

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

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JOB NO. **N1-448-90-2**

TO: **GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

DATE RECEIVED **3/7/90**

1. FROM (Agency or establishment)
U.S. DEPARTMENT OF LABOR

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION
EMPLOYMENT STANDARDS ADMINISTRATION

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

3. MINOR SUBDIVISION
OFFICE OF FEDERAL CONTRACT & COMPLIANCE PROGRAMS

4. NAME OF PERSON WITH WHOM TO CONFER
GLORIETTA GASTON

5. TELEPHONE EXT. **523-9368**


DATE
12/27/91

ARCHIVIST OF THE UNITED STATES


6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 27 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE 21 FEB 90	C. SIGNATURE OF AGENCY REPRESENTATIVE  Paul Larson	D. TITLE DEPARTMENTAL RECORDS OFFICER
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
	<p><u>INTRODUCTION</u></p> <p>The Office of Federal Contract Compliance (OFCCP) was established by Secretary's Order No. 26-65 of October 5, 1965, pursuant to Executive Order 11246, as amended by Executive Order 11375. The Office's function was to advise the Secretary of Labor with regard to the enforcement of rules and regulations to assure non-discrimination in employment practices of certain contractors, and to maintain liaison with the Equal Employment Opportunity Commission, and the Department of Justice on matters relating to Title VII of the Civil Rights Act of 1964. In addition, the Office of Federal Contract Compliance Programs (OFCCP) was created to administer the affirmative action and non-discrimination provisions of the Rehabilitation Act of 1973, as amended, and the Vietnam Veterans' Readjustment Assistance Act of 1974.</p>		

Copies sent to agency, NNA, NN-W, NNT, NNS, NIA 12/31/91

OFFICE OF THE DIRECTOR

Part I - Administrative Management Files

1. OFCCP DIRECTIVES (Supersedes NCI-174-76-4 Item 1)

- a. Directive(s) created by National and Regional Offices concerning policies, instructions, and guidance within OFCCP and case files when applicable. 1966 to present.

Volume on hand: 100 cubic feet
Annual Accumul: 1 cubic foot
Arrangement: numerical/subject

1. National Office - **PERMANENT**. Break file at end of calendar year. Retire to FRC when 5 years old. Transfer to NARA in 5 years blocks when 20 years.
 2. Regional Offices - Directives created by the regional offices. **PERMANENT**. Break file at end calendar year. Retire to FRC when 5 years old. Transfer to NARA in 5 years blocks when 20 years old.
- b. Issuances concerning routine administrative matters, providing information or making announcements.

Destroy when superseded or obsolete.

2. SPEECHES, ADDRESSES, COMMENTS

Remarks made at formal ceremonies 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 States and local governments, or private groups.

Volume on hand: 1 cubic foot
Annual Accumul: 1 cubic foot
Arrangement: Subject

- a. National Office - **PERMANENT**. Break file at end of calendar year. Transfer to NARA in 5 year blocks when 10 years old.
- b. Regional Offices - Speeches created by the regional offices. **PERMANENT**. Break file at end of calendar year. Transfer to NARA in 5 year blocks when 10 years old.

3. DOCUMENTS RELATING TO RECORDS MANAGEMENT PROCEDURES,
(a) SCHEDULES AND (b) LISTS OF RECORDS TRANSFERRED,
RETIRED OR DISPOSED OF.

Destroy when related records are destroyed or transferred to the National Archives, or when no longer needed for administrative or reference purposes.

(GRS-16-2a)

4. TRAINING RECORDS

- a. One copy of each manual, syllabus, textbook, and other training aid developed by the agency.

Transfer to FRC when three calendar years old.
Destroy when ten years old.

- b. Training aids from other agencies or private institutions.

Destroy when obsolete or superseded. (GRS 1-29a (2)b)

5. OFCCP'S FORMS

- a. One record copy of each form created by an agency with related instructions and documentation showing inception, scope, and purpose of the form.

Destroy 5 calendar years after related form is discontinued, superseded, or canceled.

(GRS-16-3.a)

- b. Working papers, background materials, requisitions, specifications, processing data, and control records.

Destroy when related form is discontinued, superseded, or canceled.

(GRS-16-3.b)

PART II

DIVISION OF POLICY, PLANNING AND PROGRAM DEVELOPMENT

Program Planning and Review Files (N.O.)

6. OFCCP INTERNAL PLANNING RECORDS

Regional Office internal plans and reports relating to the

budget/planning process to include those generated for Management by Objective (MBO), program plans and the ADP Budget. (Does not include final input to the ESA planning process.)

Transfer to FRC when 3 calendar years old.
Destroy when seven calendar years old.

