



Understanding OFCCP's Recordkeeping Requirements

Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA)

Which Contractors	Which Records	How Long
<p>Supply and Service Contractors & Construction Contractors</p> <p>With a federal contract or subcontract of more than \$150,000 or more (41 CFR 60-300.4(a)).</p>	<p>Personnel or employment records (e.g., applicants, hires, interviews, promotions, tests, compensation, terminations, etc.) (41 CFR 60-300.80(a)).</p>	<p>2 years from the time the record was made or the personnel action was taken (whichever is later).</p> <p>Exception: 1 year if the contractor has fewer than 150 employees and would otherwise be covered by VEVRAA.</p>
<p>Supply and Service Contractors & Construction Contractors</p> <p>With 50 or more employees and a federal contract or subcontract of \$150,000 or more (41 CFR 60-300.40(a)).</p>	<p>VEVRAA Affirmative Action Program as described in 40 CFR 60-300.40 and its supporting documentation (41 CFR 60-300.80(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 60-300.44(f)(4)), 2) Records of data collection analysis, such as: <ul style="list-style-type: none"> • The number of applicants who identified as protected veterans • The total number of job openings • The total number of applicants for all jobs • The number of protected veteran applicants hired • The total number of applicants hired (41 CFR 60-300.44(k)), and 3) Hiring benchmark: Documentation of the annual hiring benchmark. If the contractor developed its own benchmark, then documentation of the factors that were considered in establishing the benchmark must also be retained (41 CFR 60-300.45). 	<p>2 years from the time the record was made or the personnel action was taken (whichever is later).</p> <p>Exception: 1 year if the contractor has fewer than 150 employees.</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**