REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED MAR 18 1974	JOB NO. NC 174-166

TO: **GENERAL SERVICES ADMINISTRATION, NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
GENERAL SERVICES ADMINISTRATION

2. MAJOR SUBDIVISION
NATIONAL ARCHIVES AND RECORDS SERVICE

3. MINOR SUBDIVISION
OFFICE OF FEDERAL RECORDS CENTERS

4. NAME OF PERSON WITH WHOM TO CONFER: THOMAS WADLOW

5. TEL. EXT.: 13-35185

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

4-12-74 (Date) — James B. Rhoads, Archivist of the United States

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 ___ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

3/19/74 (Date) — Thomas W. Wadlow (Signature of Agency Representative) — Acting Director, NCD (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	General Records Schedule I is hereby amended to provide the following new item:		
1.	Item 27. Records created in receipt and processing of complaints of discrimination by employees or applicants for employment with Federal Civil Service. a. Official Equal Employment Opportunity complaint case files, as described by 5CFR 713.222: (1) When case is resolved within agency of origin; Dispose 7 years after final adjustment. (2) When case is resolved by U.S. Civil Service Commision, the official case file is retained by USCSC according to their records control schedule. b. All other copies of EEO complaint case files or duplicates of documents pertaining to case files which are included in files retained under Item 27 (a) above; Dispose 1 year after final adjustment. c. All background documents pertaining to the case but not included in case files retained under Item 27 (a) above; Dispose 3 years after final adjustment.		

Approved for the United States Civil Service Commission by: [signature]
Date: 3-12-74

STANDARD FORM 115
Revised November 1970
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4
115-105

Copies sent to NCD 4/11/74 (N).

Explanatory Notes GRS 1 Item 27

a. The official complaint file is created to document the request for an investigation, or investigation of complaints of discrimination by employees of, or applicants for employment with Federal Civil Service, as described in 5CFR, Part 713, "Equal Opportunity".

Included are complaints, investigation requests, correspondence and reports from operating officials, supervisors, and other employees, requested as a consequence of the complaint, final adjustments reports, withdrawal notices, and similar or related documents.

As long as the case is handled within the agency of origin the file remains a record of that agency. Once it is accepted by the U. S. Civil Service Commission for ~~ajudication~~ adjudication it is a record of the U. S. Civil Service Commission and will be retained according to their records control schedule.

The seven-year retention period is based on administrative use, and possible claims against the Government. The U. S. Civil Service Commission maintains a continuous review of Federal agency EEO programs, and complaint case files can provide useful information such as establishing possible patterns of discrimination. Furthermore ~~appeals~~ complaints examiners find them useful for specific cases, by providing general information on a given unit of an agency.

Permanent documentation of an EEO program is retained in various statistical and written reports. The Civil Service Commission has determined which case files it believes are permanent.

b. These are copies of documents in, or pertaining to, the official case file. They are accumulated at various levels of the EEO complaint process, from the initial counseling through the final action of the case. Their administrative uses are purely as informational, convenience copies, and are exhausted once a final resolution of the case has been made.

ITEM NO.	TITLE AND DESCRIPTION OF RECORDS	CLASS	AUTHORIZED DISPOSITION
	EMPLOYEE RELATIONS AND SERVICES		
	This functional grouping of records consist of collections of papers and files relating to Government-wide labor relations and employee organizations; fair employment and discrimination; grievance procedures; welfare and safety; unemployment compensation; physically handicapped placement;etc.		
	SEE: LEGAL for Hatch Act cases and appeals involving lawsuits; APPEALS on all other types of appeal cases; INSURANCE for Group Health Insurance Records; COMMITTEE MANAGEMENT for minutes of Fair Employment Board		
1	Decisions of the Fair Employment Board	Permanent	Disposal not authorized. Transfer to Central Reference when file becomes inactive.
2	Special studies of Fair Employment Board	Permanent	Disposal not authorized. Transfer to Central Reference when file becomes inactive.
3	Discrimination appeal case files - file alphabetically	Permanent	Disposal not authorized. Transfer to Central Reference when file becomes inactive.
4	Statistical and narrative reports from agencies on discrimination appeals	Permanent	Disposal not authorized. Transfer to Central Reference when file becomes inactive.
5	Agency bulletins concerning fair employment practices	Permanent	Disposal not authorized. Transfer to Central Reference when file becomes inactive.