

OFCCP FILE PLAN

Division/Regional Office: Division of Program Operations

Branch/District/Area: Front Office, FAAP, BQA, Jurisdiction, Performance, INAERP/MCCP

Page 1 of 5

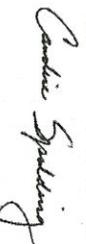
SERIES TITLE & RECORD DESCRIPTION	RECORD SCHEDULE	DISPOSITION AUTHORITY & INSTRUCTIONS	RECORDS LOCATION	RECORDS CUSTODIAN
---	--------------------	--	------------------	----------------------

Litigation Records	DRS 1.3	Part IV – Division of program Operations. Temporary. Retain in office 6 calendar years but longer retention is authorized if required for business use.	Electronic Z:\1 - Division of Program Operations (DPO)\ALJ Orders folder	DPO Front office S. Banks
Quarterly Analysis	N1-448-01-2 item 19	Part IV – Division of program Operations. Temporary. Retain in office 3 calendar years but longer retention is authorized if required for business use	Electronic – Sharepoint <u>BQA Quality Audit Reports</u>	BQA
Request to Determine Contractor Eligibility	N1-448-01-2 item 19	Part IV – Division of program Operations. Temporary. Retain in office 3 calendar years but longer retention is authorized if required for business use.	Electronic - Sharepoint.com/sites/OFCCP/DPO/ENF	Jurisdiction
FAAP Conciliation Agreement	N1-448-01-2; item 17	Part IV – Division of program Operations. Temporary. Retain in office 3 calendar years but longer retention is authorized if required for business use.	Paper - DPO File Cabinet Drawers 1-5	FAAP
Joint Committee Reviews	N1-448-01-2; item 17	Part IV – Division of program Operations. Temporary. Retain in office 3 calendar years but longer retention is authorized if required for business use.	Paper - DPO FAAP File Cabinet Drawers 1-5	FAAP
Program Evaluation	N1-448-01-2; item 19	Part IV – Division of program Operations. Temporary. Retain in office 3 calendar years but longer retention is authorized if required for business use.	Electronic - Sharepoint <u>BQA Program Evaluation</u>	BQA
Affirmative Action Plans	N1-448-01-2; item 19	Part IV – Division of program Operations. Temporary. Retain in office 3 calendar years but longer	Paper - DPO FAAP File Cabinet Drawers 1	FAAP

Reviewed by (Supervisor) and Date:



Approved by (Agency Records Officer) and Date:



Last Revised:

08/21/2019

OFCCP FILE PLAN

Division/Regional Office:

Front Office/Branch/District/Area:

Page 2 of 5

SERIES TITLE & RECORD DESCRIPTION	RECORD SCHEDULE	DISPOSITION AUTHORITY & INSTRUCTIONS	RECORDS LOCATION	RECORDS CUSTODIAN
		retention is authorized if required for business use.		
Contractor's Functional Affirmative Action Plans FAAP	N1-448-01-2; item 17	Part IV – Division of program Operations. Temporary. Retain in office 3 calendar years but longer retention is authorized if required for business use.	Paper - DPO FAAP File Cabinet Drawers 1-5 Electronic - Sharepoint https://usdol.sharepoint.com/sites/OFCCP/DPO/FAAPUnit/default.aspx	FAAP
Request for Exemptions & Waivers	N1-448-01-2; item 19	Part IV – Division of program Operations. Temporary. Retain in office 7 calendar years but longer retention is authorized if required for business use.	Electronic – Sharepoint Exemptions and Waivers	BQA
Compliance Evaluations Files FAAP	N1-448-01-2; item 19	Part IV – Division of program Operations. Temporary. Retain in office 7 calendar years but longer retention is authorized if required for business use.	Paper-DPO FAAP File Cabinets 1-5 Electronic-CMS	FAAP
Determination of substantial issues	N1-448-01-2; item 17	Part IV – Division of program Operations. Temporary. Retain in office 3 calendar years but longer retention is authorized if required for business use.	Electronic Sharepoint https://usdol.sharepoint.com/OFCCP/DPO/ENFUnit/default.aspx	BEA
Contractor's FAAP Action Agreements	N1-448-01-2; item 19	Part IV – Division of program Operations. Temporary. Retain in office 7 calendar years but longer retention is authorized if required for business use.	Electronic- Sharepoint https://usdol.sharepoint.com/sites/OFCCP/DPO/FAAPUnit/default.aspx	FAAP
FAAP Directive - Draft	N1-448-01-2; item 19	Part IV – Division of program Operations. Temporary.	Electronic - Z:\1-Division of Program Operations 9DPPO\5-FAAP\2018 Directive Update	FAAP
FAAP Compliance Assistance Materials - Draft	N1-448-01-2; item 19	Part IV – Division of program Operations. Temporary.	Electronic - Z:\1-Division of Program Operations 9DPPO\5-FAAP\2018 Directive Update	FAAP
Quick Stats	N1-448-01-2; item 19	Part IV – Division of program Operations. Temporary. Retain in office 7 calendar years but longer	Electronic Electronic: Z:\1 - Division of Program Operations (DPO)\3 -	Performance Branch

OFCCP FILE PLAN

Division/Regional Office:

Front Office/Branch/District/Area:

