

Frequently Asked Questions (FAQs) about DOE 2.6, Employee Training Records

INTRODUCTION

1. What is the purpose of DOE 2.6?

DOE 2.6 is written in the same format as GRS 2.6, which provides disposition authority for records created and received in the design, development, and implementation of employee training applicable to Federal and contractor employees that are not covered by GRS 2.6.

2. Who may I contact to request more information about this schedule?

You may contact the DOE Records Disposition Schedule Technical Team at DOERM@hq.doe.gov with questions about this schedule.

11. How does DOE 2.6 differ from the old DOE Administrative Schedule and what Administrative Schedules are still to be utilized until superseded?

DOE 2.6 documents the new DOE records disposition schedule items that can be utilized due to NARA's flexible retention, which allows DOE to utilize a longer retention. Additionally, current DOE records disposition schedules with a DOE authority are listed to ensure proper scheduling until superseded by a NARA approved records disposition schedule. There are also DOE records disposition schedule items that have been superseded by GRS items and DOE records disposition schedule items that have been rescinded. DOE 2.6 will be updated once DOE receives NARA approval on the new records disposition schedule items.

- Individual Mission Related Employee Training Records (Federal and Contractor)

Continue utilizing the following until superseded:

Schedule No.	Item No.	Retention	Disposition Authority
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)

Note: Remains under EPI Moratorium until DOE lifts the hold.

- Item 015– Individual Employee Administrative and Ethics Training Records (Federal and Contractor) (Excludes mission related training) – Federal Employees

Consolidated two (2) DOE records disposition schedule items all in part related to Individual Employee Administrative and Ethics Training Records (Federal) utilizing GRS 2.6, items 020 and 030, which allows for longer retention. Previously:

Schedule No.	Item No.	Retention	Disposition Authority
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)

- Item 016 – Individual Employee Administrative and Ethics Training Records (Federal and Contractor) (Excludes mission related training) – Contractor Employees

Consolidated twelve (12) records disposition schedule items all in part related to Individual Employee Administrative and Ethics Training Records (Contractor) utilizing GRS 2.6, items 020 and 030, which allows for longer retention. Previously:

Schedule No.	Item No.	Retention	Disposition Authority
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)

Note: Remains under EPI Moratorium until DOE lifts the hold.

- Mission Related Training Program Records (Including Hazardous, Environmental and Safety Training) – Mission Related Training Materials (audiovisual)

Continue to utilize the following until superseded:

Schedule No.	Item No.	Retention	Disposition Authority
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

- Mission Related Training Program Records (Including Hazardous, Environmental and Safety Training) – Mission Related Training Materials

Continue to utilize the following until superseded:

Schedule No.	Item No.	Retention	Disposition Authority
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	N1-434-89-12, item 9a
		75 years	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

- Item 030 – Technical Qualification Program (TQP)

Consolidated three (3) DOE records disposition schedules related to the technical qualification program with filing instructions only. The in-part items also cross-walked to GRS 2.6, item 010, depending on the record. Previously:

Schedule No.	Item No.	Retention	Disposition Authority
ADM 18	35.a	5 years	N1-434-98-21, item 35.1a
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)
		5 years	N1-434-98-1, item 2b (in part)

Note: Remains under EPI Moratorium until DOE lifts the hold.

12. Items Cross-Walked to GRS 2.6

Item 010 – Non-Mission Employee Training Program Records

Cross-walked eight (8) DOE records disposition schedule items all in part to GRS 2.6, item 010 with retention of 3 years, which in some cases is a reduced retention. The in-part items also cross-walked to GRS 2.6, records disposition schedule items 025 and 030, depending on the record. Previously:

Schedule No.	Item No.	Retention	Disposition Authority
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)
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)
		2 years	N1-434-98-1, item 2b (in part)
Web-based Training and Tracking System (WTTS)		Superseded or obsolete	DAA-0434-2015-0003-0002 (in part) Administrative only

13. What updates has DOE made to the GRS?

Notes have been added to the following GRS 2.6 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 – Non-mission employee training program records

A note has been added to 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, N1-434-98-1, item 20b (in part), or DAA-0434-2015-0003-0002 (in part) for training content related to Mission Related Training Program Records (including Hazardous, Environmental and Safety Training) until superseded.

- Item 020 – Ethics training records

Item has been struck out with a note to utilize DOE 2.6, item 015 for Individual Employee Administrative and Ethics Training Records (excludes Mission Related Training) (Federal) or DOE 2.6, item 016 for Individual Employee Administrative and Ethics Training Records

(excludes Mission Related Training) (Contractor)

- Item 030 – Individual employee training records

Item has been struck out with a note to utilize DOE 2.6, item 015 for Individual Employee Administrative and Ethics Training Records (excludes Mission Related Training) (Federal) or DOE 2.6, item 016 for Individual Employee Administrative and Ethics Training Records (excludes Mission Related Training) (Contractor)

- Item 040 and 041 – Senior Executive Service Candidate Development Program (SESCDP)

Added (Federal Only) to the item title and the disposition instructions were updated to include a DOE Business Use of Destroy when 3 years old or when superseded/obsolete was added to the disposition instructions.

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

The following records disposition schedule items are being rescinded, as these are non-record copies:

Schedule No.	Item No.	Retention	Disposition Authority
Uranium Mill Tailings Remedial Action (UMTRA) Project		Non-record; destroy when superseded or obsolete.	N1-434-98-1, item 2c