

**OFCCP FILE PLAN**

Division/Regional Office: Southwest and Rocky Mountain Region

Front Office/Branch/District/Area: San Antonio District Office

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SERIES TITLE & RECORD DESCRIPTION	RECORD SCHEDULE	DISPOSITION AUTHORITY & INSTRUCTIONS	RECORDS LOCATION	RECORDS CUSTODIAN
<p>COMPLIANCE EVALUATION FILES: no discrimination found or informal conciliation/settlement reached; discrimination found and no settlement reached</p>	<p>N1-448-01-2; Item 19a &amp; 19b</p>	<p>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.</p>	<p>PAPER: Filing Cabinets 1-4, Drawers 1-4</p>	<p>Andrea Maddox</p>
<p>COMPLAINT INVESTIGATION FILES: complaints investigated by OFCCP</p>	<p>N1-448-01-2; Item 32c</p>	<p>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.</p>	<p>PAPER: Filing Cabinets 1-4, Drawers 1-4</p>	<p>Andrea Maddox</p>
<p>Historical File Folder 6 EMPLOYEE COMPENSATION AND BENEFITS RECORDS: Time and attendance records. Sign-in/sign-out records, time cards, leave applications and approvals</p>	<p>Unscheduled  GRS 2.4; Item 030</p>	<p>PERMANENT. Retain permanently per FCCM</p>	<p>Filing Cabinet #5, Drawers 1-4  Filing Cabinet #8, Drawers 1-4</p>	<p>Andrea Maddox  Andrea Maddox</p>

Reviewed by (Supervisor) and Date:

*WRSB* 1/31/2019

Approved by (Agency Records Officer) and Date:

Last Revised: