

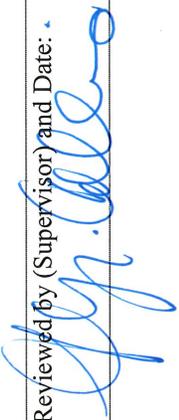
OFCCP FILE PLAN

Division/Regional Office: Southwest and Rocky Mountain Regional Office

Front Office/Branch/District/Area: Regional Office

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SERIES TITLE & RECORD DESCRIPTION	RECORD SCHEDULE	DISPOSITION AUTHORITY & INSTRUCTIONS	RECORDS LOCATION	RECORDS CUSTODIAN
SPEECHES, ADDRESSES, COMMENTS: invitations and remarks made at formal and informal ceremonies and other public events by agency officials from both the national office and regional offices concerning the programs of their agency; speeches and addresses may be presented to executives from other federal agencies, representatives of state and local governments, or private groups	N1-448-01-2; Item 1b	PERMANENT. Break file at end of calendar year. Hold in office. Transfer to NARA when 10 years old.	Regional Director Network (H:) Drive: ofcphome.esa.dir.labor.gov (mespeer)	Melissa Speer, Regional Director
TRAINING, CONFERENCES, MEETINGS: OFCCP conducts various training sessions, conferences and meetings throughout the year: one copy of each manual, syllabus, textbook, and other training aid developed by the agency.	N1-448-01-2; Item 11a	PERMANENT. Cut off file at end of calendar year and hold in office. Transfer to FRC three calendar years after cut off. Transfer to NARA seven calendar years after cut off.	PAPER: Glass bookshelf in Director of Regional Operations hallway	Ronald Sullivan, Director of Regional Operations
QUALITY CONTROL AUDITS/ACCOUNTABILITY REVIEWS: documents/correspondence related to reviews of program operations, quality review and analysis records, quality audits/accountability review and background information	N1-448-01-2; Item 13a	TEMPORARY. Maintain in office. Destroy two years after end of calendar year or when no longer needed in current operation, whichever is earlier.	DIGITAL: Regional Outreach Coordinator computer hard drive	Allen Boyd, Regional Outreach Coordinator

Reviewed by (Supervisor) and Date:  2/11/11

Approved by (Agency Records Officer) and Date: _____ Last Revised: _____

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<p>NOTICE OF CONTRACTOR AWARD: federal agencies who get government contracts are required to notify the appropriate regional office of OFCCP within 10 calendar days of each construction contract or subcontract award of \$10,000 or more which results from a grant, contract, loan insurance or guarantee from federal department or agency</p>	<p>N1-448-01-2; Item 14a</p>	<p>TEMPORARY. Break file at the end of the calendar year. Maintain in office and destroy when 3 calendar years old.</p>	<p>PAPER: Files maintained in Pre-award Clearance Coordinator office</p> <p>DIGITAL: SWARM Share (B:) drive folder: \\al-of-occp\dallas\Director of Outreach and Education\MEGA CONSTRUCTION POST AWARDS</p>	<p>Terria Evans, Pre-award Clearance Coordinator</p>
<p>CONTRACT COMPLIANCE ACTIVITY LOG: pre-award clearance request logs; records of written and telephone requests from agency procurement offices and responses thereto in log form maintained in the regional office</p>	<p>N1-448-01-2; Item 17e</p>	<p>TEMPORARY. Destroy one calendar year after contractor compliance action has been completed.</p>	<p>DIGITAL: SWARM Share (B:) drive folder: \\al-of-occp\dallas\Director of Outreach and Education\MEGA CONSTRUCTION POST AWARDS</p>	<p>Terria Evans, Pre-award Clearance Coordinator</p>
<p>CONTRACT COMPLIANCE ACTIVITY LOG: log of incoming correspondence</p>	<p>N1-448-01-2; Item 17h</p>	<p>TEMPORARY. Destroy after one calendar year.</p>	<p>PAPER: Binder on front entry office desk</p>	<p>Terria Evans, Pre-award Clearance Coordinator</p>
<p>CONTRACT COMPLIANCE ACTIVITY LOG: log of certified mail</p>	<p>N1-448-01-2; Item 17i</p>	<p>TEMPORARY. Destroy after one calendar year.</p>	<p>DIGITAL: SWARM Share(B:) drive folder: \\al-of-occp\dallas\RO - Miscellaneous Logs - LM</p>	<p>Lisa McBride, Scheduling Letter Coordinator</p>
<p>COMPLIANCE EVALUATION FILES: no discrimination found or</p>	<p>N1-448-01-2; Item 19a & 19b</p>	<p>TEMPORARY. Retain in office three calendar years after administrative/legal action</p>	<p>PAPER: War room filing cabinet, file drawer #2</p>	<p>Ronald Sullivan, Director of Regional Operations</p>

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informal conciliation/settlement reached; discrimination found and no settlement reached		(including judicial) is completed or case otherwise is closed; then transfer to FRC. Break file at end of calendar year. Destroy seven calendar years after case closure.		
COMPLAINTS AGAINST GOVERNMENT CONTRACTORS: referrals to EEOC and other agencies	N1-448-01-2; Item 32b	TEMPORARY. Maintain in office and destroy one calendar year after referral	PAPER: War room filing cabinet, file drawers #s 3-5	Ronald Sullivan, Director of Regional Operations
COMPLAINTS AGAINST GOVERNMENT CONTRACTORS: 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.	PAPER: War room filing cabinet, file drawers #s 3-5	Ronald Sullivan, Director of Regional Operations
READING FILE: operations-related correspondence and letters sent by the regional office	UNSCHEDULED	PERMANENT	PAPER: Glass bookshelf in Director of Regional Operations hallway	Ronald Sullivan, Director of Regional Operations
LEGAL DETERMINATIONS AND OPINIONS: legal opinions rendered by SOL and other judiciary legal determinations and opinions concerning EO laws, rules and/or regulations. Also includes correspondence relating to legal and judicial	N1-448-01-2; item 34a	TEMPORARY. Maintain in office. Break file at end of calendar year. Transfer to FRC five calendar years after superseded or cancelled. Destroy when 20 calendar years old.	PAPER: Regional Director Office Desk File Drawer	Melissa Speer, Regional Director

