

## Transmittal 08 Memorandum

TO: Department of Energy (DOE) Records Management Community

### 1. What is the purpose of this document?

DOE Transmittal 08 announces changes to the DOE Records Disposition Schedules (RDS) made since the publication of DOE Transmittal 07 in May 2024. The DOE RDS and GRS provide mandatory disposition instructions for records generated or received by DOE or its contractors. This transmittal publishes three (3) new schedules with updates to seventeen (17) additional 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>.

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

DOE Transmittal 08 publishes two newly approved DOE RDS and one new NARA-issued GRS:

- DOE 5.3 Continuity and Emergency Planning Records (including FAQ and crosswalk)
- DOE 5.8 Administrative Help Desk Records (including FAQ)
- GRS 6.7 Special Collections Required by Statute

DOE Transmittal 08 publishes updates to:

- DOE 1.1 Financial Management and Reporting Records (including crosswalk)
- GRS 1.1 Financial Management and Reporting Records (including FAQ)
- DOE 1.2 Grant and Cooperative Agreement Records (including FAQ and crosswalk)
- DOE 1.3 Budgeting Records (including FAQ and crosswalk)
- GRS 2.2 Employee Management Records (including crosswalk)
- GRS 2.3 Employee Relations Records (including crosswalk)
- GRS 2.4 Employee Compensation & Benefits Records (including crosswalk)
- DOE 2.6 Employee Training Records (including FAQ and crosswalk)
- GRS 2.6 Employee Training Records
- GRS 2.7 Employee Health and Safety Records
- DOE 5.1 Common Office Records
- GRS 5.1 Common Office Records
- GRS 5.3 Continuity and Emergency Planning Records
- GRS 5.4 Facility, Equipment, Vehicle, Property, and Supply Records (including crosswalk)
- GRS 5.6 Security Records (including crosswalk)
- GRS 5.8 Administrative Help Desk Records (including crosswalk)
- GRS 6.2 Federal Advisory Committee Records (including FAQ and crosswalk)

**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 crosswalks 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 have been added to the website. The RDSTT has also updated the Disposition Manual containing GRS and DOE schedules combined, the Administrative and Environmental schedules (individual and combined), the Old-to-New Crosswalk, DOE/GRS Subject Index, RDS/GRS Simplified Subject Indices, and the Epidemiological Moratorium List. For all scheduling questions or to notify the team of any error(s) found in the documents or on the website contact the DOE Records Management Program at [DOERM@hq.doe.gov](mailto:DOERM@hq.doe.gov).

**4. What changes have been made to DOE 1.1?**

Updated the disposition instructions to remove cut off language for more flexibility on all items and increased retention to 20 years for item 060 to cover the types of records managed in the RD&D Financial, Contractual and Procurements records schedule.

**5. What changes have been made to GRS 1.1?**

Updated note to item 010 related to defining final payment, specifying difference between contracts, financial, and accounting records. Updated DOE Business Use for item 011, and defined final action for contracts, financial, and accounting records.

**6. What changes have been made to DOE 1.2?**

Updated the title of the schedule to Grant, Cooperative Agreement and Technology Transfer Records and the description to address the change from Work for Others to Strategic Partnership Project (SPP) and additional records like Agreement for Commercialization Technology (ACT) and Technology transfer records.

Updated the title, incorporated the Cooperative Research and Development Agreement (CRADA) Products, Services, Marketing and Promotional records, and updated the disposition instructions for item 010.

Removed the term “cut off” from the disposition instructions, no change to disposition authority for item 020.

Updated title, description, and disposition instructions for items 030 and 070.

Updated title, description, disposition instructions and incorporated Cooperative Research and Development Agreements (CRADAs) / Cost Sharing Project Case files and Technology Transfer Conflict of Interest – Annual Certification records for item 040.

**What changes have been made to DOE 1.3?**

Split the Budget Policy Records into two items (items 010 and 015); Policy and Procedures and Correspondence, to ensure disposition instructions can be interpreted in an electronic records management system. This item is for “agency” policy and procedures and correspondence; utilize GRS 1.3, item 050 for all budget policy or correspondence records.

Split Budget formulation, estimates, justification, and submission records (prior to fiscal year 2017) into two items (items 020 and 025); Records at Headquarters and Project records at field offices/sites (including contractors). Updated disposition instructions to just cover those budget records that must be retained until project completion, as any records prior to 2017 should not exist. For budget records after 2017, utilize GRS 1.3, item 010.

Updated disposition instructions by removing the term “cutoff” for baseline management records (item 030).

