

OFCCP FILE PLAN

Division/Regional Office: Midwest Region

Front Office/Branch/District/Area: Detroit District Office

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SERIES TITLE & RECORD DESCRIPTION	RECORD SCHEDULE	DISPOSITION AUTHORITY & INSTRUCTIONS	RECORDS LOCATION	RECORDS CUSTODIAN
Quality Control Audits and Accountability Reviews: Hard copy QA Request from RO/NO QA Request sent RO/NO QA Memo's returned from RO/NO	N1-448-01-2; Item 13a	PART IV - DIVISION OF PROGRAM OPERATIONS DISPOSITION: Temporary. Maintain in office. Destroy two years after end of calendar year or when no longer needed in current operation, whichever is earlier.	Paper: Filing Cabinet #M143, Drawers 3rd	Patrice Davis
Notice of Contractor Award Log Hard Copy	N1-448-01-2; Item 14 a	PART IV – DIVISION OF PROGRAM OPERATIONS: Temporary. Break file at the end of the calendar year. Maintain in office and destroy when 3 calendar years.	DIGITAL: H:\ pdavis\N1-448-01-2; Item 17\ Notice of Contract Award log\2018 Paper: Credenza Administrative Area, Cabinet # F8325, Drawer 1st	Patrice Davis
Contract Compliance Activity: Log of Incoming correspondence and log of Certified Mail. Mail Logs Visitors Log Conference Room Log	N1-448-01-2; Item 17h	PART IV – DIVISION OF PROGRAM OPERATIONS: Temporary. Destroy 1 calendar year after contractor compliance action has been completed.	Paper: Filing Cabinet #M143, Drawers 3 and 4	Patrice Davis

Reviewed by (Supervisor) and Date:

[Signature] - 01/09/2019

Approved by (Agency Records Officer) and Date:

Last Revised:

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<p>Compliance Evaluation Files: No Discrimination was found and conciliation agreement was reached.</p>	N1-448-01-2; Item 19a	<p>PART IV – DIVISION OF PROGRAM OPERATIONS: Temporary. Retain in office 3 calendar years after case is closed; then transfer to FRC. Break the file at end of the calendar year. Destroy when 7 calendar years old.</p>	<p>Paper: S & S Reviews Filing Cabinet # A-FR342, B-182, C-169, D-185, E-204, F-T642 and G-T642, Drawers 1-5, Construction Reviews Paper: Filing Cabinet #1-M153, Drawer 1-5, Administrative Closures Paper: Filing Cabinet #HON-332E, Drawer 1 and 2</p>	Patrice Davis
<p>Compliance Evaluation Files: Compliance evaluations where discrimination was found and no settlement reached. Settlement reached but money was never disbursed because of Bankruptcy 2 cases</p>	N1-448-01-2; Item 19b	<p>PART IV – DIVISION OF PROGRAM OPERATIONS: Temporary. Retain in office 3 years after administrative/ legal action (including judicial) is completed or case otherwise is closed then transfer to FRC. Break in file at end of calendar year. Destroy seven calendar years after close of case.</p>	<p>Paper: Standard File Cabinet #HON-332E, Drawer 5th</p>	Patrice Davis
<p>Decrees: All material related to the enforcement</p>	N1-448-01-2; Item 20a	<p>PART IV – DIVISION OF PROGRAM OPERATIONS:</p>	<p>Paper: Filing Cabinet #G-T-642, Drawers 4 and 5</p>	Patrice Davis

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and evaluation of the Decrees-follow-up reports, compliance review reports and complaints generated by the decree Decree with no termination Date 1 Case File		Temporary. Break file at end of calendar year. Maintain in office. Transfer to FRC on termination of decree. Destroy six years after termination.		
Conciliation Agreement Files:	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: MW Region\Share Drive\N1-448-01-2; Item 17\ CA log\2018	Midwest Region
Complaints: Record of complaints determined to be within the jurisdiction of OFCCP and investigated by OFCCP. Complaint Forms Requested. Complaints received	N1-448-01-2; Item 32c	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	Paper: Standard Filing Cabinet # M154, Drawers 1-5. Paper: Standard Filing Cabinet # M143, Drawers 3rd.	Patrice Davis

