

GRS ID	Record Title	Disposition	Disposition Instruction	Superseded by DOE RDS or Notes to utilize Current DOE RDS	EPI	Disposition Authority
GRS 1.1 - Financial Management and Reporting Records						
GRS 1.1.001	Financial management and reporting administrative records	Temporary	Destroy when 3 years old			DAA-GRS-2016-0013-0001
GRS 1.1.010	Financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting - Official record held in the office of record	Temporary	Destroy 6 years after final payment or cancellation Note: DOE defines final payment as final payment AND contract completion documentation to meet the FAR requirements for contract close-out.			DAA-GRS-2013-0003-0001
GRS 1.1.011	Financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting - All other copies (Copies used for administrative or reference purposes)	Temporary	Destroy when business use ceases DOE Business Use: Destroy when 1 year old.			DAA-GRS-2013-0003-0002
GRS 1.1.012	Bids and proposals neither solicited nor accepted	Temporary	Destroy when no longer required for business use DOE Business Use: Destroy when 1 year old.			DAA-GRS-2016-0001-0001
GRS 1.1.020	Records supporting compilation of agency financial statements and related audit, and all records of all other reports	Temporary	Destroy 2 years after completion of audit or closure of financial statement /accounting treatment/issue			DAA-GRS-2013-0003-0011
GRS 1.1.030	Property, plant and equipment (PP&E) and other asset accounting	Temporary	Destroy 2 years after asset is disposed of and/or removed from agency's financial statement			DAA-GRS-2013-0003-0004
GRS 1.1.040	Cost accounting for stores, inventory, and materials	Temporary	Destroy when 3 years old			DAA-GRS-2013-0003-0012
GRS 1.1.050	Construction contractors' payroll files	Temporary	Destroy 3 years after completion of contract or conclusion of contract being subject to an enforcement action	Utilize DOE 2.4, Item 010 Employee Payroll Records for both Federal and contractor employees.		DAA-GRS-2013-0003-0003
GRS 1.1.060	Contract appeals case files	Temporary	Destroy 1 year after final resolution			DAA-GRS-2016-0001-0003
GRS 1.1.070	Vendor and bidder information - Records of suspensions and debarments for violation of the Drug-Free Workplace Act	Temporary	Destroy 5 years after removal from approved status	Utilize DOE 1.1, Item 050 for Debarment Investigation Case files (specific cases).		DAA-GRS-2016-0001-0004
GRS 1.1.071	Vendor and bidder information - Records of all other suspensions and debarments and all approved vendors and bidders	Temporary	Destroy 3 years after removal from approved status	Utilize DOE 1.1, Item 050 for Debarment Investigation Case files (specific cases).		DAA-GRS-2016-0001-0005
GRS 1.1.080	Administrative claims by or against the United States	Temporary	Destroy 7 years after final action			DAA-GRS-2017-0005-0001
GRS 1.1.090	Government purchase card and travel credit card application and approval records	Temporary	Destroy upon card holder separation or when card is returned to office and destroyed, as appropriate			DAA-GRS-2018-0003-0001
GRS 1.1.100	Small and Disadvantaged Business Utilization records	Temporary	Destroy when 3 years old			DAA-GRS-2018-0003-0002
GRS 1.2 - Grant and Cooperative Agreement Records						
GRS 1.2.010	Grant and cooperative agreement program management records	Temporary	Destroy 3 years after final action is taken on the file	See DOE 1.2, Item 070 regarding "Note" Exclusion 1: Utilize DOE 1.2, Item 010 for Program records related to grants, cooperative agreements, CRADAS and work for others.		DAA-GRS-2013-0008-0007
GRS 1.2.020	Grant and cooperative agreement case files - Successful applications	Temporary	Destroy 10 years after final action is taken on file	Utilize DOE 1.2, Item 020 for CERCLA-Funded Cooperative Agreement Records.		DAA-GRS-2013-0008-0001
GRS 1.2.021	Grant and cooperative agreement case files - Unsuccessful applications	Temporary	Destroy 3 years after final action is taken on file			DAA-GRS-2013-0008-0006
GRS 1.2.022	Grant and cooperative agreement case files - All other copies	Temporary	Destroy when business use ceases DOE Business Use: Destroy when 1 year old.			DAA-GRS-2013-0008-0002
GRS 1.2.030	Final grant and cooperative agreement products or deliverables	Temporary	Destroy when business use ceases DOE Business Use: Destroy when 1 year old.	Utilize DOE 1.2, Item 070 for grant and cooperative agreements that warrant permanent retention.		DAA-GRS-2013-0008-0003
GRS 1.3 - Budgeting Records						

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GRS 1.3.010	Budget formulation, estimates, justification, and submission records, fiscal year 2017 and forward	Temporary	Destroy 6 years after close of fiscal year	Utilize DOE 1.3, Item 010 for Agency Budget Policies, Estimates and Correspondence prior to Fiscal Year 2017 (Permanent) and DOE 1.3, Item 020 for Agency Budget Policies, Estimates and Correspondence prior to Fiscal Year 2017 (Temporary).		DAA-GRS-2015-0006-0001
