

## Frequently Asked Questions (FAQs) about DOE 2.8, Employee Ethics Records

### INTRODUCTION

#### 3. What is the purpose of DOE 2.8?

There is currently no DOE 2.8 records disposition schedule; all employee ethics records utilize GRS 2.8.

#### 4. 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.

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

Notes have been added to the following GRS 2.8 items to assist the RM community in ensuring the proper schedule and retention is utilized.

- Item 030 and 031 – Reports of payments accepted from non-Federal sources  
Added (Federal Only) to the item title
- Item 040 – Ethics program review records  
Added (Federal Only) to the item title
- Item 050 – Ethics program review records  
Added (Federal Only) to the item title
- Item 060, 061, 062 and 063 – Public financial disclosure reports  
Added (Federal Only) to the item title
- Item 070, 071 and 072 – Confidential financial disclosure reports  
Added (Federal Only) to the item title
- Item 080 and 081 – Alternative or additional financial disclosure reports and related records  
Added (Federal Only) to the item title

- Item 090 – Financial disclosure supporting documentation

Added (Federal Only) to the item title

- Item 100 and 101 – Ethics agreements records

Added (Federal Only) to the item title