

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
FEDERAL NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-403-05-7	
1. FROM (Agency or establishment) Equal Employment Opportunity Commission		DATE RECEIVED 3/10/05	
2. MAJOR SUBDIVISION Office of Research, Information and Planning		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Delphine Best	5. TELEPHONE (202) 663-4223	DATE	ARCHIVIST OF THE UNITED STATES WITHDRAWN

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 8 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,

is not required; is attached; or has been requested.

DATE 11/8/2004	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE Records Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p>General Correspondence File</p> <p>ORIP establishes and maintains a General Correspondence File for ORIP. The file contains all the original incoming communications and initialed record copies of outgoing and interoffice correspondence arising from the functions for which the ORIP exists, rather than its internal administration or housekeeping activities. ORIP arranges the correspondence in the file chronologically and alphabetically by issue/subject.</p> <p>ORIP establishes and maintains the Incoming and outgoing correspondence and material related thereto in the General Correspondence File for one (1) year. After that, ORIP should destroy all unofficial files/copies when no longer needed for reference, and the Office's official General Correspondence File material may:</p> <ul style="list-style-type: none"> -Stored in a separate letter-size two through five-drawer metal vertical lateral filing cabinet with a lock in the Office of Research, Information and Planning specifically for its closed General Correspondence File material; 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 (OCFO/AS); 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 General Correspondence File material are three (3) years old, ORIP either destroys or arranges for the destruction of these records then.</p>		

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7. ITEM	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
2	<p>Management Control Policy, Procedures, and Guidance Files</p> <p>ORIP maintains the Policy, Procedures, and Guidance Files for the management control records of the Commission. These files contain the record keeping of internal directives maintained by the Commission's internal control staff, but not those copies maintained in the Commission's official file of internal directives; external directives such as OMB Circular A-123; and correspondence outlining policy and procedure for performance management reviews.</p> <p>ORIP keeps the record keeping copies of the material contained in these files until they are superseded. After that, ORIP should destroy the expired materials locally.</p>	GRS 16, Item no. 14(a)	
3	<p>Management Control Plans</p> <p>ORIP maintains the Commission's Management Control Plans file. This file consist of the official copy of record of the comprehensive plans documenting the Commission's efforts to ensure compliance with OMB Circular A-123.</p> <p>The plans are kept in the file until they are superseded. After that, ORIP destroys the expired plans locally.</p>	GRS 16, Item no. 14 (b)	
4	<p>Management Control Risk Analyses</p> <p>ORIP maintains the Risk Analyses file of the Commission. This file consists of the official copy of record of the reports and supporting materials used to document review of program areas for susceptibility to loss or unauthorized use of resources, errors in reports and information, and illegal and unethical actions.</p> <p>ORIP cuts off closed files annually and automatically destroys the material in the file after completion of next review cycle.</p>	GRS 16, Item no. 14 (c)	
5	<p>Management Control Annual Reports and Assurance Statements</p> <p>ORIP maintains the Annual Reports and Assurance Statements file of the Commission. The reports and statements contained in the file are by headquarters and field offices that the Commission compiles into a single unified report for direct submission to the President. Excluded are the official copies of record of the consolidated final reports submitted directly to the President.</p> <p>ORIP cuts off annually and automatically destroys the material in the file after completion of the next review cycle, as appropriate.</p>	GRS 16, Item no. 14 (d)	
6	<p>Management Control Tracking Files</p> <p>ORIP maintains the manual and automated Tracking Files of Commission for managing the Commission's carrying out of OMB Circular A-123, and the Federal Managers' Financial Integrity Act.</p> <p>ORIP retains the material in the tracking files for one (1) year after the report is completed and then automatically destroys them on site.</p>	GRS 16, Item no. 14 (e)	
7	<p>Program Performance and Review Files</p> <p>ORIP maintains the Program Planning and Control Files of the Commission. These files consist of the official copy of record of documents supporting the program performance goals identified in Performance Plans required by the Government Performance and Results Act (GPRA) and other specific plans.</p> <p>The record copies of the documents in the Program Performance and Review Files are kept in the files as active records until the close of the fiscal year to which they pertain to. After the close of the fiscal year to which they pertain, ORIP may:</p> <ul style="list-style-type: none"> -Store them in a separate letter-size two through five-drawer metal vertical or lateral filing cabinet with a lock maintained in ORIP specifically for the Commission's closed Program Performance and Review File materials; or 	NC1-403-79-01 RCS, Item no. 12.A.	

