

DEPARTMENT OF ENERGY (DOE) 2.3: Employee Relations Records

DOE Records Disposition Schedules (RDS)							
New DOE 2.3				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Utilize schedules to the right until superseded				ADM 1	45a	4 years	N1-434-98-4, item 45a
				ADM 1	45b	10 years	N1-434-98-4, item 45b
				ADM 1	28.1	10 years	N1-434-98-4, item 28.1
				ADM 1	52a	10 years	N1-434-98-4, item 52a
				Las Vegas Contractor Schedule 1		5 years	N1-434-92-4, Item 23a(1)(1)
						3 years	N1-434-92-4, item 23b(1)
				New Item			
<i>See FAQ regarding new DOE records disposition schedule item for Labor Arbitration (negotiated grievance procedure) Case Files (Contractor)</i>							
ADM 1	53	10 years	N1-434-98-4, item 53				
DOE Records Disposition Schedules Cross-walked to the GRS							
GRS 2.3	010	3 years	DAA-GRS-2018-0002-0001	Las Vegas Contractor Schedule 1	3 years	N1-434-92-4, item 20d(2)	
					5 years	N1-434-92-4, item 20f	
					5 years	N1-434-92-4, item 20g	
					5 years	N1-434-92-4, item 20h(1)	
					5 years	N1-434-92-4, item 20h(2)	
					5 years	N1-434-92-4, item 20h(3)	
				5 years	N1-434-92-4, item 20h(4)		
GRS 2.3	110	3 years	DAA-GRS-2015-0007-0007	Las Vegas Contractor Schedule 1	4 years	N1-434-92-4, item 20a (in part)	
					2 years	N1-434-92-4, item 20c (in part)	
GRS 2.3	111	7 years	DAA-GRS-2015-0007-0008	Las Vegas Contractor Schedule 1	4 years	N1-434-92-4, item 20a (in part)	
					2 years	N1-434-92-4, item 20c (in part)	
GRS 2.3	120	7 years	DAA-GRS-2015-0007-0010	Las Vegas Contractor Schedule 1	7 years	N1-434-92-4, item 20d(1)	
Rescinded				ADM 1	52b	2 years	N1-434-98-4, item 52b
				Las Vegas Contractor Schedule 1		1 year	N1-434-92-4, item 20b
						Superseded	N1-434-92-4, item 23a(1)(2)

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 2.3				Old Authorities			
Schedule No.	Item No.	Retention	ERA Number/ Disposition Authority	Schedule No.	Item No.	Retention	Disposition Authority
GRS 2.3	010	3 years	DAA-GRS-2018-0002-0001	GRS 1	27a	3 years	N1-GRS-03-2, item a
				GRS 1	24a	3 years	N1-GRS-04-2, item 1a
				GRS 1	24d	3 years	N1-GRS-04-2, item 1d
				GRS 1	25g	3 years	NC1-64-77-10, item 26g
New Item							

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New GRS 2.3				Old Authorities			
Schedule No.	Item No.	Retention	ERA Number/ Disposition Authority	Schedule No.	Item No.	Retention	Disposition Authority
				GRS 1	33s	90 days	NC1-GRS-85-2, item 34o
				GRS 1	42c (in part)	1 year	N1-GRS-97-7, item 1c (in part)
GRS 2.3	020	3 years	DAA-GRS-2018-0002-0002	GRS 1	24b	3 years	N1-GRS-04-2, item 1b
				GRS 1	24c	3 years	N1-GRS-04-2, item 1c
GRS 2.3	030	1 year	DAA-GRS-2018-0002-0003	GRS 1	33r	Termination of eligibility	NC1-GRS-85-2, item 34n
GRS 2.3	040	1 year	DAA-GRS-2018-0002-0004	GRS 1	42a	1 year	N1-GRS-97-1, item 1a
				GRS 1	42b	1 year	N1-GRS-97-1, item 1b
				GRS 1	42c (in part)	1 year	N1-GRS-97-1, item 1c (in part)
GRS 2.3	050	7 years	DAA-GRS-2018-0002-0005	New Item			
GRS 2.3	060	4 to 7 years <i>DOE Business Use: 4 years</i>	DAA-GRS-2018-0002-0006	GRS 1	30a	4 to 7 years	N1-GRS-92-1, item 30a
				GRS 1	30b (in part)	4 to 7 years	N1-GRS-92-1, item 30b
				GRS 1	30b (in part)	4 to 7 years	N1-GRS-92-1, item 30b
GRS 2.3	070	3 years	DAA-GRS-2018-0002-0007	GRS 1	27b (in part)	3 years	N1-GRS-03-2, item b
GRS 2.3	071	7 years	DAA-GRS-2018-0002-0008	GRS 1	27b (in part)	3 years	N1-GRS-03-2, item b
GRS 2.3	080	3 years	DAA-GRS-2018-0002-0009	New Item			
GRS 2.3	090	3 years	DAA-GRS-2018-0002-0010	GRS 1	28b	5 years	NC1-64-77-10, item 29b
GRS 2.3	100	3 years	DAA-GRS-2018-0002-0011	New Item			
GRS 2.3	110	3 years	DAA-GRS-2018-0002-0012	GRS 1	25a (in part)	4 years	NC1-GRS-80-9, item 1
				GRS 1	25c1	2 years	N1-GRS-92-3, item 25c1
				GRS 1	25c2	2 years	N1-GRS-92-3, item 25c2
GRS 2.3	111	7 years	DAA-GRS-2018-0002-0013	GRS 1	25a (in part)	4 years	NC1-GRS-80-9, item 1
GRS 2.3	120	7 years	DAA-GRS-2018-0002-0014	GRS 1	25d1	7 years	NC1-64-77-10, item 26d1
GRS 2.3	130	5 years	DAA-GRS-2018-0002-0015	GRS 1	28a1	5 years	NC1-64-77-10, item 29a1 <i>N1-434-98-4, item 28.1 was an approved deviation from the GRS</i>
				GRS 1	28a2	Superseded or obsolete	NC1-64-77-10, item 29a2
GRS 5.7	050	6 years	DAA-GRS-2017-0008-0005	GRS 1	25d2	3 years	NC1-64-77-10, item 26d2
				GRS 1	25f	5 years	NC1-64-77-10, item 26f
				GRS 1	25h1	5 years	NC1-64-76-4, item 27a
				GRS 1	25h2	5 years	NC1-64-76-4, item 27b
				GRS 1	25h3	5 years	NC1-GRS-83-2, item 1
				GRS 1	25h4	5 years	NC1-GRS-83-4, item 26h4

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Rescinded				GRS 1	25b	1 year	NC1-64-77-10, item 26b
				GRS 1	25e	1 year	NC1-64-77-10, item 26e