

**OFCCP Office File Plans  
Division of Program Operations (DPO)**

7/13/2012

Record Category								
File Code	Record Name	Description	Format	Location	Cut Off	Disposition	Agency or GRS File Series Number	Record Status
AAP	Standards Affirmative Action Format (SAAF) DPO – drafts	Electronic record produced using e-mail or word processing	Electronic	DPO No records 10+ years	EOM	30 days	OFCCP.N1:448.01.2.31.b	Transitory
AAP	National Affirmative Action Plan Format (NAAPF) DPO – drafts	Electronic record produced using e-mail or word processing	Electronic	DPO No records 10+ years	EOM	30 days	OFCCP.N1.448.01.2.31.b	Transitory
AAP	National Affirmative Action Plan Format (NAAPF) DPO – record copies	Affirmative action program formats for national contractors developed with major contractors or contractor groups to assure consistent format and appropriate content. These formats establish agency approved agreed upon methods for presenting various segments of the contractor's affirmative action program for review	Paper	DPO No records 10+ years	EOY	10 years	OFCCP.N1.448.01.2.31.a	Temporary
AAP	Standards Affirmative Action Format (SAAF) DPO – record copies	Affirmative action program formats for national contractors developed with major contractors or contractor groups to assure consistent format and appropriate content. These formats establish agency approved agreed upon methods for presenting various segments of the contractor's affirmative action program for review	paper	DPO No records 10+ years	EOY	10 years	OFCCP.N1.448.01.2.31.a	Temporary
AAP	Contractor's Affirmative Action Plans DO – draft	Electronic copies of records of documents produced using e-mail or word processing – drafts	Electronic	DO	EOM	30 days	OFCCP.N1.448.01.2.21.b	Transitory

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AAP	Contractor's Functional Affirmative Action Plans FAAP – draft	Electronic copies of records of documents produced using e-mail or word processing – drafts	Electronic	DPO/FAAP	EOM	30 days	OFCCP.N1.448.01.2.21.b	Transitory
AAP	Contractor's Affirmative Action Plans DO	Annual reports submitted to compliance agencies by Federal contractors to document contractors' efforts to meet the requirements of Executive Order 11246, section 503 and VEVRAA	Paper	DO	EOY	3 years	OFCCP.N1.448.01.2.21.a	Temporary
AAP	Contractor's Functional Affirmative Action Plans FAAP	Annual reports submitted to compliance agencies by Federal contractors to document contractors' efforts to meet the requirements of Executive Order 11246, section 503 and VEVRAA	Paper	FAAP file cabinets	EOY	3 years	OFCCP.N1.448.01.2.21.a	Temporary
ADM	Log – Pre award Clearance Request BEA	Contract compliance activity log Pre-award Clearance Request Logs- NO/RO	Electronic	BEA	EOY	1 years	OFCCP.N1.448.01.2.17.e	Temporary
ADM	Tribal Employment Rights Organization Agreements TERO - draft	Documents and agreements pertaining to the relationship between the Tribal Employments Rights Organization and OFCCP - drafts	electronic	DPO/ BEA	EOM	30 days	OFCCP.N1.448.01.2.06b	Transitory
ADM	Tribal Employment Rights Organization Agreements TERO	Documents and agreements pertaining to the relationship between the Tribal Employments Rights Organization and OFCCP	paper	BEA Branch chief office	EOY	7 years after NARA review	OFCCP.N1.448.01.2.06a	Temporary
ADM	Vetting BFLOTA	Electronic record produced using e-mail or word processing	Electronic	DPO/ BFLOTA Share drive	EOY	2 years	GRS23-1	Temporary
ADM	Ad Hoc reporting DPO	Electronic record produced using e-mail or word processing	Electronic	DPO/Branch Share drive	EOM	30 days	GRS23-1	Transitory

