

OFCCP FILE PLAN

Division/Regional Office: NORTHEAST REGION

Front Office/Branch/District/Area: Northeast Regional Office

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SERIES TITLE & RECORD DESCRIPTION	RECORD SCHEDULE	DISPOSITION AUTHORITY & INSTRUCTIONS	RECORDS LOCATION	RECORDS CUSTODIAN
COMPLIANCE EVALUATION FILES: No Discrimination was found and conciliation agreement was reached.	NI-448-01-2-Item 19 (a and b)	PART IV – DIVISION OF PROGRAM OPERATIONS: 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.	File Cabinet 2-Drawer 1 File Cabinet 6-Drawers 1-5 File Cabinet 7 Drawers 1-5 File Cabinet 8 (Enforcement Files) Drawers 1-5 File Cabinet 9-(FAAPs) Drawer 1	Jim Deleva
COMPLIANCE EVALUATION FILES: Electronic copies of records of documents produced using e-mail or work processing.	NI-448-01-2-Item 19 (c)	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.	SharePoint-NE Region Tab under Case Files-Accessible from Left Side	Jim Deleva
COMPLIANCE EVALUATION FILES: All Decrees entered into by DOL/Justice/OFCCP/EEOC and Federal Contractors.	NI-448-01-2-Item 20 (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.	File Cabinet 4 -Drawer 2	Jim Deleva
COMPLIANCE EVALUATION FILES: Conciliation Agreement Files (a)	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	File Cabinet 4-Drawer 2	Jim Deleva

Reviewed by (Supervisor) and Date: *Norwilla Millington* 12/17/2018

Norwilla Millington

Approved by (Agency Records Officer) and Date: *Candice Spalding* 12/21/2018

Last Revised:

12/17/2018

<p>COMPLIANCE EVALUATION FILES: Conciliation Agreement Files.</p>	<p>NI-448-01-2-Item 22 (b)</p>	<p>until the agreement is satisfied whichever is longer, then destroy</p>	<p>SharePoint-NE Region Tab under Case Files--Accessible from Left Side</p>	<p>Jim Deleva</p>
<p>DUPLICATE COPIES OF COMPLAINTS REFERRED TO DISTRICT OFFICES</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>File Cabinet 1-Drawer 3</p>	<p>Jim Deleva</p>
<p>Complaints closed-other. Referred to EEOC, etc.</p>	<p>NI-448-01-2-Item 32 (b)</p>	<p>Maintain in the office and destroy one calendar year after referral.</p>	<p>File Cabinet 5-Drawers 3-4</p>	<p>Jim Deleva</p>
<p>Quality Audits</p>	<p>NI-448-01-2-Item 13 (a)</p>	<p>PROGRAM OPERATIONS: Temporary. Cutoff file at end of calendar year. Maintain office. Destroy two years after end of calendar year or when no longer needed in current operation, whichever is earlier.</p>	<p>File Cabinet 1-Drawer 4</p>	<p>Jim Deleva</p>
<p>Weekly Status Report and Weekly Closure Charts</p>	<p>NI-448-01-2-Item 13 (a)(b)</p>	<p>PROGRAM OPERATIONS: Temporary.</p>	<p>NE Shared Drive. Submitted Reports Folder. NE Weekly Status Reports and Weekly Closure Charts folders.</p>	<p>Jim Deleva</p>

		<p>a. Cutoff file at end of calendar year. Maintain office. Destroy two years after end of calendar year or when no longer needed in current operation, whichever is earlier.</p> <p>b. Delete when recordkeeping copy has been created or no longer needed for updating, reference, distribution, or electronic dissemination, whichever is later.</p> <p>PROGRAM OPERATIONS: Temporary.</p>		
Accountability Review Reports	NI-448-01-2-Item 13 (a)	<p>a. Cutoff file at end of calendar year. Maintain office. Destroy two years after end of calendar year or when no longer needed in current operation, whichever is earlier.</p> <p>PROGRAM OPERATIONS: Temporary.</p>	File Cabinet 3-Drawer 3	Jim Deleva
Pre-Award Request Records	NI-448-01-2-Item 17 (e)	<p>PROGRAM OPERATIONS: Temporary.</p> <p>Destroy 1 calendar year after contractor compliance action has been completed.</p> <p>Temporary:</p> <p>(1) Granting access to all requested records: Destroy 2 years after date of reply; (2) Responding to requests for non-existent records-Destroy 2 years after date of reply.</p>	File Cabinet 5-Drawers 1-2.	Jim Deleva
FOIA Request Files	GRS 14-Information Services Records Item 11 a (1)(2)(3)		File Cabinet 3-Drawers 1-5	Jim Deleva

		<p>(3) Denying access to all or part of the records requested--Destroy 6 years after date of reply</p>	
		<p>Temporary.</p> <p>a.) Correspondence and supporting documents (excluding the file copy of the records under appeal if filed therein): Destroy 6 years after final determination by agency, 6 years after the time at which a requester could file suit, or 3 years after final adjudication by the courts, whichever is later.</p> <p>b.) Official file copy of records under appeal: Dispose of in accordance with approved agency disposition instructions for the related record or with the related FOIA request, whichever is later.</p>	
<p>FOIA Request Appeal Files</p>	<p>GRS 14- Information Services Records Item 12 (a) (b)</p>	<p>File Cabinet 3-Drawers 1-5</p>	<p>Jim Deleva</p>