of the Office of the Chief Financial Officer and Director of Administrative Services.</li> </ul> <p>When the closed official files are two (2) years old, OFF automatically transfers them to the Federal Records Center, with the prior approval of the Office of the Chief Financial Officer and Director of Administrative Services, to later destroy when they are five (5) years old.</p>	<p>NC1-403-79-1, Item no. 14.G. (2)(a)(b)</p>	