

**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 General Counsel

3. MINOR SUBDIVISION

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 - 403-76-1 |
| 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 (Date) 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>PROPOSED DISPOSITION SCHEDULES</p> <p>TITLE VII TRIAL LITIGATION RECORDS. Records accumulated during the Commission's litigation process against a defendant. Included are interrogatories, motions, consent decrees, etc.</p> <p>Disposition: 1-1 (i) Retire to Federal Records Center one year after entry of final order dismissing action. Destroy after three additional years, except (ii) landmark cases, which are to be retained.</p> <p>1-2 Where a permanent injunction is entered against a respondent, retain in agency files for two (2) years, then retire to Federal Records Center for permanent retention.</p> <p>1-3 Where no permanent injunction is entered against a respondent, retain in agency files two (2) years; *destroy after five (5) years.</p> | | |
| 2 | TITLE VII INFORMATION. Requests for opinions and interpretations of Title VII received from Commission offices and the public on | | |

* Retire to Federal Records Center;

7 items

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 | <p>the development and operation of Title VII. File includes opinions on sex, race, color, religion, national origin and retaliation discrimination and interpretations of various section of Title VII and the regulations.</p> <p>Disposition:</p> <p>2-1 DISPOSAL NOT AUTHORIZED BY THIS SCHEDULE.</p> <p>Retain in agency files for three (3) years or life of the document, then retire to Federal Records Center for permanent retention.</p> | | |
| 3 | <p>OPINIONS AND INTERPRETATIONS. Requests for opinions and interpretations from Commission offices on various administrative subjects (e.g., the Hatch Act, conflicts of interest, records disposition).</p> <p>Disposition:</p> <p>3-1 Dispose after three (3) years.</p> | | |
| 4. | <p>LEGAL FILES. Litigation records initiated by or coordinated with other offices of the Commission in which the Legal Counsel Division of the Office of General Counsel has an interest. Includes consent decrees, motions, protective orders, etc.</p> <p>Disposition:</p> <p>4-1 Dispose after two years or life of the document, whichever is latest.</p> | | |
| 5 | <p>LEGAL COUNSEL DIVISION SUBJECT FILES. Includes correspondence on the various areas of responsibility within this Division of the Office of General Counsel (e.g., EEO Hearings, Freedom of Information requests, various legislative references).</p> <p>Disposition:</p> <p>5-1 Dispose after two (2) years.</p> | | |