

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		<b>LEAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>71-506-07-3</i>	
1. FROM (Agency or establishment) Defense Commissary Agency		DATE RECEIVED <i>9-27-2006</i>	
2. MAJOR SUB DIVISION Functional Process Owners		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Equal Employment Opportunities		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Terri Curtis	5. TELEPHONE 804-734-8749	DATE <i>10-18-06</i>	ARCHIVE OF THE UNITED STATES <b>WITHDRAWN</b>
<b>6. AGENCY CERTIFICATION</b> 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 <u>4</u> page(s) are not needed now 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,			
<input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>09-22-2006</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Terri Curtis</i>		TITLE Records Officer (West)
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Equal Employment Opportunities (Series 55) "Recordkeeping Copy: Media Neutral"		
<b>WITHDRAWN</b> <i>10-18-06</i>			
<i>Agency only</i>			

**EQUAL EMPLOYMENT OPPORTUNITY FILES**  
**Series 55**

**Disposition:**

**GRS 1, Item 25g**

**COFF:** end of CY

**TRANSFER:** after 2 years to RHA

**DEST:** after 5 years or when superseded or obsolete, whichever is applicable.

**55-5 AFFIRMATIVE EMPLOYMENT**

**55-5a AFFIRMATIVE ACTION CORRESPONDENCE.** Committee minutes, program activities, sexual harassment records, reports, supporting papers and related documents.

**Disposition:**

**GRS 1, Item 25g**

**COFF:** end of CY

**TRANSFER:** after 2 years to RHA

**DEST:** after 3 years or when superseded or obsolete, whichever is applicable.

**55-5b AFFIRMATIVE ACTION PLAN.** Agency copy of Affirmative Action Plan.

(1) **HQ, Regions:**

**Disposition:**

**GRS 1, Item 25h**

**COFF:** end of CY

**TRANSFER:** after 2 years to RHA

**DEST:** after 5 years or when superseded or obsolete, whichever is applicable.

(2) **Feeder Reports:**

**Disposition:**

**GRS 1, Item 25h**

**COFF:** end of CY

**TRANSFER:** after 2 years to RHA

**DEST:** 5 years from date of feeder plan or when administrative purposes have been served, whichever is sooner.

**55-6 EMPLOYEE SELECTIONS PROCEDURES.** EEO analysis work sheets and statistical data.

**Disposition:**

**GRS 1, Item 25f**

**COFF:** end of CY

**TRANSFER:** after 2 years to RHA

**DEST:** after 5 years.

**55-7 SPECIAL EEO PROGRAMS.** Material/exhibits related to Woman's Equality, Black History Month, Hispanic, and People with Disabilities/Handicaps, Asians, American Indian, Federal Women's Month and other scheduled events.

**WITHDRAWN** 10-18-06

**EQUAL EMPLOYMENT OPPORTUNITY FILES**  
**Series 55**

**55** **EQUAL EMPLOYMENT OPPORTUNITY (EEO).** *These records pertain to the monitoring and evaluation of the Equal Employment Opportunity Program and Special Emphasis programs, and management of the DeCA EEO Awards Program.*

**55-1** **EEO GENERAL CORRESPONDENCE FILES.**

**55-1a** **EEO General Correspondence files.** General correspondence relating to EEO relations and services that cannot be logically filed with the detailed personnel records.

**Disposition:**

**GRS 23, Item 1**

**COFF:** end of FY

**DEST:** in CFA after 2 years.

**55-1b** Documents relating to EEO relations and services received for information only.

**Disposition:**

**GRS 23, Item 1**

**DEST:** when no longer needed.

**55-2** **EEO REPORTS.** Information reflecting activities and conditions related to EEO for civilian employees. Included are statistical and narrative reports; training report information; summaries and consolidations and similar information.

**Disposition:**

**GRS 1, Item 25g**

**COFF:** end of CY

**TRANSFER:** after 2 years to RHA

**DEST:** after 3 years.

**55-3** **EEO COMPLAINT CASES.** Information reflecting complaints of personnel concerning EEO. Cases resolved within the Agency by Equal Employment Opportunity Commission (EEOC) or by a U.S. Court. Included are complaints, transmittal letters, investigative data and summaries, findings of fact statements, exhibits, reports, copies of discussions, final disposition reports, records of hearings and meetings, acceptance statements, withdrawal notices, and similar information.

**Disposition:**

**GRS 1, Item 25g**

**COFF:** end of CY after final resolution of case

**TRANSFER:** after 2 years to RHA

**DEST:** 4 years after final resolution of case.

**55-4** **EEO INSTRUCTIONS.** Documents used for establishing operating instructions for EEO program throughout the agency.

WITHDRAWN  
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**EQUAL EMPLOYMENT OPPORTUNITY FILES**  
**Series 55**

**Disposition:**

**DEST** when superseded, obsolete or no longer needed for reference, whichever is later.

**55-8 EEO AWARDS PROGRAM.** Information reflecting the recommendation, evaluation and approval or disapproval of awards for achievement in the DeCA EEO program. Included are certificates, citations and other similar or related documents.

**Disposition:**

- (1) **HQ:**

**Disposition:**

**COFF:** end of FY

**TRANSFER:** after 2 years to RHA

**DEST:** approved awards after 5 years.

**DEST:** disapproved awards after 2 years.

- (2) **Regions:**

**Disposition:**

**COFF:** end of FY

**DEST:** award submissions in CFA after 2 years.

**55-9 ELECTRONIC MAIL AND WORD PROCESSING SYSTEMS COPIES.**

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

- (1) Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

**Disposition:**

**DEST/delete** within 180 days after the recordkeeping copy has been produced.

- (1) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

**Disposition:**

**DEST** when dissemination, revision, or updating is completed.

**WITHDRAWN**  
10-18-06