

OFCCP FILE PLAN

Division/Regional Office: Midwest Region

Front Office/Branch/District/Area: Chicago District Office

Page 1 of 7

SERIES TITLE & RECORD DESCRIPTION	RECORD SCHEDULE	DISPOSITION AUTHORITY & INSTRUCTIONS	RECORDS LOCATION	RECORDS CUSTODIAN
Quality Control Audits and Accountability Reviews: Quality Audit and FOIA Requests	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.	DIGITAL: OFCCP Chicago (\\al-of) (R:) Midwest Region Shared Drive > District Offices > Chicago > Working Files > Quality Audit & FOIA Requests	Danielle Jurek, EOA Lance Puckett, EOA
Contract Compliance Activity: Log of Conciliation Agreements between OFCCP and contractors. Progress Report Log	N1-448-01-2; Item 17b	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.	DIGITAL: OFCCP Chicago (\\al-of) (R:) Midwest Region Shared Drive > District Offices > Chicago > Working Files > Progress Report > Progress Reports – 3 Mods	Danielle Jurek, EOA Lance Puckett, EOA
Contract Compliance Activity: Log of Incoming correspondence and log of Certified Mail. Mail Log	N1-448-01-2; Item 17h	PART IV – DIVISION OF PROGRAM OPERATIONS: Temporary. Destroy 1 calendar year after contractor compliance action has been completed.	DIGITAL: OFCCP Chicago (\\al-of) (R:) Midwest Region Shared Drive > District Offices > Chicago > Working Files > Chicago D.O. Mail Log	Danielle Jurek, EOA Lance Puckett, EOA

Reviewed by (Supervisor) and Date:

Michael J. Thomas 1/9/2019

Approved by (Agency Records Officer) and Date:

Last Revised:

12/28/2018

OFCCP FILE PLAN

Division/Regional Office:

Front Office/Branch/District/Area:

Page 2 of 7

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<p>Compliance Evaluation Files: Compliance evaluations where discrimination was found and no settlement reached.</p> <p>Closed case files: Supply & Service Construction Administrative Closures</p>	N1-448-01-2; Item 19b	<p>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.</p>	<p>FY2019—Supply & Service Paper: Cabinet #3, Drawers a-c Paper: Cabinet #2, Drawers a-e Paper: Cabinet #1, Drawers b-e</p> <p>FY2018—Supply & Service Paper: Cabinet #6, Drawer e Paper: Cabinet #7, Drawer a-e</p> <p>FY 2017—Supply & Service Paper: Cabinet #8, Drawer e Paper: Cabinet #9, Drawer a-e Paper: Cabinet #10, Drawer a</p> <p>FY 2016—Supply & Service Paper: Cabinet #13, Drawer d, e Paper: Cabinet #14, Drawers a-e Paper: Cabinet #15, Drawers a, b</p> <p>FY 2018--Construction Paper: Cabinet #6, Drawers c, d</p> <p>FY 2017--Construction Paper: Cabinet #8, Drawers c, d</p> <p>FY 2016--Construction</p>	<p>Danielle Jurek, EOA Lance Puckett, EOA</p>

OFCCP FILE PLAN

Division/Regional Office:

Front Office/Branch/District/Area:

Page 3 of 7

SERIES TITLE & RECORD DESCRIPTION	RECORD SCHEDULE	DISPOSITION AUTHORITY & INSTRUCTIONS	RECORDS LOCATION	RECORDS CUSTODIAN
			Paper: Cabinet #13, Drawer c FY 2019—Admin Closures Paper: Cabinet #1, Drawer a FY 2018—Admin Closures Paper: Cabinet #6, Drawer a FY 2017—Admin Closures Paper: Cabinet #8, Drawer a FY 2016—Admin Closures Paper: Cabinet #13, Drawer a	
Conciliation Agreement Files: Progress Report 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: Cabinet #16, Drawers b, c, d & e	Danielle Jurek, EOA Lance Puckett, EOA
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	FY 2017 Paper: Cabinet #8, Drawer b FY 2018 Paper: Cabinet #6, Drawer b	Danielle Jurek, EOA Lance Puckett, EOA

OFCCP FILE PLAN

Division/Regional Office:

Front Office/Branch/District/Area:

