

## Frequently Asked Questions (FAQs) about DOE 2.1, Employee Acquisition Records

### INTRODUCTION

#### 1. What is the purpose of DOE 2.1?

DOE 2.1 is written in the same format as GRS 2.1, which provides disposition authority for records created or received in the process of hiring employees for Federal civilian, whether career service, senior executive service, political appointment, excepted service appointment, or temporary/special appointment. It also covers records documenting job or position descriptions, classification and contractor hiring. Although GRS 2.1 was written to cover civilian (Federal) employee acquisition records only, language was added to the GRS 2.1 introduction to include records generated by contractors.

#### 2. From whom may I request more information about this schedule?

You may contact the DOE Records Disposition Schedule Technical Team at [DOERM@hq.doe.gov](mailto:DOERM@hq.doe.gov) with questions about this schedule.

#### 3. How does DOE 2.1 differ from the old DOE Administrative Schedule?

Twenty-two (22) DOE records disposition schedule items from the DOE Administrative Schedules that did not have a GRS authority have been cross-walked the DOE 2.1, Employee Acquisition Records Disposition Schedule. Through careful review and consolidation, the total reduced to seven (7) records disposition schedule items, with one (1) utilizing a GRS authority with a longer retention and created one (1) new records disposition schedule item. Ten (10) records disposition schedule items crosswalk to the GRS and one (1) records disposition schedule item has been rescinded. When schedule consolidation involved multiple retentions, the longer retention has been applied.

- Item 010 – Contractor Employee Job Classification Manuals

Consolidated two (2) DOE records disposition schedule items into one (1) utilizing the longest retention of 75 years. ADM 1.7.1a disposition stated dispose of in accordance with item ADM 1.1, which had a retention of 75 years. Previously:

| Schedule No. | Item No. | Retention | Disposition Authority |
|--------------|----------|-----------|-----------------------|
| ADM 1        | 7.1a     | 75 years  | N1-434-89-1, item 3a  |
| ADM 1        | 7.1b     | 2 years   | N1-434-89-1, item 3b  |

- Item 020 – Position Descriptions

Consolidated two (2) DOE records disposition schedule items utilizing the GRS 2.1, item 020 authority, as it allows for longer retention. Increased retention to 75 years,

as records are needed to support various departmental Health and Safety Programs that require records to be maintained for a longer period of time. Previously:

| Schedule No.                    | Item No. | Retention | Disposition Authority |
|---------------------------------|----------|-----------|-----------------------|
| ADM 1                           | 7b       | 75 years  | N1-434-98-4, item 7b  |
| Las Vegas Contractor Schedule 1 |          | 2 years   | N1-434-92-4, item 6   |

- Item 030 – Presidential Appointments (PA) and Presidential Appointments with Senate Confirmation (PAS) Records – Appointees

Updated language. Previously:

| Schedule No.                                       | Item No. | Retention   | Disposition Authority |
|--|----------|-------------|-----------------------|
| Presidential Appointee Clearance and Vetting Files |          | Immediately | N1-434-96-3, item a   |

**Note:** Exclusion to GRS 2.1, item 100 and 102, which requires an agency schedule for records of Schedule C Presidential Appointments (PA) and Presidential Appointments with Senate Confirmation (PAS).

- Item 040 – Presidential Appointments (PA) and Presidential Appointments with Senate Confirmation (PAS) Records – Non-Appointees

Updated language. Previously:

| Schedule No.                                       | Item No. | Retention | Disposition Authority |
|--|----------|-----------|-----------------------|
| Presidential Appointee Clearance and Vetting Files |          | 1 year    | N1-434-96-3, item b   |

**Note:** Exclusion to GRS 2.1, items 100 and 102, which requires an agency schedule for records of Schedule C Presidential Appointments (PA) and Presidential Appointments with Senate Confirmation (PAS).

- Item 050 - Academic/Outreach Program Records

Updated language and reduced retention from 25 years to 10, as there is no requirement to maintain the records for 25 years. Previously:

| Schedule No. | Item No. | Retention | Disposition Authority |
|--------------|----------|-----------|-----------------------|
|--------------|----------|-----------|-----------------------|

|       |     |          |                       |
|-------|-----|----------|-----------------------|
| ADM 1 | 44a | 25 years | N1-434-98-4, item 44a |
|-------|-----|----------|-----------------------|

- Item 055 – Academic/Outreach Program Administrative and Tracking Records

Consolidated three (3) DOE records disposition schedule items into one (1), utilizing the longer retention of 6 years. Previously:

| Schedule No. | Item No. | Retention | Disposition Authority |
|--------------|----------|-----------|-----------------------|
| 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 |

- Item 60 – Individual Intern, Fellow and Scholar Records

Created a new DOE records disposition schedule item to cover records created and maintained on individual interns, fellows and scholars.

**Note:** Not all academic/outreach program records (items 050, 055 and 060) are created or managed by the Office of the Chief Human Capital Officer (or equivalent) but may be created or maintained by other offices or contractors' offices.

