

**REQUEST AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK

DATE RECEIVED

JOB NO.

12 APR 1979

NC1-403-79-1

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.

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
Headquarters and Field Offices

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL. EXT.

OCT 2 1979

Walter J. Stender

Date **ACTING** Archivist of the United States

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 50 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

Request for disposal after a specified period of time or request for permanent retention

Director,

Organization and Standards Division
Office of Administration

4/9/79

Martin O. Alexander
Martin O. Alexander

(Date)

(Signature of Agency Representative)

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>This comprehensive records disposition schedule supersedes all previously approved records schedules of the Equal Employment Opportunity Commission. Records covered by the GSA General Records Schedules are cited in the schedule.</p> <p>Any record series created subsequent to, and/or not disposable by, this schedule will be covered by supplementary records disposition authority to be obtained from the National Archives and Records Service.</p>	<p>NC-403-76-2 NC-403-75-1 NN-171-166 NN-172-41 NN-172-3 NN-172-4 NC-403-76-5 NC1403-76-6 NC1403-77-1 NC1403-78-2 All items, FEEOC printed RCS</p>	

190 items

Copy sent to NNF, NNV, NNH, NNR, NNB, agencies, 10-11-79 JE

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	EEOC COMPREHENSIVE RECORDS CONTROL SCHEDULES Table of Contents		
1.	Personnel Records <ul style="list-style-type: none"> A. Personnel Administration B. EEO Program (Internal) 		
2.	Payrolling and Pay Administration		
3.	Budget and Finance Records <ul style="list-style-type: none"> A. Budget Policy B. Budget Estimates and Justification C. Other Budget Records D. Accountable Officers' Accounts E. Expenditure Accounting Records F. Stores, Plant, and Cost Accounting Records 		
4.	Supplies and Equipment Records <ul style="list-style-type: none"> A. Procurement and Supply Management B. Property Disposal Records 		
5.	Travel and Transportation Records		
6.	Motor Vehicle Maintenance and Operations Records		
7.	Space and Maintenance Records		
8.	Communications Records		
9.	Printing and Duplicating Records		
10.	Publicity and Information Records <ul style="list-style-type: none"> A. Information Files B. Information Subject Files C. Information Project Files D. Press Service Files E. Freedom of Information Act (FOI) Records F. Privacy Act Records G. Audio-Visual Records 		

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
11.	Administrative Management Records A. Directive Case Files B. Records Disposition Files C. Forms Files D. Management Improvement Reports E. Records Holdings Files F. Project Control Files G. Reports Control Files H. Working Papers I. Records Management Files J. Committee and Conference Records K. Organizational and Functional Records		
12.	Program Planning and Control Records A. Program Performance and Review Files B. Research and Survey Files C. Information (ADP) Systems Files		
13.	Commission Records (Commissioners) A. General Correspondence B. Chairman's Chronological Files C. Commission Meetings D. Commission Decisions Files		
14.	Compliance Records A. Plans and Policy Files B. Field Operations Review Files C. Charges D. State and Local Programs E. Discrimination Techniques Files F. Special Projects and Programs G. Government Employment Programs		
15.	Legal and Legislative Records A. Legal Files B. Litigation Files C. Legislative Files D. Congressional/Federal Agency Files		

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	<u>PERMANENT RECORDS</u>		
10.	Publicity and Information Records		
	A. Information Files		
	(1) Press Advisories/News Releases		
	(2) Speech File		
	(3) Publications (Non-GPO Printed)		
	G. Audiovisual Records		
	<i>D. Press Service Files</i>		
	<i>(1) Media Morgue</i>		
11.	Administrative Management Records		<i>dur 9/11/79</i>
	A. Directives Case Files		
	C. Forms Control Records		
	(1) Compliance Process Forms		
	J. Committee and Conference Records		
	(1)&(2) Interagency Committees		
	K. Organizational and Functional Records		
12.	Program Planning and Control Records		
	<i>B. Research and Survey Files</i>		
	C. Information (ADP) Systems		
	(1) Employer Information Reports		
	(3) Complaint Statistical Reporting System (CSRS)		<i>dur 9/11/79</i>
13.	Commission Records		
	B. Chairman's Chronological Files		
	C. Commission Meetings		
	D. Commission Decisions Files		
	(1) Precedent Decisions		
14.	Compliance Records		
	A. Plans and Policy		
	C. Charges		
	(5) (b) Cause Files		
	<u>1</u> Landmark Cases		
15.	Legal and Legislative Records		
	A. Legal		
	(2) Opinions and Interpretations		
	B. Litigation Files (Landmark Cases)		

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1.	<p><u>PERSONNEL RECORDS.</u> Material pertaining to all phases of internal personnel administration, including the internal Equal Employment Opportunity Records.</p> <p>A. <u>PERSONNEL ADMINISTRATION FILES.</u></p> <p>(1) <u>Record Copy</u> (Program Office)</p> <p>Use GRS 1, Items 1b to 25, and 27 to 32</p> <p>(2) <u>All Other Copies.</u></p> <p>Destroy on an annual basis.</p> <p>(Internal)</p> <p>B. <u>EEO PROGRAM RECORDS.</u> <i>DOE 7/4/77</i></p> <p>(1) <u>Record Copy.</u> (Program Office)</p> <p>Use GRS 1, Item 26</p> <p>(2) <u>All Other Copies.</u></p> <p>Destroy on an annual basis.</p>		
2.	<p><u>PAYROLLING AND PAY ADMINISTRATION.</u> Records pertaining to disbursement to civilian employees of the Government for personal services, including records incidental to the payrolling processes; i.e. withholding tax and savings bonds records, reports made on income tax and retirement transactions, and other records not pertaining to individuals, but rather to the general administration of the payrolling office and function.</p> <p>A. <u>Record Copy.</u> (Program Office)</p> <p>Use GRS 2, Items 1 to 24</p> <p>B. <u>All Other Copies.</u></p> <p>Destroy on an annual basis.</p>		
3.	<p><u>BUDGET AND FINANCE RECORDS.</u> Records include various files accumulated in the course of formulating budget for submission to OMB and the Congress, which include records pertaining to budget preparation, presentation and apportionment; and files related to internal fiscal transactions.</p>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>A. <u>BUDGET POLICY FILES</u>. Correspondence or subject files of the formally organized budget office documenting the Commission's policy and procedures governing budget administration, and reflecting policy decisions affecting expenditures for EEOC programs.</p> <p>(1) <u>Record Copy</u>. (Program Office)</p> <p>Transfer to the FRC five (5) years from the end of the fiscal year to which the records relate. Destroy ten years from the end of the fiscal year to which the records relate. (GRS 5-1)</p> <p>(2) <u>All Other Copies</u>.</p> <p>Destroy on a fiscal year basis or when no longer need for reference.</p> <p>B. <u>BUDGET ESTIMATES AND JUSTIFICATION FILES</u>. Copies of budget estimates and justifications prepared or consolidated at the Headquarters budget office, including appropriation language sheets, narrative statements, and related schedules and data.</p> <p>(1) <u>Record Copy</u>. (Program Office)</p> <p>Transfer to FRC five (5) years from the end of the fiscal year to which the records relate. Destroy ten (10) years from the end of the fiscal year to which the records relate. (GRS 5-2)</p> <p>(2) <u>All Other Copies</u>.</p> <p>Destroy one (1) year after the close of the fiscal year covered by the budget.</p> <p>C. <u>OTHER BUDGET RECORDS</u>. General correspondence files, background records, reports and related budget matters not specifically identified elsewhere in this schedule.</p> <p>(1) <u>Record Copy</u>. (Program Office)</p> <p>Use GRS 5, Items 3 to 6.</p> <p>(2) <u>All Other Copies</u>.</p> <p>Destroy on a fiscal year basis.</p>		

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	<p>D. <u>ACCOUNTABLE OFFICERS' ACCOUNTS RECORDS.</u> Record copies of all records concerned with the accounting for availability, and status of public funds, including records held for on-site audit by the General Accounting Office.</p> <p>(1) <u>Record Copy.</u> (Program Office)</p> <p>Use GRS 6, Items 1 to 9</p> <p>(2) <u>All Other Copies.</u></p> <p>Destroy when one (1) year old.</p> <p>E. <u>EXPENDITURE ACCOUNTING RECORDS.</u> Ledgers and related documents maintained to show in summary form the source and nature of receipts, and the manner of expenditures of funds, appropriated and non-appropriated after allotment by the Office of Management and Budget.</p> <p>(1) <u>Record Copy.</u> (Program Office)</p> <p>Use GRS 7, Items 1 to 4</p> <p>(2) <u>All Other Copies.</u></p> <p>Destroy when one (1) year old.</p> <p>F. <u>STORES, PLANT, AND COST ACCOUNTING RECORDS.</u> Records periodically reconciled with supply data reflected in stock inventory records, but are not procurement papers. Files, include records maintained to provide personal accountability for the receipt and custody of materials, including their monetary worth; to record the principal characteristics of each item of physical plant and equipment as source of data of the capital investment; and to show data on the direct and indirect costs of production, administration, and the performance of program functions.</p> <p>(1) <u>Record Copy.</u> (Program Office)</p> <p>Use GRS 8, Items 1 to 8</p> <p>(2) <u>All Other Copies.</u></p> <p>Destroy when one (1) year old.</p>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
4.	<p><u>SUPPLIES AND EQUIPMENT RECORDS.</u> Records pertaining to the procurement, storage, utilization, accountability, and disposal of furniture, office supplies and equipment, and similar materials used by/for EEOC.</p> <p>A. <u>PROCUREMENT AND SUPPLY MANAGEMENT FILES.</u> Records documenting the acquisition of goods and non-personal services, controlling the volume of stock on hand, reporting procurement needs and related supply matters which are part of daily procurement operations.</p> <p>(1) <u>Record Copy.</u> (Program Office)</p> <p>Use GRS 3, Items 1 to 13</p> <p>(2) <u>All Other Copies.</u></p> <p>Destroy when one (1) year old.</p> <p>B. <u>PROPERTY DISPOSAL RECORDS.</u> Records pertaining to the sale, donation and transfer of personal property surplus to the needs of the Commission.</p> <p>(1) <u>Record Copy.</u> (Program Office)</p> <p>Use GRS 4, Items 1 to 7</p> <p>(2) <u>All Other Copies.</u></p> <p>Destroy when one (1) year old.</p>		
5.	<p><u>TRAVEL AND TRANSPORTATION RECORDS.</u> Records pertaining to the shipment and routing of equipment, material, and supplies for the use of EEOC, and material covering the subsistence and travel of individuals. For records supporting payments as part of the accountable officers' accounts, or which are accounting posting media, see items 3D and E of this schedule for appropriate disposition.</p> <p>A. <u>Record Copy.</u> (Program Office)</p> <p>Use GRS 9, Items 1 to 5</p> <p>B. <u>All Other Copies.</u></p> <p>Destroy when one (1) year old.</p>		

