

DEPARTMENT OF ENERGY (DOE) 2.2: Employee Management Records

DOE Records Disposition Schedules (RDS)							
New DOE 2.2				Old Authorities			
Schedule No.	Item No.	Retention	ERA Number/ Disposition Authority	Schedule No.	Item No.	Retention	Disposition Authority
Utilize schedules to the right until superseded				ADM 1	2	75 years	N1-434-98-4, item 2b
				ADM 1	6	75 years	N1-434-98-4, item 6
				Las Vegas Contractor Schedule 1		60 years	N1-434-92-4, item, 11
DOE 2.2	015	250 years	DAA-GRS-2017-0007-0004	New Item <i>See FAQ for more details on item utilizing GRS authority with longer retention</i>			
Utilize schedules to the right until superseded				ADM 1	3.1	In accordance with contract	N1-434-89-1, item 2
				Las Vegas Contractor Schedule 1		3 years	N1-434-92-4, item 1
						2 years	N1-434-92-4, item 7
						5 years	N1-434-92-4, item 10
				Uranium Mill Tailings Remedial Action (UMTRA) Project		2 years	N1-434-98-1, item 1a (in part) See FAQ for more details regarding in part
				ADM 1	1.1	75 years	N1-434-89-1, item 1
				New Item <i>See FAQ regarding a new DOE records disposition schedule item for Employee Performance File System Records – Presidential Appointees</i>			
DOE Records Disposition Schedules Cross-walked to the GRS							
GRS 2.2	050	<i>When business use ceases. DOE Business Use: 3 years</i>	DAA-GRS-2017-0007-0006	Personnel Action Tracking and Reporting Systems	3 years	DAA-0434-2015-0002-0001 (in part) See FAQ for more details regarding in part	
GRS 2.2	071	1 year	DAA-GRS-2017-0007-0009	Las Vegas Contractor Schedule 1	5 years	N1-434-92-4, item 19a	
GRS 2.2	073	Superseded	DAA-GRS-2017-0007-0011	Las Vegas Contractor Schedule 1	Superseded	N1-434-92-4, item 19b	
GRS 2.2	120	<i>When business use ceases. DOE Business Use: 1 year</i>	DAA-GRS-2017-0007-0018	Las Vegas Contractor Schedule 1	2 years	N1-434-92-4, item 5a	

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General Record Schedules (GRS)							
Note: GRS items listed below may have been listed in the DOE Administrative Schedules, as a DOE schedule with a GRS authority.							
New GRS 2.2				Old Authorities			
Schedule No.	Item No.	Retention	ERA Number/ Disposition Authority	Schedule No.	Item No.	Retention	Disposition Authority
GRS 2.2	010	3 years	DAA-GRS-2017-0007-0001	GRS 1	3	3 years	N1-GRS-81-10, item 1
				GRS 1	16	2 years	N1-64-77-10, item 16
				GRS 1	17c	6 months	NC1-64-77-10, item 17c
				GRS 9	5b	1 year	N1-GRS-91-1, item 5b
				GRS 9	5c (in part)	Superseded or obsolete	N1-GRS-98-2, item 9 (in part)
<i>Contractors utilize ADM 1.3.1 Personnel Office Correspondence until superseded</i>							
GRS 2.2	020	3 years	DAA-GRS-2017-0007-0001	New Item			
GRS 2.2	030	2 years	DAA-GRS-2017-0007-0001	GRS 1	12a1	2 years	NC1-64-77-10, item 12a1
				GRS 1	12a2	2 years	NC1-64-77-10, item 12a2
				GRS 1	12b	1 year	NC1-64-77-10, item 12b
				GRS 1	12c	2 years	NC1-64-77-10, item 12c
				GRS 1	12d	Superseded or obsolete	NC1-64-77-10, item 12d
<p><i>Utilize:</i></p> <ul style="list-style-type: none"> GRS 2.3, item 030 Employee incentive award records (Federal) for nonmonetary items conferred in connection with informal recognition awards of \$50.00 or less Utilize ADM 1.1.1 Official Contractor Personnel File for Employee Incentive Awards (Contractors) until superseded <p>Note: A new DOE records disposition schedule is being created for employee incentive awards (Federal Only) not maintained in the Official Personnel Folder (OPF)/electronic OPF (eOPF)</p>							
GRS 2.2	040	129 years	DAA-GRS-2017-0007-0001	GRS 1	1b	65 years	N1-GRS-87-12, item 1b2
<i>Utilize DOE 2.2, item 015 Official Personnel Folder (OPF)/electronic OPF (eOPF)</i>							
GRS 2.2	041	Superseded or obsolete, or upon separation	DAA-GRS-2017-0007-0001	GRS 1	10a	Superseded or obsolete	N1-GRS-97-4, item 10a
GRS 2.2	050	When business use ceases DOE Business Use: 3 years	DAA-GRS-2017-0007-0001	GRS 1	14a	2 years	NC1-64-77-10, item 14a
				GRS 1	14b	1 year	NC1-64-77-10, item 14b
				GRS 1	17a	When action is completed	NC1-64-77-10, item 17a
GRS 2.2	060	3 years	DAA-GRS-2017-0007-0001	GRS 1	10b	3 years	N1-GRS-97-4, item 10b
GRS 2.2	070	4 years	DAA-GRS-2017-0007-0001	GRS 1	23a3a	Forward to gaining agency of 4 years	N1-GRS-95-3, item 23a3a
				GRS 1	23a3b	4 years	N1-GRS-98-2, item 2
				GRS 1	23a4	4 years	N1-GRS-95-3, item 23a4
				GRS 1	23a5	4 years	N1-GRS-98-2, item 3
GRS 2.2	071	1 year	DAA-GRS-2017-0007-0001	GRS 1	23a1	1 year	N1-GRS-93-3, item 23a1
GRS 2.2	072	5 years		GRS 1	9	1 year	NC1-64-77-10, item 9

