

### Employee Acquisition Records

| DOE Records Disposition Schedules (RDS)                                                                                                                                                       |          |             |                                      |                                                    |          |             |                                 |
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| New DOE 2.1                                                                                                                                                                                   |          |             |                                      | Old Authorities                                    |          |             |                                 |
| Schedule No.                                                                                                                                                                                  | Item No. | Retention   | ERA Number/<br>Disposition Authority | Schedule No.                                       | Item No. | Retention   | Disposition Authority           |
| DOE 2.1                                                                                                                                                                                       | 010      | 75 years    | DAA-0434-2020-0009-0001              | ADM 1                                              | 7.1a     | 75 years    | N1-434-89-1, item 3a            |
|                                                                                                                                                                                               |          |             |                                      | ADM 1                                              | 7.1b     | 2 years     | N1-434-89-1, item 3b            |
| DOE 2.1                                                                                                                                                                                       | 020      | 75 years    | DAA-GRS-2014-0002-0002               | ADM 1                                              | 7b       | 75 years    | N1-434-98-4, item 7b            |
|                                                                                                                                                                                               |          |             |                                      | Las Vegas Contractor Schedule 1                    |          | 2 years     | N1-434-92-4, item 6             |
| DOE 2.1                                                                                                                                                                                       | 030      | Immediately | DAA-0434-2020-0009-0002              | Presidential Appointee Clearance and Vetting Files |          | Immediately | N1-434-96-3, Item a             |
| DOE 2.1                                                                                                                                                                                       | 040      | 1 year      | DAA-0434-2020-0009-0003              |                                                    |          | 1 year      | N1-434-96-3, Item b             |
| DOE 2.1                                                                                                                                                                                       | 050      | 10 years    | DAA-0434-2020-0009-0008              | ADM 1                                              | 44a      | 25 years    | N1-434-98-4, item 44a           |
| DOE 2.1                                                                                                                                                                                       | 055      | 6 years     | DAA-0434-2020-0009-0009              | ADM 1                                              | 44b      | 6 years     | N1-434-98-4, item 44b           |
|                                                                                                                                                                                               |          |             |                                      | ADM 1                                              | 44c      | 5 years     | N1-434-98-4, item 44c           |
|                                                                                                                                                                                               |          |             |                                      | ADM 1                                              | 44d      | 2 years     | N1-434-98-4, item 44d           |
| DOE 2.1                                                                                                                                                                                       | 060      | 2 years     | DAA-0434-2020-0009-0010              | New Item                                           |          |             |                                 |
| DOE Schedules Cross-walking to the GRS                                                                                                                                                        |          |             |                                      |                                                    |          |             |                                 |
| GRS 2.1                                                                                                                                                                                       | 010      | 2 years     | DAA-GRS-2014-0002-0001               | ADM 1                                              | 7a(2)(a) | 75 years    | N1-434-98-4, item 7a(2)(a)      |
| GRS 2.1                                                                                                                                                                                       | 050      | 2 years     | DAA-GRS-2017-0011-0001               | ADM 1                                              | 47       | 1 year      | N1-434-98-4, item 47 (in part)  |
|                                                                                                                                                                                               |          |             |                                      | ADM 1                                              | 49a      | 2 years     | N1-434-98-4, item 49a (in part) |
|                                                                                                                                                                                               |          |             |                                      | ADM 1                                              | 49b      | 2 years     | N1-434-98-4, item 49b (in part) |
|                                                                                                                                                                                               |          |             |                                      | ADM 1                                              | 49c      | 1 year      | N1-434-98-4, item 49c (in part) |
|                                                                                                                                                                                               |          |             |                                      |                                                    |          | 1 year      | N1-434-92-4, item 9a (in part)  |
|                                                                                                                                                                                               |          |             |                                      |                                                    |          | 1 year      | N1-434-92-4, item 9b (in part)  |
| GRS 2.1, item 050 will be included on the EPI Moratorium list until DOE lifts the hold, as ADM (GRS) 1.33(f) is currently under the hold and was cross-walked to GRS 2.1, item 050 (in part). |          |             |                                      |                                                    |          |             |                                 |
