

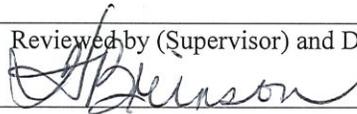
OFCCP FILE PLAN

Division/Regional Office: Division of Planning and Support

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

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SERIES TITLE & RECORD DESCRIPTION	RECORD SCHEDULE	DISPOSITION AUTHORITY & INSTRUCTIONS	RECORDS LOCATION	RECORDS CUSTODIAN
SPEECHES, ADDRESSES, COMMENTS: Invitations to formal and informal ceremonies and other public events by agency officials concerning the programs of their agency.	N1-448-01-2; Item 1c	Temporary. Keep in office for 4 calendar years and destroy. Break file at end of calendar year	DIGITAL: https://usdol.sharepoint.com/sites/OFCCP/MidWest/DivisionofPandS/Operational/Forms/AllItems.aspx?RootFolder=%2fsites%2fOFCCP%2fMidWest%2fDivisionofPandS%2fOperational%2fOutreach%20and%20Compliance%20Assistance&FolderCTID=&View=%7b443817DA%2dD907%2d46C7%2dB54C%2d6E0992606538%7d	Natasha Booker
COMPLIANCE EVALUATIONS FILES: Compliance evaluations where either no discrimination has been found or where informal conciliation/settlement has been reached. <i>(Administrative Closures)</i>	N1-448-01-2; Item 19	Temporary. Retain in office three calendar years after administrative/legal action (including judicial) is completed or case otherwise is closed; then transfer to FRC. Break file at end of calendar year. Destroy seven calendar years after case closure.	Paper: Filing Cabinet #C, Drawers 2, 3, and 4 (2010-2018)	Daniel Gomez
Finance: Budget records	GRS 1.3; Item 50	DAA-GRS-2015-0006-0002: Temporary. Destroy when 3 years old, but longer	Paper: Cubical Cabinet, Drawer 1	Kent Aldridge

Reviewed by (Supervisor) and Date:  01/09/2019	Approved by (Agency Records Officer) and Date:	Last Revised:
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SERIES TITLE & RECORD DESCRIPTION	RECORD SCHEDULE	DISPOSITION AUTHORITY & INSTRUCTIONS	RECORDS LOCATION	RECORDS CUSTODIAN
		retention is authorized if required for business use.		
Employee Acquisition Records: Position Descriptions	GRS 2.1, Item 22	DAA-GRS2014-00020003 Temporary. Destroy when position description is final, but longer retention is authorized if required for business use.	Digital: https://usdol.sharepoint.com/sites/OFCCP/MidWest/DivisionofPandS/For%20P%20%20S%20Staff%20Only/Forms/All%20Docs.aspx?RootFolder=%2Fsites%2FOFCCP%2FMidWest%2FDivisionofPandS%2FFor%20P%20%20S%20Staff%20Only%2FPosition%20Descriptions&FolderCTID=0x01200075107713B5F7FE419E65AC396C14AD22&View=%7BF71A21CD%2D199A%2D4A74%2D9C07%2D0F9A57374277%7D Paper: Filing Cabinet #Aldridge, File Cabinet	Kent Aldridge
Employee Management Records: Supervisors' personnel files. Also known as supervisors' working files, unofficial personnel files (UPFs), and employee work folders or "drop" files.	GRS 2.2, Item 080	DAA-GRS-2015-0007-0012: Temporary. Review annually and destroy superseded documents. Destroy remaining documents 1 year after employee separation or transfer.	DIGITAL: Personal H drive and office filing cabinet of supervisor Paper: Main Cabinet, Drawers 1. and 2	Henrietta Brinson

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Records on positions, authorizations, pending actions, position descriptions, training records, individual development plans, telework agreements, award recommendations, and records on individual employees not duplicated in or not appropriate for the OPF.				
Employee Relations Records: Administrative grievance files.	GRS 2.3, 060	DAA-GRS-2015-0007-0017 Temporary. Destroy no sooner than 4 years but no less than 7 years after case is closed.	DIGITAL: Personal H drive and office filing cabinet of supervisor Paper: Main Cabinet, Drawer 3	Henrietta Brinson
Employee Relations Records: Adverse Action files.	GRS 2.3, 61	DAA-GRS-2015-0007-0018 Temporary. Destroy no sooner than 4 years but no less than 7 years after case is closed.	DIGITAL: Personal H drive and office filing cabinet of supervisor Paper: Main Cabinet, Drawer 4	Henrietta Brinson
Employee Relations Records: Telework file, including Telework Agreements	GRS 2.3, item 080 and 081	DAA-GRS2015-00070021 Temporary. Destroy when 3 years old, but longer retention is authorized if required for business use.	DIGITAL: Personal H drive and office filing cabinet of supervisor	Henrietta Brinson

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SERIES TITLE & RECORD DESCRIPTION	RECORD SCHEDULE	DISPOSITION AUTHORITY & INSTRUCTIONS	RECORDS LOCATION	RECORDS CUSTODIAN
Freedom of Information Act Files	GRS 4.2, item 020	DAA-GRS2016-00130003 Temporary. Destroy when 3 years old, but longer retention is authorized if needed for business use.	DIGITAL: https://usdol.sharepoint.com/sites/OFCCP/MidWest/DivisionofPandS/For%20P%20%20S%20Staff%20Only/Forms/All%20Docs.aspx?RootFolder=%2Fsites%2FOFCCP%2FMidWest%2FDivisionofPandS%2FFor%20P%20%20S%20Staff%20Only%2FOperational%2FFOIAS&FolderCTID=0x01200075107713B5F7FE419E65AC396C14AD22&View=%7BF71A21CD%2D199A%2D4A74%2D9C07%2D0F9A57374277%7D Paper: Cabinet #H and I, Drawers 1-4	Kent Aldridge
Administrative records maintained in any agency office: Reading files, etc.	GRS 4.2	DAA-GRS2016-00130003 Temporary. Destroy when 3 years old, but longer retention is authorized if needed for business use.	Paper: Front Office Cabinet # 17 Shelves a ,b, c	Danielle Jurek, EOA Lance Puckett, EOA
Administrative records maintained in any agency office: Reading files, etc.	GRS 5.1, item 010	DAA-GRS2016-00160001 Temporary. Destroy when business use ceases.	Paper: Cabinet # E Drawers 3-4	Daniel Gomez

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SERIES TITLE & RECORD DESCRIPTION	RECORD SCHEDULE	DISPOSITION AUTHORITY & INSTRUCTIONS	RECORDS LOCATION	RECORDS CUSTODIAN
<p>Continuity and Emergency Planning Records: Employee Emergency Contact Information</p>	<p>GRS 5.3, Item 020</p>	<p>DAA-GRS2016-00040002 Temporary. Destroy when superseded or obsolete, or upon separation or transfer of employee.</p>	<p>DIGITAL: Personal H drive and office filing cabinet of supervisor</p>	<p>Henrietta Brinson</p>
<p>Facility, space, vehicle, equipment, stock, and supply administrative and operational records.</p> <p>Records relating to administering and operating facilities, spaces, Federally owned and operated housing, land vehicles, water vessels, equipment, stocks, and supplies.</p>	<p>GRS 5.4, item 010</p>	<p>DAA-GRS2016-00110001 Temporary. Destroy when 3 years old or 3 years after superseded, as appropriate, but longer retention is authorized if required for business use.</p>	<p>Paper: Cubicle Cabinet, Drawer 1</p>	<p>Danny Lee</p>