

OFCCP FILE PLAN

Division/Regional Office: Pacific Regional Office

Front Office/Branch/District/Area: San Jose District Office

Page 1 of 1

SERIES TITLE & RECORD DESCRIPTION	RECORD SCHEDULE	DISPOSITION AUTHORITY & INSTRUCTIONS	RECORDS LOCATION	RECORDS CUSTODIAN
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COMPLIANCE EVALUATION FILES: no discrimination found or informal conciliation/settlement reached; discrimination found and no settlement reached	N1-448-01-2; Item 19a & 19b	TEMPORARY. Retain in office three calendar years after administrative/legal action (including judicial) is completed or case is otherwise closed; then transfer to FRC. Break file at end of calendar year. Destroy seven years after case closure.	PAPER: Filing Cabinet #4, Drawers 1-2; Closure 2017 PAPER: Filing Cabinet #4, Drawers 3-4; Closure 2018 PAPER: Filing Cabinet #5, Drawers 1-4; Closure 2016 PAPER: Located in vacant cubicle; 4 boxes borrowed temporarily/going back to the Federal Records Center 2017 Supply & Service Case Files PAPER: Located in 1 vacant cubicle; 27 boxes of applications and support data for one (1) Supply & Service case.	Christopher Roberts
COMPLAINTS AGAINST GOVERNMENT CONTRACTORS: complaints investigated by OFCCP	N1-448-01-2; Item 32c	TEMPORARY. Break file at the end of the calendar year. Retain in active files until case is resolved. Retire to inactive files for a period of four calendar years; in case of appeal of findings in the discrimination case. Maintain in office and destroy four calendar years after case is resolved.	PAPER: Filing Cabinet #4; Drawer 4; Closure 2018	Christopher Roberts
HISTORICAL FILE FOLDER 6: compliance evaluation closing documents	Unscheduled	PERMANENT. Retain permanently per FCCM.	PAPER: Filing Cabinet #6; Drawers 1-5	Christopher Roberts
CONTRACT COMPLIANCE ACTIVITY LOG: log of incoming & outgoing correspondence	N1-448-01-2; Item 17h	TEMPORARY. Destroy after 1 calendar year	BINDERS: Regular Incoming & Outgoing Mail Log binders in the Administrative Assistant's cubicle	Christopher Roberts

Reviewed by: (Supervisor) Lynda Sakseangvirat

Approved by: (Agency Records Officer)

Title: District Director, San Jose/Hawaii/Guam
Date: 02/27/2019

Date: