

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-403-05-5	
1. FROM (Agency or establishment) Equal Employment Opportunity Commission		DATE RECEIVED 3/10/05	
2. MAJOR SUBDIVISION Office of the Chair and Commissioners		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER Delphine Best	5. TELEPHONE (202) 663-4223	DATE	ARCHIVIST OF THE UNITED STATES WITHDRAWN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 1 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>[Signature]</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 GRS OR SUPERSEDED JOB CITATION	10.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.	General Correspondence File Copies of all incoming correspondence to the Chair or Commissioners and the replies thereto where the replies are by other than the Chair are maintained by the Executive Secretariat for the Chair or Commissioners for one (1) year after the date of replies.	NC1-403-79-1 RCS, Item no. 13.A	
1.a.	Record Copy. Temporary. After the record copies are one (1) year old, all copies should be destroyed then, or when otherwise no longer needed, or upon the end of the Chair's or Commissioner's appointment, whichever occurs first.		
1.b.	All Other Copies. Destroy when no longer needed for reference.		
2.	Chair's Chronological File Copies of all outgoing communications signed by the Chair that are retained by the Executive Secretariat in the Chair's Chronological File for one (1) year after the date of replies.	NC1-403-79-1 RCS, Item no.13.B	
2.a.	Record Copy Permanent. After the record copies are one (1) year old after the date of replies, the Office of the Chair or the Executive Secretariat automatically breaks them at that time as inactive and they may be: - Stored in a separate letter-size two through five-drawer metal vertical or lateral filing cabinet with a lock in the Office of the Chair specifically for inactive Chair's Chronological 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		

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	<p>- Transferred to the Federal Records Center with the prior concurrence of the Office of the Chief Financial Officer and Director of Administrative Services.</p> <p>When the materials in the Chair's Chronological files are ten (10) years old or earlier with NARA's prior approval, the Office of the Chair or the Executive Secretariat, through Office of the Chief Financial Officer and Director of Administrative Services, offers the files to NARA for permanent retention.</p> <p>2.b. All Other Copies.</p> <p>Destroy when no longer needed for reference.</p> <p>3. Schedules of Daily Activities</p> <p>Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities by the Chair and Commissioners while serving in an official capacity, excluding materials determined to be personal.</p> <p>3a. Record Copy</p> <p>Temporary. The office retains its schedules of daily activities as active records for one (1) year, excluding those records documenting no substantive information or records containing substantive information the substance of which has been incorporated into other records described on this form. After the schedules are one (1) year old, the record copies of the schedules 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 Office Administrative Files 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 approval of the Office of the Chief Financial Officer and Director of Administrative Services. <p>When two (2) years old, the Office of the Chair and Commissioners automatically either destroys or otherwise arranges for the destruction on site of these records.</p> <p>3b. All Other Copies.</p> <p>Destroy when no longer needed for reference.</p>	<p>GRS 23, Item no. 5.</p> <p>GRS 23, Item no. 5.a.</p> <p>GRS 23, Item no. 5.b.</p>	