

ED Records Schedule

SCHEDULE LOCATOR NO.: 164

REVISION DATE: 08/24/2009

TITLE: Equal Employment Opportunity (EEO) Records

PRINCIPAL OFFICE: Office of Management

NARA DISPOSITION AUTHORITY: GRS – See disposition instructions.

DESCRIPTION:

Contains records related to equal employment opportunity, workplace discrimination, and affirmative action.

DISPOSITION INSTRUCTIONS:

a. Official Discrimination Complaint Case Files [GRS 1 Item 25.a]

Originating Department'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 Department, by Equal Employment Opportunity Commission, or by a U.S. Court.

TEMPORARY

Cut off after resolution of case. Destroy/delete 4 years after cutoff.

b. Copies of Complaint Case Files [GRS 1 Item 25.b]

Duplicate case files or documents pertaining to case files retained in Official Discrimination Complaint Case Files.

TEMPORARY

Cut off after resolution of case. Destroy/delete 1 year after cutoff.

c. Preliminary and Background Files [GRS 1 Item 25.c]

1. Background records not filed in the Official Discrimination Complaint Case Files

TEMPORARY

Cut off after resolution of case. Destroy/delete 2 years after cutoff.

2. Records documenting complaints that do not develop into Official Discrimination Complaint Cases

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TEMPORARY

Destroy/delete when 2 years old.

d. Compliance Records [GRS 1 Item 25.d]

1. Compliance Review Files

Reviews, background documents, and correspondence relating to contractor employment practices.

TEMPORARY

Destroy/delete when 7 years old.

2. EEO Compliance Reports

TEMPORARY

Destroy/delete when 3 years old.

e. Employee Housing Requests [GRS 1 Item 25.e]

Includes forms requesting agency assistance in housing matters, such as rental or purchase.

TEMPORARY

Destroy/delete when 1 year old.

f. Employment Statistics Files [GRS 1 Item 25.f see note]

Includes employment statistics relating to race and sex.

TEMPORARY

Destroy/delete when 5 years old.

NOTE: Electronic master files and databases created to supplement or replace the records covered by this sub item are not authorized for disposal under the GRS. Such files must be scheduled on an SF 115.

g. EEO General Files [GRS 1 Item 25.g]

General correspondence and copies of regulations with related records pertaining to the Civil Rights Act of 1964, the EEO Act of 1972, and any pertinent later legislation, and agency EEO Committee meeting records, including minutes and reports.

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

h. EEO Affirmative Action Plans (AAP) [GRS 1 Item 25.h]

1. Agency copy of consolidated AAP(s)

TEMPORARY

Destroy/delete 5 years from date of plan.

2. Agency feeder plan to consolidated AAP(s)

TEMPORARY

Destroy/delete 5 years from date of feeder plan or when administrative purposes have been served, whichever is sooner.

3. Report of on-site reviews of Affirmative Action Programs

TEMPORARY

Destroy/delete 5 years from date of report.

4. Agency copy of annual report of Affirmative Action accomplishments

TEMPORARY

Destroy/delete 5 years from date of report.

i. EEO I-complaints Complaints Processing System Master Data Files

This system enables the Office of Equal Employment Opportunity Services (EEOS) to administratively process discrimination complaints at all stages of the complaint process and to perform employee diversity analysis. The system contains employee names, social security numbers, home addresses, direct deposit, bank routing information, home telephone number, disability, and Veteran's Preference data.

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Cut off after resolution of case. Destroy/delete 4 years after cut off.

j. Web Based Client/Server Correspondence & Issues Management System (WebCIMS) Master Data Files

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WebCIMS tracks and manages data pertaining to employees who file EEO complaints and negotiated or administrative grievances. The system is also used to generate the annual EEOC 462 Report and monthly report to the Director of Equal Employment Opportunity Services (EEOS). WebCIMS captures employee information such as name, principle office, address and the nature of the grievance or complaint. It collects the data from the 462 form that is submitted by individual employees. The system is used by EEOS and the Office of Hearing and Appeals.

TEMPORARY

Cut off after resolution of case. Destroy/delete 4 years after cut off.

IMPLEMENTATION GUIDANCE:

Follow the disposition instructions in ED 086 Information Systems Supporting Materials for system software; input/source records; output and reports; and system documentation.

ARRANGEMENT/ANNUAL ACCUMULATION:

PREVIOUS NARA DISPOSITION AUTHORITY:

SPECIFIC LEGAL REQUIREMENTS:

Equal Employment Act of 1972
Title VII of the Civil Rights Act of 1964, as amended
Equal Pay Act of 1963
Age Discrimination in Employment Act of 1967, as amended
Rehabilitation Act of 1973, as amended, Sections 501 and 505
Titles I and V of the Americans with Disabilities Act of 1990
29 C.F.R. 1613.222

SPECIFIC RESTRICTIONS:

Privacy Notice 18-05-04 Discrimination Complaints Records System

LINE OF BUSINESS: Administration/Departmental