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
6.	<p><u>MOTOR VEHICLE MAINTENANCE AND OPERATION RECORDS.</u> Records pertaining to the management, maintenance, and operation of motor vehicles used by EEOC, including records consisting of chauffeur service logs and reports, vehicle repairs and maintenance check-off sheets, cost ledgers, and claims correspondence and forms.</p> <p>A. <u>Record Copy.</u> (Program Office)</p> <p>Use GRS 10, Items 1 to 7</p> <p>B. <u>All Other Copies.</u></p> <p>Destroy when one (1) year old.</p>		
7.	<p><u>SPACE AND MAINTENANCE RECORDS.</u> Records documenting space and maintenance matters, and pertaining to the acquisition, allocation, utilization, and release of space; related correspondence and reports submitted to the General Services Administration; correspondence and forms relating to the compilation of directory service listings; identification and related accountable records; requests for building and equipment services; and correspondence files reflecting the activities of the program office responsible for handling space and related matters for the Commission. Includes disposal of all copies wherever located.</p> <p>A. <u>Record Copy.</u> (Program Office)</p> <p>Use GRS 11, Items 1 to 5</p> <p>B. <u>All Other Copies.</u></p> <p>Destroy when one (1) year old.</p>		
8.	<p><u>COMMUNICATIONS RECORDS.</u> Records documenting communication functions, which include messenger service data; summary of long distance telephone reports; postal records; mail control records; copies of penalty mail reports; and records relating to private delivery services (such as United Parcel Service).</p> <p>A. <u>Record Copy.</u> (Program Office)</p> <p>Use GRS 12, Items 1 to 8</p> <p>B. <u>All Other Copies.</u></p> <p>Destroy when one (1) year old.</p>		

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9.	<p><u>PRINTING AND DUPLICATING RECORDS.</u> Material relating to printing, binding, duplicating, and distribution, which includes requisitions, methods and procedures, and reports. (For files relating to requisitions on the Public Printer or records relating to services obtained outside of the Commission, see General Records Schedule 3, Items 7 and 8.)</p> <p>A. <u>Record Copy.</u> (Program Office)</p> <p>Use GRS 13, Items 2 to 7</p> <p>B. <u>All Other Copies.</u></p> <p>Destroy when one (1) year old.</p>		
10.	<p><u>PUBLICITY AND INFORMATION RECORDS.</u> Covers records on information services performed in day-to-day affairs and in relating to the general public, including records to promote and document EEOC public affairs activities, and records created in administering Freedom of Information and Privacy Act programs.</p> <p>A. <u>INFORMATION FILES</u></p> <p>(1) <u>Press Advisories/News Releases.</u> (Arranged chronologically by date.) Formal informational releases announcing to the public and news media the Commission's activities as provided under Title VII of the Civil Rights Act of 1964, as amended.</p> <p>(a) <u>Record Copy.</u> (Program Office)</p> <p>PERMANENT. Break files annually. Transfer to Federal Records Center when two (2) years old. Offer to NARS when ten (10) years old, (GRS 14, Item 1) (An. Vol. .2 cu. ft.)</p> <p>(b) <u>All Other Copies, including background material.</u></p> <p>Destroy on site when obsolete or when no longer needed for reference.</p>	<p>GRS 14/1; NC-403-76-2, Item 1 (withdrawn)</p> <p>in five (5) year blocks.</p> <p>per 9/10/79</p> <p>BMB 9/10/79</p>	

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	<p>(2) <u>Speech File.</u> (Arranged chronologically by date and thereunder alphabetically by name of official.) Copies of speeches given by the head of the Commission or other high ranking officials on significant subjects dealing with the Commission's programs.</p> <p>(a) <u>Record Copy.</u> (Program Office)</p> <p>PERMANENT. Break files annually. Transfer to Federal Records Center when two (2) years old. Offer to NARS when ten (10) years old, in five (5) year blocks. (GRS 14, Item 1) (An. Vol. 0.5 cu. ft.)</p> <p>(b) <u>All Other Copies,</u> including background material and speeches of less importance.</p> <p>Destroy when one (1) year old or when no longer needed for reference, whichever is sooner.</p>	<p>GRS 14/1; NC-403-76-2, Item 1 (withdrawn)</p> <p>five (5) year blocks.</p> <p>DW 9/10/79</p>	<p>BMB 9/10/79</p>

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	<p>(3) <u>Publications Files</u> (Arranged alphabetically by publication.) Copies of publications created by or on behalf of the Commission that contribute to an understanding of the organization, functions, policies, and procedures of the Commission. The disposition applies to copies of these records wherever located in the Commission. Included herein are:</p> <p>(a) <u>Annual Reports</u> such as the <u>Equal Employment Opportunity Commission Annual Report</u>, and <u>EEO Report on Job Patterns for Minorities and Women in Private Industry</u>;</p> <p>(b) <u>One-Time</u> reports and studies of particular policy-making significance;</p> <p>(c) <u>Technical</u> publications that address various aspects of the mission of the Commission. Examples are the <u>Research Reports series</u>, such as the <u>State and Local Government Functional Profile Series</u>, <u>Minorities and Women in State and Local Government</u>, and <u>Employment Status of Spanish Surnamed Americans</u>; and</p> <p>(d) <u>General Interest</u> publications, which are copies of a large number of items created by or on behalf of the Commission for the education of the public about the Commission's activities and aims. Examples of such publications are <u>EEOC at a Glance/ EEOC a la Vista</u>, (Spanish and English versions), <u>Job Discrimination -- Laws and Rules You Should Know</u>, <u>Affirmative Action and Equal Employment -- A Guidebook for Employers</u>, and the <u>Mission</u> newsletter.</p> <p>1 Publications printed by the Government Printing Office (GPO). Examples are included in the majority of the titles listed under 10.A (3) above. A copy of each is automatically provided by GPO to NARS.</p> <p>All Copies.</p> <p>Review annually. Destroy on site when revised, superseded, obsolete, or no longer circulated.</p>	GRS 13/1a and 1b	

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~~2 Publications printed by the Commission or other non-GPO organizations. Examples are included in the minority of titles listed in 10.A(3) above.~~

1 Record Copy. (Program Office)

PERMANENT. Break files annually. Offer to NARS six (6) months after file break. (An. Vol. ~~3~~ 1.0 cu. ft.)

2 All Other Copies.

Destroy on site when revised, superseded, obsolete, or no longer circulated.

B. INFORMATION SUBJECT FILES. (Arranged alphabetically by subject.) Subject files of the Office of Public Affairs, including public inquiries regarding the activities of EEOC, and other similar public relations functions.

(1) Record Copy. (Program Office)

Break files annually. Transfer to Federal Records Center when two (2) years old. Destroy when five (5) years old.

(2) All Other Copies.

Destroy on site when one (1) year old.

C. INFORMATION PROJECT FILES. (Arranged alphabetically by subject.) Informational services project case files, which include records created and maintained on external exhibits; public service announcements for the media; seminars and forums; and other related activities involving public relations.

All Copies

Destroy one (1) year after completion of project or close of file (GRS 14-6).