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	<p>Move the closed files 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>-Transfer the closed records 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 closed record copies from the Program Performance and Review Files are three (3) years old, ORIP automatically destroys or arranges for the destruction of the closed records wherever they are temporarily kept.</p>		
8	<p>Research and Survey Files- EEO-1, Employer Information Reports</p> <p>ORIP maintains the record copies of all EEO-1, Employer Information Reports, received by the Commission in the Research and Survey Files of the Commission. The reports are by private employers with 100 or more employees regarding their work force that include information Title VII requires them to provide annually to the Commission.</p> <p>The information in the reports includes number of employees, races, sex, job occupation, and number of persons included in each category. [The EEO-1, Employer Information Report is a joint requirement by the Commission and OFCCP (Dept. Of Labor) and Small Business Administration]</p>		
8a	<p>Hard Copy (Paper) and Microfilmed Reports - Temporary. When ORIP receives paper reports, ORIP may microfilm the paper reports upon their receipt. When ORIP verifies the paper reports have been microfilmed, ORIP may then destroy the paper reports that have been microfilmed and:</p> <p>-Store the microfilm in separate letter-size two through five-drawer metal vertical or lateral filing cabinets with a lock specifically for EEO-1, Employer Information Reports; or</p> <p>-Move the microfilm to a NARA compliant commercial or other federal agency or other Federal Records Center arranged by the Office of the Chief Financial Officer and Director of Administrative Services ; or</p> <p>-Transfer the microfilm to the Federal Records Center with the prior approval of the Office of the Chief Financial Officer and Director of Administrative Services. When the microfilm is ten (10) years old, or when no longer needed for reference, whichever is later, ORIP automatically destroys or arranges for the destruction of the expired microfilm.</p>	NCI-403-75-01 RCS, Item no. 12B1(a)	
8b	<p>Non-microfilmed Reports. Temporary. Where ORIP receives paper reports and the reports are not microfilmed, upon compilation of the data in the reports ORIP may:</p> <p>-Store the paper reports in separate letter-size two through five-drawer metal vertical or lateral filing cabinets with a lock specifically for EEO-1, Employer Information Reports; or</p> <p>-Move the paper reports to a NARA compliant commercial or other federal agency or other Federal Records Center arranged by the Office of the Chief Financial Officer and Director of Administrative Services ; or</p> <p>-Transfer the paper reports 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 paper reports are ten (10) years old after their due date, or when no longer needed for reference, whichever is later, ORIP automatically destroys or arranges for the destruction of the expired paper reports.</p>	NCI-403-75-01 RCS, Item no. 12B (1)(a)3	
8c	<p>ADP Tape or other Electronic Media. Permanent. As stipulated in prior agreements between NARA and the Commission will annually offer to NARA all EEO-1, Employer Information Reports, ADP tape or other NARA approved substitute electronic media for permanent retention. ORIP should make all such offerings through the Office of the Chief Financial Officer and Director of Administrative Services.</p>	RCS, Item no. 12B(1)(a)4	