| GRS 2.1                                                                                                                                                                                       | 051      | 2 years     | DAA-GRS-2017-0011-0002               | ADM 1                                              | 47       | 1 year      | N1-434-98-4, item 47 (in part)  |
|                                                                                                                                                                                               |          |             |                                      | ADM 1                                              | 49a      | 2 years     | N1-434-98-4, item 49a (in part) |
|                                                                                                                                                                                               |          |             |                                      | ADM 1                                              | 49b      | 2 years     | N1-434-98-4, item 49b (in part) |
|                                                                                                                                                                                               |          |             |                                      | ADM 1                                              | 49c      | 1 year      | N1-434-98-4, item 49c (in part) |
|                                                                                                                                                                                               |          |             |                                      |                                                    |          | 1 year      | N1-434-92-4, item 9a (in part)  |
|                                                                                                                                                                                               |          |             |                                      |                                                    |          | 1 year      | N1-434-92-4, item 9b (in part)  |
| GRS 2.1, item 051 will be included on the EPI Moratorium list until DOE lifts the hold, as ADM (GRS) 1.33(f) is currently under the hold and was cross-walked to GRS 2.1, item 051 (in part). |          |             |                                      |                                                    |          |             |                                 |
| GRS 2.1                                                                                                                                                                                       | 180      | 1 year      | DAA-GRS-2018-0008-0003               | ADM 1                                              | 48       | 3 years     | N1-434-98-4, item 48            |

| DOE Records Disposition Schedules (RDS) |          |           |                                  |                                 |          |           |                         |
|-----------------------------------------|----------|-----------|----------------------------------|---------------------------------|----------|-----------|-------------------------|
| New DOE 2.1                             |          |           |                                  | Old Authorities                 |          |           |                         |
| Schedule No.                            | Item No. | Retention | ERA Number/Disposition Authority | Schedule No.                    | Item No. | Retention | Disposition Authority   |
| Rescinded                               |          |           |                                  | ADM 1                           | 7a(1)    | 75 years  | N1-434-98-4, item 7a(1) |
|                                         |          |           |                                  | ADM 1                           | 51       | 3 years   | N1-434-98-4, item 51    |
|                                         |          |           |                                  | Las Vegas Contractor Schedule 1 |          | 5 years   | N1-434-92-4, item 5b    |
|                                         |          |           |                                  |                                 |          | 1 year    | N1-434-92-4, item 5c    |

Epidemiological  
Moratorium

| General Record Schedules (GRS)                                                                                                        |                |                                      |                                             |                  |               |                                                |                                                                                                      |
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| <b>Note:</b> GRS items listed below may have been listed in the DOE Administrative Schedules, as a DOE schedule with a GRS authority. |                |                                      |                                             |                  |               |                                                |                                                                                                      |
| New GRS 2.1                                                                                                                           |                |                                      |                                             | Old Authorities  |               |                                                |                                                                                                      |
| Schedule No.                                                                                                                          | Item No.       | Retention                            | ERA Number/Disposition Authority            | Schedule No.     | Item No.      | Retention                                      | Disposition Authority                                                                                |
| GRS 2.1                                                                                                                               | 010            | 2 years                              | DAA-GRS-2014-0002-0001                      | GRS 1            | 7a2a          | 5 years                                        | NC1-64-77-10, item 7a2a                                                                              |
| <del>GRS 2.1</del>                                                                                                                    | <del>020</del> | <del>2 years</del>                   | <del>DAA-GRS-2014-0002-0002</del>           | <del>GRS 1</del> | <del>7b</del> | <del>2 years</del>                             | <del>N1-GRS-88-4, item 1</del><br><i>N1-434-98-4, item 7b was an approved deviation from the GRS</i> |
| <i>Utilize DOE 2.1, item 020, Position Descriptions</i>                                                                               |                |                                      |                                             |                  |               |                                                |                                                                                                      |
| GRS 2.1                                                                                                                               | 021            | Per instructions for associated file | None. User is referred to another authority | New Item         |               |                                                |                                                                                                      |
| GRS 2.1                                                                                                                               | 022            | Position description final           | DAA-GRS-2014-0002-0003                      | New Item         |               |                                                |                                                                                                      |
| GRS 2.1                                                                                                                               | 030            | 3 years                              | DAA-GRS-2014-0002-0004                      | GRS 1            | 7d1           | 3 years                                        | N1-GRS-90-1, item 7d1                                                                                |