7. QUARTERLY REVIEW AND ANALYSIS REPORTS/N/O PROGRAM INITIATIVES. (To include all linkage reports)

Destroy when three calendar years old.

8. ANNUAL REPORTS/NATIONAL OFFICE

Copies of OFCCP feeder reports submitted to ESA and or DOL.

Volume: less than 1 cubic foot
Annual accum: less than 1 cubic foot
Arrangement:

DISPOSITION: PERMANENT. Break file at end of calendar year. Transfer to NARA in ten year blocks when 20 years old.

9. COMPLIANCE REVIEW INFORMATION SYSTEM (CRIS)

The CRIS is designed to track and monitor the processing of Construction and Supply and Service compliance reviews Conducted by the OfCCP under Executive Order 11246, as amended, Section 503 of the Rehabilitation Act of 1973, as amended, and the Vietnam era Veterans' Readjustment Assistance Act of 1974, as amended, (38 USC 2012). Information provided by this system is used for management reporting requirements, official case file data, congressional reporting requirements, etc. [1984 and thereafter]

A. Master Files (Magnetic Media)

1) CRIS Master File. It contains information on all ongoing investigations. [1984 and thereafter]

PRIVACY RESTRICTIONS: YES

DISPOSITION: Temporary. Delate after all necessary data related to completed investigations that exceed three fiscal years have been copied to the CRIS Historical File.

2) CRIS Historical File. It contains all completed investigation information that exceeds three fiscal years. [1984 and thereafter]

Arrangement: Region thereunder by District thereunder
by Control number.

Volume: 3 reels

Annual Accumulation: 1 reel

PRIVACY RESTRICTIONS: YES

DISPOSITION: **PERMANENT**. Cutoff annually. Transfer to NARA when one year old.

B. Output Records (Paper)

1) Case File Documents (Forms)

Computer generated forms provided by this system are used as part of the official case file.

PRIVACY RESTRICTIONS: YES

DISPOSITION: Temporary. Destroy when five years old.

2) Hard Copy Reports

Management reports generated by this system are provided when requested. These reports are retained by the respective office (National, District, Area).

PRIVACY RESTRICTIONS: YES

DISPOSITION: Temporary. Destroy when no longer needed.

3) Non-Case File Documentation

All non-case file documentation.

PRIVACY RESTRICTIONS: YES

DISPOSITION: Temporary. Destroy when no longer needed.

C. System Documentation. (Paper)

The documentation provided will be the Codebooks, Record Layouts, Users' Manual, System Maintenance Manual, Data Entry Operations Manual, and a Programmer's Operation Manual. [1984 and thereafter]

Arrangement: No special arrangement.
Volume: 1/2 cubic foot
Annual Accumulation: Unknown.

RESTRICTIONS: NONE

DISPOSITION: **PERMANENT.** Transfer copy of documentation with CRIS Historical File. Transfer updates and changes with subsequent transfer of the Historical File.

10. COMPLAINT ADMINISTRATION SYSTEM (CAS)

The CAS is designed to track and monitor the processing of complaints filed with the OFCCP under Executive Order 11246, as amended, Section 503 of the Rehabilitation Act of 1973, as amended, and the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, (38 USC 2012). Information provided by this system is used for management reporting requirements, officials case file data, congressional reporting requirements, etc. [1986 and thereafter]

A. Master Files (Magnetic Media)

1) CAS Master File. It contains information on all ongoing investigations. [1986 and thereafter]

PRIVACY RESTRICTIONS: YES

DISPOSITION: Temporary. Delete after all necessary data related to completed investigations that exceeds three fiscal years has been copied to the CAS Historical File.

2) CAS Historical File. It contains all completed investigation information that exceeds three fiscal years. [1986 and thereafter]

Arrangement: Regional thereunder by District thereunder by control number.

Volume: 3 reels
Annual Accumulation: 1 reel

PRIVACY RESTRICTIONS: YES

DISPOSITION: **PERMANENT.** Cutoff annually. Transfer to NARA when one year old.

B. Output Records (Paper)

1) Case File Documents (Forms)

Forms provided by this system are used as part of the official case file.

PRIVACY RESTRICTIONS: YES

DISPOSITION: Temporary. Destroy when five years old.

2) Hard Copy Reports

Management reports generated by this system are provided when requested. These reports are retained by the respective office (National, District, Area).

PRIVACY RESTRICTIONS: YES

DISPOSITION: Temporary. Destroy when no longer needed.

3) Non-Case File Documentation

All non-case file documentation

PRIVACY RESTRICTIONS: YES

DISPOSITION: Temporary. Destroy when no longer needed.

