

OFCCP FILE PLAN- FY 2019

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SERIES TITLE & RECORD DESCRIPTION	RECORD SCHEDULE	DISPOSITION AUTHORITY & INSTRUCTIONS	RECORDS LOCATION	RECORDS CUSTODIAN
<p>Coordination with EEOC & Other Federal Agencies (Paper)</p> <p>a. Development of Policy Documents, Reports, Memoranda of Understanding (MOU), meetings and conference reflecting coordination concerning EEO policies and procedures under Executive Order 11246, Section 503 of the Rehabilitation Act of 1973, and Section 4212 of the Vietnam Era Veterans Readjustment Assistance Act of 1974 (including clearance of regulations and manuals (National Office).</p>	<p>N1 – 448-01-2-Item 4(a) page 4</p>	<p>DISPOSITION: PERMANENT. Break file at end of calendar year. Maintain in office and retire to FRC when five calendar years old. Transfer to NARA when 20 calendar years old.</p>	<p>File Cabinet #C5</p>	<p>Lisa A. Lloyd</p>
<p>Coordination with EEOC & Other Federal Agencies (Electronic)</p> <p>b. Electronics copies of Policy Documents, Reports, Memoranda of Understanding (MOU), meetings and conferences reflecting coordination concerning EEO policies and procedures under Executive Order 11246, Section 503 of the Rehabilitation Act of 1973, and Section 4212 of the Vietnam Era Veterans Readjustment Assistance Act of 1974 (including clearance of regulations and</p>	<p>N1 – 448-01-2-Item 4(b) page 4</p>	<p>DISPOSITION: TEMPORARY. Delete when record keeping copy has been filed and no longer needed for reference, distribution, or electronic dissemination, whichever is later.</p>	<p>EOA's file in computer; shared drive</p>	<p>Lisa A. Lloyd</p>

Reviewed by (Supervisor) and Date:
Rhonda Aubin-Smith

Approved by (Agency Records Officer) and Date:

Candice Spalding 1-07-2018

Last Revised:
1-04-2019

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manuals (National Office) created on word processing systems.				
<p>Coordination with EEOC & Other Federal Agencies (Electronic)</p> <p>d. Electronic copies of documents and records created on word processing and e-mail systems.</p>	NI – 448-01-2-Item 4(d) page 5	<p>DISPOSITION: TEMPORARY. Delete when record keeping copy has been filed and no longer needed for reference distribution, or electronic dissemination, whichever is later.</p>	Director's Computer	
<p>REQUEST TO DETERMINE CONTRACTOR ELIGIBILITY COVERAGE: Paper</p> <p>(a) Correspondence regarding coverage and the determination on whether the employer is covered by any of OFCCP's Programs.</p>	NI-448-01-2-Item 15 (a).	<p>PART IV – DIVISION OF PROGRAM OPERATIONS: Temporary. Break the file at the end of the calendar year. Maintain in office and destroy when 5 calendar years old.</p>	Historical file Cabinets; DD's Office	Lisa Lloyd
<p>Electronic</p> <p>(b) Correspondence regarding coverage and the determination on whether the employer is covered by any of OFCCP's Programs.</p>	NI-448-01-2-Item 15 (b).	<p>PART IV – DIVISION OF PROGRAM OPERATIONS: Temporary. Break the file at the end of the calendar year. Maintain in office and destroy when 5 calendar years old</p>	DD's Computer	Lisa Lloyd

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CONTRACT COMPLIANCE ACTIVITY LOG: Electronic - Log of Conciliation Agreements between OFCCP and Contractors.	NI-448-01-2-Item 17 (a and b)	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.	Office share drive; DVD, and EOA's file in computer	Lisa Lloyd
CONTRACT COMPLIANCE ACTIVITY LOG: Log of Show Cause Notices, incoming correspondence, log of certified mail, and tracking logs.	NI-448-01-2-Item 17 (f, h I and j)	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.	Filing Cabinet #A4, Drawer 1 - 4	Lisa Lloyd
ELECTRONIC RECORDS OF DOCUMENTS CREATED ON WORD PROCESSING SYSTEMS	NI-448-01-2 Item 17(k)	PART IV-DIVISION OF PROGRAM OPERATIONS: Temporary: Delete when record keeping copy has been created or no when no longer needed for updating, reference, distribution, or electronic dissemination, whichever is later.	Employees' computer until deleted	Lisa Lloyd
COMPLIANCE EVALUATION FILES: 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.	NI-448-01-2-Item 19 (a and b)	PART IV – DIVISION OF PROGRAM OPERATION: Temporary. Retain in office 3 calendar years after case is closed; then transfer to FRC. Break file at end of calendar year. Destroy 7 calendar years after case closure.	FY 2016 S&S Case Files: Filing Cabinet C2, Drawers 1 – 5	Lisa Lloyd
COMPLIANCE EVALUATION FILES: Compliance evaluations where either no discrimination has been found or where informal conciliation/settlement has been	NI-448-01-2-Item 19 (a and b)	PART IV – DIVISION OF PROGRAM OPERATION: Temporary. Retain in office 3 calendar years after case is closed; then transfer to FRC. Break file at	FY 2017 S&S Case Files: Filing Cabinet C3, Drawers 1 – 5	Lisa Lloyd

