

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-403-05-12	DATE RECEIVED 3/10/05
1. FROM (Agency or establishment) Equal Employment Opportunity Commission		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of Inspector General		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 TELEPHONE (202) 663-4223	WITHDRAWN	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 \_\_\_\_\_ 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 A. ...</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 GRS OR SUPERSEDED JOB CITATION	10.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><b>General Correspondence File</b></p> <p>The Office of Inspector General establishes and maintains a General Correspondence File for the Office of Inspector General. 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 Inspector General exists, rather than its internal administration or housekeeping activities. The Office of Inspector General arranges the correspondence in the file chronologically and alphabetically by issue/subject.</p> <p>The Office of Inspector General 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 Inspector General 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"> <li>-Stored in a separate letter-size two through five-drawer metal vertical cabinet filing cabinet with a lock in the Office of Inspector General specifically for its official 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, the Office of Inspector General either destroys or arranges for the destruction of these records then.</p>		

*11/22/05*