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		in the office and destroy four calendar years after case is resolved.	Paper: Standard Filing Cabinet # M143, Drawers 3rd.	
Time and Attendance Sign-In Sign-Out Sheets	GRS 2.4, Item 030	Keep Records Indefinitely	Paper: Filing Cabinet #M143, Drawer 4th	Patrice Davis
Employee Management Records: Employee performance file system records.	GRS 2.2,	DAA-GRS-2015-0007-0008: Temporary. Destroy no sooner than 4 years after date of appraisal, but longer retention is authorized if required for business use.	Paper: Filing Cabinet #HON-340, Drawers 1st	Phyllis Lipkin
Employee Management Records: Supervisors' personnel files. Also known as supervisors' working files, unofficial personnel files (UPFs), and employee work folders or "drop" files.	GRS 2.2, Item 80	DAA-GRS-2015-0007-0012: Temporary. Review annually and destroy superseded documents. Destroy remaining documents 1 year after employee separation or transfer.	Paper: Filing Cabinet #HON-340, Drawers 1st	Phyllis Lipkin
Employee Relations Records: Telework file, including Telework Agreements,	GRS 2.3, item 080 and 081	DAA-GRS2015-00070021 Temporary. Destroy when 3 years old, but longer	Paper: Filing Cabinet T638, Drawer 3 rd	Phyllis Lipkin

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Employee Emergency Information		retention is authorized if required for business use.		
Information Technology GSS Account & Service Authorization Forma IT Resource Access Request Network Account Delete Request Software Install Request Forms	GRS 4.1	DAA-GRS2013-00020016 Temporary. Destroy when no longer needed.	Paper: Filing Cabinet #M143, Drawers 3rd Paper: Filing Cabinet #M143, Drawers 3rd Paper: Filing Cabinet #M143, Drawers 3rd Paper: Filing Cabinet #M143, Drawers 3rd	Patrice Davis
Administrative records maintained in any agency office: Reading files, etc.	GRS 4.2	DAA-GRS2016-00130003 Temporary. Destroy when 3 years old, but longer retention is authorized if needed for business use.	Paper: Filing Cabinet #2-M153, Drawers 1st, and 2nd (2013-2018)	Patrice Davis
Facility, Equipment, Vehicle, Property, and Supply Record. Supply Receipts Office Furniture Receipts	GRS 5.4	DAA-GRS 2016-0011-0001 Temporary. Destroy when 3 years old or 3 years after superseded, as appropriate, but longer retention is	Paper: Filing Cabinet #M143, Drawers 3 rd	Patrice Davis

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Supply and Furniture Correspondence RICOH STAMPS.COM U.S. POST OFFICE SHRED-IT and UPS Ground		authorized if required for business use.	Paper: Filing Cabinet #M143, Drawers 3rd	
Facility, space, vehicle, equipment, stock, and supply administrative and operational records. Records relating to administering and operating facilities, spaces, Federally owned and operated housing, land vehicles, water vessels, equipment, stocks, and supplies.	GRS 5.4, item 010	DAA-GRS2016-00110001 Temporary. Destroy when 3 years old or 3 years after superseded, as appropriate, but longer retention is authorized if required for business use.	Paper: Filing Cabinet #M143, Drawers 3rd	Patrice Davis
Historical FF6 Supply and Service Construction Complaints		Permanent	Paper: Filing Cabinet #1-M178 and 2-M178, Drawers 1-5 Paper: Filing Cabinet #M176, Drawers 1 and 2 Paper: Filing Cabinet #M154 Drawer 5th	Patrice Davis

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Safety Safety Information Safety Equipment Safety Inspection	GRS 2.7		Paper: Filing Cabinet #1-M153, Drawer 3 rd	Patrice Davis