

FILE PLAN

1) Directorate <i>(select one)</i> ...	2) Office/Region <i>(under selected Directorate, if applicable)</i> DEA Office... DCSP Office... DOC Office...	DSG Office... DSTM Office... DIT Office...	DAP Office... DEP Office... Region...
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3) Prepared by <i>(RM Coordinator)</i> William C. Fulcher	3a) Date 10/28/2019	4) Phone # 770-493-6644	5) Room #
6) Reviewed by <i>(Program Supervisor)</i>	6a) Date	7) Approved by <i>(Records Manager for Directorate)</i>	7a) Date

8) Record Type *(select one)*

General Program

9) Arrangement ... If "Other", describe:	10) Title/Description LABEL: ADMINISTRATIVE FILES DATE(S): VARIOUS DESCRIBE/CONTENT: ADMINISTRATIVE SUBJECT FILES. COPIES OF MEMORANDA, REPORTS, AND OTHER DOCUMENTS USUALLY SENT TO ALL DOJ AGENCIES. DOES NOT INCLUDE WB PROGRAM DOCUMENTS.	11) Location OSHA INTRANET	12) Media Internet	13) Dupe? No
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9) Arrangement	10) Title/Description	11) Location	12) Media	13) Dupe?
<p>... If "Other", describe:</p>	<p>LABEL: ENFORCEMENT FILES DATE(S): FY 18, 19, 20 DESCRIBE/CONTENT: INSPECTIONS WITH CITATIONS NO PERSONAL SAMPLING, FATALITIES/CATASTROPHES, INSPECTIONSS IN-COMPLIANCE OR NO INSPECTION NO PERSONAL SAMPLING, INSPECTION WITH PERSONAL SAMPLING, NON FORMAL COMPLAINTS, INVALID COMPLAINTS FILES. DOES NOT INCLUDE WB PROGRAM DOCUMENTS.</p>	<p>FILE CABINETS IN THE OFFICE</p>	<p>Paper and CD</p>	<p>...</p>
<p>... If "Other", describe:</p>	<p>LABEL: PERSONNEL RECORDSS DATE(S): 10/01/2018 - 09/30/2019 DESCRIBE/CONTENT: MAY INCLUDE CORRESPONDENCE, POSITION DESCRIPTIONS, NOTICES OF PERSONNEL ACTIONS, AWARD NOMINATIONS, AND OTHER DOCUMENTS INCLUDING THOSE THAT MAY DUPLICATE THE OFFICIAL PERSONNEL FOLDER (OPF) RECORDS.</p>	<p>MANGERS LOCKED FILE CABINET</p>	<p>Paper</p>	<p>...</p>
<p>... If "Other", describe:</p>	<p>LABEL: FOIA DATE(S): FY 16, 17,18,19, 20 DESCRIBE/CONTENT: FOIA REQUEST AND RESPONSE, FOIA NO RECORDS REQUEST, FOIA WITHDRAWL REQUEST, FOIA REQUEST TRANSFER FILES. DOES NOT INCLUDE WB PROGRAM DOCUMENTS.</p>	<p>FILE CABINETS IN THE OFFICE</p>	<p>Paper and CD</p>	<p>...</p>
<p>... If "Other", describe:</p>	<p>LABEL: BUDGET FILES DATE(S): FY 16, 17, 18, 19, 20 DESCRIBE/CONTENT: PURCHASE LOGS, AND SAFETY SHOES AND SAFETY GLASSES VOUCHERS. DOES NOT INCLUDE WB PROGRAM DOCUMENTS.</p>	<p>FILE CABINET AT PROGRAM ASSISTANT'S DESK AND BOXES IN BOOKSHELF.</p>	<p>Paper</p>	<p>...</p>