C. System Documentation (Paper)

The documentation provided will be the Codebooks, Record Layout, Users' Manual, System Maintenance Manual, Data Entry Operators Manual, and a Programmer's Operation Manual. [1986 and thereafter]

Arrangement: none

Volume: 1/2 cubic feet

Annual Accumulation: Unknown

PRIVACY RESTRICTIONS: NO

DISPOSITION: **PERMANENT.** Transfer copy of documentation with CAS Historical File. Transfer updates and changes with subsequent transfer of the Historical File.

11. TIME REPORTING INFORMATION SYSTEM (TRIS) GRS-20

The TRIS is designed to provide one standardized mechanism to record hours expended on program activities, that is,

Desk Audit/Preparation, Off-Site Review, Community Contact, Conciliation, On Site Review/Investigation, report Writing, Management Review Travel, I-9 Investigation, Miscellaneous and Other Activities. This system was developed and implemented in response to recommendations by the Office of Inspector General (OIG) to improve the OFCCP'S time reporting procedures. There was also a need for management to have accurate data available and to have a system that was consistent with the reporting requirements of other ESA programs. The information provided by this system is very sensitive in nature, therefore, a reasonable level of access (security) should be established.

a. Case File Documents (Forms)

Currently, no forms provided for by this system are included as part of the official case file.

b. Hard Copy Reports

Management reports generated by this system are provided when requested. These reports are retained by the respective office (National, District, or Area). Because of the extremely sensitive nature of the information provided by this system, all reports generated are destroyed immediately when there is no longer a requirement needed for the information.

c. Magnetic Media Information

The information maintained in the database (master file) for this system is backed up nightly to magnetic tape as part of the production processing cycle. Information is updated and maintained for the past five (5) business days during this back up process. The master file is continuously updated. Record retention and the retirement schedule for this form of information is as follows.:

- The active (online) database (masterfile) will contain information for the two (2) most current fiscal yearly periods.

All information that exceeds two (2) fiscal yearly periods will be removed from the database (master file) and placed on a magnetic tape.

This information will only be available for inclusion in future management reporting or data analysis by request from the OFCCP Program and Information Development Section.

- Information will be initially archived for a three (3) year fiscal period to magnetic media (9-track 6250 bpi magnetic tape) and then destroyed. Additionally, this information will also be maintained at the ESA timeshare mainframe vendor site.
- Future archives of database information will occur every two (2) fiscal years and follow the retirement procedures mentioned above.

d. System Documentation

Current system documentation will be provided this system with each scheduled retirement of the database information. The documentation provided will be the Users Manual, System Maintenance Manual, and a Data Entry Operators' Manual.

e. Non-Case File Documents

Because of the sensitive nature of the information provided by this system, all non-case file documents are to be retained for a period not to exceed one year at an appropriate level of security, then destroyed immediately.

12. FEDERAL PROCUREMENT DATA SYSTEM (FPDS)

The FPDS is designed to provide and maintain a comprehensive and up-to-date file of all known current Federal contractors (defense and non defense). Federal contractors with contracts in excess of \$25,000 and specific information related to each contract awarded are provided by this system Under an agreement with the Federal Procurement Data Center, data is provided on a quarterly basis by this organization on contracts, contractors, and contractor establishments to the OFCCP on a quarterly basis.

a. Case File Documents (Forms)

Currently, no forms provided for by this system are included as part of the official case file.

b. Hard Copy Reports

Management reports generated by this system are provided when requested. These reports are retained by the respective office (National, District, or Area).

All reports generated are destroyed immediately when there is no longer a requirement needed for information.

c. Magnetic Media Information

The information is provided to the OFCCP on magnetic tape and processed and maintained on magnetic disk and magnetic tape. Record retention and the retirement schedule for this form of information is as follows:

- The active (online) database (master file) will contain information for the most current fiscal year period.

All information that exceeds five (5) fiscal yearly periods will be removed from the database (masterfile) and placed on a magnetic tape.

This information will only be available for inclusion in future management reporting or data analysis by request from the OFCCP Program and Information Development Section.

- Information will be initially archived for a ten (10) year fiscal period to magnetic media (9-track 6250 bpi magnetic tape) and then destroyed. Additionally this information will also be maintained at the ESA timeshare mainframe vendor site.
- Future archives of this information will occur every five (5) fiscal years and follow the retirement procedures mentioned above.

d. System Documentation

Current system documentation will be provided for this system with each scheduled retirement of the database information. The documentation provided will be the Users' Manual, System Maintenance Manual, and a Programmer Operators' Manual.

e. Non-Case File Documents

All non-case file documents are to be retained for a period not to exceed one year then destroyed immediately. Annual copies of microfiche are to be retained indefinitely at the National, Regional, District, and Area Offices.