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ADM	Accomplishment tracking and analysis BFLOTA	Reports or any other administrative records generated by the accomplishment tracking and analysis	Paper	BFLOTA file cabinet	EOY	2 years	GRS23-1	Temporary
ARR	Accountability Reviews BQA-Draft	Documents/correspondence related to reviews of program operations, Quality Review and Analysis Records, Quality Audits/Accountability Review and background information	Electronic	DPO/BQA Shared drive	EOY	1 years	OFCCP.N1.448.01.2.13.b	Temporary
ARR	Accountability Reviews BQA	Documents/correspondence related to reviews of program operations, Quality Review and Analysis Records, Quality Audits/Accountability Review and background information	Paper	BQA	EOY	2 years	OFCCP.N1.448.01.2.13.a	Temporary
CEC	Request to Determine Contractor Eligibility Coverage BEA -Draft	Correspondence regarding coverage - drafts	Electronic	DPO/BEA Shared Drive	EOM	30 days	OFCCP.N1.448.01.2.15.b	Transitory
CEC	Request to Determine Contractor Eligibility Coverage BEA	Correspondence regarding coverage.	Paper	BEA Rolling file	EOY	5 years	OFCCP.N1.448.01.2.15.a	Temporary
CMD	Complaints Against Government Contractors – Rehabilitation Act recommended for Administrative Enforcement	All cases that recommended for administrative enforcement under the jurisdiction of the Rehabilitation Act of 1973, as amended,	Paper	DPO Secretary File cabinet	EOY	4 years after case resolution	OFCCP.N1.448.01.2.32.d	Temporary

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CMD	Complaints Against Government Contractors – Rehabilitation Act investigated by OFCCP	Record of complaints determined to be within the jurisdiction of OFCCP and investigated by OFCCP – disability	Paper	DPO Secretary File cabinet	EOY	4 years after case resolution	OFCCP.N1.448.01.2.32.c	Temporary
CMD	Complaints Against Government Contractors - Referred to EEOC	Copies of complaints referred to EEOC and other agencies for proper disposition under Title VII of the Civil Rights Act of 1964	Paper	DPO Secretary File cabinet	EOM	1 year	OFCCP.N1.448.01.2.32.b	Transitory
CMD	Complaints Against Government Contractors – Duplicate documents discrimination referred to RO	Copies of all duplicate documents relating to the acknowledgment and referral for action to Regional Offices or other sources for complaints of discrimination (excluding those which were investigated and/or administrative action taken)	Paper	DPO Secretary File cabinet	EOM	90 days	OFCCP.N1.448.01.2.32.a	Transitory
CMD	Log - Discrimination Complaint Determination BEA	Contract compliance activity log of appeals of determination concerning complaints of discrimination	Paper	BEA Rolling file	EOY	10 years	OFCCP.N1.448.01.2.17.a	Temporary
CMD	Complaints Against Government Contractors – Exec Order Non-record Copies	Electronic record produced using e-mail or word processing	Electronic	DPO share drive Secretary files	EOM	30 days	OFCCP.N1.448.01.2.32.c	Transitory
CME	Complaints Against Government Contractors – Exec Order recommended for Administrative Enforcement	All cases recommended for administrative enforcement under the jurisdiction of Executive Order 11246, Civil Rights Act of 1964	Paper	DPO Secretary File cabinet	EOY	4 years after case resolution	OFCCP.N1.448.01.2.32.d	Temporary

