

## OFCCP FILE PLAN

Division/Regional Office: Southwest and Rocky Mountain Region

Front Office/Branch/District/Area: Dallas District Office

Page 1 of 4

SERIES TITLE & RECORD DESCRIPTION	RECORD SCHEDULE	DISPOSITION AUTHORITY & INSTRUCTIONS	RECORDS LOCATION	RECORDS CUSTODIAN
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<p>COMPLIANCE EVALUATION FILES: no discrimination found or informal conciliation/settlement reached; discrimination found and no settlement reached</p>	<p>N1-448-01-2; Item 19a &amp; 19b</p>	<p>TEMPORARY. Retain in office three calendar years after administrative/legal action (including judicial) is completed or case is otherwise closed; then transfer to FRC. Break file at end of calendar year. Destroy seven years after case closure.</p>	<p>PAPER: Filing Cabinet #1, Drawers 2-5; Supply &amp; Service Case Closure 2016 PAPER: Filing Cabinet #2, Drawers 2-5; Supply &amp; Service Case Closure 2016 PAPER: Filing Cabinet #3, Drawers 2-5; Supply &amp; Service Case Closure 2015 PAPER: Filing Cabinet #4, Drawers 2-5; Supply &amp; Service Case Closure 2015 PAPER: Filing Cabinet #5, Drawers 2-4; Supply &amp; Service Case Closure 2015 PAPER: Filing Cabinet #6, Drawer 2; Supply &amp; Service Case Closure 2010 PAPER: Filing Cabinet #6, Drawer 3; Supply &amp; Service Case Closure 2014 PAPER: Filing Cabinet #6, Drawer 4; Supply &amp; Service Case Closure 2018 PAPER: Filing Cabinet #7, Drawer 2-5; Supply &amp; Service Case Closure 2017 PAPER: Filing Cabinet #8, Drawer 2-4; Construction Case Closure 2015 PAPER: Filing Cabinet #9, Drawer 2; Construction Case Closure 2016</p>	<p>Charlotte Moore</p>
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Reviewed by (Supervisor) and Date:  2/1

Approved by (Agency Records Officer) and Date:

Last Revised:

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Page 2 of 4

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			<p>PAPER: Filing Cabinet #9, Drawer 4; Construction Case Closure 2017                      PAPER: Located in vacant cubicle;                      FRC Going to Retirement 6 boxes                      2014 Construction Case Files                      PAPER: Located in vacant cubicle;                      Going to Retirement 2 boxes 2015                      Construction Case Files                      PAPER: Located in vacant cubicle;                      Going to Retirement 2 boxes Supply                      &amp; Service 2015 Case Files                      PAPER: Located in vacant cubicle; 4                      boxes borrowed temporarily/going                      back to the Federal Records Center                      2017 Supply &amp; Service Case Files                      PAPER: Located in 3 vacant                      cubicles; 81 boxes of Supply &amp;                      Service applications                      PAPER: Located in DDO Storage                      Room; 93 boxes of Supply &amp; Service                      applications</p>	
<p>COMPLAINTS AGAINST                      GOVERNMENT                      CONTRACTORS: Complaints                      investigated by OFCCP</p>	<p>N1-448-01-2; Item                      32c</p>	<p>TEMPORARY. Break file at the                      end of the calendar year. Retain                      in active files until case is                      resolved. Retire to inactive files                      for a period of four calendar                      years; in case of appeal of                      findings in the discrimination                      case. Maintain in office and                      destroy four calendar years after                      case is resolved.</p>	<p>PAPER: Filing Cabinet #10, Drawer                      2-3; Complaint Case Closure 2015-                      2018</p>	<p>Charlotte Moore</p>

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Page 3 of 4

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HISTORICAL FILE FOLDER 6. Compliance Evaluation Closing Documents.	Unscheduled	PERMANENT. Retain permanently per FCCM.	Wardrobe in Records Custodian/Vacant Admin Cubicle	Charlotte Moore
CONTRACT COMPLIANCE ACTIVITY LOG: log of incoming correspondence	N1-448-01-2; Item 17h	TEMPORARY. Destroy after 1 calendar year	BINDERS: Regular Incoming Mail Log binder and Incoming Complaints through mail, fax and assigned from Regional Office on Records Custodian desk	Charlotte Moore
QUALITY CONTROL AUDITS/ACCOUNTABILITY REVIEWS: Documents/correspondence related to reviews of program operations, Quality Review and Analysis Records, Quality Audits/Accountability Review and background information.	N1-448-90-2; Item 13	TEMPORARY. Maintain in office. Destroy two years after end of calendar year or when no longer needed in current operation, whichever is earlier.	PAPER: In binder located in wardrobe of Records Custodian	Charlotte Moore
NOTICE OF CONTRACTOR AWARD: Awarded construction contracts information.	N1-448-90-2; Item 26	TEMPORARY. Break file at the end of the calendar year. Maintain in office and destroy when 3 calendar years.	PAPER: In accordion folders located in barrister bookcase in front office. 2016-2019	Charlotte Moore
EMPLOYEE COMPENSATION AND BENEFITS RECORDS: Time and attendance records. Sign-in/sign-out records, time cards, leave applications and approvals	GRS 2.4; Item 030	TEMPORARY. Destroy when 3 years old or after GAO audit, whichever is sooner.	PAPER: 4 Drawer File Cabinet in vacant Support Staff cubicle – 3 <sup>rd</sup> and 4 <sup>th</sup> drawers	Charlotte Moore
CONFERENCE CALLS: Scheduled calls arranged for office staff on mymeetings.com	GRS 5.5; Item 010	TEMPORARY. Destroy when 3 years old, or 3 years after applicable agreement expires or is cancelled, as appropriate, but	PAPER: Binder located on Office Management Assistant desk.	Charlotte Moore

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Page 4 of 4

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