

# EQUAL EMPLOYMENT OPPORTUNITY

This category covers all phases and regulations of Equal Employment Opportunity (EEO), including special programs: Federal women's program, Hispanic program, Native American program, career enhancement programs, cooperative education program, physically handicapped, mentally retarded, and housing programs; affirmative action plans, reports, and statistics; counseling and mediation; complaints - appeals. **EXCEPT:** Training information relating to courses or programs. See TRAINING.

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***DISPOSAL AUTHORITY N1-463-91-1***

## **\* Retention Period \***

### **EEO EQUAL EMPLOYMENT OPPORTUNITY**

General material, correspondence, and copies of regulations with related records pertaining to the Civil Rights Act of 1964, the Equal Employment Opportunity (EEO) Act of 1972, and any pertinent future legislation; and Agency EEO Complaint Counseling and Mediation.

**(item 1044a)**

**Originating office:**

Destroy when 3 years old, or when superseded or obsolete, whichever is applicable.

**+[(Disp. Auth. GRS 1-25-g.)]+**

**(item 1044b)**

**All other offices:**

Destroy when 3 years old, or when superseded or obsolete, whichever is applicable.

**+[(Disp. Auth. GRS 1-25-g.)]+**

### **EEO 1 POLICY**

Policy and guidelines covering all subjects under this primary subject. If needed, subdivide by type or subject of policy and cross-reference to appropriate subject category.

**EXCEPT:** Published instructions or directives which are filed in binders according to established Agency custom.

**(item 1045a)**

**Originating office:**

PERMANENT. Retire to Federal Records Center (FRC) when 10 years old. Transfer to National Archives and Records Administration (NARA) when 15 years old.

**(item 1045b)**

**All other offices:**

Destroy when superseded or obsolete.

**\* Retention Period \***

**EEO 2 REPORTS AND STATISTICS**

Includes all materials on Affirmative Action and EEO.  
Subdivide as best suits user's needs.

**(item 1046a)**

**Originating office:**

Destroy 5 years from date of report +[(**Disp. Auth. GRS 1-25-h(3 and 4)**)]+

**(item 1046b)**

**All other offices:**

Destroy 5 years from date of report. +[(**Disp. Auth. GRS 1-25-h(3 and 4)**)]+

**EEO 2-1 Counseling Reports**

Summaries of counseling efforts on allegations of discrimination.

**(item 1047a)**

**Originating office:**

Destroy 3 years after case is closed.

**(item 1047b)**

**All other offices:**

Destroy 1 year after case is closed.

**EEO 2-2 Activity Reports**

Summaries relating to work activity involved with EEO.

**(item 3030a)**

**Originating office:**

Destroy when 2 years old.  
+[(**Disp. Auth. GRS 23-1**)]+

**(item 3030b)**

**All other offices:**

Destroy when 2 years old.  
+[(**Disp. Auth. GRS-23-1**)]+

**\* Retention Period \***

**EEO 3 COMMITTEES, MEETINGS**

Committees and meetings relating to administrative activities and functions not having long term significance. Subdivide committees and meetings, if necessary, and show name and date span on folder.

**(item 1049a)**  
**Originating office:**

Destroy when 3 years old, or when superseded or obsolete, whichever is applicable.

**+[(Disp. Auth. GRS 1-25-g)]+**

**(item 1049b)**  
**All other offices:**

Destroy when 3 years old, or when superseded or obsolete, whichever is applicable.

**+[(Disp. Auth. GRS 1-25-g)]+**

Case file copy of minutes and related material, including agendas, of substantive or significant committees or meetings concerned with broad aspects of the Agency, such as advisory organizations and interagency committees. Includes committees chaired by representatives or records maintained by EEO representatives on committees to carry out responsibility of assignments.

**(item 1050a)**  
**Originating office:**  
Transfer to FRC when 10 years old. Destroy when 20 years old.

**(item 1050b)**  
**All other offices:**  
Destroy when 2 years old.

**EXCEPT:** Program committees and meetings which should be filed under the specific program category.

**EEO 4 COUNSELING AND MEDIATION OF COMPLAINTS**

Case files on counselors, including material and related correspondence, reports, exhibits, notices, and copies of settlement agreements. Subdivide as best suits user's needs.

**(item 3031a)**  
**Originating office:**  
Destroy 4 years after resolution of case. **+[(Disp. Auth GRS-1-25-a)]+**

**(item 3031b)**  
**All other offices:**  
Destroy 4 years after resolution of case. **+[(Disp. Auth GRS-1-25-a)]+**

**\* Retention Period \***

**EEO 4-1 Counseling Duty Counseling**

Case files on counselors, including material and related correspondence, applications, records of ratings, appointment letters, training records, and recognitions.

(item 1052a)  
**Originating office:**  
Destroy 3 years after termination of counseling.  
+[(**Disp. Auth. GRS 1-26-a**)]+

(item 1052b)  
**All other offices:**  
Destroy 3 years after termination of counseling.  
+[(**Disp. Auth. GRS 1-26-a**)]+

**EEO 4-2 Collateral Duty Counseling**

Case files on counselors, including material and related correspondence, applications, records of ratings, appointment letters, training records, and recognitions.

