# **Office File Plan**

| **File No.** | **Series Title/Description** | **Filing and Disposition Instructions** | **File Location** |
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| 008 | Interview Records  Correspondence, reports, and other records relating to interviews with prospective employees. | File by year, then by last name, then first name.  TEMPORARY.  Destroy at end of calendar year in which employee is transferred or separated.  N1-64-87-1 | Central files area, room 202, Cabinet 2, drawers 1-3 |
| 009 | Human Resource Hiring and Retention Research  Human resource hiring and retention data, draft and final reports on trends, projections, and recommendations. | File by research or report name.  TEMPORARY.  Send to FRC when no longer needed for active reference in the agency. Destroy 3 years after date sent to FRC.  N1-64-87-1 | Central files area, room 202, Cabinet 3, drawers 1-2 |
| 620 | Director’s Subject Files  Program memos, correspondence accumulated by division director. | File by fiscal year, then by subject.  PERMANENT.  Cut off each fiscal year. Transfer to FRC 3 years after cut off. Transfer to NARA 6 years after cutoff.  N1-64-87-1 | Central files area, room 202, Cabinet 4, drawers 1-3 |
| 630 | Information Request Files  Correspondence from public requesting information/status of programs. | File by date.  PERMANENT.  Cut off at end of FY in which request is received. Send to FRC 5 years after cut off. Send to NARA 10 years after cut off.  N1-64-87-1 | Central files area, rm. 202, Cabinet 5, drawers 1-2 |
| 670 | Legal Case Files  Paper case files for legal cases, including case data, evidence, interviews, draft and final briefs. | File by name of case.  TEMPORARY.  Transfer to the FRC at the end of the calendar year in which case is closed. Destroy 20 years after year of case closure.  N1-64-87-1 | Central files area, room 202, Cabinet 5, drawers 3-4 |