

OFCCP FILE PLAN

Division/Regional Office: Northeast Region

Front Office/Branch/District/Area: Regional Office – Planning & Support

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SERIES TITLE & RECORD DESCRIPTION	RECORD SCHEDULE	DISPOSITION AUTHORITY & INSTRUCTIONS	RECORDS LOCATION	RECORDS CUSTODIAN
Finance: Purchase Card Statements and Supporting Documentation, MORs, and Financial Reports	GRS 1.1	DAA-GRS-2013-0003-0001: Temporary. Destroy 6 years after final payment or cancellation, but longer retention is authorized if required for business use.	Physical: Management and Program Analyst file cabinet 1, Draw 1 & 2	Binh Kha
Human Resources: Position Description	GRS 2.1	DAA-GRS-2014-0002-0002: Temporary. Destroy 2 years after position is abolished or description is superseded, but longer retention is authorized if required for business use.	Physical: Management and Program Analyst file cabinet - top shelf	Binh Kha
Human Resources: Personnel Files	GRS 2.2	DAA-GRS-2017-0007-0012: Temporary. Review annually and destroy superseded documents. Destroy remaining documents 1 year after employee separation or transfer.	Physical: Director of Planning and Support file cabinet	Norvilla Millington
Human Resources: Safety and Health Reports	GRS 2.7	DAA-GRS-2017-0010-0002: Temporary. Destroy when 6 years old, but longer retention is authorized if need for business	Physical: Administrative file cabinet 1, Draw 2 from the top	Binh Kha & Norvilla Millington
General Operations Support: General Correspondence, Records Management (Files Retired), RO Reading Files (By Month), Emergency Office Closing	GRS 5.1	DAA-GRS-2016-0016-0001: Temporary. Destroy when business use ceases.	Physical: Administrative File Cabinet 1 Draw 2	Binh Kha & Norvilla
General Operations Support: COOP	GRS 5.3	DAA-GRS-2016-0004-0001: Temporary. Destroy when 3 years old or 3 years after	Physical: Administrative File Cabinet 1 Draw 2	Binh Kha & Norvilla
Reviewed by (Supervisor) and Date: <i>12-17-2018</i> <i>Wanda...</i> Approved by (Agency Records Officer) and Date: <i>12-21-2018</i> <i>Candice Spalding</i>				Last Revised: 12-17-2018

