

## EEOC/GOVT-1

**System name:** Equal Employment Opportunity in the Federal Government Complaint and Appeal Records (July 30, 2002, 67 FR 49338).

**System location:** Equal employment opportunity complaint files are maintained in an Office of Equal Employment Opportunity or other designated office of the agency or department where the complaint was filed. EEO Appeal files (including appeals from final negotiated grievance decisions involving allegations of discrimination) and petitions for review of decisions of the Merit Systems Protection Board are maintained in the Office of Federal Operations, Equal Employment Opportunity Commission, Washington, DC 20507 and in EEOC field offices.

**Categories of individuals covered by the system:** Applicants for federal employment and current and former federal employees who contact an EEO counselor or who file complaints of discrimination or reprisal with their agency, or who file appeals on EEO complaints, petitions for review of decisions of the Merit Systems Protection Board, or appeals of final decisions in negotiated grievance actions involving allegations of discrimination.

**Categories of records in the system:** This system of records contains information or documents compiled during the pre-complaint counseling and the investigation of complaints filed under section 717 of Title VII, section 15 of the Age Discrimination in Employment Act, section 501 of the Rehabilitation Act, and the Equal Pay Act and all appeals.

**Authority for maintenance of system:** 42 U.S.C. 2000e-16(b) and (c); 29 U.S.C. 204(f) and 206(d); 29 U.S.C. 633(a); 29 U.S.C. 791; Reorg. Plan No. 1 of 1978, 43 FR 19607 (May 9, 1978); Exec. Order No. 12106, 44 FR 1053 (Jan. 3, 1979).

**Purpose(s):** These records are maintained for the purpose of counseling, investigating and adjudicating complaints of employment discrimination brought by applicants and current and former federal employees against federal employers.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

These records and information in these records may be used:

a. To disclose pertinent information to the appropriate federal, state, or local agency responsible for investigating, prosecuting, enforcing, or implementing a statute, rule, regulation, or order, where the disclosing agency becomes aware of an indication of a violation or potential violation of civil or criminal law or regulation.

b. To disclose information to another federal agency, to a court, or to a party in litigation before a court or in an administrative proceeding being conducted by a federal agency when the government is a party to the judicial or administrative proceeding.

c. To provide information to a congressional office from the record of an individual in response to an inquiry from that congressional office made at the request of that individual.

d. To disclose to an authorized appeal grievance examiner, formal complaints examiner, administrative judge, equal employment opportunity investigator, arbitrator or other duly authorized official engaged in investigation or settlement of a grievance, complaint or appeal filed by an employee.

e. To disclose, in response to a request for discovery or for appearance of a witness, information that is relevant to the subject matter involved in a pending judicial or administrative proceeding.

f. To disclose information to officials of state or local bar associations or disciplinary boards or committees when they are investigating complaints against attorneys in connection with their representation of a party before EEOC.

g. To disclose to a Federal agency in the executive, legislative, or judicial branch of government, in response to its request information in connection with the hiring of an employee, the issuance of a security clearance, the conducting of a security or suitability investigation of an individual, the classifying of jobs, or the lawful statutory, administrative, or investigative purpose of the agency to the extent that the information is relevant and necessary to the requesting agency's decision.

h. To disclose information to employees of contractors engaged by an agency to carry out the agency's responsibilities under 29 CFR part 1614.

i. To disclose information to potential witnesses as appropriate and necessary to perform the agency's functions under 29 CFR part 1614.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** These records are maintained in file folders and in computer databases.

**Retrievability:** These records are indexed by the names of the individuals on whom they are maintained.

**Safeguards:** Access to and use of these records are limited to those persons whose official duties require such access.

**Retention and disposal:** These records are maintained for one year after resolution of the case and then transferred to the Federal Records Center where they are destroyed after three years.

**System manager(s) and address:** Within the agency or department where the complaint of discrimination or reprisal was filed, the system manager is the Director of the Office of Equal Employment Opportunity or other official designated as responsible for the administration and enforcement of equal employment opportunity laws and regulations within the agency or department.

Where an individual has appealed an EEO complaint or final negotiated grievance decision to the EEOC or petitioned the EEOC to review a decision of the Merit Systems Protection Board, the system manager of the appeal or petition file is the Director, Office of Federal Operations, Equal Employment Opportunity Commission, Washington, DC 20507.

**Systems Exempted from Certain Provisions of the Act:** Pursuant to subsection (k)(2) of the Privacy Act, 5 U.S.C. 552a(k)(2), this system of records is exempt from subsections (c)(3), (d), (e)(1), (e)(4)(G), (e)(4)(H), (e)(4)(I) and (f) of the Act.

## **Appendix A**

U.S. EEOC Albuquerque District Office, 505 Marquette Street, NW., Suite 900, Albuquerque, New Mexico 87102-2158.

U.S. EEOC Atlanta District Office, 100 Alabama Street, SW, Suite 4R30, Atlanta, Georgia 30303.

U.S. EEOC Baltimore District Office, City Crescent Building, 10 South Howard Street, 3rd Floor, Baltimore, Maryland 21201-2526.

U.S. EEOC Birmingham District Office, Ridge Park Place, 1130 22nd Street, Suite 2000, Birmingham, Alabama 32205.

U.S. EEOC Boston Area Office, John F. Kennedy Fed Bldg., 2400 Government Center, Rm 475, East Tower, Boston, Massachusetts 02114.

U.S. EEOC Buffalo Local Office, 6 Fountain Plaza, Suite 350, Buffalo, New York 14202.

U.S. EEOC Charlotte District Office, 129 West Trade Street, Suite 400, Charlotte, North Carolina 28202.

