

OFCCP FILE PLAN

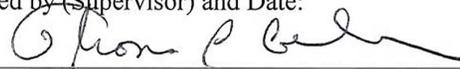
Division/Regional Office: MID-ATLANTIC REGION

Front Office/Branch/District/Area: Baltimore District Office

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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: BDO File room (labeled file drawers)	Tom Wells
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: Wooden 2 drawer file cabinet near kitchen, top drawer, left side	Tom Wells
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: Wooden 2 drawer file cabinet near kitchen, top drawer, right side	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.	Electronic: MA Shared Drive: Z- Drive>Baltimore District Office> Mail Log	Nianca Steele
CONTRACT COMPLIANCE: Pre-award Clearance Requests	N1-448-01-2; Item 17e	PART IV – DIVISION OF PROGRAM OPERATIONS: Temporary. Destroy 1 calendar	Electronic: MA Shared Drive: Z:\Baltimore District Office\Administration\Mail Log	Tom Wells

Reviewed by (Supervisor) and Date:



12/19/18

Approved by (Agency Records Officer) and Date:

Last Revised:

12/19/18

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		year after contractor compliance action has been completed.		
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: Wooden 2 drawer file cabinet near kitchen, top drawer, right side	Tom Wells
CONTRACT COMPLIANCE: Historical Files	FCCM (p.14)	Permanent. The field office retains the historical folder indefinitely	Paper: Tan metal file cabinet in cubicle next to kitchen	Tom Wells