

REQUEST FOR RECORDS DISPOSITION AUTHORITY -- CONTINUATION

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
2	<p>Internal Equal Employment Opportunity Records-Official Discrimination Complaint Case Files</p> <p>OEO establishes and maintains the Office Discrimination Complaint Case Files of the Commission. The files consist of individual case files containing the record copies of complaints against the Commission with related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings, and other records as described in 29 CFR 1613.222. Cases resolved within the Commission, MSRP, FLRA, or by a U.S. Court.</p> <p>2a Excluding duplicate case files or documents retained in the Commission's Official Discrimination Complaint Case Files, OEO retains the resolved case files until they four (4) years old after resolution of the case to which the case file pertains to when OEO automatically destroys locally the official discrimination complaint case file for the resolved complaint.</p> <p>2b Duplicate case files or documents kept by OEO until they are one (1) year old from the date that the case to which the file pertains to is resolved when OEO automatically destroys the duplicate case file.</p>	GRS 1, Item no. 25 a. b.	
3	<p>Internal Equal Employment Opportunity Records-Preliminary and Background Official Discrimination Complaint Files</p> <p>OEO maintains the Preliminary and Background Official Discrimination Complaint Case Files of the Commission. These files contain background records related to individual discrimination complaints that are not filed in the Official Discrimination Complaint Case Files, including records documenting complaints that do not develop into Official Discrimination Complaint Cases.</p> <p>OEO retains the background records that pertain to complaints that have developed into Official Discrimination Complaint Cases but are not filed in the Official Discrimination Complaint Files for two (2) years after the date of final resolution of the case to which the record pertains to. After that, OEO automatically destroys the records locally.</p>	GRS 1, Item no. 25 c.	
4	<p>Internal Equal Employment Opportunity Records - EEO Compliance Review Files</p> <p>OEO establishes and maintains the official EEO Compliance Review Files of the Commission containing records that cover the Commission's reviews, background documents, and correspondence relating to a Commission contractor's employment practices. OEO may agree with the Office of the Chief Financial Officer and Director of Administrative Services to share Commission contractor files that create such records.</p> <p>OEO retains individual contractors' file folders in the official Compliance Review Files for one (1) year following the date the Commission has taken final action concerning the review to which the file pertains to. After that, such official Compliance Review Files may be:</p> <ul style="list-style-type: none"> -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 Office's closed Compliance Review Files; or -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 -Transferred to the Federal Records Center with the prior approval of the Office of the Chief Financial Officer and Director of Administrative Services. <p>When the official Compliance Review Files are seven (7) years old, the OEO either destroys or arranges for the Federal Records Center to destroy the seven (7) year old records.</p>	GRS 1, Item no. 25 d. (1)	

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5	<p>Internal Equal Employment Opportunity Records - EEO Compliance Review Files</p> <p>OEO establishes and maintains the official EEO Compliance Review Files of the Commission containing records that cover the Commission's reviews, background documents, and correspondence relating to a Commission contractor's employment practices. OEO may agree with the Office of the Chief Financial Officer and Director of Administrative Services to share Commission contractor files that create such records.</p> <p>OEO retains individual contractors' file folders in the official Compliance Review Files for one (1) year following the date the Commission has taken final action concerning the review to which the file pertains to. After that, such official Compliance Review Files may be:</p> <ul style="list-style-type: none"> -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 Office's closed Compliance Review Files; or -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 -Transferred to the Federal Records Center with the prior approval of the Office of the Chief Financial Officer and Director of Administrative Services. <p>When the official Compliance Review Files are seven (7) years old, the OEO either destroys or arranges for the Federal Records Center to destroy the seven (7) year old records.</p>	GRS 1, Item no. 25 d. (1)	
6	<p>Internal Equal Employment Opportunity Records - EEO Compliance Reports</p> <p>OEO maintains the record copies of the EEO Compliance Reports of the Commission. The reports are created from the Commission's reviews of its contractor's employment practices concerning equal employment opportunity.</p> <p>OEO retains the record copies of the Commission's EEO Compliance Reports regarding its contractors until they have reached the age of seven (7) years when OEO automatically destroys them locally. OEO destroys all other nonrecord copies of the reports when no longer needed for reference.</p>	GRS 1, Item no. 25 d. (2)	
7	<p>Internal Equal Employment Opportunity Records-Employment Statistics Files</p> <p>OEO maintains the official Employment Statistics Files of the Commission containing employment statistics relating to race and sex of Commission employees.</p> <p>OEO retains the paper record copies of the statistics until they are five (5) years old when OEO automatically destroys the locally. All other nonrecord copies are automatically destroyed when no longer needed for reference.</p> <p>[NOTE: Electronic master files and data bases created to supplement replace the paper EEO employment statistics files of the Commission are not authorized for disposal under this Governmentwide recordkeeping authority. All such electronic records must be scheduled by OEO by submitting a SF 115, Request for Records Disposition Authority, to NARA, through the Office of the Chief Financial Officer and Director of Administrative Services, for their proper disposal.]</p>	GRS 1, Item no. 25 f.	
8	<p>Internal Equal Employment Opportunity Records - EEO Affirmative Action Plans (AAP)</p> <p>OEO maintains the record copies of the EEO Affirmative Action Plans of the Commission, including the Commission's feeder plan for its consolidated AAP; locally review reports of the Commission's Affirmative Action Programs; and the Commission record copy of its annual reports of Affirmative Action accomplishments.</p>	GRS 1, Item no. 25 h.	
8a	<p>EEO Affirmative Action Plans. OEO retains the record copies of the Commission's EEO Affirmative Plans until they are five (5) years old from the plan's date when OEO destroys the aged plans locally.</p>		

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8b	<p>Commission AAP Feeder Plans. The Commission's AAP feeder plans to its consolidated EEO AAPs are kept by OEO for five (5) years from date of plans, or when their administrative purposes have been served, whichever is sooner.</p>		
8c	<p>Locally AAP Review Reports. OEO retains the record copies of the Commission locally Affirmative Action Program review reports until they have reached the age of five (5) years from the report's date.</p>		
8d	<p>Annual AAP Accomplishments Report. OEO keeps the record copies of the Commission's annual AAP accomplishments reports until they have reached five (5) years old from the report's date when OEO automatically destroys the aged for five (5) years reports.</p>		