

## GUIDE TO CURRENT AND PREVIOUS DOE RDS TRANSMITTALS 1-8

DOE RDS	Transmittal 1 (Oct 2020)	Transmittal 2 (Nov 2020)	Transmittal 3 (Feb 2021)	Transmittal 4 (Oct 2021)	Transmittal 5 (Aug 2022)	Transmittal 6 (Feb 2024)	Transmittal 7 (May 2024)	Transmittal 8 (Sept 2024)
1.1 Financial Management and Reporting Records	Created			Updated item 060	Updated item 060			Item 060 updated
1.2 Grant and Cooperative Agreement Records		Created						Item 030 and 070 updated
1.3 Budgeting Records			Created		Updated items 010 and 020			Item 010 and 015 updated
2.1 Employee Acquisition Records				Created	Updated item 010 and items 030-060			
2.2 Employment Management Records				Created	Updated item 010 and items 020-050			
2.3 Employee Relations Records					Created			
2.4 Employee Compensation and Benefits Records				Created	Items 010 and 100-180 Added			
2.5 Employee Separation Records				No DOE schedule				
2.6 Employee Training Records				Created	Item 020 updated			Items 010 and 025 added

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2.7 Employee Health and Safety Records				Created		Items 020-040, 110-140 added		
2.8 Employee Ethics Records				No DOE schedule				
3.1 General Technology Management Records					No DOE schedule			
3.2 Information Systems Security Records					No DOE schedule			
4.1 Records Management Records					No DOE schedule			
4.2 Information Access and Protection Records					No DOE schedule			
4.3 Input Records, Output Records, and Electronic Copies					Superseded by 5.1 and 5.2			
4.4 Library Records					No DOE schedule			
4.5 Digitizing Records					No DOE schedule			

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5.1 Common Office Records					Created		Item 010 added	Item 010 updated
5.2 Transitory and Intermediary Records					No DOE schedule			
5.3 Continuity and Emergency Planning Records								Created
5.4 Facility, Equipment, Vehicle, Property, and Supply Records					No DOE schedule			
5.5 Mail, Printing, and Telecommunication Service Management Records					Created			
5.6 Security Management Records							Created	
5.7 Administrative Management and Oversight Records					No DOE schedule			
5.8 Administrative Help Desk Records					No DOE schedule			

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6.1 Email and Other Electronic Messages Managed under a Capstone Approach					No DOE schedule			
6.2 Federal Advisory Committee Records					No DOE schedule			
6.3 Information Technology Records					No DOE schedule			
6.4 Public Affairs Records					No DOE schedule			
6.5 Public Customer Service Records					No DOE schedule			
6.6 Rulemaking Records					No DOE schedule			
6.7 Special Collections Required by Statute					No DOE schedule			

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<b>1.1 Financial Management and Reporting Records</b>	Created			Updated Item 050	Updated items 011, 012, and 050			
<b>1.2 Grant and Cooperative Agreement Records</b>		Created		Updated item 030				
<b>1.3 Budgeting Records</b>			Created		Updated item 010			
<b>2.1 Employee Acquisition Records</b>				Created	Items 010, 021, 100 and 102 updated			
<b>2.2 Employment Management Records</b>				Created	Items 010-040 updated			Items 030 and 090 updated
<b>2.3 Employee Relations Records</b>				Created	Items 010 and 020 updated			Item 040 updated
<b>2.4 Employee Compensation and Benefits Records</b>				Created				Items 061 and 080 updated
<b>2.5 Employee Separation Records</b>				Created	Items 020-040 updated			
<b>2.6 Employee Training Records</b>				Created				Item 041 updated

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2.7 Employee Health and Safety Records				Created	Items 063, 064, 065, and 066 added			
2.8 Employee Ethics Records				Created	Updated item 040			
3.1 General Technology Management Records					Created			
3.2 Information Systems Security Records					Created			
4.1 Records Management Records					Created	Item 050 deleted. Item 010 updated.		
4.2 Information Access and Protection Records					Created	Items 010 and 130 deleted. Item 100 updated.		
4.4 Library Records					Created			
4.5 Digitizing Records						Created		
5.1 Common Office Records					Created		Item 020 updated	Item 020 updated

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5.2 Transitory and Intermediary Records					Created	Items 010-020 updated		
5.3 Continuity and Emergency Planning Records					Created			Item 010 updated
5.4 Facility, Equipment, Vehicle, Property, and Supply Records					Created	Item 071 deleted		Items 020 and 030 updated
5.5 Mail, Printing, and Telecommunication Service Management Records					Created			
5.6 Security Management Records					Created		Items 100, 110, 111 updated	Items 060, 100, 160 updated
5.7 Administrative Management and Oversight Records					Created	Items 010, 040, 050 updated		
5.8 Administrative Help Desk Records					Created			

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6.1 Email and Other Electronic Messages Managed under a Capstone Approach					Created	Item 012 deleted		
6.2 Federal Advisory Committee Records					Created			
6.3 Information Technology Records					Created			
6.4 Public Affairs Records					Created			
6.5 Public Customer Service Records					Created			
6.7 Special Collections Required by Statute								Created