

## OFCCP FILE PLAN

Division/Regional Office: Northeast Region  
 Front Office/Branch/District/Area: New Jersey District Office

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SERIES TITLE & RECORD DESCRIPTION	RECORD SCHEDULE	DISPOSITION AUTHORITY & INSTRUCTIONS	RECORDS LOCATION	RECORDS CUSTODIAN
Compliance Evaluations File Folder 6 - History Folder (1989 – 2003)		Permanent: Retain in office indefinitely.	Paper: Filing Cabinet # 3, Drawers 1-5	Lawrence Tainowitz
Compliance Evaluations File Folder 6 - History Folder (2004 – 2009)		Permanent: Retain in office indefinitely.	Paper: Filing Cabinet # 4, Drawers 1-5	Lawrence Tainowitz
Compliance Evaluations File Folder 6 - History Folder (2010 – 2019)		Permanent: Retain in office indefinitely.	Paper: Filing Cabinet # 5, Drawers 1-5	Lawrence Tainowitz
Compliance Evaluations Files (2017)	N1-448-01-2, Item 19 (a & b)	PART IV – DIVISION OF PROGRAM OPERATIONS: Temporary. Break file at the end of the calendar year. Retain in office for 3 years and transfer to FRC. Destroy 7 calendar years after case closure.	Paper: Filing Cabinet # 6, Drawers 1-5	Lawrence Tainowitz
Compliance Evaluations Files (2018)	N1-448-01-2, Item 19 (a & b)	PART IV – DIVISION OF PROGRAM OPERATIONS: Temporary. Break file at the end of the calendar year. Retain in office for 3 years and transfer to FRC. Destroy 7 calendar years after case closure.	Paper: Filing Cabinet # 7, Drawers 1-5	Lawrence Tainowitz
Compliance Evaluations Files (2015)	N1-448-01-2, Item 19 (a & b)	PART IV – DIVISION OF PROGRAM OPERATIONS: Temporary. Break file at the end of the calendar year. Retain in office for 3 years and transfer to	Paper: Filing Cabinet # 8, Drawers 1-5	Lawrence Tainowitz

Reviewed by (Supervisor) and Date: <i>Jaxi Poane</i> 12/17/18	Approved by (Agency Records Officer) and Date: <i>Caroline Spalding</i>	Last Revised: 12/17/2018
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		FRC. Destroy 7 calendar years after case closure.		
Compliance Evaluations Files (2015)	N1-448-01-2, Item 19 (a & b)	PART IV – DIVISION OF PROGRAM OPERATIONS: Temporary. Break file at the end of the calendar year. Retain in office for 3 years and transfer to FRC. Destroy 7 calendar years after case closure.	Paper: Filing Cabinet # 9, Drawers 1-5	Lawrence Tainowitz
Compliance Evaluations Files (2016)	N1-448-01-2, Item 19 (a & b)	PART IV – DIVISION OF PROGRAM OPERATIONS: Temporary. Break file at the end of the calendar year. Retain in office for 3 years and transfer to FRC. Destroy 7 calendar years after case closure.	Paper: Filing Cabinet # 12, Drawers 1-5	Lawrence Tainowitz
Compliance Evaluations Files (2016)	N1-448-01-2, Item 19 (a & b)	PART IV – DIVISION OF PROGRAM OPERATIONS: Temporary. Break file at the end of the calendar year. Retain in office for 3 years and transfer to FRC. Destroy 7 calendar years after case closure.	Paper: Filing Cabinet # 14, Drawers 1-5	Lawrence Tainowitz
Compliance Evaluations Files (2016)	N1-448-01-2, Item 19 (a & b)	PART IV – DIVISION OF PROGRAM OPERATIONS: Temporary. Break file at the end of the calendar year. Retain in office for 3 years and transfer to FRC. Destroy 7 calendar years after case closure.	Paper: Filing Cabinet # 15, Drawers 1-2	Lawrence Tainowitz
Compliance Evaluations Files (2015)	N1-448-01-2, Item 19 (a & b)	PART IV – DIVISION OF PROGRAM OPERATIONS:	Paper: Filing Cabinet # 15, Drawer 3	Lawrence Tainowitz

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		Temporary. Break file at the end of the calendar year. Retain in office for 3 years and transfer to FRC. Destroy 7 calendar years after case closure.		
Complaints Against Government Contractors	N1-448-01-2, 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 4 years. Maintain in office and destroy four calendar years after case is resolved.	Paper: Filing Cabinet # 17, Drawers 1-5	Lawrence Tainowitz
Complaints Against Government Contractors	N1-448-01-2, 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 4 years. Maintain in office and destroy four calendar years after case is resolved.	Paper: Filing Cabinet # 18, Drawers 1-5	Lawrence Tainowitz
Compliance Evaluations Files (CO working files)	N1-448-01-2, Item 19 (a & b)	PART IV – DIVISION OF PROGRAM OPERATIONS: Temporary. Break file at the end of the calendar year. Retain in office for 3 years and transfer to FRC. Destroy 7 calendar years after case closure.	Paper: Filing Cabinet # 19, Drawers 1-3	Lawrence Tainowitz
Compliance Evaluations Files (CO working files)	N1-448-01-2, Item 19 (a & b)	PART IV – DIVISION OF PROGRAM OPERATIONS: Temporary. Break file at the end of the calendar year. Retain in office for 3 years and transfer to	Paper: Filing Cabinet # 20, Drawers 1-3	Lawrence Tainowitz

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		FRC. Destroy 7 calendar years after case closure.		
Compliance Evaluations Files (CO working files)	N1-448-01-2, Item 19 (a & b)	PART IV – DIVISION OF PROGRAM OPERATIONS: Temporary. Break file at the end of the calendar year. Retain in office for 3 years and transfer to FRC. Destroy 7 calendar years after case closure.	Paper: Filing Cabinet # 21, Drawers 1-3	Lawrence Tainowitz
Compliance Evaluations Files (CO working files)	N1-448-01-2, Item 19 (a & b)	PART IV – DIVISION OF PROGRAM OPERATIONS: Temporary. Break file at the end of the calendar year. Retain in office for 3 years and transfer to FRC. Destroy 7 calendar years after case closure.	Paper: Filing Cabinet # 22, Drawers 1-4	Lawrence Tainowitz
Reading File	DAA-GRS-2016- 0016-0001, Item 010	GENERAL RECORDS SCHEDULE 5.1: COMMON OFFICE RECORDS: Temporary – Destroy when business use ceases.	Paper: Filing Cabinet # 23, Drawers 1-3	Lawrence Tainowitz
Conciliation Agreements	N1-448-01-2, Item 22 (a & b)	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: Filing Cabinet # 23, Drawer 4	Lawrence Tainowitz
Notice of Contract Award (Pre-Awards)	N1-448-01-2, Item 14 (a)	PART IV – DIVISION OF PROGRAM OPERATIONS: Temporary. Break file at the end	Paper: Filing Cabinet # 27, Drawer 2	Lawrence Tainowitz

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		of the calendar year. Maintain in office and destroy when 3 calendar years.		