Dwr 9/10/79
BMB 9/10/79

*GRS 14/2;
NC-403-762,
Item 2
(withdrawn)*

GRS 14/6

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	<p>D. <u>PRESS SERVICE FILES.</u> (Arranged alphabetically and chronologically) Clip morgue of original clippings from major news publishers or media (NY Times, Washington Post, National Journal, Federal Times, etc.). These clippings are distributed daily by the Office of Public Affairs. The clippings relate to EEOC and its mission, unions, employment, fair employment legislation, etc.</p> <p>All copies.</p> <p>Destroy when one (1) year old.</p> <p>(1) <u>Media Morgue.</u> (Arranged by subject and there-under chronologically) Original clippings from major news publishers or media (NY Times, Washington Post, National Journal, Federal Times, etc.), trade journals, and regional and minority press, relating to EEOC and its mission (Ann. Vol. 9 cu. ft.).</p> <p>PERMANENT. Offer to NARS when four years old.</p> <p>(2) <u>Clipboard.</u> (Arranged chronologically) Daily or weekly compilation of news clippings relating to EEOC and its mission, selected and distributed to EEOC offices by the Office of Public Affairs.</p> <p>Destroy when one (1) year old.</p>		<p>Dur 9/10/79 BMB 9/10/79</p>

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	<p>E. <u>FREEDOM OF INFORMATION ACT (FOIA) RECORDS.</u> Records consist of inquiries, replies, reports, appeal cases, in carrying out the provisions of the Freedom of Information Act.</p> <p>(1) <u>Record Copy</u> (Program Office)</p> <p>Use General Records Schedule 14, Items 16 to 20</p> <p>(2) <u>All Other Copies.</u></p> <p>Destroy when no longer needed for reference.</p> <p>F. <u>PRIVACY ACT RECORDS.</u> Records consist of inquiries, replies, reports, appeal cases, and related correspondence in carrying out the provisions of the Privacy Act.</p> <p>(1) <u>Record Copy</u> (Program Office)</p> <p>Use General Records Schedule 14, Items 25 to 30</p> <p>(2) <u>All Other Copies.</u></p> <p>Destroy when no longer needed for reference.</p> <p>G. <u>AUDIOVISUAL RECORDS.</u> Covers records used to promote and document EEOC programs, which include still pictures, motion pictures, sound recordings, video recordings, and related documentation used for or necessary to the proper identification and retrieval, or bearing on the origin, acquisition, use, and ownership of the records. (For additional audiovisual records not specifically identified below, refer to General Records Schedule (GRS) 21.)</p> <p>(1) <u>Still Pictures</u> (Arranged by title) Records include photographs, slide sets, filmstrips, posters, original artworks, and other pictorial records.</p> <p>(a) Photographs of Commissioners, Chairpeople, and other key EEOC personalities; other photographs which document the organization, functions, policies, and procedures, and essential trans-actions of the Commission.</p>	<p>NC-403-76-2, Item 3 (with-drawn)</p> <p>GRS 21/1a-d</p>	

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	<p><u>1</u> Black and white photographs. The original negative and a captioned print. (An. Vol. .375 cu. ft. - 1971 to present)</p> <p>PERMANENT. Break file every 5 years. Offer to NARS when 10 years old or when no longer needed for administrative purposes, whichever occurs first.</p> <p><u>2</u> Color photography. The original color transparency or color negative, a captioned print, and an internegative, if available. (An. Vol. .375 cu. ft. - 1971 to present)</p> <p>PERMANENT. Break file every 5 years. Offer to NARS when no longer needed for administrative use or when 10 years old, whichever occurs first.</p> <p>(b) Slide/tape shows, such as "Destroying the Myths," created by EEOC to document its history or significant events. (An. Vol. .375 cu. ft.)</p> <p>PERMANENT. Offer slide set, ^{script,} and accompanying audio recording to NARS when 10 years old or when no longer needed for administrative purposes, whichever occurs first.</p> <p>(c) Photographs included as part of a project file, case file, report, or similar record.</p> <p>Dispose of in accordance with the disposition instructions for the records of which they are a part.</p> <p>(d) Additional duplicate prints or negatives of photographs that have limited administrative use or interest and are transitory in nature; and photographs of low-level administrative staff functions and ceremonial activities, such as award presentations and commendations.</p> <p>Destroy in agency when no longer needed for administrative purposes, in accordance with FPMR 101-42.303-1. (GRS 21, Item 1c)</p>		<p><i>dur</i> <i>9/10/79</i> <i>DMB</i> <i>9/10/79</i></p>

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<p>(2) <u>Sound Recordings</u>. (Arranged by title) (See Item 13C(3) for tape recordings of Commission meetings.)</p> <p>(a) Sound recordings of significant speeches, press conferences, committee meetings, and Congressional testimony of the EEOC Chairman. The master tape, matrix or stamper, and one disc pressing of conventional, mass-produced, multiple copy disc recording; and The original tape or earliest generation of magnetic audio tape recordings (reel-to-reel, cassette, or cartridge. (An. Vol. 2 tapes)</p> <p>PERMANENT. Break files every 5 years. Offer to NARS when no longer needed for administrative use, or when 5 years old, whichever is sooner.</p> <p>(b) Public service announcements of television and radio advertisements; and announcements promoting the Commission's programs and activities. (An. Vol. 2 tapes)</p> <p>PERMANENT. Offer to NARS when five (5) years old or when no longer needed for administrative use, whichever is sooner.</p> <p>(c) Sound recordings which have limited administrative use or interest only; e.g., internal training, orientations, mock litigation actions, and routine Commission activities.</p> <p>Destroy in agency when no longer needed for administrative use. (GRS 21, Item 3c)</p>	<p>GRS 21/ 3a-d</p> <p>dur 9/10/79 BFB 9/10/79</p>		
<p>(3) <u>Video Recordings</u>. (Arranged by title)</p> <p>(a) Video-Recordings of significant events and documentation of the Commission, such as Chair Norton's Congressional Testimony, and Chair Norton's press briefing on the Commission's issuance of uniform guidelines approved by four Federal Government Agencies on employment discrimination. (Vol. - 2 tapes)</p>	<p>GRS 21/ 4a-d</p>		

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	<p>PERMANENT. Offer video-recordings and accompanying audio recordings when five (5) years old or when no longer needed for administrative purposes, whichever occurs first.</p> <p>(b) Video recordings which have limited administrative use or interest, and subject matter that is transitory or of local interest only; e.g., internal training, orientations, mock litigation actions, and routine Commission activities.</p> <p>Destroy in agency when no longer needed for administrative use.</p> <p>(c) Public Service Announcements. (Arranged by title) Television advertisements and announcements by Hollywood actors or public officials promoting the Commission's programs and activities.</p> <p>PERMANENT. Offer video-recordings and accompanying audio recordings when five (5) years old or when no longer needed for administrative use, whichever occurs first.</p> <p>(4) <u>Motion Pictures.</u> (Arranged by title)</p> <p>(a) Films documenting significant Commission functions, policies, and procedures. For example:</p> <p><u>1</u> "Voice of La Raza." Film on the problems facing the Spanish-speaking community of the U.S. in its efforts to overcome the ravages of job discrimination. (16 mm color, 54 mins.)</p> <p><u>2</u> "Power vs. The People." Film recording the hearing conducted by EEOC involving large national corporations on their hiring and promotion practices, which violate Title VII of the Civil Rights Act. (1970, 16 mm color, 58 mins.)</p> <p><u>3</u> "Struggle for Los Trabajos." Film deals with EEOC's investigation and conciliation process of a violation of the rights of a Mexican-American white collar worker. (16 mm color, 58 mins.)</p>	<p><i>Dur</i> 9/10/79 BMB 9/10/79</p> <p><i>Dur</i> 9/10/79 BMB 9/10/79</p> <p>GRS 21/ 2a-d</p>	

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11.	<p><u>4</u> "EEOC." Film narrated by actress Ruby Dee, on the machinery of the EEOC and how it serves both the minority community and women. (16 mm color, 41 mins.)</p> <p>PERMANENT. Offer films and accompanying sound recordings ^{original negative or color} to NARS when five (5) years old or when no longer needed for administrative purposes, whichever occurs first.</p> <p>(b) Motion pictures which have limited administrative use or "interest, and subject matter that is transitory or of local interest only: e.g. internal training, orientations, and routine Commission activities.</p> <p>Destroy when no longer needed for administrative use in accordance with FPMR 101-42.303-1.</p> <p>(5) <u>Finding Aids and Production Documentation</u> for items identified in 10.G (Arranged by titles) Audiovisual records which include finding aids such as data sheets, shot lists, catalogs, indexes, and other textual documentation necessary for the proper identification, retrieval, and use of the audiovisual records as well as, production case files or similar files which include copies of production contracts, scripts, transcripts, or other documentation bearing on the origin, acquisition, release or ownership of the audiovisual production.</p> <p>Dispose of in accordance with instructions covering the related audiovisual records in Item 10.G (1), (2), (3), and (4).</p> <p><u>ADMINISTRATIVE MANAGEMENT RECORDS.</u> Records relating to administrative management activities in the Commission. Files include material created in the course of organizational planning, development and simplification of procedures, records management activities, and administration of management improvement programs. This schedule applies to records wherever located in the Commission.</p>		<p>original plus separate optical sound track; intermediate master positive or duplicate negative plus optical sound track; and sound projection print.</p> <p>DMB 9/10/79</p> <p>Done 9/10/79</p> <p>GRS 21/5</p>

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>A. <u>DIRECTIVE CASE FILES.</u> (Arranged numerically) Copy of each internal directive issued at the headquarters level together with supporting documents, and controlled and maintained by office responsible for directives management.</p> <p>(1) <u>Record Copy.</u> (Program Office)</p> <p>Record Copy of each directive issued documenting the Commission's regulations, organization, functions, policy, authority, and other important subject matters. For example, directives issued in the General Management Series (100), Management Program Series (200), Legal Series (600), Research Series (700), Voluntary Programs (800) Series, State and Community Affairs (850) Series and Compliance Series (900). (An. Vol. .375 cu. ft.)</p> <p>PERMANENT. Transfer to Federal Records Center five (5) years after supersession or rescission. Offer to NARS ten (10) years from date of transfer. (GRS 16, Item 1a) <i>in 5 year blocks.</i></p> <p>(2) <u>All Other Copies.</u></p> <p>Duplicate copies, working papers, and supporting case files of directives.</p> <p>Destroy when directive is obsolete, superseded, or when no longer needed for administrative purposes.</p> <p>B. <u>RECORDS DISPOSITION FILES.</u> Descriptive inventories, disposal authorizations, schedules and reports, which include Standard Form 115, Request for Records Disposition Authority; Standard Form 135, Records Transmittal and Receipt and related documentation.</p> <p>(1) <u>Record Copy.</u> (Program Office)</p> <p>Destroy on site when related records are destroyed, or when no longer needed for administrative or reference purposes. (GRS 16, Item 3a.)</p> <p>(2) <u>All Other Copies,</u> including routine correspondence, and memoranda.</p> <p>Destroy when no longer needed for reference. (GRS 16, Item 3b.)</p>	<p>GRS 16/1a</p> <p>GRS 16/3a</p> <p>GRS 16/3b</p>	<p><i>Dur</i> <i>9/10/79</i> <i>BMB</i> <i>9/10/79</i></p>

