

Frequently Asked Questions (FAQs) about DOE 2.2, Employee Management Records

INTRODUCTION

1. What is the purpose of DOE 2.2?

DOE 2.2 is written in the same format as GRS 2.2, which provides disposition authority for records created or received while carrying out the work of civilian (Federal) and contractor employee management: managing employee performance, creating and maintaining personnel and workforce planning records not covered by GRS 2.2. GRS 2.2 is written to cover civilian (Federal) employee management records only, but language has been added to the GRS 2.2 introduction to include records generated by DOE contractors.

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 with questions about this schedule.

3. How does DOE 2.2 differ from the old DOE Administrative Schedule?

Sixteen (16) records disposition schedule items from the DOE Administrative Schedules that did not have a GRS authority and were rolled into the DOE 2.2, Employee Management Records Disposition Schedule. Through careful review and consolidation of like items/retentions, the total records disposition schedule items were reduced to six (6) records disposition schedule items, two (2) of which are new schedules, one (1) utilizes a GRS authority with a DOE retention. There are four (4) records disposition schedule items that cross-walked to GRS. When schedule consolidation involved multiple retentions, the longer retention was applied.

- Item 010 – Employee Cards (Legacy Records Only)

Consolidated three (3) DOE records disposition schedule items into one (1), which increased retention to 250 years, as these records are needed to support various departmental Health and Safety Programs that require records to be maintained for a longer period of time. Previously:

Schedule No.	Item No.	Retention	Disposition Authority
ADM 1	2	75 years	N1-434-98-4, item 2b
ADM 1	6	75 years	N1-434-98-4, item 6
Las Vegas Contractor Schedule 1		60 years	N1-434-92-4, item, 11

Note: This records disposition schedule item is for “legacy” records only.

- Item 015 – Official Personnel Folder (OPF/electronic OPF (eOPF))

Created a new DOE records disposition schedule item, utilizing the GRS 2.2, item 040 authority, which allows for a longer retention. Increased retention to 250 years, as these records are needed to support various departmental Health and Safety Programs. (NEW)

- Item 020 – Employee Management Program Records (Contractor)

Consolidated five (5) DOE records disposition schedule items into one (1) records disposition schedule item, updated title, description and retention to align with GRS 1.1, item 010. Previously:

Schedule No.	Item No.	Retention	Disposition Authority
ADM 1	3.1	6 years	N1-434-89-1, item 2
Las Vegas Contractor Schedule 1		3 years	N1-434-92-4, item 1
		2 years	N1-434-92-4, item 7
		5 years	N1-434-92-4, item 10
Uranium Mill Tailings Remedial Action (UMTRA) Project		2 years	N1-434-98-1, item 1a (in part)

Note: N1-434-98-1, item 1a is in part, as this item contains a variety of records, which are covered by other schedules (e.g., day-to-day office administration records, organizational charts, and management improvement records).

- Item 030 – Official Personnel Files (Contractor)

Consolidated six (6) DOE records disposition schedule items into one (1) records disposition schedule item, including five (5) from the Las Vegas Contractor Schedule 1 that could not crosswalk to the GRS as they are written for Federal use only and increased retention to 250 years, as these records are needed to support various departmental Health and Safety Programs. Updated schedule language, which included the removal of “training of more than 40 hours and any training associated with health and safety, radiation, hazardous duty or other associated contract safety and health clause,” as training records would be scheduled/maintained under the Personnel Training Files (See DOE 2.6, item 010). Previously:

Schedule No.	Item No.	Retention	Disposition Authority
ADM 1	1.1	75 years	N1-434-89-1, item 1
Las Vegas Contractor Schedule 1		5 years	N1-434-92-4, item 19a
		Superseded	N1-434-92-4, item 19b
		3 years	N1-434-92-4, item 28a
		3 years	N1-434-92-4, item 28b(1)
		3 years	N1-434-92-4, item 28b(2)

- Item 040 – Employee Incentive Award Records (Federal)

Created a new DOE records disposition schedule item to cover employee incentive awards for Federal staff, including department-level awards, which are high-level awards approved by senior management and are excluded from GRS 2.2, item 030. The schedule consolidated records in GRS 2.2, item 030 that are needed longer to support the Office of Inspector General (OIG) mission of preventing fraud, waste and abuse in DOE Programs and operations. GRS 2.2, item 030 covers nonmonetary items conferred in connection with informal recognition awards of \$50.00 or less.

