

**REQUEST FOR AUTHORITY  
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

TO: **GENERAL SERVICES ADMINISTRATION,  
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1 FROM (AGENCY OR ESTABLISHMENT)

**Equal Employment Opportunity Commission**

2 MAJOR SUBDIVISION

**Office of Research**

3 MINOR SUBDIVISION

**Office of the Director**

4. NAME OF PERSON WITH WHOM TO CONFER

**Sally E. Crocker**

5 TEL EXT

**634-6983**

LEAVE BLANK	
DATE RECEIVED <b>APR 16 1975</b>	JOB NO.
DATE APPROVED	<b>NC - 403 - 75 - 1</b>
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date	Archivist of the United States

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of 4 pages are proposed for disposal for the reason indicated ("X" only one)

A The records have ceased to have sufficient value to warrant further retention.

B The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

4/15/75  
(Date)

*Martin O. Alexander*  
**Martin O. Alexander**  
 (Signature of Agency Representative)

**Chief, Management and  
 Organization Division**  
 (Title)

7. ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1	<p><b>PROPOSED DISPOSAL SCHEDULES</b></p> <p><b>EEO-1, EMPLOYER INFORMATION REPORT. SAMPLE FORM ATTACHED.</b></p> <p>This report includes information regarding Private Industry work force as required by Title VII. The data includes number of employees, race, sex, job occupation, number of persons included in each category.</p> <p><b>Disposition:</b></p> <p>1-1 Hold for two (2) full years (calendar) after due date, if microfilmed, then destroy (e.g., reports due March 15, 1975 would be destroyed January 1, 1978). Records will be shipped by the contractor after microfilming, if microfilming is accomplished at least one year prior to the expiration of the two-year period.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1	<p>1-2 Destroy 6 full calendar years after due date if information has not been microfilmed.</p>		
2	<p>EEO-2</p> <p>Apprenticeship Information Report.  <u>SAMPLE FORM ATTACHED</u>                      This report includes information regarding Apprenticeship Program work force as required by Title VII. The data includes number of employees, race, sex, job occupation, number of persons included in each category.</p> <p>Disposition:</p> <p>1-1 Hold for two (2) full calendar years after due date, if microfilmed, then destroy (e.g., reports due March 15, 1975 would be destroyed January 1, 1978). Records will be shipped to the Federal Records Center by the contractor after microfilming, if accomplished at least one year prior to the expiration of the two-year period.</p> <p>1-2 Destroy 6 full calendar years after due date if information has not been microfilmed.</p>		
3	<p>EEO-2-E</p> <p>Apprenticeship Information Report.  <u>SAMPLE FORM ATTACHED</u>                      This report includes information regarding Apprenticeship Program work force as required by Title VII. The data includes number of employees, race, sex, job occupation, number of persons included in each category.</p> <p>Disposition:</p> <p>1-1 Hold for two (2) full calendar years after due date, if microfilmed, then destroy (e.g., reports due March 15, 1975 would be destroyed January 1, 1978). Records will be shipped to the Federal Records Center by the contractor after microfilming, if microfilming is accomplished at least one-year prior to the expiration of the two-year period.</p>		

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3	<p>1-2 Destroy 6 full calendar years after due date if information has not been microfilmed.</p>		
4	<p>EEO-3, Local Union Report.  <u>SAMPLE FORM ATTACHED</u>                      This report includes information regarding Local Union work force as required by Title VII. The data includes number of employees, race, sex, job occupation, number of persons included in each category.</p> <p>Disposition:</p> <p>1-1 Hold for two (2) full calendar years after due date, if microfilmed, then destroy (e.g., reports due March 15, 1975 would be destroyed January 1, 1978). Records will be shipped to the Federal Records Center by the contractor after microfilming, if microfilming is accomplished at least one year prior to the expiration of the two-year period.</p> <p>1-2 Destroy 6 full calendar years after due date if information has not been microfilmed.</p>		
5	<p>EEO-4, State and Local Government Information Report. <u>SAMPLE FORM ATTACHED</u>.                      This report includes information regarding State and Local Government work force as required by Title VII. The data includes number of employees, race, sex, job occupation, number of persons included in each category.</p> <p>Disposition:</p> <p>1-1 Hold for two (2) full calendar years after due date, if microfilmed, then destroy (e.g., reports due March 15, 1975 would be destroyed January 1, 1978). Records will be shipped to the Federal Records Center by the contractor after microfilming, if microfilming is accomplished at least one year prior to the expiration of the two-year period.</p>		

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5	1-2 Destroy 6 full calendar years after due date if information has not been microfilmed.		
6	<p>EEO-5, Elementary and Secondary Staff Information Report. <u>SAMPLE FORM ATTACHED.</u>                      This report includes information regarding Elementary-Secondary Staff work force as required by Title VII. The data included number of employees, race, sex, job occupation, number of persons included in each category.</p> <p>Disposition:</p> <p>1-1 Hold for two (2) full calendar years after due date, if microfilmed, then destroy (e.g., reports due March 15, 1975 would be destroyed January 1, 1978). Records will be shipped to the Federal Records Center by the contractor after microfilming, if microfilming is accomplished at least one year prior to the expiration of the two-year period.</p> <p>1-2 Destroy 6 full calendar years after due date if information has not been microfilmed.</p>		