

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-403-77-01

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Item 1 was superseded by NC1-403-79-01 item 15A2
Item 2 was superseded by NC1-403-79-01 item 15B2
Item 3 was superseded by NC1-403-79-01 item 15B3
Item 4 was superseded by NC1-403-79-01 item 15A1
Item 5 was superseded by NC1-403-79-01 item 15A3

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 DEC 1 1976	JOB NO. NC 1-403-77-1
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
12-13-76 Date	<i>[Signature]</i> 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 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

11/16/76 (Date) Martin O. Alexander (Signature of Agency Representative) Director, 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>OPINION FILES</p> <p>One complete set of all opinions issued on laws, rules and regulations as they affect Title VII, Civil Rights Act of 1964, as amended, or, the agency. File includes opinions on race, color, sex, national origin, religion. It also includes supporting data, the original request for the opinion and any related materials.</p> <p>Disposition 1-1 Retire to Federal Records Center when two (2) years old. Offer to National Archives when ten (10) years old.</p> <p>Extra Copies 1-2 Destroy when no longer needed for reference.</p>		
2	<p>EEOC DEFENDANT CASE FILE</p> <p>Records of the litigation process in which EEOC is the defendant. Included are motions, interrogatories, consent decrees, final orders of the court, etc.</p> <p>Disposition 2-1 Retire to Federal Records Center two (2) years after final court action. Destroy seven (7) years after final</p>		

Copy to Agency 12-17-76 @
Copy to NCW 12-17-76 @

10 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>Disposition (continued)</p> <p>court action, except (ii) landmark* cases--offer to National Archives ten (10) years after final court action.</p> <p>Extra Copies Destroy when no longer needed for reference.</p>		
3	<p>EEOC PLAINTIFF CASE FILE Records of the Commission's litigation process against a defendant, including motions, interrogatories, consent decrees, final court orders, etc.</p> <p>Disposition 3-1 Retire to Federal Records Center one year after entry of final order dismissing action. (i) Destroy after three (3) additional years, except <i>except</i> (ii) landmark* cases--offer to the National Archives after five (5) years. <i>four (4) years after entry of final order dismissing action</i></p> <p>Extra Copies Destroy when no longer needed for reference.</p> <p>* Landmark cases are those based on the following criteria:</p> <ol style="list-style-type: none"> 1. Cases that result in precedential court decisions that significantly interpret legislation or regulations. Cases that result in legal opinion establishing precedent, policies and procedures regarding laws, regulations, directives, decisions and/or legislation; 2. Cases of value that are heard by appellate or higher court; 3. Cases that are determined valuable for investigative or litigative procedures; 4. Cases that gain national attention because of Congressional or public interest; 5. Cases of major economic impact; and 6. Cases that show possible conflicts of interest. 		

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
3	<p>Disposition (continued)</p> <p>3-2 Where a permanent injunction is entered against a respondent retire to the Federal Records Center after two (2) years. Offer to National Archives after five (5) years.</p> <p>Extra Copies Destroy when no longer needed for reference.</p> <p>3-3 Where no permanent injunction is entered against a respondent retire to Federal Records Center when two (2) years old, destroy after five (5) additional years.</p> <p>Extra Copies Destroy when no longer needed for reference.</p>		
4	<p>GENERAL CORRESPONDENCE FILES (Legal)</p> <p>Correspondence, reports, forms and other records relating to the administration and operation of legal activities but excluding specific files described elsewhere in this schedule.</p> <p>4-1 Destroy when three (3) years old.</p>		
5	<p>CLAIMS CASE FILES</p> <p>Claims case files consisting of reports, witness statements, decisions, and other records related to by or against the Government resulting from personal injury, property damage, tort claims and accident claims, and other business transactions of the agency. Excluded are records pertaining to claims resulting in litigation, these are filed in the appropriate litigation files.</p> <p>Disposition 5-1 Destroy seven (7) years after final disposition of case.</p>		