#### 4. Items Cross-Walked to GRS 2.1:

- Item 010 – Classification standards

Cross-walked one (1) DOE records disposition schedule item to GRS 2.1, item 010. Retention reduced from 75 years to 2 years, as it was determined that DOE does not maintain separate classification standards; the Office of Personnel Management (OPM) is the record holder of these records. Previously:

| Schedule No. | Item No. | Retention | Disposition Authority      |
|--------------|----------|-----------|----------------------------|
| ADM 1        | 7a(2)(a) | 75 years  | N1-434-98-4, item 7a(2)(a) |

- Item 050 - Job Vacancy Case Files – Records of One-Time Competitive and Senior Executive Service Announcements / Selections

Cross-walked nine (9) DOE records disposition schedule items, all in part, to GRS 2.1, Item 050. Previously:

| Schedule No. | Item No. | Retention | Disposition Authority           |
|--------------|----------|-----------|---------------------------------|
| 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) |
| Las Vegas Contractor<br>Schedule 1 |     | 2 years | N1-434-92-4, item 5a (in part)  |
|                                    |     | 5 years | N1-434-92-4, item 5b (in part)  |
|                                    |     | 1 year  | N1-434-92-4, item 5c (in part)  |
|                                    |     | 1 year  | N1-434-92-4, item 9a (in part)  |
|                                    |     | 1 year  | N1-434-92-4, item 9b (in part)  |

**Note:** Added GRS 2.1, item 050 to 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).

- Item 051 - Job Vacancy Case Files – Records of Standing Register Competitive Files for Multiple Positions Filled Over a Period of Time

Cross-walked nine (9) DOE records disposition schedule items, all in part, to GRS 2.1, item 051. Added GRS 2.1, item 051 to 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). Previously:

| Schedule No.                       | Item No. | Retention | Disposition Authority           |
|------------------------------------|----------|-----------|---------------------------------|
| 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) |
| Las Vegas Contractor<br>Schedule 1 |          | 2 years   | N1-434-92-4, item 5a (in part)  |
|                                    |          | 5 years   | N1-434-92-4, item 5b (in part)  |
|                                    |          | 1 year    | N1-434-92-4, item 5c (in part)  |
|                                    |          | 1 year    | N1-434-92-4, item 9a (in part)  |
|                                    |          | 1 year    | N1-434-92-4, item 9b (in part)  |

- Item 150 – Records of delegation of authority for examination and certification

Added GRS 2.1, item 150 to the EPI Moratorium list until DOE lifts the hold, as ADM (GRS) 1.33(a) is currently under the hold and was cross-walked to GRS 2.1, item

- Item 180 – Recruitment Records

Cross-walked one (1) DOE records disposition schedule item to GRS 2.1, item 180, which reduced retention from 3 years to 1 year. Previously:

| Schedule No. | Item No. | Retention | Disposition Authority |
|--------------|----------|-----------|-----------------------|
|--------------|----------|-----------|-----------------------|

|       |    |         |                      |
|-------|----|---------|----------------------|
| ADM 1 | 48 | 3 years | N1-434-98-4, item 48 |
|-------|----|---------|----------------------|

## 5. What updates has DOE made to the GRS?

Notes have been added to the following GRS 2.1 items to assist the RM community in ensuring the proper scheduling and retention is utilized and to ensure records are not prematurely destroyed.

- Item 010 – Classification Standards

Added (Federal Only) to the item title and a note for contractors to utilize DOE 2.1, item 010, Contractor Employee Job Classification Manuals.

- Item 020 – Position descriptions – Official record copy of position description

Added note to utilize DOE 2.1, item 020 for Position Descriptions

- Item 021 – Position descriptions – Copies in employee Official Personnel File (OPF), Unofficial Personnel File (UPF) and supervisor’s personnel file

Add note to see DOE 2.2, item 015, GRS 2.2, item 041 or GRS 2.2, item 080 per OPM recordkeeping requirements (Federal) or DOE 2.2, item 030 (Contractors) for retention

- Item 030 – Position reviews and classification appeals

Added (Federal Only) to item title

- Item 040 – Certificates of classification

Added (Federal Only) to item title

- Item 050 and 051 – Job vacancy case files

Added EPI, as these will remain under EPI Moratorium until DOE lifts hold.

- Item 080 – Requests for non-competitive personnel action

Added (Federal Only) to item title

- Item 100, 101 and 102 – Political appointment (Schedule C) records

Added (Federal Only) to item title and note to utilize DOE 2.1, item 030 Presidential Appointments (PA) and Presidential Appointments with Senate Confirmation (PAS) Records – Appointees and DOE 2.1, item 030 Presidential Appointments (PA) and Presidential Appointments with Senate Confirmation (PAS) Records – Non-appointees

- Item 110 – Excepted service appointment records

Added (Federal Only) to item title

- Item 120 – Special hiring authority program records

Added (Federal Only) to item title

- Item 130 – Records related to individual employees hired under special temporary authority

Added (Federal Only) to item title

- Item 150 – Records of delegation of authority for examination and certification

Added (Federal Only) to item title and added EPI, as these will remain under EPI Moratorium until DOE lifts hold

- Item 160 – Delegated authority audits

Added (Federal Only) to item title

#### 6. Why are you removing items that were in the old DOE Administrative Schedule?

Rescinded the following DOE records disposition schedule item, as the Office of Personnel Management is the record holder of these records:

| Schedule No. | Item No. | Retention | Disposition Authority   |
|--------------|----------|-----------|-------------------------|
| ADM 1        | 7a(1)    | 75 years  | N1-434-98-4, item 7a(1) |