Page 4 of 7

SERIES TITLE & RECORD DESCRIPTION	RECORD SCHEDULE	DISPOSITION AUTHORITY & INSTRUCTIONS	RECORDS LOCATION	RECORDS CUSTODIAN
Log of destroyed complaints		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.	FY 2016 Paper: Cabinet #13, Drawer b DIGITAL: OFCCP Chicago (\\al-of) (R:) > Midwest Region Shared Drive > District Offices > Chicago > Working Files > Destroyed Complaints	
Historical: File Folder #6 containing Conciliation Agreements		Permanent	Paper: Front Office Cabinet #11, Drawers a & b	Danielle Jurek, EOA Lance Puckett, EOA
Employee Management Records: Employee performance file system records Working files, including case-related documents and work products and employee performance-related documents (such as exceptional work or deficiencies)	GRS 2.2, item 070, 071	DAA-GRS-2015-0007-0008: Temporary. Destroy no sooner than one years after date of appraisal, but longer retention is authorized if required for business use.	DIGITAL: Personal H drive and office filing cabinet of supervisors	ADD Shelley Gordon DD Michael Thomas ADD Jamayan Watkins ADD Adam Young
Employee Management Records: Supervisors' personnel files.	GRS 2.2, item 080	DAA-GRS-2015-0007-0012: Temporary. Destroy no sooner than 4 years after date of appraisal, but longer	DIGITAL: Personal H drive and office filing cabinet of supervisors	ADD Shelley Gordon DD Michael Thomas ADD Jamayan Watkins ADD Adam Young

OFCCP FILE PLAN

Division/Regional Office:

Front Office/Branch/District/Area:

Page 5 of 7

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Employee files that include performance appraisals, bonus, awards, performance standards and PMPs		retention is authorized if required for business use.		
Employee Relations Records: Telework file, including Telework Agreements	GRS 2.3, item 080 and 081	DAA-GRS2015-00070021 Temporary. Destroy when 3 years old, but longer retention is authorized if required for business use.	DIGITAL: Personal H drive and office filing cabinet of supervisor	ADD Shelley Gordon DD Michael Thomas ADD Jamayan Watkins ADD Adam Young
Credit Card Training Certificates			DIGITAL: Personal H drive and office filing cabinet of supervisor	DD Michael Thomas
Employee and Labor Relations Records: Labor/Management Relations (LMR) Information, including responses to questions	GRS 2.3, item 060	DAA-GRS2015-00070017 Temporary. Destroy no sooner than 4 years but no later than 7 years after case is closed.	DIGITAL: Personal H drive and office filing cabinet of supervisor	DD Michael Thomas
Employee and Labor Relations Records:	GRS 2.3, item 061	DAA-GRS2015-00070018 Temporary. Destroy no sooner than 4 years but no	DIGITAL: Personal H drive and office filing cabinet of supervisor	DD Michael Thomas

OFCCP FILE PLAN

Division/Regional Office:

Front Office/Branch/District/Area:

Page 6 of 7

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		later than 7 years after case is closed.		
Employee Compensation and Benefits Records: Transit subsidy file	GRS 2.4, item 130	DAA-GRS2016-00150017 Temporary. Destroy when 3 years old, but longer retention is authorized if required for business use.	DIGITAL: Personal H drive and office filing cabinet of supervisors	ADD Shelley Gordon DD Michael Thomas ADD Jamayan Watkins ADD Adam Young
Employee Training Records: includes completed employee training	GRS 2.6, item 010 and 030	DAA-GRS-20160014-0001 Temporary. Destroy when 3 years old, or 3 years after superseded or obsolete, whichever is appropriate, but longer retention is authorized if required for business use.	DIGITAL: Personal H drive and office filing cabinet of supervisors	ADD Shelley Gordon DD Michael Thomas ADD Jamayan Watkins ADD Adam Young
Administrative records maintained in any agency office: Reading files, etc.	GRS 4.2	DAA-GRS2016-00130003 Temporary. Destroy when 3 years old, but longer retention is authorized if needed for business use.	Paper: Front Office Cabinet # 17 Shelves a ,b, c	Danielle Jurek, EOA Lance Puckett, EOA
Continuity and Emergency Planning Records: Employee Emergency Contact Information	GRS 5.3, Item 020	DAA-GRS2016-00040002 Temporary. Destroy when superseded or obsolete, or upon separation or transfer of employee.	DIGITAL: Personal H drive and office filing cabinet of supervisor	DD Michael Thomas
Facility, Equipment, Vehicle, Property, and Supply	GRS 5.4, item 010	DAA-GRS2016-00110001	DIGITAL: OFCCP Chicago (\\al-of) (R:) > Midwest Region Shared	Danielle Jurek, EOA Lance Puckett, EOA

OFCCP FILE PLAN

Division/Regional Office:

Front Office/Branch/District/Area:

Page 7 of 7

SERIES TITLE & RECORD DESCRIPTION	RECORD SCHEDULE	DISPOSITION AUTHORITY & INSTRUCTIONS	RECORDS LOCATION	RECORDS CUSTODIAN
Records: Physical Property and eProperty		Temporary. Destroy when 3 years old or 3 years after superseded, as appropriate, but longer retention is authorized if required for business use.	Drive > District Offices > Chicago > Working Files > Physical & eProperty of the CDO	
Log of case Files Sent to NARA			DIGITAL: OFCCP Chicago (\\al-of) (R:) > Midwest Region Shared Drive > District Offices > Chicago > Working Files > Files sent to NARA	Danielle Jurek, EOA Lance Puckett, EOA