

## 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><b>CONTRACT COMPLIANCE ACTIVITY LOG:</b> Log of Show Cause Notices, incoming correspondence, log of certified mail, and tracking logs.</p> <p><b>COMPLIANCE EVALUATION FILES:</b> Compliance evaluations where either no discrimination has been found or where informal conciliation/settlement has been reached; Compliance evaluations where discrimination was found and no settlement reached.</p>	<p>NI-448-01-2-Item 17 (E, h, I and J)</p>	<p>PART IV - DIVISION OF PROGRAM OPERATIONS: Temporary. Show Cause Notices: Destroy 1 calendar year after contractor compliance action has been completed. All others: Destroy after 1 calendar year.</p>	<p>Electronic Files - EOA computer</p>	<p>Joanne Cruce</p>
<p><b>COMPLIANCE EVALUATION FILES:</b> Electronic copies of records of documents produced using e-mail or work processing.</p> <p><b>COMPLIANCE EVALUATION FILES:</b> All Decrees entered into by DOJ/Justice/OFCCP/EBOC and Federal Contractors.</p>	<p>NI-448-01-2-Item 19 (c)</p>	<p>PART IV - DIVISION OF PROGRAM OPERATIONS: Temporary. Delete when record keeping copy has been created or when no longer needed for updating reference, distribution, or electronic dissemination, whichever is later.</p>	<p>Supply and Service File Cabinets #1-3; Construction/Complaint File Cabinet #1</p>	<p>Joanne Cruce</p>
<p>Reviewed by (Supervisor) and Date: Mary Ellen Bentvoghl 10/15/18</p>	<p>NI-448-01-2-Item 20 (a)</p>	<p>PART IV - DIVISION OF PROGRAM OPERATIONS: Temporary. Break at end of calendar year. Maintain in office. Transfer to FRC on</p>	<p>Supply and Service File Cabinets #1-3; Construction/Complaint File Cabinet #1</p>	<p>Joanne Cruce</p>
<p>Approved by (Agency Records Officer) and Date: <i>M.E. Bentvoghl</i> 12-21-2018</p>		<p>Last Revised: 10-15-2018</p>		

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COMPLIANCE EVALUATION FILES: All Decrees entered into by DOI/Justice/OFCCP/EEOC and Federal Contractors.	NI-448-01-2-Item 20 (b)	termination of decree. Destroy six years after termination.  PART IV – DIVISION OF PROGRAM OPERATION: Temporary. Delete when record keeping copy has been created or when no longer needed for updating reference, distribution, or electronic dissemination, whichever is later.	Supply and Service File Cabinets #1- 3; Construction/Complaint File Cabinet #1	Joanne Cruce
COMPLIANCE EVALUATION FILES: Contractor's Affirmation Action Plans.	NI-448-01-2-Item 21 (a)	PART IV: DIVISION OF PROGRAM OPERATIONS: Temporary. Maintain in office and destroy 3 calendar years from date of submission to agency.	Supply and Service File Cabinets #1- 3; Construction/Complaint File Cabinet #1	Joanne Cruce
COMPLIANCE EVALUATION FILES: Contractor's AAPs-Electronic Records.	NI-448-01-2-Item 21 (b)	PART IV: DIVISION OF PROGRAM OPERATIONS: Temporary. Delete when record keeping copy has been created or when no longer needed for updating, reference, distribution, or electronic dissemination, whichever is later.	Electronic Records in CO Computers Supply and Service File Cabinets #1- 3; Construction/Complaint File Cabinet #1	Joanne Cruce
CONCILIATION AGREEMENT FILES: Conciliation Agreement Files: A binding written agreement between a contractor and OFCCP that details specific	NI-448-01-2-Item 22 (a)	PART IV: DIVISION OF PROGRAM OPERATIONS: Temporary. Break file at end of calendar year. Maintain in office for three calendar years or	Conciliation Agreement Files – File Room	

