

RECORDS DISPOSITION SCHEDULE 51

OFFICE OF DEPARTMENTAL EQUAL EMPLOYMENT OPPORTUNITY

This schedule covers records created by the Office of Departmental Equal Employment Opportunity, (ODEEO) and its predecessors (Headquarters and Field). The records created are generated from ODEEO's Administrative, General and Program Office Functions and Responsibilities: pursuant to Title VII of the Civil Rights Act: Departmental regulations (24 CFR Part 7); and all other present or future acts, regulations or directives which affect the enforcement of equal employment opportunity for HUD employees and applicants.

Item No.	Description of Records	Disposition
1.	<b>EEO Complaint Case Files.</b> Each consists of a chronological history of complaint activity from: (1) informal counseling, (such as pre-complaint counseling), (2) formal complaint submission, and (3) final administrative action in the form of agency decisions or resolutions.	
a.	<b>Original EEO Complaint Case Files.</b> Consist of but not limited to: counseling documents, complaint affidavits, correspondence, withdrawal notices, records of hearings and meetings, mail receipts, reports of investigations; settlement notes, internal case files, memoranda, and activity logs. Include appeals to original EEO complaint case.	Retire to Federal Records Center 1 year following date of termination of administrative processing (includes appeals to EEOC/MSPB). Destroy 4 years after resolution of case. (N1-207-98-2, item 1a) (GRS 1/25a)
b.	<b>All copies of Complaint Case Files.</b> Consist of duplicates of original EEO Complaint Case File.	Destroy 1 year after resolution of case. (N1-207-98-2, item 1b) (GRS 1/25b)
2.	<b>Pre-Complaint Files.</b> Records documenting EEO informal counseling and other actions that did not develop into EEO complaint case files.	Destroy when 2 years old. (N1-207-98-2, item 2) (GRS 1/25c (2))

RECORDS DISPOSITION SCHEDULE 51

OFFICE OF DEPARTMENTAL EQUAL EMPLOYMENT OPPORTUNITY

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3.	<b>Complaint Reference Files.</b> Consist of material or documents used to research complaint cases: may or may not be photocopies.	Destroy 2 years after final resolution of case. (N1-207-98-2, item 3) (GRS 1/25c (1))
4.	<b>Agency Decisions/Agreements.</b> Final Decisions/Agreements executed by the Director of EEO to resolve EEO disputes.	Destroy 4 years following full implementation of all terms specified in the agreement. (N1-207-98-2, item 4) (GRS 1/25a)
5.	<b>EEO Reference Files.</b> Consist of office correspondence; suspense files; and reference material which ordinarily consists of related documents pertaining to the present Civil Rights Act, EEO Statutes, any pertinent future acts, directives, or regulations.	Destroy when 3 years old, or when superseded or obsolete, whichever is applicable. (N1-207-98-2, item 5) (GRS 1/25g)
6.	<b>Correspondence Files.</b> (HUD Records Disposition Schedules (RDS) 3/1)	Use HUD RDS 3, Item 1 which reads "Break files annually. Destroy 3 years after file break or when no longer needed for reference, whichever is earlier." (NARA Job NC1-207-80-5, item 1).
7.	<b>Technical Reference Files.</b> (HUD Records Disposition Schedules (RDS) 3/6)	Use HUD RDS 3, item 6, which reads, "Destroy when superseded, obsolete, or no longer needed for reference." (NARA Job NC1-207-80-5, item 6).

RECORDS DISPOSITION SCHEDULE 51

OFFICE OF DEPARTMENTAL EQUAL EMPLOYMENT OPPORTUNITY

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8.	EEO Affirmative Employment Plans AEP(s).	
a.	Agency copy of consolidated AEP(s).	Destroy 5 years from date of plan. (N1-207-98-2, item 8a) (GRS 1/25h (1))
b.	Agency feeder plans to consolidate AEP(s).	Destroy 5 years from date of feeder plan or when administrative purposes have been served, whichever is sooner. (N1-207-98-2, item 8b) (GRS 1/25h (2))
c.	Report of on-site reviews of Affirmative Employment Programs.	Destroy 5 years from the date of report. (N1-207-98-2, item 8c) (GRS 1/25h (3))
d.	Agency copy of annual report of Affirmative Employment accomplishments.	Destroy 5 years from date of report. (N1-207-98-2, item 8d) (GRS 1/25h (4))

RECORDS DISPOSITION SCHEDULE 51

OFFICE OF DEPARTMENTAL EQUAL EMPLOYMENT OPPORTUNITY

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9.	<b>Alternative Dispute Resolution File.</b> The Department's Alternative Dispute Resolution (ADR) program uses a range of conflict resolution techniques, such as fact-finding and mediation, to resolve EEO disputes. In accordance with applicable regulations, beginning October 2005, closed ADR records will be destroyed after 4 years, pursuant to 29 CFR 1613.222. The Department's ADR cases are primarily generated from Informal complaints of discrimination and formal EEO complaints. The Alternative Resolution file consist of an ADR Election Form, Request for ADR Form, Informal Complaint of Discrimination, Formal Complaint of Discrimination, Memorandum to Equal Employment Opportunity Officer, Mediation Intake Form, Mediation Confirmation Correspondence, Status of Mediation Form, Mediation Settlement Agreement, Transmittal Letters, and Program Office Compliance Notification Letter.	<b>Temporary.</b> Cut off file at the end of calendar year in which case is closed. Retire to the records center two years after cutoff. Destroy four years after cutoff. (N1-207-04-2, item 9)