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OFFICE FILE PLAN

Division/Regional Office: OFCCP PACIFIC REGION

Front Office/Branch/District/Area: HAWAII AREA OFFICE

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SERIES TITLE & RECORD DESCRIPTION	RECORD SCHEDULE	DISPOSITION AUTHORITY & INSTRUCTION	RECORDS LOCATION	RECORDS CUSTODIAN
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GENERAL OPERATIONS SUPPORT

Office Administration (General)	GRS 5.1 (item 010)	DAA-GRS-2016-0016-0001 Temporary: Destroy when business use ceases. (Common Office Records)	PAPER: File Cabinet A, File Folder ADM 1.1	Kenneth Pope
USPS (Outgoing/Incoming Mail Logs)	GRS 5.5 (Item 020)	DAA-GRS-2016-0012-0002 Temporary: Destroy when 1 year old or when superseded or obsolete, whichever is applicable, but longer retention is authorized if required for business use.	PAPER: Binder on Admin Desk.	Kenneth Pope
United Parcel Service (UPS) Outgoing Receipt	GRS 5.5 (Item 020)	DAA-GRS-2016-0012-0002 Temporary: Destroy when 1 year old or when superseded or obsolete, whichever is applicable, but longer retention is authorized if required for business use.	PAPER: File Cabinet A, File Folder ADM 1.3	Kenneth Pope

Reviewed by: (Supervisor) Lynda Sakseangvirat

Approved by: (Agency Records Officer)

Title: District Director, San Jose/Hawaii/Guam

Date: 02/27/2019

Date:

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SECURITY RECORDS

Request for Visitor (Temp) Parking Space	GRS 5.6 (Item 111)	DAA-GRS-2017-0006-0015 Temporary: Destroy when 2 years old, but longer retention is authorized if required for business use.	PAPER: File Cabinet A, File Folder ADM 15.1	Kenneth Pope
Key and Card Accountability Records	GRS 5.6 (Item 021)	DAA-GRS-2017-0006-0003 Temporary: Destroy 6 months after return of key, but longer retention is authorized if required for business use.	PAPER: File Cabinet A, File Folder ADM 15.3	Kenneth Pope
Security Administrative Records	GRS 5.6 (Item 010)	DAA-GRS-2017-0006-0001 Temporary: Destroy when 3 years old, but longer retention is authorized if required for business use.	PAPER: File Cabinet A, File Folder ADM 15.4	Kenneth Pope

HUMAN RESOURCES

Administrative Grievances, Disciplinary and Adverse Actions Files	GRS 2.3 (Item 061)	DAA-GRS-2015-0007-0018 Temporary: Destroy no sooner than 4 years but no less than 7 years after case is closed.	PAPER: Maintained by Union Steward – Halemia Jones	Union Steward
Supervisor’s Personnel Files	GRS 2.2 (Item 080)	DAA-GRS-2017-0007-0012 Temporary: Review annually and destroy superseded documents. Destroy remaining documents 1 year after employee separation or transfer.	PAPER: Maintained by HAO Director	HAO Director
Labor Relations Records (Union Agreement/ Gen Correspondence)	GRS 2.3 (Item 051)	DAA-GRS-2015-0007-0015 Temporary: Destroy when no longer needed for business use.	PAPER: File Cabinet A, File Folder ADM 8.4	Kenneth Pope
Performance Standards	GRS 2.1 (Item 021)	DAA-GRS-2017-0007-0005 Temporary: Destroy when superseded or obsolete, or upon separation or transfer of employee, whichever is earlier.	PAPER: File Cabinet B in storage room, File Folder ADM 8.9	HAO Director

