

OFCCP FILE PLAN

Division/Regional Office: MID-ATLANTIC REGION

Front Office/Branch/District/Area: Richmond Area Office

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SERIES TITLE & RECORD DESCRIPTION	RECORD SCHEDULE	DISPOSITION AUTHORITY & INSTRUCTIONS	RECORDS LOCATION	RECORDS CUSTODIAN
COMPLIANCE EVALUATION FILES: Closed Supply & Service	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: Filing Cabinets 6-9 and 11- 19, all drawers. Filing Cabinet 20, Drawer 1.	ADD Dianna Adams
COMPLIANCE EVALUATION FILES: Closed Construction	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: Filing Cabinets 20-21, all drawers. 1.	ADD Dianna Adams
COMPLIANCE EVALUATION FILES: Closed Complaints	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: Filing Cabinet 21 Drawers 2- 5.	ADD Dianna Adams
COMPLIANCE EVALUATION FILES: Open Supply & Service	N1-448-01-2; Item 19	PART IV – DIVISION OF PROGRAM OPERATIONS: Temporary. Retain in office 3 calendar years after case is	Paper: In work space for each Compliance Officer	ADD Dianna Adams

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.		
COMPLIANCE EVALUATION FILES: Open Construction	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: In work space for each Compliance Officer	ADD Dianna Adams
COMPLIANCE EVALUATION FILES: Open Complaints	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: In work space for each Compliance Officer	ADD Dianna Adams
READING FILES: Correspondence Going Out	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: Filing Cabinet #1, Drawers 1 and 2; Filing Cabinets #2-4, Drawer 1	ADD Dianna Adams
READING FILES: Correspondence Non-Case Related	GRS 5.2; Item 020 Intermediary Records	DAA-GRS-2017-0003-0002 Temporary. Destroy upon verification of successful	Paper: On EOA work table, Binder labeled	ADD Dianna Adams

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		creation of the final document or file, or when no longer needed for business use, whichever is later. (Usually 1 year)		
CONTRACT COMPLIANCE: Historical Files	FCCM (p.14)	Permanent. The field office retains the historical folder indefinitely	Paper: Filing Cabinets 2-4, Drawer 2 for all	ADD Dianna Adams
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: Filing Cabinet 5, Drawer 3	ADD Dianna Adams
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: EOA work Station	ADD Dianna Adams
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: EOA work Table Station	ADD Dianna Adams
COMMON OFFICE RECORDS: Reading files: Request for cases for Quality Audit/FOIA requests sent	GRS 5.1	DAA-GRS-2016-0016- 0001 Temporary. Destroy when business use ceases.	Paper: EOA work Table Station	ADD Dianna Adams