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<p>contractor commitment to resolve the alleged violations set forth in the agreement. May also include all follow-up files.</p>		<p>until the agreement is satisfied whichever is longer, then destroy</p>		<p>Joanne Cruce</p>
<p>DEBARMENTS AND REINSTATEMENT FILES:  Copies of Debarments and Reinstatements related to contractors or compliance evaluations</p>	<p>NI-448-01-2-Item 23(a)</p>	<p>PART IV: DIVISION OF PROGRAM OPERATIONS: Temporary. JRC Files: Maintain in office until no longer needed for reference, then destroy. Extension Files: Break file at the end of the calendar year. Extension Files: Maintain in office until the extension has expired not to exceed one calendar year, then destroy.</p>	<p>Supply and Service File Cabinets #1-3; Construction/Complaint File Cabinet #1</p>	<p>Joanne Cruce</p>
<p>JOINT REVIEW COMMITTEE FILES AND EXTENSION FILES: Documents, including minutes, associated with meetings between the Department's Solicitor's Office and OFCCP concerning open cases; Records of extensions granted to complete compliance evaluations and complaint investigations.</p>	<p>NI-448-01-2-Items 25(a) and 26(a).</p>	<p>PART IV: DIVISION OF PROGRAM OPERATIONS: Temporary. JRC Files: Maintain in office until no longer needed for reference, then destroy. Extension Files: Break file at the end of the calendar year. Extension Files: Maintain in office until the extension has expired not to exceed one calendar year, then destroy.</p>	<p>Supply and Service File Cabinets #1-3; Construction/Complaint File Cabinet #1</p>	<p>Joanne Cruce</p>

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<p>COMPLAINTS AGAINST GOVERNMENT CONTRACTORS: Records created in receipt and processing of complaints filed pursuant to the Executive Order and Acts. (Does not include reports of complaints recommended for enforcement.) Includes: (a) Copies of all duplicate documents relating to the acknowledgement and referral for action to Regional Offices or other sources for complaints of discrimination (excluding those which were investigated and/or administrative action taken.)</p>	<p>NI-448-01-2-Item 32(a).</p>	<p>PART IV: DIVISION OF PROGRAM OPERATIONS Temporary. Maintain in the office and destroy when three months old.</p>	<p>Construction/Complaint File Cabinet #1</p>	<p>Joanne Cruce</p>
<p>(c) Record of complaints determined to be within the jurisdiction of OFCCP and investigated by OFCCP.</p>	<p>NI-448-01-2-Item 32(c).</p>	<p>PART IV: DIVISION OF PROGRAM OPERATIONS Temporary. Break 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.</p>	<p>Construction/Complaint File Cabinet #1</p>	<p>Joanne Cruce</p>

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(d) All cases that are recommended for administrative enforcement under the jurisdiction of Executive Order 11246, as amended, the Rehabilitation Act of 1973, as amended, and 38 U.S.C. the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended or the Civil Rights Act of 1964.	NI-448-01-2-Item 32(d).	PART IV: DIVISION OF PROGRAM OPERATIONS: Temporary. Retain in active files until case is resolved, retain in 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.	Construction/Complaint File Cabinet #1	Joanne Cruce
<b>LEGAL DETERMINATIONS AND OPINIONS:</b>				
(a) Legal opinions rendered by SOL and other judiciary, legal determinations and opinions concerning EO laws, rules and/or regulations. Also includes correspondence relating to legal and judicial matters not involving specific cases (law firms, SOL, etc.)	NI-448-01-2-Item 34(a).	PART IV: DIVISION OF PROGRAM OPERATIONS: Temporary. Maintain in office. Break file at end of calendar year. Transfer to FRC five calendar years after superseded or canceled. Destroy when 20 calendar years old.	Supply and Service File Cabinets #1-3; Construction/Complaint File Cabinet #1	Joanne Cruce