7. ITEM NUMBER	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
9	<p>Research and Survey Files- EEO-2 Apprenticeship Information Reports</p> <p>ORIP maintains the record copies of all the EEO-2 Apprenticeship Information Reports received by the Commission in the Research and Survey Files of the Commission. Joint labor-management apprenticeship committees file the reports regarding their apprenticeship programs that include information Title VII requires them to provide annually to the Commission. The information in the reports includes number of apprentices, races, ethnic groups, sex, trade and year of apprenticeship and number of persons included in each category.</p>		
9a	<p>Hard Copy (Paper). Temporary. Upon compilation of the data in the paper (hard copy) reports, ORIP may:</p> <ul style="list-style-type: none"> -Store the record copies of the paper reports in separate letter-size two through five-drawer metal vertical or lateral filing cabinets with a lock specifically for EEO-2 Apprenticeship Information Reports ; or -Move the record copies of the paper reports to a NARA compliant commercial or other federal agency or other Federal Records Center arranged by the Office of the Chief Financial Officer and Director of Administrative Services; or -Transfer the record copies of the paper reports 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 record copies of the paper reports are ten (10) years old after their due date, or when no longer needed for reference, whichever is later, ORIP automatically destroys or arranges for the destruction of the expired record copies of the paper reports.</p>	NCI-403-75-1 RCS, Item no. 12B(1)(b)1	
9b	<p>ADP Tape or other Electronic Media. Permanent. As stipulated in prior agreements between NARA and the Commission ORIP will annually offer to NARA all EEO-2, Apprenticeship Information Reports ADP tape or other NARA approved substitute electronic media for permanent retention. ORIP should make all such offerings through the Office of the Chief Financial Officer and Director of Administrative Services.</p>	NC1-403-75-1 RCS, Item no. 12 B (1) (b) 2	
10	<p>Research and Survey Files- EEO-2E, Apprenticeship Information Reports</p> <p>ORIP maintains the record copies of all the EEO-2E Apprenticeship Information Reports received by the Commission in the Research and Survey Files of the Commission. Private employers operating apprenticeship programs file the reports regarding their apprenticeship programs that include information Title VII requires them to provide annually to the Commission. The information in the reports includes number of employees, races, sex, ethnic groups, trade and year of apprenticeship, and number of persons included in each category.</p>		
10a	<p>Hard Copy (Paper). Temporary. Upon compilation of the data in the paper (hard copy) reports, ORIP may:</p> <ul style="list-style-type: none"> -Store the record copies of the paper reports in separate letter-size two through five-drawer metal vertical or lateral filing cabinets with a lock specifically for EEO-2E Apprenticeship Information Reports ; or -Move the record copies of the paper reports to a NARA compliant commercial or other federal agency or other Federal Records Center arranged by the Office of the Chief Financial Officer and Director of Administrative Services; or -Transfer the record copies of the paper reports 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 record copies of the paper reports are ten (10) years old after their due date, or when no longer needed for reference, whichever is later, ORIP automatically destroys or arranges for the destruction of the expired record copies of the paper reports.</p>	NC1-403-75-1RCS, Item no. 12B(1)(c)1	

