

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS (See Instructions on Reverse)

LEAVE BLANK DATE RECEIVED NCI 403 78 2 12 APR 1978 JOB NO. 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. 4-18-78 James B. Rhoads Date Archivist of the United States

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 District Offices 3. MINOR SUBDIVISION 4. NAME OF PERSON WITH WHOM TO CONFER Sally Crocker 5. TEL. EXT. 634-6983 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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

4/7/78 (Date) Martin O. Alexander (Signature of Agency Representative) Director, Organization and Standards Division (Title)

Table with 4 columns: 7. ITEM NO., 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods), 9. SAMPLE OR JOB NO., 10. ACTION TAKEN. Row 1: 2, ADMINISTRATIVE CLOSURE FILE. Documents relating to closure by administrative means because: (1) the charging party wishes to withdraw his/her charge from Commission proceedings; (2) the Commission has been unable, after reasonable effort, to locate the Charging Party; or (3) the Charging Party fails to provide requested necessary information, or otherwise refuses to cooperate to the extent that the Commission is unable to resolve the charge. 2-1 Transition Quarter (T.Q.) Case Files. Files subject to the pending resolution of the HALL v. EEOC, N.D. Cal. suit. Transfer to the Federal Records Centers immediately and destroy January 1, 1980. NCI-403-76-6A (EEOC Schedule 3, item 2) 4 items

to NNF, agency, NCW, 1NC, 2NC, 3NC-P, 3NC-M, 4NC, 5NC-C, 5NC-D, 6NC, 7NC, 8NC, 9NC-S, 9NC-L, 10NC - 4/21/78 RTB

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
2	2-2 Non-transition Quarter Files. (All other administrative closure files.) Destroy six (6) months following date of closure.		
3	DECISION FILES. 3-1 <u>No Cause.</u> Documents in the base folders and those relating to the Commission's decision that the alleged charge fails to state a valid claim. 3-1a. Transition Quarter (T.Q.) Files and Files of Value T.Q. project files during period from 8/15/76 to 9/30/76; and no cause files which are of value in the development of class action or pattern and practice for future cases. Retire to the Federal Records Centers one year after last action, and Destroy after three additional years later. 3-1b. All other no cause files. (Files having no future value.) Destroy one year after the year of the last action.	NN 171-166, <i>Item 3a</i> (EEOC Schedule 3, item 3-1)	