GRS 1.3.020	Budget execution records	Temporary	Destroy 6 years after close of fiscal year			DAA-GRS-2015-0006-0002
GRS 1.3.030	Budget reports - Full fiscal-year reports	Temporary	Destroy when 5 years old			DAA-GRS-2015-0006-0003
GRS 1.3.031	Budget reports - All other reports	Temporary	Destroy when 3 years old			DAA-GRS-2015-0006-0004
GRS 1.3.040	Budget preparation background records - Records held in office responsible for preparing agency's budget proposal to the White House	Temporary	Destroy 2 years after close of the fiscal year to which the records relate			DAA-GRS-2015-0006-0005
GRS 1.3.041	Budget preparation background records - Records held at all other offices	Temporary	Destroy when 2 years old			DAA-GRS-2015-0006-0006
GRS 1.3.050	Budget administration records	Temporary	Destroy when 3 years old			DAA-GRS-2015-0006-0007
GRS 2.1 - Employee Acquisition Records						
GRS 2.1.010	Classification standards (FEDERAL ONLY)	Temporary	Destroy 2 years after standard is superseded, canceled, or disapproved by OPM (as appropriate)	Utilize DOE 2.1, Item 010, Contractor Employee Job Classification Manuals		DAA-GRS-2014-0002-0001
GRS 2.1.020	Position descriptions - Official record copy of position description	Temporary	Destroy 2 years after position is abolished or description is superseded	Utilize DOE 2.1, Item 020, Position Descriptions		DAA-GRS-2014-0002-0002
GRS 2.1.021	Position descriptions - Copies in employee Official Personnel File (OPF), Unofficial Personnel File (UPF) and supervisor's personnel file	Filing instruction	Destroy in accordance with disposal instructions for associated file (see GRS 2.2 section on OPFs)	Federal: DOE 2.2, item 015, GRS 2.2, item 041 or GRS 2.2, item 080 per OPM recordkeeping requirements Contractors: DOE 2.2, item 030		None
GRS 2.1.022	Position descriptions - All other related records	Temporary	Destroy when position description is final			DAA-GRS-2014-0002-0003
GRS 2.1.030	Position reviews and classification appeals (FEDERAL ONLY)	Temporary	Destroy 3 years after final decision			DAA-GRS-2014-0002-0004
GRS 2.1.040	Certificates of classification (FEDERAL ONLY)	Temporary	Destroy 2 years after position is abolished or description is superseded			DAA-GRS-2014-0002-0005
GRS 2.1.050	Job vacancy case files - Records of one-time competitive and Senior Executive Service announcements/selections	Temporary	Destroy 2 years after selection certificate is closed or final settlement of any associated litigation; whichever is later		EPI	DAA-GRS-2017-0011-0001
GRS 2.1.051	Job vacancy case files - Records of standing register competitive files for multiple positions filled over a period of time	Temporary	Destroy 2 years after termination of register		EPI	DAA-GRS-2017-0011-0002
GRS 2.1.060	Job application packages	Temporary	Destroy 1 year after date of submission			DAA-GRS-2014-0002-0011
GRS 2.1.070	Case files on lost or exposed job test materials	Temporary	Destroy 5 years after date of final report			DAA-GRS-2014-0002-0012
GRS 2.1.080	Requests for non-competitive personnel action (FEDERAL ONLY)	Temporary	Destroy 1 year after approval is granted or denied			DAA-GRS-2014-0002-0013
GRS 2.1.090	Interview records	Temporary	Destroy 2 years after case is closed by hire or non-selection, expiration of right to appeal a non-selection, or final settlement of any associated litigation, whichever is later			DAA-GRS-2014-0002-0008
GRS 2.1.100	Political appointment (Schedule C) records - Records (except ethics pledges and waivers) related to appointees (FEDERAL ONLY)	Temporary	Destroy after separation; retention up to end of administration under which individual was hired is authorized if required for business use	Utilize DOE 2.1, item 030 for Presidential Appointments (PA) and Presidential Appointments with Senate Confirmation (PAS) Records - Appointees		DAA-GRS-2014-0002-0014
GRS 2.1.101	Political appointment (Schedule C) records - Ethics pledges and waivers of appointees (FEDERAL ONLY)	Filing instruction	File in appointee's Official Personnel File, per Executive Order 13490			None
GRS 2.1.102	Political appointment (Schedule C) records - Records related to non-appointees (FEDERAL ONLY)	Temporary	Destroy 1 year after consideration of the candidate ends; retention up to end of administration under which individual was considered is authorized if required for business use	Utilize DOE 2.1, item 040 for Presidential Appointments (PA) and Presidential Appointments with Senate Confirmation (PAS) Records - Non-Appointees		DAA-GRS-2014-0002-0015

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GRS 2.1.110	Excepted service appointment records - Case files that document appointing individuals with intellectual disabilities, severe physical disabilities, or psychiatric disabilities as defined in 5 CFR 213.3102(u) (FEDERAL ONLY)	Temporary	Destroy 5 years after candidate enters on duty, is no longer under consideration, or declines offer			DAA-GRS-2014-0002-0018
