

EQUAL EMPLOYMENT OPPORTUNITY

Use this subject for correspondence and similar papers related to equal employment opportunity.

Disposal Authority:  
Job No. NCI-310-80-2

CODE	TITLE	DESCRIPTION	RETENTION	
			OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
EEO	EQUAL EMPLOYMENT OPPORTUNITY	Use for policies and procedures covering all items included under this primary subject.	RETAIN: Disposition pending NARS approval.	RETAIN: Disposition pending NARS approval.
1	<u>Affirmative Action Planning</u>	Use for general correspondence and related records of a temporary nature.	(Item 81c) Destroy when 4 years old.	(Item 81c) Destroy when 4 years old.
1-1	ARS Affirmative Action Plans	Includes feeder reports and narrative progress reports.	(Item 81e(1)) EEO Coordinator: Destroy when 5 years from date of plan.	(Item 81e(2)) Destroy after 3 years.
2	<u>Counseling and Counselors</u>		(Item 81b) EEO Counselors: Destroy 3 years after termination of counseling.	N/A
3	<u>Discrimination</u>	Use for general materials that relate to discrimination in EEO matters.	(Item 81c) Destroy when 4 years old.	(Item 81c) Destroy when 4 years old.
3-1	Age		(Item 81c) Destroy when 4 years old.	(Item 81c) Destroy when 4 years old.
3-2	Ethnic Origin		(Item 81c) Destroy when 4 years old.	(Item 81c) Destroy when 4 years old.
3-3	Handicapped Persons		(Item 81c) Destroy when 4 years old.	(Item 81c) Destroy when 4 years old.
3-4	Race		(Item 81c) Destroy when 4 years old.	(Item 81c) Destroy when 4 years old.
3-5	Religion		(Item 81c) Destroy when 4 years old.	(Item 81c) Destroy when 4 years old.
3-6	Reverse Discrimination		(Item 81c) Destroy when 4 years old.	(Item 81c) Destroy when 4 years old.
3-7	Sex		(Item 81c) Destroy when 4 years old.	(Item 81c) Destroy when 4 years old.

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4	<u>Discrimination Complaints</u>	Use for general correspondence and related records of a temporary nature.	See Item 81a, Records Control Schedule, for specific disposal information.	See Item 81a, Records Control Schedule, for specific disposal information.
4-1	Case Files		See Item 81a, Records Control Schedule, for specific disposal information.	See Item 81a, Records Control Schedule, for specific disposal information.
5	<u>EEO Advisory Committee</u>	Meetings and related reports and minutes.	(Item 81d(1)) EEO Coordinator: Destroy when 5 years old.	(Item 81d(2)) Destroy when 3 years old.
6	<u>Federal Women's Program</u>		(Item 81c) Destroy when 4 years old.	(Item 81c) Destroy when 4 years old.
7	<u>Reports-Statistics</u>	Use for reports, studies, surveys, progress reports, and significant accomplishment reports.	Retention periods vary according to type of report. See Records Control Schedule or contact RMO for specific disposal information.	Retention periods vary according to type of report. See Records Control Schedule or contact RMO for specific disposal information.
7-1	Annual Report of Gains and Losses		(Item 81f(1)) EEO Coordinator: Destroy when 10 years old.	(Item 81f(1)) Destroy when 5 years old.
7-2	Semiannual Minority Report		(Item 81f(1)) EEO Coordinator: Destroy when 10 years old.	(Item 81f(1)) Destroy when 5 years old.
8	<u>Requests for Assistance</u>	Requests for assistance in rental or purchase of housing.	(Item 81g) Destroy when 1 year old.	(Item 81g) Destroy when 1 year old.
9	<u>Special Observances</u>		(Item 81c) Destroy when 4 years old.	(Item 81c) Destroy when 4 years old.
10	<u>Supervisory Responsibilities</u>	General correspondence regarding evaluation, responsibilities, and training of Agency supervisors regarding EEO.	(Item 81c) Destroy when 4 years old.	(Item 81c) Destroy when 4 years old.