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	<p>C. <u>FORMS CONTROL RECORDS.</u> (Arranged numerically by category.)</p> <p>(1) Record copy of each form created in the Commission which relates to the compliance process, e.g. EEOC 5 "Charge of Discrimination", EEOC 131, "Notice of Charge of Employment Discrimination", EEOC 150, "Receipt for Copy of Charge of Discrimination", which are controlled and maintained by office responsible for forms management.</p> <p>PERMANENT. Transfer to inactive file when superseded or obsolete. Transfer to Federal Records Center five (5) years after file becomes inactive. Offer to NARS 15 years after file becomes inactive. (An. Vol. .375 cu. ft.) <i>in five (5) year blocks.</i></p> <p>(2) Record copy of each form created in the Commission for administrative purposes and controlled and maintained by office responsible for forms management.</p> <p>Transfer to inactive file when superseded or obsolete. Destroy five (5) years after file becomes inactive.</p> <p>(3) All other copies, including working papers, background materials, requisitions, specifications, processing data, control records, and copies maintained by other EEOC activities.</p> <p>Destroy when related form is discontinued, superseded, or cancelled.</p> <p>D. <u>MANAGEMENT IMPROVEMENT REPORTS.</u> (Arranged by subject.) Reports submitted to the Office of Management and Budget and related plans, analyses and feeder reports.</p> <p>(1) <u>Record Copy.</u> (Program Office)</p> <p>Break files annually. Destroy three (3) years after break or sooner if no longer needed for reference.</p> <p>(2) <u>All Other Copies.</u></p> <p>Break files annually. Destroy one (1) year after break.</p>	<p>GRS 16/4a</p> <p>GRS 16/4a</p> <p>GRS 16/4b</p> <p>GRS 16/5</p>	<p>Dwr 9/10/79 BMB 9/10/79</p>

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	<p>E. <u>RECORDS HOLDINGS FILES</u>. Statistical Reports of the Commission's records holdings required by the General Services Administration, including feeder reports from all offices and data on the volume of records disposed of by destruction or transfer. (GRS 16, Item 6)</p> <p>(1) <u>Record Copy</u>. (Program Office)</p> <p>Destroy when three (3) years old.</p> <p>(2) <u>All Other Copies</u>.</p> <p>Destroy when one (1) year old.</p> <p>F. <u>PROJECT CONTROL FILES</u>. (Arranged alphabetically by subject.) Memoranda, reports, and other records documenting assignments, progress and completion of projects.</p> <p><u>All Copies</u>.</p> <p>Destroy one (1) year after the year in which the project is closed. (GRS 16, Item 7)</p> <p>G. <u>REPORTS CONTROL FILES</u>. (Arranged numerically) Case files on reports created, cancelled, or superseded, and containing evidence of their existence and/or their discontinuance. These files relate to reports for which there are formal requirements; they apply to files accumulated in the reports and not to the reports themselves.</p> <p>(1) <u>Record Copy</u>. (Program Office)</p> <p>Destroy two (2) years after the report is discontinued.</p> <p>(2) <u>All Other Copies</u>.</p> <p>Destroy when no longer needed for reference.</p> <p>H. <u>WORKING PAPERS</u>. Project background records such as studies, analyses, notes, drafts, and interim reports.</p> <p><u>All Copies</u>.</p> <p>Destroy six (6) months after final action on project report or three (3) years after completion of report if no final action is taken.</p>	<p>GRS 16/6</p> <p>GRS 16/7</p> <p>GRS 16/8</p> <p>GRS 16/10</p>	

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I.	<p><u>RECORDS MANAGEMENT FILES.</u> (Arranged alphabetically by subject) Reports, correspondence, authorization, techniques and related records concerning the development and improvement of the management of records in the Commission. Includes the management of files, forms, correspondence, mail, reports, microfilm, automatic data processing, vital records, and related records not covered elsewhere in this schedule.</p> <p>(1) <u>Record Copy.</u> (Program Office)</p> <p style="padding-left: 40px;">Destroy when six (6) years old. (GRS 16, Item 11)</p> <p>(2) <u>All Other Copies.</u></p> <p style="padding-left: 40px;">Destroy when no longer needed for reference.</p>	GRS 16/11	
J.	<p><u>COMMITTEE AND CONFERENCE RECORDS.</u> (Arranged alphabetically by subject.) (See Item 13, B for Commission Meetings.)</p> <p>(1) <u>Creation.</u></p> <p style="padding-left: 40px;">Records relating to establishment, organization, membership and policy.</p> <p style="padding-left: 40px;">(a) Interagency, advisory or international committees for which Commission gives administrative support, e.g., the Commissioners Coordinating Committee for Interagency Matters.</p> <p style="padding-left: 80px;">1 <u>Record Copy.</u> (Program Office)</p> <p style="padding-left: 120px;">PERMANENT. Break files annually. Transfer to Federal Records Center when five (5) years old. Offer to NARS when twenty (20) years old. (Vol. .5 cu. ft.)</p> <p style="padding-left: 120px;"><i>in five (5) year blocks.</i></p> <p style="padding-left: 80px;">2 <u>All Other Copies.</u></p> <p style="padding-left: 120px;">Destroy when one (1) year old or when no longer needed for reference.</p> <p style="padding-left: 40px;">(b) All other committees, including internal committees.</p>	GRS 16/ 12a(1)	<p><i>Doc</i> 9/10/79</p> <p><i>BMB</i> 9/10/79</p>
	(b) All other committees, including internal committees.	GRS 16/ 12a(2)	

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	<p><u>1 Record Copy.</u> (Program Office)</p> <p>Destroy files on site two (2) years after termination of committee. (GRS 16, Item 12a)(a)</p> <p><u>2 All Other Copies.</u></p> <p>Destroy when one (1) year old, or when no longer needed.</p> <p>(2) <u>Documentation.</u> (Arranged alphabetically by subject) Records created by committees, including agenda, minutes, final reports, and related records documenting the accomplishments of official boards and committees.</p> <p>(a) Interagency, advisory or international committee records relating to Item J (1)(a) above.</p> <p><u>1 Record Copy.</u> (Program Office)</p> <p>PERMANENT. Break files annually. Transfer to Federal Records Center when five (5) years old. Offer to NARS when twenty (20) years old, ^{in five (5) year blocks.} (An. Vol. .5 cu. ft.)</p> <p><u>2 All Other Copies</u></p> <p>Destroy when three (3) years old or when no longer needed for reference. (GRS 16, Item 12 b.)</p> <p>(b) All other committee records.</p> <p><u>1 Record Copy.</u> (Program Office)</p> <p>Destroy when three (3) years old or when no longer needed for reference. (GRS 16, Item 12b(2))</p> <p><u>2 All Other Copies.</u></p> <p>Destroy when one (1) year old or when no longer needed for reference, whichever occurs first.</p>	<p>GRS 16/ 12a(a) (a)</p> <p>GRS 16/ 12b(c)</p> <p>GRS 16/ 12b(a)</p>	<p>Dur 9/10/79 Bill B 9/10/79</p>

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12.	<p>K. <u>ORGANIZATIONAL AND FUNCTIONAL RECORDS</u> (Arranged alphabetically by subject) Official organizational charts, delegations of authority and special reports and studies that document the origin, administrative development and past and present organizational structure of the Commission. (GRS 16, Item 13a)</p> <p>(1) <u>Record Copy.</u> (Program Office)</p> <p>PERMANENT. Break files annually. Transfer to Federal Records Center four (4) years after file break. Offer to NARS twenty (20) years after scheduled transfer, (An. Vol. .375 cu. ft.) <i>in five (5) year blocks.</i></p> <p>(2) <u>All Other Copies.</u></p> <p>Destroy when superseded or obsolete.</p> <p><u>PROGRAM PLANNING AND CONTROL FILES.</u> (Arranged alphabetically by subject.) Documents developed and implemented on the Commission's program planning and control processes; wich include management accountability systems, information (ADP) systems, and other related documents supporting the Commission's program plans and strategies.</p> <p>A. <u>PROGRAM PERFORMANCE AND REVIEW FILES.</u> (Arranged alphabetically by subject.) Files consist of documents supporting the program performance goals identified in the comprehensive management improvement program to be achieved within a specific time frame, which include costs associated with implementation of program plans, analysis of the factors relating to resource expenditures, and program deficiencies and accomplishments. For example; Performance Management System files, and Fiscal Year Review Files. (See Item 11 D for management improvement reports submitted to the Office of Management and Budget.)</p> <p>(1) <u>Record Copy.</u> (Program Office)</p> <p>Break files at close of fiscal year. Destroy files three (3) years after file break.</p>	<p>GRS 16/ 13a</p> <p>GRS 16/ 13b</p>	<p>Dwr 9/10/79</p> <p>BMB 9/10/79</p>

