

## OFCCP FILE PLAN

Division/Regional Office: Midwest Region

Front Office/Branch/District/Area: Division of Regional Operations

Page 1 of 3

SERIES TITLE & RECORD DESCRIPTION	RECORD SCHEDULE	DISPOSITION AUTHORITY & INSTRUCTIONS	RECORDS LOCATION	RECORDS CUSTODIAN
<b>Contract Compliance Activity Log:</b> Pre-award Clearance Request Logs Regional Offices.	N1-448-01-2; Item 17e	PART IV – DIVISION OF PROGRAM OPERATIONS: Temporary. Destroy 1 calendar year after contractor compliance action has been completed.	DIGITAL: <a href="https://usdol.sharepoint.com/sites/OFCCP/MidWest/DivisionofRegionalOperations/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FOFCCP%2FMidWest%2FDivisionofRegionalOperations%2FShared%20Documents%2FPre%2DAwards">https://usdol.sharepoint.com/sites/OFCCP/MidWest/DivisionofRegionalOperations/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FOFCCP%2FMidWest%2FDivisionofRegionalOperations%2FShared%20Documents%2FPre%2DAwards</a>	Lynn Olsen
<b>Conciliation Agreement Files:</b>	N1-448-01-2; Item 22	PART IV – DIVISION OF PROGRAM OPERATIONS: Temporary. Break file at the end of the calendar year. Maintain in office for three calendar years or until the agreement is satisfied whichever is longer, then destroy.	DIGITAL: <a href="\\al-of\OFCCP\Chicago\Midwest Region Shared Drive\Conciliation Agreements">\\al-of\OFCCP\Chicago\Midwest Region Shared Drive\Conciliation Agreements</a>	Sal Guerrero
<b>Complaints:</b> Copies of complaints referred to EEOC and other agencies.	N1-443-01-2; Item 32b	PART IV – DIVISION OF PROGRAM OPERATIONS: TEMPORARY. Maintain in the office and destroy one calendar year after referral.	Paper: Filing Cabinet #DORO, Cubicle Drawers 1-2	Sal Guerrero

Reviewed by (Supervisor) and Date:

*A. Benson* 01/09/2019

Approved by (Agency Records Officer) and Date:

Last Revised:

## OFCCP FILE PLAN

Division/Regional Office: Midwest Region

Front Office/Branch/District/Area: Division of Regional Operations

Page 2 of 3

SERIES TITLE & RECORD DESCRIPTION	RECORD SCHEDULE	DISPOSITION AUTHORITY & INSTRUCTIONS	RECORDS LOCATION	RECORDS CUSTODIAN
<p><b>Complaints:</b> Record of complaints determined to be within the jurisdiction of OFCCP and investigated by OFCCP.</p>	<p>N1-448-01-2; Item 32c</p>	<p>PART IV – DIVISION OF PROGRAM OPERATIONS: TEMPORARY. Break file at the end of the calendar year. Retain in active files until case is resolved. Retire to inactive file for a period of four calendar years; in case of appeal of findings in the discrimination case. Maintain in the office and destroy four calendar years after case is resolved.</p>	<p>Paper: Filing Cabinet #DORO, Main Cabinet Drawers 1-4</p>	<p>Sal Guerrero</p>
<p><b>Employee Management Records:</b> Supervisors' personnel files. Also known as supervisors' working files, unofficial personnel files (UPFs), and employee work folders or "drop" files.</p> <p>Records on positions, authorizations, pending actions, position descriptions, training</p>	<p>GRS 2.2, Item 080</p>	<p>DAA-GRS-2015-0007-0012: Temporary. Review annually and destroy superseded documents. Destroy remaining documents 1 year after employee separation or transfer.</p>	<p>DIGITAL: Personal H drive and office filing cabinet of supervisor</p> <p>Paper: Cabinet #Guerrero office filing cabinet</p>	<p>Sal Guerrero</p>

## OFCCP FILE PLAN

Division/Regional Office: Midwest Region

Front Office/Branch/District/Area: Division of Regional Operations

Page 3 of 3

SERIES TITLE & RECORD DESCRIPTION	RECORD SCHEDULE	DISPOSITION AUTHORITY & INSTRUCTIONS	RECORDS LOCATION	RECORDS CUSTODIAN
records, individual development plans, telework agreements, award recommendations, and records on individual employees not duplicated in or not appropriate for the OPF.				
<b>Employee Relations Records:</b> Administrative grievance files.	GRS 2.3, Item 60	DAA-GRS-2015-0007-0017: Temporary. Destroy no sooner than 4 years but no less than 7 years after case is closed.	DIGITAL: Personal H drive and office filing cabinet of supervisor  Paper: Cabinet #Guerrero office filing cabinet	Sal Guerrero
<b>Employee Relations Records:</b> Adverse Action files.	GRS 2.3, Item 61	DAA-GRS-2015-0007-0018: Temporary. Destroy no sooner than 4 years but no less than 7 years after case is closed.	DIGITAL: Personal H drive and office filing cabinet of supervisor  Paper: Cabinet #Guerrero office filing cabinet	Sal Guerrero
<b>Continuity and Emergency Planning Records:</b> Employee Emergency Contact Information	GRS 5.3, Item 020	DAA-GRS2016-00040002 Temporary. Destroy when superseded or obsolete, or upon separation or transfer of employee.	DIGITAL: Personal H drive and office filing cabinet of supervisor	Sal Guerrero