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Position Descriptions	GRS 2.1 (Item 021)	DAA-GRS-2017-0007-0005 Temporary: Destroy when superseded or obsolete, or upon separation or transfer of employee, whichever is earlier.	PAPER: File Cabinet A, File Folder ADM 8.10	Kenneth Pope
Time and Attendance	GRS 2.4 (Item 030)	DAA-GRS-2016-0015-0003 Temporary: Destroy after GAO audit or when 3 years old, whichever is sooner.	Electronic	Timekeeper & WebTA
HEALTH, SAFETY & SECURITY				
Defibrillator Location (Non-Occupational Health and Wellness Program Records)	GRS 2.7 (Item 080)	DAA-GRS-2017-0010-0013 Temporary: Destroy 3 years after the project/activity/or transaction is completed or superseded, but longer retention is authorized if needed for business use.	Defibrillator. Maintained on Book Shelf near CO Reigada's cubicle	Kenneth Pope
PROPERTY MANAGEMENT				
Equipment Inventories (Equipment & Computer Inventories)	GRS 5.4 (Item 010)	DAA-GRS-2016-0011-0001 Temporary: Destroy when 3 years old or 3 years after superseded, as appropriate, but longer retention is authorized if required for business use.	Electronic	HAO Director
Office Telephones (Service Request, Equipment, Brochures, etc.)	GRS 5.4 (Item 010)	DAA-GRS-2016-0011-0001 Temporary: Destroy when 3 years old or 3 years after superseded, as appropriate, but longer retention is authorized if required for business use.	PAPER: File Cabinet A, File Folder ADM 3.6	Kenneth Pope
Excess Property and Equipment	GRS 5.4 (Item 040)	DAA-GRS-2016-0011-0004 Temporary: Destroy when 3 years old, but longer retention is authorized if required for business use.	PAPER: File Cabinet A, File Folder ADM 9.4	Kenneth Pope
XEROX ColorQube 9201	GRS 5.4 (Item 010)	DAA-GRS-2016-0011-0001 Temporary: Destroy when 3 years old or 3 years after superseded, as appropriate, but longer	PAPER: File Cabinet A, File Folder ADM 9.5	Kenneth Pope

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		retention is authorized if required for business use.	(Instructions/ Brochures)	
SAVIN Copier	GRS 5.4 (Item 010)	DAA-GRS-2016-0011-0001 Temporary: Destroy when 3 years old or 3 years after superseded, as appropriate, but longer retention is authorized if required for business use.	PAPER: File Cabinet A, File Folder ADM 9.6 (Instructions/ Brochures)	Kenneth Pope
LCD Projector (Epson Powerlite 1770W) & Conference Phone (Polycom SoundStation 2)	GRS 5.4 (Item 010)	DAA-GRS-2016-0011-0001 Temporary: Destroy when 3 years old or 3 years after superseded, as appropriate, but longer retention is authorized if required for business use.	LCD Projector/Polycom Sound Station PAPER: File Cabinet A, File Folder ADM 9.7 (Instructions/ Brochure)	HAO Director's Office Kenneth Pope
Digital Camera (Sony Cyber-Shot)	GRS 5.4 (Item 010)	DAA-GRS-2016-0011-0001 Temporary: Destroy when 3 years old or 3 years after superseded, as appropriate, but longer retention is authorized if required for business use.	Camera PAPER: File Cabinet A, File Folder ADM 9.9 (Instructions/ Brochure)	HAO Director's Office Kenneth Pope
RECORDS MANAGEMENT:				
Forms (SF 135, OF 11, NA 13001)	GRS 4.1 (Item 020)	DAA-GRS-2013-0002-0007 Temporary: Destroy no sooner than 6 years after the project, activity or transaction is completed or suspended, but longer retention is authorized if needed for business use.	PAPER: File Cabinet A, File Folder ADM 11.1	Kenneth Pope
Federal Records Center/OFCCP Records Management Policies & Procedures	GRS 4.1 (Item 020)	DAA-GRS-2013-0002-0007 Temporary: Destroy no sooner than 6 years after the project, activity or transaction is completed or suspended, but longer retention is authorized if needed for business use.	PAPER: File Cabinet A, File Folder ADM 11.2	Kenneth Pope

