

DEPARTMENT OF ENERGY (DOE) 1.1: Financial Management and Reporting Records

DOE Records Disposition Schedules (RDS)							
New DOE 1.1				Old Authorities			
Schedule No.	Item No.	Retention	ERA Number/ Disposition Authority	Schedule No.	Item No.	Retention	Disposition Authority
DOE 1.1	010	80 years	DAA-0434-2020-0006-0001	ADM 3	3.1a	80 years	N1-434-98-6, Item 3.1a
DOE 1.1	020	6 years	DAA-0434-2020-0006-0002	ADM 3	3.1b	6 years, 3 months	N1-434-98-6, Item 3.1b
<i>Remains under EPI Moratorium until DOE lifts the hold</i>							
DOE 1.1	030	80 years	DAA-0434-2020-0006-0003	ADM 3	3.2a	80 years	N1-434-98-6, Item 3.2a
				ADM 3	3.2b	6 years, 3 months	N1-434-98-6, Item 3.2b
DOE 1.1	040	Permanent	DAA-0434-2020-0006-0004	ADM 5	7	Permanent	NC1-430-77-8, Item 1
				--	--	Permanent	N1-434-91-6, Item 1a(1)
DOE 1.1	050	6 years	DAA-0434-2020-0006-0005	ADM 3	14.2a	6 years, 3 months	N1-434-05-01, Item a
DOE 1.1	060	20 years	DAA-GRS-2013-0003-0001	--	--	10 years	N1-434-96-9, Item 1b(2)
				--	--	10 years	N1-434-96-9, Item 1b(3)
GRS 1.1	010	6 years	DAA-GRS-2013-0003-0001	ADM 3	14.1	6 years, 3 months	N1-434-95-1, Item 1 (in part*)
				--	--	6 years, 3 months	N1-434-91-6, Item 1a(2) (in part*)
				--	--	6 years, 3 months	N1-434-91-6, Item 1b (in part*)
				--	--	6 years, 3 months	N1-434-97-2, Item 1a1
				--	--	6 years 3 months	N1-434-98-1, Item 16a
				--	--	3 years	N1-434-98-1, Item 16b
				--	--	6 years 3 months	N1-434-98-1, item 20a(1) (in part)
				--	--	3 years	N1-434-98-1, item 20a(2) (in part)
GRS 1.1	011	DOE Business Use: 1 year	DAA-GRS-2013-0003-0002	--	--	1 year	N1-434-92-4, Item 20e
<b>Rescinded</b>				ADM 3	14.2b	No longer needed	N1-434-05-01, Item b

\* ADM 3.14.1, N1-434-91-6, (Boston Support Office - Grant Files), item 1a(2) and N1-434-91-6, (Boston Support Office - Grant Files), item 1b are all in part. These only cross walk to GRS 1.1, item 010 if the financial records are segregated from the Grant/Cooperative Agreement Case Files.

\*\* N1-434-98-1 (Uranium Mill Tailings Remedial Action (UMTRA) Project), item 20a(1) and N1-434-98-1 (Uranium Mill Tailings Remedial Action (UMTRA) Project), item 20a(2) are subcontractor procurement records, all but the Davis-Bacon payroll records crosswalk to GRS 1.1, item 010. See DOE 2.4, item 010 for the Davis-Bacon payroll and employee time records.