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10b	<p>ADP Tape or other Electronic Media. Permanent. As stipulated in prior agreements between NARA and the Commission ORIP will annually offer to NARA all EEO-2, Apprenticeship Information Reports ADP tape or other NARA approved substitute electronic media for permanent retention. ORIP should make all such offerings through the Office of the Chief Financial Officer and Director of Administrative Services.</p>	<p>NC1-403-75-1RCS, Item no. 12 B (1) (c) 2</p>	
11	<p>Research and Survey Files- EEO-3, Local Union Reports</p> <p>ORIP maintains the record copies of the EEO-3, Local Union Reports in the Research and Survey Files of the Commission. The reports are by unions that include information Title VII requires them to provide biennially to the Commission. The information in the reports includes membership, referrals and applicants by race/ethnic group and gender.</p>		
11a	<p>Hard Copy (Paper). Temporary. Upon compilation of the data in the paper (hard copy) reports, ORIP may:</p> <ul style="list-style-type: none"> -Store the record copies of the paper reports in separate letter-size two through five-drawer metal vertical or lateral filing cabinets with a lock specifically for EEO-3, Local Union Reports; or -Move the record copies of the paper reports to a NARA compliant commercial or other federal agency or other Federal Records Center arranged by the Office of the Chief Financial Officer and Director of Administrative Services; or -Transfer the record copies of the paper reports 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 record copies of the paper reports are ten (10) years old after their due date, or when no longer needed for reference, whichever is later, ORIP automatically destroys or arranges for the destruction of the expired record copies of the paper reports.</p>	<p>NC1-403-75-1RCS, Item no. 12 B (1) (d) 1</p>	
11b	<p>ADP Tape or other Electronic Media. Permanent. ORIP will annually offer to NARA all EEO-3, Local Union Report ADP tapes or other NARA approved substitute electronic media for permanent retention as stipulated in prior agreements between NARA and the Commission. ORIP should make all such offerings through the Office of the Chief Financial Officer and Director of Administrative Services.</p>	<p>NC1-403-75-1RCS, Item no. 12 B (1) (d) 2</p>	
12	<p>Research and Survey Files- EEO-4, State and Local Government Information Reports</p> <p>ORIP maintains the record copies of the Commission's Research and Survey Files EEO-4, State and Local Government Information Reports. The reports are by State and local governments regarding their work force that include information Title VII requires them to provide the Commission. The information in the reports includes number of employees, races, sex, job occupation, and number of persons included in each category. [The EEO-4, State and Local Government Information Report is a joint requirement by the Commission and the Department of Housing and Urban Development, Department of Transportation, and Department of Justice.]</p>		
12a	<p>Hard Copy (Paper) and Microfilmed Reports. Temporary. When ORIP receives paper reports, ORIP may microfilm the paper reports upon their receipt. When ORIP verifies the paper reports have been microfilmed, ORIP may then destroy the paper reports that have been microfilmed and:</p> <ul style="list-style-type: none"> -Store the microfilm in separate letter-size two through five-drawer metal vertical or lateral filing cabinets with a lock specifically for EEO-4, State and Local Government Reports; or -Move the microfilm to a NARA compliant commercial or other federal agency or other Federal Records Center arranged by the Office of the Chief Financial Officer and Director of Administrative Services ; or 	<p>NC1-403-75-1RCS, Item no. 12 B(1)(e)1.2</p>	

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	<p>-Transfer the microfilm to the Federal Records Center with the prior approval of the Office of the Chief Financial Officer and Director of Administrative Services. When the microfilm is ten (10) years old, or when no longer needed for reference, whichever is later, ORIP automatically destroys or arranges for the destruction of the expired microfilm.</p> <p>When the microfilm is ten (10) years old, or when no longer needed for reference, whichever is later, ORIP automatically destroys or arranges for the destruction of the expired microfilm.</p>		
12b	<p>Non-microfilmed Reports - Temporary Where ORIP receives paper reports and the reports are not microfilmed, upon compilation of the data in the reports ORIP may:</p> <p>-Store the paper reports in separate letter-size two through five-drawer metal vertical or lateral filing cabinets with a lock specifically for EEO-4, State and Local Government Reports; or</p> <p>-Move the paper reports to a NARA compliant commercial or other federal agency or other Federal Records Center arranged by the Office of the Chief Financial Officer and Director of Administrative Services; or</p> <p>-Transfer the paper reports 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 paper reports are ten (10) years old after their due date, or when no longer needed for reference, whichever is later, ORIP automatically destroys or arranges for the destruction of the expired paper reports.</p>	NC1-403-75-1RCS, Item no. 12B(1)(e)3	
12c	<p>ADP Tape or other Electronic Media. Permanent. ORIP will annually offer to NARA all EEO-4, State and Local Government Report ADP tapes or other NARA approved substitute electronic media for permanent retention as stipulated in prior agreements between NARA and the Commission. ORIP should make all such offerings through the Office of the Chief Financial Officer and Director of Administrative Services.</p>	NC1-403-75-1RCS, Item no. 12B(1)(e)4	
13	<p>Research and Survey Files- EEO-5, Elementary and Secondary Staff Information Reports</p> <p>ORIP maintains the record copies of the Commission's Research and Survey Files EEO-5, Elementary and Secondary Staff Information Reports. These reports are by elementary-secondary public school districts regarding their work force that include information Title VII requires them to provide biennially to the Commission. The information in the reports includes number of employees, races, sex, job occupation, and number of persons included in each category. [The EEO-5, Elementary and Secondary Staff Information Report is a joint requirement of the Commission and the Department of Education and Department of Justice.]</p>		
13a	<p>Hard Copy (Paper) and Microfilmed Reports. Temporary. When ORIP receives paper reports, ORIP may microfilm the paper reports upon their receipt. When ORIP verifies the paper reports have been microfilmed, ORIP may then destroy the paper reports that have been microfilmed and:</p> <p>-Store the microfilm in separate letter-size two through five-drawer metal vertical or lateral filing cabinets with a lock specifically for EEO-5, Elementary and Secondary Staff Information Reports; or</p> <p>-Move the microfilm to a NARA compliant commercial or other federal agency or other Federal Records Center arranged by the Office of the Chief Financial Officer and Director of Administrative Services; or</p> <p>-Transfer the microfilm to the Federal Records Center with the prior approval of the Office of the Chief Financial Officer and Director of Administrative Services. When the microfilm is ten (10) years old, or when no longer needed for reference, whichever is later, ORIP automatically destroys or arranges for the destruction of the expired microfilm.</p> <p>When the microfilm is ten (10) years old, or when no longer needed for reference, whichever is later, ORIP automatically destroys or arranges for the destruction of the expired microfilm.</p>	NC1-403-75-1RCS, Item no. 12B(1)(f) 1. 2.	

