

Transmittal 06 Memorandum

TO: Department of Energy (DOE) Records Management Community

1. What is the purpose of this document?

DOE Transmittal 06 announces changes to the DOE Records Disposition Schedules (RDS) made since the publication of DOE Transmittal 05 in January 2023. The DOE RDS and GRS provide mandatory disposition instructions for records generated or received by DOE or its contractors. Transmittal 06 includes one new NARA-issued schedule (GRS 4.5 Digitizing Records) and one new DOE-issued FAQ (4.2). Transmittal 06 also publishes revised versions of DOE RDS 2.7 (Employee Health and Safety Records) and its associated crosswalk to include new items recently approved by NARA. The transmittal makes further alterations to six GRS (modified for DOE use), six DOE Administrative (ADM) schedules (1, 11, 12, 14, 17, 18), and the DOE Environmental (ENV) schedule set. This transmittal publishes *only* new schedules or schedules that have changed since they were last published. Other schedules not published in this transmittal remain current and authoritative. You can find all schedules, crosswalks, and FAQs at <https://www.energy.gov/cio/records-management>.

With the previous transmittal, information in the headers of scheduling documents seemed to suggest that all such documents had been published together under Transmittal 05, which is inaccurate. Moving forward the Records Disposition Schedule Technical Team (RDSTT) will ensure that each header accurately reflects the transmittal under which the most recent and authoritative version of that document (schedule, crosswalk, or FAQ) was published.

2. What changes does this transmittal make to the DOE RDS or GRS (modified for DOE use)?

DOE Transmittal 06 publishes one new NARA-issued schedule:

- GRS 4.5 Digitizing Records (including FAQ)

This transmittal also publishes updates to:

- GRS 2.1 Employee Acquisition Records
- DOE 2.7 Employee Health and Safety Records (including crosswalk)
- GRS 2.7 Employee Health and Safety Records
- GRS 3.1 General Technology Management Records
- GRS 4.1 Records Management Records (including FAQ and crosswalk)
- GRS 4.2 Information Access and Protection Records (including FAQ and crosswalk)
- GRS 5.2 Employee Management Records (including FAQ and crosswalk)
- GRS 5.4 Employee Compensation and Benefits Records (including FAQ and crosswalk)
- GRS 6.1 Email and Other Electronic Messages Managed under a Capstone Approach (including crosswalk)
- GRS 6.3 Information Technology Records
- ADM 1, ADM 11, ADM 12, ADM 14, ADM 17, ADM 18, and the ENV schedules

Note: All schedules, DOE and the GRS (modified for DOE use) can be found in the attached DOE Records Disposition Manual and have been posted to the [DOE Energy.gov](https://www.energy.gov) website. This includes the associated crosswalk and Frequently Asked Questions (FAQs). These may contain notes to continue to utilize a current schedule until superseded, provide a DOE Business Use retention, or include a DOE RDS that crosswalks to GRS items.

3. What changes have been made to the website <https://www.energy.gov/cio/doe-records-disposition-schedules-0> ?

New and/or revised schedules, FAQs and crosswalks are being added to the website. The RDSTT is also updating the Disposition Manual containing GRS and DOE schedules combined, the Administrative and Environmental schedules (individual and combined), the Old-to-New Crosswalk, and Epidemiological Moratorium List. Contact the DOE Records Management Program at DOERM@hq.doe.gov if you are unsure of which schedule to utilize.

NOTE: If you find an error on the website, please contact the DOE Records Management Program at DOERM@hq.doe.gov.

4. What changes have been made to GRS 2.1?

Corrected header to indicate schedule was last revised per NARA transmittal 31, not 32.

5. What changes have been made to DOE 2.7?

Added seven new NARA-approved items (020, 030, 040, 110, 120, 130, 140) to the RDS and updated the crosswalk accordingly.

6. What changes have been made to GRS 2.7?

Updated DOE business use for items affected by publication of the new DOE RDS 2.7 items.

7. What changes have been made to GRS 3.1?

Updated schedule to the NARA transmittal 30 version.

8. What changes have been made to GRS 4.1?

Updated header and deleted item 050 (Validation records for digitized temporary records), which was superseded by GRS 4.5, Item 021 (Digitization Project Records) per NARA GRS transmittal 34 (Jun 2023). Updated the 4.1 crosswalk to indicate item 050 has been superseded. Corrected item 010 (Tracking and control records) by adding two records examples (inventories and logs) that had been omitted in previous transmittals.

9. What changes have been made to GRS 4.2?

Updated header and disposition authority for item 100 (Automatic and systematic declassification review program records) to reflect changes previously made with NARA GRS transmittal 32 (Mar 2022). Deleted item 010 (General information request files) and item 130 (Personally identifiable information extracts), which were superseded by GRS 5.2, item 010 (Transitory records) per NARA GRS transmittal 34 (Jun 2023). Updated the 4.2 crosswalk to indicate items 010 and 130 have been superseded.

