

## 230 – Equal Opportunity Records

File Code	Description and Filing Instructions	Disposition	Disposition Authority
<b>230</b>	<b>Equal Opportunity</b>		
230-11	<b>Complaint System.</b> — Records pertaining to discrimination complaint case files; files maintained for cases resolved within NRCS, Equal Employment Opportunity Commission (EEOC), USDA, and U.S. Court.	N, S, A, F – Destroy when obsolete.	
	a) Discrimination Complaint Case Files and other material pertaining to complaints with related correspondence, reports and exhibits, withdrawal notices, copies of decisions, records of hearing and meetings and other records. (Secure file folder)	N, S, A, F - Remove and place in inactive files after resolution of case. Destroy 4 years after closure of case file.	GRS-1/25(a)
	b) Copies/duplicates of compliant case files retained in official discrimination compliant case files. (Secure file folder)	N, S, A, F - Remove and place in inactive files after resolution of case. Destroy 1 year after cutoff.	GRS-1/25(b)
230-12	<b>Equal Employment Opportunity Plan.</b> — Equal Employment Opportunity (EEO) plans and Management Directive 715 (MD-715) and related material pertaining to the preparation of EEO plans.	N, S, A, F - Temporary: Destroy 5 years from date of plan.	GRS-1/25(h)(2); 25(h)(3); 25(h)(4)
230-12-11	<b>EEOC – Affirmative Action Feeder Plans –</b> Correspondence, reports, and feeder plans.	N - Temporary: Destroy 5 years from date of feeder plan or when administrative purposes have been served, whichever is sooner.	GRS-1/25(h)(2)
230-12-12	<b>EEOC Complaint Case File –</b> 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 Section 1613.222). Cases resolved within the agency, by Equal Employment Opportunity Commission, or by a U.S. court.	N - Temporary: Destroy 4 years after resolution of case.	GRS-1/25(a); 25(b)
230-12-13	<b>EEOC Preliminary and Background –</b> Correspondence, reports, and case files. Background records not filed in the official discrimination complaint case files.	N - Temporary: Destroy 2 years after final resolution of case.	GRS-1/25(c)(1); 25(c)(2)
230-12-14	<b>EEOC – Compliance Review –</b> Correspondence and reports.	N - Temporary: Destroy when 7 years old.	GRS-1/25(d)(1)
230-12-15	<b>EEOC – Compliance Reports –</b> Correspondence and reports.	N - Temporary: Destroy when 3 years old.	GRS-1/25(d)(2)
230-12-16	<b>EEOC – Housing Requests –</b> Correspondence and reports.	N - Temporary: Destroy when 1 year old.	GRS-1/25(e)
230-12-17	<b>EEOC – Employment Statistics –</b> Correspondence and reports. Employment statistics relating to race and sex.	N - Temporary: Destroy when 5 years old.	GRS-1/25(f)
230-12-18	<b>EEOC – General Files –</b> Correspondence and reports.	N - Temporary: Destroy when 3 years	GRS-1/25(g)

File Code	Description and Filing Instructions	Disposition	Disposition Authority
		old or when superseded or obsolete, whichever is applicable.	
230-12-19	<b>EEOC – Personnel Counseling</b> – Correspondence, reports, and counseling. Alcohol and Drug Abuse Program.	N - Temporary: Destroy 3 years after termination of counseling.	GRS-1/26(a);26(b)
230-13	<b>Federal Women’s Employment Program (FWP)</b> – Records such as National and State bulletins, and National, State, and Field correspondence that pertain to providing equal opportunity for women in all terms, conditions, and benefits of employment.	N, S, A, F, - Temporary: Destroy when 3 years old or when superseded or obsolete, whichever is applicable.	GRS-1/25(g)
230-14	<b>Hispanic Employment Program (HEP)</b> – Records such as National and State bulletins, and National, State, and Field correspondence that pertain to providing equal opportunity for Hispanics in all terms, conditions, and benefits of employment.	N, S, A, F - Temporary: Destroy when 3 years old or when superseded or obsolete, whichever is applicable.	GRS-1/25(g)
230-15	<b>Civil Rights</b> – Records pertaining to procedures for incurring NRCS compliance with Civil Rights laws, including documentation of compliance. State schedule of conducting Compliance Reviews in Field Offices; copy of the State or Field Office’s last Civil Rights Compliance Review Report.  Note: This file may be further subdivided to individual case files. The following file codes and subjects are to be used as needed to identify specific data in the case file.	N, S, A, F - Temporary: Destroy when 3 years old or when superseded or obsolete, whichever is applicable.	GRS-1/25(g)
230-15-11	<b>Community Outreach</b> – Records pertaining to procedures for insuring NRCS compliance with Civil Rights laws, including documentation of compliance.	N, S, A, F - Temporary: Destroy when 3 years old or when superseded or obsolete, whichever is applicable.	GRS-1/25(g)
230-15-12	<b>Delivery of Services</b> – Records pertaining to delivery of technical services to minorities, women, persons with disabilities, historically underserved, etc.	N, S, A, F - Temporary: Destroy when 3 years old or when superseded or obsolete, whichever is applicable.	NRCS/CRS-136
230-15-13	<b>Compliance Review Program</b> – Records pertaining to Compliance Reviews, compliance review files of onsite and desk audit compliance reviews in equal opportunity; ensuring that NRCS programs are operating in compliance with nondiscrimination requirements. Also to include Civil Rights Compliance Review Report files.	N, S, A, F - Temporary: Destroy when 3 years old or when superseded or obsolete, whichever is applicable.	GRS-1/25(g)
230-15-13-11	<b>Records and Responsibilities</b> – Strategic or Business Plan with last fiscal year accomplishments.		
230-15-13-12	<b>Program Delivery Training</b> – Civil rights program training.		
230-15-13-13	<b>Public Notification</b> – Publications, meeting materials, reasonable accommodation request, electronic media, newsletters, e-mails, etc.		
230-15-13-14	<b>Program Outreach</b> – Outreach Plan with last fiscal year accomplishments.		
230-15-13-15	<b>Evaluation of Program Delivery Reports</b> – Program participation reports from PROTRACTS, SCIMs, and ToolKit for the last 3 fiscal years with RSNOD status.		