GRS 2.1.111	Excepted service appointment records - Case files related to all other appointees	Temporary	Destroy 2 years after candidate enters on duty, is no longer under consideration, or declines offer			DAA-GRS-2014-0002-0019
GRS 2.1.120	Special hiring authority program records (FEDERAL ONLY)	Temporary	Destroy 2 years after hiring authority closes			DAA-GRS-2014-0002-0016
GRS 2.1.130	Records related to individual employees hired under special temporary authority (FEDERAL ONLY)	Temporary	Destroy 2 years after employee is converted to a permanent position or leaves a program			DAA-GRS-2014-0002-0017
GRS 2.1.140	Pre-appointment files - Records documenting background investigation or vetting of prospective employees to determine eligibility for security clearance and sensitive positions	Filing instruction	Forward to appropriate security office after prospective employee enters on duty, declines appointment, or is no longer a candidate			None
GRS 2.1.141	Pre-appointment files - Records appropriate for inclusion in OPF - Records concerning prospective employees who enter on duty	Filing instruction	Forward to appropriate human resources office to include in OPF after employee enters on duty			None
GRS 2.1.142	Pre-appointment files - Records appropriate for inclusion in OPF - Records concerning prospective employees who do not enter on duty	Temporary	Destroy 1 year after prospective employee is no longer a candidate			DAA-GRS-2014-0002-0009
GRS 2.1.143	Pre-appointment files - Copies of records included in Job vacancy case file (items 050 or 051)	Temporary	Destroy after prospective employee enters on duty, declines appointment, or is no longer a candidate			DAA-GRS-2014-0002-0010
GRS 2.1.150	Records of delegation of authority for examination and certification (FEDERAL ONLY)	Temporary	Destroy 3 years after agreement terminates		EPI	DAA-GRS-2014-0002-0021
GRS 2.1.160	Delegated authority audits (FEDERAL ONLY)	Temporary	Destroy when 3 years old			DAA-GRS-2014-0002-0022
GRS 2.1.170	Adverse impact files - Records revealing no adverse impact	Temporary	Destroy when 3 years old			DAA-GRS-2018-0008-0001
GRS 2.1.171	Adverse impact files - Records revealing an adverse impact	Temporary	Destroy 2 years after eliminating the adverse impact			DAA-GRS-2018-0008-0002
GRS 2.1.180	Recruitment records	Temporary	Destroy when 1 year old			DAA-GRS-2018-0008-0003
GRS 2.2 - Employee Management Records						
GRS 2.2.010	Employee management administrative records (FEDERAL ONLY)	Temporary	Destroy when 3 years old	Contractors utilize DOE 2.2, item 020 Personnel Office Correspondence		DAA-GRS-2017-0007-0001
GRS 2.2.020	Workforce and succession planning records (FEDERAL ONLY)	Temporary	Destroy 3 years after issuing each new plan	Contractors utilize DOE 2.2, item 020 Personnel Office Correspondence		DAA-GRS-2017-0007-0002
GRS 2.2.030	Employee incentive award records (FEDERAL ONLY)	Temporary	Destroy when 2 years old or 2 years after award is approved or disapproved, whichever is later	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)		DAA-GRS-2017-0007-0003
GRS 2.2.040	Official Personnel Folder (OPF)/electronic OPF (eOPF) - Long-term records (FEDERAL ONLY)	Temporary	Destroy when survivor or retirement claims are adjudicated or when records are 129 years old, whichever is sooner	Federal - utilize DOE 2.2, Item 015 Official Personnel Folder (OPF)/electronic OPF (eOPF) Contractors – Utilize DOE 2.2, item 030 Official Contractor Personnel File		DAA-GRS-2017-0007-0004
GRS 2.2.041	Official Personnel Folder (OPF)/electronic OPF (eOPF) - Short-term records (FEDERAL ONLY)	Temporary	Destroy when superseded or obsolete, or upon separation or transfer of employee, whichever is earlier			DAA-GRS-2017-0007-0005
GRS 2.2.050	Notifications of personnel actions (FEDERAL ONLY)	Temporary	Destroy when business use ceases DOE Business Use: Destroy when 3 years old.			DAA-GRS-2017-0007-0006

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GRS 2.2.060	Employment eligibility verification records	Temporary	Destroy 3 years after employee separates from service or transfers to another agency			DAA-GRS-2017-0007-0007
GRS 2.2.070	Employee performance file system records - Acceptable performance appraisals of non-senior executive service employees (FEDERAL ONLY)	Temporary	Destroy no sooner than 4 years after date of appraisal			DAA-GRS-2017-0007-0008
GRS 2.2.071	Employee performance file system records - Unacceptable performance appraisals of non-senior executive service employees (FEDERAL ONLY)	Temporary	Destroy after employee completes 1 year of acceptable performance from the date of written advance notice of proposed removal or reduction-in-grade notice			DAA-GRS-2017-0007-0009