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CME	Complaints Against Government Contractors – Exec Order investigated by OFCCP	Record of complaints determined to be within the jurisdiction of OFCCP and investigated by OFCCP –Executive Order	Paper	DPO Secretary File cabinet	EOY	4 years after case resolution	OFCCP.N1.448.01.2.32.c	Temporary
CME	Complaints Against Government Contractors – Rehabilitation Act Non-record Copies	Electronic record produced using e-mail or word processing	Electronic	DPO share drive Secretary files	EOM	30 days	OFCCP.N1.448.01.2.32.e	Transitory
CMV	Complaints Against Government Contractors – Veterans Non-record Copies	Electronic record produced using e-mail or word processing	Electronic	DPO share drive Secretary files	EOM	30 days	OFCCP.N1.448.01.2.32.e	Transitory
CMV	Complaints Against Government Contractors – Veterans Recommended for Administrative Enforcement	All cases recommended for administrative enforcement under jurisdiction of VEVRA Act 1974 or Civil Rights Act of 1964	Paper	DPO Secretary File cabinet	EOY	4 years after case resolution	OFCCP.N1.448.01.2.32.d	Temporary
CMV	Complaints Against Government Contractors – Veterans investigated by OFCCP	Record of complaints determined to be within the jurisdiction of OFCCP and investigated by OFCCP - veterans	Paper	DPO Secretary File cabinet	EOY	4 years after case resolution	OFCCP.N1.448.01.2.32.c	Temporary
COD	Decrees RO –draft	Decrees entered into by DOL/Justice/OFCCP/EEOC and Federal Contractors -draft	Electronic	RO	EOM	30 days	OFCCP.N1.448.01.2.20.b	Transitory
COD	Decrees FAAP – draft	Decrees entered into by DOL/Justice/OFCCP/EEOC and Federal Contractors related to FAAP cases	Electronic	DPO/FAAP	EOM	30 days	OFCCP.N1.448.01.2.20.b	Transitory

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COD	Decreases RO	Decreases entered into by DOL/Justice/OFCCP/EEOC and Federal Contractors	Paper	RO	EOY	6 years	OFCCP.N1.448.01.2.20.a	Temporary
COD	Decreases FAAP	Decreases entered into by DOL/Justice/OFCCP/EEOC and Federal Contractors relating to FAAP cases	Paper	DPO/FAAP	EOY	6 years	OFCCP.N1.448.01.2.20.a	Temporary
CON	Conciliation Agreement BFLOTA – draft	A binding written agreement between a contractor and OFCCP that details specific contractor commitment to resolve the alleged violations set forth in the agreement. May also include all follow-up files	Electronic	DPO/BFLOTA	EOM	30 days	OFCCP.N1.448.01.2.22.b	Transitory
CON	FAAP Conciliation Agreement - draft	A binding written agreement between a contractor and OFCCP that details specific contractor commitment to resolve the alleged violations set forth in the agreement. May also include all follow-up files	Electronic	DPO/FAAP	EOM	30 days	OFCCP.N1.448.01.2.22.b	Transitory
CON	Conciliation Agreement BFLOTA	A binding written agreement between a contractor and OFCCP that details specific contractor commitment to resolve the alleged violations set forth in the agreement. May also include all follow-up files	Paper	BFLOTA file cabinet	EOY	3 years	OFCCP.N1.448.01.2.22.a	Temporary
CON	FAAP Conciliation Agreement	A binding written agreement between a contractor and OFCCP that details specific contractor commitment to resolve the alleged violations set forth in the agreement. May also include all follow-up files	Paper	FAAP Director office	EOY	3 years	OFCCP.N1.448.01.2.22.a	Temporary

