

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 NI-403-05-11	DATE RECEIVED 3/10/05
1. FROM (Agency or establishment) Equal Employment Opportunity Commission		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of Information Technology		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION		DATE	ARCHIVIST OF THE UNITED STATES
4. NAME OF PERSON WITH WHOM TO CONFER Delphine Best	5. TELEPHONE (202) 663-4223	WITHDRAWN	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 2 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>James [unclear]</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 GRS OR SUPERSEDED JOB CITATION	10.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>The Office of Information Technology 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 of Information Technology should destroy all unofficial files/copies when no longer needed for reference, and the Office's official General Correspondence File 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 of Information Technology 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; 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, the Office of Information Technology either destroys or arranges for the destruction of these records then.</p>		
2	<p>Information (ADP) Systems Planning Documents</p> <p>OIT maintains the record copies of the Information (ADP) Systems Planning Documents of the Commission. These are descriptive documents required to initiate, develop, operate, and maintain specific applications.</p> <p>OIT annually reviews the Information (ADP) Systems Planning Documents and automatically destroys them upon completion of project or when data has served all useful purposes for which it was created.</p>	NC1-403-79-1 GRS, Item no. 12 (C) (1)	

8/11/22/05

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3	<p>Information (ADP) Systems Processing Files</p> <p>OIT maintains the records copies of the Commission's Information (ADP) Systems Processing Files. These consist of work files, test data, input/output document flow data, publications and similar operational records. For example, computer tapes and printouts of investigative material used as evidence in court proceedings or validation studies.</p>	<p>NC1-403-79-1 RCS, Item no. 12 C (2)</p>	
4	<p>Information (ADP) Systems Master Files</p> <p>OIT maintains the record copies of the Information (ADP) Systems Master Files of the Commission regarding its financial management system and all other systems.</p> <p>OIT retains and disposes of the Information (ADP) Systems master files about the Commission's financial management system and all other systems following the same retention requirements described in this matrix applicable to all Commission budget and finance records and other housekeeping systems (i.e., fiscal accountability, supply management, and payroll administration) paper based systems, or when the files no longer serve the purpose for which it was created.</p>	<p>NC1-403-79-1 RCS, Item no. 12 (C) 3</p>	
5	<p>Information (ADP) Systems Statistical Master File-Complaint Statistical Reporting System (CSRS) or successor system(s)</p> <p>Automated records containing information on all persons filing complaints with EEOC which allege discrimination based on race, color, religion, sex, national origin, age, or disability in hiring, firing, wages, training, apprenticeship, and all other conditions of employment. The system includes the names and addresses of charging parties and respondents, descriptions of complaints, locations of complaints, administrative or legal actions taken regarding complaints, and the resolution of the complaints. Used as a reporting system by which EEOC district offices report discrimination complaints to Headquarters and provides the mechanism through which administrative control and statistics are maintained.</p>		
5a	<p>Master Tapes or Digital Media. OIT annually transfers the final Information (ADP) Systems Statistical Master File-Complaint Statistical Reporting System (CSRS) Master Tapes or NARA approved substitute digital media to NARA for permanent retention.</p>	<p>NC1-403-79-1 RCS, Item no. 12 C (3) (b) 1. b</p>	
5b	<p>Security Back-up Files. OIT retains the system's security back-up files (mini-masters of charges data maintained in an EEOC tape or digital library) until they are two (2) years old when they are automatically disposed of by OIT if no longer needed for administrative or reference purposes.</p>	<p>NC1-403-79-1 RCS, Item no. 12 C (3) (b) 1. c.</p>	
5c	<p>Edit Cycle. Reformatted data exported from the system including computer print out reports are retained by OIT for three months when they automatically disposed of by OIT if no longer needed for other administrative purposes.</p>	<p>NC1-403-79-1 RCS, Item no. 12 C (3) (b) 1. a.</p>	
6	<p>Communications Records-Communication General Files (Telecommunications)</p> <p>OIT maintains the Communications General Files about the internal administration and operation of the telecommunications services of the Commission.</p>		
6a	<p>Telecommunications correspondence. OIT retains the record copies of the correspondence and related records created and received by the Commission pertaining to the internal administrative and operation of the Commission telecommunication function until all such correspondence and related records are two (2) years old. After that, OIT automatically destroys the expired records locally.</p>	<p>GRS 12, Item no. 2</p>	
6b	<p>Telecommunications general files. The Commission's telecommunications general files, including plans, reports, and other records pertaining to equipment requests, telephone service, and like matters are kept by OIT until they are three (3) years old when OIT automatically destroys locally all such expired records.</p>	<p>GRS 12, Item no. 2 b.</p>	
6c	<p>Telecommunications Statistical Reports. All statistical reports pertaining to the Commission's telecommunications functions and activities including cost and volume data are kept by OIT until they are one (1) year old when OIT automatically destroys the one (1) year old reports and material related thereto locally.</p>	<p>GRS 12, Item no. 2 c.</p>	

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7	Telecommunications voucher files.	GRS 12, Item no. 2 d.	
7a	-OIT keeps reference copies of the Commission's telecommunications vouchers, bills, invoices, and related records for one (1) fiscal year when OIT automatically destroys them locally.		
7b	-Records relating to installation, change, removal, and servicing of telecommunications equipment are kept by OIT for one (1) year after an audit or when three (3) years old whichever is sooner. When, OIT automatically destroys these records locally.		
8	<p>Telecommunications Operational Files</p> <p>OIT maintains the Telecommunications Operational Files of the Commission. The files consist of individual file folders containing record copies of message registers, logs, performance reports, daily lead reports, and related and similar records.</p> <p>OIT retains the contents of the files until they are six (6) months old when OIT automatically destroys or deletes the materials.</p>	GRS 12, Item no. 3	
9	<p>Telephone Use (Call Detail) Records</p> <p>The Telephone Use (Call Detail) Records of the Commission are maintained by OIT. These records consist of initial reports by telephone service providers about the use of the Commission's telephone lines during a specified period as well as records generated from initial reports for administrative, technical, or investigative follow-up. The reports contain information as the originating number, destination number, destination city and state, date and time of use, duration of use, and the estimated or actual cost of the use.</p> <p>OIT retains the Commission's record copies of its Telephone Use (Call Detail) Records until they are three (3) years old when OIT automatically destroys the copies locally. OIT may destroy such records earlier if the information needed to identify abuse has been captured in other records</p>	GRS 12, Item no. 4	