| GRS 2.1                                                                                                                               | 040            | 2 years                              | DAA-GRS-2014-0002-0005                      | GRS 1            | 7d2           | Immediately after pos. abolished or superseded | N1-GRS-90-1, item 7d2                                                                                |
| GRS 2.1                                                                                                                               | 050            | 2 years                              | DAA-GRS-2017-0011-0001                      | GRS 1            | 4a (in part)  | When appointment effective                     | NC1-64-77-10, item 4a (in part)                                                                      |
|                                                                                                                                       |                |                                      |                                             | GRS 1            | 5 in (part)   | 2 years                                        | NC1-64-77-10, item 5 (in part)                                                                       |
|                                                                                                                                       |                |                                      |                                             | GRS 1            | 32            | 2 years                                        | N1-GRS-79-2, item 1                                                                                  |
|                                                                                                                                       |                |                                      |                                             | GRS 1            | 33b (in part) | 1 year                                         | NC1-GRS-1, item 34a (in part)                                                                        |
|                                                                                                                                       |                |                                      |                                             | GRS 1            | 33c (in part) | 90 days                                        | NC1-GRS-1, item 33c (in part)                                                                        |

| 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 2.1                                                                                                                    |          |           |                                      | Old Authorities |                 |                            |                                 |
| Schedule No.                                                                                                                   | Item No. | Retention | ERA Number/<br>Disposition Authority | Schedule No.    | Item No.        | Retention                  | Disposition Authority           |
|                                                                                                                                |          |           |                                      | GRS 1           | 33e (in part)   | 90 days                    | NC1-GRS-1, item 34c (in part)   |
|                                                                                                                                |          |           |                                      | GRS 1           | 33f (in part)   | 2 years                    | NC1-GRS-1, item 33f (in part)   |
|                                                                                                                                |          |           |                                      | GRS 1           | 33g (in part)   | 2 years                    | NC1-GRS-1, item 33g (in part)   |
|                                                                                                                                |          |           |                                      | GRS 1           | 33i (in part)   | 6 months                   | NC1-GRS-1, item 34h (in part)   |
|                                                                                                                                |          |           |                                      | GRS 1           | 33p (in part)   | 2 years                    | NC1-GRS-1, item 33p (in part)   |
|                                                                                                                                |          |           |                                      | GRS 1           | 33q (in part)   | 2 years                    | NC1-GRS-1, item 33q (in part)   |
|                                                                                                                                |          |           |                                      | GRS 1           | 36e1b (in part) | 3 years                    | NC1-GRS-1, item 36e2b (in part) |
|                                                                                                                                |          |           |                                      | GRS 1           | 36e2 (in part)  | 3 years                    | NC1-GRS-1, item 3e1 (in part)   |
|                                                                                                                                |          |           |                                      | GRS 2.1         | 050             | 2 year                     | DAA-GRS-2014-0002-0006          |
| EPI hold remains until lifted by DOE                                                                                           |          |           |                                      |                 |                 |                            |                                 |
| GRS 2.1                                                                                                                        | 051      | 2 years   | DAA-GRS-2017-0011-0002               | GRS 1           | 4a (in part)    | When appointment effective | NC1-64-77-10, item 4a (in part) |
|                                                                                                                                |          |           |                                      | GRS 1           | 5 in (part)     | 2 years                    | NC1-64-77-10, item 5 (in part)  |
|                                                                                                                                |          |           |                                      | GRS 1           | 33b (in part)   | 1 year                     | NC1-GRS-1, item 34a (in part)   |
|                                                                                                                                |          |           |                                      | GRS 1           | 33c (in part)   | 90 days                    | NC1-GRS-1, item 33c (in part)   |
|                                                                                                                                |          |           |                                      | GRS 1           | 33e (in part)   | 90 days                    | NC1-GRS-1, item 34c (in part)   |
|                                                                                                                                |          |           |                                      | GRS 1           | 33f (in part)   | 2 years                    | NC1-GRS-1, item 33f (in part)   |
|                                                                                                                                |          |           |                                      | GRS 1           | 33g (in part)   | 2 years                    | NC1-GRS-1, item 33g (in part)   |
|                                                                                                                                |          |           |                                      | GRS 1           | 33i (in part)   | 6 months                   | NC1-GRS-1, item 34h (in part)   |
|                                                                                                                                |          |           |                                      | GRS 1           | 33p (in part)   | 2 years                    | NC1-GRS-1, item 33p (in part)   |
