

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
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				ADM 1	50	Superseded	N1-434-98-4, item 50 (in part)
<i>Remains under EPI Moratorium until DOE lifts the hold</i>							
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				ADM 1	50	Superseded	N1-434-98-4, item 50 (in part)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>							
DOE 2.6	030	Consolidate with DOE 2.6, item 010	None; filing instruction only	ADM 18	35.1a	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)
		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				ADM 1	29.2b	Superseded or obsolete	N1-434-88-1, item 4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				ADM 1	29.2d	Superseded or obsolete	N1-434-88-1, item 6 (in part)
				Web-Based Training and Tracking System (WTTTS)		Superseded or obsolete	DAA-0434-2015-0003-0002 (in part) Administrative only

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				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)
Rescinded				Uranium Mill Tailings Remedial Action (UMTRA) Project		Non-record; destroy when superseded or obsolete.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)							
Note: 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)
							N1-434-98-4, item 29b (ADM 1.29b) was an approved deviation from the GRS
				GRS 21	3	1 year	NC1-GRS-81-9, item I-3
							N1-434-98-23, item 3 (ADM 21.3a) is a deviation from the GRS with a permanent retention
				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				
							N1-434-98-23, item 17b (ADM 21.17b) is a deviation from the GRS with a permanent retention
<i>Remains under EPI Moratorium until DOE lifts the hold. Utilize current schedules for training content related to Mission Related Employee Training Program Records (including Hazardous, Environmental and Safety Training) until superseded</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) and DOE 2.6, item 016 for Individual Administrative Ethics Training (excludes) Mission Related Training) (Contractors)</i>							

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General Record Schedules (GRS)							
Note: 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	030	3 years or 1 year	DAA-GRS-2016-0014-0003	GRS 1	29b	5 years	NC1-64-77-10, item 30c (in part) N1-434-98-4, item 29b (ADM 1.29b) was an approved deviation from the GRS
Utilize DOE 2.6, item 015 for Individual Administrative and Ethics Training (excludes Mission Related Training) (Federal) and DOE 2.6, item 016 for Individual Administrative Ethics Training (excludes) Mission Related Training) (Contractors)							
GRS 2.6	040	No longer needed DOE Business Use: 3 years	DAA-GRS-2016-0014-0004	New item			
GRS 2.6	041	Upon certification or 1 year	DAA-GRS-2016-0014-0005	New item			