

OFCCP FILE PLAN

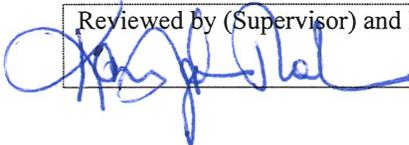
Division/Regional Office: Midwest Region

Front Office/Branch/District/Area: St. Louis Area Office

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SERIES TITLE & RECORD DESCRIPTION	RECORD SCHEDULE	DISPOSITION AUTHORITY & INSTRUCTIONS	RECORDS LOCATION	RECORDS CUSTODIAN
Contract Compliance Activity Supply & Service: 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 calendar years old. Destroy when 10 calendar years old.	Paper: Alphabetically filed in Filing Cabinets A through Z	Jose Caraballo Karen Johnson-Robinson
Contract Compliance Activity: Construction Cases with violations and Notice of Compliance.	N1-448-01-2; Item 17f	PART IV – DIVISION OF PROGRAM OPERATIONS: Temporary. Destroy 1 calendar year after contractor compliance action has been completed	Paper: Alphabetically filed on 3 Filing Cabinets labeled Construction.	Jose Caraballo Karen Johnson-Robinson
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: Midwest Share Drive listed under Kansas City-St. Louis Mail log.	Jose Caraballo Karen Johnson-Robinson
Compliance Evaluation Files: Complaints no findings.	N1-448-01-2; Item 19a	PART IV – DIVISION OF PROGRAM OPERATIONS: Temporary. Retain in office	Paper: Filing Cabinet Complaints. (Because of minimal activity files are stored on the opposite side	Jose Caraballo Karen Johnson-Robinson

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
		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.	with construction companies beginning with letters U-Z.	
Compliance Evaluation Files: Compliance evaluations where discrimination was found.	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: Alphabetically filed in Filing Cabinets A through Z	Jose Caraballo Karen Johnson-Robinson
Conciliation Agreement Files: Supply & Services	N1-448-01-2; Item 22	PART IV – DIVISION OF PROGRAM OPERATIONS: Temporary. Break file at the end of the calendar year. Maintain in office for three	Alphabetically filed in Filing Cabinets A through Z	Jose Caraballo Karen Johnson-Robinson

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evaluations with no findings of discrimination.		calendar years or until the agreement is satisfied whichever is longer, then destroy.		
Compliance Evaluation Files: Administrative Closures.		PART IV – DIVISION OF PROGRAM OPERATIONS: Temporary. Break file at the end of the calendar year. Maintain in office for three calendar years or until the agreement is satisfied whichever is longer, then destroy.	Paper: Filing Cabinet Under Administrative Closures.	Jose Caraballo Karen Johnson-Robinson
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: Filing Cabinet Complaints. (Because of minimal activity files are stored on the opposite side with construction companies beginning with letters U-Z.	Jose Caraballo Karen Johnson-Robinson
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	Paper: Filing Cabinet Complaints. (Because of minimal activity files are stored on the opposite side with construction companies beginning with letters U-Z.	Jose Caraballo Karen Johnson-Robinson

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		in the office and destroy four calendar years after case is resolved.		
Employee Management Records: 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 retention is authorized if required for business use.	Paper: Maintained in a locked filing cabinet in ADD's office, which is locked when not occupied. Also saved on ADD's H drive labeled Staff PMPs.	Karen Johnson-Robinson
Employee Management Records: Supervisors' personnel files.	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.	Paper: Maintained in a locked filing cabinet in ADD's office, which is locked when not occupied.	Karen Johnson-Robinson
Historical file folder 6		No disposition. The historical file folder 6 will remain in the offices permanently.	Paper: Maintained in the file room in file cabinet labeled Historical File Folder 6	Jose Caraballo Karen Johnson-Robinson