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	<p>(2) <u>All Other Copies</u></p> <p>Destroy when one (1) year old or when no longer needed for reference, whichever is sooner.</p> <p>B. <u>RESEARCH AND SURVEY FILES.</u> (Arranged alphabetically by subject.) Material pertaining to the receipt, analysis and distribution of statistical reports from employers, local unions, and joint labor-management apprenticeship committees throughout the U.S. on employment trends or patterns; survey contracts and other related surveys to support the Commission's programs and operations. (See Item 10.A(3) for publication of Reports.)</p> <p>(1) <u>Employer Information Reports.</u></p> <p>(a) <u>EEO-1, Employer Information Report.</u> 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><u>1 Hard Copy.</u> Microfilm upon receipt of report. Destroy hard copy of report when microfilm is verified.</p> <p><u>2 Microfilm.</u> Destroy when ten (10) years old or when no longer needed for reference, whichever is later.</p> <p><u>3 Non-microfilmed Reports.</u> Transfer reports to Federal Records Center upon compilation of data. Destroy 10 full calendar years after due date (e.g., reports due March 15, 1979 would be destroyed January 1, 1990).</p> <p><u>4 ADP Tape</u> PERMANENT. Transfer entire file to NARS and update annually as stipulated in prior agreements between NARS and EEOC.</p>	<p>NC-403-75-1, Item 1 (withdrawing); NC40376-5, item 1 (EEOC 4, item 1)</p> <p>RCS 4/1/1</p> <p>RCS 4/1/2</p> <p>RCS 4/1/3</p>	

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	<p>(b) <u>EEO-2 Apprenticeship Information Report.</u> (Joint Labor-Management Apprenticeship Committees). 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><u>1 Record Copy.</u></p> <p>Transfer to Federal Records Center upon compilation of data. Destroy 10 full calendar years after due date (e.g., reports due March 15, 1979 would be destroyed January 1, 1990).</p> <p><u>2 ADP Tape.</u> PERMANENT. Transfer entire file to NARS and update annually as stipulated in prior agreements between NARS and the EEOC.</p> <p>(c) <u>EEO-2-E, Apprenticeship Information Report.</u> (Employer-Operated Apprenticeship Programs.) 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><u>1 Record Copy.</u></p> <p>Transfer to Federal Records Center upon compilation of data. Destroy 10 calendar years after due date (e.g., reports due March 15, 1979 would be destroyed January 1, 1990).</p> <p><u>2 ADP Tape.</u> PERMANENT. Transfer entire file to NARS and update annually as stipulated in prior agreements between NARS and the EEOC.</p> <p>(d) <u>EEO-3, Local Union Report.</u> This report includes information required by Title VII. The data includes number of employees, race, sex, job occupation, number of persons included in each category.</p>	<p>NC-403-75-1, It. 2 (withdrawn); NC40376-5 item 2 (EEOC 4, item 2)</p> <p>RCS 4/2/1</p> <p>NC-403-75-1, Item 3 (withdrawn); NC40376-5 Item 3 (EEOC 4, item 3)</p> <p>RCS 4/3/1</p> <p>NC-403-75-1, Item 4 (withdrawn); NC40376-5 item 4 (EEOC 4, item 4)</p>	

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	<p><u>1 Record Copy.</u></p> <p>Transfer to Federal Records Center upon compilation of data. Destroy 10 full calendar years after due date (e.g., reports due March 15, 1979 would be destroyed January 1, 1990).</p> <p><u>2 ADP Tape. PERMANENT.</u> Transfer entire file to NARS and update annually as stipulated in prior agreements between NARS and the EEOC.</p> <p>(e) <u>EEO-4, State and Local Government Information Report.</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><u>1 Hard Copy.</u> Microfilm upon receipt of report. Destroy hard copy of report when microfilm is verified.</p> <p><u>2 Microfilm.</u> Destroy when 10 years old or when no longer needed for reference, whichever is later.</p> <p><u>3 Non-microfilmed Reports.</u> Transfer to Federal Records Center upon compilation of data. Destroy 10 full calendar years after due date (e.g., reports due March 15, 1979 would be destroyed January 1, 1990).</p> <p><u>4 ADP Tape. PERMANENT.</u> Transfer entire file to NARS and update annually as stipulated in prior agreements between NARS and the EEOC.</p> <p>(f) <u>EEO-5, Elementary and Secondary Staff Information Report.</u> This report includes information regarding Elementary-Secondary staff 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>RCS 4/4/1</p> <p>NC-403-75-1; Item 5 (withdrawn); NC40376-5 item 5 (EEOC-4, item 5)</p> <p>RCS 4/5/1</p> <p>RCS 4/5/2</p> <p>RCS 4/5/3</p> <p>NC-403-75-1; Item 6 (withdrawn); NC40376-5 item 6 (EEOC-4, item 6)</p>	

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	<p><u>1 Hard Copy.</u> Microfilm upon receipt of report. Destroy hard copy of report when microfilm is verified.</p> <p><u>2 Microfilm.</u> Destroy when 10 years old or when no longer needed for reference, whichever is later.</p> <p><u>3 Non-microfilmed Reports.</u> Transfer to Federal Records Center upon compilation of data. Destroy 10 full calendar years after due date e.g., reports due March 15, 1979 would be destroyed January 1, 1990.</p> <p><u>4 ADP Tape.</u> PERMANENT. Transfer entire file to NARS and update annually as stipulated in prior agreements between NARS and the EEOC.</p> <p>(g) <u>EEO-6, Higher Education Staff Information Report.</u> This report includes information required by Title VII on public and private institutions of higher education, and is compiled biennially. The EEO-6 requires reporting of employment data by race/ethnic categories, sex, length of contract, occupational categories and annual salary.</p> <p><u>1 Hard Copy.</u> Microfilm upon receipt of report. Destroy hard copy of report when microfilm is verified.</p> <p><u>2 Microfilm.</u> Destroy when 10 year old or when no longer needed for reference, whichever is later.</p> <p><u>3 Non-microfilmed Reports.</u> Transfer to Federal Records Center upon compilation of data. Destroy 10 full calendar years after due date (e.g., reports due March 15, 1979 would be destroyed January 1, 1990).</p> <p><u>4 ADP Tape.</u> PERMANENT. Transfer entire file to NARS every two year or when no longer needed for current operations, whichever is sooner. Update as stipulated in prior agreement between NARS and the EEOC.</p>	<p>RCS 4/6/1</p> <p>RCS 4/6/2</p> <p>RCS 4/6/3</p> <p>NC-403-75-1 Item 7 (with/without); NC40376-5 item 7 (EEOC 4, item 7)</p> <p>RCS 4/7/1</p> <p>RCS 4/7/2</p> <p>RCS 4/7/3</p>	
	<p>NOTE: This certifies that the records described under this item will be microfilmed in accordance with standards set forth in FPMR 101-11.504.</p>		

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	<p>(2) <u>Data Sharing Agreements</u>. (Arranged alphabetically by Agency.) Documents regarding agreements between EEOC and Federal, State and local agencies to share statistical data on employment practices and trends, in accordance with data confidentiality requirements.</p> <p>(a) <u>Record Copy</u>. (Program Office)</p> <p>Break files annually. Transfer to Federal Records Center two (2) years following expiration of agreement. Destroy ten (10) years following expiration of agreement.</p> <p>(b) <u>All Other Copies</u>.</p> <p>Destroy on site when no longer needed for reference.</p> <p>(3) <u>Research Project File</u>. (Arranged alphabetically by subject.) Reflects a complete history of each project from initiation through research and development to completion. Includes (when created by EEOC personnel or received from contractors) procurement files, consisting of a copy of each contract or agreement for research services with related modifications, changes or addendums: initial and final proposal, project authorization documents, technical characteristics, progress reports, notice of completion or cancellation, and correspondence influencing the course of action taken on a project. For example, designs and specifications for EEO reports for survey contracts, and the monitoring of the projects for adherence to the terms of the contract.</p> <p>(a) <u>Record Copy</u>. (Program Office)</p> <p>Transfer to inactive file upon completion or termination of project. Destroy on site when five (5) years old.</p> <p>(b) <u>All Other Copies</u>.</p> <p>Destroy on site when no longer needed for reference.</p>		

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	<p>C. <u>INFORMATION (ADP) SYSTEMS.</u> Documents, including machine-readable data, reflecting the data automation activity within the Commission. (Refer to GRS 20 for machine-readable files not specifically identified in this schedule.)</p> <p>(1) <u>Planning Documents.</u> Descriptive documents required to initiate, develop, operate, and maintain specific applications.</p> <p>Review files annually. Destroy upon completion of project or when data has served all useful purposes for which it was created.</p> <p>(2) <u>Processing Files.</u> Work files, test data, input/output document flow data, publications, and similar operational records. For example, computer tapes and printouts of investigative material used as evidence in court proceedings or validation studies.</p> <p>Dispose of when no longer needed, or when raw data is satisfactorily processed into final or reduced data.</p> <p>(3) <u>Master Files.</u> Specific data file in a system at a given time.</p> <p>(a) <u>Housekeeping System File.</u> In-house data such as fiscal accountability, supply management, and payroll administration.</p> <p><u>1</u> <u>Financial Management System.</u> EEOC's financial data.</p> <p>Dispose of in accordance with Budget and Finance Records (see Item 3), or when the material no longer serves the purpose for which it was created.</p> <p><u>2</u> <u>All Other Systems.</u></p> <p>Dispose of in accordance with the instruction applicable to the hard copy, or when the material no longer serves the purposes for which it was created.</p>		