13. EQUAL EMPLOYMENT DATA SYSTEM (EDS)

The EEDS is designed to provide information on an annual basis to the OFCCP District and Area Offices on the EEO characteristics of the Supply and Service contractor universe. The EEDS includes a

mechanism to ensure that each Supply and Service contractor in Employer Information Reports (EEO-1) universe has a potential of being randomly selected for review.

The EEDS is comprised of the following components which have been supplied to each District and Area Office:

- A microfiche copy of the five most recent years of EEO-1 data including both contractor and non-contractor establishments for the jurisdiction.
 - A microfiche copy of the most recent Higher Education Information Report (EEO-6) file including both contractor and non-contractor establishments for the jurisdiction.
 - A hard copy (paper) report of a random sample of contractor establishments selected by the OFCCP National Office from the EEO-1 universe of contractors for the jurisdiction.
 - A hard copy (paper) report of the rank listing and concentration indices performed on the EEO-1 universe for the jurisdiction.
 - A microfiche copy of the rank listing and contraction indices for regional Offices.
 - A microfiche copy of the Federal Procurement Data System listing.
- a. Case File Documents (Forms)

Currently, no forms provided for by this system are included as part of the official case file.

b. Hard Copy Reports

Management reports generated by this system are provided when requested. These reports are retained by the respective office (National, District, or Area). All reports generated are destroyed immediately when there is no longer a requirement needed for the information.

c. Magnetic Media Information

The information is provided to the OFCCP on magnetic tape and processed and maintained on magnetic disk and magnetic tape. Record retention and the retirement schedule for this form of information is as follows:

- The active (online) database (master file) will contain information for the most current fiscal year period.

Information will be maintained on magnetic tape for the five (5) most current fiscal years as part of the online production environment.

All information that exceeds five (5) fiscal yearly periods will be removed from the database (master file) and placed on a magnetic tape.

This information will only be available for inclusion in future management reporting or data analysis by request from the OFCCP Program and Information Development Section.

- Information will be initially archived for a ten (10) year fiscal period to magnetic media (9-track 6250 bpi magnetic tape) and then destroyed. Additionally, this information will also be maintained at the ESA timeshare mainframe vendor site.
- Future archives of this information will occur every five (5) fiscal years and follow the retirement procedures mentioned above.

d. System Documentation

Current system documentation will be provided this system with each scheduled retirement of the database information. The documentation provided will be the Users' Manual, System Maintenance Manual, and a Programmer Operators' Manual.

e. Non-Case File Documents

All non-case file documents are to be retained for a period not to exceed one year then destroyed immediately. Annual copies of microfiche are to be retained indefinitely at the National, Regional, District, and Area Offices.

14. PERFORMANCE MONITORING SYSTEM (PMS)

The PMS is designed to measure OFCCP's accomplishment of its Annual Program Plan on a quarterly and annual basis and to provide management additional information to evaluate program effectiveness.

a. Case File Documents (Forms)

Currently, no forms provided for by this system are included

as part of the official case file.

b. Hard Copy Reports

Management reports generated by this system are provided when requested. These reports are retained by the respective office (National, District, or Area). Because of the extremely sensitive nature of the information provided by this system, all reports generated are destroyed immediately when there is no longer a requirement needed for the information.

c. Magnetic Media Information

The information used in this system is provided by the CRIS, CAS, TRIS, and data from the PMS data base (master file). Record retention and the retirement schedule for this form of information is as follows:

- The active (online) database (master file) will contain information for the two (2) most current fiscal yearly periods.

All information that exceeds two (2) fiscal yearly periods will be removed from the database (master file) and placed on a magnetic tape.

This information will only be available for inclusion in future management reporting or data analysis by request from the OFCCP Program and Information Development Section.

- Information will be initially archived for a five (5) year fiscal period to magnetic media (9-track 6250 bpi magnetic tape) and then destroyed. Additionally, this information will also be maintained at the ESA timeshare mainframe vendor site.
- Future archives of data base information will occur every two (2) fiscal years and follow the retirement procedures mentioned above.

d. System Documentation

Current system documentation will be provided this system with each scheduled retirement of the database information. The documentation provided will be the Users' Manual, System Maintenance Manual. Programmers' Operation Manual, and a Data Entry Operators' Manual.

e. Non-Case File Documents

Because of the sensitive nature of the information provided by this system, all non-case file documents are to be retained for a period not to exceed one year at an appropriate level of security, then destroyed immediately.

15. CORRESPONDENCE CONTROL SYSTEM (CCS)

The CCS provides the National Office management with the means to track and monitor correspondence and generate reports on the progress/status of correspondence from the time it is received in the OFCCP until the response has been prepared and released. This system provides the OFCCP National Office with the capability to monitor and track incoming correspondence with regard to processing location, status, due date, and the person or persons assigned responsibility for preparation of the reply. [1982 and thereafter]

A. Master Files (Magnetic Media)

1) CCS Master File. It contains information on all ongoing correspondence in OFCCP. [1982 and thereafter]

PRIVACY RESTRICTIONS: YES

DISPOSITION: Temporary. Delete after all necessary data related to completed correspondence that exceed two fiscal years has been copied to the CCS Historical File.

