

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

*(See Instructions on reverse)*

LEAVE BLANK

JOB NO.

*NI-448-93-1*

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

DATE RECEIVED

*8-27-93*

1. FROM (Agency or establishment)

U. S. DEPARTMENT OF LABOR

2. MAJOR SUBDIVISION

EMPLOYMENT STANDARDS ADMINISTRATION

3. MINOR SUBDIVISION

OFFICE OF FEDERAL CONTRACT COMPLIANCE PROGRAMS

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE EXT.

*219-9368*

DATE

*7-1-94*

ARCHIVIST OF THE UNITED STATES

*Arndy Huskamp Pettus*

6. CERTIFICATE OF AGENCY REPRESENTATIVE

*7-1-94*

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 3 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

*7/29/93*

C. SIGNATURE OF AGENCY REPRESENTATIVE

*Ed A. Red*

D. TITLE

*Departmental Records Officer*

7. ITEM NO.

8. DESCRIPTION OF ITEM  
*(With Inclusive Dates or Retention Periods)*

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (INARS USE ONLY)

INTRODUCTION

The Office of Federal Contract Compliance Programs (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 OFCCP was created to administer the affirmative action and non-discrimination provisions of the Rehabilitation Act of 1973, as amended, and the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended.

*Copies sent to Agency, NCF, NNW, NNT*

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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 GRS OR SUPERSEDED JOB CITATION	10.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)
1.	<p><u>Policy Statements and Interpretations:</u></p> <p>a. File contains correspondence in which regulations are cited and records created as a result of public comments submitted concerning proposed regulations. It <sup>may</sup> also contain OFCCP responses providing established interpretations and clarifications as well as <sup>copies of</sup> hearing transcripts containing statements of policy and policy interpretations.</p> <p>Volume on hand: 1 cubic foot                      Annual Accumul: 2 cubic feet                      Arrangement: regulation and policy citation</p> <p>Disposition: <del>Permanent. Break file annually. Retain in files five years then transfer to FRC. Offer to NARA five years after transfer.</del> <i>Destroy when no longer need for administrative purposes.</i>                      (New)</p> <p>b. Documents which develop and establish new policies (National Office only). Program memoranda which cite new policies or changes in existing policies.</p> <p>Volume on hand: 1 cubic foot                      Annual Accumul: 1 cubic foot                      Arrangement: Subject</p> <p>Disposition: <del>Permanent. Retain five years then transfer to FRC. Offer to NARS five years after transfer.</del> <i>Destroy when no longer needed.</i>                      (New)</p>		
2.	<p>National Office minutes of meetings, agendas, and memoranda.</p> <p>Volume on hand: 1 cubic foot                      Annual Accumul: 1 cubic foot                      Arrangement: numerical</p> <p>Disposition:</p> <p>a. National Office - Retain three years then destroy.</p> <p>b. District/Area Offices - Retain three years then destroy</p> <p>(New)</p>	GRS 16/86(1-2)	

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3.	<p><u>NEW DISPOSITION</u></p> <p>COMPLIANCE REVIEW FILES</p> <p>Records concerning Federal Contractors including records of supply and service and construction compliance reviews and related background materials.</p> <p>a. Compliance reviews where either no discrimination has been found or where informal conciliation/settlement has been reached.</p> <p>Retain in office three years after administrative/legal action (including judicial) is completed or case otherwise is closed then transfer to FRC.</p> <p>Destroy seven calendar years after case closure. (Changed)</p> <p>Compliance reviews where discrimination was found and no settlement reached.</p> <p>Retain in office three years after administrative/legal action (including judicial) is completed or case otherwise is closed then transfer to FRC.</p> <p>Destroy seven calendar years after close of case. (NO CHANGE)</p> <p><u>Note for National Office:</u> Contractor files that have been forwarded to NO for whatever purpose must be returned to the appropriate DO/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 DO/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.</p>	<p>NCI-448-90-2 Item 23a.</p> <p>NCI-448-90-2 Item 23b.</p>	