

# EEO-1 Report Information

Last Modified on 05/12/2022 12:07 pm EDT

This job aid covers EEO-1 forms in the application. Forms can automatically populate with information. Electronic data files may be generated to meet EEOC specifications.

## When Is the EEO-1 Report Due?

The EEO-1 is usually due March 31st, however, reporting has been pushed back for the last several years. Refer to this [website](#) for current information.

## EEO Data Confidentiality

All reports and any information from individual reports are subject to the confidentiality provisions of Title VII, and may not be made public by the EEOC prior to the institution of any proceeding under Title VII involving the EEO-1 data. Any EEOC employee who violates this prohibition may be found guilty of a criminal misdemeanor and could be fined or imprisoned. The confidentiality requirements allow the EEOC to publish only aggregated data, and only in a manner that does not reveal any particular filer's or any individual employee's personal information.

OFCCP will notify contractors of any Freedom of Information Act (FOIA) requests that are made to obtain any of the data provided on the EEO-1 report, and will protect the confidentiality of EEO-1 data to the maximum extent possible consistent with FOIA and the Trade Secrets Act. However, should OFCCP receive FOIA requests for any EEO-1 data on filers not within its jurisdiction, OFCCP will refer the requests to the EEOC for a response. The confidentiality provision of Section 709(e) of Title VII applies to all EEO-1 data submitted by filers that are not federal contractors, and the EEOC adheres to that statutory provision when reviewing all requests for EEO-1 data.

## Must I File EEO-1 Electronically?

Yes. The preferred and most efficient method of submitting EEO-1 reports is through the EEO-1 Online Filing Application or as an electronically transmitted datafile (ASCII/TEXT file). The EEOC-approved specifications for creating an EEO-1 datafile are [here](#). Only upon approval will paper EEO-1 forms be generated and only under extreme circumstances where Internet access is not available.

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