2) CCS Historical File. It contains all completed correspondence information that exceeds two fiscal years. [1982 and thereafter]

Arrangement: By control number
Volume: 4 reels
Annual Accumulation: 1 reel

DISPOSITION: **PERMANENT.** Cutoff annually. Transfer to NARA when one year old.

B. Output Records (Paper)

1) Hard Copy Reports

Management reports generated by this system are provided when requested. These reports are

retained by the respective office (National, District, Area).

PRIVACY RESTRICTIONS: YES

DISPOSITION: Temporary. Destroy when no longer needed.

2) Non-Case File Documentation. All non-case file documentation.

PRIVACY RESTRICTIONS: YES

DISPOSITION: Temporary. Destroy when no longer needed.

C. System Documentation (Paper)

The documentation provided will be the Codebooks, Record Layout, users' Manual, System Maintenance Manual, Data Entry Operations Manual, and a Programmer's Operation Manual. [1982 and thereafter]

Arrangement: no special arrangement
Volume: 1/2 cubic foot
Annual Accumulation: Unknown

PRIVACY RESTRICTIONS: NONE

DISPOSITION: **PERMANENT.** Transfer copy of documentation with CCS Historical File. Transfer updates and changes with subsequent transfer of the Historical File.

16. EMPLOYMENT ELIGIBILITY I-9 VERIFICATION SYSTEM (ESA-91)

Under the Immigration Reform and Control Act of 1986 (IRCA), the Employment Standards Administration (ESA) and the Department of Labor (DOL) are required to regularly prepare and submit summary reports of the number of on site verification inspections conducted to the Immigration and Naturalization Service (INS) and the General Accounting Office (GAO). These reports are a compilation of the employment eligibility (I-9) forms received by the OFCCP National Office and reflect the number and results of verification inspections conducted each month. [1988 and thereafter]

A. Master Files (Magnetic media)

1) ESA-91 Master File. It contains information for all employment eligibility forms (I-9's) received and

entered by the National Office. [1988 and thereafter]

PRIVACY RESTRICTIONS: YES

DISPOSITION: Temporary. Delete after all necessary data relating to employment eligibility forms (I-9) that exceeds one fiscal year has been copied to the ESA-91 History File.

2) ESA-History File. It contains information for all employment verification that exceeds one fiscal year. [1988 and thereafter]

Arrangement: by control number
Volume: 1 reel
Annual Accumulation: 1 reel

PRIVACY RESTRICTIONS: YES

DISPOSITION: **PERMANENT.** Cutoff annually. Transfer to NARA when one year old.

B. Output Records (Paper)

1) Case File Documentation (Forms)
A copy of the employment eligibility verification form (I-9) is placed in the official case file.

PRIVACY RESTRICTIONS: YES

DISPOSITION: Temporary. Destroy when five years old.

2) Hard Copy Reports
Management reports generated by this system are provided when requested. These reports are retained by the National Office.

PRIVACY RESTRICTIONS: YES

DISPOSITION: Temporary. Destroy when no longer needed.

3) Non-Case File Documentation
All non-case File Documentation

PRIVACY RESTRICTIONS: YES

DISPOSITION: Temporary. Destroy when no longer needed.

C. System Documentation (Paper)

Users' Manual, System Maintenance Manual, Data Entry Operator's Manual, and a programmer's Operation Manual. [1988 and thereafter]

Arrangement: no special arrangement
Volume: 1/2 cubic foot
Annual Accumulation: Unknown

PRIVACY RESTRICTIONS: NONE

DISPOSITION: PERMANENT. Transfer copy of documentation with ESA-91 History File. Transfer updates and changes with subsequent transfer of the Historical File.

17. AUTOMATED MANAGEMENT INFORMATION SYSTEM (AMIS)

This system is currently inactive. This system was originally designed to provide historical and statistical data relative to minority/female hiring, employment job levels, and promotional opportunities. This database contains historical information on completed federal contractor compliance review investigations conducted prior to fiscal year 1985. The Contractor Information Data Scheduling File (CIDS) contains data originally used to determine those contractors that were to be scheduled for review.

a. Case File Documents (Forms)

This system is no longer in use.

b. Hard Copy Reports

This system is no longer in use.

c. Magnetic Media Information

The information maintain in the database (master file) for this system is maintained on magnetic tape. Record retention and the retirement schedule for this form of information is as follows:

- A copy of all original magnetic tapes that contain information for this system will forwarded for retention to the National Archives Records Administration for retirement. There it will be retained for a period not to exceed three (3) calendar years, then it will be destroyed.