(item 1053a)  
**Originating office:**  
Destroy 3 years after appointment is terminated.  
+[(**Disp. Auth. GRS 1-26-a**)]+

(item 1053b)  
**All other offices:**  
Destroy 3 years after case is closed. +[(**Disp. Auth. GRS 1-26-a**)]+

**\* Retention Period \***

**EEO 5 SPECIAL EMPHASIS PROGRAMS**

General correspondence and material relating to the programs listed below:

- a. Federal Women's Program
- b. Hispanic Employment
- c. Native American Program
- d. Career Enhancement Program
- e. Cooperative Education Program
- f. Other Special Programs (includes employment of physically handicapped, mentally retarded).
- g. Housing

Subdivide as best suits user's needs.

**EEO 6 PROGRAM REVIEW**

General material and information on EEO program reviews.

**(item 1054a)**

**Originating office:**

Destroy when 3 years old, or when superseded or obsolete, whichever is applicable.

**+[(Disp. Auth. GRS 1-25-g)]+**

**(item 1054b)**

**All other offices:**

Destroy when 3 years old, or when superseded or obsolete, whichever is applicable.

**+[(Disp. Auth. GRS 1-25-g)]+**

**(item 1055a)**

**Originating office:**

Destroy when 5 years from date of report.

**+[(Disp. Auth. GRS 1-25-h-3)]+**

**(item 1055b)**

**All other offices:**

Destroy when 5 years from date of report.

**+[(Disp. Auth. GRS 1-25-h-3)]+**

**\* Retention Period \***

**EEO 6-1 Affirmative Employment Program**

Case file material from liaisons monitoring program through correspondence or onsite.

**(item 1056a)**  
**Originating office:**  
Destroy 5 years from date of report. +[(**Disp. Auth. GRS 1-25-h-4**)]+

**(item 1056b)**  
**All other offices:**  
Destroy 5 years from date of report. +[(**Disp. Auth. GRS 1-25-h-4**)]+

**EEO 6-2 Federal Equal Opportunity Recruitment Program**

Case file material from liaisons monitoring program through correspondence or onsite.

**(item 1057a)**  
**Originating office:**  
Destroy 4 years after case file is closed.

**(item 1057b)**  
**All other offices:**  
Destroy when case file is closed.

**EEO 6-3 Cooperative Education Program**

Case file material from liaisons monitoring program through correspondence or onsite.

**(item 1058a)**  
**Originating office:**  
Destroy 4 years after case file is closed.

**(item 1058b)**  
**All other offices:**  
Destroy when case file is closed.

**\* Retention Period \***

**EEO 6-4 Title 4 (Nondiscrimination)**

Case file material from liaisons monitoring program through correspondence or onsite.

**(item 1059a)**

**Originating office:**

Destroy 4 years after case file is closed.

**(item 1059b)**

**All other offices:**

Destroy when case file is closed.

**EEO 7 SUMMER INTERN PROGRAM**

Correspondence and general material pertaining to the Intern Program. All activities requiring student participation.

**(item 1060a)**

**Originating office:**

Destroy 4 years after case file is closed.

**(item 1060b)**

**All other offices:**

Destroy when case file is closed.

**EEO 7-1 Agency Contacts**

Case file records on all Agency contacts involved in the Intern Program.

**(item 1061a)**

**Originating office:**

Destroy 4 years after case file is closed.

**(item 1061b)**

**All other offices:**

Destroy when case file is closed.

**\* Retention Period \***

**EEO 7-2 Historic Black Colleges and University Liaisons**

Case file records on Historic Black Colleges and Universities involved in the Intern Program.

**(item 1062a)**

**Originating office:**

Destroy 4 years after case file is closed.

**(item 1062b)**

**All other offices:**

Destroy when case file is closed.

**EEO 7-3 Hispanic College and University Liaisons**

Case file records on Hispanic Colleges and Universities involved in the Intern Program.

**(item 1063a)**

**Originating office:**

Destroy 4 years after case file is closed.

**(item 1063b)**

**All other offices:**

Destroy when case file is closed.

**EEO 7-4 Identified Positions**

Case file records on Agency contacts and liaisons who identify positions and match positions with students.

**(item 1064a)**

**Originating office:**

Destroy 4 years after case file is closed.

**(item 1064b)**

**All other offices:**

Destroy when case file is closed.



**\* Retention Period \***

**EEO 7-5 Student Interns**

Case file records listing all Student Interns in programs. Background information on students and schools participating in the program.

**(item 1065a)**  
**Originating office:**  
Destroy 4 years after case file is closed.

**(item 1065b)**  
**All other offices:**  
Destroy when case file is closed.

**EEO 7-6 Special Programs**

Case file records relating to special programs for the Intern Program.

**(item 1066a)**  
**Originating office:**  
Destroy 4 years after case file is closed.

**(item 1066b)**  
**All other offices:**  
Destroy when case file is closed.

**EEO 8 POSTERS**

General correspondence on signs and posters, all signs and posters; paper, cardboard, and other mediums; for information, educational, or regulatory purposes. Case folders on planning, design, art work, graphics, and related materials. Subdivide as best suits user's needs. Also applies to posters provided by USDA or other sources.

**(item 1067a)**  
**Originating office:**  
Destroy when superseded, obsolete, or no longer needed for reference.

**(item 1067b)**  
**All other offices:**  
Destroy when superseded, obsolete, or no longer needed for reference.