REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
Equal Employment Opportunity Commission

2. MAJOR SUBDIVISION
Office of Communications and Legislative Affairs

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Delphine Best

5. TELEPHONE
(202) 663-4223

LEAVE BLANK (NARA use only)

JOB NUMBER N1-403-05-9

DATE RECEIVED 3/10/05

NOTIFICATION TO AGENCY

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

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WITHDRAWN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 3 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,

[X] is not required; [ ] is attached; or [ ] has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
11/8/2004	James Terrell	Records Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	**General Correspondence File** **The Office of Communications and Legislative Affairs (OCLA) establishes and maintains a General Correspondence File for OCLA. The file contains all the original incoming communications and initialed record copies of outgoing and interoffice correspondence arising from the functions for which OCLA exists, rather than its internal administration or housekeeping activities. OCLA arranges the correspondence in the file chronologically and alphabetically by issue/subject.**		
1a	**Record Copy** **Temporary. OCLA establishes and maintains the incoming and outgoing correspondence and material related thereto in the General Correspondence File for one (1) year. After that, the Office's official General Correspondence File may be:** **- Stored in a separate letter-size two through five-drawer metal vertical or lateral filing cabinet with a lock in OCLA 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; or** **- Transferred to the Federal Records Center with the prior approval of the Office of the Chief Financial Officer and Director of Administrative Services.** **When the official General Correspondence File material are three (3) years old, OCLA either destroys or arranges for the destruction of these records then.**		
1b	**All Other Copies** **Temporary. Destroy when no longer needed for reference.**		

SA 11/22/05

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
2	**Legislative History File** The Office of Communications and Legislative Affairs establishes and maintains the Legislative History File of the Commission containing the Commission's record copy of all Congressional bills and hearings; Committee reports; Public Laws; Executive Orders and Memoranda concerning the Commission's statute and related statutes; testimonies on current legislation; and other related documents. The material contained in the file will be arranged by sessions of Congress. The Office of Communications and Legislative Affairs establishes and maintains the material contained in the Legislative History File for two (2) years after the material's date of issuance or enactment. After that, the two (2) year old material in the Legislative History File may be: - Stored in a separate letter-size two through five-drawer metal vertical or lateral filing cabinet with a lock in Office of Communications and Legislative Affairs the specifically for its closed Legislative History 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; or - Transferred to the Federal Records Center with the prior approval of the Office of the Chief Financial Officer and Director of Administrative Services. When four (4) years old, the Office of Communications and Legislative Affairs automatically transfers this material to the Federal Records Center with the approval of the Office of the Chief Financial Officer and Director of Administrative Services to keep until they are ten (10) years old and then destroy.	NC1-403-79-1 RCS, Item no. 15 C	
3	**Congressional Inquiries** The Office of Communications and Legislative Affairs establishes and maintains the Congressional Inquiries file of the Commission. The file contains all the original incoming and record copies of the outgoing and interoffice correspondence arising from all inquiries received by the Commission from the Congress. The Office of Communications and Legislative Affair arranges the inquiries and responses thereto in the file by the Congressional member's last name. When the materials in these files are two (2) years old after the Commission's final action in response to the Congressional inquiry, the Office of Communications and Legislative Affairs may automatically destroy them locally then, or earlier if no longer otherwise needed for administrative purposes.	NC1-403-79-1 RCS, Item no. 15 D (1)	
4	**Office of the President File** The Office of Communications and Legislative Affairs establishes and maintains the Office of the President File of the Commission. The file consists of all material involving direct relations with the President, Vice President or their first echelon aides/secretaries regarding the status of discrimination charges, or general inquiries about the Commission. The material in this file is arranged alphabetically by issue and chronologically by the date of the material. When the official record copies of the materials in this file are two (2) years old, they may be automatically destroyed then or when no longer needed for administrative purposes. All other copies are destroyed when no longer needed for reference.	NC1-403-79-1 RCS, Item no. 15 D (2)	
5	**Federal Agency File** The Office of Communications and Legislative Affairs establishes and maintains the Federal Agency File of the Commission. The file consists of all the official record copy of correspondence, memoranda, rules or regulations other information received from other Government agencies which related to the operations of the Commission. When the official record copies of the materials contain in this file are two (2) years old, they are automatically destroyed then or when no longer needed for administrative purposes. All other copies are destroyed when no longer needed for reference.	NC1-403-79-1 RCS, Item no. 15 D (3)	