Epidemiological  
Moratorium

**DEPARTMENT OF ENERGY (DOE) 1.1: Financial Management and Reporting Records**

<b>General Record Schedules (GRS)</b>							
<b>Note:</b> GRS items listed below may have been listed in the DOE Administrative Schedules, as a DOE schedule with a GRS authority.							
<b>New GRS 1.1</b>				<b>Old Authorities</b>			
<b>Schedule No.</b>	<b>Item No.</b>	<b>Retention</b>	<b>ERA Number/ Disposition Authority</b>	<b>Schedule No.</b>	<b>Item No.</b>	<b>Retention</b>	<b>Disposition Authority</b>
GRS 1.1	001	3 years	DAA-GRS-2016-0013-0001	GRS 3	2	2 years	NC1-64-77-5, item 3
				GRS 6	5a	2 years	NC1-64-77-11, item 5a
				GRS 6	5b	3 years	NC1-64-77-11, item 5b
				GRS 7	1	2 years	GRS 7, 1952, item 1
				GRS 8	1	2 years	GRS 8, 1952, item 1
GRS 1.1	010	6 years	DAA-GRS-2013-0003-0001	GRS 9	4a	2 years	N1-GRS-91-3, item 4a
				GRS 3	3a1a	6 years, 3 months	N1-GRS-95-4 item 3a1a
				GRS 3	3a1b	3 years	N1-GRS-95-4 item 3a1b
				GRS 3	3a2a	6 years, 3 months	N1-GRS-95-4 item 3a2a
				GRS 3	3a2b	3 years	N1-GRS-95-4 item 3a2b
				GRS 3	5a	With related contract (see item 3)	NC1-GRS-81-2 item 6a
				GRS 3	5b1	1 year after award or payment	NC1-GRS-86-2 item 6b1
				GRS 3	5b2a	When related contract is completed	NC1-GRS-86-2 item 6b2a
				GRS 3	5b2b	With related contract (see item 3)	NC1-GRS-86-2 item 6b2b
				GRS 3	5c1	5 years	NC1-GRS-81-2 item 6c1
				GRS 3	5c2	Return to bidder	NC1-GRS-81-2 item 6c2
				GRS 3	6a	3 years	NC1-64-77-5 item 7a
				GRS 3	6b	3 years	NC1-64-77-5 item 7b
				GRS 3	7	1 year	NC1-64-77-5 item 8
				GRS 3	10	3 years	NC1-64-77-5 item 11
				GRS 3	12	3 years	NC1-64-77-5 item 13
				GRS 4	3a	6 years	N1-GRS-87-11, item 6a
				GRS 4	3b	3 years	N1-GRS-87-11, item 6b
				GRS 6	1a	6 years, 3 months	N1-GRS-91-3 item 6/1a
				GRS 6	3a	2 years	GRS 6, 1952, item 3a
				GRS 6	3b	Receipt of subsequent certificate	GRS 6, 1952, item 3b
				GRS 6	4	3 years	NC1-74-105, item 5
				GRS 6	7	3 years or GAO audit	NC1-64-77-11, item 7
GRS 6	8	3 years or GAO audit	NC1-64-77-11, item 8				
GRS 7	2	6 years, 3 months	NC1-GRS-83-5, item 1				