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Schedule No.	Item No.	Retention	ERA Number/ Disposition Authority	Schedule No.	Item No.	Retention	Disposition Authority
			DAA-GRS-2017-0007-0010	GRS 1	23b2a	Forward to gaining agency or 5 years	N1-GRS-88-3, item 23b2a
				GRS 1	23b2b	5 years	N1-GRS-98-2, item 4
				GRS 1	23b3	5 years	N1-GRS-82-2, item 23b3
				GRS 1	23b4	5 years	N1-GRS-98-2, item 5
GRS 2.2	073	Superseded	DAA-GRS-2017-0007-0011	GRS 1	23a2	Superseded	N1-GRS-93-3, item 23a2
				GRS 1	23b1	Superseded	N1-GRS-82-2, item 23b1
GRS 2.2	080	Superseded or obsolete or 1 years	DAA-GRS-2017-0007-0012	GRS 1	18a	Superseded or obsolete or 1 year	NC1-64-77-10, item 18a
				GRS 1	18b	6 months	NC1-64-77-10, item 18b
GRS 2.2	090	3 years or upon separation	DAA-GRS-2017-0007-0013	GRS 9	5a	3 years or upon separation	N1-GRS-91-1, item 5a
				GRS 21	2 (in part)	5 years or when superseded	N1-GRS-98-2, item 33 (in part)
GRS 2.2	091	Superseded or obsolete	DAA-GRS-2017-0007-0014	GRS 9	5c (in part)	Superseded or obsolete	N1-GRS-98-2, item 9 (in part)
GRS 2.2	092	Transfer to new agency or return to Department of State	N/A. Filing instruction	New Item			
GRS 2.2	100	3 years	DAA-GRS-2017-0007-0015	New Item			
GRS 2.2	110	4 years	DAA-GRS-2017-0007-0016	New Item			
GRS 2.2	111	1 year	DAA-GRS-2017-0007-0017	New Item			
GRS 2.2	120	When business use ceases DOE Business Use: 2 years	DAA-GRS-2017-0007-0018	New Item			
Rescinded				GRS 1	2a	60 years	NC1-GRS-78-2, item 1
				GRS 1	2b	3 years	NC1-64-77-10, item 2b
				<i>N1-434-98-4, item 2b (ADM 1.2) was an approved deviation to GRS 1.2b – see above</i>			
				GRS 1	6	On-separation	NC1-64-77-10, item 6
				<i>N1-434-98-4, item 6 (ADM 1.6) was an approved deviation to GRS 1.6 – see above</i>			
				GRS 1	13	3 years	NC1-64-77-10, item 13