

OLD CODE	NEW (USDA) CODE	TITLE/DESCRIPTION	DISPOSITION	DISPOSITION AUTHORITY
EEO	<u>EEOC</u>	<u>EQUAL EMPLOYMENT OPPORTUNITY</u>		
	EEOC – 1	EEOC Complaint Case Files Correspondence, reports and case files originating agency's file containing complaints with related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings, and other records as described in 29 CFR 1613.222. Cases resolved within the agency, by Equal Employment Opportunity Commission, or by a U.S. Court.	<u>TEMPORARY:</u> Destroy 4 years after resolution of case.	GRS 1, Items 25(a), 25(b)
	EEOC – 2	EEOC Preliminary and Background Correspondence, reports and case files. Background records not filed in the Official Discrimination Complaint Case Files.	<u>TEMPORARY:</u> Destroy 2 years after final resolution of case.	GRS 1, Item 25(c)(1), 25(c)(2)
	EEOC – 3	EEOC Compliance Review Correspondence and reports	<u>TEMPORARY:</u> Destroy when 7 years old.	GRS 1, Item 25(d)(1)
	EEOC – 4	EEOC Compliance Reports Correspondence and reports	<u>TEMPORARY:</u> Destroy when 3 years old.	GRS 1, Item 25(d)(2)
	EEOC – 5	EEOC Housing Requests Correspondence and Reports	<u>TEMPORARY:</u> Destroy when 1 year old.	GRS 1, Item 25(e)
	EEOC – 6	EEOC Employment Statistics Correspondence and reports. Employment statistics relating to race and sex.	<u>TEMPORARY:</u> Destroy when 5 years old.	GRS 1, Item 25(f)
	EEOC – 7	EEOC General Files Correspondence and reports	<u>TEMPORARY:</u> Destroy when 3 years old, or when superseded or obsolete, whichever is applicable.	GRS 1, Item 25(g)
	EEOC – 8	EEOC Affirmative Action Plans Correspondence, reports and plans. Agency copy of consolidated AAP(s). Report of on-site reviews of Affirmative Action Programs. Agency copy annual report of Affirmative Action accomplishments.	<u>TEMPORARY:</u> Destroy 5 years from date of plan.	GRS 1, Item 25(h)(1), 25(h)(3), 25(h)(4)

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	EEOC – 9	EEOC Affirmative Action Feeder Plan Correspondence, reports and feeder plans.	<u>TEMPORARY:</u> Destroy 5 years from date of feeder plan or when administrative purposes have been served, whichever is sooner.	GRS 1, Item 25(h)(2)
	EEOC – 10	EEOC Personnel Counseling	<u>TEMPORARY:</u> Destroy 3 years after termination of counseling.	GRS 1, Item 26(a), 26(b)
	EEOC – 11	RESERVED		
	EEOC – 12	RESERVED		
	EEOC – 13	Equal Opportunity in Housing		
	EEOC – 14	Special Emphasis Programs		
	EEOC – 15	Sexual Harassment		
	EEOC – 16	EEOC Files in State Extension Services. a. Files created by the Equal Opportunity Staff to carry out the provisions of the Civil Rights Act of 1964 and the EEO Act of 1972 in the State Extension Services. State Extension Services Affirmative Action Plans; State Extension Services Equal Employment Opportunity (signed by Secretary of Agriculture); Civil Rights Annual Compliance Reports, with related correspondence.	<u>TEMPORARY:</u> Destroy 1 year after rescinded.	NC1-310-80-2, Item 81(h)(1)
		b. Civil Rights and EEO complaints with related correspondence.	<u>TEMPORARY:</u> Destroy 10 years after case is closed.	NC1-310-80-2, Item 81(h)(2)
		c. Civil Rights and EO Audits and Investigations with related correspondence.	<u>TEMPORARY:</u> Destroy 10 years after audit is completed.	NC1-310-80-2, Item 81(h)(3)