Page 4 of 5

SERIES TITLE & RECORD DESCRIPTION	RECORD SCHEDULE	DISPOSITION AUTHORITY & INSTRUCTIONS	RECORDS LOCATION	RECORDS CUSTODIAN
		required for business use.	MATERIALS\Quarterly OFCCP by the Numbers Updates	
	N1-448-01-2; item 19		Electronic- Z:\1 - Division of Program Operations (DPO)\3 - PERFORMANCE\CAS SUBMITTED & CA METRICS TRACKER	
Detailed Financial Remedies Report	N1-448-01-2; item 19	Part IV - Division of program Operations. Temporary. Retain in office 7 calendar years but longer retention is authorized if required for business use.	Click sub-folder by fiscal year, next click sub-folder by fiscal year Qtr Financial Summaries	Performance Branch
Historical Data Files		Part IV - Division of program Operations. Temporary. Retain in office 7 calendar years but longer retention is authorized if required for business use.	Electronic- Z:\1 - Division of Program Operations (DPO)\3 - PERFORMANCE\HISTORICAL DATA FILE-Restored	Performance Branch
Memorandum of Understanding with the Council for Tribal Employment Rights	N1-448-01-2; item 19	Part IV - Division of program Operations. Temporary. Retain in office 7 calendar years but longer retention is authorized if required for business use.	Electronic - Sharepoint <u>MOU between OFCCP and CTER 12-2017</u>	INAERP
Mega Construction Reports (request to designate MCP memos; closeout approval memos; bi-monthly, quarterly, and closeout reports.	N1-448-01-2; item 19	Part IV - Division of program Operations. Temporary. Retain in office 7 calendar years but longer retention is authorized if required for business use.	Electronic - Sharepoint <u>Mega Construction Reports</u> Electronic	MCP
INAERP Brochure	N1-448-01-2; item 17	Part IV - Division of program Operations. Temporary. Retain in office 3 calendar years but longer retention is authorized if required for business use.	Electronic - Sharepoint <u>INAERP Brochure</u>	INAERP
Complaint Reconsideration Analysis and Letter	N1-448-01-2; item 19	Part IV - Division of program Operations. Temporary. Retain in office 7 calendar years but longer retention is authorized if required for business use.	Electronic - Sharepoint <u>Complaint Reconsideration Analysis and Letter</u>	BOA

OFCCP FILE PLAN

Division/Regional Office:

Front Office/Branch/District/Area:

Page 3 of 5

SERIES TITLE & RECORD DESCRIPTION	RECORD SCHEDULE	DISPOSITION AUTHORITY & INSTRUCTIONS	RECORDS LOCATION	RECORDS CUSTODIAN
		retention is authorized if required for business use.	PERFORMANCE/BOP-QUICK STATS DATA FILE	
	N1-448-01-2; item 19	Part IV – Division of program Operations. Temporary. Retain in office 7 calendar years but longer retention is authorized if required for business use.	Electronic - Z:\1 - Division of Program Operations (DPO)\3 - PERFORMANCE\I - OPERATING PLAN\QOPR	Performance Branch
Milestones and Measures Report	N1-448-01-2; item 19	Part IV – Division of program Operations. Temporary. Retain in office 7 calendar years but longer retention is authorized if required for business use.	Electronic - Z:\1 - Division of Program Operations (DPO)\3 - PERFORMANCE\WORKLOAD TABLES	Performance Branch
Aged Case	N1-448-01-2; item 19	Part IV – Division of program Operations. Temporary. Retain in office 7 calendar years but longer retention is authorized if required for business use.	Electronic - Z:\1 - Division of Program Operations (DPO)\3 - PERFORMANCE\COMPLIANCE ASSISTANCE DATA FILE	Performance Branch
Compliance Assistance Log	N1-448-01-2; item 19	Part IV – Division of program Operations. Temporary. Retain in office 7 calendar years but longer retention is authorized if required for business use.	Electronic - Z:\1 - Division of Program Operations (DPO)\3 - PERFORMANCE\FOIA DATA FILE\FOIA Request Log	Performance Branch
FOIA Log	N1-448-01-2; item 19	Part IV – Division of program Operations. Temporary. Retain in office 7 calendar years but longer retention is authorized if required for business use.	Electronic - Z:\1 - Division of Program Operations (DPO)\3 - PERFORMANCE\VETTING REQUESTS DATA FILE	Performance Branch
Vetting Log	N1-448-01-2; item 19	Part IV – Division of program Operations. Temporary. Retain in office 7 calendar years but longer retention is authorized if required for business use.	Electronic - Z:\1 - Division of Program Operations (DPO)\3 - PERFORMANCE\DAYS SINCE LAST ACTION	Performance Branch
Days Since Last Action	N1-448-01-2; item 19	Part IV – Division of program Operations. Temporary. Retain in office 7 calendar years but longer retention is authorized if required for business use.	Electronic - Z:\1 - Division of Program Operations (DPO)\3 - PERFORMANCE\PRESENTATION	Performance Branch
OFCCP by the Numbers				Performance Branch

OFCCP FILE PLAN

Division/Regional Office:

Front Office/Branch/District/Area:

Page 5 of 5

SERIES TITLE & RECORD DESCRIPTION	RECORD SCHEDULE	DISPOSITION AUTHORITY & INSTRUCTIONS	RECORDS LOCATION	RECORDS CUSTODIAN
Quality Assurance Manual	N1-448-01-2; item 19	Part IV – Division of program Operations. Temporary. Retain in office 7 calendar years but longer retention is authorized if required for business use.	Electronic – Sharepoint BQA Manual	BQA
Notification of Construction Contract Award Data	N1-448-01-2; item 19	Part IV – Division of program Operations. Temporary. Retain in office 7 calendar years but longer retention is authorized if required for business use.	Electronic – Sharepoint Notification of Construction Contract Award Data	MCPP
State Department of Transportation Construction Contract Award Data	N1-448-01-2; item 19	Part IV – Division of program Operations. Temporary. Retain in office 7 calendar years but longer retention is authorized if required for business use.	Electronic- Sharepoint State Department of Transportation Construction Contract Award Data	MCPP