

North Carolina District Office File Plan 2016-03-22

2019

RECORD NAME	RECORDS SCHEDULE	DISPOSITION	LOCATION
<ul style="list-style-type: none"> <li>File Plan</li> </ul>	NI-64-96-2, Item 11	Temporary – Maintain w/existing files	Placed in first folder of file drawer
<ul style="list-style-type: none"> <li>Bills/Statements</li> </ul>	WHD Item 1	Destroy 7 yrs after final action – Paper	File Cabinet
<ul style="list-style-type: none"> <li>Credit Card Statement</li> </ul>	GRS 1.1 – Item 010	Destroy 6 yrs after final payment or cancellation	File Cabinet
<ul style="list-style-type: none"> <li>DP/Computer</li> </ul>	WHD Item 1	Destroy 7 yrs after final action - Paper	File Cabinet
<ul style="list-style-type: none"> <li>Badges</li> </ul>	GRS 23, Item 8	Destroy or delete when 2 yrs old, or 2 yrs after date of latest entry, whichever is applicable.	File Cabinet
<ul style="list-style-type: none"> <li>Tokens</li> </ul>	GRS 23, Item 8	Destroy or delete when 2 yrs old, or 2 yrs after date of latest entry, whichever is applicable.	File Cabinet
<ul style="list-style-type: none"> <li>Jury Duty Check Register</li> </ul>	GRS 12, Item 6e	Destroy or delete when 2 yrs old or 2 years after date of latest entry whichever is applicable.	File Cabinet
<ul style="list-style-type: none"> <li>Maintenance Contracts</li> </ul>	WHD Schedule 1.1	Cutoff Annually. Destroy when 1 yr old or destroy on expiration of guarantee or warranty.	File Cabinet
<ul style="list-style-type: none"> <li>Budget</li> </ul>	WHD Item 1	Destroy 7 yrs after final action – Paper	File Cabinet
<ul style="list-style-type: none"> <li>Stamps</li> </ul>	GRS 12, Item 6g	Destroy when 1 year old or when superseded or obsolete, whichever is applicable.	File Cabinet
<ul style="list-style-type: none"> <li>Telephone a. Sprint; b. Century Link; c. AT&amp;T Gov't Solutions</li> </ul>	GRS 12	Destroy after 6 years.	File Cabinet
<ul style="list-style-type: none"> <li>MCI Calling Card</li> </ul>	GRS 12	Destroy after 6 years	File Cabinet
<ul style="list-style-type: none"> <li>Enforcement Files</li> </ul>	WH Sch 3a	Transfer to Federal Records Ctr 3 years after final action. Destroy after 12 years.	Separate File Cabinet
<ul style="list-style-type: none"> <li>UPS (United Postal Service)</li> </ul>	GRS 12, Item 5a	Records relating to incoming or outgoing registered mail pouches; and registered, certified, insured, overnight, express, and special delivery mail, including receipts and return receipts. – Destroy when one year old.	File Cabinet

