

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Handwritten: Head N.C.D. 4 Feb 81/84

**TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)

General Services Administration

2. MAJOR SUBDIVISION

Office of Human Resources and Organization

3. MINOR SUBDIVISION

Civil Rights Program Records

4. NAME OF PERSON WITH WHOM TO CONFER

Ray Hershberger

5. TEL. EXT.

566-0673

LEAVE BLANK

JOB NO.

NC1-269-81-1

DATE RECEIVED
February 4, 1981

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

3-17-82 *[Signature]*
Date Archivist of the United States

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

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE <u>1/29/81</u>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>John C. Gonda Jr.</i>	E. TITLE Acting Chief, Records Management Branch
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods).	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><u>Ch. 24 Civil Rights Program Records</u></p> <p>Changes to descriptions, deletions and disposition schedules are contained in the enclosed chapter 24 to the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).</p>	<p>NN 168-90 NN 172-223</p>	

30 Items

115-107
MDCS will be sent with printed change. #
Closed Out: 4-9-82: K.T.D.
Copy to Agency

CHAPTER 24. CIVIL RIGHTS PROGRAM RECORDS

1. General. This chapter provides documentation, maintenance, and disposition instructions for civil rights program records. These instructions are contained in appendix 24-A.

2. Reserved.

This appendix describes records relating to the Office of Civil Rights program. The program is primarily concerned with equal opportunity in Federal employment and with nondiscrimination in federally assisted programs without regard to race, color, religion, sex, age, physical or mental handicaps, or national origin. These records are created pursuant to the provisions of: Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972; Title VI of the Civil Rights Act of 1964; section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; title IX of the Education Amendments of 1972; section 501 of the Rehabilitation Act of 1973, as amended; the Age Discrimination in Employment Act of 1967, as amended; section 606 of the Federal Property and Administrative Services Act of 1949, as amended; Executive Order 11478; and rules and regulations implementing any of the above-cited authorities. These records are accumulated by the Office of Civil Rights staff; Employee Appeals and Review Staff; Office of the Administrator; Heads of Services and Staff Offices in the Central Office; and regional counterparts.

24A1. Withdrawn by CHGE .

24A2 - 24A4. Reserved.

24A5. Withdrawn by CHGE .

24A6 - 24A9. Reserved.

24A10. Withdrawn by CHGE .

24A11 - 24A14. Reserved.

24A15. Withdrawn by CHGE .

24A16 - 24A19. Reserved.

24A20. Withdrawn by CHGE .

24A21. Equal employment opportunity counselors and coordinators. Documents appointing or designating individuals by name, organization title, and location to serve as EEO counselors.

Destroy when superseded or obsolete.

24A22. Equal employment opportunity counseling files. Documents created in counseling and advising employees in regard to complaints of discrimination. Included are copies of GSA Forms 2648, EEO Counselor's Record of Counseling; notes or summaries of counseling sessions; and similar records.

Forward to Office of Civil Rights on decision of complainant to file a formal complaint or destroy when no longer needed for current business.

24A23. Equal employment opportunity training files. Documents relating to the provision and conduct of training sessions, workshops, and seminars related to the Equal Employment Opportunity Program.

Cut off annually, destroy when 2 years old.

24A24. Reserved.

24A25. Affirmative action plans. Documents relating to the preparation, review, and approval of service and staff office and regional consolidated equal employment opportunity affirmative action plans. Included are affirmative action plans, changes and revisions thereto, and related records.

a. Agency consolidated plan:

Destroy 5 years from date of plan.

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vco
25 Feb 82

OAD P 1820.2 CHGE

- b. Agency feeder plans for consolidation:
 Destroy ^{5 yrs. from date of feeder plan or} when purpose has been served, *whichever is sooner.*

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24A26 - 24A29. Reserved.

24A30. Civil rights evaluations. Documents accumulated during evaluation of civil rights programs of organizational elements to determine affirmative action ensuring equal employment opportunities for minority groups, females, the handicapped, and to provide recommendations for improvement. Included are requests for performance of audits, audit reports, recommendations, and related records.