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CON	Log - Letters of Commitment NO	no longer available – removed from regulations more than 10 years ago	Paper	No records – removed from regulations over 10 years	EOY	1 years	OFCCP.N1.448.01.2.17.d	Temporary
CON	Log - Conciliation Agreement BFLOTA	Contract compliance activitiy log of Conciliation Agreements BFLOTA	Paper	BFLOTA	EOY	10 years	OFCCP.N1.448.01.2.17.b	Temporary
CON	Log - Conciliation Agreement BEA	Contract compliance activitiy log of Conciliation Agreements BEA	Paper	BEA	EOY	10 years	OFCCP.N1.448.01.2.17.b	Temporary
CRF	Compliance Evaluations Files FAAP – Draft	Compliance Evaluations – drafts	Electronic	DPO/FAAP drafts	EOM	30 days	OFCCP.N1.448.01.2.19.c	Transitory
CRF	Compliance Evaluations Files FAAP – Discrimination	Compliance Evaluations - Discrimination Found	Paper	FAAP file cabinets	EOY	7 years after case closure	OFCCP.N1.448.01.2.19.b	Temporary
CRF	Test validation TU	Materials used in preparation of report of test validation study including preparation for conciliation or enforcement	paper	TU	EOY	7 years after case closure	OFCCP.N1.448.01.2.19.b	Temporary
CRF	Test validation Drafts TU	Report of test validation study including preparation for conciliation or enforcement	Electronic	DPO/ TU Shared drive	EOM	30 days	OFCCP.N1.448.01.2.19.b	Transitory
CRF	Statistical analysis Drafts SAU	Report of statistical analysis including preparation for conciliation or enforcement	Electronic	SAU share drive Z:	EOM	30 days	OFCCP.N1.448.01.2.19.b	Transitory
CRF	Compliance Evaluations Files FAAP – No Discrimination	Compliance Evaluations - No Discrimination Found	Paper	FAAP file cabinets	EOY	7 years after case closure	OFCCP.N1.448.01.2.19.a	Temporary
CRF	Log – Field Certified Mail RO	Compliance activity log of Certified Mail - Field	Paper	RO	EOY	1 year	OFCCP.N1.448.01.2.17.i	Temporary
CRF	Log - Incoming Correspondence RO	Compliance activity log of Incoming Correspondence - Field	Paper	RO	EOY	1 year	OFCCP.N1.448.01.2.17.h	Temporary
DSI	Determination of Substantial Issues BEA-Draft	Appeals and Decisions - Drafts	Electronic	DPO/BEA Shared Drive	EOM	30 days	OFCCP.N1.448.01.2.16.b	Transitory

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DSI	Determination of Substantial Issues BEA	Appeals and Decisions	Paper	BEA Rolling file	EOY	3 yearsFRC 20 years NARA	OFCCP.N1.448.01.2.16.a	Permanent
ECR	Hometown Plan - Non-record Copies	Electronic record produced using e-mail or word processing	Electronic	DPO No records	EOM	30 days	OFCCP.N1.448.01.2.33.b	Transitory
ECR	Record Copy of Hometown and Imposed Plans and Related Materials	These records are relative to ongoing matters in the construction program and used in evaluation and monitoring of the construction program	paper	DPO No records	EOY	7 years	OFCCP.N1.448.01.2.33.a	Temporary
ENF	Deputy Assistant Secretary Review Records	Deputy Assistant Secretary Review Records - Non-record Copies	Electronic	DPO No record	EOM	30 days	OFCCP.N1.448.01.2.28.b	Transitory
ENF	Deputy Assistant Secretary Review Records	The Deputy Assistant Secretary for OFCCP may initiate reviews based on a variety of reasons other than the standard way, OTIS. Therefore, memos and letters are produced	Paper	DPO No records	EOY	7 years	OFCCP.N1.448.01.2.28.a	Temporary
ENF	Tracking System for High Profile Cases- System documentation	Profile Case Tracking System - System Documentation –	Electronic	DPO No records	EOM	30 days	OFCCP.N1.448.01.2.27.d	Transitory
ENF	Tracking System for High Profile Cases – output record	High Profile Case Tracking System - Output Records High Profile Tracking system developed by the NO no longer exists. A pipeline report is produced by the RO and used for discussion purposes only.	Electronic	DPO No records	EOY	2 years	OFCCP.N1.448.01.2.27.c	Temporary
ENF	Tracking System for High Profile Cases DPO – Submitted Pipeline reports	Reports of the status of pipeline cases by the regions	Electronic	DPO	EOM	30 days	OFCCP.N1.448.01.2.27.b	Transitory