|                                                                                                                                |          |           |                                      | GRS 1           | 33q (in part)   | 2 years                    | NC1-GRS-1, item 33q (in part)   |
|                                                                                                                                |          |           |                                      | GRS 1           | 36e1b (in part) | 3 years                    | NC1-GRS-1, item 36e2b (in part) |
|                                                                                                                                |          |           |                                      | GRS 1           | 36e2 (in part)  | 3 years                    | NC1-GRS-1, item 3e1 (in part)   |
|                                                                                                                                |          |           |                                      | GRS 2.1         | 051             | 2 years                    | DAA-GRS-2014-0002-0007          |
| EPI hold remains until lifted by DOE                                                                                           |          |           |                                      |                 |                 |                            |                                 |
| GRS 2.1                                                                                                                        | 060      | 1 year    | DAA-GRS-2014-0002-0011               | GRS 1           | 4b1             | Return to OPM              | NC1-64-77-10, item 4b1          |
|                                                                                                                                |          |           |                                      | GRS 1           | 4b2             | File with application      | NC1-64-77-10, item 4b2          |
|                                                                                                                                |          |           |                                      | GRS 1           | 4b3             | Destroy immediately        | NC1-64-77-10, item 4b3          |
|                                                                                                                                |          |           |                                      | GRS 1           | 33k             | 1 year                     | N1-GRS-02-1, item 33k           |

| General Record Schedules (GRS)                                                                                                                |          |                                                           |                                         |                 |          |           |                                 |
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| <b>Note:</b> GRS items listed below may have been listed in the DOE Administrative Schedules, as a DOE schedule with a GRS authority.         |          |                                                           |                                         |                 |          |           |                                 |
| New GRS 2.1                                                                                                                                   |          |                                                           |                                         | Old Authorities |          |           |                                 |
| Schedule No.                                                                                                                                  | Item No. | Retention                                                 | ERA Number/<br>Disposition Authority    | Schedule No.    | Item No. | Retention | Disposition Authority           |
|                                                                                                                                               |          |                                                           |                                         | GRS 1           | 33l-1    | 90 days   | N1-GRS-02-1, item 33l1 [el-one] |
|                                                                                                                                               |          |                                                           |                                         | GRS 1           | 33l-2    | 1 year    | N1-GRS-02-1, item 33l2 [el-two] |
|                                                                                                                                               |          |                                                           |                                         | GRS 1           | 33m      | 2 years   | N1-GRS-02-1, item 33m           |
|                                                                                                                                               |          |                                                           |                                         | GRS 1           | 33n      | 2 years   | N1-GRS-02-1, item 33n           |
| GRS 2.1                                                                                                                                       | 070      | 5 years                                                   | DAA-GRS-2014-0002-0012                  | GRS 1           | 33j      | 5 years   | NC1-GRS-85-2, item 34i          |
| GRS 2.1                                                                                                                                       | 080      | 1 year                                                    | DAA-GRS-2014-0002-0013                  | GRS 1           | 33q      | 1 year    | NC1-GRS-85-2, item 34k          |
| GRS 2.1                                                                                                                                       | 090      | 2 years                                                   | DAA-GRS-2014-0002-0008                  | GRS 1           | 8        | 6 months  | NC1-64-77-10, item 8            |
| GRS 2.1                                                                                                                                       | 100      | After separation                                          | DAA-GRS-2014-0002-0014                  | New Item        |          |           |                                 |
| Utilize DOE 2.1, item 030 Presidential Appointments (PA and Presidential Appointments with Senate Confirmation (PAS) Records - Appointees     |          |                                                           |                                         |                 |          |           |                                 |
| GRS 2.1                                                                                                                                       | 101      | File in OPF                                               | None. This is just a filing instruction | New Item        |          |           |                                 |
| GRS 2.1                                                                                                                                       | 102      | 1 year                                                    | DAA-GRS-2014-0002-0015                  | New Item        |          |           |                                 |
| Utilize DOE 2.1, item 040 Presidential Appointments (PA and Presidential Appointments with Senate Confirmation (PAS) Records – Non-appointees |          |                                                           |                                         |                 |          |           |                                 |
| GRS 2.1                                                                                                                                       | 110      | 5 years                                                   | DAA-GRS-2014-0002-0018                  | GRS 1           | 40       | 5 years   | N1-GRS-93-2, item 1             |
| GRS 2.1                                                                                                                                       | 111      | 2 years                                                   | DAA-GRS-2014-0002-0019                  | New Item        |          |           |                                 |
| GRS 2.1                                                                                                                                       | 120      | 2 years                                                   | DAA-GRS-2014-0002-0016                  | New Item        |          |           |                                 |
