

OFCCP FILE PLAN

Division/Regional Office: Southwest and Rocky Mountain Region

Front Office/Branch/District/Area: Denver District Office

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SERIES TITLE & RECORD DESCRIPTION	RECORD SCHEDULE	DISPOSITION AUTHORITY & INSTRUCTIONS	RECORDS LOCATION	RECORDS CUSTODIAN
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<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 & 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 (6), Supply & Service, File Room</p>	<p>Nicole Huggins</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 Cabinet (1), Complaints, File Room</p>	<p>Nicole Huggins</p>
<p>Historical File Folder 6</p>	<p>Unscheduled</p>	<p>PERMANENT. Retain permanently per FCCM.</p>	<p>PAPER: Filing Cabinet (1), Historical Files, File Room</p>	<p>Nicole Huggins</p>
<p>CONTRACT COMPLIANCE ACTIVITY LOG: log of Show Cause Notices to contractors to show why administrative/legal sanctions should not be imposed.</p>	<p>N1-448-01-2; Item 17f</p>	<p>TEMPORARY. Destroy 1 calendar year after contractor compliance action has been completed.</p>	<p>PAPER: In Case Files; Filing Cabinets (6), Supply & Service, File Room</p>	<p>Nicole Huggins</p>
<p>CONTRACT COMPLIANCE ACTIVITY LOG: log of incoming correspondence</p>	<p>N1-448-01-2; Item 17h</p>	<p>TEMPORARY. Destroy after 1 calendar year.</p>	<p>PAPER: Correspondence Log, Administrative Cubicle and Filing Cabinet</p>	<p>Nicole Huggins</p>
<p>CONTRACT COMPLIANCE ACTIVITY LOG: log of certified mail</p>	<p>N1-448-01-2; Item 17i</p>	<p>TEMPORARY. Destroy after 1 calendar year.</p>	<p>PAPER: Correspondence Log, Administrative Cubicle and Filing Cabinet</p>	<p>Nicole Huggins</p>

Reviewed by (Supervisor) and Date:

Nicole A. Huggins 02/04/2019

Approved by (Agency Records Officer) and Date:

Last Revised:

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<p>CONCILIATION AGREEMENT FILES: written agreements between contractors and OFCCP that detail specific contractor commitments to resolve alleged violations set forth in the agreement</p>	N1-448-01-2; Item 22a	<p>TEMPORARY. Break file at the end of the calendar year. Maintain in office for three calendar years or until the agreement is satisfied whichever is longer, then destroy.</p>	<p>PAPER: In Case Files; Filing Cabinets (6), Supply & Service, File Room</p>	Nicole Huggins
<p>EXTENSION FILES: records of extensions granted to complete compliance evaluations and complaint investigations of federal contractors</p>	N1-448-01-2; Item 25a	<p>TEMPORARY. Break file at the end of the calendar year. Maintain in office until the extension has expired not to exceed one calendar year, then destroy.</p>	<p>PAPER: In Case Files; Filing Cabinets (6), Supply & Service, File Room</p>	Nicole Huggins
<p>JOINT REVIEW COMMITTEE FILES: documents, including minutes, associated with meetings between the Department's Solicitor's Office and OFCCP concerning open cases</p>	N1-448-01-2; Item 26a	<p>TEMPORARY. Maintain in office until no longer needed for reference, then destroy.</p>	<p>PAPER: In Case Files; Filing Cabinets (6), Supply & Service, File Room</p>	Nicole Huggins
<p>READING FILE: copy of all correspondence issued by the Denver District office</p>	UNSCHEDULED	<p>PERMANENT. Maintain until authorized to destroy.</p>	<p>PAPER: Filing Cabinets, Construction (2) DIGITAL: On B Share Drive, Denver District Office, Construction</p>	Nicole Huggins
<p>NOTICE OF CONTRACTOR AWARD: notifications of construction contracts or subcontracts</p>	N1-448-01-2; Item 14a	<p>TEMPORARY. Maintain in office until no longer needed for reference, then destroy.</p>	<p>PAPER: Filing Cabinets, Construction (2) DIGITAL: On B Share Drive, Denver District Office, Construction</p>	Nicole Huggins