

DEPARTMENT OF ENERGY (DOE) 2.6: Employee Training Records

DOE Records Disposition Schedules (RDS)											
New DOE 2.6				Old Authorities							
Schedule No.	Item No.	Retention	ERA Number/ Disposition Authority	Schedule No.	Item No.	Retention	Disposition Authority				
<p style="text-align: center;"><b>Utilize schedules to the right until superseded</b></p> <div style="border: 1px solid red; padding: 5px; margin: 10px auto; width: fit-content;"> <p>If individual employee administrative and ethics training records are maintained <b>separately</b> from individual employee mission related training records, utilize DOE 2.6, item 015 or 016.</p> </div>				ADM 1	29b	75 years	N1-434-98-4, item 29b (in part)				
				ADM 1	29.1a(1)	4 years	N1-434-88-1, item 1a (in part)				
				ADM 1	29.1a(2)	4 years	N1-434-88-1, item 1b (in part)				
				ADM 1	29.1a(3)	4 years	N1-434-88-1, item 1c (in part)				
				ADM 1	29.1a(4)	4 years	N1-434-88-1, item 1d (in part)				
				ADM 1	29.1b	75 years	N1-434-88-1, item 2 (in part)				
				Las Vegas Contractor Schedule 1		4 years	N1-434-92-4, item 24a(1) (in part)				
						4 years	N1-434-92-4, item 24a(2) (in part)				
						4 years	N1-434-92-4, item 24a(3) (in part)				
						4 years	N1-434-92-4, item 24a(4) (in part)				
						75 years	N1-434-92-4, item 24b(1) (in part)				
				<i>Remains under EPI Moratorium until DOE lifts the hold</i>							
				DOE 2.6	015	10 years	DAA-GRS-2016-0014-0002 and DAA-GRS-2016-0014-0003	ADM 1	29b	75 years	N1-434-98-4, item 29b (in part)
ADM 1	50	Superseded	N1-434-98-4, item 50 (in part)								
DOE 2.6	016	10 years	DAA-GRS-2016-0014-0002 and DAA-GRS-2016-0014-0003	ADM 1	29b	75 years	N1-434-98-4, item 29b (in part)				
				ADM 1	29.1a(1)	4 years	N1-434-88-1, item 1a (in part)				
				ADM 1	29.1a(2)	4 years	N1-434-88-1, item 1b (in part)				
				ADM 1	29.1a(3)	4 years	N1-434-88-1, item 1c (in part)				
				ADM 1	29.1a(4)	4 years	N1-434-88-1, item 1d (in part)				
				ADM 1	29.1b	75 years	N1-434-88-1, item 2 (in part)				
				ADM 1	50	Superseded	N1-434-98-4, item 50 (in part)				
				Las Vegas Contractor Schedule 1		4 years	N1-434-92-4, item 24a(1) (in part)				
						4 years	N1-434-92-4, item 24a(2) (in part)				
		4 years	N1-434-92-4, item 24a(3) (in part)								
		4 years	N1-434-92-4, item 24a(4) (in part)								
		75 years	N1-434-92-4, item 24b(1) (in part)								
<i>Remains under EPI Moratorium until DOE lifts the hold</i>											

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Schedule No.	Item No.	Retention	ERA Number/ Disposition Authority	Schedule No.	Item No.	Retention	Disposition Authority
<b>Utilize schedules to the right until superseded</b>				ADM 21	3a	Permanent	N1-434-98-23, item 3a
				ADM 21	9.2	Permanent	N1-434-98-23, item 9.2
				ADM 21	17b	Permanent	N1-434-98-23, item 17b
				ADM 1	29b	75 years	N1-434-98-4, item 29b (in part)
				ADM 1	29.2a(1)	75 years	N1-434-88-1, item 3a
				ADM 1	29.2a(2)	75 years	No SF115 found
				ADM 1	29.2c	2 years	N1-434-88-1, item 5 (in part)
				ADM 1	29.2d	Superseded or obsolete	N1-434-88-1, item 6 (in part)
				Las Vegas Contractor Schedule 1		5 years	N1-434-92-4, item 24b(2) (in part)
				Uranium Mill Tailings Remedial Action (UMTRA) Project		After verification 75 years	N1-434-89-12, item 9a N1-434-89-12, item 9b
				Uranium Mill Tailings Remedial Action (UMTRA) Project		75 years	N1-434-98-1, item 20b (in part)
				Web-Based Training and Tracking System (WTTS)		Superseded or obsolete	DAA-0434-2015-0003-0002 (in part) Mission related
				DOE 2.6	030	Consolidate with DOE 2.6, item 010	Filing instructions only
				Cost-Type Contract		5 years	NN-170-57, item 4
				Uranium Mill Tailings Remedial Action (UMTRA) Project		5 years	N1-434-98-1, item 2a (in part)
						2 years	N1-434-98-1, item 2b (in part)
<i>Remains under EPI Moratorium until DOE lifts the hold</i>							
DOE Records Disposition Schedules Cross-walked to the GRS							
GRS 2.6	010	3 years	DAA-GRS-2016-0014-0001	ADM 1	29.2a(3)	2 years	N1-434-88-1, Item 3b
				ADM 1	29.2b	Superseded or obsolete	N1-434-88-1, item 4
				ADM 1	29.2c	2 years	N1-434-88-1, item 5 (in part)
				ADM 1	29.2d	Superseded or obsolete	N1-434-88-1, item 6 (in part)
				Web-Based Training and Tracking System (WTTS)		Superseded or obsolete	DAA-0434-2015-0003-0002 (in part) Administrative only
				Las Vegas Contractor Schedule 1		5 years	N1-434-92-4, item 24b(2) (in part)
				Uranium Mill Tailings Remedial Action (UMTRA) Project		5 years	N1-434-98-1, item 2a (in part)
						5 years	N1-434-98-1, item 2b (in part)

