

# REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-403-87-1

DATE RECEIVED

7-17-87

TO: GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (Agency or establishment)

Equal Employment Opportunity Commission

2. MAJOR SUBDIVISION

Office of Program Operations

3. MINOR SUBDIVISION

Management Support Branch

4. NAME OF PERSON WITH WHOM TO CONFER

Margaret P. Ulmer

5. TELEPHONE EXT.

634-1948

DATE

8/26/87

ARCHIVIST OF THE UNITED STATES

*Frank B. Smith*

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached. (See Justification Attached).

A. GAO concurrence: ☐ is attached; or ☒ is unnecessary.

B. DATE

7/3/87

C. SIGNATURE OF AGENCY REPRESENTATIVE

*Jim Betts*

D. TITLE

Jim Betts, Chief  
Management Support Branch

7.  
ITEM  
NO.

8. DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)

9. GRS OR  
SUPERSEDED  
JOB  
CITATION

10. ACTION  
TAKEN  
(NARS USE  
ONLY)

1.

Revision of EEOC Order 201/Appendix A  
Disposition of Records - November 1981.

EEOC  
Order 201

14. COMPLIANCE RECORDS. Covers records created in the Commission to carry out its mission to establish and implement policy on eliminating job discrimination, and the enforce the policy through operating activities as required by \*the Age Discrimination in Employment Act (ADEA), the Equal Pay Act (EPA), and\* Title VII of the Civil Rights Act of 1964, as amended, \*(Title VII).\*

14C(3)(b) Lack of Jurisdiction - Destroy one(1) year following date of closure/dismissal.

14C(3)(b) become 14C(3)(c).

14C(4) Negotiated Settlements. All documents in the charge file.

*copy to agency 8-28-87*

*4 items*

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION		JOB NO. N1-403-87-1	PAGE 2 OF 2
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
	<p>(a) Concurrent ADEA/EPA/Title VII cases where monetary benefits are realized.</p> <p>Destroy three (3) years after the date of last action.</p> <p>(b) All other negotiated settlement, including cases where equal pay or age monetary benefits are not realized.</p> <p>Destroy two (2) years after the expiration of the calendar year in which respondent submitted written notice of having satisfied each obligation contained in the contract, or date of signature of the contract, whichever occurs later.</p> <p>14C(5)(a)3 <u>All other No Violation/No Cause Files</u></p> <p>Destroy two (2) years after the date of last action.</p> <p>Add: <u>14C(6) Relevant Documents/Evidence.</u></p> <p>Documents and evidence in closed charge files which may be revelent to open charge files against same Respondent. Should be preserved and incorporated in the open charge file referencing the original file. Dispose in accordance with the authorized disposition for the new charge file.</p>		