

DEPARTMENT OF ENERGY (DOE) 2.1: Employee Acquisition Records

Records created or received in the process of hiring employees for Federal civilian, whether career service, senior executive service, political appointment, excepted service appointment, or temporary/special appointment. It also covers the academic/outreach program and job or position descriptions and contractor job classification records.

Note: Refer to GRS 2.1 for all other employee acquisition records not addressed in this schedule.

Item	Records Description	Disposition Instruction	Disposition Authority
020	<p>Position Descriptions</p> <p>Records relating to developing, editing, classifying, and evaluating position descriptions, including information on title, series, grade, duties, and responsibilities.</p> <p>Note: GRS 2.1, item 020, authorizes use of longer retention; records are needed to support various departmental Health and Safety Programs that require records to be maintained for a longer period of time.</p>	<p>Temporary. Destroy 75 years after position is superseded, obsolete, or position abolished.</p>	<p>DAA-GRS-2014-0002-0002</p>