- a. Central Office: Cut off annually, hold 2 years, and retire to FRC. Destroy when 5 years old.
- b. Regional offices: Cut off annually, destroy when 2 years old.

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24A31 - 24A34. Reserved.

24A35. Equal employment activity reports. Documents accumulated in reporting by race, age, religion, sex, or handicap, and information on appointments, promotions, recruitment, training, job restructuring, breakthrough appointments, and affirmative action taken to improve employment opportunities for minorities, females, and the handicapped. Included are GSA Forms 2980, Quarterly Affirmative Action Progress Report, reports of employment activities, summaries, printouts, feedback reports, and related records.

- a. Central Office: Cut off annually, hold 2 years, and retire to FRC. Destroy when 5 years old.
- b. Regional offices: Destroy when 1 year old.

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24A36 - 24A39. Reserved.

24A40. Agency discrimination complaints files. Documents created in investigating or requesting the investigation of complaints of discrimination by employees of GSA and applicants for employment with GSA, resolving complaints, recommending or directing corrective action, and reporting information on the processing and disposition of each case. Included are copies of complaints; investigation requests; correspondence and reports from operating officials, supervisors, and other employees that are requested as a consequence of the complaint; investigative reports; hearing transcripts or summaries; notifications of disposition of cases; reports regarding the processing and disposition of each case; and related records.

Cases resolved within the agency: Destroy 4 years after resolution of complaint.

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24A41 - 24A44. Reserved.

24A45. Discrimination complaint status reports. Documents created in reporting data on the number of discrimination complaints on hand, received during the reporting period, closed during the reporting period, and number of cases in progress. Included are status reports to the Equal Employment Opportunity Commission, regional reports used in preparing GSA consolidated reports, and related records.

- a. Central Office: Cut off annually, destroy when 3 years old.
- b. Regional offices: Cut off annually, destroy when 1 year old.

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24A46 - 24A49. Reserved.

24A50. Equal employment statistics. Documents created in collecting, preparing, and reporting data on employee opportunities regardless of race, color, religion, sex, age, physical or mental handicap, or national origin. Included are requests for copies of special reports, responses to requests, minority group reports, reports on status of women and handicapped employees, and related records.

Cut off annually, hold 2 years, and retire to FRC.
Destroy when 5 years old.

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24A51 - 24A54. Reserved.

24A55. Withdrawn by CHGE . . .

24A56 - 24A59. Reserved.

24A60. Special emphasis programs and project files. Documents accumulated in planning, administering, conducting, and assisting in special emphasis programs and projects nationwide which are not identified with other projects, and programs listed elsewhere in this appendix or in ch. 9. Included are projects or programs that may be requested by the Administrator or a Regional Administrator as a means of keeping informed of local minority, women, or handicapped services programs.

Destroy when no longer needed for administrative purposes.

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24A61 - 24A64. Reserved.

24A65. Nondiscrimination in federally assisted programs. Documents reflecting the general and specific records relevant to compliance actions taken by the agency and recipients to ensure nondiscrimination in federally assisted programs.

Destroy when superseded or obsolete.

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24A66 - 24A69. Reserved.

24A70. Responsible officials of federally assisted programs. Documents accumulated that list officials of the agency, State, and local governments, and other officials responsible for ensuring nondiscrimination in federally assisted programs. Included are descriptions of their requirements, functions, responsibilities, and general compliance records.

Cut off annually, destroy when 3 years old.

24A71 - 24A74. Reserved.

24A75. Recipient assurance file. Documents accumulated from applicants or recipients appropriate for determining compliance with statutes and regulations governing nondiscrimination provisions. Included are race and sex data of beneficiaries served, compliance activities planned by the recipient which ensure nondiscrimination, and related records.

Cut off annually, destroy when 3 years old.

24A76 - 24A79. Reserved.

24A80. Self analyses file. Documents accumulated from recipients' self-evaluations in the administration of the federally assisted program, including plans from recipients detailing recommendations to remedy deficiencies and, as necessary, progress reports of corrective actions.

Cut off annually, destroy when 3 years old.

24A81 - 24A84. Reserved.