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13b	<p>Non-microfilmed Reports. Temporary. Where ORIP receives paper reports and the reports are not microfilmed, upon compilation of the data in the reports ORIP may:</p> <ul style="list-style-type: none"> -Store the paper reports in separate letter-size two through five-drawer metal vertical or lateral filing cabinets with a lock specifically for EEO-5, Elementary and Secondary Staff Information Reports; or -Move the paper reports to a NARA compliant commercial or other federal agency or other Federal Records Center arranged by the Office of the Chief Financial Officer and Director of Administrative Services ; or -Transfer the paper reports 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 paper reports are ten (10) years old after their due date, or when no longer needed for reference, whichever is later, ORIP automatically destroys or arranges for the destruction of the expired paper reports.</p>	<p>NC1-403-75-1RCS, Item no. 12 B (1) (f) 3</p>	
13c	<p>ADP Tape or other Electronic Media. Permanent. ORIP will annually offer to NARA all EEO-5, Elementary and Secondary Staff Information Report ADP tapes or other NARA approved substitute electronic media for permanent retention as stipulated in prior agreements between NARA and the Commission. ORIP should make all such offerings through the Office of the Chief Financial Officer and Director of Administrative Services.</p>	<p>NC1-403-75-1RCS, Item no. 12 B (1) (f) 4</p>	
14	<p>Research and Survey Files- IPEDS-S (Formerly EEO-6) Higher Education Staff Information Reports</p> <p>ORIP maintains the record copies of the Commission's Research and Survey Files IPEDS-S (Formerly EEO-6) Higher Education Staff Information Reports. These reports are by public and private institutions of higher education regarding their work force that include information Title VII requires them to provide biennially to the Commission. The information in the reports includes work force data by race and ethnic categories, sex, length of contract, occupational categories and annual salary. [The IPEDS-S (Formerly EEO-6) Higher Education Staff Information Report is a joint requirement of the Commission and Department of Education, Department of Justice, and OFCCP (Dept. Of Labor.)]</p>		
14a	<p>Hard Copy (Paper) and Microfilmed Reports. When ORIP receives paper reports, ORIP may microfilm the paper reports upon their receipt. When ORIP verifies the paper reports have been microfilmed, ORIP may then destroy the paper reports that have been microfilmed and:</p> <ul style="list-style-type: none"> -Store the microfilm in separate letter-size two through five-drawer metal vertical or lateral filing cabinets with a lock specifically for IPEDS-S (Formerly EEO-6) Higher Education Staff Information Reports; or -Move the microfilm to a NARA compliant commercial or other federal agency or other Federal Records Center arranged by the Office of the Chief Financial Officer and Director of Administrative Services ; or -Transfer the microfilm 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 microfilm is ten (10) years old, or when no longer needed for reference, whichever is later, ORIP automatically destroys or arranges for the destruction of the expired microfilm.</p>	<p>NC1-403-75-1RCS, Item no. 12 B (1) (g) 1. 2.</p>	
14b	<p>Non-microfilmed Reports. Where ORIP receives paper reports and the reports are not microfilmed, upon compilation of the data in the reports ORIP may:</p> <ul style="list-style-type: none"> -Store the paper reports in separate letter-size two through five-drawer metal vertical or lateral filing cabinets with a lock specifically for IPEDS-S (Formerly EEO-6) Higher Education Staff Information Reports; or -Move the paper reports to a NARA compliant commercial or other federal agency or other Federal Records Center arranged by the Office of the Chief Financial Officer and Director of Administrative Services ; or 	<p>NC1-403-75-1RCS, Item no. 12 B (1) (f) 3</p>	

