

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-403-05-6	DATE RECEIVED 3/10/05
1. FROM (Agency or establishment) Equal Employment Opportunity Commission		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Executive Secretariat		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION		DATE	ARCHIVIST OF THE UNITED STATES
4. NAME OF PERSON WITH WHOM TO CONFER Delphine Best	5. TELEPHONE 202-663-4223	WITHDRAWN	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>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 GRS OR SUPERSEDED JOB CITATION	10.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><b>General Correspondence File</b></p> <p>The Executive Secretariat establishes and maintains a General Correspondence File for the Executive Secretariat. The file contains all the original incoming communications and initialed record copies of outgoing and interoffice correspondence arising from the functions for which the Executive Secretariat exists, rather than its internal administration or housekeeping activities. The Executive Secretariat arranges the correspondence in the file chronologically by EEOC office.</p>		
1a	<p><b>Record Copy</b></p> <p>Temporary. The Executive Secretariat establishes and maintains the incoming and outgoing correspondence and material related thereto in the General Correspondence File for one (1) year at which time the Executive Secretariat automatically breaks the file. After that, the inactive file may be:</p> <ul style="list-style-type: none"> <li>- Stored in a separate letter-size two through five-drawer metal vertical or lateral filing cabinet with a lock in the Executive Secretariat specifically for its closed General Correspondence File material; or</li> <li>- 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</li> <li>- Transferred to the Federal Records Center with the prior concurrence of the Office of the Chief Financial Officer and Director of Administrative Services.</li> </ul> <p>When the official General Correspondence File material are three (3) years old, the Executive Secretariat either destroys or arranges for the destruction of these records then.</p>		
1b	<p><b>All Other Copies.</b></p> <p>Destroy when no longer needed for convenience for reference.</p>		

*SA 11/22/05*

**REQUEST FOR RECORDS DISPOSITION AUTHORITY -- CONTINUATION**

JOB NUMBER

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ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
2	<p><b>Commission Meeting Files</b></p> <p>The Executive Secretariat establishes and maintains the Commission Meeting File of the Commission. This file contains all the official record copies of agendas, meeting minutes, tape recordings and audiovisual recordings, and photographs, documenting the open and closed Commission policy making meetings. The meeting files and contents therein are arranged chronologically by year.</p>	<p>NC1-403-79-1, Item no. 13.C.</p>	
2a	<p><b>Record Copy</b></p> <p>Permanent. The Executive Secretariat retains these records in the Commission Meeting Files for one (1) year after the meetings at which time the Executive Secretariat automatically breaks the files. After that, the one (1) year old Commission Meetings File may be:</p> <ul style="list-style-type: none"> <li>- Stored in a separate letter-size two through five-drawer metal vertical or lateral filing cabinet with a lock in the Executive Secretariat specifically for Inactive Commission Meeting Files material; or</li> <li>- Moved to a NARA compliant commercial or other federal agency warehouse arranged by the Office of the Chief Financial Officer and Director of Administrative Services; or</li> <li>- Transferred to the Federal Records Center with the prior concurrence of the Office of the Chief Financial Officer and Director of Administrative Services.</li> </ul> <p>When an Inactive Commission Meeting Files folder is five (5) years old, the Executive Secretariat, through Office of the Chief Financial Officer and Director of Administrative Services, offers these file folders to NARA for permanent retention.</p>		
2b	<p><b>All Other Copies</b></p> <p>Temporary. Destroy when no longer needed for convenience for reference.</p>		
3	<p><b>Commission Decision Files</b></p>	<p>NC1-403-79-1, Item no. 13.D.</p>	
3a	<p>The Executive Secretariat establishes and maintains the Commission Decision Files of the Commission. These files consists of folders containing the official copy of all the decision documents and decision cover sheets documenting the Commissioners' approval or disapproval of decisions regarding the litigation of discrimination complaints. These files are arranged chronologically.</p> <p><b>Record Copy</b></p> <p>Permanent. The Executive Secretariat retains the official record copy of the Commission Decision File folders for one (1) year after the Commission's decision to which the file folder pertains. After the files are one (1) year old, the Executive Secretariat automatically breaks them at that time and they may be:</p> <ul style="list-style-type: none"> <li>- Stored in a separate letter-size two through five-drawer metal vertical or lateral filing cabinet with a lock in the Executive Secretariat specifically for inactive Commission Decision File folders; or</li> <li>- 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</li> <li>- Transferred to the Federal Records Center with the prior concurrence of the Office of the Chief Financial Officer and Director of Administrative Services.</li> </ul> <p>When the inactive files are fifteen (15) years old after the Commission's decision or earlier with NARA's prior approval, the Executive Secretariat, through the Office of the Chief Financial Officer and Director of Administrative Services, offers the files to NARA for permanent retention.</p>		
3b	<p><b>All Other Copies</b></p> <p>Temporary. Destroy when longer needed for reference.</p>		