24A85. Data and information collection files. Documents accumulated by the agency which identify the eligible population and measure delivery of federally assisted program benefits so that the quality and quantity of the benefits and services delivered are on a fair and equitable basis. Included are demographic data, race, ethnic statistics, and other relevant records.

Cut off annually, destroy when 2 years old.

24A86 - 24A89. Reserved.

24A90. Interagency cooperation and delegations files. Agreements between GSA and other Federal agencies who provide assistance for similar or related purposes when two or more Federal agencies cooperate in administering assistance or jointly coordinating compliance, and delegating of lead agencies for compliance purposes. Included are status reports from Federal agencies, cooperation agreements that have been established in regard to monitoring compliance activities, and related records.

Destroy when no longer needed for administrative purposes.

24A91 - 24A94. Reserved.

24A95. Preaward compliance files. Documents accumulated from regions or applicants and recipients to determine eligibility to receive Federal assistance. Included are narrative status reports, written assurances, recipient self-analysis, desk audit reports, complaints, and related records.

Cut off annually, destroy when 7 years old.

24A96 - 24A99. Reserved.

24A100. Postaward compliance files. Documents accumulated from conducting desk audits, reviews of recipient's self-analysis, progress reports, onsite reviews, program reviews, and routine program reviews conducted by other agencies. Included are reports, copies of complaints, and related records.

Cut off annually, destroy when 7 years old.

24A101 - 24A104. Reserved.

24A105. Onsite review files. Documents created in conducting onsite reviews of a recipient's performance. Included are evaluations, summaries, copies of interviews, survey reports, and related records.

Cut off annually, destroy when 7 years old.

24A106 - 24A109. Reserved.

24A110. Investigation complaint files. Documents created in compiling the investigation complaints file and establishing the investigative report. Included are written complaints alleging discrimination, analyses of information submitted by complainant, reports, summaries of findings, affidavits, determinations, and related records.

Cut off annually on completion of action, hold 2 years, and retire to FRC. Destroy when 5 years old.

24A111 - 24A114. Reserved.

24A115. Administrative sanction hearing files. Documents accumulated in response to a request initiated by the respondent requesting an administrative hearing. Included are requests for waiver of hearings, written arguments for the record, hearing transcripts, evidence, briefs, and related records.

Cut off annually on completion of action, hold 2 years, and retire to FRC. Destroy when 5 years old.

24A116 - 24A119. Reserved.

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24A120. Decision and notices. Documents relating to actions taken by the Administrative Law Judge (ALJ) who certifies the entire hearing record, which includes recommended findings and a proposed decision to the Administrator. The ALJ transmits certified copies to respondents, participants, Director of Civil Rights, and recipient. Included are written arguments to the Administrator and information regarding the Administrator's acceptance, rejection, modification, and final decision on the ALJ's recommended findings and proposed decision.

Cut off annually on completion of action, hold 2 years, and retire to FRC. Destroy when 5 years old.

24A121 - 24A124. Reserved.

24A125. Technical guidance and training files. Documents created that reflect technical guidance and training provided by the Office of Civil Rights staff to the regions, services, and staff offices.

Destroy when superseded or obsolete.

24A126 - 24A129. Reserved.

24A130. Conciliations files. Documents created in notifying the Assistant Attorney General, Department of Justice, or Civil Rights Division on noncompliance actions. Included are summaries of deficient findings, written plans to correct noncompliance, and notices to recipients or respondents.

Cut off annually on completion of action, hold 2 years, and retire to FRC. Destroy when 5 years old.

24A131 - 24A134. Reserved.

24A135. Administrative sanctions files. Documents created as a result of actions taken by the Assistant Administrator for Human Resources and Organization or the Administrator pursuant to respondents' failure to satisfy conciliation agreements. Actions include, but are not limited to, the refusal to provide, defer, terminate, or suspend Federal assistance to a respondent.

Cut off annually on completion of action, hold 2 years, and retire to FRC. Destroy when 5 years old.

24A136 - 24A139. Reserved.

24A140. Compliance activity report file. Documents created reflecting the status of compliance activities. Included are reports, evaluations, analysis, and related records.

Cut off annually, ~~hold 2 years, and retire to FRC.~~ Destroy when 3 years old.

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