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reached; Compliance evaluations where discrimination was found and no settlement reached.		end of calendar year. Destroy 7 calendar years after case closure.		
COMPLIANCE EVALUATION FILES: 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.	NI-448-01-2-Item 19 (a and b)	PART IV – DIVISION OF PROGRAM OPERATION: Temporary. Retain in office 3 calendar years after case is closed; then transfer to FRC. Break file at end of calendar year. Destroy 7 calendar years after case closure.	FY 2018 S&S Case Files: Filing Cabinet C6, Drawers 1 – 3	Lisa Lloyd
COMPLIANCE EVALUATION FILES: 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.	NI-448-01-2-Item 19 (a and b)	PART IV – DIVISION OF PROGRAM OPERATION: Temporary. Retain in office 3 calendar years after case is closed; then transfer to FRC. Break file at end of calendar year. Destroy 7 calendar years after case closure.	FY 2019 S&S Case Files: Filing Cabinet C6, Drawers 4 – 5	Lisa Lloyd
COMPLIANCE EVALUATION FILES: 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.	NI-448-01-2-Item 19 (a and b)	PART IV – DIVISION OF PROGRAM OPERATION: Temporary. Retain in office 3 calendar years after case is closed; then transfer to FRC. Break file at end of calendar year. Destroy 7 calendar years after case closure.	FY 2016 CONSTRUCTION Case Files: Filing Cabinet C11, Drawers 1 – 2	Lisa Lloyd
COMPLIANCE EVALUATION FILES: Compliance evaluations where	NI-448-01-2-Item 19 (a and b)	PART IV – DIVISION OF PROGRAM OPERATION: Temporary. Retain in office 3	FY 2017 CONSTRUCTION Case Files: Filing Cabinet C11, Drawers 2 – 3	Lisa Lloyd

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either no discrimination has been found or where informal conciliation/settlement has been reached; Compliance evaluations where discrimination was found and no settlement reached.		calendar years after case is closed; then transfer to FRC. Break file at end of calendar year. Destroy 7 calendar years after case closure.		
COMPLIANCE EVALUATION FILES: 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.	NI-448-01-2-Item 19 (a and b)	PART IV – DIVISION OF PROGRAM OPERATION: Temporary. Retain in office 3 calendar years after case is closed; then transfer to FRC. Break file at end of calendar year. Destroy 7 calendar years after case closure.	FY 2018 CONSTRUCTION Case Files: Filing Cabinet C11, Drawers 2 – 3	Lisa Lloyd
COMPLIANCE EVALUATION FILES: 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.	NI-448-01-2-Item 19 (a and b)	PART IV – DIVISION OF PROGRAM OPERATION: Temporary. Retain in office 3 calendar years after case is closed; then transfer to FRC. Break file at end of calendar year. Destroy 7 calendar years after case closure.	FY 2019 CONSTRUCTION Case Files: Filing Cabinet C11, Drawers 3 – 4	Lisa Lloyd
COMPLAINT INVESTIGATION FILES: Complaint investigations where either no discrimination has been found or where informal conciliation/settlement has been reached; Complaint investigations where discrimination was found and no settlement reached.	NI-448-01-2-Item 32 (a and b)	PART IV – DIVISION OF PROGRAM OPERATION: Temporary. Break file 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.	FY 2016 COMPLAINT Case Files: Filing Cabinet C12, Drawers 1 – 2	Lisa Lloyd