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General Records Schedule (GRS)	GRS 4.1 (Item 020)	DAA-GRS-2013-0002-0007 Temporary: Destroy no sooner than 6 years after the project, activity or transaction is completed or suspended, but longer retention is authorized if needed for business use.	NARA Website	General Records Schedule (GRS)
HAO File Plan	GRS 4.1 (Item 020)	Destroy when no longer needed or superseded.	OFCCP/Labornet	http://usdol.sharepoint.com/sites/OFFCCP/Records%20Management/Forms/Allitems.aspx .
OFCCP Records Schedule N1-448-01-2	GRS 4.1 (Item 020)	DAA-GRS-2013-0002-0007 Temporary: Destroy no sooner than 6 years after the project, activity or transaction is completed or suspended, but longer retention is authorized if needed for business use.	Binder Records Management Handbook	http://Labornet.dol.gov/workplaceresources/policies/records/schedule/n1-448-01-002-OFFCCP.pdf . Kenneth Pope
CONTRACT COMPLIANCE				
Administrative Closures	N1-448-02-1 (Item 19A)	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: File Cabinets C, D, E, & F in storage room	Kenneth Pope

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SERIES TITLE & RECORD DESCRIPTION	RECORD SCHEDULE	DISPOSITION AUTHORITY & INSTRUCTION	RECORDS LOCATION	RECORDS CUSTODIAN
Case Chronology Logs (Folder #2)	N1-448-02-1 (Item 19A)	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 closure.	PAPER: Filed in Case File File Cabinets C, D, E, & F in storage room	Kenneth Pope
Complaints Investigated by OFCCP	N1-448-02-1 (Item 32c)	Temporary: 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 C & G in storage room	Kenneth Pope
Complaint Processing (Copies of all duplicates)	N1-448-02-1 (Item 32a)	Temporary: Maintain in the office and destroy when three months old.	PAPER: File Cabinet A, File Folder CHV.3	Kenneth Pope
Complaint Processing (Referred to other Agencies, i.e. EEOC)	N1-448-02-1 (Item 32b)	Temporary: Maintain in the office and destroy one calendar year after referral.	PAPER: File Cabinet A, File Folder CHV.4	Kenneth Pope
Conciliation Agreements	N1-448-02-1 (Item 22a)	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: Maintained in Case File File Cabinets C, D, E, & F in storage room	Kenneth Pope
Construction Evaluations	N1-448-02-1 (Item 19a)	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: File Cabinets C, D, E, & F in storage room	Kenneth Pope

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Functional Affirmative Action Plans	N1-448-02-1 (Item 31a)	Temporary: Break file at the end of the calendar year. Maintain in office and transfer to FRC when five calendar years old. Destroy when ten calendar years old.	PAPER: File Cabinets C, D, E, & F in storage room	Kenneth Pope
Notification of Contract Awards	N1-448-02-1 (Item 14a)	Temporary: Break file at end of calendar year. Maintain in office and destroy when three calendar year old.	PAPER: Binder on Admin Desk Remove from file plan in 2021	Kenneth Pope
Supply & Service Evaluations	N1-448-02-1 (Item 19a)	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: File Cabinets C, D, E, & F in storage room	Kenneth Pope
PROGRAM PLANNING AND REPORTING				
Case Management (Database)	N1-448-02-1 (Item 9a)	Permanent: Cutoff period - 5 Calendar years. Transfer to the NARA every 5 calendar years in a format acceptable to NARA at time of transfer.	Electronic Record	National Office
Corporate Management Compliance Evaluations (CMCE)	N1-448-02-1 (Item 19a)	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: File Cabinets C, D, E, & F in storage room	Kenneth Pope
Operational Plans	N1-448-02-1 (Item 6a)	Temporary: Maintain in office. Destroy when 7 calendar years old.	Electronic Record	National Office

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Progress Reports	N1-448-02-1 (Item 22a)	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: Filed in Case Files File Cabinets C, D, E, & F in storage room	Kenneth Pope
Compliance Assistance (Workshops/Seminars conducted by the HAO)	N1-448-02-1 (Item 11b)	Temporary: Maintain in office. Destroy when no longer needed for reference, update, or revision.	PAPER: File Cabinet A, File Folder ADM 1.4	Kenneth Pope
Historical Files (Folder 6 in Case Files)	Unscheduled	Permanent: Retain permanently per FCCM.	PAPER: File Cabinets 1 & 2 in storage room	Kenneth Pope
Quality Audits	N1-448-02-1 (Item 13a)	Temporary: Maintain in office. Destroy two years after end of calendar year or when no longer needed in current operation, whichever is earlier.	PAPER: File Cabinet A, File Folder PLA.9	Kenneth Pope