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ENF	Debarments and Reinstatements Files BEA - drafts	Copies of Debarments and Reinstatements related to contractors or compliance evaluations	Electronic	DPO/BEA	EOM	30 days	OFCCP.N1.448.01.2.23.b	Transitory
ENF	Debarments and Reinstatements Files BEA	Copies of Debarments and Reinstatements related to contractors or compliance evaluations	Paper	BEA Rolling file	EOY	7 years or debarment end or reinstatement	OFCCP.N1.448.01.2.23.a	Temporary
ENF	Compliance Evaluations Files BEA – Enforcement Referrals	Compliance Evaluations - Discrimination Found - Cases referred for enforcement as a result of denial of access or discrimination findings not remedied through negotiations	Paper	BEA	EOY	7 years after case closure	OFCCP.N1.448.01.2.19.b	Temporary
ENF	Compliance Evaluations Files BEA – Enforcement Referral Drafts	Compliance Evaluations - Discrimination Found - Cases referred for enforcement as a result of denial of access or discrimination findings not remedied through negotiations	Electronic - drafts	BEA	EOM	30 days	OFCCP.N1.448.01.2.19.b	Transitory
ENF	Log – BEA Compliance Activity	Activity Logs - Non-record Copies	Electronic	DPO/BEA Share Drive	EOM	30 days	OFCCP.N1.448.01.2.17.k	Transitory
ENF	Log – BFLOTA Compliance Activity	Activity Logs - Non-record Copies	Electronic	DPO/BFLOTA Share Drive	EOM	30 days	OFCCP.N1.448.01.2.17.k	Transitory
ENF	Log - Testing Unit Validity Study Tracking TU	Activity Logs Copies – testing validity study tracking	Electronic	DPO/TU Shared Drive	EOM	30 days	OFCCP.N1.448.01.2.17.k	Transitory
ENF	Log - Statistical Analysis Unit Tracking SAU	Activity Logs Copies – statistical analysis tracking	Electronic	DPO/SAU Share Drive	EOM	30 days	OFCCP.N1.448.01.2.17.k	Transitory
ENF	Log - Tracking Reports BFLOTA	Compliance activity log of tracking reports - Field	Paper	BFLOTA	EOY	1 year	OFCCP.N1.448.01.2.17.j	Temporary

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ENF	Log - Depositions, Interrogatories and Affidavits BEA	Compliance Activity log copies of depositions, interrogatories and affidavits-NO/RO	Paper	BEA Rolling file	EOY	10 years	OFCCP.N1.448.01.2.17.g	Temporary
ENF	Log - Show Cause Notices RO	Compliance Activity Log Show Cause Notices-NO/Field	Paper	RO	EOY	1 years	OFCCP.N1.448.01.2.17.f	Temporary
ENF	Log - Debarment and Reinstatement BEA	Contract compliance activitiy log of Debarments and Reinstatements	Paper	BEA	EOY	20 years	OFCCP.N1.448.01.2.17.c	Temporary
ENF	Tracking System for High Profile Cases DPO – master file Pipeline Reports	Master File –Pipeline Reports of the status of cases by regions	Paper	DPO Director office binder	EOY	2 years	OFCCP.N1.448.01.2.27.a	Temporary
EXW	Expert Witness Files DPO - drafts	Records concerning the procurement of individuals used as an expert witness	Electronic	DMAP holder DPO record	EOM	30 days	OFCCP.N1.448.01.2.24.b	Transitory
EXW	Expert Witness Files DPO	Records concerning the procurement of individuals used as an expert witness	Paper	DMAP holder DPO record	EOY	2 years	OFCCP.N1.448.01.2.24.a	Temporary
FAP	FAAP Agreements – drafts	Binding agreements with Federal contractors permitting the preparation of affirmative action plans based on function rather than physical location.	Electronic	DPO/FAAP Share drive	EOM	30 days	OFCCP.N1.448.01.2.21.b	Transitory
FAP	FAAP Agreements	Binding agreements with Federal contractors permitting the preparation of affirmative action plans based on function rather than physical location.	Paper	FAAP Main file unit	EOY	3 years	OFCCP.N1.448.01.2.21.a	Temporary
IPR	Internal Planning DPO – FY Operating Plan	FY operating plan documents the goals and work plan for the agency for a fiscal year – drafts	electronic	DPO Director office	EOM	30 days	OFCCP.N1.448.01.2.06b	Transitory

