

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
1. FROM (Agency or establishment) Equal Employment Opportunity Commission	
2. MAJOR SUBDIVISION Office of General Counsel	
3. MINOR SUBDIVISION	
4. NAME OF PERSON WITH WHOM TO CONFER Delphine Best	5. TELEPHONE (202) 663-4250

LEAVE BLANK (NARA use only)	
JOB NUMBER N1-403-05-1	
DATE RECEIVED 3/10/05	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
DATE	ARCHIVIST OF THE UNITED STATES
	Withdrawn

6. AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE 11/8/2004	SIGNATURE OF AGENCY REPRESENTATIVE <i>James Israel</i>	TITLE Records Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p>General Correspondence File</p> <p>Except material that becomes part of an official charge/case file, the Office of General Counsel establishes and maintains a General Correspondence File for the Office of General Counsel. The file contains all the original incoming communications and initialed record copies of outgoing and interoffice correspondence arising from the functions for which the Office of General Counsel exists, rather than its internal administration or housekeeping activities. The Office of General Counsel arranges the correspondence in the file chronologically and alphabetically by issue/subject.</p> <p>1a Record Copy</p> <p>Temporary. The Office of General Counsel establishes and maintains the incoming and outgoing correspondence and material related thereto in the General Correspondence File for one (1) year. After that, the Office of General Counsel should destroy all unofficial files/copies when no longer needed for reference, and the Office's official General Correspondence File may be:</p> <ul style="list-style-type: none"> - Stored in a separate letter-size two through five-drawer metal vertical or lateral filing cabinet with a lock in the Office of General Counsel specifically for its closed General Correspondence File material; or - Moved to a NARA compliant commercial or other federal agency record storage facility arranged by the Office of the Chief Financial Officer and Director of Administrative Services; or - Transferred to the Federal Records Center with the prior concurrence of the Office of the Chief Financial Officer and Director of Administrative Services. <p>When the official General Correspondence File material are three (3) years old, the Office of General Counsel either destroys or arranges for the destruction of these records then.</p> <p>1b All Other Copies</p> <p>Destroy when no longer needed for reference.</p>	NC1-703-79-1 RCS, Item no. 15.A	

115-109

NSN 7540-00-634-4064
PREVIOUS EDITION NOT USABLESTANDARD FORM 115 (REV. 3-91)
Prescribed by NARA
36 CFR 1228*SA 11/22/05*

REQUEST FOR RECORDS DISPOSITION AUTHORITY -- CONTINUATION

ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
<p>2</p> <p>2a</p> <p>2b</p>	<p>General Litigation Files. Except material that becomes a part of an official charge/case file, the Office of General Counsel establishes and maintains the General Litigation Files of the Commission. The file consists of a litigation folder containing the official record copy of litigation records for each case it initiates or coordinates in which the Office of General Counsel has an interest. These files should be arranged by issue/subject.</p> <p>Record Copy</p> <p>Permanent. The Office of General Counsel retains the folder of the cases in the EEOC General Litigation Case file for one (1) year after the date of the court's or Commission's final action regarding the case, whichever is later, and then automatically breaks all such files at that time. After that date, these files are inactive and may be:</p> <ul style="list-style-type: none"> - Stored in a separate letter-size two through five-drawer metal vertical or lateral filing cabinet with a lock in the Office of General Counsel specifically for the Commission's closed General Litigation File folders; or - Moved to a NARA compliant commercial or other federal agency record storage facility arranged by the Office of the Chief Financial Officer and Director of Administrative Services; or - Transferred to the Federal Records Center with the prior concurrence of the Office of the Chief Financial Officer and Director of Administrative Services. <p>Two (2) years after the final court or Commission action on the cases for these closed files, the Office of General Counsel, through Office of the Chief Financial Officer and Director of Administrative Services, will then transfer all the folders(s) to NARA for permanent retention.</p> <p>All Other Copies</p> <p>Temporary. Destroy when no longer needed for reference.</p>	<p>NC1-403-79-1 RCS, Item no. 15 B (1)</p>	
<p>3</p> <p>3a</p> <p>3b</p>	<p>EEOC Defendant Case Files. The Office of General Counsel establishes and maintains an EEOC Defendant Case Files for all cases where the Commission is the defendant and represented by the Office of General Counsel. The file consists of folders containing the official record copy of all the litigation records for these cases. The folders in the file are arranged alphabetically by the defendant's name.</p> <p>Record Copy</p> <p>Permanent. The Office of General Counsel retains the folder of the cases in the EEOC General Litigation Case file for one (1) year after the date of the court's or Commission's final action regarding the case, whichever is later, and then automatically breaks all such files at that time. After that date, these files are inactive and may be:</p> <ul style="list-style-type: none"> - Stored in a separate letter-size two through five-drawer metal vertical or lateral filing cabinet with a lock specifically for the Commission's closed EEOC Defendant Case File folders; or - Moved to a NARA compliant commercial or other federal agency record storage facility arranged by the Office of the Chief Financial Officer and Director of Administrative Services; or - Transferred to the Federal Records Center with the prior concurrence of the Office of the Chief Financial Officer and Director of Administrative Services. <p>Two (2) years after the final court or Commission action on the cases for these closed files, the Office of General Counsel, through Office of the Chief Financial Officer and Director of Administrative Services, will then transfer all the folders(s) to NARA for permanent retention.</p> <p>All Other Copies</p> <p>Temporary. Destroy when no longer needed for reference.</p>	<p>NC1-403-79-1 RCS, Item no. 15 B(2)</p>	

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4	<p>EEOC Plaintiff Case File. The Office of General Counsel establishes and maintains the EEOC Plaintiff Case File of the Commission for all cases where the Commission is the plaintiff and represented by the Office of General Counsel. The file consists of folders arranged alphabetically by the respondent's name, containing the official record copy of all the litigation records for these cases.</p> <p>4a Record Copy</p> <p>Permanent. The Office of General Counsel retains the folder of the cases in the EEOC Plaintiff Case file for one (1) year after the date of the court's or Commission's final action regarding the case, whichever is later, and then automatically breaks all such files at that time. After that date, these files are inactive and may be:</p> <ul style="list-style-type: none"> - Stored in a separate letter-size two through five-drawer metal vertical or lateral filing cabinet with a lock in the Office of General Counsel specifically for the Commission's closed EEOC Plaintiff Case file folders; or - Moved to a NARA compliant commercial or other federal agency record storage facility arranged by the Office of the Chief Financial Officer and Director of Administrative Services; or - Transferred to the Federal Records Center with the prior concurrence of the Office of the Chief Financial Officer and Director of Administrative Services. <p>Two (2) years after the final court or Commission action on the cases for these closed files, the Office of General Counsel, through Office of the Chief Financial Officer and Director of Administrative Services, will then transfer all the folders(s) to NARA for permanent retention.</p> <p>4b All Other Copies.</p> <p>Temporary. Destroy when no longer needed for reference.</p>	<p>NC1-403-79-1 RCS, Item no. 15 B (3)</p>	