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SERIES TITLE & RECORD DESCRIPTION	RECORD SCHEDULE	DISPOSITION AUTHORITY & INSTRUCTIONS	RECORDS LOCATION	RECORDS CUSTODIAN
COMPLAINT INVESTIGATION FILES: Complaint investigations where either no discrimination has been found or where informal conciliation/settlement has been reached; Complaint investigations where discrimination was found and no settlement reached	NI-448-01-2-Item 32 (a and b)	PART IV – DIVISION OF PROGRAM OPERATION: Temporary. Break file 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.	FY 2017 COMPLAINT Case Files: Filing Cabinet C12, Drawers 2 – 3	Lisa Lloyd
COMPLAINT INVESTIGATION FILES: Complaint investigations where either no discrimination has been found or where informal conciliation/settlement has been reached; Complaint investigations where discrimination was found and no settlement reached	NI-448-01-2-Item 32 (a and b)	PART IV – DIVISION OF PROGRAM OPERATION: Temporary. Break file 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.	FY 2018 COMPLAINT Case Files: Filing Cabinet C12, Drawer 3	Lisa Lloyd
COMPLAINT INVESTIGATION FILES: Complaint investigations where either no discrimination has been found or where informal conciliation/settlement has been reached; Complaint investigations where discrimination was found and no settlement reached	NI-448-01-2-Item 32 (a and b)	PART IV – DIVISION OF PROGRAM OPERATION: Temporary. Break file 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.	FY 2019 COMPLAINT Case Files: Filing Cabinet C12, Drawer 3	Lisa Lloyd
COMPLIANCE EVALUATION FILES:	NI-448-01-2-Item 19 (c)	PART IV: DIVISION OF PROGRAM OPERATIONS:	Employees' computer	Lisa Lloyd

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Electronic copies of records of documents produced using e-mail or work processing.		Temporary. Delete when record keeping copy has been created or when no longer needed for updating reference, distribution, or electronic dissemination, whichever is later.		
All Decrees entered into by DOL/Justice/OFCCP/EEOC and Federal Contractors. Electronic - All Consent Decrees entered into by DOL/Justice/OFCCP/EEOC and Federal Contractors	NI-448-01-2-Item 20 (a) page 19	PART IV – DIVISION OF PROGRAM OPERATION: Temporary. Break file at the end of calendar year. Maintain in office. Transfer to FRC on termination of decree. Destroy six years after termination.	Applicable Case Files located in Case File Cabinets (C1 – C16) where applicable.	
All Decrees entered into by DOL/Justice/OFCCP/EEOC and Federal Contractors. Electronic - All Consent Decrees entered into by DOL/Justice/OFCCP/EEOC and Federal Contractors.	NI-448-01-2-Item 20 (b)	PART IV – DIVISION OF PROGRAM OPERATION: Temporary. Break at end of calendar year. Maintain in office. Transfer to FRC on termination of decree. Destroy six years after termination.	Shared drive, DVD	
COMPLIANCE EVALUATION FILES: Paper - Contractor's Affirmation Action Plans.	NI-448-01-2-Item 21 (a)	PART IV: DIVISION OF PROGRAM OPERATIONS: PART IV – DIVISION OF PROGRAM OPERATION: Temporary. Retain in office 3 calendar years after case is closed; then transfer to FRC. Break file at end of calendar year. Destroy 7 calendar years after case closure	Case File Cabinets C2, C3, C6 and C11	Lisa Lloyd
		PART IV: DIVISION OF PROGRAM OPERATIONS: Temporary. Delete when record	Share Drive and Employees' Computer	

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COMPLIANCE EVALUATION FILES: Contractor's AAPs-Electronic Records.	NI-448-01-2-Item 21 (b)	keeping copy has been created or when no longer needed for updating, reference, distribution, or electronic dissemination, whichever is later.		Lisa Lloyd
CONCILIATION AGREEMENT FILES: (Paper) Conciliation Agreement Files: A binding written agreement between a contractor and OFCCP that details specific contractor commitment to resolve the alleged violations set forth in the agreement. May also include all follow-up files.	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 until the agreement is satisfied whichever is longer, then destroy	S&S, Construction & Complaints Case Files; File Cabinets #C2, C3, C6, C11 and C14 and Historical Files- File Cabinets #H1 and H2	Lisa Lloyd
CONCILIATION AGREEMENT FILES.-Electronic Records - : A binding written agreement between a contractor and OFCCP that details specific contractor commitment to resolve the alleged violations set forth in the agreement. May also include all follow-up files.	NI-448-01-2-Item 22 (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.	Shared Drive; Employees' computer files & EOA's computer files	Lisa Lloyd
DEBARMENTS AND REINSTATEMENT FILES: (Paper) Copies of Debarments and Reinstatements related to contractors or compliance evaluations	NI-448-01-2-Item 23(a)	PART IV: DIVISION OF PROGRAM OPERATIONS: Temporary. Break file at the end of the calendar year. Maintain in office seven calendar years or until debarment is satisfied or reinstatement has been issued or whatever is sooner, then destroy.	Historical Files- File Cabinet #H1	Lisa Lloyd
DEBARMENTS AND REINSTATEMENT FILES:		PART IV: DIVISION OF PROGRAM OPERATIONS:	Shared Drive and DVD	Lisa Lloyd

