

## Frequently Asked Questions (FAQs) about DOE 2.3, Employee Relations Records

### INTRODUCTION

#### 1. What is the purpose of DOE 2.3?

DOE 2.3 is written in the same format as GRS 2.3, which provides disposition authority for records created and received related to managing relationships between the DOE/DOE contractor, its employees, and its unions, bargaining units that are not covered by GRS 2.3.

#### 2. From whom may I request more information about this schedule?

You may contact the DOE Records Disposition Schedule Technical Team at [DOERM@hq.doe.gov](mailto:DOERM@hq.doe.gov) with questions about this schedule.

#### 3. How does DOE 2.3 differ from the old DOE Administrative Schedule and what Administrative Schedules are still to be utilized until superseded?

There are currently no DOE 2.3 DOE records disposition schedule items that can be utilized due to NARA's flexible retention. Current DOE records disposition schedules with a DOE authority are listed to ensure proper scheduling until superseded by a NARA approved records disposition schedule. There are DOE records disposition schedule items that have been superseded by GRS items and DOE records disposition schedule items that have been rescinded. DOE 2.3 will be published once DOE receives NARA approval on the new DOE records disposition schedule items.

- Apprenticeship Program files

Continue to utilize the following until superseded:

Schedule No.	Item No.	Retention	Disposition Authority
ADM 1	45a	4 years	N1-434-98-4, item 45a
ADM 1	45b	10 years	N1-434-98-4, item 45b

- Labor Management Relations Agreement Negotiation and Administrative Records (Contractor)

Continue to utilize the following (as applicable) until superseded:

Schedule No.	Item No.	Retention	Disposition Authority
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)

- Labor Arbitration (negotiated grievance procedure) Case Files (Contractor)

A new DOE records disposition schedule item is being created to cover Contractor labor arbitration (negotiated grievance procedure) case files.

- National Labor Relations Board (NLRB) Case Files (Contractor)

A new DOE records disposition schedule item is being created to cover Contractor National Labor Relations Board (NLRB) Case files, which will incorporate certification / decertification records. Continue to utilize the following schedule for certification / decertification records until superseded.

Schedule No.	Item No.	Retention	Disposition Authority
ADM 1	53	10 years	N1-434-98-4, item 53

#### 4. Items Cross-Walked to GRS 2.3:

- Item 010 – Employee Relations Programs’ Administrative Records

Cross-walked seven (7) DOE records disposition schedule items to GRS 2.3, item 010. Previously:

Schedule No.	Item No.	Retention	Disposition Authority
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)

- Item 110 – EEO Discrimination Complaint Case Files – Informal Process

Cross-walked two (2) DOE records disposition schedule items (in part) to GRS 2.3, item 110. Previously:

Schedule No.	Item No.	Retention	Disposition Authority
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)

- Item 111 – EEO Discrimination Complaint Case Files – Formal Process

Cross-walked two (2) DOE records disposition schedule items (in part) to GRS 2.3, item 111. Previously:

Schedule No.	Item No.	Retention	Disposition Authority
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)

- Item 120 – Records Documenting Contractor Compliance with EEO Regulations

Cross-walked one (1) DOE records disposition schedule item to GRS 2.3, item 120. Previously:

Schedule No.	Item No.	Retention	Disposition Authority
Las Vegas Contractor Schedule 1		7 years	N1-434-92-4, item 20d(1)

## 5. What updates has DOE made to the GRS?

Notes have been added to the following GRS 2.3 items to assist the RM community in ensuring the proper schedule and retention is utilized and to ensure records are not prematurely destroyed.

- Item 060 – Administrative grievance, disciplinary, performance-based, and adverse action case files

Note has been added to update the disposition instructions to DOE Business Use of Destroy 4 years after case closed or final settlement on appeal, which aligns with the previous schedule.

- Item 080 – Merit Systems Protection Board (MSPB) case files

Added (Federal Only) to the item title

- Item 090 – Labor arbitration (negotiated grievance procedure) case records

Added Federal Only to the title. A note was added that a new schedule is being created to cover Contractor Labor Arbitration (negotiated grievance procedure) Case files, as well as one that records may fall under a DOE Privacy Act System of Record – DOE-1.

- Item 100 – Federal Labor Relations Authority (FLRA) case files

Added (Federal Only) to the item title and a note that a new schedule is being created to cover Contractor National Labor Relations Board (NLRB) Case files, which will incorporate

certification / decertification records. Continue to utilize ADM 1.53 for certification / decertification records until superseded.

- Item 130 – Labor management relations agreement negotiation records

Added (Federal Only) to the item title and a note to utilize ADM 1.28.1, ADM 1.52a, or N1-434-92-4, items 23a(1)(1) and 23b(1) for Labor Management Relations Agreement Negotiation and Administrative Records (Contractor) until superseded.

**6. Why are you removing items that were in the old DOE Administrative Schedule?**

The following records disposition schedule items have been rescinded as they are copies and non-records:

Schedule No.	Item No.	Retention	Disposition Authority
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)