

OFCCP FILE PLAN

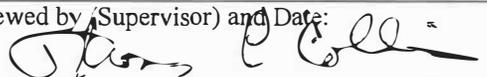
Division/Regional Office: MID-ATLANTIC REGION

Front Office/Branch/District/Area: Philadelphia District Office

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SERIES TITLE & RECORD DESCRIPTION	RECORD SCHEDULE	DISPOSITION AUTHORITY & INSTRUCTIONS	RECORDS LOCATION	RECORDS CUSTODIAN
COMPLIANCE EVALUATION FILES: Supply & Service, Construction Reviews, Complaints, & Admin. Closures	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.	Fiscal Year 2019 (Beige) Cabinet #3	Maureen Pollard
COMPLIANCE EVALUATION FILES: Supply & Service, Construction Reviews, Complaints, & Admin. Closures	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.	Fiscal Year 2018 (Beige) Cabinets 1 & 2	Maureen Pollard
COMPLIANCE EVALUATION FILES: Supply & Service, Construction Reviews, Complaints, & Admin. Closures	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.	Fiscal Year 2017 – Closet #4	Maureen Pollard
COMPLIANCE EVALUATION FILES: Supply & Service, Construction Reviews, Complaints, & Admin. Closures	N1-448-01-2; Item 19	PART IV – DIVISION OF PROGRAM OPERATIONS: Temporary. Retain in office 3 calendar years after case is	Fiscal Year 2016 – Closet #1	Maureen Pollard

Reviewed by (Supervisor) and Date:

 12/19/18

12/19/18

Approved by (Agency Records Officer) and Date:

Last Revised:

12/19/18

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		closed; then transfer to FRC. Break file at end of calendar year. Destroy 7 calendar years after case closure.		
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)	FRONT OFFICE: Filing Cabinets #2, Drawers 1 & 2 (Beige)	Maureen Pollard
FOIA, PRIVACY ACT: FOIA Requests: Fiscal Years 2016 thru 2019	GRS 4.2	DAA-GRS2016-0013- 0003 Temporary. Destroy when 3 years old, but longer retention is authorized if needed for business use.	FRONT OFFICE: Filing Cabinet #1, Drawers 2 (Beige)	Maureen Pollard
FINANCIAL: Purchase card statements: Fiscal Years 2016 thru 2019	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.	FRONT OFFICE: Filing Cabinet #1, Drawer 1 (Beige)	Maureen Pollard
CONTRACT COMPLIANCE: Historical Files	FCCM (p.14)	Permanent. The field office retains the historical folder indefinitely	Closet #4 (Black)	Maureen Pollard
HUMAN RESOURCES: Personnel Folders	GRS 2.2	DAA-GRS-2017-0007- 0012 Temporary. Review annually and destroy superseded documents. Destroy remaining documents 1 year after employee separation or transfer	DD Credenza	Edward J. Rogers