GRS 2.2.072	Employee performance file system records - Records of senior executive service employees (FEDERAL ONLY)	Temporary	Destroy no sooner than 5 years after date of appraisal			DAA-GRS-2017-0007-0010
GRS 2.2.073	Employee performance file system records - Performance records superseded through an administrative, judicial, or quasi-judicial procedure (FEDERAL ONLY)	Temporary	Destroy when superseded			DAA-GRS-2017-0007-0011
GRS 2.2.080	Supervisors' personnel files	Temporary	Review annually and destroy superseded documents. Destroy remaining documents 1 year after employee separation or transfer			DAA-GRS-2017-0007-0012
GRS 2.2.090	Records related to official passports - Application records	Temporary	Destroy when 3 years old or upon employee separation or transfer, whichever is sooner			DAA-GRS-2017-0007-0013
GRS 2.2.091	Records related to official passports - Official passport registers	Temporary	Destroy when superseded or obsolete			DAA-GRS-2017-0007-0014
GRS 2.2.092	Records related to official passports - Official passports of transferred or separated agency personnel	Filing instruction	Transfer to new agency or return to the Department of State upon expiration or upon separation of the employee			None
GRS 2.2.100	Volunteer service program administrative records	Temporary	Destroy when 3 years old			DAA-GRS-2017-0007-0015
GRS 2.2.110	Volunteer service case files - Case files on volunteers (FEDERAL ONLY)	Temporary	Destroy 4 years after volunteer departs service			DAA-GRS-2017-0007-0016
GRS 2.2.111	Volunteer service case files - Case files on individuals whose applications were rejected or withdrawn	Temporary	Destroy when 1 year old			DAA-GRS-2017-0007-0017
GRS 2.2.120	Skill set records	Temporary	Destroy when business use ceases DOE Business Use: Destroy when 2 years old.			DAA-GRS-2017-0007-0018
GRS 2.3 - Employee Relations Records						
GRS 2.3.010	Employee relations programs' administrative records	Temporary	Destroy when 3 years old			DAA-GRS-2022-0001-0001
GRS 2.3.020	Reasonable accommodation case files	Temporary	Destroy 3 years after employee separation from the agency or all appeals are concluded whichever is later			DAA-GRS-2022-0001-0002
GRS 2.3.030	Dislocated worker program case files	Temporary	Destroy 1 year after employee eligibility for program expires			DAA-GRS-2018-0002-0003
GRS 2.3.040	Telework/alternate worksite program case files	Temporary	Destroy when superseded or obsolete or 1 year after end of employee's participation in program, whichever is sooner			DAA-GRS-2018-0002-0004
GRS 2.3.050	Harassment complaint case files	Temporary	Destroy 7 years after close of case			DAA-GRS-2018-0002-0005
GRS 2.3.060	Administrative grievance, disciplinary, performance-based, and adverse action case files	Temporary	Destroy no sooner than 4 years but no later than 7 years (see Note 2) after case is closed or final settlement on appeal, as appropriate DOE Business Use: Destroy 4 years after case closed or final settlement on appeal.			DAA-GRS-2018-0002-0006
GRS 2.3.070	Alternative Dispute Resolution (ADR) case files - Informal process	Temporary	Destroy 3 years after case is closed			DAA-GRS-2018-0002-0007
GRS 2.3.071	Alternative Dispute Resolution (ADR) case files - Formal process	Temporary	Destroy 7 years after case is closed			DAA-GRS-2018-0002-0008
GRS 2.3.080	Merit Systems Protection Board (MSPB) case files (FEDERAL ONLY)	Temporary	Destroy 3 years after final resolution of case			DAA-GRS-2018-0002-0009
GRS 2.3.090	Labor arbitration (negotiated grievance procedure) case records (FEDERAL ONLY)	Temporary	Destroy 3 years after close of case	Utilize DOE 2.3, item 030 for Contractor Labor Arbitration Case Files		DAA-GRS-2018-0002-0010
GRS 2.3.100	Federal Labor Relations Authority (FLRA) case files (FEDERAL ONLY)	Temporary	Destroy 3 years after final resolution of case	Utilize DOE 2.3, item 040 for unfair labor practices elevated to the National Labor Relations Board (NLRB)		DAA-GRS-2018-0002-0011
GRS 2.3.110	EEO discrimination complaint case files - Informal process	Temporary	Destroy 3 years after resolution of case			DAA-GRS-2018-0002-0012

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GRS 2.3.111	EEO discrimination complaint case files - Formal process	Temporary	Destroy 7 years after resolution of case			DAA-GRS-2018-0002-0013
GRS 2.3.120	Records documenting contractor compliance with EEO regulations	Temporary	Destroy when 7 years old			DAA-GRS-2018-0002-0014
GRS 2.3.130	Labor management relations agreement negotiation records (FEDERAL ONLY)	Temporary	Destroy 5 years after expiration of agreement or final resolution of case, as appropriate	Utilize DOE 2.3, item 020 for Contractor Labor Management Relations Agreement Negotiation Records		DAA-GRS-2018-0002-0015
GRS 2.4 - Employee Compensation and Benefits Records						
GRS 2.4.010	Records used to calculate payroll, arrange paycheck deposit, and change previously issued paychecks	Temporary	Destroy 3 years after paying agency or payroll processor validates data			DAA-GRS-2019-0004-0001