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<ul style="list-style-type: none"> <li>Post Office Box Payments</li> </ul>	GRS 12, Item 6g	Cutoff Annually. Destroy when 1 year old or when superseded or obsolete, whichever is applicable	File Cabinet
<ul style="list-style-type: none"> <li>Lock Box (Check Registers)</li> </ul>	GRS 12, Item 6e	Destroy or delete when 2 years old or 2 years after date of latest entry, whichever is applicable.	Separate File Cabinet
<ul style="list-style-type: none"> <li>Office Space</li> </ul>	WHD Item 1	Destroy 7 yrs after final action – Paper	
<ul style="list-style-type: none"> <li>Metered Mail (Stamps.com)</li> </ul>	GRS 12	Destroy after 6 years	File Cabinet
<ul style="list-style-type: none"> <li>Xerox Copier</li> </ul>	GRS 1, 1952, Item 2	Destroy after 6 years	File Cabinet
<ul style="list-style-type: none"> <li>Congressionals</li> </ul>	WHD Mission – Item 3a	Transfer to Federal Records Ctr 3 years after final action. Destroy after 12 years.	File Cabinet
<ul style="list-style-type: none"> <li>Business Cards</li> </ul>	N1-64-87-1	Destroy 3 years after completion or cancellation of requisition.	File Cabinet
<ul style="list-style-type: none"> <li>Federal Staging Records</li> </ul>	SF 115 WH Records Sch 3a	Destroy 12 years after case files transferred to FRC.	Separate File Cabinet
<ul style="list-style-type: none"> <li>OSHA Safety &amp; Health (Safety Inspections</li> </ul>	?????	??????	File Cabinet
<ul style="list-style-type: none"> <li>SHIMS Safety &amp; Health</li> </ul>	?????	??????	File Cabinet
<ul style="list-style-type: none"> <li>News Releases</li> </ul>	SF 115 WH Records Sch 3b	Dispose of one year after date of report.	File Cabinet
<ul style="list-style-type: none"> <li>Spot Light</li> </ul>	SF 115 WH Records Sch 3b	Dispose of one year after date of report	File Cabinet
<ul style="list-style-type: none"> <li>Tickler (Suspense List)</li> </ul>	GRS 23 – Item 7	Transitory: Destroy immediately, or when no longer needed for reference, or according to a predetermined time period or business rule.	File Cabinet & Shared Drive
<ul style="list-style-type: none"> <li>Publications Orders</li> </ul>	GRS 23, Item 5b	Destroy or delete when no longer needed for convenience of reference	File Cabinet
<ul style="list-style-type: none"> <li>Union Activity Monthly Report</li> </ul>	GRS 23 – Item 7 (Transitory)	Transitory: Destroy immediately, or when no longer needed for reference, or according to a predetermined time period or business rule.	File Cabinet
<ul style="list-style-type: none"> <li>Overtime</li> </ul>	GRS 2, Item 6b	Cutoff annually at the end of the leave year. Destroy after GAO Audit OR when 3 years old, whichever is sooner.	File Cabinet
<ul style="list-style-type: none"> <li>Travel Vouchers</li> </ul>	WHD Item 1	Destroy 7 yrs after final action – Paper	Separate File Cabinet

RECORD NAME	RECORDS SCHEDULE	DISPOSITION	LOCATION
<ul style="list-style-type: none"> <li>General Reading File</li> </ul>	GRS 23 – Items 1, 5, 6, 8 and 9	Various – 2 years or “when no longer needed.”	File Cabinet
<ul style="list-style-type: none"> <li>FOIA Request Log</li> </ul>	WHD Item 4	Transfer to Federal Records Center 2 years after final action.	File Cabinet
<ul style="list-style-type: none"> <li>FOIA Files</li> </ul>	WHD Item 4	Transfer to Federal Records Center 2 years after final action.	File Cabinet
<ul style="list-style-type: none"> <li>Field Operations Handbook (FOH)</li> </ul>	GRS 23 – Item 7	Destroy immediately, or when no longer needed for reference, or according to a predetermined time period or business rule.	Individual Binders
<ul style="list-style-type: none"> <li>District Office Weekly Report</li> </ul>	WHD Item 1	Destroy 7 yrs after final action – Paper	File Cabinet
<ul style="list-style-type: none"> <li>Media (Maintained in WHISARD)</li> </ul>	WHD Item 5a	Destroy or delete after 16 years.	Maintained in WHISARD
<ul style="list-style-type: none"> <li>FY Initiatives (DD Blaylock’s Office)</li> </ul>	WHD Item 5a	Destroy or delete after 16 years	Maintained Electronically & WHISARD
<ul style="list-style-type: none"> <li>Agricultural Initiative (DD Blaylock’s Office)</li> </ul>	WHD Item 5a	Destroy or delete after 16 years	Maintained Electronically & WHISARD
<ul style="list-style-type: none"> <li>MOU (Partnership Compliance Agreements)</li> </ul>	GRS Sch 23 - 7	Transitory for 3 Years	File Cabinet
<ul style="list-style-type: none"> <li>Administrative Files</li> </ul>	WHD Item 1	Destroy 7 yrs after final action – Paper	File Cabinet
<ul style="list-style-type: none"> <li>WHD-137 (Sending Cases Outside Region)</li> </ul>	GRS Sch 23 – Item 7 (Transitory)	Destroy immediately, or when no longer needed for reference, or according to a predetermined time period or business rule.	File Cabinet
<ul style="list-style-type: none"> <li>WHD-136 (Transferring Cases to Regional Office &amp; Charlotte AO)</li> </ul>	GRS Sch 23 – Item 7 (Transitory)	Destroy immediately, or when no longer needed for reference, or according to a predetermined time period or business rule.	File Cabinet
<ul style="list-style-type: none"> <li>Sign In/Sign Out Log (Visitors)</li> </ul>	GRS Sch 23 – Item 7 (Transitory)	Destroy immediately, or when no longer needed for reference, or according to a predetermined time period or business rule.	File Cabinet
<ul style="list-style-type: none"> <li>Travel Detail/Strike Forces</li> </ul>	WHD Item 1	Destroy 7 yrs after final action – Paper	File Cabinet
<ul style="list-style-type: none"> <li>Travel Report</li> </ul>	WHD Item 1	Destroy 7 yrs after final action – Paper	File Cabinet
<ul style="list-style-type: none"> <li>Emergency Planning</li> </ul>	GRS 18, Item 26	Cutoff Annually. Destroy when 2 years old.	File Cabinet