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Electronic Records - Copies of Debarments and Reinstatements related to contractors or compliance evaluations	NI-448-01-2-Item 23(b)	Temporary. Delete when record keeping copy has been created or when no longer needed for updating, reference, distribution, or electronic dissemination, whichever is later.		
JOINT REVIEW COMMITTEE FILES AND EXTENSION FILES: (Paper) 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.	NI-448-01-2-Items 25(a) and 26(a).	PART IV: DIVISION OF PROGRAM OPERATIONS: Temporary. JRC Files: Maintain in office until no longer needed for reference, then destroy. Extension Files: Maintain in office until the extension has expired not to exceed one calendar year, then destroy.	Case File cabinets – Construction, Complaint and Supply and Service Cabinets.	Lisa Lloyd
JOINT REVIEW COMMITTEE FILES AND EXTENSION FILES: (Electronic) 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.	NI-448-01-2-Items 25(a) and 26(a).	PART IV: DIVISION OF PROGRAM OPERATIONS: Temporary. JRC Files: Maintain in office until no longer needed for reference, then destroy. Extension Files: Maintain in office until the extension has expired not to exceed one calendar year, then destroy.	Managers' computer files, and Shared Drive	Lisa Lloyd
LEGAL DETERMINATIONS and OPINIONS: (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	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.	Part of Case files in applicable construction, complaint or S&S case file cabinets.	Lisa Lloyd

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and judicial matters not involving specific cases (law firms, SOL, etc.)				
(b) Electronic record produced using e-mail or word processing.	NI-448-01-2-Item 34(b).	PART IV: DIVISION OF PROGRAM OPERATIONS: Temporary. Delete when record keeping has been created or no longer needed for updating, reference, distribution, or electronic dissemination, whichever is later.	Employees' and Management's computer	Lisa Lloyd
Notice of Contractor Award (Paper) (a) Federal agencies who get government contracts are required to notify the appropriate Regional Office of OFCCP within ten (10) days of each construction contract or subcontract award of \$10,000 or more which results in whole or in part from a grant, contract, loan insurance or guarantee from your Department or agency. The notification should include the name, address and telephone number of the contractor or subcontractor, employer identification number, dollar amount of the contract or subcontract, estimated starting and completion dates of the contract or subcontract, project name and geographical area in which the contract or subcontract is to be performed.	NI-448-01-2, Item 14 (a)	DISPOSITION: Temporary. Break file at the end of the calendar year. Maintain in the office and destroy when 3 calendar years	File Cabinet #A5	Lisa A. Lloyd

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<p>Notice of Contractor Award (Electronic) Award notification sent electronically and tracking file. b. Electronic record produced using e-mail or word processing.</p>	N1-448-01-2, Item 14 (b), page 14	DISPOSITION: Temporary. Delete when record keeping copy has been created or when no longer needed for updating, reference, distribution, or electronic, dissemination, whichever is later.	EOA's computer and Shared Drive	Lisa A. Lloyd
<p>Quality Control Audits/Accountability Reviews (Electronic): Documents/correspondence related to reviews of program operations, Quality Review and Analysis Records, Quality Audits/Accountability Review and background information. (b) Electronic record produced using e-mail or word processing.</p>	N1-448-01-2-13 (b), page 13	Temporary. Delete when record keeping copy as been created or when no longer needed for updating, reference, distribution, or electronic dissemination, whichever is later.	Managers' computers	Lisa A. Lloyd
<p>Training, Conference, Meetings The OFCCP conducts various training sessions, conferences, and meetings throughout the year. Records are generated in preparation for those sessions. a) One copy of each manual, syllabus, textbook, and other training aid developed by the agency. (Paper)</p>	N1/448/90/003/Item 8	Temporary. Maintain in office. Destroy when no longer needed for reference, update, or revision.	Managers' office	Lisa A. Lloyd
<p>Training, Conference, Meetings The OFCCP conducts various training sessions, conferences, and meetings throughout the year. Records are generated in preparation for those sessions.</p>	N1-448-01-2-11 (a-b), page 10-11	Temporary: Maintain in office. Destroy when no longer needed for reference, update or revision.	Managers' computers	Lisa A. Lloyd

