

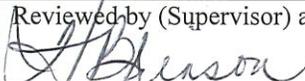
## OFCCP FILE PLAN

Division/Regional Office: Midwest Region

Front Office/Branch/District/Area: Milwaukee District Office

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SERIES TITLE & RECORD DESCRIPTION	RECORD SCHEDULE	DISPOSITION AUTHORITY & INSTRUCTIONS	RECORDS LOCATION	RECORDS CUSTODIAN
<p><b>Compliance Evaluation</b> 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 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 after case closure</p>	Paper: Copier Room Filing Cabinets #1 - 89	Tim Roark
<p><b>Compliance Evaluation</b> Files: Compliance evaluations where discrimination was found and no settlement reached.</p>	N1-448-01-2; Item 19b	<p>PART IV – DIVISION OF PROGRAM OPERATIONS: Temporary. Retain in office three 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>	Paper: Copier Room Filing Cabinets #1 - 89	Tim Roark

Reviewed by (Supervisor) and Date:  01/09/2019	Approved by (Agency Records Officer) and Date:	Last Revised:
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<b>Complaints:</b> 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: East Filing Cabinets #1-4	Tim Roark
<b>Complaints:</b> 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 in the office and destroy four calendar years after case is resolved.	Paper: East Filing Cabinets #1-4	Tim Roark
<b>Employee Management Records:</b> Employee performance file system records	General Records Schedule 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.	DIGITAL: H:\\  Paper: ADD Office Filing Cabinet #1	Tim Roark
<b>Employee Management Records:</b> Supervisors' personnel files.	General Records Schedule 2.2	DAA-GRS-2015-0007-0012: Temporary. Destroy no sooner than 4 years after date of appraisal, but longer	DIGITAL: H:\\ Paper: ADD Office Filing Cabinet #1	Tim Roark

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		retention is authorized if required for business use.		
Employee Relations Records: Administrative grievance files.	General Records Schedule 2.3	DAA-GRS-2015-0007-0017: Temporary. Destroy no sooner than 4 years but no less than 7 years after case is closed.	DIGITAL: H:\\  Paper: ADD Office Filing Cabinet #1	Tim Roark
Employee Relations Records: Adverse Action files.	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.	DIGITAL: H:\\ Paper: ADD Office Filing Cabinet #1	Tim Roark
Budget: Purchases, Invoices, Bills, Work Orders	General Records Schedule 1.1	DAA-GRS-2013-0003-0002: Temporary. Destroy when business use ceases	Paper: ADD's Desk	Tim Roark
Information technology operations and maintenance records. Information Technology Operations and Maintenance records relate to the activities associated with the operations and maintenance diagrams	General Records Schedule 3.1 Item 020	DAA-GRS-2013-0005-0004  <b>Temporary.</b> Destroy 3 years after agreement, control measures, procedures, project, activity, or transaction is obsolete, completed, terminated or superseded, but longer retention is authorized if required for business use.	DIGITAL: <a href="https://usdol.sharepoint.com/sites/OFCCP/MidWest/MilwaukeeDO/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FOFCCP%2FMidWest%2FMilwaukeeDO%2FShared%20Documents%2FAdmin%20%2D%20MILW%5FRobb">https://usdol.sharepoint.com/sites/OFCCP/MidWest/MilwaukeeDO/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FOFCCP%2FMidWest%2FMilwaukeeDO%2FShared%20Documents%2FAdmin%20%2D%20MILW%5FRobb</a>	Tim Roark

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<p><b>Systems and data security records.</b> These are records related to maintaining the security of information technology (IT) systems and data. Records outline official procedures for securing and maintaining IT infrastructure and relate to the specific systems for which they were written. This series also includes analysis of security policies, processes, and guidelines, as well as system risk management and vulnerability analyses. Includes records such as:</p> <ul style="list-style-type: none"> <li>• System Security Plans</li> <li>• Disaster Recovery Plans</li> <li>• Continuity of Operations Plans</li> </ul>	General Records Schedule 3.2 Item 010	<p>DAA-GRS-2013-0006-0001:  Temporary. Destroy 1 year(s) after system is superseded by a new iteration or when no longer needed for agency/IT administrative purposes to ensure a continuity of security controls throughout the life of the system.</p>	<p>Digital:  <a href="https://usdol.sharepoint.com/sites/OFCCP/MidWest/MilwaukeeDO/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FOFCCP%2FMidWest%2FMilwaukeeDO%2FShared%20Documents%2FAdmin%20%2D%20MILW%5FRobb%2FCase%20File%20Management%2FMILW%20Records%20Mgmt%20Inventory">https://usdol.sharepoint.com/sites/OFCCP/MidWest/MilwaukeeDO/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FOFCCP%2FMidWest%2FMilwaukeeDO%2FShared%20Documents%2FAdmin%20%2D%20MILW%5FRobb%2FCase%20File%20Management%2FMILW%20Records%20Mgmt%20Inventory</a></p>	Tim Roark
Historical Files: a) File Folder 6 for Supply & Service and Construction;		Maintain in office indefinitely.	Paper: East Filing Cabinets #1-4	Tim Roark

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and b) File Folder 7 for complaints.				
<p><b>Mail, printing, and telecommunication services control records.</b> Records of general day-to-day communication service administration and specific transmission tracking. Includes: • records that track shipment, routing, registration, certification, declared value, insurance, and receipt of incoming and outgoing mail, including overnight, express, special delivery, and specially tracked packages</p>	General Records Schedule 5.5 Item 020	DAA-GRS-2016-0012-0021: <b>Temporary.</b> Destroy when 1 year old or when superseded or obsolete, whichever is applicable, but longer retention is authorized if required for business use.	DIGITAL: <a href="https://usdol.sharepoint.com/sites/OFCCP/MidWest/MilwaukeeDO/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FOFCCP%2FMidWest%2FMilwaukeeDO%2FShared%20Documents%2FAdministrative">https://usdol.sharepoint.com/sites/OFCCP/MidWest/MilwaukeeDO/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FOFCCP%2FMidWest%2FMilwaukeeDO%2FShared%20Documents%2FAdministrative</a>	Tim Roark