Additionally, this information will also be maintained at ESA timeshare vendor site.

d. System Documentation

Currently, there is not any system documentation that will be provided with this system along with the retirement of the database information.

e. Non-Case File Documents

This system is no longer in use.

18. COORDINATION WITH THE EEOC AND THE OTHER FEDERAL CIVIL RIGHTS AGENCIES.

Supersedes
NCI-174-76-4
Item 4

a. Development of Policy Documents, reports, Memoranda of Understanding (MOU), meetings and conferences reflecting coordination concerning EEO policies and procedures under Executive Order 11246 (including clearance of regulations and manuals (N.O.)).

Volume: 1/2 cubic foot
Annual accum: less than 1 cubic foot.
Filing scheme: subject/chronological.

DISPOSITION: PERMANENT. Break file at end of calendar year. Retire to FRC when five calendar years old. Transfer to NARA when 20 calendar years old (amount on hand 1/2 cubic foot)

b. Request for data, routine correspondence and other documents reflecting coordination on matters other than policies and procedures.

DISPOSITION: Temporary. Retire to FRC when three calendar years old. Destroy when ten calendar years old

Program Policy Files (NO)

19. FEDERAL CONTRACT COMPLIANCE MANUAL

Contains policies and procedures to be followed by OFCCP personnel in administering Executive Order 11246, as amended, the Rehabilitation Act of 1973, as amended, and the Vietnam Era Veterans' Readjustment Assistance

Act of 1974.

Volume: 1 complete set
Annual accum: 1/2 cubic foot
Arrangement: subject/chronological

DISPOSITION: PERMANENT. Retire initial manual assurance and subsequent revisions and supplements to NARA in five calendar year blocks when 20 years old.

20. STANDARDS AFFIRMATIVE ACTION FORMAT (SAAF)/NATIONAL AFFIRMATIVE ACTION PLAN FORMAT (NAAPF)

Affirmative action program formats for national contractors developed with major contractors or contractors groups to assure consistent format and appropriate content. These formats establish agency approved agreed upon methods for presenting various segments of the contractor's affirmative action program for review.

Transfer to FRC when five calendar years old.
Destroy when ten calendar years old.

PART III

DIVISION OF PROGRAM OPERATIONS

21. 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.

Destroy 2 years after end of calendar year, or when no longer needed in current operations, whichever is earlier.

22. COMPLAINTS - AGAINST GOVERNMENT CONTRACTORS (Supersedes NC1-174-76 in part)

Records created in receipt and processing of complaints filed pursuant to Executive Order 11246, as amended, Section 503 of the Rehabilitation Act of 1973, and 38 USC 2012 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974. (Does not include reports of complaints recommended for enforcement).

- a. Copies of all duplicate documents relating to the acknowledgement and referral for action to Regional Offices or other sources for complaints of discrimination. (Excluding those which were investigated and/or administrative action taken).

Destroy when three months old.

- b. Copies of complaints referred to EEOC and other agencies for proper disposition under Title VII of the Civil Rights Act of 1964. (Supersedes NC1-174-76 Item 7c)

Destroy one calendar year after referral.

- c. Record of complaints determined to be within the jurisdiction of OFCCP and investigated by OFCCP. (Supersedes NCI-174-76 Item 7b)

Retain in active files until case is resolved. Retire to inactive file for a period of four years in case of appeal of findings in the discrimination case.

Destroy four calendar years after case is resolved.

- d. All cases that are recommended for administrative enforcement under the jurisdiction of Executive Order 11246, as amended, the Rehabilitation Act of 1973, as amended, and the Vietnam Era Veterans' Readjustment Assistance Act of 1974 or the Civil Rights Act of 1964. (Supersedes NCI-174-76 Item 7d)

Retain in active files until case is resolved, retain in inactive file for a period of four calendar years in case of appeal of findings in the discrimination case.

Destroy four calendar years after case is resolved.

23. COMPLIANCE REVIEW FILES

Records concerning Federal Contractors including records of supply and service and construction compliance reviews and related background materials.

- a. Compliance reviews where either no discrimination has been found or where informal conciliation/settlement has been reached.

(Supersedes NCI-448-79-1, Item 1a)

Destroy two calendar years after final resolution.

- b. Compliance reviews where discrimination was found and no settlement reached.
(Supersedes NCI-448-79-1, Item 1a)

Retain in office three years after administrative/legal action (including judicial) is completed or case otherwise is closed then transfer to FRC. Destroy seven calendar years after close of case.