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
6	**Press Advisory/News Releases** The Office of Communications and Legislative Affairs (OCLA) establishes and maintains the Press Advisory/New Releases file of the Commission. This file consists of the official record copy of each press advisory or news release issued by the Commission to the public and news media announcing the activities of the Commission. OCLA arranges these records chronologically.		
6a	**Record Copy** Permanent. When the official record copies of the press advisories or news releases in the file are one (1) year old, OCLA should automatically break them at time and then they may be: - Stored in a separate letter-size two through five-drawer metal vertical or lateral filing cabinet with a lock in OCLA specifically for its closed Press Advisory/News Releases 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; or - Transferred to the Federal Records Center with the prior approval of the Office of the Chief Financial Officer and Director of Administrative Services. When the press advisories or news releases are two (2) years old, OCLA automatically transfers them to the Federal Records Center with the approval of the Office of the Chief Financial Officer and Director of Administrative Services to keep until they are ten (10) years old. After that, OCLA, through Office of the Chief Financial Officer and Director of Administrative Services, automatically offers the ten (10) years old press releases or news releases to NARA for permanent retention.	NC1-403-79-1 RCS, Item no. 10 A (1)	
6b	**All Other Copies** Temporary. OCLA may destroy all other copies, including background material, locally when obsolete or no longer needed for reference.		
7	**Speech File** The Office of Communications and Legislative Affairs establishes and maintains the Speech File of the Commission. The file consists of the official record copy of each speech given by the Chair or other high ranking officials on significant subjects dealing with the Commission's programs. OCLA arranges these copies in the Speech File chronologically and thereunder alphabetically by name of official.		
7a	**Record Copy** Permanent. When the speeches in the file are one (1) year old, OCLA may: - Store the speeches in a separate letter-size two through five-drawer metal vertical or lateral filing cabinet in OCLA with a lock; or - Move the speeches 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 - Transfer the speeches to the Federal Records Center with the prior approval of the Office of the Chief Financial Officer and Director of Administrative Services. When the speeches are two (2) years old, OCLA automatically transfers them to the Federal Records Center with the approval of the Office of the Chief Financial Officer and Director of Administrative Services to keep until they are ten (10) years old. After that, OCLA, through Office of the Chief Financial Officer and Director of Administrative Services, automatically offers the speeches to NARA for permanent retention.	NC1-403-79-1 RCS, Item no. 10 A (2)	

ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
7b	**All Other Copies** Temporary. The Office of Communications and Legislative Affairs may destroy all other nonrecord copies of the speeches, including background information, locally when one (1) year old or no longer needed for reference, whichever is sooner.		
8	**Publications File** The Office of Communication and Legislative Affairs establishes and maintains the Publications File of the Commission. The file contains the official record copy of each publication created by or for the Commission that contributes to an understanding of the organization, functions, policies, and procedures of the Commission. The publications are arranged in the file alphabetically by publication.		
8a	**Record Copy** Permanent. When the official copy of the publications in the file are one (1) year old, the Office of Communications and Legislative Affairs may: - Store the record keeping copies of the publications in a separate letter-size two through five-drawer metal vertical or lateral filing cabinet with a lock in OCLA; or - Move the record keeping copies of the publications 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 - Transfer the publications to the Federal Records Center with the prior approval of the Office of the Chief Financial Officer and Director of Administrative Services. When the publications are one (1) and six (6) months old, OCLA automatically offers the official record copies of the publications, through the Office of the Chief Financial Officer and Director of Administrative Services, to NARA for permanent retention.	NC1-403-79-1 RCS, Item no. 10 A (3)	
8b	**All Other Copies** Temporary. The Office of Communications and Legislative Affairs may destroy all other copies of the publications locally when revised, superseded, obsolete, or no longer circulated.	GRS 14, Item no. 1	
9	**Information Requests File (Information Subject File)** The Commission's Information Requests File is maintained by the Office of Communications and Legislative Affairs. The files consist of all requests from the public for information and copies of replies thereto, involving no administrative actions, no policy decisions, and no special compilations or research and requests for and transmittals of publications, photographs, and other information literature. When the incoming and outgoing correspondence in the Information Requests File are three (3) months old , the Office of Communications and Legislative Affairs automatically destroys them on site.	GRS 14, Item no. 2	
10	**Acknowledgment File** The Office of Communications and Legislative Affairs establishes and maintains the Acknowledgment File of the Commission. These files contain the official record copy of the Commission's acknowledgment and transmittals of inquiries and requests from the public that have been referred elsewhere for reply. Three (3) months after acknowledgment and referral, the Office of Communications and Legislative Affairs automatically destroys the acknowledgment.		

