

## OFCCP FILE PLAN

Division/Regional Office: Northeast Region

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

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SERIES TITLE & RECORD DESCRIPTION	RECORD SCHEDULE	DISPOSITION AUTHORITY & INSTRUCTIONS	RECORDS LOCATION	RECORDS CUSTODIAN
Citibank Purchase Card Statements and Receipts	DAA-GRS-2013-0003-0001, Item 010	GENERAL RECORDS SCHEDULE 1.1: FINANCIAL MANAGEMENT AND REPORTING RECORDS: Temporary. Destroy 6 years after final payment or cancellation, but longer retention is authorized if required for business.	Paper: Filing Cabinet # 27, Drawer 1	Lawrence Tainowitz
Human Resources: Safety and Health Reports	DAA-GRS2017-0010-0002, Item 020	GENERAL RECORDS SCHEDULE 2.7: EMPLOYEE HEALTH AND SAFETY RECORDS: Temporary. Destroy when 6 years old, but longer retention is authorized if need for business	Paper: Filing Cabinet # 27, Drawer 1	Lawrence Tainowitz
Human Resources: Position Description	DAA-GRS-2013-0003-0001, Item 020	GENERAL RECORDS SCHEDULE 2.1: EMPLOYEE ACQUISITION RECORDS: Temporary. Destroy 2 years after position is abolished or description is superseded, but longer retention is authorized if required for business use.	Paper: Filing Cabinet # 27, Drawer 1	Lawrence Tainowitz
Records Schedules, Records Transmittal and Receipts, and Reference Requests	DAA-GRS2013-0002-0007, Item 020	GENERAL RECORDS SCHEDULE 4.1: RECORDS MANAGEMENT RECORDS: Temporary. Destroy no sooner than 6 years after the	Paper: Filing Cabinet # 27, Drawer 4	Lawrence Tainowitz

Reviewed by (Supervisor) and Date: <i>Jaxi Poane</i> 12/17/18	Approved by (Agency Records Officer) and Date: <i>Caroline Spalding</i>	Last Revised: 12/17/2018
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		project, activity, or transaction is completed or superseded, but longer retention is authorized if needed for business use.		