



Understanding OFCCP's Recordkeeping Requirements

Section 503 of the Rehabilitation Act

Which Contractors	Which Records	How Long
<p>Supply and Service Contractors & Construction Contractors</p> <p>With a federal contract or subcontract of more than \$15,000 (41 CFR 60-741.4(a)).</p>	<p>Personnel or employment records (e.g., applicants, hires, interviews, promotions, tests, compensation, terminations, etc.) (41 CFR 60-741.80(a)).</p>	<p>2 years from the time the record was made or the personnel action was taken (whichever is later).</p> <p>Exception: Contractors with fewer than 150 employees or less than \$150,000 in a contract keep the records for 1 year.</p>
<p>Supply and Service Contractors & Construction Contractors</p> <p>With 50 or more employees and a federal contract or subcontract of \$50,000 or more (41 CFR 60-741.40(b)).</p>	<p>Section 503 Affirmative Action Program as described in 41 CFR 60-741.40 and all supporting documentation (41 CFR 60-741.80(a) and (b)).</p> <p>Three-year records related to specific elements in the AAP, such as:</p> <ol style="list-style-type: none"> 1) Outreach, and positive recruitment efforts (41 CFR 60-741.44(f)(4)), and 2) Records of data collection analysis, such as: <ul style="list-style-type: none"> • The number of applicants who identified as individuals with disabilities • The total number of job openings • The total number of applicants for all jobs • The number of applicants with disabilities hired • The total number of applicants hired (41 CFR 60-741.44(k)). 	<p>2 years from the time the record was made or the personnel action was taken (whichever is later).</p> <p>Exception: Contractors with fewer than 150 employees or less than \$150,000 in a contract keep the records for 1 year.</p> <p>3 years from the time the records were made.</p>

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**