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	<p>(b) <u>Statistical Master File.</u> Machine-readable media containing data used to prepare reports covering a limited period of time; recurring periodic surveys and censuses.</p>		

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13.	<p><u>1</u> Complaint Statistical Reporting System (CSRS). Machine-readable records containing information on all persons filing complaints with EEOC which allege discrimination based on race, color, religion, sex, or national origin in hiring, firing, wages, training, apprenticeship, and all other conditions of employment. The system includes the names and addresses of charging parties and respondents, descriptions of complaints, locations of complaints, administrative or legal actions taken regarding complaints, and the resolutions of the complaints. Used as a reporting system by which EEOC district offices report discrimination complaints to Headquarters Office and provides the mechanism through which administrative control and statistics are maintained.</p> <p><u>a</u> Edit Cycle. Reformatted data (including computer print-out reports)</p> <p>Dispose of every three months.</p> <p><u>b</u> Master Tapes</p> <p>PERMANENT. Offer to the National Archives annually. (An. Vol. 3 tapes)</p> <p><u>c</u> Security Back-Up Files. Mini-masters of charge data maintained in EEOC tape library.</p> <p>Dispose of after (2) years.</p> <p><u>COMMISSION RECORDS.</u> Material pertaining to the preparation of decisions for consideration by the Commission; Commission meeting agendas and minutes; incoming and outgoing correspondence of the Commission head and Commissioners; and material submitted by subordinate staff for the attention of the Commission head or Commissioners.</p>		

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	<p>A. <u>GENERAL CORRSPONDENCE</u>. (Arranged alphabetically by subject) Consist of incoming documents addressed to the Chairman or Commissioners and copies of replies thereto, but prepared and maintained by subordinate organizational components; and material not falling into a specific category and which is considered ephemeral to office requirements.</p> <p><u>All Copies.</u></p> <p>Break files annually. Destroy upon termination of appointment or when no longer needed for reference, whichever occurs first.</p> <p>B. <u>CHAIRMAN'S CHRONOLOGICAL FILES</u>. Copies of all outgoing communications signed by the Chairman of the Commission, and maintained in the Chairman's Office.</p> <p>PERMANENT. Break files annually. Transfer to Federal Records Center when five (5) years old. Offer to NARS When ten (10) years old, ^{in five (5) year blocks.} (An. Vol. 2 cu. ft.)</p> <p>C. <u>COMMISSION MEETINGS</u>. Files documenting the open and closed Commission meetings, which deal with the policy-making processes of the Commission as provided by 29 CFR 1612.</p> <p>(1) <u>Agenda</u>. (Arranged chronologically by year) Summary of topics to be discussed at the weekly Commission Meetings. Agenda includes a statement of whether a meeting is open or closed to the public. (An. Vol. 3 cu. ft.)</p> <p>(2) <u>Meeting Minutes</u>. (Arranged chronologically by year) Complete summary of the subjects discussed at the weekly Commission Meetings, including the actions taken, the reason therefor, views expressed on any item, and any roll call vote. (AN. Vol. 3 cu. ft.)</p> <p>(3) <u>Tape Recordings</u>. (Arranged chronologically by year) Original tape recordings of Commission meetings (open and closed) as provided by 29 CFR Part 1612. (An. Vol. 50 cassette tapes)</p>		<p>DWL 9/10/79 BMB 9/10/79</p>

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>(a) <u>Record Copy</u>. (Program Office)</p> <p>PERMANENT. Break files annually. Transfer to Federal Records Center ^{offer to NARS} five (5) years after proceedings arising from a meeting are completed. Offer to NARS fifteen (15) years after completion of proceedings or when no longer needed for administrative use, whichever occurs first. (Closed meeting files are restricted from public inspection as provided by 29CFR 1612.4)</p> <p>(b) <u>All Other Copies</u>, including related background material.</p> <p>Destroy when one (1) year old, or when no longer needed for reference.</p> <p><i>the remainder</i> D. <u>COMMISSION DECISIONS FILES</u>. (Arranged chronologically by year and alphabetically by issue ^{name}) Official documents indicating the Commissioners' approval of decisions rendered on discrimination complaints pursuant to Title VII. Files include the decision documents and the decision cover sheets.</p> <p>(1) <u>Precedent Decisions</u>. Official record copy of all significant decisions and positions taken by the Chairman and Commission.</p> <p>(a) <u>Record Copy</u>. (Program Office)</p> <p>PERMANENT. Break files annually. Transfer to Federal Records Center five (5) years from date of decision. Offer to NARS fifteen (15) years from date of decision, ^{in five (5) year blocks.} (An. Vol. 2 cu. ft.)</p> <p>(b) <u>All Other Copies</u>, including related background material.</p> <p><u>1</u> Official Charge File Copy.</p> <p>Destroy with charge files under appropriate disposition authority described in this schedule.</p>		<p>DWR 9/10/79 BMB 9/10/79</p> <p>name DWR 9/10/79</p> <p>DWR 9/10/79 BMB 9/10/79</p>

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
14.	<p><u>2</u> Reference Copies.</p> <p>Destroy when no longer needed for reference.</p> <p>(2) <u>Non-Precedent Decisions</u>. Files include routine letters of determination, conciliation agreements, and pre-determination settlements.</p> <p>(a) <u>Record Copy</u>. (Program Office)</p> <p>Break files annually. Destroy five (5) years from date of decision.</p> <p>(b) <u>All Other Copies</u>.</p> <p><u>1</u> Official Charge File Copy.</p> <p>Destroy with charge files under appropriate disposition authority described in this schedule.</p> <p><u>2</u> Reference Copies.</p> <p>Destroy when no longer needed for reference.</p> <p><u>COMPLIANCE RECORDS</u>. Covers records created in the Commission to carry out its mission to establish and implement policy on eliminating job discrimination, and to enforce the policy through operating activities as required by Title VII of the Civil Rights Act of 1965, as amended.</p> <p>A. <u>PLANS AND POLICY</u>. (Arranged alphabetically by subject.) Documents relating to the establishment of policy, direction, guidance and assistance in the compliance process. Records include guidelines enunciating Title VII related policy, policy interpretations of the equal employment opportunity laws and regulations, Commission rules and regulations published in the Federal Register, and other related matters to translate Commission policy.</p> <p>(1) <u>Record Copy</u>. (Program Office)</p> <p>PERMANENT. Break files annually. Transfer to the Federal Records Center when five (5) years old. Offer to NARS in annual segments fifteen (15) years after file break, (An. Vol. 5 cu. ft.)</p> <p><i>in five (5) year blocks.</i></p>		<p>Dwr 9/10/79 BMB 9/10/79</p>

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	<p>(2) <u>All Other Copies</u></p> <p>Destroy on site when two (2) years old or when no longer needed for reference, whichever is earlier.</p> <p>B. <u>FIELD OPERATIONS REVIEW.</u> (Arranged alphabetically by subject) Material generated through the monitoring of field management systems or plans to provide timely remedy or resolution of charges; development and refinement of charge processing procedures; and, evaluation of field offices and FEP agencies to ensure quality implementation of the charge processing system.</p> <p>(1) <u>Record Copy.</u> (Program Office)</p> <p>Break files annually. Destroy on site three (3) years after file break.</p> <p>(2) <u>All Other Copies.</u></p> <p>Destroy on site when one (1) year old or when no longer needed for reference.</p> <p>C. <u>CHARGES.</u> Records pertaining to the compliance process which include receipt of complaints of job discrimination; investigation; conciliation with the employer, union, employment agency or labor management apprenticeship programs; compliance review; Commissioner charges; and general material pertaining to discrimination under Title VII, Civil Rights Act. <u>Record copies of documents, including forms and ADP data, created during the compliance process of a discrimination complaint are maintained in the official charge file.</u> (Schedule applies to Headquarters and Field Offices.)</p> <p>(1) <u>General Correspondence.</u> (File alphabetically by subject.) General material (including inquiries) pertaining to discrimination, but not related to a specific case or charge.</p> <p><u>All Copies.</u></p> <p>Destroy when six (6) months old.</p>		

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>(2) <u>Headquarters Subject File.</u> Background papers, copies of charges and other supporting documents relating to the compliance process.</p> <p><u>All Copies.</u></p> <p>Break file annually. Destroy when three (3) years old.</p> <p>(3) <u>Dismissals.</u> (Arranged numerically) Documents relating to dismissals of charges for other than no cause, withdrawals, and closures by issuance of Notice of Right to Sue upon request. Files include charges dismissed for lack of jurisdiction, failure to cooperate, failure to locate (including "administrative closure" where charging party not apprised of requirements to keep EEOC informed of address changes), and refusal to accept full relief.</p> <p>(a) Transition Quarter (T.Q.) Case Files. Files retained based on the <u>Hall</u> vs. EEOC, N.D., Cal. suit. (case dismissed on July 17, 1978.)</p> <p><u>1</u> Files already sent to Federal Records Center shall be destroyed January 1, 1980.</p> <p><u>2</u> T.Q. files still remaining in offices shall be treated as all other dismissal files.</p> <p>(b) All Other Dismissal/Closure Files.</p> <p>Destroy six (6) months following date of closure/dismissal.</p> <p>(4) <u>Negotiated Settlements.</u> All documents in the charge file.</p> <p>Destroy one (1) year 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>NN171-166 items 1 and 2; NN-172-41 items 1 and 2; NC1403-76-6 items 1 and 2; NC1403-78-2 item 2 (EEOC 3, items 1 and 2-1, 2-2)</p> <p>RCS 3/2/1</p> <p>RCS 3/2/2 RCS 3/1/1</p> <p>NN-171-166 item 4 (EEOC 3, item 4)</p> <p>RCS 3/4</p>	