GRS 2.4.020	Tax withholding and adjustment documents	Temporary	Destroy 4 years after superseded or obsolete			DAA-GRS-2016-0015-0002
GRS 2.4.030	Time and attendance records	Temporary	Destroy when 3 years old	DOE 2.4, items 020, 025 or 030	EPI	DAA-GRS-2019-0004-0002
GRS 2.4.035	Phased-retirement employees' overtime documentation (FEDERAL ONLY)	Temporary	Destroy when 6 years old			DAA-GRS-2018-0001-0001
GRS 2.4.040	Agency payroll record for each pay period	Temporary	Destroy when 56 years old	Utilize DOE 2.4, Item 010 Employee Payroll Records for both Federal and contractor employees.	EPI	DAA-GRS-2016-0015-0004
GRS 2.4.050	Wage and tax statements	Temporary	Destroy when 4 years old			DAA-GRS-2016-0015-0005
GRS 2.4.060	Payroll program administrative records - Administrative correspondence between agency and payroll processor, and system reports used for agency workload and/or personnel management purposes	Temporary	Destroy when 2 years old			DAA-GRS-2016-0015-0006
GRS 2.4.061	Payroll program administrative records - Payroll system reports providing fiscal information on agency payroll	Temporary	Destroy when 3 years old or after GAO audit, whichever comes sooner			DAA-GRS-2016-0015-0007
GRS 2.4.070	Donated leave program administrative records	Temporary	Destroy when 3 years old			DAA-GRS-2016-0015-0008
GRS 2.4.071	Donated leave program individual case files	Temporary	Destroy 1 year after the employee receiving leave is no longer participating in the program			DAA-GRS-2016-0015-0009
GRS 2.4.080	Wage survey files	Temporary	Destroy after completing second succeeding survey in the specific wage area (i.e., retain records of the two most recently completed surveys)			DAA-GRS-2016-0015-0010
GRS 2.4.090	Incentive package records (FEDERAL ONLY)	Temporary	Destroy 3 years after date of approval, completion of service agreement, or termination of incentive or differential payment, whichever is later	Contractors utilize DOE 2.2, item 030 Contractor Employee Personnel File for employment agreements, recruitment, relocation, employee awards, and retention incentive packages (EPI)		DAA-GRS-2016-0015-0011
GRS 2.4.100	Workers' Compensation (personnel injury compensation) records - Records of agencies that forward case file material to DOL for retention in DOL's master OWCP records	Temporary	Destroy 3 years after compensation ceases or when deadline for filing a claim has passed	Utilize DOE 2.4, item 100 for Workers Compensation (personal injury compensation) records and DOE 2.7, Item 110 for Individual Employee Occupational Illness/ Injury Case File		DAA-GRS-2016-0015-0012
GRS 2.4.101	Workers' Compensation (personnel injury compensation) records - Records of agencies that do not forward case file material to DOL for retention in DOL's master OWCP records	Temporary	Destroy 15 years after compensation ceases or when deadline for filing a claim has passed	Utilize DOE 2.4, item 100 for Workers Compensation (personal injury compensation) records and DOE 2.7, Item 110 for Individual Employee Occupational Illness/ Injury Case File		DAA-GRS-2016-0015-0013
GRS 2.4.110	Requests for health benefits under spouse equity - Successful applications, including those denied and successfully appealed (FEDERAL ONLY)	Filing instruction	Transfer to appropriate retirement system after enrollment is cancelled or terminated, or annuity payment begins			None
GRS 2.4.111	Requests for health benefits under spouse equity - Denied applications (FEDERAL ONLY)	Temporary	Destroy 1 year after original denial, denial of appeal, or final court order, whichever is appropriate			DAA-GRS-2016-0015-0014
GRS 2.4.120	Child care subsidy program administrative records	Temporary	Destroy when 3 years old			DAA-GRS-2016-0015-0015
GRS 2.4.121	Child care subsidy program individual case files	Temporary	Destroy 2 years after employee participation concludes			DAA-GRS-2016-0015-0016
GRS 2.4.130	Transportation subsidy program administrative records	Temporary	Destroy when 3 years old			DAA-GRS-2016-0015-0017
GRS 2.4.131	Transportation subsidy program individual case files	Temporary	Destroy 2 years after employee participation concludes			DAA-GRS-2016-0015-0018
GRS 2.4.140	Family Medical Leave Act (FMLA) program administrative records	Temporary	Destroy 3 years after superseded or obsolete			DAA-GRS-2016-0015-0019

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GRS 2.4.141	Family Medical Leave Act (FMLA) program individual case files	Temporary	Destroy 3 years after conclusion of leave being taken			DAA-GRS-2016-0015-0020
GRS 2.5 - Employee Separation Records						
GRS 2.5.010	Separation program management records - Records not specific to an agency separation initiative (FEDERAL ONLY)	Temporary	Destroy when no longer required for business use DOE Business Use: Destroy when 2 years old.			DAA-GRS-2014-0004-0001