Note for National Office: Contractor files that have been forwarded to NO for whatever purpose must be returned to the appropriate AO when final action has been completed for proper filing and subsequent disposal. Additionally, any contractor files established in the NO. (i.e., assumption of jurisdiction) must be forwarded eventually to the appropriate AO. Likewise a copy of any correspondence prepared in the NO which has relevance to a given contractor file must be routed through channels to the proper office for filing.

24. EEO COMPLIANCE REPORTS

Annual reports (AAP) submitted to OFCCP by Federal contractors to document contractors' efforts to meet the requirements of the Executive Order 11246, as amended. (GRS 1-25-d(2))

Retain last AAP until subsequent AAP is received and found acceptable. After latter is found acceptable, retain former for three calendar years then destroy.

NOTE: These records are updated annually and should only be kept for three calendar years because of the right to appeal clause.

25. HOMETOWN PLAN (Supersedes NC1-174-76-4/8)

Hometown Plans are voluntary affirmative action agreement among contractors and the union in a local area and representatives of minority and women's groups in the local community. The four groups develop a plan for compliance with Executive Order 11246, as amended, and present it to the office of Federal Contract Compliance

Programs (OFCCP) for approval. If the plan is approved, participation in the plan by contractors will satisfy their obligations under Executive Order 11246 as long as they make a good faith effort to comply with the goals and affirmative action requirements of the Plan.

The Hometown Plan is administered by an Administrative Committee on which there is equal representation by the minority community, women's group, unions and contractors. The Hometown Plan brings together these four groups in a cooperative efforts to recruit, train and employ minorities and women for the full range of jobs in the construction industry.

RECORD COPY OF HOMETOWN AND IMPOSED PLANS AND RELATED MATERIALS.

These records are relative to ongoing matters in the construction program and used in evaluation and monitoring of the construction program.

DISPOSITION: Temporary. Retire to FRC three calendar years after termination of the Hometown Plan. Destroy seven calendar years after termination of Hometown or Imposed Plan.

26. NOTICE OF CONTRACTOR AWARD

Federal agencies who bet government contracts are required to notify the appropriate regional office of OFCCP within ten (10) days of each construction contract of subcontract award of \$10,000 or more which results in whole or in part from a grant, contract, loan insurance or guarantee from your Department or agency. The notification should include the name, address and telephone number of the contractor or subcontractor, employer identification number, dollar amount of the contract or subcontract, estimated starting and completion dates of the contract or subcontract, project name and geographical area in which the contract or subcontract is to be performed.

Destroy when three calendar years old.

PART IV

Legal and Judicial (all program components)

27. REQUEST TO DETERMINE CONTRACTOR ELIGIBILITY COVERAGE

Correspondence regarding coverage. The Office of Federal Contract Compliance Programs (OFCCP) administers three equal employment opportunity programs: Executive Order 11246, as amended (race, color, religion, sex, national origin; Section 503 of the Rehabilitation Act of 1973, as amended (handicap); and the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 2012 (Vietnam era and disabled veterans). Determination on whether the employer is covered by any of the above OFCCP programs.

Destroy when five calendar years old.

28. FINAL HEARING DECISIONS

Under 41 CFR 60-1.24 contractors may comply and appeal alleged erroneous demands of the District Office to the Director, OFCCP. These are records of appeals and determinations.

Volume: less than 1 cubic foot
Annual accum: 1 cubic foot.
Arrangement: subject/chronological.

Disposition: **PERMANENT**. Break file at end of calendar year. Retire to FRC when three calendar years old. Transfer to NARA when 20 calendar years old.

29. DETERMINATION OF SUBSTANTIAL ISSUES (N.O.)

Under 41 CFR 60-2.2(b), contractors, found not to be in compliance with the provisions of this section may appeal such findings. These are records of appeals and decisions by the Director. Annual volume: 1 cubic foot. Filing scheme: subject/chronological. (Amount on hand: less than 1 cubic foot).

Disposition: **PERMANENT**. Break file at end of calendar year. Retire to FRC when three calendar years old. Transfer to NARA when 20 calendar years old.

30. LEGAL DETERMINATION AND OPINIONS

Legal opinions rendered by SOL and other judiciary legal determinations and opinions concerning EO laws, rules and/or regulations. Also include correspondence relating to legal and judicial matters not involving specific cases (law firms, SOL, etc.).

Annual volume: 1 cubic foot. Filing scheme: subject/chronological. (Amount on hand 1/3 cubic foot)

Disposition: Temporary. Break file at end of calendar year. Transfer to FRC five calendar years after superseded or canceled. Destroy when 20 calendar years old.

31. CONTRACT COMPLIANCE ACTIVITY LOG

These documents contain chronology listings of events, including dates, contracts and types of activities as shown below. Normally, they are maintained at all levels - National Office, Regional Office, District Office and Area Office.

a. Log of Complaint Appeals

Log of appeals of determination concerning complaints of discrimination.

