

OFCCP FILE PLAN

Division/Regional Office: MID-ATLANTIC REGION

Front Office/Branch/District/Area: Pittsburgh 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: 2015 closed case files	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: file cabinets 9 & 10 top to bottom cabinets are marked 2015	Tracie Brown
COMPLIANCE EVALUATION FILES: Supply and Service and Construction cases: 2016 closed case files	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: file cabinets 14, 15, 16 top to bottom cabinets are marked 2016	Tracie Brown
COMPLIANCE EVALUATION FILES: Supply and Service and Construction cases: 2017 closed case files	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: file cabinets 12, 13 top to bottom cabinets are marked 2017	Tracie Brown
COMPLIANCE EVALUATION FILES: Supply and Service and Construction cases: 2018 closed case files	N1-448-01-2; Item 19	PART IV – DIVISION OF PROGRAM OPERATIONS: Temporary. Retain in office 3 calendar years after case is	Paper: file cabinets 1, 2, 3 top to bottom cabinets are marked 2018	Tracie Brown

Reviewed by (Supervisor) and Date:  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.		
CONTRACT COMPLIANCE ACTIVITY LOG: Contractor Compliance case file log.	N1-448-01-2; Item 17	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.	Electronic: ameyer>Rolodex>FYXX	Ann Meyer
CONTRACT COMPLIANCE: Historical Files	FCCM (p.14)	Permanent. The field office retains the historical folder indefinitely	Paper: File Room. File cabinets 18, 19, 20	Tracie Brown
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: ADD Office. Credenza. Right- Side. Drawer 1	Tracie Brown
FINANCIAL RECORDS: 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: EOA file cabinet. Drawer 3 Electronic: ameyer>Budget>Budget Reports	Ann Meyer
CONTRACT COMPLIANCE: Mail Log	N1-448-01-2; Item 17h	PART IV – DIVISION OF PROGRAM OPERATIONS: Temporary. Destroy 1 calendar year after contractor	Paper: Reception Desk Log Book	Ann Meyer

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SERIES TITLE & RECORD DESCRIPTION	RECORD SCHEDULE	DISPOSITION AUTHORITY & INSTRUCTIONS	RECORDS LOCATION	RECORDS CUSTODIAN
		compliance action has been completed.		
CONTRACT COMPLIANCE: Open District case files	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: ameyer>Case update>PDO Case Updates MMDDYY	Ann Meyer
CONTRACT COMPLIANCE: Progress Report File	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: ameyer>Progress Reports	Ann Meyer
CONTRACT COMPLIANCE: Case Scheduling Mailing	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: ameyer>AAP Chart	Ann Meyer
CONTRACT COMPLIANCE: Outreach Events	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: EOA File Cabinet>Outreach Binder	Tracie Brown and Ann Meyer
CONTRACT COMPLIANCE: Mega Construction Project	N1-448-01-2; Item 17h	PART IV – DIVISION OF PROGRAM OPERATIONS: Temporary. Destroy 1 calendar year after contractor compliance action has been	Electronic: ameyer>Highway Construction Mega Project	Ann Meyer

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		completed.		
CONTRACT COMPLIANCE: EO-400 Evaluation	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: EOA File Cabinet. Left-Side. Drawer 3	Tracie Brown and Ann Meyer