GRS 2.5.011	Separation program management records - Records specific to an agency separation initiative such as reduction-in-force, voluntary early retirement, voluntary separation, and similar programs (FEDERAL ONLY)	Temporary	Destroy 2 years after date of program closure			DAA-GRS-2014-0004-0002
GRS 2.5.020	Individual employee separation case files (FEDERAL ONLY)	Temporary	Destroy 1 year after date of separation or transfer	Contractors utilize DOE 2.2, item 030 (EPI)		DAA-GRS-2014-0004-0003
GRS 2.5.030	Records documenting capture of institutional and specialized knowledge Note: Formal oral histories will be addressed in the DOE Mission Schedules	Temporary	Destroy when no longer required for business use DOE Business Use: Destroy when 1 year old	A new DOE RDS item is being created for formal oral history records.		DAA-GRS-2014-0004-0004
GRS 2.5.040	Individual employee separation records required to be placed in separating employee's OPF (FEDERAL ONLY)	Filing instruction	File on left side (short-term) or right side (long-term) of the Official Personnel Folder (OPF), as appropriate	Contractors utilize DOE 2.2, item 030 (EPI)		None
GRS 2.5.050	Phased retirement administrative records (FEDERAL ONLY)	Temporary	Destroy when 3 years old or 3 years after revision or replacement, as appropriate			DAA-GRS-2016-0007-0001
GRS 2.5.051	Phased retirement individual case files (FEDERAL ONLY)	Temporary	Destroy 1 year after employee participation concludes or the employee retires			DAA-GRS-2016-0007-0002
GRS 2.6 - Employee Training Records						
GRS 2.6.010	Non-mission employee training program records	Temporary	Destroy when 3 years old, or 3 years after superseded or obsolete, whichever is appropriate	Utilize GRS 2.6, item 010 for general program records that are nonmission related. Utilize DOE 2.6, item 020 for overall Training Program records and training content related to Mission Related Employee Training Program Records (including Hazardous, Environmental and Safety Training). NOTE: Until DOE 2.6, item 020 is approved by NARA, utilize current schedules (See DOE 2.6 Crosswalk)	EPI	DAA-GRS-2016-0014-0001
GRS 2.6.020	Ethics training records	Temporary	Destroy when 6 years old or when superseded, whichever is later	DOE 2.6, item 015 or DOE 2.6, item 016		DAA-GRS-2016-0014-0002
GRS 2.6.030	Individual employee training records	Temporary	Destroy when superseded, 3 years old, or 1 year after separation, whichever comes first	DOE 2.6, item 015 or DOE 2.6, item 016		DAA-GRS-2016-0014-0003
GRS 2.6.040	Senior Executive Service Candidate Development Program (SESCDP) - Program records (FEDERAL ONLY)	Temporary	Destroy when no longer needed for business use DOE Business Use: Destroy when 3 years old or when superseded/obsolete.			DAA-GRS-2016-0014-0004
GRS 2.6.041	Senior Executive Service Candidate Development Program (SESCDP) - Case records on SESCDP participants (FEDERAL ONLY)	Temporary	Destroy upon certification by OPM's Qualifications Review Board (QRB) or 1 year after separation from SESCDP			DAA-GRS-2016-0014-0005
GRS 2.7 - Employee Health and Safety Records						
GRS 2.7.010	Clinic scheduling records	Temporary	Destroy when 3 years old	Utilize DOE 2.7, Item 010, Clinical Scheduling Records (Occupational and Non-Occupational)		DAA-GRS-2017-0010-0001
GRS 2.7.020	Occupational injury and illness program records	Temporary	Destroy when 6 years old	Utilize DOE 2.7, Item 100, Occupational Injury and Illness Program Records		DAA-GRS-2017-0010-0002
GRS 2.7.030	Occupational health and safety training records	Temporary	Destroy 5 years after training participation or when superseded, whichever is applicable			DAA-GRS-2017-0010-0003
GRS 2.7.040	Workplace environmental monitoring and exposure records - OSHA-regulated substance monitoring and exposure records	Temporary	Destroy no sooner than 30 years after monitoring is conducted	Utilize DOE 2.7, Item 130, Individual Employee Health Hazard Case File (Employee Exposure Records)		DAA-GRS-2017-0010-0004

GRS ID	Record Title	Disposition	Disposition Instruction	Superseded by DOE RDS or Notes to utilize Current DOE RDS	EPI	Disposition Authority
GRS 2.7.041	Workplace environmental monitoring and exposure records – Occupational noise monitoring and exposure records	Temporary	Destroy no sooner than 2 years after monitoring is conducted	Utilize DOE 2.7, Item 130, Individual Employee Health Hazard Case File (Employee Exposure Records)		DAA-GRS-2017-0010-0005
GRS 2.7.042	Workplace environmental monitoring and exposure records – Lead (Pb), Coke Oven emissions, Dibromochloropropane (DBCP), Acrylonitrile, and Inorganic Arsenic monitoring and exposure records	Temporary	Destroy no sooner than 40 years after monitoring is conducted	Utilize DOE 2.7, Item 130, Individual Employee Health Hazard Case File (Employee Exposure Records)		DAA-GRS-2017-0010-0006
GRS 2.7.043	Workplace environmental monitoring and exposure records – Background data	Temporary	Destroy no sooner than 1 year after monitoring is conducted	Utilize DOE 2.7, Item 130, Individual Employee Health Hazard Case File (Employee Exposure Records)		DAA-GRS-2017-0010-0007