U.S. EEOC Chicago District Office, 500 West Madison Street, Suite 2800, Chicago, Illinois 60661.

U.S. EEOC Cincinnati Area Office, 550 Main Street, Suite 10019, Cincinnati, Ohio 45202.

U.S. EEOC Cleveland District Office, Tower City--Skylight Office Tower, 1660 West Second Street, Suite 850, Cleveland, Ohio 44113-1454.

U.S. EEOC Dallas District Office, 207 South Houston Street, 3rd Floor, Dallas, Texas 75202-4726.

U.S. EEOC Denver District Office, 303 East 17th Avenue, Suite 510, Denver, Colorado 80203.

U.S. EEOC Detroit District Office, 477 Michigan Avenue, Room 865, Detroit, Michigan 48226-9704.

U.S. EEOC El Paso Area Office, The Commons Building C, Suite 100, 4171 North Mesa Street, El Paso, Texas 79902.

U.S. EEOC Fresno Local Office, 1265 West Shaw Avenue, Suite 103, Fresno, California 93711.

U.S. EEOC Greensboro Local Office, 2303 W. Meadowview Road, Suite 201, Greensboro, North Carolina 27405-7813.

U.S. EEOC Greenville Local Office, Wachovia Bldg., 301 North Main Street, Suite 1420, Greenville, South Carolina 29601.

U.S. EEOC Honolulu Local Office, 300 Ala Moana Boulevard, Room 7123-A, P.O. Box 50082, Honolulu, Hawaii 96850-0051.

U.S. EEOC Houston District Office, 1919 Smith Street, 7th Floor, Houston, Texas 77002.

U.S. EEOC Indianapolis District Office, 101 West Ohio Street, Suite 1900, Indianapolis, Indiana 46204-4203.

U.S. EEOC Jackson Area Office, 100 West Capitol Street, Suite 207, Jackson, Mississippi 39269.

U.S. EEOC Kansas City Area Office, 400 State Avenue, Suite 905, Kansas City, Missouri 66101.

U.S. EEOC Little Rock Area Office, 425 West Capitol Avenue, Suite 625, Little Rock, Arkansas 72201.

U.S. EEOC Los Angeles District Office, 255 East Temple Street, 4th Floor, Los Angeles, California 90012.

U.S. EEOC Louisville Area Office, 600 Dr. Martin Luther King Jr., Pl., Suite 268, Louisville, Kentucky 40202.

U.S. EEOC Memphis District Office, 1407 Union Avenue, Suite 621, Memphis, Tennessee 38104.

U.S. EEOC Miami District Office, One Biscayne Tower, 2 South Biscayne Boulevard, Suite 2700, Miami, Florida 33131.

U.S. EEOC Milwaukee District Office, 310 West Wisconsin Avenue, Suite 800, Milwaukee, Wisconsin 53203-2292.

U.S. EEOC Minneapolis Local Office, 330 South 2nd Avenue, Suite 430, Minneapolis, Minnesota 55401-2224.

U.S. EEOC Nashville Area Office, 50 Vantage Way, Suite 202, Nashville, Tennessee 37228-9940.

U.S. EEOC Newark Area Office, One Newark Center, 21st Floor, Newark, New Jersey 07102-5233.

EEOC New Orleans District Office, 701 Loyola Avenue, Suite 600, New Orleans, Louisiana 70113-9936.

U.S. EEOC New York District Office, 201 Varick Street, Room 1009, New York, New York 10014.

U.S. EEOC Norfolk Area Office, Federal Building, Suite 739, 200 Granby Street, Norfolk, Virginia 23510.

U.S. EEOC Oakland Local Office, 1301 Clay Street, Suite 1170-N, Oakland, California 94612-5217.

U.S. EEOC Oklahoma Area Office, 210 Park Avenue, Suite 1350, Oklahoma City, Oklahoma 73102.

U.S. EEOC Philadelphia District Office, 21 South 5th Street, Suite 400, Philadelphia, Pennsylvania 19106.

U.S. EEOC Phoenix District Office, 3300 North Central Avenue, Suite 690, Phoenix, Arizona 85012-2504.

U.S. EEOC Pittsburgh Area Office, 1001 Liberty Avenue, 3rd Floor, Pittsburgh, Pennsylvania 15222-4187.

U.S. EEOC Raleigh Area Office, 1309 Annapolis Drive, Raleigh, North Carolina 27608-2129.

U.S. EEOC Richmond Area Office, 830 East Main Street, 6th Floor, Richmond, Virginia 23219.

EEOC San Antonio District Office, 5410 Fredericksburg Road, Suite 200, San Antonio, Texas 78229-3555.

U.S. EEOC San Diego Area Office, 401 B Street, Suite 1550, San Diego, California 92101.

EEOC San Francisco District Office, 901 Market Street, Suite 500, San Francisco, California 94103.

U.S. EEOC San Jose Local Office, 96 North 3rd Street, Suite 200, San Jose, California 95112.

San Juan Area Office, 525 F.D. Roosevelt Ave., Plaza Las Americas, Suite 1202, San Juan, Puerto Rico 00918-8001.

U.S. EEOC Savannah Local Office, 410 Mall Boulevard, Suite G, Savannah, Georgia 31406-4821.

U.S. EEOC Seattle District Office, Federal Office Building, 909 First Avenue, Suite 400, Seattle, Washington 98104-1061.

U.S. EEOC St. Louis District Office, Robert A. Young Building, 1222 Spruce Street, 8th Floor, Room 8.100, St. Louis, Missouri 63103.

U.S. EEOC Tampa Area Office, 501 East Polk Street, Room 1020, Tampa, Florida 33602.

U.S. EEOC Washington Field Office, 1400 L Street, NW, Suite 200, Washington, DC 20005.