Transfer to FRC when three calendar years old.
Destroy when ten calendar years old.

b. Log of Conciliation Agreements

Log of all conciliation agreements between OFCCP and contractors.

Transfer to FRC when three calendars years old.
Destroy when ten calendar years old.

c. Log of Debarment and Reinstatements (N.O.)

Log of actions debaring contractors doing business with Federal Government and actions reinstating contractors.

Transfer to FRC when five calendar years old.
Destroy when 20 calendars years old.

d. Log of Letters of Commitment (N.O.)

A log of letters signed by contractors committing

themselves to correcting deficiencies found in their affirmative action programs.

Destroy one calendar year after contractor compliance action has been completed.

e. Preaward Clearance Request Logs (N.O. and R.O.'s)

Records of written and telephone requests from agency procurement offices and responses thereto in log form maintained in the N.O. and the Regional Offices.

Destroy one calendar year after contractor compliance action has been completed.

f. Log of Show Cause Notices (N.O. and Field).

Log of notices to contractors to show cause why administrative/legal sanctions should not be imposed.

Destroy one calendar year after contractor compliance action has been completed.

g. Copies of Depositions, Interrogatories and Affidavits. (N.O. and R.O.'s)

Documents prepared in response to civil action concerning the administration of the OFCCP programs.

Transfer to FRC three calendar years after civil action. Destroy when ten calendar years old.

32. REQUESTS FOR EXEMPTIONS AND WAIVERS (N.O.)

Requests by contractors for exemption from coverage of Executive Order 11246, as amended, and responses to those requestors. These records may be needed for litigation matters.

a. Approved Requests

b. Denied Requests

Volume: less than 1 cubic foot

Annual accum: less than 1 cubic foot
Arrangement: subject/chronological

Disposition: **PERMANENT**. Break file at end of calendar year.
Retire to FRC when two calendar years old. Transfer to NARA
when 20 calendar years.

33. INFORMATION (REQUEST FOR)

General requests for information regarding OFCCP's programs,
its operations, authority, etc. (not subject to FOIA).
(GRS 14-1)

Destroy three months after transmittal or reply.

34. FOIA REQUESTS FOR MATERIAL ON OFCCP'S PROGRAM OR OPERATIONS
THAT INCLUDE REQUEST GRANTED, DENIED AND/OR APPEALED,
REFERRED.

a. Request Granted

Destroy two calendar years after date of reply.
(GRS 14, 11a.(1))

b. Request Denied Not Appealed

Destroy six calendar years after date of reply.
(GRS 14, 11a(3) (a))

c. Request Appealed

Destroy six calendar years after final determination
by agency or three calendar years after final
adjudication by courts, whichever is later.
(GRS, Sch 14, 11a(3) (b)).

d. Request Referred

Destroy three months after acknowledgement and
referral. (GRS 14,2)

35. FOIA REQUEST FOR CONTRACTOR INFORMATION

a. Request Granted

Destroy two calendar years after date of reply
(GRS, Sch 14, 11a (1))

b. Request Denied and/or Appealed

Under 41 CFR 60-40, contractors are notified of decisions to disclose information submitted to OFCCP. Contractors may appeal pursuant to 41 CFR 60-60.4 that the records should be withheld under exemption 4 of the Freedom of Information Act ("trade secrets and commercial or financial information obtained from a person and privileged or confidential"). Copies of appeals and decisions by the Director, OFCCP.

Retain in files for six calendar years after final determination by agency or three calendar years after final adjudication by courts, whichever is later. (GRS, Sch 14, 11a (3) (b).

36. PRIVACY ACT REQUESTS AND APPEALS

Correspondence and supporting documents EXCLUDING the official file copy of the records requested if filed herein.

a. Granting access to all the requested records.

Destroy two calendar years after date of reply.
(GRS 14-21a(1))

b. Responding to requests for nonexistent records; to requestors who provide inadequate descriptions; and to those who fail to pay agency reproduction fees.

1) Requests not appealed. (GRS 14-21a(2)(a))

Destroy two calendar years after date of reply.

2) Requests appealed.

Destroy three calendar years after final adjudication by Courts. (GRS 14-21a(2)(b)).

c. Denying access to all or part of the records requested.

1) Requests not appealed (GRS-14-21a.(3) (a))

Destroy five calendar years after date of reply.

2) Requests appealed

Destroy three calendar years after final
adjudication by Courts. (GRS 14-21a(3)(b))

d. Official file copy of requested records.

Dispose of in accordance with approved agency
disposition instructions for the related records,
or with the related Privacy Act request, whichever
is later. (GRS-14-21(b)).