GRS 2.7.050	Safety Data Sheets (SDS)	Temporary	Destroy when business use ceases DOE Business Use: Destroy 75 years after substance removed from service.	Exclusion: Utilize DOE 2.7, Item 130, Individual Employee Health Hazard Case File (Employee Exposure Records)		DAA-GRS-2017-0010-0008
GRS 2.7.060	Occupational individual medical case files – Long-term records	Temporary	Destroy 30 years after employee separation or when the Official Personnel Folder (OPF) is destroyed, whichever is longer	Utilize DOE 2.7, Item 020, Individual Medical Case File (Federal and contractor).		DAA-GRS-2017-0010-0009
GRS 2.7.061	Occupational individual medical case files – Short-term records	Temporary	Destroy 1 year after employee separation or transfer	Utilize DOE 2.7, Item 020, Individual Medical Case File (Federal and contractor).		DAA-GRS-2017-0010-0010
GRS 2.7.062	Occupational individual medical case files – Individual employee health case files created prior to establishment of the Employee Medical File system in 1986	Temporary	Destroy 60 years after retirement to the NARA records storage facility	Utilize DOE 2.7, Item 020, Individual Medical Case File (Federal and contractor).		DAA-GRS-2017-0010-0011
GRS 2.7.063	Vaccination attestations and proof of vaccination records - Federal employees and contractors.	Temporary	Destroy when 3 years old.			DAA-GRS-2021-0003-0001
GRS 2.7.064	Vaccination attestations and proof of vaccination records - Visitors.	Temporary	Destroy when 30 days old.			DAA-GRS-2021-0003-0002
GRS 2.7.065	Symptom screening and testing records - Federal Employees.	Temporary	Destroy when 1 year old.			DAA-GRS-2021-0003-0003
GRS 2.7.066	Symptom screening and testing records - Contractors and visitors.	Temporary	Destroy when 30 days old.			DAA-GRS-2021-0003-0004
GRS 2.7.070	Non-occupational individual medical case files	Temporary	Destroy 10 years after the most recent encounter	If occupational are maintained with non-occupational health records, utilize DOE 2.7, item 020, Individual Medical Case File (Federal and Contractor).		DAA-GRS-2017-0010-0012
GRS 2.7.080	Non-occupational health and wellness program records	Temporary	Destroy 3 years after the project/activity/ or transaction is completed or superseded			DAA-GRS-2017-0010-0013
GRS 2.7.090	Employee Assistance Program (EAP) counseling records - Records related to employee performance or conduct	Temporary	Destroy once employee has met condition(s) specified by agreement or adverse action or performance-based action case file has been initiated			DAA-GRS-2017-0010-0014
GRS 2.7.091	Employee Assistance Program (EAP) counseling records - Records not related to performance or conduct	Temporary	Destroy 7 years after termination of counseling for adults or 3 years after a minor reaches the age of majority, or when the state-specific statute of limitations has expired for contract providers subject to state requirements		EPI	DAA-GRS-2017-0010-0015
GRS 2.7.100	Employee drug test plans, procedures, and scheduling records	Temporary	Destroy when 3 years old or when superseded or obsolete			DAA-GRS-2017-0010-0016
GRS 2.7.110	Employee drug test acknowledgment of notice forms	Temporary	Destroy when employee separates from testing-designated position			DAA-GRS-2017-0010-0017
GRS 2.7.120	Employee drug testing specimen records	Temporary	Destroy 3 years after date of last entry or when 3 years old, whichever is later			DAA-GRS-2017-0010-0018
GRS 2.7.130	Employee drug test results - Positive results	Temporary	Destroy when employee leaves the agency or when 3 years old, whichever is later			DAA-GRS-2017-0010-0019
GRS 2.7.131	Employee drug test results - Negative results	Temporary	Destroy when 3 years old			DAA-GRS-2017-0010-0020
GRS 2.8 - Employee Ethics Records						
GRS 2.8.010	General ethics program records	Temporary	Destroy 6 years following the conclusion of an ethics regulatory review, provision of advice to an employee, making a determination regarding outside employment or after such determination is no longer in effect or applicable, or when no longer needed for an active investigation; whichever is later			DAA-GRS-2016-0006-0001

GRS ID	Record Title	Disposition	Disposition Instruction	Superseded by DOE RDS or Notes to utilize Current DOE RDS	EPI	Disposition Authority
GRS 2.8.020	Referrals and notifications of violations of criminal conflict of interest statutes and other potential violations files (FEDERAL ONLY)	Temporary	Destroy 6 years after final disposition of the referral to either the IG or DOJ			DAA-GRS-2014-0005-0002
GRS 2.8.030	Reports of payments accepted from non-Federal sources - Agency reports (FEDERAL ONLY)	Temporary	Destroy 3 years following submission of the report to OGE			DAA-GRS-2014-0005-0003