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	<p>-transfer the paper reports 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 paper reports are ten (10) years old after their due date, or when no longer needed for reference, whichever is later, ORIP automatically destroys or arranges for the destruction of the expired paper reports.</p>		
14c	<p>ADP Tape or other Electronic Media. Permanent. ORIP will annually offer to NARA all IPEDS-S (Formerly EEO-6) Higher Education Staff Information Report ADP tapes or other NARA approved substitute electronic media for permanent retention as stipulated in prior agreements between NARA and the Commission. ORIP should make all such offerings through the Office of the Chief Financial Officer and Director of Administrative Services.</p>	NC1-403-75-1RCS, Item no. 12 B (1) (g) 4	
15	<p>Research and Survey Files- Data Sharing Agreements</p> <p>ORIP maintains the record copies of the Commission's Data Sharing Agreements with other agencies in the Commission's Research and Survey Files. The agreements are arranged in the files alphabetically by agency. The agreements are between the Commission and other federal, state and local government agencies to share statistical data on employment practices and trends, according to Commission prescribed data confidentiality requirements.</p> <p>When the record copies of the agreements are one (1) year old, ORIP may:</p> <ul style="list-style-type: none"> -Store them in separate letter-size two through five-drawer metal vertical or lateral filing cabinets with a lock specifically for the Commission's closed Data Sharing Agreements; or -Move the record copies of the agreements to a NARA compliant commercial or other federal agency or other Federal Records Center arranged by the Office of the Chief Financial Officer and Director of Administrative Services; or -Transfer the record copies of the agreements 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 record copies of the agreements are ten (10) years old following their expiration ORIP automatically destroys or arranges for the destruction of the expired data sharing agreements. ORIP may automatically destroy all other nonrecord keeping copies when no longer needed for reference.</p>	NC1-403-79-1RCS, Item no. 12 B (2)	
16	<p>Research and Survey Files- Research Project File</p> <p>ORIP maintains the Research Project File of the Commission. The file consists of folders for each project arranged alphabetically by subject. The folders contain record copies of all documentation reflecting a complete history of each project initiation through research and development to completion. This includes, when created Commission personnel or contractors, procurement files, consisting of a copy of each</p> <ul style="list-style-type: none"> -contract or agreement for research services with related modifications, changes or addendums; initial and final proposals; project authorization documents; -technical characteristics; progress reports; notice of completion or cancellation; and correspondence influencing the course of action taken on a project. For example, designs and specifications for EEO reports for survey contracts, and the monitoring of the projects for adherence to the terms of the contract. <p>Upon the completion of a research project, ORIP may:</p> <ul style="list-style-type: none"> -Store the file folder for the completed project in a separate letter-size two through five-drawer metal vertical or lateral filing cabinets with a lock specifically for the Commission's closed Research Project File folders; or 	NC1-403-79-1RCS, Item no. 12 B (3)	

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	<p>-Move the closed file folder and its contents to a NARA compliant commercial or other federal agency or other Federal Records Center arranged by the Office of the Chief Financial Officer and Director of Administrative Services; or</p> <p>-Transfer the closed file folders and their contents 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 an closed Research Project File folder is five (5) years old following the completion of the project to which it pertains, ORIP automatically destroys or arranges for the destruction of the expired project file folders and their contents. ORIP may automatically destroy all other non record keeping copies when no longer needed for reference.</p>		