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IPR	Internal Planning DPO – Quarterly Operating Plan reports	Quarterly Reports on the progress of the agency in meeting the goals established in the operating plan	electronic	DPO Director office	EOM	30 days	OFCCP.N1.448.01.2.06b	Transitory
IPR	Internal Planning – Triage report	Report of case findings at desk audit completion used to identify and rank potential discrimination and to identify multi-establishment companies for coordination of evaluations	electronic	BFLOTA share drive	EOM	30 days	OFCCP.N1.448.01.2.06b	Transitory
IPR	Internal Planning DPO – FY Operating Plan	FY operating plan documents the goals and work plan for the agency for a fiscal year	paper	DPO Director office	EOY	7 years	OFCCP.N1.448.01.2.06a	Temporary
IPR	Internal Planning DPO – Quarterly Operating Plan reports	Quarterly Reports on the progress of the agency in meeting the goals established in the operating plan	paper	DPO Director office	EOY	7 years	OFCCP.N1.448.01.2.06a	Temporary
IPR	Internal Planning BFLOTA – Triage report	Report of case findings at desk audit completion used to identify and rank potential discrimination and to identify multi-establishment companies for coordination of evaluations	paper	BFLOTA files	EOY	7 years	OFCCP.N1.448.01.2.06a	Temporary
JRC	Joint Review Committee Files BEA – draft	Documents, including minutes, associated with meetings between the Department's Solicitor's Office and OFCCP concerning open cases	Electronic	DPO/BEA Share drive	EOM	30 days	OFCCP.N1.448.01.2.26.b	Transitory
JRC	Joint Review Committee Files FAAP	Documents, including minutes, associated with meetings between the Department's Solicitor's Office and OFCCP concerning open cases	Electronic	DPO/FAAP Share drive	EOM	30 days	OFCCP.N1.448.01.2.26.b	Transitory

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JRC	Joint Review Committee Files BEA	All documents, including minutes, associated with meetings between the Department's Solicitor's Office and OFCCP concerning open cases	Paper	BEA Rolling file	EOY	2 years	OFCCP.N1.448.01.2.26.a	Temporary
JRC	Joint Review Committee Files BEA	All documents, including minutes, associated with meetings between the Department's Solicitor's Office and OFCCP concerning open cases	Paper	DPO Director office binder	EOY	2 years	OFCCP.N1.448.01.2.26.a	Temporary
JRC	Joint Review Committee Files FAAP	Documents, including minutes, associated with meetings between the Department's Solicitor's Office and OFCCP concerning open cases	Paper	FAAP file cabinet binder	EOY	2 years	OFCCP.N1.448.01.2.26.a	Temporary
LDO	Legal Opinions - Non-record Copies	Electronic record produced using e-mail or word processing	Electronic	SOL No DPO records	EOM	30 days	OFCCP.N1.448.01.2.34.b	Transitory
LDO	Legal Opinions - Record Copies	Legal opinions rendered by SOL and other judiciary legal determinations and opinions concerning EO laws, rules and/or regulations. Also includes correspondence relating to legal and judicial matters not involving specific cases (law firms, SOL, etc.)	Paper	SOL No DPO records	EOY	7 years	OFCCP.N1.448.01.2.34.a	Temporary
NCA	Notice of Contractor Award	Federal agencies who get government contracts are required to notify the appropriate regional office of OFCCP	Electronic	RO	EOY	1 year	OFCCP.N1.448.01.2.14.b	Temporary
NCA	Notice of Contractor Award RO	Federal agencies who get government contracts are required to notify the appropriate regional office of OFCCP	Paper	RO	EOY	3 years	OFCCP.N1.448.01.2.14.a	Temporary

