

Standard Form 115  
294018

**REQUEST FOR RECORDS DISPOSAL AUTHORITY**  
(See Instructions on reverse)

|   |                  |
|---|------------------|
| LEAVE BLANK   |                  |
| JOB NO  | NCL-412-80-2     |
| DATE RECEIVED   | 4-29-80          |
| 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10 |                  |
| Date  | 7-7-80           |
| Archivist of the United States  | James E. O'Neill |

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

1. FROM (AGENCY OR ESTABLISHMENT)  
Environmental Protection Agency

2. MAJOR SUBDIVISION  
Management and Organization Division

3. MINOR SUBDIVISION  
Administrative Management Branch (PM-213)

4. NAME OF PERSON WITH WHOM TO CONFER  
Thomas Tasker

5. TEL EXT  
755-0840

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 3 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<br>4/14/80 | D. SIGNATURE OF AGENCY REPRESENTATIVE<br><i>Harold R. Masters</i><br>Harold R. Masters | E. TITLE<br>Chief, Admin. Management Branch (PM-213) |
|--------------------|--|--|

| 7. ITEM NO | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)  | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|------------|--|----------------------|------------------|
|            | <p>The Civil Rights Records Schedules are being amended to more adequately describe the functions and the records used by the Office of Civil Rights. Changes consist of:</p> <ul style="list-style-type: none"> <li>Item 1, Discrimination Complaint File, is being revised to state the current statutory authority for the Discrimination Complaint File and the various documents that make up the file. Note: Item 1d, Historical Statistical Data contains information that the Office of Civil Rights believes will be of significant historical value for research purposes, and the volume of records in this file will be extremely small (approximately 4 documents per year). <i>Withdrawn w consent of agency</i></li> <li>Item <u>3</u>, Minority Group Designator Data Records, is a new item that is being added to the Civil Rights Records Schedules.</li> </ul> |                      | 5/27/80          |

115-107 *Copies to NNF, All FCC's Agency  
copy to NNB*

**U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES**

SCHED. NO.

16

TITLE OF SCHEDULE

CIVIL RIGHTS RECORDS

COVERAGE OF SCHEDULE

AGENCYWIDE

ITEM NO.

NAME AND DESCRIPTION OF RECORD/FILE

RETENTION PERIOD AND DISPOSITION

1. Discrimination Complaint File. Record created in receipt and processing of complaints of discrimination filed by employees or applicants for employment with the Agency based on race, color, religion, sex, national origin, age or mental/physical handicap.

a. Official Complaint File: As defined in 29 CFR 1613.222, a complaint file includes all documents pertinent to the complaint, such as (a) the notice of the Equal Employment Opportunity (EEO) Counselor to the aggrieved person, (b) the written report of the EEO Counselor to the EEO Officer on whatever precomplaint counseling efforts were made with regard to the complainant's case, (c) the signed complaint, (d) the investigative file, (e) if the complaint is withdrawn by the complainant, a written statement from the complainant or his/her representative to that effect, (f) if an adjustment of the complaint is arrived at, the written record of the terms of the adjustment, (g) if no adjustment is arrived at, a copy of the letter notifying the complainant of the proposed disposition of the complaint and of his/her right to a hearing, (h) if a hearing was held, the record of the hearing, together with the complaints examiner's findings, analysis and recommended decision on the merits of the complaint, (i) if a decision is made, a copy of the decision of the head of the Agency or his/her designee advising the complainant of his/her right to appeal to the Equal Employment Opportunity Commission (EEOC) or to file a court suit with an appropriate U.S. District Court, (j) if appealed, a copy of the EEOC decision, and (k) if a court suit is filed, a copy of the court decision.

b. Duplicate Copies of Complaint Files: Includes all other copies of discrimination complaint files as defined in Item 1a above.

c. Background Documents: Includes all other copies of discrimination complaint files as defined in Item 1a above.

d. Historical Statistical Data: Summaries of records which provide data pertaining to statistical information on the number of complaints filed annually by race, color, religion, sex, national origin, age or mental/physical handicap on an Agencywide basis.

Retention: Retain 1 year after final administrative adjudication or court decision, whichever comes later.

Disposition: Break file annually by fiscal year. Keep in office for 1 year, then destroy.

Retention: Retain until final administrative adjudication or court decision, whichever comes later.

Disposition: Break file upon final administrative adjudication of complaint or court decision, then destroy.

Retention: Retain until final administrative adjudication or court decision, whichever comes later.

Disposition: Break file upon final administrative adjudication of complaint or court decision, then destroy.

Retention: Permanent.

Disposition: Break file annually by fiscal year. Keep in office 5 years, then transfer to Federal Records Center. Offer to National Archives when 15 years old.

*Item 1 withdrawn with consent of agency 5/27/80 jcw*

RECORDS MANAGEMENT MANUAL

**U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES**

SCHED. NO.

TITLE OF SCHEDULE  
CIVIL RIGHTS RECORDS

COVERAGE OF SCHEDULE  
AGENCYWIDE

16

| ITEM NO. | NAME AND DESCRIPTION OF RECORD/FILE  | RETENTION PERIOD AND DISPOSITION  |
|----------|--|---|
| 1a       | <p><u>Civil Rights Program Subject File.</u> General subject file containing correspondence, memoranda, reports, printed and published materials, and other records relating to the equal opportunity and civil rights programs. Includes Affirmative Action Plans, committee documentation, copies of legislation, rules, and regulations, correspondence with other EPA offices and research centers, speeches, and other general records not pertaining to cases.</p> <p>a. <u>Official Copies.</u> Maintained at Headquarters.</p> <p>b. <u>Other Copies.</u> Maintained in field offices.</p> | <p><del>Retention: Permanent.</del></p> <p><del>Disposition: Break file at end of year. Keep in office 5 years, then transfer to FRC. Offer to National Archives when 15 years old.</del></p> <p>Retention: Permanent.</p> <p>Disposition: Break file at end of year. Keep in office 5 years, then transfer to FRC. Offer to National Archives when 15 years old.</p> <p>Retention: As below.</p> <p>Disposition: Destroy in office when 3 years old or when superseded or obsolete, whichever is applicable.</p> |
| 2        | <p><u>Minority Group Designator Data Records.</u> Records include current employment numerical and name printouts which provide statistical information by race, national origin, and sex; shows the number of employees by all pay plans; number of accessions, promotions and separations; number and percent of employees by job series; the number of supervisors by pay plan, grade, series, race, sex and location for minorities, women, permanent full time, other-than-permanent full time, nationwide, headquarters, regions, and laboratories.</p>                                      | <p>Retention: Retain 5 years.</p> <p>Disposition: Break file after 5 years. Keep in office for 1 year then transfer to the Federal Records Center. Keep in FRC for 4 years then destroy.</p>  |

*20w  
6/30/80*

RECORDS MANAGEMENT MANUAL