

OFCCP FILE PLAN

Division/Regional Office: MID-ATLANTIC REGION

Front Office/Branch/District/Area: Arlington District Office

Page 1 of 2

SERIES TITLE & RECORD DESCRIPTION	RECORD SCHEDULE	DISPOSITION AUTHORITY & INSTRUCTIONS	RECORDS LOCATION	RECORDS CUSTODIAN
COMPLIANCE EVALUATION FILES: Supply and Service and Construction cases	N1-448-01-2; Item 19	PART IV – DIVISION OF PROGRAM OPERATIONS: Temporary. Retain in office 3 calendar years after case is closed; then transfer to FRC. Break file at end of calendar year. Destroy 7 calendar years after case closure.	PAPER: All 3 Wooden 3 drawer file cabinets	ADD Moody (Acting) and Nianca Steele
READING FILES: Duplicate hard copies of correspondence used solely as reading or reference file for the convenience and information of personnel	GRS 5.2; Item 020 Intermediary Records	DAA-GRS-2017-0003-0002 Temporary. Destroy upon verification of successful creation of the final document or file, or when no longer needed for business use, whichever is later. (Usually 1 year)	PAPER: Tall Wooden 2 drawer file cabinets- top drawer	ADD Moody (Acting) and Nianca Steele
FINANCIAL: Purchase Card Documentation	GRS 1.1	DAA-GRS-2013-0003-0001 Temporary. Destroy 6 years after final payment or cancellation, but longer retention is authorized if required for business use.	PAPER: Tall Wooden 2 drawer file cabinets- bottom drawer	ADD Moody (Acting) and Nianca Steele
CONTRACT COMPLIANCE: Mail Log	N1-448-01-2; Item 17h	PART IV – DIVISION OF PROGRAM OPERATIONS: Temporary. Destroy 1 calendar year after contractor compliance action has been completed.	PAPER: Tall Wooden 2 drawer file cabinets- bottom drawer	ADD Moody (Acting) and Nianca Steele
CONTRACT COMPLIANCE: Pre-award Clearance Requests	N1-448-01-2; Item 17e	PART IV – DIVISION OF PROGRAM OPERATIONS: Temporary. Destroy 1 calendar year after contractor compliance action has been completed.	PAPER: Binder on top of the 3 wooden file cabinets	ADD Moody (Acting) and Nianca Steele
Reviewed by (Supervisor) and Date:  12/19/18		Approved by (Agency Records Officer) and Date:		Last Revised: 12/19/18

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Page 2 of 2

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NOTICE OF CONTRACTOR AWARD: Construction Notifications	N1-448-01-2; Item 14 NCAP Directive (2018)	PART IV – DIVISION OF PROGRAM OPERATIONS: Temporary. Break file at the end of the calendar year. Maintain in office and destroy when 3 calendar years. 7 years	DIGITAL: ADO SharePoint Drive named Contract Award Notifications	ADD Moody (Acting) and Nianca Steele
GOV Log	GRS 5.4; Item 010: Facility, space, vehicle, equipment, stock, and supply administrative and operational records.	FACILITY, EQUIPMENT, VEHICLE, PROPERTY, AND SUPPLY RECORDS. Temporary. Destroy when 3 years old or 3 years after superseded, as appropriate, but longer retention is authorized if required for business use.	PAPER: Tall Wooden 2 drawer file cabinets- bottom drawer DIGITAL: ADO SharePoint Drive named GOV Logs	ADD Moody (Acting) and Nianca Steele
COMPLAINTS AGAINST GOVERNMENT CONTRACTORS: Record of complaints determined to be within the jurisdiction of OFCCP and investigated by OFCCP.	N1-448-01-2; Item 32	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 in the office and destroy four calendar years after case is resolved.	PAPER: Tall Wooden 4 drawer file cabinet in Office- top 3 drawers	ADD Moody (Acting) and Nianca Steele
CONTRACT COMPLIANCE: Historical Files	FCCM (p.14)	Permanent. The field office retains the historical folder indefinitely	PAPER: Tall Wooden 4 drawer file cabinet in Office- bottom drawer	ADD Moody (Acting) and Nianca Steele