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New DOE 2.6				Old Authorities			
Schedule No.	Item No.	Retention	ERA Number/ Disposition Authority	Schedule No.	Item No.	Retention	Disposition Authority
<b>Rescinded</b>				Uranium Mill Tailings Remedial Action (UMTRA) Project		Non-record; destroy when superseded or obsolete.	N1-434-98-1, item 2c

Epidemiological Moratorium

General Record Schedules (GRS)							
<b>Note:</b> GRS items listed below may have been listed in the DOE Administrative Schedules, as a DOE schedule with a GRS authority.							
New GRS 2.6				Old Authorities			
Schedule No.	Item No.	Retention	ERA Number/ Disposition Authority	Schedule No.	Item No.	Retention	Disposition Authority
GRS 2.6	010	3 years	DAA-GRS-2016-0014-0001	GRS 1	29a1	5 years	NC1-64-77-10, item 30b1
				GRS 1	29a2	3 years	NC1-64-77-10, item 30b2
				GRS 1	29b	5 years	NC1-64-77-10, item 30c (in part) <i>N1-434-98-4, item 29b (ADM 1.29b) was an approved deviation from the GRS</i>
				GRS 21	3	1 year	NC1-GRS-81-9, item I-3 <i>N1-434-98-23, item 3 (ADM 21.3a) is a deviation from the GRS with a permanent retention</i>
				GRS 21	9	1 year	NC1-GRS-81-9, item III-1
				GRS 21	14	1 year	NC1-GRS-81-9, item IV-1
				GRS 21	17	1 year	NC1-GRS-81-9, item IV-4 <i>N1-434-98-23, item 17b (ADM 21.17b) is a deviation from the GRS with a permanent retention</i>
<i>Utilize ADM 1.29b (in part), ADM 1.29.2a(1), ADM 1.29.2a(2), ADM 1.29.2c (in part), ADM 1.29.2d (in part), N1-434-92-4, item 24b(2) (in part), N1-434-89-12, item 9a, N1-434-89-12, item 9b, N1-434-98-1, item 20b (in part), or DAA-0434-2015-0003-0002 (in part) for Mission Related Training Program Records (including Hazardous, Environmental and Safety Training)</i>							
GRS 2.6	020	6 years	DAA-GRS-2016-0014-0002	GRS 25	8a	6 years	N1-GRS-01-1, item 8a
				GRS 25	8b	6 years	N1-GRS-01-1, item 8b
<i>Utilize DOE 2.6, item 015 for Individual Administrative and Ethics Training (excludes Mission Related Training) (Federal) or DOE 2.6, item 016 for Individual Administrative Ethics Training (excludes Mission Related Training) (Contractors)</i>							
GRS 2.6	030	3 years or 1 year	DAA-GRS-2016-0014-0003	GRS 1	29b	5 years	NC1-64-77-10, item 30c (in part)

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New GRS 2.6				Old Authorities			
Schedule No.	Item No.	Retention	ERA Number/ Disposition Authority	Schedule No.	Item No.	Retention	Disposition Authority
							<i>N1-434-98-4, item 29b (ADM 1.29b) was an approved deviation from the GRS</i>
<i>Utilize DOE 2.6, item 015 for Individual Administrative and Ethics Training (excludes Mission Related Training) (Federal) or DOE 2.6, item 016 for Individual Administrative Ethics Training (excludes) Mission Related Training) (Contractors)</i>							
GRS 2.6	040	No longer needed  <i>DOE Business Use: 3 years</i>	DAA-GRS-2016-0014-0004				New item
GRS 2.6	041	Upon certification or 1 year	DAA-GRS-2016-0014-0005				New item