GRS 2.8.031	Reports of payments accepted from non-Federal sources - Supporting documentation (FEDERAL ONLY)	Temporary	Destroy 1 year following submission of the report to OGE			DAA-GRS-2014-0005-0004
GRS 2.8.040	Office of Government Ethics program questionnaire records (FEDERAL ONLY)	Temporary	Destroy 3 years after submission			DAA-GRS-2014-0005-0005
GRS 2.8.050	Ethics program review records (FEDERAL ONLY)	Temporary	Destroy 6 years after all outstanding ethics program review deficiencies have been resolved or when the documentation for the next program review is on file, whichever is later			DAA-GRS-2014-0005-0006
GRS 2.8.060	Public financial disclosure reports - Reports for individuals filing in accordance with the Ethics in Government Act, as amended (5 U.S.C. Appendix), including the Stop Trading on Congressional Knowledge Act of 2012 (STOCK Act) (Pub. L. 112-105), and not subsequently confirmed by the U.S. Senate (FEDERAL ONLY)	Temporary	Destroy 1 year after nominee ceases to be under consideration for the position or when no longer needed for active investigation, whichever is later			DAA-GRS-2014-0005-0007
GRS 2.8.061	Public financial disclosure reports - All other reports (FEDERAL ONLY)	Temporary	Destroy 6 years after receipt of the OGE Form 278 or 278e by the agency or when no longer needed for active investigation, whichever is later			DAA-GRS-2014-0005-0008
GRS 2.8.062	Public financial disclosure reports - Periodic transaction reports (FEDERAL ONLY)	Temporary	Destroy 7 years after receipt by the agency or when the related subsequent OGE Form 278 (SF 278) is ready for destruction 6 years later. The reports may be retained longer if needed for active investigation			DAA-GRS-2014-0005-0009
GRS 2.8.063	Public financial disclosure reports - Requests to inspect or receive copies of executive branch personnel public financial disclosure reports or other covered records (OGE Form 201 or agency equivalent form) (FEDERAL ONLY)	Temporary	Destroy when the requested report is destroyed			DAA-GRS-2014-0005-0010
GRS 2.8.070	Confidential financial disclosure reports - Reports for individuals not subsequently confirmed by the U.S. Senate (FEDERAL ONLY)	Temporary	Destroy 1 year after nominee ceases to be under consideration for the position or when no longer needed for active investigation, whichever is later			DAA-GRS-2014-0005-0011
GRS 2.8.071	Confidential financial disclosure reports - All other reports (FEDERAL ONLY)	Temporary	Destroy 6 years after receipt of the OGE Form 450 by the agency, except when the OGE Form 450 supports one or more subsequent Optional OGE Form 450-As then destroy 6 years after receipt of the last related OGE Form 450-A by the agency, or when no longer needed for active investigation, whichever is later			DAA-GRS-2014-0005-0012
GRS 2.8.072	Confidential financial disclosure reports - OGE Optional Form 450-A reports (FEDERAL ONLY)	Temporary	Destroy 6 years after receipt of the OGE Form 450-A report by the agency, along with the associated OGE Form 450, or when no longer needed for active investigation, whichever is later			DAA-GRS-2014-0005-0013
GRS 2.8.080	Alternative or additional financial disclosure reports and related records - Reports for individuals not subsequently confirmed by the U.S. Senate (FEDERAL ONLY)	Temporary	Destroy 1 year after nominee ceases to be under consideration for the position or when no longer needed for active investigation, whichever is later			DAA-GRS-2014-0005-0014
GRS 2.8.081	Alternative or additional financial disclosure reports and related records - All other reports (FEDERAL ONLY)	Temporary	Destroy 6 years after receipt of the financial disclosure report by the agency or when no longer needed for active investigation, whichever is later.			DAA-GRS-2014-0005-0015
GRS 2.8.090	Financial disclosure supporting documentation (FEDERAL ONLY)	Temporary	Destroy at the same time an individual's related financial disclosure report is destroyed or 6 years after the individual has submitted their last financial disclosure report; or when no longer needed for active investigation, whichever is later			DAA-GRS-2014-0005-0016

GRS ID	Record Title	Disposition	Disposition Instruction	Superseded by DOE RDS or Notes to utilize Current DOE RDS	EPI	Disposition Authority
GRS 2.8.100	Ethics agreements records - Agreements for employees who do not file financial disclosure reports (FEDERAL ONLY)	Temporary	Destroy 6 years after the waiver or other agreed-upon determination or action has been issued or undertaken, or 6 years after it is no longer in effect, or when no longer needed for active investigation, whichever is later			DAA-GRS-2014-0005-0017
GRS 2.8.101	Ethics agreements records - Agreements for employees who file financial disclosure reports (FEDERAL ONLY)	Temporary	Destroy at the same time as the employee's last related financial report is destroyed or when no longer needed for active investigation, whichever is later			DAA-GRS-2014-0005-0018