

# REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIRA)  
WASHINGTON, DC 20408

1. FROM (Agency or establishment)

Department of Housing and Urban Development

2. MAJOR SUBDIVISION

Office of Departmental Equal Employment Opportunity

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Bridgett Harvey, RMLO, ODEEO  
Pauline Grant, Mgmt. Analyst

5. TELEPHONE

202 708-0614 x3886  
202 708-0614 x 7297

LEAVE BLANK (NARA use only)

JOB NUMBER

71-207-04-2

DATE RECEIVED

4-6-2004

NOTIFICATION TO AGENCY

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

DATE

3/29/04

ARCHIVIST OF THE UNITED STATES

Howard Rowdy

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 \_\_\_ 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

3/31/04

SIGNATURE OF AGENCY REPRESENTATIVE

Carmelita Bridges

TITLE

Departmental Records Officer

7 ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
9	<p><b>HUD RECORDS DISPOSITION SCHEDULE 51</b></p> <p><b>OFFICE OF DEPARTMENTAL EQUAL EMPLOYMENT OPPORTUNITY</b></p> <p>The Department of Housing and Urban Development, (HUD) is proposing to add item 9, Alternative Dispute Resolution records to Schedule 51, ODEEO.</p> <p>The proposed new item will provide a description and disposition for the Alternative Dispute Resolution records. These files are not used for or needed for financial matters related to HUD activities, therefore, General Accounting Office, (GAO) concurrence is not required.</p> <p>See the attached new description of record and disposition instructions for the new item being added.</p> <p><i>cc Agency, DR, NWMW</i></p>	<p><i>Jinda Bradford Washington</i> Office of Departmental Equal Employment Opportunity, (ODEEO)</p> <p><i>Synthia Myrick Kelly</i> Office of General Counsel, (OGC)</p> <p><i>Mary Dickie</i> Office of Inspector General, (OIG)</p>	<p>3/31/04</p> <p>B-30-04</p>

2225.6 REV-1 CHG-  
APPENDIX 51

RECORDS DISPOSITION SCHEDULE 51

OFFICE OF DEPARTMENTAL EQUAL EMPLOYMENT OPPORTUNITY

Item No.	Description of Record	Disposition
1 /	<p><b>Alternative Dispute Resolution File.</b> The Department's Alternative Dispute Resolution (ADR) program uses a range of conflict resolution techniques, such as fact-finding and mediation, to resolve EEO disputes. In accordance with applicable regulations, beginning October 2005, closed ADR records will be destroyed after 4 years, pursuant to 29 CFR 1613.222. The Department's ADR cases are primarily generated from informal complaints of discrimination and formal EEO complaints. The Alternative Resolution file consist of an ADR Election Form, Request for ADR Form, Informal Complaint of Discrimination, Formal Complaint of Discrimination, Memorandum to Equal Employment Opportunity Officer, Mediation Intake Form, Mediation Confirmation Correspondence, Status of Mediation Form, Mediation Settlement Agreement, Transmittal Letters, and Program Office Compliance Notification Letter</p>	<p><b>Temporary.</b> Cut off file at the end of calendar year in which case is closed. Retire to the records center two years after cutoff. Destroy four years after cutoff. (N1-207-04-2, item 1)</p>