

## Frequently Asked Questions (FAQs) about DOE 2.5, Employee Separation Records

### INTRODUCTION

#### 1. What is the purpose of DOE 2.5?

DOE does not have a DOE 2.5; all employee separation records are covered under GRS 2.5 or other applicable schedules.

#### 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. Why is there not a DOE 2.5 records disposition schedule?

One (1) DOE records disposition schedule cross-walks to the GRS, therefore, a separate DOE records disposition schedule does not exist.

#### 4. Items Cross-Walked to GRS 2.5:

- Item 010 - Separation program management records. – Records not specific to an agency separation initiative.

One (1) DOE records disposition schedule item, in part, cross-walks to the GRS, with a reduced retention from 75 years to a DOE business use of 2 years. The retirement retention registers, and SF2807 equivalent records that fell within the DOE records disposition schedule aligns with the GRS, as they are one in the same. The registers are used for tracking, trending, and reporting for an agency and are not needed to document individual employee's retirement history which are maintained in the individual employee personnel files. Therefore, a DOE 2.5 records disposition schedule is not needed. Previously:

Schedule No.	Item No.	Retention	Disposition Authority
ADM 2	28	75 years	N1-434-98-5, item 28 (in part)

- Item 011 – Separation program management records. – Records specific to an agency separation initiative such as reduction-in-force, voluntary early retirement, voluntary separation, and similar programs.

Cross-walked one (1) records disposition schedule item in part to the GRS, with a DOE business use of 2 years, which was reduced from 75 years. The retirement retention registers, and SF2807 equivalent records that fell within the DOE records disposition

schedule aligns with the GRS, as they are one in the same. The registers are used for tracking, trending, and reporting for an agency and are not needed to document individual employee’s retirement history which are maintained in the individual employee personnel files. Therefore, a DOE records disposition schedule is not needed. Previously:

Schedule No.	Item No.	Retention	Disposition Authority
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**5. Why did NARA create items 010 and 011 and not a single item?**

Records in item 010 are entirely administrative — created as the agency responds to a separation request initiated by a staff member at any point in time. Agencies create records in item 011 as the result of an agency initiative -- a program specifically intended to reduce the agency’s work force. These records document agency decisions, how the agency made them, and how it carried them out. Agency initiatives have clear start and end dates and therefore we can base disposition of the records on those dates.

**6. What updates has DOE made to the GRS?**

Notes have been added to the following GRS 2.5 items to assist the RM community in ensuring the proper schedule and retention is utilized and to ensure records are not prematurely destroyed.

- Item 010 – Separation program management records

Added (Federal Only) to the item title and the disposition instructions were updated to include a DOE Business Use of Destroy when 2 years old.

- Item 020 – Individual employee separation case files

Added (Federal Only) to the item title and a note for contractors to utilize ADM 1.1.1 Contractor Employee Personnel File until superseded.

- Item 030 – Records documenting capture of institutional and specialized knowledge

The disposition instructions were updated to include a DOE Business Use of Destroy when 1 year old. A note was added that formal oral histories will be addressed in the DOE mission schedules. Therefore, until the DOE records disposition schedule is approved, these records are unscheduled.

- Item 040 – Individual employee separation records required to be placed in separating employee’s OPF

Added (Federal Only) to the item title and a note for contractors to utilize ADM 1.1.1 Contractor Employee Personnel File until superseded.

- Item 050 – Phase retirement administrative records

Added (Federal Only) to the item title.

- Item 051 – Phased retirement individual case files

Added (Federal Only) to the item title.

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

N/A