

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

RG237

| LEAVE BLANK  |   |
|--|---|
| DATE RECEIVED  | JOB NO.   |
| FEB 19 1974 NC   | 174-147   |
| NOTIFICATION TO AGENCY   |   |
| In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10. |   |
| 4/12/74<br>Date  | James B. Rhoads<br>Archivist of the United States |

TO: GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408

1. FROM (AGENCY OR ESTABLISHMENT)

Department of Transportation

2. MAJOR SUBDIVISION

Federal Aviation Administration

3. MINOR SUBDIVISION

Civil rights activities

4. NAME OF PERSON WITH WHOM TO CONFER

H. Ulasek

5. TEL. EXT.

118-68735

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of \_\_\_\_\_ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

2-15-74  
(Date)

*John B. Moore*  
(Signature of Agency Representative)

Chief, Systems Support Div., AMS-100  
(Title)

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)   | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|-------------|---|----------------------|------------------|
| 1           | <p>The records described below are generated in the administration of civil rights and equal opportunity programs of the Federal Aviation Administration within the Department of Transportation. These include FAA internal employment practices, and employment practices of contractors and subcontractors and of recipients of FAA sponsored Federal assistance. The records are accumulated by the Office of Civil Rights in FAA Washington headquarters, and civil rights staffs in FAA regions and centers.</p> <p><u>Civil rights general files</u>, consisting of correspondence, reports, and related materials documenting the general administration of equal employment and civil rights programs, including youth opportunity, upward mobility, Federal women, and fair housing. <i>Includes status reports, EEO counselor data, and evaluations.</i></p> <p><i>R a) Status reports and evaluations. Retain permanently. *</i></p> <p><i>6.) Other records <del>FIVE YEARS</del> Destroy after 5 years.</i></p> |                      |                  |
| 2           | <p><u>Minority employment report files</u>, consisting of reports of minority accessions, promotions, etc.</p> <p>TWO YEARS</p>   |                      |                  |
| 3           | <p><u>Civil rights plan files</u>, consisting of documents relating to the development of (1) EEO Action plans, to assure equal opportunity in internal FAA employment, and (2) Hometown plans, to assure equal opportunity in employment by contractors. Includes plans, amendments, goals and objectives reports, and related correspondence.</p>   |                      | <i>6 items</i>   |

Copy sent to agency 4/17/74 (X)

\* change made per authorization of Mr. Ulasek 3/19/74 CSR

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

| 7.<br>ITEM NO. | 8. DESCRIPTION OF ITEM<br>(WITH INCLUSIVE DATES OR RETENTION PERIODS)  | 9.<br>SAMPLE OR<br>JOB NO. | 10.<br>ACTION TAKEN |
|----------------|--|----------------------------|---------------------|
| 4              | WHEN SUPERSEDED OR NO LONGER NEEDED,<br>WHICHEVER IS EARLIER.<br><br><u>Discrimination complaint files</u> , consisting of case files developed in processing complaints of discrimination in internal FAA employment and in employment practices by contractors.<br><br>FIVE YEARS                        |                            |                     |
| 5              | <u>Civil rights compliance review files</u> , consisting of case files developed in reviews of airlines holding government contracts, direct contractors and subcontractors, and airports receiving FAA sponsored Federal assistance to assure compliance with civil rights regulations.<br><br>FIVE YEARS |                            |                     |