

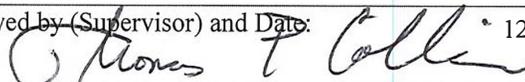
OFCCP FILE PLAN

Division/Regional Office: MID-ATLANTIC REGION

Front Office/Branch/District/Area: Mid-Atlantic Regional Office – Planning and Support

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SERIES TITLE & RECORD DESCRIPTION	RECORD SCHEDULE	DISPOSITION AUTHORITY & INSTRUCTIONS	RECORDS LOCATION	RECORDS CUSTODIAN
FINANCIAL: Purchase Card Documentation, MORs and Financial Documents	GRS 1.1	DAA-GRS-2013-0003-0001 Temporary. Destroy 6 years after final payment or cancellation, but longer retention is authorized if required for business use.	Paper: File Room – Planning and Support file cabinet. Drawer 2 Electronic: nrice>Purchasing nrice>Financial Forecast	Nicole Rice
HUMAN RESOURCES: Position Description	GRS 2.1	DAA-GRS-2014-0002-0002 Temporary. Destroy 2 years after position is abolished or description is superseded, but longer retention is authorized if required for business use.	Paper: P&S Director's Office. Top shelf . Binder "Position Descriptions"	Tom Collins
HUMAN RESOURCES: Personnel Files	GRS 2.2	DAA-GRS-2017-0007- 0012 Temporary. Review annually and destroy superseded documents. Destroy remaining documents 1 year after employee separation or transfer	Paper: Front Office Wooden file cabinet. Drawers 1-4	Tom Collins
HUMAN RESOURCES: Safety and Health Reports	GRS 2.7	DAA-GRS-2017-0010-0002 Temporary. Destroy 6 years, but longer retention is authorized if needed for business use.	Electronic: tcollins>Safety and Health Electronic: nrice>OFCCP>Safety	Tom Collins and Nicole Rice
COMMON OFFICE RECORDS: Administrative, Correspondence, Records Management, Reports	GRS 5.1	DAA-GRS-2016-0016- 0001 Temporary. Destroy when business use ceases.	Electronic: tcollins>OFCCP>PandS>Admin Electronic: nrice>OFCCP>PM	Tom Collins and Nicole Rice
COMMON OFFICE RECORDS: Non-mission related, agendas, meeting minutes	GRS 5.1	DAA-GRS-2016-0016- 0003 Temporary. Destroy when business use ceases.	Electronic: tcollins>OFCCP>PandS Electronic: nrice>OFCCP>PS Items	Tom Collins and Nicole Rice

Reviewed by (Supervisor) and Date:  12/19/18	Approved by (Agency Records Officer) and Date:	Last Revised: 12/19/18
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SERIES TITLE & RECORD DESCRIPTION	RECORD SCHEDULE	DISPOSITION AUTHORITY & INSTRUCTIONS	RECORDS LOCATION	RECORDS CUSTODIAN
CONTINUITY AND EMERGENCY PLANNING RECORDS: COOP Plan	GRS 5.3	DAA-GRS2016-0004- 0001 Temporary. Destroy when 3 years old or 3 years after superseded or obsolete, whichever is applicable, but longer retention is authorized if required for business use.	Electronic: MA Shared Drive: >COOP	Tom Collins
FOIA, PRIVACY ACT: FOIA Requests	GRS 4.2	DAA-GRS2016-0013- 0003 Temporary. Destroy when 3 years old, but longer retention is authorized if needed for business use.	Paper: File Room. "FOIA" Drawer Electronic: MA Shared Drive: >FOIA	Tom Collins and Vondel Davis