File Code	Description and Filing Instructions	Disposition	Disposition Authority
230-15-13-16	<b>Partnership Responsibility</b> – MOUs; current list of SWCD Board members by RSNOD; documentation/correspondence: Civil Rights training for Board members; and verification of explaining the ‘And Justice For All’ poster. (Field Office only).		
230-15-13-17	<b>Accessibility Evaluation</b> – Form AD 2056; 508 Compliance Training; and required 508 compliance tasks.		
230-15-13-18	<b>Workforce Analysis</b> – State employee list for last 3 fiscal years by RSNOD.		
230-15-13-19	<b>Recruitment</b> – Reports for last 3 fiscal years for all recruitment sources; and State Recruitment Plan.		
230-15-13-20	<b>EO Employee Awareness and EEO Training</b> – State and Field Office employee career training for the last 3 fiscal years; State and Field Office EEO plan with last fiscal year accomplishments; copy of required policy statements and posters; documentation of State and Field Office employee staff meetings where CR/EEO was discussed.		
230-15-13-21	<b>Civil Rights Advisory Committee/Special Emphasis Programs</b> – CRAC Business Plan; SEPM and CRAC member listing; CRAC and SEPM training for respective roles; CRAC and SEPM stand-alone, collateral duty, CR performance element; CRAC and SEPM activities and events for last 3 fiscal years.		
230-16	<b>Disability Emphasis Employment Program (DEP)</b> – Records such as national and state bulletins, and national, state, and field correspondence that pertain to providing equal opportunity for persons with disabilities in all terms, conditions, and benefits of employment.	N, S, A, F - Temporary: Destroy when 3 years old or when superseded or obsolete, whichever is applicable.	GRS-1/25(g)
230-17	<b>Black Emphasis Employment Program (BEP)</b> – Records such as national and state bulletins, and national, state, and field correspondence that pertain to providing equal opportunity for Blacks in all terms, conditions, and benefits of employment.	N, S, A, F - Temporary: Destroy when 3 years old or when superseded or obsolete, whichever is applicable.	GRS-1/25(g)
230-18	<b>American Indian/Alaskan Native Emphasis Employment Program (AIAN)</b> – Records such as national and state bulletins, and national, state, and field correspondence that pertain to providing equal opportunity for AIAN in all terms, conditions, and benefits of employment.	N, S, A, F - Temporary: Destroy when 3 years old or when superseded or obsolete, whichever is applicable.	GRS-1/25(g)
230-19	<b>Asian American Pacific Islander Emphasis Employment Program (AAPI)</b> – Records such as national and state bulletins, and national, state, and field correspondence that pertain to providing equal opportunity for AAPI in all terms, conditions, and benefits of employment.	N, S, A, F - Temporary: Destroy when 3 years old or when superseded or obsolete, whichever is applicable.	GRS-1/25(g)
230-20	<b>Gay, Lesbian, Bi-sexual, and Transgender Emphasis Employment Program (GLBT)</b> – Records such as national and state bulletins, and national, state, and field correspondence that pertain to providing equal opportunity for GLBT in all terms, conditions, and benefits of employment.	N, S, A, F - Temporary: Destroy when 3 years old or when superseded or obsolete, whichever is applicable.	GRS-1/25(g)
230-21	<b>Veterans Emphasis Employment Program (VEP)</b> – Records such as national and state bulletins, and national, state, and field correspondence that pertain to providing equal opportunity for Veterans in all terms, conditions, and benefits of employment.	N, S, A, F - Temporary: Destroy when 3 years old or when superseded or obsolete, whichever is	GRS-1/25(g)

<b>File Code</b>	<b>Description and Filing Instructions</b>	<b>Disposition</b>	<b>Disposition Authority</b>
		applicable.	