10. What changes have been made to GRS 5.2?

Updated header and revised items 010-020 to reflect changes made with GRS transmittal 34 (Jun 2023). Updated the 5.2 crosswalk to indicate GRS 4.2 items 010 and 130 have been superseded by item 010.

11. What changes have been made to GRS 5.4?

Updated header and deleted item 071 (Facility, space, and equipment inspection, maintenance, and service records -- Records tracking completion of custodial and minor repair work), which was superseded by GRS 5.2, item 010 (Transitory records).

12. What changes have been made to GRS 6.1?

Updated header and revised all items per GRS transmittal 33 (Jan 2023). Removed item 012, as DOE does not authorize use of this schedule item.

13. What changes have been made to GRS 6.3?

Updated header by deleting the phrase "Updated to NARA Transmittal 26," since the schedule wasn't published until NARA Transmittal 29.

14. What changes have been made to the DOE Administrative (ADM) schedules?

- ADM 1: Revised item 54 to indicate supersession by DOE 2.4, item 110 (DAA-0434-0013-0003) and added notes to several items now superseded by newly-approved DOE RDS 2.7 items.
- ADM 11: Updated item 5, which had previously been superseded by GRS 5.4, item 071, to indicate that it is now superseded by GRS 5.2, item 010.
- ADM 12: Corrected the typo "GRA" to "GRS" and changed "DOE 5.5" to "GRS 5.5" for item h.
- ADM 14: Updated items 1 and 2, which had previously been superseded by GRS 4.2, Item 010, to indicate that they are now superseded by GRS 5.2, item 010.
- ADM 17: Corrected item 17e to match the SF115; added a note to item 20c(4a(6)) that the item is a duplicate of item 17e; added citation (II-NNA-1941, item 3) to item 22a(6); added citation (II-NNA-675, item 3) to item 26b; and corrected item 27 to match the SF115.
- ADM 18: Corrected notes on items 1.1a and 1.1b from "Rescinded - DOE Transmittal 05" to "Superseded by GRS 4.2, Item 110. (DAA-GRS-2013-0007-0011)"; corrected notes on items 5a and 5b from "Superseded by GRS 4.2, item 020 (DAA-GRS-2016-0002-0004)" to "Superseded by GRS 4.2, item 040 (DAA-GRS-2019-0001-0003)"; updated the disposition authority on item 8 from "DAA-GRS-2017-0006-0001" to "DAA-GRS-2021-0001-0001"; updated the disposition authority on item 11 from "DAA-GRS-2017-0006-0013" to "DAA-GRS-2021-0001-0004"; corrected the disposition authorities on items 11.1a(1) and 11.1a(2) to "NC-326-75-2, item 1a(1)" and "NC-326-75-2, item 1a(2)", respectively; updated the disposition authority on items 13a and 13b from "DAA-GRS-2017-0006-0001" to "DAA-GRS-2021-0001-0001"; updated the disposition authority on items 14a and 14d from "DAA-GRS-2017-0006-0013" to "DAA-GRS-2021-0001-0004"; updated the disposition authority on items 18a and 18b from "DAA-GRS-2017-0006-0012" to "DAA-

GRS-2021-0001-0003”; updated the disposition authority on items 19a-c from “DAA-GRS-2017-0006-0012” to “DAA-GRS-2021-0001-0003” and on item 19d from “DAA-GRS-2017-0006-0004” to “DAA-GRS-2021-0001-0002”; updated the disposition authority on item 21.2 from “DAA-GRS-2017-0006-0001” to “DAA-GRS-2021-0001-0001”; and updated the disposition authority on item 22a from “DAA-GRS-2017-0006-0025” to “DAA-GRS-2021-0001-0008.”

15. What changes have been made to the DOE Environmental (ENV) schedules?

Updated header and footer; added a note to item 1b(5c) to utilize ADM 1.21.4a-e (NC1-430-76-9, items 4b(1)-(5)); and revised item 1f to match disposition instructions on the SF115 (N1-434-98-28, item 1f).

16. Who do I contact to request more information about schedules?

Writing and maintaining the DOE records disposition schedules is the responsibility of DOE Records Officer (DRO) with support from the Records Disposition Schedule Technical Team (RDSTT). The RDSTT is part of the DOE Records Community and is largely a volunteer effort to assist the DRO. General questions should be submitted to the DOE RM mailbox DOERM@hq.doe.gov, the DOE RM staff will work with the RDSTT as needed to respond to questions.



DOE Records Disposition Manual

Transmittal 06

U.S. Department of Energy
Records Disposition Manual
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