

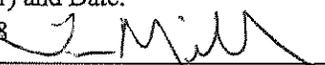
OFCCP FILE PLAN

Division/Regional Office: Hartford District Office

Front Office/Branch/District/Area: Hartford District Office

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SERIES TITLE & RECORD DESCRIPTION	RECORD SCHEDULE	DISPOSITION AUTHORITY & INSTRUCTIONS	RECORDS LOCATION	RECORDS CUSTODIAN
INFORMATION MANAGEMENT: Records Management Records	GRS 4.1	DAA-GRS2013-00020007: 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 Destroy no sooner than 6 years after the project, activity, or transaction is completed or superseded, but longer retention is authorized if needed for business use.	PHYSICAL: Administrative file cabinet #1, 2 nd drawer from the top.	Alexis Pagan
GENERAL OPERATIONS SUPPORT: Common Office Records	GRS 5.1	DAA-GRS2016-00160002: Temporary. Destroy immediately after copying to a recordkeeping system or otherwise preserving, but longer retention is authorized if required for business use.	PHYSICAL: Incoming & Outgoing Mail Log, EOA work desk left side binder labeled mail log.	Alexis Pagan
GENERAL OPERATIONS SUPPORT: Facility, Equipment, Vehicle, Property, and Supply Records	GRS 5.4	DAA-GRS-2016-0011-0001: Temporary. Destroy when 3 years old or 3 years after superseded, as appropriate, but longer retention is authorized if required for business use.	PHYSICAL: Administrative file cabinet #1, 2 nd drawer from the top.	Alexis Pagan
GENERAL OPERATIONS SUPPORT: Mail, Printing and Telecommunication Service Management Records	GRS 5.5	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 Destroy when 1 year old or when superseded or obsolete, whichever is applicable, but longer retention is authorized if required for business use.	PHYSICAL: Administrative file cabinet #1, top drawer.	Alexis Pagan

Reviewed by (Supervisor) and Date: Tracey Mills – 11/8/2018 	Approved by (Agency Records Officer) and Date:  Candice Spalding 01-07-2019	Last Revised: 10/30/2018
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