Not all records created/maintained under DOE 2.2, item 040 are managed by the Office of Chief Human Capital Officer (HC) (or the equivalent). Below provides some additional guidance on the management of these records:

- Departmental elements maintain employee award files for Department-level appreciation and departure awards. The Office of Chief Human Capital Officer (HC) (or the equivalent) maintains employee award files for Department-level Honor awards, and HC managed non-DOE awards.
 - Approved cash and time off award SF50s (or similar) are maintained in the Official Personnel Folder (OPF)/electronic OPF (eOPF) (DOE 2.2, item 015). Supporting documentation for approved cash and time off awards are maintained in Corporate Human Resources Information System (CHRIS) (or another approved personnel processing system).
 - Departmental elements maintain employee award files for non-approved special act or time off award recommendations and awards of \$50.00 or less and non-DOE awards that are not managed by HC.
- Item 050 – Employee Performance File System Records – Presidential Appointees

Created a new DOE records disposition schedule item to address the exclusion in GRS 2.2, items 070, 071, 072 and 073, which requires performance records for presidential appointees to have an agency schedule. (New)

4. Items Cross-Walked to GRS 2.2:

- Item 050 – Notification of Personnel Actions

One (1) records disposition schedule item has cross-walked, in part to GRS 2.2, item 050. Previously:

Schedule No.	Item No.	Retention	Disposition Authority
Personnel Action Tracking and Reporting Systems		3 years	DAA-0434-2015-0002-0001 (in part)

Note: DAA-0434-2015-0002-0001 is in part, as the system will crosswalk to GRS 3.1. Records may be maintained in the Personnel Action Tracking and Reporting Systems (PATs) or similar.

- Item 120 – Skill Set Records

One (1) records disposition schedule item cross-walked to GRS 2.2, item 120. Added a DOE Business Use of 2 years, which matches current retention. Previously:

Schedule No.	Item No.	Retention	Disposition Authority
Las Vegas Contractor Schedule 1		2 years	N1-434-92-4, item 5a

5. What updates has DOE made to the GRS?

Notes have been added to the following GRS 2.2 items to assist the RM community in ensuring the proper scheduling and retention is utilized and to ensure records are not prematurely destroyed.

- Item 010 – Employee management administrative records

Added (Federal Only) to item title and a note for contractors to utilize DOE 2.2, item 020 Personnel Office Correspondence.

- Item 020 – Workforce and succession planning records

Added (Federal Only) to item title and a note for contractors to utilize DOE 2.2, item 020 Personnel Office Correspondence.

- Item 030 – Employee Incentive Award Records

Added (Federal Only) to item title and notes to utilize:

- GRS 2.2, item 030 Employee incentive award records (Federal) for nonmonetary items conferred in connection with informal recognition awards of \$50.00 or less.
- DOE 2.2, item 040 Employee Incentive Awards (Federal) not maintained in the Official Personnel Folder (OPF)/electronic OPF (eOPF)
- DOE 2.2, item 030 Official Contractor Personnel File for Employee Incentive Awards (Contractors)

- Item 040 – Official Personnel Folder (OPF)/electronic OPF (eOPF)

Added (Federal Only) to item title and notes for Federal to utilize DOE 2.2, item 015 Official Personnel Folder (OPF)/electronic OPF (eOPF) and Contractors to utilize ADM 1.1.1 Contractor Personnel File until superseded

- Item 050 – Notifications of personnel actions

Added (Federal Only) to item title and updated disposition instruction to a DOE Business Use of Destroy when 3 years old.

- Item 070 – Employee performance file system records

Added (Federal Only) to item title.

- Item 080 – Supervisors' personnel files

Added a note that the records may fall under DOE Privacy Act System of Record – DOE-2.

- Item 110 and 111 – Volunteer service case files

Added (Federal Only) to item title.

- Item 120 – Skill set records

Added DOE Business Use of Destroy when 2 years old to disposition instructions.