



NATIONAL ARCHIVES *and* RECORDS ADMINISTRATION
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001
www.archives.gov

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November 7, 2019

Ms. Toi L. Shaver
Equal Employment Opportunity Commission
Office of the Chief Financial Officer
131 M. Street, NE RM 4SW10C
Washington, DC 20507

Dear Ms. Shaver:

The National Archives and Records Administration (NARA) has been notified of a potential unauthorized disposition at the Equal Employment Opportunity Commission (EEOC). We have received an allegation that records relating to EEOC Case No. 34B-2013-00557 were prematurely destroyed on October 17, 2016 by EEOC's Las Vegas Office.

NARA requests that EEOC investigate this matter to determine if the case file was destroyed in accordance with the agency's records disposition schedule. Please note, that per 36 CFR 1230.14, if records have been destroyed without NARA's proper authorization, destruction must cease and the agencies must report these incidents promptly to NARA.

In accordance with 36 CFR 1230.16, NARA also requests that your agency provide NARA with a response within 30 days that includes a description of the records (including that of any additional missing case file records); the records schedule disposition citation that covers the case files; details regarding the records destruction incident and recovery efforts; and a statement of the safeguards that have been or will be implemented to prevent future unauthorized disposals of such records. If you have any questions, please contact me at laurence.brewer@nara.gov.

Sincerely,

LAURENCE BREWER
Chief Records Officer
for the U.S. Government



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January 06, 2020

Ms. Toi L. Shaver
Equal Employment Opportunity Commission (EEOC)
Office of the Chief Financial Officer
131 M. Street, NE RM 4SW10C
Washington, DC 20507

Dear Ms. Shaver:

The National Archives and Records Administration (NARA) has received the Equal Employment Opportunity Commission's (EEOC) response to NARA's request for further information regarding the allegation of an unauthorized disposition at EEOC's Las Vegas office (UD-2020-0010). Based on the EEOC's investigation into this matter, records related to Investigative Charge No. 34B-2013-00557 were not prematurely destroyed in October 2016. The charge files were transferred to the Federal Records Center for storage in 2016 and were destroyed in October 2018, in accordance with the agency's records policy. EEOC determined that the 2016 destruction date was reported in error due to confusion with the agency's national database coding entries.

To prevent similar issues in the future, EEOC has implemented additional training for local office personnel on correct coding practices for its files. NARA is satisfied with the established safeguards and the reporting requirements of 36 CFR 1230.14(a) have been met. NARA considers this matter closed. If you have any questions, please contact me at laurence.brewer@nara.gov.

Sincerely,

LAURENCE BREWER
Chief Records Officer
for the U.S. Government