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<ul style="list-style-type: none"> <li>Supervisor's Personnel Files</li> </ul>	GRS 1 – Item 18a	Review Annually and destroy superseded or obsolete documents, or destroy file relating to an employee within 1 yr after separation or transfer.	Managers Office
<ul style="list-style-type: none"> <li>Training Files</li> </ul>	WHD Admin and Management Item 1	Destroy seven years after final action.	File Cabinet
<ul style="list-style-type: none"> <li>WH-40 (Weekly Time and Attendance) Reports</li> </ul>	GRS 2, Item 6b	Cutoff Annually at the end of the leave year. Destroy after GAO Audit OR when 3 years old, whichever is sooner.	Separate File Cabinet
<ul style="list-style-type: none"> <li>Time and Attendance Records</li> </ul>	WHD Item 1	Destroy 7 yrs after final action – Paper	Separate File Cabinet
<ul style="list-style-type: none"> <li>Suspense File (My Desk)</li> </ul>	GRS 23, item 6a	Destroy after action is taken.	My Desk
<ul style="list-style-type: none"> <li>Backwage Pending Report</li> </ul>	GRS 23, Item 6a	Transitory – Destroy after action is taken - Shared Calendar	Share Drive
<ul style="list-style-type: none"> <li>Leave Slips</li> </ul>	WHD Item 1	Destroy 7 yrs after final action – Paper	Maintained w/Time Cards
<ul style="list-style-type: none"> <li>FBI/U.S. Attorney Assistance</li> </ul>	N1-64-87-1	Files are purged annually. New files are created at the beginning of each fiscal year; destroy when 2 years old.	File Cabinet
<ul style="list-style-type: none"> <li>FLC Registration</li> </ul>	N1-64-87-1	Files are purged annually. New files are created at the beginning of each fiscal year; destroy when 2 years old.	File Cabinet
<ul style="list-style-type: none"> <li>GAF (General Alphabetical Files)</li> </ul>	SF 115 WH, Records Sch 4a	Dispose of 3 years from date of last document. If pertains to specific case, copy should be in the investigation file and sent to FRC with the file.	File Cabinet
<ul style="list-style-type: none"> <li>Conciliations</li> </ul>	WHD Mission Item 3a	Transfer to Federal Records Center 3 years after final action. Destroy after 12 years.	File Cabinet