

## OFCCP FILE PLAN

Division/Regional Office: Southwest and Rocky Mountain Region

Front Office/Branch/District/Area: New Orleans District Office

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SERIES TITLE & RECORD DESCRIPTION	RECORD SCHEDULE	DISPOSITION AUTHORITY & INSTRUCTIONS	RECORDS LOCATION	RECORDS CUSTODIAN
COMPLIANCE EVALUATION FILES: no discrimination found or informal conciliation/settlement reached; discrimination found and no settlement reached	N1-448-01-2; Item 17f, 19a, 19b, 22a, 26a	TEMPORARY. Retain in office three calendar years after administrative/legal action (including judicial) is completed or case is otherwise closed; then transfer to FRC. Break file at end of calendar year. Destroy seven years after case closure.	File Cabinets 1 & 2, Drawers 1-4	Rachel Woods
COMPLAINT INVESTIGATION FILES: complaints investigated by OFCCP	N1-448-01-2; Item 32c	TEMPORARY. Break file at the end of the calendar year. Retain in active files until case is resolved. Retire to inactive files for a period of four calendar years; in case of appeal of findings in the discrimination case. Maintain in office and destroy four calendar years after case is resolved.	File Cabinet #5, Drawer 2	Rachel Woods
Historical File Folder 6	Unscheduled	PERMANENT. Retain permanently per FCCM.	Filing Cabinet #5, Drawer 1	Rachel Woods
CONTRACT COMPLIANCE ACTIVITY LOG: log of incoming correspondence	N1-448-01-2; Item 17h	TEMPORARY. Destroy after 1 calendar year	Digital: Outlook Folders Zania Computer & Cabinet 4, Drawer 1-4	Rachel Woods
CONTRACT COMPLIANCE ACTIVITY LOG: log of certified mail	N1-448-01-2; Item 17i	TEMPORARY. Destroy after 1 calendar year	Cabinet 4, Drawer 1-4	Rachel Woods
NOTICE OF CONTRACTOR AWARD: notifications of construction contracts or subcontracts	N1-448-01-2; Item 14a	TEMPORARY. Break file at the end of the calendar year. Maintain in office and destroy when 3 calendar years old.	Cabinet 4, Drawers 1-4	Rachel Woods

Reviewed by (Supervisor) and Date: <i>Rachel Woods</i> 1/31/19	Approved by (Agency Records Officer) and Date: _____
Last Revised:	

