

## OFCCP FILE PLAN

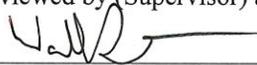
Division/Regional Office: Midwest Region

Front Office/Branch/District/Area: Omaha Area Office

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SERIES TITLE & RECORD DESCRIPTION	RECORD SCHEDULE	DISPOSITION AUTHORITY & INSTRUCTIONS	RECORDS LOCATION	RECORDS CUSTODIAN
Training, Conferences, Meetings: One copy of each manual, syllabus, textbook, and other training aid developed by the agency.	N1-448-01-2; Item 11a	PART III -- DIVISION OF MANAGEMENT AND ADMINISTRATION PROGRAMS: Permanent. Cut off file at end of calendar year and hold in office. Transfer to FRC three calendar years after cut off. Transfer to NARA seven calendar years after cut off.	Digital: Omaha SharePoint/Admin/Record Keeping  Paper: Filing Cabinet B1	Walker Plank
Contract Compliance Activity: Log of Appeals.	N1-448-01-2; Item 17a	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.	Paper: Filing Cabinet B3	Walker Plank
Contract Compliance Activity: Log of Conciliation Agreements between OFCCP and contractors.	N1-448-01-2; Item 17b	PART IV – DIVISION OF PROGRAM OPERATIONS: Temporary. Maintain in office and transfer to FRC when 3	Omaha SharePoint/Admin/Record Keeping/Contract Compliance Activity/Log of Conciliation Agreements	Walker Plank

Reviewed by (Supervisor) and Date:



01/08/2019

Approved by (Agency Records Officer) and Date:

Last Revised:

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		calendar years old. Destroy when 10 calendar years old.	Paper: Filing Cabinet B3	
Contract Compliance Activity: Log of show cause notices.	N1-448-01-2; Item 17f	PART IV – DIVISION OF PROGRAM OPERATIONS: Temporary. Destroy 1 calendar year after contractor compliance action has been completed	Digital: Omaha SharePoint/Admin/Record Keeping/Contract Compliance Activity/Log of Show Cause Notices  Paper: Filing Cabinet B3	Walker Plank
Contract Compliance Activity: Log of Incoming correspondence and log of Certified Mail.	N1-448-01-2; Item 17h	PART IV – DIVISION OF PROGRAM OPERATIONS: Temporary. Destroy 1 calendar year after contractor compliance action has been completed.	Digital: Omaha SharePoint/Admin  Paper: Mail Log, Front Desk	Walker Plank
Compliance Evaluation Files: No Discrimination was found and conciliation agreement was reached.	N1-448-01-2; Item 19a	PART IV – DIVISION OF PROGRAM OPERATIONS: Temporary. Retain in office 3 calendar years after case is closed; then transfer to FRC. Break the file at end of the	Paper: File Cabinets A1-A7	Walker Plank

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		calendar year. Destroy when 10 calendar years old.		
Compliance Evaluation Files: Compliance evaluations where discrimination was found and no settlement reached.	N1-448-01-2; Item 19b	PART IV – DIVISION OF PROGRAM OPERATIONS: Temporary. Retain in office 3 years after administrative/ legal action (including judicial) is completed or case otherwise is closed then transfer to FRC. Break in file at end of calendar year. Destroy seven calendar years after close of case.	Paper: File Cabinets A1-A7	Walker Plank
Decrees: All material related to the enforcement and evaluation of the Decrees-follow-up reports, compliance review reports and complaints generated by the decree	N1-448-01-2; Item 20a	PART IV – DIVISION OF PROGRAM OPERATIONS: Temporary. Break file at end of calendar year. Maintain in office. Transfer to FRC on termination of decree. Destroy six years after termination.	Paper: File Cabinets A1-A7	Walker Plank Walker Plank
Conciliation Agreement Files:	N1-448-01-2; Item 22	PART IV – DIVISION OF PROGRAM OPERATIONS: Temporary. Break file at the end of the calendar year.	Paper: File Cabinets A1-A7	Walker Plank

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		Maintain in office for three calendar years or until the agreement is satisfied whichever is longer, then destroy.		
Complaints: Copies of complaints referred to EEOC and other agencies	N1-448-01-2; Item 32b	PART IV – DIVISION OF PROGRAM OPERATIONS: TEMPORARY. Maintain in the office and destroy one calendar year after referral.	Paper: File Cabinets A8	Walker Plank
Complaints: Record of complaints determined to be within the jurisdiction of OFCCP and investigated by OFCCP	N1-448-01-2; Item 32c	PART IV – DIVISION OF PROGRAM OPERATIONS: 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.	Paper: File Cabinets A8	Walker Plank
Historical FF6		Permanent		Walker Plank
<b>Employee Management Records:</b> Employee performance file system records	General Records Schedule 2.2	DAA-GRS-2015-0007-0008: Temporary. Destroy no sooner than 4 years after date of appraisal, but longer	DIGITAL: H:\ \ ADD/Personnel Files  Paper: ADD Office Cabinet	Walker Plank

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		retention is authorized if required for business use.		
<b>Employee Management Records: Supervisors' personnel files.</b>	General Records Schedule 2.2	DAA-GRS-2015-0007-0012: Temporary. Destroy no sooner than 4 years after date of appraisal, but longer retention is authorized if required for business use.	DIGITAL: H:\ \ ADD/Personnel Files  Paper: ADD Office Cabinet	Walker Plank
<b>Employee Relations Records: Administrative grievance files.</b>	General Records Schedule 2.3	DAA-GRS-2015-0007-0017: Temporary. Destroy no sooner than 4 years but no less than 7 years after case is closed.	DIGITAL: H:\ \ ADD/Personnel Files  Paper: ADD Office Cabinet	Walker Plank
<b>Employee Relations Records: Adverse Action files.</b>	General Records Schedule 2.3	DAA-GRS-2015-0007-0018: Temporary. Destroy no sooner than 4 years but no less than 7 years after case is closed.	DIGITAL: H:\ \ ADD/Personnel Files  Paper: ADD Office Cabinet	Walker Plank