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	<p>(5) <u>Determination/Decision Files:</u></p> <p>(a) <u>No Cause.</u> (Arranged by year of closure and sequentially by charge number) All documents in the charge file.</p> <p><u>1 Transition Quarter (T.Q.) Files.</u> T.Q. project files during period 8/15/76 to 9/30/76. (Court case dismissed on July 19, 1978)</p> <p><u>a</u> T.Q. files already sent to Federal Records Center.</p> <p>Destroy four years after last action date, which will be October 1, 1980.</p> <p><u>b</u> T.Q. files still remaining in Commission offices shall be reviewed and mingled with the appropriate category of determination/decision files. Use the appropriate disposal authority for decision files as described in this item.</p> <p><u>2 Files of Value.</u> No Cause files which are of value in the development of class action or pattern and practice for future cases.</p> <p>Retire to the Federal Records Centers one (1) year after last action. Destroy three (3) years later.</p> <p><u>3 All Other No Cause Files.</u> Files having no future value.</p> <p>Destroy one (1) year after the year of the last action.</p>	<p>NN-171-166 item 3a NCL403-78-2 items 3-1, 3-1a and 3-1b WEOG 3, items 3-1a and 3-1b) RCS 3/3/1a</p> <p>RCS 3/3/1a</p> <p>RCS 3/3/1b</p>	

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>(b) <u>Cause</u>. All documents in the charge file.</p> <p><u>1 Landmark Cases</u>. (Filed alphabetically by respondent/issue) Record copy of cases which state a principle of law and is so definite in its terms and so generally acquiesced in and act on that it has come to be recognized as the accepted rule on a given question, particularly where decision is made by a court of last resort construing a statute. (See Item <u>15B</u> for criteria of landmark cases.)</p> <p>PERMANENT. Transfer to nearest Federal Records Center two (2) years after final court action. Offer to National Archives ten (10) years after final court action, in (An. Vol. 2 cu. ft.)</p> <p><u>2 All Other Cause Files</u>. (Arranged by year of closure and sequentially by charge number)</p> <p>Retire to Federal Records Center one (1) year after the year of the last action, including action in the Federal Courts or the last compliance review (the final report submitted by the respondent after conciliation to indicate compliance). Destroy after three (3) additional years.</p> <p>(6) <u>Charge Control Files</u>. Documents used to show actions taken and to control charges.</p> <p>(a) <u>EEOC Form 40A, Charge Control Ledger</u>. Filed sequentially by charge number and by year. Retain in agency when no longer needed for administrative purposes. Retain in control office.</p> <p>(b) <u>EEOC Form 40B (Flimsies), Charge Control Action Memo</u>. (Arranged alphabetically by Respondent)</p> <p>Destroy upon receipt of latest computer printout generated by the Complaint Statistical Reporting System (CSRS).</p>	<p>NN171-166 item 3b i, ii (EEOC 3, item 3-2 i, ii)</p> <p>RCS 3/3/2/ii</p> <p>RCS 3/3/2/i</p>	<p>five (5) year blocks.</p> <p>bmb 9/10/79 Dwr 9/10/79</p> <p>RTB 4/24/79</p>

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	<p>D. <u>STATE AND LOCAL PROGRAMS.</u> (Filed alphabetically by subject) Records pertaining to the cooperative relationships between EEOC and State and Local Fair Employment Practice Agencies (FEP), which include correspondence between EEOC and FEP agencies, applications for 706 Agency designations, memoranda of agreements, contracts, national (706 Agency) funding programs, and other related material generated between EEOC and State and Local Agencies.</p> <p>(1) <u>General Correspondence.</u> Letters, memoranda, relating to routine transactions of official business between EEOC and State and Local FEP Agencies (other than material specified elsewhere in this schedule).</p> <p>(a) <u>Record Copy.</u> (Program Office)</p> <p>Break file annually. Destroy after three (3) full calendar years after <i>file break.</i></p> <p>(b) <u>All Other Copies.</u></p> <p>Destroy when one (1) year old or when no longer needed for reference, whichever is earlier.</p> <p>(2) <u>Contract/Project File.</u> (Arranged alphabetically by agency) Documents regarding State and Local Agencies receiving or applying for EEOC funds to assist in the implementation of their programs to eliminate discrimination. Records consist of applications for 706 Agency designations, requests for proposals, correspondence (including memoranda of understanding) with the Fair Employment Agencies (706 Agencies), detailing their services and accomplishments, staffing and funding requirements; and other related material. (See Item 4A for procurement contract files.)</p> <p>(a) <u>Record Copy.</u> (Program Office)</p> <p>Transfer to Federal Records Center three (3) years after contract/project has been executed. Destroy after ten (10) calendar years.</p>	<p>NC-403-76-4, Item 2 (withdrawn)</p> <p>NC-403-76-4, Item 1 (withdrawn)</p>	

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	<p>(b) <u>All Other Copies</u></p> <p>Destroy when two (2) years old.</p> <p>E. <u>DISCRIMINATION TECHNIQUES RECORDS.</u> (Arranged alphabetically by subject.) Documents generated in identifying and remedying discrimination in employment patterns/practices (systemic activities), which include records on the compilation of respondent policies and procedures; national standards for selecting subjects for systemic proceedings; statistical data used in analyzing employment practices of designated and/or potential respondents (707 cases); and other related material to eliminate discrimination features of employment systems. (This does not include files on the processing of charges, see Items 14C and 15.)</p> <p>(1) <u>Systemic Selection Standards File.</u> (Arranged alphabetically by issue) Records generated in identifying and selecting potential subjects for systemic proceedings.</p> <p>(a) <u>Record Copy.</u> (Program Office)</p> <p>Break files annually. Retire to Federal Records Center when three (3) years old. Destroy when six (6) years old.</p> <p>(b) <u>All Other Copies</u></p> <p>Destroy when one (1) year old.</p> <p>(2) <u>Respondent Investigative Files.</u> (Arranged alphabetically by Respondent.) Documents assembled in the investigation of employment discrimination practices and are the evidence by which the Commission processes a charge.</p> <p>(a) <u>Record Copy.</u> (Program Office)</p> <p>Transfer to Federal Records Center one (1) year after final resolution of the case. Destroy five (5) years from date of transfer. (See Item 12C(2) for investigative material on ADP tapes).</p>	<p>NC-403-76-3, Items 1, 2, 3 (withdrawn)</p>	

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	<p>(b) <u>All Other Copies.</u></p> <p><u>1</u> Official Charge/Case File Copy. Consolidation of charge file and headquarters systemic case file.</p> <p>Use disposal authority for the appropriate category of charge files described in Items 14C or 15B.</p> <p><u>2</u> Reference Copies.</p> <p>Destroy when no longer needed for reference.</p> <p>F. <u>SPECIAL PROJECTS AND PROGRAMS.</u> (Arranged alphabetically by subject.) Documents generated in formulating, implementing and monitoring specialized enforcement programs to eliminate discrimination in the private sector. Files include special projects and programs which monitor the activities of and coordinate with external groups and specific constituencies, such as craft and industrial unions, bar associations, educational institutions and minority organizations; material pertaining to the encouragement and assistance to the private sector in effectively implementing affirmative action programs and policies; and related reporting activities.</p> <p>(1) <u>Record Copy.</u> (Program Office)</p> <p>Break files annually. Transfer to Federal Records Center when two (2) years old. Destroy when five (5) years old.</p> <p>(2) <u>All Other Copies.</u></p> <p>Destroy when one year old or when no longer needed for reference, whichever occurs first.</p> <p>G. <u>GOVERNMENT EMPLOYMENT PROGRAMS</u> (Arranged alphabetically by subject.) Documents generated in planning, developing, and implementing programs which will facilitate actions by Federal, State and Local governments and educational institutions to bring their employment policies into compliance with the Civil Rights Act as amended and the Rehabilitation Act as amended. Files include EEO matters,</p>	<p>NN172-4, Items 1, 3-7</p>	

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	<p>affirmative action planning and programming in Federal, State and Local governments and public educational institutions, affirmative action planning for employment and placement of the handicapped and aged in the Federal Government, and related reporting activities.</p> <p>(1) <u>EEO General Files</u>. (Arranged alphabetically by subject.) General correspondence, plans, procedures and related records concerning all aspects of the equal employment opportunity programs of Title VII of the Civil Rights Act, as amended, and Section 501 of the Rehabilitation Act, as amended.</p> <p>(a) <u>Record Copy</u>. (Program Office)</p> <p style="padding-left: 40px;">Break files annually. Destroy when three (3) years old or when material is obsolete or superseded, whichever occurs first.</p> <p>(b) <u>All Other Copies</u>.</p> <p style="padding-left: 40px;">Destroy when no longer needed.</p> <p>(2) <u>EEO Affirmative Action Plans</u>. (<u>AAP</u>) (Arranged geographically and by name of agency) Plans submitted by Federal, State and Local governments and public educational institutions, and correspondence relating to the Commission's review and approval of individual plans.</p> <p>(a) <u>Record Copy</u>. (Program Office)</p> <p style="padding-left: 40px;">Break files annually. Transfer to Federal Records Center when (2) years old. Destroy when five (5) years old.</p> <p>(b) <u>All Other Copies</u>.</p> <p style="padding-left: 40px;">Destroy when one (1) year old.</p>		

