

## OFCCP FILE PLAN

Division/Regional Office: MID-ATLANTIC REGION

Front Office/Branch/District/Area: Mid-Atlantic Regional Office - Operations

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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.	File Room: File Cabinet – DORO. Drawers 1-3	Evan Szarenski
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.	File Room: File Cabinet – Complaints. Drawers 1-3	Evan Szarenski
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)	DORO Office Credenza File Drawer	Evan Szarenski

Reviewed by (Supervisor) and Date:  12/19/18	Approved by (Agency Records Officer) and Date:	Last Revised: 12/19/18
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QUALITY CONTROL AUDITS/ACCOUNTIBILITY REVIEWS: Quality Audits Documents/correspondence related to reviews of program operations, Quality Review and Analysis Records. Quality Audits. Electronic record produced using e-mail or word processing.	N1-448-01-2; Item 13	PART IV – DIVISION OF PROGRAM OPERATIONS: Temporary. Delete when record keeping copy as been created or when no longer needed for updating,reference, distribution, or electronic dissemination, whichever is later	MA Shared Drive: \\al-of\ofccp philadelphia\Mid-Atlantic Operations\Quality Audits	Evan Szarenski
QUALITY CONTROL AUDITS/ACCOUNTIBILITY REVIEWS: Quality Audits Documents/correspondence related to reviews of program Operations.Bi-weekly Status and Closure Reports	N1-448-01-2; Item 13	PART IV – DIVISION OF PROGRAM OPERATIONS: Temporary. Delete when record keeping copy as been created or when no longer needed for updating,reference, distribution, or electronic dissemination, whichever is later	MA Shared Drive: \\al-of\ofccp philadelphia\Mid-Atlantic Operations\Reports\Bi-Weekly NOs	Evan Szarenski
COMPLIANCE EVALUATION FILES: Conciliation Agreements	N1-448-01-2; Item 22	PART IV – DIVISION OF PROGRAM OPERATIONS: Temporary. Break file at the end of the calendar year. Maintain in office for three calendar years or until the agreement is satisfied whichever is longer, then destroy.	Paper: File Room DORO Cabinet. Drawers 4-5. Paper: DORO Office Binders  Electronic: MA Shared Drive: \\al-of\ofccp philadelphia\Mid-Atlantic Regional Office\Executed CA's	Evan Szarenski
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	Paper: File Room. ROC Cabinet. Drawer 1  Electronic: Outlook Contract Notification Mailbox	ROC and Evan Szarenski