

**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 the Executive Director

3. MINOR SUBDIVISION

Office of Voluntary Programs

4. NAME OF PERSON WITH WHOM TO CONFER

Sally E. Crocker

5. TEL. EXT.

634-6983

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED AUG 27 1975	JOB NO. NC-403-76-3
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 "with-drawn" in column 10.	
Date	Archivist of the United States

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.

8/19/75 Martin O. Alexander
(Date) (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
	<p>PROPOSED DISPOSITION SCHEDULES</p> <p>Use the outline below for material pertaining to the encouragement and assistance to employers to take affirmative action; to revise their personnel policies and practices; and by so doing, to comply with Title VII of the Civil Rights Act of 1964, as amended--affirmative action by establishing working communications between labor source in the minority community and employers in the business community.</p>		
1	<p>SKILLS BANK FILE. Job applications of minorities who are interested in employment with the public or private sectors.</p> <p>Disposition: 1-1 Hold for two years (2) or until applicant is placed with an employer, whichever is earlier, then destroy.</p>		
2	<p>VOLUNTARY AGREEMENTS. Documents relating to developing, coordinating, and implementing projects designed to bring about voluntary compliance with Title VII. Included are area profiles, patterns or practices and proposed changes in practices, including hiring, upgrading, training and recruitment.</p>		

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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
2	Disposition: 2-1 Retire to Federal Records Center two (2) years after agreement signed, destroy seven years after agreement signed.		
3	AFFIRMATIVE ACTION COMMITMENTS. Documents relating to arrangements with parties (usually city governments) who wish to eliminate the possibilities of violations of Title VII. Includes correspondence with the employers, background data on their employment practices (e.g., hiring, promotion, firing). Disposition: 3-1 Retire to Federal Records Center two (2) years after commitment signed. Destroy seven years after commitment signed.		