

OFCCP FILE PLAN

Division/Regional Office: Midwest Region

Front Office/Branch/District/Area: Indianapolis District Office *1/3/19*

Page 1 of 5

SERIES TITLE & RECORD DESCRIPTION	RECORD SCHEDULE	DISPOSITION AUTHORITY & INSTRUCTIONS	RECORDS LOCATION	RECORDS CUSTODIAN
Quality Control Audits and Accountability Reviews: Hard copy	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 #13, Drawer A	David Smith
Contract Compliance Activity: Log of Appeals.	N1-448-01-2; Item 17a	PART IV – DIVISION OF PROGRAM OPERATIONS: Temporary. Maintain in office and transfer to FRC when 3 calendar years old. Destroy when 10 calendar years old.	Paper: Filing Cabinet #13, Drawer A	David Smith
Contract Compliance Activity: Log of Incoming correspondence and log of Certified Mail.	N1-448-01-2; Item 17h	PART IV – DIVISION OF PROGRAM OPERATIONS: Temporary. Destroy 1 calendar year after contractor compliance action has been completed.	Indianapolis District Office – Paper Copy\ Mail log\2018	David Smith
Compliance Evaluation Files: No Discrimination	N1-448-01-2; Item 19a	PART IV – DIVISION OF PROGRAM OPERATIONS:	Paper: Filing Cabinet #1-12, Drawers A,B,C, and D	David Smith
Reviewed by (Supervisor) and Date:		Approved by (Agency Records Officer) and Date:		Last Revised:

OFCCP FILE PLAN

Division/Regional Office: Midwest Region

Front Office/Branch/District/Area: Indianapolis District Office

Page 2 of 5

SERIES TITLE & RECORD DESCRIPTION	RECORD SCHEDULE	DISPOSITION AUTHORITY & INSTRUCTIONS	RECORDS LOCATION	RECORDS CUSTODIAN
was found and conciliation agreement was reached.		Temporary. Retain in office three calendar years after administrative/legal action (including judicial) is completed or case otherwise is closed; then transfer to FRC. Break file at end of calendar year. Destroy seven calendar years.		
Compliance Evaluation Files: Compliance evaluations where discrimination was found and no settlement reached.	N1-448-01-2; Item 19b	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.	Paper: Filing Cabinet #13, Drawer A	David Smith
Decrees: All material related to the enforcement and evaluation of the Decrees-follow-up reports,	N1-448-01-2; Item 20a	PART IV – DIVISION OF PROGRAM OPERATIONS: Temporary. Break file at end of calendar year. Maintain in	Paper: Filing Cabinet #13, Drawer A	David Smith

OFCCP FILE PLAN

Division/Regional Office: Midwest Region

Front Office/Branch/District/Area: Indianapolis District Office

Page 3 of 5

SERIES TITLE & RECORD DESCRIPTION	RECORD SCHEDULE	DISPOSITION AUTHORITY & INSTRUCTIONS	RECORDS LOCATION	RECORDS CUSTODIAN
compliance review reports and complaints generated by the decree		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.	Paper: Filing Cabinet #13, Drawer A	David Smith
Complaints: Copies of complaints referred to EEOC and other agencies	N1-448-01-2; Item 32b	PART IV – DIVISION OF PROGRAM OPERATIONS: TEMPORARY. Maintain in the office and destroy one calendar year after referral.	Paper: Filing Cabinet #14, Drawer B	David Smith
Complaints: Record of complaints determined to be within the jurisdiction of OFCCP and investigated by OFCCP	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: Filing Cabinet #14, Drawer B	David Smith

OFCCP FILE PLAN

Division/Regional Office: Midwest Region

Front Office/Branch/District/Area: Indianapolis District Office

Page 4 of 5

SERIES TITLE & RECORD DESCRIPTION	RECORD SCHEDULE	DISPOSITION AUTHORITY & INSTRUCTIONS	RECORDS LOCATION	RECORDS CUSTODIAN
		in the office and destroy four calendar years after case is resolved.		
Employee Management Records: Employee performance file system records	GRS 2.2, Item 070, 071	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: ADD Filing Cabinet Drawer A	David Smith
Employee Management Records: Supervisors' personnel files.	GRS 2.2, Item 80	DAA-GRS-2015-0007-0012: Temporary. Destroy no sooner than 4 years after date of appraisal, but longer retention is authorized if required for business use.	Paper: ADD Filing Cabinet, Drawer A	David Smith
Employee Relations Records: Administrative grievance files.	GRS 2.3	DAA-GRS-2015-0007-0017: Temporary. Destroy no sooner than 4 years but no less than 7 years after case is closed.	Paper: ADD Filing Cabinet, Drawer A	David Smith
Employee Relations Records: Adverse Action files.	GRS 2.3	DAA-GRS-2015-0007-0018: Temporary. Destroy no sooner than 4 years but no less than 7 years after case is closed.	Paper: ADD Filing Cabinet, Drawer A	David Smith
Historical file folder 6		Permanent		David Smith
Staff Meeting Minutes	2-4	Retain 3 years and destroy	Paper - ADD File Cabinet, Drawer A	David Smith

OFCCP FILE PLAN

Division/Regional Office: Midwest Region

Front Office/Branch/District/Area: Indianapolis District Office

Page 5 of 5

SERIES TITLE & RECORD DESCRIPTION	RECORD SCHEDULE	DISPOSITION AUTHORITY & INSTRUCTIONS	RECORDS LOCATION	RECORDS CUSTODIAN
Travel Administrative Office Files	2-8	Destroy when 2 years old	DIGITAL: https://e2.gov.cwtsatotravel.com/ThinkCAP/e2	David Smith
Property Disposal Records	N-448-01	Destroy when 3 years old	Paper - ADD File Cabinet, Drawer A	David Smith
Personal Injury – On-the-Job	7-12	Destroy 3 years after cutoff. Cut off on termination of compensation or when deadline for filing a claim has passed.		David Smith