Updated disposition instructions for Project Control/Project Management Files (item 040) by removing the term “cutoff” and added two bullet items (project status reports and correspondence) to the records description.

**7. What changes have been made to GRS 2.2?**

Revised the disposition instructions for machine implementation of item 030 (Employee incentive award records) and item 090 (Records related to official passports - Application records).

**8. What changes have been made to GRS 2.3?**

Revised the disposition instructions for machine implementation of item 040 (Telework/Alternate Worksite Agreements) and updated the title and description for clarity.

**9. What changes have been made to GRS 2.4?**

Revised the disposition instructions for machine implementation of item 061 (Payroll program administrative records - Payroll system reports providing fiscal information on agency payroll) and item 080 (Wage Survey Files). Revised the description of item 080 (Wage Survey Files) for clarity.

**10. What changes have been made to DOE 2.6?**

Reissuing DOE 2.6 to publish new employee training items (010 and 025) approved by NARA.

**11. What changes have been made to GRS 2.6?**

Revised the disposition instructions for machine implementation of item 041 (Senior Executive Service Candidate Development Program [SESCDP] - Case records on SESCO participants).

**12. What changes have been made to GRS 2.7?**

Added EPI designation to item 063 to ensure these are maintained under the epidemiological hold until DOE releases the hold. Added note to item 130 that DOE is creating a new schedule to ensure employee drug test results are retained for 5 years. Records should not be destroyed until an updated schedule is published.

**13. What changes have been made to DOE 5.1?**

Corrected note at item 010 to direct users to "GRS 5.1, item 020" instead of "GRS 5.1, item 010."

**14. What changes have been made to GRS 5.1?**

Added a bullet to item 020 to address copies of records uploaded and stored in electronic systems for the sole purpose of transferring to another entity (e.g., agencies, offices, sites, etc.). Added a DOE Business Use for the records to be destroyed immediately after copying to a recordkeeping system or otherwise preserving, but no later than 30 days.

**15. What is being published in DOE 5.3?**

Issued DOE 5.3, item 010 for Continuity planning and related emergency planning files utilizing the GRS authority with a longer retention. All continuity and emergency planning records that do not fit under the new DOE item should continue to be scheduled under GRS 5.3, item 010. Remainder of Continuity and Emergency Planning Records under DOE 5.3 (including Response and Recovery records) will be published once NARA approves.

**16. What changes have been made to GRS 5.3?**

Removed several emergency planning records from item 010 by striking through those items and adding a note to use DOE 5.3, item 010 for such records.

**17. What changes have been made to GRS 5.4?**

Revised the disposition instructions for machine implementation of item 020 (Real property ownership records) and item 030 (Vehicle and equipment ownership records and operation manuals).

**18. What changes have been made to GRS 5.6?**

Revised the disposition instructions for machine implementation of item 050 (Misuse or irregularities investigation records), item 100 (Accident and incident records), and item 160 (Canine [K-9] service records). Changed the title and description of item 050 (Misuse or irregularities investigation records) for clarity.

**19. What changes have been made to GRS 5.8?**

Revised the usage note: Utilize DOE 5.8, item 010, Technical and Administrative Help Desk Operational Records.

## **20. What changes have been made to GRS 6.2?**

Removed the following three (3) items initially cross-walked from ADM 16 to GRS 6.2, item 060 that are not related to FACA:

ADM 16, item 8a (N1-434-98-19, item 8a)

ADM 16, item 8b(1) (N1-434-98-19, item 8b(1))

ADM 16, item 8b(2) (N1-434-98-19, item 8b(2)).

These items will be cross-walked to a new DOE RDS once submitted/approved. Removed GRS 6.2, item 060 from the epidemiological moratorium (EPI). Removed the EPI designation from ADM 16, item 8C across all documents.

## **21. What is being published in GRS 6.7?**

NARA issued GRS 6.7, item 010 (Special collections required by statute) to provide the disposition authority necessary to allow agencies to transfer records to NARA in the Electronic Records Archive (ERA) as required by specific statutes. Examples of these statutes include The Civil Rights Cold Case Records Collection Act of 2018 (P.L. 115-426) and the 2024 National Defense Authorization Act: Unidentified Anomalous Phenomena Collection (Public Law 118-31, Sections 1841-1843). The schedule only covers these special collections of records and not the original records that the agency continues to maintain.

## **22. 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](mailto:DOERM@hq.doe.gov), the DOE RM staff will work with the RDSTT as needed to respond to questions.



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# DOE Records Disposition Manual

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*Transmittal 08*

U.S. Department of Energy  
Records Disposition Manual  
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