

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-403-05-14	DATE RECEIVED 3/10/05
1. FROM (Agency or establishment) Equal Employment Opportunity Commission		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION All Headquarters and Field Offices		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 TELEPHONE (202) 663-4223	WITHDRAWN	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 GRS OR SUPERSEDED JOB CITATION	10.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>Office Administrative Files</p> <p>Copies of records created and received by the headquarters or field office related to the internal administration or housekeeping activities of the office rather than the functions for which it exists.</p> <p>These records generally include records about the office organization, staffing, procedures, and communications, including facsimile machine logs;</p> <ul style="list-style-type: none"> - the expenditure of funds, including budget records; - day-to-day administration of the Office personnel including training and travel; - supplies and office services and equipment requests and receipts; - and the use of office space and utilities. <p>Copies of records concerning the office's internal activity and workload reports, including work progress, statistical, and narrative reports prepared in the office, and other materials that do not serve as unique documentation of the programs or functions of the office.</p> <p>Each individual headquarters and field office establishes and maintains the incoming and outgoing correspondence and material related thereto in the Office Administrative Files for one (1) year. After that, each individual headquarters and field office should destroy all unofficial files/copies when no longer needed for reference, and the official Office Administrative 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 each the individual headquarters and field office specifically for its closed Office Administrative Files 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 	GRS 23, Item no. 1	

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	<p>Transferred 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 official Office Administrative File materials are two (2) years old, Each individual headquarters and field office either destroys or arranges for the destruction of these records then.</p>		
2	<p>Schedules - Daily Activities</p> <p>Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities by office managers, supervisors, and employees while serving in an official capacity, excluding materials determined to be personal.</p> <p>Each individual headquarters and field office retains their schedules of daily activities containing substantive information relating to office's official activities, the substance of which has not been incorporated into other office official files, as active records for one (1) year. After that, the office should destroy all other unofficial files/copies when no longer needed for reference and the record copies of the schedules 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 its closed Office Administrative Files 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 record copies of the office's schedules of daily activities are two (2) years old, the office they may either destroys or arranges for the destruction of these records then.</p>	GRS 23, Item no. 5	
3	<p>Suspense Files</p> <p>Documents arranged in chronological order as a reminder that an action is required by the office on a given date or that a reply to action is expected and, if not received, should be traced on a given date.</p> <p>Notes or other reminders for office to take action are retained by offices until action is taken when offices automatically destroy the related suspense file records pertaining to the action taken.</p> <p>File or extra copies of an office's outgoing communication, filed by the date on which a reply is expected are automatically destroyed by offices when a reply is received if the suspense copy is an extra copy, or incorporated into the office's official files if the suspense copy is the file copy.</p>	GRS 23, Item no. 6	
4	<p>Transitory Files</p> <p>Office Transitory Files consist of documents of short-term interest which have no documentary or evidential value and normally need not be kept more than ninety (90) days. Examples are:</p> <ul style="list-style-type: none"> -Route requests for information or publications and copies of replies that require no administrative action, no policy decision, and no special compilation or research for reply. -Originating office copies of letters of transmittal that do not add any information to that contained in the transmitted material, and receiving office copy if the filed separately from transmitted material. -Quasi-official notices including memoranda and other records that do not serve as the basis of official actions, such as notices of holiday or charity and welfare fund appeals, bond campaigns, and similar records. 	GRS 23, Item no. 7	

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5	<p>Each individual headquarters and field office automatically destroys such records locally when three (3) months old.</p> <p>Tracking and Control Records</p> <p>Logs, registers, and other records used to control or document the status of correspondence, reports, or other records authorized for destruction by NARA.</p> <p>Each individual headquarters and field office retains their Tracking and Control Records until they are two (2) years old, or two (2) years old after the date of last entry, whichever is applicable.</p>	GRS 23, Item no. 8	
6	<p>Finding Aids (Or Indexes)</p> <p>Indexes, lists, registers, and other finding aids used only to provide access to records authorized for destruction by NARA, excluding records containing abstracts or other information that can be used as an information source apart from the related records.</p> <p>Each individual headquarters and field office automatically destroys or delete locally all finding aid records with the related records.</p>	GRS 23, Item no. 9	
7	<p>Electronic Mail and Word Processing System Copies</p> <p>Electronic copies of records created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by NARA General Records Schedule or SF-115. Electronic copies of records created on electronic mail and word processing systems maintained for updating, revision, or distribution is also included.</p> <p>One hundred and eighty (180) days after the recordkeeping copy has been produced, all headquarters and field offices automatically delete locally all electronic copies of no further administrative value after the recordkeeping copy is made, including copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives used only to produce the recordkeeping copy.</p> <p>Each individual headquarters and field office automatically destroys or delete all electronic copies of records used for distribution, revision, or updating maintained besides the recordkeeping copy when distribution, revision, or updating is completed.</p>	GRS 23, Item no. 10	