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General Record Schedules (GRS)							
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New GRS 1.1				Old Authorities			
Schedule No.	Item No.	Retention	ERA Number/ Disposition Authority	Schedule No.	Item No.	Retention	Disposition Authority
				GRS 7	3	6 years, 3 months	NC1-GRS-83-5, item 2
				GRS 7	4a	3 years	NC-64-75-2, item 4a
				GRS 7	4b	2 years	NC-64-75-2, item 4b
				GRS 9	1a	6 years	N1-GRS-91-3, item 1a
				GRS 9	1b	10 years	N1-GRS-91-3, item 1b
				GRS 9	1c	6 years	N1-GRS-91-3, item 1c
				GRS 9	1d	When funds are obligated	N1-GRS-91-3, item 1d
				GRS 9	1e	3 years	N1-GRS-98-2, item 8
				GRS 9	3a	6 years	N1-GRS-91-3, item 3a
GRS 1.1	011	When business use ceases.  <b>DOE Business Use:</b> 1 year	DAA-GRS-2013-0003-0002	GRS 3	3c	Upon termination	NC1-64-77-5 item 4c
				GRS 6	1b	1 year	N1-GRS-86-3, item 1b
				GRS 9	3b	When funds are obligated	N1-GRS-91-3, item 3b
				GRS 12	2d1	1 year	NC1-64-77-9 item 2d1
GRS 1.1	012	No longer needed for business  <b>DOE Business Use:</b> Immediately	DAA-GRS-2016-0001-0001	New item			
<del>GRS 1.1</del>	<del>013</del>	<del>6 years</del>	<del>DAA-GRS-2016-0001-0002</del>  NARA Rescinded – Transmittal 30	<del>GRS 1.1</del>	<del>010</del> bullet*	<del>6 years</del>	<del>DAA-GRS-2013-0003-0001, bullet*</del>
				<del>GRS 1.1</del>	<del>011</del> bullet*	<del>When business use ceases</del>	<del>DAA-GRS-2013-0003-0002, bullet*</del>
				<del>ADM 3</del>	<del>3d</del>	<del>5 years</del>	<del>N1-GRS-87-8 item 4d</del>
GRS 1.1	020	2 years	DAA-GRS-2013-0003-0011	New item			
GRS 1.1	030	2 years	DAA-GRS-2013-0003-0004	New item			
GRS 1.1	040	3 years	DAA-GRS-2013-0003-0012	GRS 8	2	3 years	NC-64-75-2, item 3
				GRS 8	3	3 years	NC-64-75-2, item 4
				GRS 8	4	2 years	GRS 8, 1952, item 5
				GRS 8	5	3 years	GRS 8, 1952, item 6
				GRS 8	6a	3 years	NC-64-75-2, item 7a
				GRS 8	6b	3 years	NC-64-75-2, item 7b
				GRS 8	7a	3 years	NC-64-75-2, item 8a
GRS 1.1	050	3 years	DAA-GRS-2013-0003-0003	GRS 3	11	3 years	NC1-64-77-5 item 12
<i>Utilize DOE 2.4, Item 010 for Employee Payroll Records</i>							
GRS 1.1	060	1 year	DAA-GRS-2016-0001-0003	GRS 3	15b	1 year	N1-GRS-87-9 item 19b

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New GRS 1.1				Old Authorities			
Schedule No.	Item No.	Retention	ERA Number/ Disposition Authority	Schedule No.	Item No.	Retention	Disposition Authority
GRS 1.1	070	5 years	DAA-GRS-2016-0001-0004	GRS 3	5d	Superseded or obsolete	NC1-GRS-81-2 item 6d
GRS 1.1	071	3 years	DAA-GRS-2016-0001-0005				
<i>Utilize DOE 1.1, Item 050 for Debarment Investigations</i>							
GRS 1.1	080	7 years	DAA-GRS-2017-0005-0001	GRS 6	10a	6 years, 3 months	N1-GRS-87-13, item 1a
				GRS 6	10b1	6 years, 3 months	N1-GRS-87-13, item 1b1
				GRS 6	10b2a	10 years, 3 months	N1-GRS-87-13, item 1b2a
				GRS 6	10b2b	3 months after right to collect ends	N1-GRS-87-13, item 1b2b
				GRS 6	10b3	6 years, 3 months	N1-GRS-87-13, item 1b3
				GRS 6	10c	6 years, 3 months	N1-GRS-87-13, item 1c
				GRS 6	11a	6 years, 3 months	N1-GRS-88-1, item 11a
				GRS 6	11b	6 years, 3 months --or -10 years, 3 months -or -3 months after right to litigate ends	N1-GRS-88-1, item 11b
GRS 1.1	090	Card holder Separation	DAA-GRS-2018-0003-0001	New Item			
GRS 1.1	100	3 years	DAA-GRS-2018-0003-0002	New Item			
<b>Rescinded</b>				GRS 3	3b	When funds obligated	Nc1-64-77-5, item 4b
				GRS 3	15a	6 years, 3 months	N1-GRS-87-9, item 19a
				GRS 3	16	Superseded/obsolete	N1-GRS-98-2, item 7
				ADM 6	2	1 year	GRS 6, 1952, item 2
				ADM 6	6a1	15 years	NC1-64-77-11, item 6a1
				ADM 6	6a2	15 years	NC1-64-77, item 6a2
				ADM 6	6b	When inactive	NC1-64-77-11, item 6b
				ADM 8	7b1	6 months	GRS 8, 1952, item 8b1
				ADM 8	7b2	6 months	GRS 8, 1952, item 8b2
ADM 8	7b3	1 year	GRS 8, 1952, item 8b3				