DEPARTMENT OF GENERAL SERVICES Records Management Division	Schedule # 2422
RECORDS RETENTION AND DISPOSAL SCHEDULE	Page 1 of 1

DEPARTMENT OF HEALTH AND MENTAL HYGIENE

Office of Equal Opportunity Programs

This schedule supersedes schedule 2334 and 2334A1.

	DESCRIPTION	RETENTION
	EQUAL ACCESS COMPLIANCE UNIT	
1	**EACU Complaint Case Files**	1. Retain complaint case files in office for **two (2) years** after closing. Transfer to the State Records Center for **five (5) years**, then destroy.
2	**EACU Program Administration Files-** LEP Files, correspondence, compliance reports,	2. Retain compliance reports, public notice documentation, etc. in office for **two (2) years.** Transfer to the State Records Center for three (3) years, then destroy
3	AMERICANS WITH DISABILITIES ACT PROGRAM **ADA Complaint Case Files**	3. Retain complaint case files in office for **two (2) years** after closing. Transfer to the State Records Center for five (5) **years**, then destroy.
4	EMPLOYMENT EQUITY UNIT **EEU Complaint/Charge Files**	4. Retain complaint/charge files in office for **two (2) years** after closing. Transfer to the State Records Center for five (5) **years**, then destroy.
5	**EEU Program Administration Files-** Annual EEO Report, employment reports, statistics, and other source information,	5. Screen files, discarding working papers after the Annual EEO Report is issued. Retain two (2) copies of the Annual EEO Report in office for **ten (10) years,** then destroy if no longer needed.
	MINORITY BUSINESS ENTERPRISE PROGRAM	
6	**MBE Complaint Case Files**	6. Retain complaint cases in office for **three (3) years** after closing. Transfer to the State Records Center for five (5) years, then destroy.
7	**MBE Program Administration Files -** copies of contracts, RFB's, RFP's, solicitations with MBE participation, reports, etc.	7. Screen files after annual reports are issued, discarding working papers 90 days after the report goes to the Governor's Office.. Retain public notice documentation, etc. in office for **five (5) years**, then, destroy. Retain two (2) copies of the annual compliance report **permanently**, for eventual transfer to State Archives.
	SPECIAL PROJECTS/PROGRAMS	
8	School programs, minority history month programs, etc.	8. Retain files in office for **two (2) years**. Transfer to Records Center for **five (5) years**, then destroy.

APPROVED:(DHMH Official) DATE: FEB 27 2007	AUTHORIZED:(State Archives) DATE: 25 May 07
SIGNATURE: Hilda Davis	Signature: Edward C. Papenfuse
Hilda Davis, Director, OEOP	Edward C Papenfuse Jr,, State Archivist

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