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b) Draft copies of training manuals, agendas, correspondence and evaluations. (Electronic)				
Training, Conference, Meetings The OFCCP conducts various training sessions, conferences, and meetings throughout the year. Records are generated in preparation for those sessions.	N1-448-01-2-11(c), page 11	Temporary: Delete when record keeping copy has been created or when no longer needed for updating, reference, distribution, or electronic dissemination, whichever is later.		
Individual employee training records. Records documenting training required by all or most Federal agencies, such as information system security and anti-harassment training, and training to develop job skills. Records may include: • completion certificates or verification documents for mandatory training required of all Federal employees or specific groups of employees (e.g., supervisors, contractors) • Individual Development Plans (IDPs) • mentoring or coaching agreements	DAA-GRS-2016-0014-0003 item 10	Temporary. Destroy when superseded, 3 years old, or 1 year after separation, whichever comes first, but longer retention is authorized if required for business use.	Paper – Managers’ Office	Lisa A. Lloyd
Supervisors' personnel files. Records on positions, authorizations, pending actions, position descriptions, training records, individual development plans, telework agreements,	DAA-GRS-2017-0007-0012. Item 80	Temporary. Review annually and destroy superseded documents. Destroy remaining documents 1 year after employee separation or transfer.	Supervisor’s Personnel Files	Lisa Lyod

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award recommendations, and records on individual employees not duplicated in or not appropriate for the OPF. These records are sometimes called supervisors' working files, unofficial personnel files (UPFs), and employee work folders or "drop" files.				
Position Classification Files- Interview records. Case files related to filling job vacancies, held by hiring official and interview panel members. Includes: • copies of records in the job vacancy case file (item 050 and 051) • notes of interviews with selected and non-selected candidates • reference check documentation	DAA-GRS-2014-0002-0008. Item 90	Temporary. Destroy 2 years after case is closed by hire or non-selection, expiration of right to appeal a non-selection, or final settlement of any associated litigation, whichever is later	Director's Personnel Files	Lisa A. Lloyd
Position Classification Files- Employee Performance File System Records (Paper) Employee performance records are ratings of record, the performance plans on which ratings are based, supporting documentation for those ratings, and any other performance-related material required by an agency's performance appraisal systems	DAA-GRS-2017-0007-0008. Item 70	Temporary. Destroy no sooner than 4 years after date of appraisal, but longer retention is authorized if required for business use.	Managers' Personnel Files	Lisa A. Lloyd

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Financial transaction records related to procuring goods and services, and accounting.	DAA-GRS-2013-0003-0001. Item 11	Temporary. Destroy 6 years after final payment or cancellation, but longer retention is authorized if required for	Administrative File Cabinet #A1 – A4	Lisa A. Lloyd
Facility, space, vehicle, equipment, stock, and supply administrative and operational records. Records relating to administering and operating facilities, spaces, Federally owned and operated housing, land vehicles, water vessels, equipment, stocks, and supplies. Includes: • statistical and narrative reports • studies • requests for space using Standard Form 81 or equivalent • space assignments and directories • inventories of property, equipment, furnishings, stock, and supplies • reports of survey regarding lost, damaged, missing, or destroyed property • requisitions for supplies and equipment • records tracking supply and procurement requirements • records scheduling and dispatching vehicles, monitoring use, and reporting use • related correspondence	DAA-GRS-2016-0011-0001 Item 10	Temporary. Destroy when 3 years old or 3 years after superseded, as appropriate, but longer retention is authorized if required for business use.	Administrative File Cabinet #A1 – A4	Lisa Lloyd
Information Service Records-FOIA Request Files (Electronic)	DAA-GRS-2016-0013-0003. Item 001	Temporary. Destroy when 3 years old, but longer retention is authorized if needed for business use.	DD's Electronic files/computer	Lisa A. Lloyd

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Records on managing information access and protection activities. Records include: -correspondence related to routine implementation of the FOIA and Privacy Act and administration of security classification, control, and accounting for classified documents -associated subject files -feeder and statistical reports				
Records management program records.	DAA-GRS-2013-0002-0007 . Item 20 Item 20	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.	Administrative File Cabinet A#1 - 5	Lisa A. Lloyd
Citibank Purchase Card Statements and Receipts	DAA-GRS-2013-0003-0001, Item 010	Temporary. Destroy 6 years after final payment or cancellation, but longer retention is authorized if required for business.	Administrative File Cabinet – A1	Lisa Lloyd