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OIG	Office of Inspector General Reports/Audits - drafts	Electronic record produced using e-mail or word processing	Electronic	DPO No records	EOM	30 days	OFCCP.N1.448.01.2.29.c	Transitory
OIG	Office of Inspector General Reports/Audits - Audits	Records that have been created as a result of the audit such as final reports and any response reports	Paper	DPO No records	EOY	10 years	OFCCP.N1.448.01.2.29.b	Temporary
OIG	Office of Inspector General Reports/Audits of the Agency by other agencies - Meetings	Any records resulting from a review by the Office of Inspector General or any other Federal agency other than t - Records resulting from the facilitation of the meeting	Paper	DPO No records	EOY	2 years	OFCCP.N1.448.01.2.29.a	Temporary
QLA	Quarterly analysis of Quality Control – Audits BQA –Draft	Analysis of regional reports of quality control audits	Electronic	DPO/BQA Shared drive	EOY	1 year	OFCCP.N1.448.01.2.13.b	Temporary
QLA	Quarterly analysis of Quality Control – Audits BQA	Analysis of regional reports of quality control audits	Paper	NA	EOY	2 year	OFCCP.N1.448.01.2.13.a	Temporary
REW	Requests for Exemptions and Waivers-BEA Drafts	Requests by and responses to contractors for coverage exemption from EO 11246, Sec. 503, and VERRA as amended. Records for litigation matters include requests for exemptions for waivers – both approved and denied	Electronic	Share drive – DPO/BEA	EOM	30 days	OFCCP.N1.448.01.2.18.b	Transitory
REW	Requests for Exemptions and Waivers-BEA	Requests by and responses to contractors for coverage exemption from EO 11246, Sec. 503, and VERRA as amended. Records are for litigation matters include requests for exemptions for waivers – both approved and denied	Paper	BEA Rolling file shelves	EOY	20 years	OFCCP.N1.448.01.2.18.a	Temporary

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SCH	CSAL letters DPO - drafts	Corporate Scheduling Announcement Letter – notifying contractor that the facility is on the current selection list and is likely to be scheduled for compliance evaluation	electronic	DPO Share drive	EOM	30 days	GRS23-5b	Transitory
SCH	Selection list DIT -Contractors	Lists from which contractors are selected for compliance evaluation	Electronic	DIT Final list share drive	EOY	2 years	GRS20-2c	Temporary
SCH	CSAL letters BEA	Corporate Scheduling Announcement Letter – notifying contractor that the facility is on the current selection list and is likely to be scheduled for compliance evaluation	paper	BEA Rolling file	EOY	2 years	GRS20-16	Temporary
SCH	Selection list DIT-Methodology	Methodology - Data used to create the lists from which contractors are identified for compliance evaluation is too large to fit on the share drive	Electronic	DPO/SAU/DIT Share drive	EOY	2 years	GRS20-11a1	Temporary
SUR	FAAP Extensions Files	Record of Extensions granted to complete compliance evaluations and complaint investigation of Federal Contractors – FAAP - drafts	Electronic	DPO/FAAP	EOM	30 days	OFCCP.N1.448.01.2.25.b	Transitory
SUR	FAAP Extensions Files	Record of Extensions granted to complete compliance evaluations and complaint investigation of Federal Contractors – FAAP	Paper	FAAP director office	EOY	2 years	OFCCP.N1.448.01.2.25.a	Temporary
TSK	Taskforce Reports DPO - draft	Electronic record produced using e-mail or word processing	Electronic	DPO No records	EOM	30 days	OFCCP.N1.448.01.2.30.b	Transitory
TSK	Program Evaluation BQA - drafts	Electronic record of studies and evaluation of compliance processes and outcomes to identify best practices and opportunities for improvement. – drafts	Electronic	DPO/BQA Share drive	EOM	30 days	OFCCP.N1.448.01.2.30.b	Transitory

**OFCCP Office File Plans  
Division of Program Operations (DPO)**

7/13/2012

<b>Record Category</b>								
<b>File Code</b>	<b>Record Name</b>	<b>Description</b>	<b>Format</b>	<b>Location</b>	<b>Cut Off</b>	<b>Disposition</b>	<b>Agency or GRS File Series Number</b>	<b>Record Status</b>
TSK	Taskforce Reports DPO	Reports or any other administrative records generated by the Taskforces	Paper	DPO No records	EOY	2 years	OFCCP.N1.448.01.2.30.a	Temporary
TSK	Program Evaluation BQA – internal agency	Record of studies and evaluations of compliance processes and outcomes to identify best practices and opportunities for improvement	Paper	BQA files	EOY	2 years	OFCCP.N1.448.01.2.30.a	Temporary