| GRS 2.1                                                                                                                                       | 130      | 2 years                                                   | DAA-GRS-2014-0002-0017                  | New Item        |          |           |                                 |
| GRS 2.1                                                                                                                                       | 140      | Forward to appropriate office                             | None. This is just a filing instruction | New Item        |          |           |                                 |
| GRS 2.1                                                                                                                                       | 141      | Forward to appropriate office                             | None. This is just a filing instruction | New Item        |          |           |                                 |
| GRS 2.1                                                                                                                                       | 142      | 1 year                                                    | DAA-GRS-2014-0002-0009                  | New Item        |          |           |                                 |
| GRS 2.1                                                                                                                                       | 143      | After employee enters on duty or is no longer a candidate | DAA-GRS-2014-0002-0010                  | New Item        |          |           |                                 |
| GRS 2.1                                                                                                                                       | 150      | 3 years                                                   | DAA-GRS-2014-0002-0021                  | GRS 1           | 33a      | 3 years   | N1-GRS-86-1, item 34            |
| EPI hold remains until lifted by DOE                                                                                                          |          |                                                           |                                         |                 |          |           |                                 |
| GRS 2.1                                                                                                                                       | 160      | 3 years                                                   | DAA-GRS-2014-0002-0022                  | GRS 1           | 33t      | 3 years   | NC1-GRS-85-2, item 34p          |
| GRS 2.1                                                                                                                                       | 170      | 3 years                                                   | DAA-GRS-2018-0008-0001                  | New Item        |          |           |                                 |

| General Record Schedules (GRS)                                                                                                        |          |           |                                      |                                                                                                                    |                |                         |                                  |
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| <b>Note:</b> GRS items listed below may have been listed in the DOE Administrative Schedules, as a DOE schedule with a GRS authority. |          |           |                                      |                                                                                                                    |                |                         |                                  |
| New GRS 2.1                                                                                                                           |          |           |                                      | Old Authorities                                                                                                    |                |                         |                                  |
| Schedule No.                                                                                                                          | Item No. | Retention | ERA Number/<br>Disposition Authority | Schedule No.                                                                                                       | Item No.       | Retention               | Disposition Authority            |
| GRS 2.1                                                                                                                               | 171      | 2 years   | DAA-GRS-2018-0008-0002               | New Item                                                                                                           |                |                         |                                  |
| GRS 2.1                                                                                                                               | 180      | 1 year    | DAA-GRS-2018-0008-0003               | New Item                                                                                                           |                |                         |                                  |
| <b>Rescinded</b>                                                                                                                      |          |           |                                      | <del>GRS 1</del>                                                                                                   | <del>7a1</del> |                         | <del>NC1-GRS-82-11, item 1</del> |
|                                                                                                                                       |          |           |                                      | <i>NC1-434-98-4, item 7a(1) / ADM 1.7a(1) was an approved deviation to GRS 1.7a1 – See above DOE RDS Crosswalk</i> |                |                         |                                  |
|                                                                                                                                       |          |           |                                      | GRS 1                                                                                                              | 7a2b           | 2 years                 | NC1-64-77-10, item 7a2b          |
|                                                                                                                                       |          |           |                                      | GRS 1                                                                                                              | 7c1            | 3 years / 2 years       | NC1-64-77-10, item 7c1a          |
|                                                                                                                                       |          |           |                                      | GRS 1                                                                                                              | 7c2            | Superseded/<br>Obsolete | NC1-64-77-10, item 7c1b          |
|                                                                                                                                       |          |           |                                      | GRS 1                                                                                                              | 11             | Superseded/<br>Obsolete | NC1-64-77-10, item 11            |
|                                                                                                                                       |          |           |                                      | GRS 1                                                                                                              | 33d            | Superseded/<br>Obsolete | NC1-GRS-85-2, item 34b           |
|                                                                                                                                       |          |           |                                      | GRS 1                                                                                                              | 33h            | 1 year                  | NC1-GRS-85-2, item 34f           |