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15.	<p><u>LEGAL AND LEGISLATIVE RECORDS.</u> This schedule covers records consisting of litigation matters to which the Commission is a party or in which it is involved; legal opinions and interpretations; court rulings; claims; Congressional activities; and legislation proposed by or in the interest of the Commission.</p> <p><u>A. LEGAL</u></p> <p>(1) <u>General Correspondence Files.</u> (Arranged alphabetically by subject) Correspondence, reports, forms, and other records relating to the administration and operation of legal activities but excluding specific files described elsewhere in this schedule. (See Items 10E and 10F for FOI Records and Privacy Act Records.)</p> <p>(a) <u>Record Copy</u></p> <p>Break files annually. Destroy when three (3) years old.</p> <p>(b) <u>All Other Copies.</u></p> <p>^{in agency} Destroy when no longer needed for reference.</p> <p>(2) <u>Opinions and Interpretations.</u> (Arranged alphabetically by subject)</p> <p>(a) <u>External Requests.</u> 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><u>1 Record Copy.</u> (Program Office)</p> <p>PERMANENT. Retire to Federal Records Center when two (2) years old. Offer to National Archives when ten (10) years old, (An. Vol. 2 cu. ft.)</p>	<p>NC-403-76-1, Item 5 (withdrawn); NC1403-77-1 item 4 (EEOC-2, item 4)</p> <p>RCS 2/4/1</p> <p>NC1403-77-1 item 1; (EEOC-2, item 1) NC-403-76-1, Item 2 (with-drawn)</p> <p>RCS 2/1/1</p>	<p>BMB 9/10/79 Dwr 9/10/79</p>

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	<p><u>2 All Other Copies.</u></p> <p>Destroy when no longer needed for reference.</p> <p>(b) <u>Internal Requests.</u> Requests to the General Counsel for opinions and interpretations from Commission offices on various administrative subjects (e.g. the Hatch Act, conflicts of interest, or other internal legal matters.)</p> <p><u>1 Record Copy.</u> (Program Office)</p> <p>Break files annually. Destroy when three (3) years old.</p> <p><u>2 All Other Copies.</u></p> <p>Destroy when one (1) year old or when no longer needed, whichever occurs first.</p> <p>(3) <u>Claims Case Files.</u> (Arranged alphabetically) 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>(a) <u>Record Copy.</u> (Program Office)</p> <p>Break files annually. Destroy seven (7) years after final disposition of case.</p> <p>(b) <u>All Other Copies.</u></p> <p>Destroy when no longer needed for reference.</p> <p>B. <u>LITIGATION.</u> Material pertaining to court litigation, which includes court rules, court dockets, briefs, orders, court decisions, Section 706 cases, Section 707 cases, state cases in discrimination litigation, and other legal court matters. (See item 12C(2) for computer tapes and printouts of investigative material)</p>	<p>RCS 2/1/2</p> <p>NC-403-76-1, Item 3 (withdrawn)</p> <p>NC1403-77-1 item 5 (EEG-2, item 5)</p> <p>RCS 2/5/1</p>	

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>(1) <u>General Litigation Files</u>. (Arranged alphabetically by issue/subject.) Litigation records initiated by or coordinated with other offices of the Commission in which the Office of the General Counsel has an interest. Includes consent decrees, motions, protecting orders, etc. (This file excludes material which becomes a part of the official charge/case file.)</p> <p>(a) <u>Record Copy</u>. (General Counsel)</p> <p>Break files annually. Destroy when three (3) ^{four (4)} years old.</p> <p>(b) <u>All Other Copies</u>.</p> <p>Destroy when no longer needed for reference.</p> <p>(2) <u>EEOC Defendant Case File</u>. (Arranged alphabetically by name) Records of the litigation process in which EEOC is the defendant. Included are motions, interrogatories, briefings, consent decrees, final orders of the court, and other related legal documents.</p> <p>(a) <u>*Landmark Cases</u>. Record copy of cases that are of continuing value for future processing.</p> <p>PERMANENT. Retire to Federal Records Center two (2) years after final court action. Offer to the National Archives ten (10) years after final court action, (An. Vol. 2 cu. ft.) ^{in five (5) year blocks.}</p> <p>(b) <u>All Other EEOC Defendant Case Files</u>.</p> <p><u>1 Record Copy</u>.</p> <p>Retire to Federal Records Center two (2) years after final court action. Destroy seven (7) years after final court action.</p> <p><u>2 All Other Copies</u>.</p> <p>Destroy on site when no longer needed for reference.</p>	<p>NC-403-76-1, Item 4 (withdrawn)</p> <p>Conversation w/ Tom Coffin EEOC 7/14/79 JMS/ULL</p> <p>NC1403-77-1 item 2/i + 2/ii (EEOC 2, item 2-1 i, ii and 2-2)</p> <p>RCS 2/2 /1/ii</p> <p>RCS 2/2 /1/i</p>	<p>DMP B 9/14/79 DWR 9/10/79</p>

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	<p>(3) <u>EEOC Plaintiff Case File.</u> (Arranged alphabetically by name) Record of the Commission's litigation process against a defendant, including motions, interrogatories, briefings, consent decrees, final court orders, and other related legal documents.</p> <p>(a) <u>*Landmark Cases.</u> Record copy of cases that are of continuing value.</p> <p>PERMANENT. Retire to Federal Records Center one (1) year after entry of final order dismissing action. Offer to the National Archives five (5) years after final dismissing action. (An. Vol. 2 cu. ft.) <i>in five (5) year blocks.</i></p> <p>(b) <u>Permanent Injunction.</u> Where a permanent injunction is entered against a respondent.</p> <p>PERMANENT. Retire to Federal Records Center two (2) years after permanent injunction is entered. Offer to National Archives after five (5) years. (An. Vol. 8 cu. ft.)</p> <p>(c) <u>All Other EEOC Plaintiff Case Files.</u></p> <p><u>1 Record Copy.</u></p> <p>Retire to Federal Records Center one (1) year after entry of final order dismissing action. Destroy four (4) years after entry of final order dismissing action.</p> <p><u>2 All Other Copies.</u></p> <p>Destroy on site when no longer needed for reference.</p> <p>* Landmark cases are those based on the following criteria:</p> <p>(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;</p>	<p>NC-403-76-1, item 1; NCL403-77-1 item 3 (EEOC 2, item 3-1 i, ii and 3-2)</p> <p>RCS 2/3/1/ii</p> <p>RCS 2/3/2</p> <p>upon dismissal of case. Destroy 10 years after dismissal of case.</p> <p>RCS 2/3/1/i; <i>BMP 9/10/79</i></p> <p>RCS 2/3/1</p>	<p><i>DWR 9/10/79</i></p>

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>(2) Cases of value that are heard by appellate or higher court;</p> <p>(3) Cases that are determined valuable for investigative or litigative procedures;</p> <p>(4) Cases that gain national attention because of Congressional or public interest;</p> <p>(5) Cases of major economic impact; and</p> <p>(6) Cases that show possible conflicts of interest.</p> <p>C. <u>LEGISLATIVE FILES.</u> (Arranged chronologically by sessions of Congress) History file of Congressional bills and hearings, Committee reports, Public Laws, Executive Orders, and Memoranda pertaining to the Commission's statute and related statutes; testimonies on current legislation; and other related documents. (See Item 15A(2) for opinions issued on laws)</p> <p>(1) <u>Record Copy.</u> (Program Office)</p> <p>Break files every two (2) years. Transfer to the Federal Records Center when four (4) years old. Destroy in ten (10) years. .</p> <p>(2) <u>All Other Copies</u> of legislative documents and related processed reference material.</p> <p>Destroy ^{in agency} when no longer needed for reference, or upon adjournment of related session of Congress.</p> <p>D. <u>CONGRESSIONAL/FEDERAL AGENCY RECORDS.</u> Material involving all Congressional matters, which include Congressional developments, inquiries, testimonies, and committees which affect the Commission's responsibilities under Title VII; and Government agency inquiries relating to the operations of the Commission.</p> <p>(1) <u>Congressional Inquiries.</u> (Arranged alphabetically by name of Congressional member) Correspondence, memoranda, or other material received from the Congress concerning status of constituent complaints; requests for support material for legislation; and general inquiries about the Commission.</p>		

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>(a) <u>Record Copy.</u> (Program Office)</p> <p>Break files every two (2) years. Destroy upon file break, or when no longer needed for administrative purposes.</p> <p>(b) <u>All Other Copies,</u> including routine or general information.</p> <p>Destroy when no longer needed for reference.</p> <p>(2) <u>Office of the President Files.</u> (Arranged alphabetically by issue) Material involving direct relations with the President, Vice President or their first echelon aides/secretaries regarding status of charges of discrimination, or general inquiries about the Commission.</p> <p>(a) <u>Record Copy.</u> (Program Office)</p> <p>Break files every two (2) years. Destroy on site upon file break, or when no longer needed for administrative purposes.</p> <p>(b) <u>All Other Copies.</u></p> <p>Destroy when no longer needed for reference.</p> <p>(3) <u>Federal Agency Files.</u> (Arranged alphabetically by agency name) Correspondence, memoranda, rules or regulations or other information received from other Government agencies which relate to the operations of EEOC.</p> <p>(a) <u>Record Copy.</u> (Program Office)</p> <p>Break files every two years. Destroy on site when two (2) years old.</p> <p>(b) <u>All Other Copies.</u></p> <p>Destroy when no longer needed for reference.</p>		