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
11	**Information Project File** The Office of Communications and Legislative Affairs maintains the Information Project File of the Commission. The file contains records created and maintained on external exhibits; public service announcements for the media; seminars and forums; and other related activities involving public relations. The records in the Information Project File are arranged alphabetically by subject. One (1) year after close of file or completion of a project, the Office of Communications and Legislative Affairs automatically destroys the records concerned on site.	GRS 14, Item no. 4	
12	**Commendation /Complaint Correspondence File** The Office of Communications and Legislative Affairs establishes and maintains the Commendation/Complaint Correspondence File of the Commission. The file consists of the original anonymous letters, letters of commendation received by the Commission from the public, and the official record copy of the replies thereto, excluding those from which investigations were made or administrative action taken and those incorporated into individual personnel records. The Office of Communications and Legislative Affairs automatically destroys these records when they are three (3) months old.	GRS 14, Item no. 5	
13	**Indexes and Check Lists** The Office of Communications and Legislative Affairs establishes and maintains the Indexes and Check Lists file of the Commission. The file consists of bibliographies, checklists, and indexes of the Commission's publications and releases, excluding those relating to permanent records. When the material contained in the file are superseded or obsolete, the Office of Communications and Legislative Affairs automatically destroys them.	GRS 14, Item no. 6	
14	**Press Service File** The Office of Communications and Legislative Affairs establishes and maintains the Press Service File of the Commission. The file contains the: - Media Morgue. The Media Morgue consists of original clippings from major news publishers or media (New York Time, Washington Post, National Journal, Federal Times, etc.), trade journals, and regional and minority press, relating to the Commission and its mission. The clippings are arranged in the Press Service File by subject and thereunder chronologically. - EEOC News Clips (formerly, Clipboard). The EEOC News Clips is a daily or weekly compilation of news clippings relating to the Commission and its mission, selected and distributed internally by the Office of Communications and Legislative Affairs.		
14a	**Record Copy** Permanent. OCLA retains the Media Morgue original clippings in the Press Service File for one (1) year. After that, and the one (1) year old Media Morgue original clippings may be: - Stored in a separate letter-size two through five-drawer metal vertical or lateral filing cabinet with a lock in Office of Communications and Legislative Affairs the specifically for its closed Press Service File; 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. When the Media Morgue clippings are four (4) years old, OCLA, through the Office of the Chief Financial Officer and Director of Administrative Services, automatically offers the files containing the four (4) year old clippings to NARA for permanent retention.	NC1-40-79-01 RCS, Item no. 10D	

ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
14b	**All Other Copies** **Temporary. OCLA destroys the one (1) year old EEOC News Clips compilations on site.**		
15	**Audiovisual Records** **The Office of Communications and Legislative Affairs establishes and maintains the Audiovisual Records file of the Commission. The file contains the audiovisual and related records created by or for the Commission to promote and document Commission programs, excluding audiovisual records included as part of a project file, case file, report file, or similar record. The audiovisual records in the Commission's Audiovisual Records file are arranged by type of media and chronologically and by title.**	**NC1-403-79-01 RCS, Item no. 10G**	
15a	**Still Photographs. Permanent. When the official copies of record of photographs of the Chair, Commissioners, and other key Commission personalities, and other photographs documenting the organization, functions, policies, and procedures, and essential transactions of the Commission are no longer needed for administrative purposes or five (5) years old, the Office of Communications and Legislative Affairs, through the Office of the Chief Financial Officer and Director of Administrative Services, automatically offer them to NARA for permanent retention.**		
15b	**Slide/tape Shows. Permanent. When slide/tape shows created by or for the Commission to documents its history or significant events are no longer needed for administrative purposes or ten (10) years old, the Office of Communications and Legislative Affairs, through the Office of the Chief Financial Officer and Director of Administrative Services, automatically offers them, including the script and audio recording related thereto, to archive for permanent retention.**		
15c	**Sound Recordings. Permanent. The Office of Communications and Legislative Affairs, through the Office of the Chief Financial Officer and Director of Administrative Services, automatically transfers to NARA sound recordings of significant speeches, press conferences, committee meetings, and Congressional testimony of the Chair that are no longer needed for administrative use or when five (5) years old to archive for permanent retention. Sound recordings of limited administrative use or interest; e.g., internal training, orientations, mock litigation actions, and routine Commission activities are automatically destroyed when no longer needed for administrative use.**		
15d	**Public Service Announcement Recordings. Permanent. When no longer needed for administrative use or five (5) years old, the Office of Communications and Legislative Affairs, through the Office of the Chief Financial Officer and Director of Administrative Services, automatically transfers to NARA the official record copy of recordings of public service announcements of television and radio advertisements, and other announcements promoting the Commission's programs and activities to archive for permanent retention.**		
15e	**Video Recordings. Permanent. The Office of Communications and Legislative Affairs, through the Office of the Chief Financial Officer and Director of Administrative Services, automatically offers to NARA the official record copy of video recordings of significant events and documentation of the Commission that are no longer needed for administrative use or five (5) years old to archive for permanent retention. Video recordings of limited administrative use or interest; e.g., internal training, orientations, mock litigation actions, and routine Commission activities are automatically destroyed when no longer needed for administrative use.**		
15f	**Motion Pictures. Permanent. When no longer needed for administrative purposes or five (5) years old, motion pictures created by or for the Commission to document significant Commission functions, policies, and procedures are automatically offered to NARA by the Office of Communications and Legislative Affairs to archive for permanent retention through the Office of the Chief Financial Officer and Director of Administrative Services. All other motion pictures of limited administrative use or interest, and of transitory or local interest only are automatically destroyed when no longer needed for administrative use.**		

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
15g	**Finding Aids and Production Documentation. When no longer needed for administrative purposes according to the instructions covering the related audiovisual records, the Office of Communications and Legislative Affairs automatically destroys the finding aids and production documentation related to the audiovisual records retained in the Audiovisual Records file of the Commission. The records, arranged by title, include data sheets, shot lists, catalogs, indexes, and other textual documentation necessary for the proper identification, retrieval, and use of the audiovisual records of the Commission and, production case files or similar files that include copies of production contracts, scripts, transcripts, or other documentation bearing on the origin, acquisition, release or ownership of the audiovisual records.**		