

## OFCCP FILE PLAN

Division/Regional Office: Midwest Region

Front Office/Branch/District/Area: Kansas City 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	N1-448-01-2; Item 13a Hard copy	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: File cabinet #1	Lynne Bunn
Contract Compliance Activity: Log of Appeals.	N1-448-01-2; Item 17a  Hard copy	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.	File cabinet #1	Lynne Bunn
Contract Compliance Activity: Log of Conciliation Agreements between OFCCP and contractors.	N1-448-01-2; Item 17b  Hard copy	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.	File cabinet #1	Lynne Bunn

Reviewed by (Supervisor) and Date: <i>Mary L. Ma</i> 11/9/10	Approved by (Agency Records Officer) and Date:	Last Revised:
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<b>SERIES TITLE &amp; RECORD DESCRIPTION</b>	<b>RECORD SCHEDULE</b>	<b>DISPOSITION AUTHORITY &amp; INSTRUCTIONS</b>	<b>RECORDS LOCATION</b>	<b>RECORDS CUSTODIAN</b>
Contract Compliance Activity: Log of show cause notices.	N1-448-01-2; Item 17f  Hard copy	PART IV – DIVISION OF PROGRAM OPERATIONS: Temporary. Destroy 1 calendar year after contractor compliance action has been completed	Paper: Filing Cabinet #1	Lynne Bunn
Contract Compliance Activity: Log of Incoming correspondence and log of Certified Mail.	N1-448-01-2; Item 17h  Hard copy	PART IV – DIVISION OF PROGRAM OPERATIONS: Temporary. Destroy 1 calendar year after contractor compliance action has been completed.	Record custodian file cabinet	Lynne Bunn
Compliance Evaluation Files: No Discrimination was found and conciliation agreement was reached.	N1-448-01-2; Item 19a  Hard copy	PART IV – DIVISION OF PROGRAM OPERATIONS: 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	File cabinets 2-14	Lynne Bunn

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		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  File cabinets	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 Cabinets 2-14	Lynne Bunn
Decrees: All material related to the enforcement and evaluation of the Decrees-follow-up reports, compliance review reports and complaints generated by the decree	N1-448-01-2; Item 20a Hard copy	PART IV – DIVISION OF PROGRAM OPERATIONS: Temporary. Break file at end of calendar year. Maintain in office. Transfer to FRC on termination of decree. Destroy six years after termination.	Paper: File cabinets 2-14	Lynne Bunn
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.	Paper: File cabinets 2-14	Lynne Bunn

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		Maintain in office for three calendar years or until the agreement is satisfied whichever is longer, then destroy.		
Complaints: Copies of complaints referred to EEOC and other agencies	N1-448-01-2; Item 32b Hard copy	PART IV – DIVISION OF PROGRAM OPERATIONS: TEMPORARY. Maintain in the office and destroy one calendar year after referral.	Paper: File cabinets 17-19	Lynne Bunn
Complaints: Record of complaints determined to be within the jurisdiction of OFCCP and investigated by OFCCP	N1-448-01-2; Item 32c Hard copy	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.	Paper: File cabinets 17-19	Lynne Bunn
<b>Employee Management Records:</b> Employee performance file system records	General Records Schedule 2.2 Hard copy	DAA-GRS-2015-0007-0008: Temporary. Destroy no sooner than 4 years after date of appraisal, but longer	Paper: ADD Filing Cabinet	Tracie Gregurich

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		retention is authorized if required for business use.		
<b>Employee Management Records: Supervisors' personnel files.</b>	General Records Schedule 2.2	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	Tracie Gregurich
<b>Employee Relations Records: Administrative grievance files.</b>	General Records Schedule 2.3 Hard copy	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	Tracie Gregurich
<b>Employee Relations Records: Adverse Action files.</b>	General Records Schedule 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	Tracie Gregurich
Historical file folder 6		Permanent	File cabinets 15-16	