

OFCCP FILE PLAN

Division/Regional Office: NORTHEAST REGION

Front Office/Branch/District/Area: BUFFALO AREA OFFICE

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SERIES TITLE & RECORD DESCRIPTION	RECORD SCHEDULE	DISPOSITION AUTHORITY & INSTRUCTIONS	RECORDS LOCATION	RECORDS CUSTODIAN
<p>INFORMATION MANAGEMENT: Records Management Records</p>	GRS 4.1	<p>DAA-GRSS2013-00020007: Temporary. Destroy no sooner than 6 years after the project activity, or transaction is completed or superseded, but longer retention is authorized if needed for business use.</p>	Administrative File Cabinet #1	Joanne Cruce
<p>GENERAL OPERATIONS SUPPORT: Common Office Records</p>	GRS 5.1	<p>DAA-GRSS2016-00160002: Temporary. Destroy immediately after copying to a recordkeeping system or otherwise preserving, but longer retention is authorized if required for business use.</p>	<p>Digital: H:\Administrative – Incoming & Outgoing Mail Logs; Documents – Case Updates; CRIS- CAS Files</p>	Joanne Cruce
<p>GENERAL OPERATIONS SUPPORT: Facility, Equipment, Vehicle, Property, and Supply Records</p>	GRS 5.4	<p>DAA-GRS-2016-0012-0001: Temporary. Destroy when 3 years old or 3 years after superseded, as appropriate, but longer retention is authorized if required for business use.</p>	Digital: H:\Administrative – Office Equipment Inventory Lists; Supplies	Joanne Cruce
<p>GENERAL OPERATIONS SUPPORT: Mail, Printing and Telecommunication Service Management Records</p>	GRS 5.5	<p>DAA-GRS-2016-0012-0002: Temporary. Destroy when 1 year old or when superseded or obsolete, whichever is applicable, but longer retention is authorized if required for business use.</p>	Administrative File Cabinet #1	Joanne Cruce

<p>Reviewed by (Supervisor) and Date: Mary Ellen Bentivogli 10/15/18</p>	<p><i>M. E. Bentivogli</i></p>	<p>Approved by (Agency Records Officer) and Date: <i>Caroline Spalding</i> 12-21-2018</p>	<p>Last Revised: 10-15-2018</p>
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