## Understanding OFCCP’s Recordkeeping Requirements

**Executive Order 11246**

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<th>Which Contractors</th>
<th>Which Records</th>
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| **Supply and Service Contractors & Construction Contractors**                      | Personnel or employment records (e.g., applicants, hires, interviews, promotions, tests, compensation, terminations, etc.) (41 CFR 60-1.12(a)). | 2 years from the time the record was made or the personnel action was taken (whichever is later).  
**Exception:** Contractors with fewer than 150 employees or less than $150,000 in a contract keep the records for 1 year. |
| With more than $10,000 in federal contracts, subcontracts, federally-assisted construction contracts or subcontracts (41 CFR 60-1.5(a)). |                                                                             |                                                                        |
| **Supply and Service Contractors**                                                | Executive Order Affirmative Action Program (AAP) as described in 41 CFR 60-2.10 and all supporting documentation including, but not limited to, good faith efforts, and the identification of problem areas (41 CFR 60-1.12(b)). | Contractors must maintain their current year AAP and documentation of good faith efforts, and must preserve the AAP and documentation of good faith efforts for the immediately preceding AAP year. 
**Exception:** Contractors not covered by the AAP requirement in the immediately preceding AAP year, would only maintain the current year AAP. |
| With 50 or more employees and a federal contact or subcontract of $50,000 or more (41 CFR 60-1.40(a)). |                                                                             |                                                                        |
| **Construction Contractors**                                                       | Documentation of efforts to implement the 16 affirmative action specifications (41 CFR 60-4.3(a)(7)). | 2 years from the time the record was made or the action was taken (whichever is later). 
**Exception:** 1 year if the contractor has fewer than 150 employees or less than $150,000 in a contract. |
| With any number of employees and contracts, subcontracts, federally-assisted construction contracts and subcontracts of more than $10,000 (41 CFR 60-1.5(a)). |                                                                             |                                                                        |

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Please note that this Quick Reference Guide provides general information. It is not intended to substitute for the actual laws and regulations governing OFCCP and its enforcement program.

[www.dol.gov/ofccp](http://www.dol.gov/ofccp)
Resources

Where can I learn more?

Find more information and tools at www.dol.gov/ofccp:

• Frequently Asked Questions
• Sample Affirmative Action Program
• Workplace Posters

Who can I contact for assistance?

Additional assistance is available:

• Call OFCCP's Toll-Free Help Line 1-800-397-6251 (TTY 1-877-889-5627)
• Online at www.dol.gov/ofccp