

## Frequently Asked Questions (FAQs) about DOE 2.2, Employee Management Records

### INTRODUCTION

#### 1. What is the purpose of DOE 2.2?

DOE 2.2 is written in the same format as GRS 2.2, which provides disposition authority for records created or received while carrying out the work of civilian (Federal) and contractor employee management: managing employee performance, creating, and maintaining personnel and workforce planning records not covered by GRS 2.2. GRS 2.2 is written to cover civilian (Federal) employee management records only, but language has been added to the GRS 2.2 introduction to include records generated by DOE 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does DOE 2.2 differ from the old DOE Administrative Schedule and what Administrative Schedules are to be utilized until superseded?

DOE 2.2 documents the new DOE records disposition schedule items that can be utilized due to NARA's flexible retention, which allows DOE to utilize a longer retention. Additionally, current DOE records disposition schedules with a DOE authority are listed to ensure proper scheduling until superseded by a NARA approved records disposition schedule. There are also DOE records disposition schedule items that have been superseded by GRS items and DOE records disposition schedule items that have been rescinded. DOE 2.2 will be updated once DOE receives NARA approval on the new records disposition schedule items.

- Employee Cards (Legacy Records Only)

Continue to utilize the following until superseded:

Schedule No.	Item No.	Retention	Disposition Authority
ADM 1	2	75 years	N1-434-98-4, item 2b
ADM 1	6	75 years	N1-434-98-4, item 6
Las Vegas Contractor Schedule 1		60 years	N1-434-92-4, item, 11

**Note:** This DOE records disposition schedule item is for "legacy" records only.

- Item 015 – Official Personnel Folder (OPF/electronic OPF (eOPF)

Created a new DOE records disposition schedule item, utilizing the GRS 2.2, item 040 authority, which allows for a longer retention. Increased retention to 250 years, as

these records are needed to support various departmental Health and Safety Programs.

- Contractor Personnel Office Correspondence

Continue to utilize the following until superseded:

Schedule No.	Item No.	Retention	Disposition Authority
ADM 1	3.1	6 years	N1-434-89-1, item 2
Las Vegas Contractor Schedule 1		3 years	N1-434-92-4, item 1
		2 years	N1-434-92-4, item 7
		5 years	N1-434-92-4, item 10
Uranium Mill Tailings Remedial Action (UMTRA) Project		2 years	N1-434-98-1, item 1a (in part)

**Note:** N1-434-98-1, item 1a is in part, as this item contains a variety of records, which are covered by other schedules (e.g., day-to-day office administration records, organizational charts, and management improvement records).

- Official Personnel Files (Contractor)

Continue to utilize the following until superseded:

Schedule No.	Item No.	Retention	Disposition Authority
ADM 1	1.1	75 years	N1-434-89-1, item 1

- Employee Incentive Award Records (Federal)

A new DOE records disposition schedule item is being created to cover employee incentive awards for Federal staff, including department-level awards, which are high-level awards approved by senior management and are excluded from GRS 2.2, item 030.

- Employee Performance File System Records – Presidential Appointees

A new DOE records disposition schedule item is being created to address the exclusion in GRS 2.2, items 070, 071, 072 and 073, which requires performance records for presidential appointees to have an agency schedule.

#### 4. Items Cross-Walked to GRS 2.2:

- Item 050 – Notification of Personnel Actions

One (1) DOE records disposition schedule item has cross-walked, in part to GRS 2.2, item 050. Previously:

Schedule No.	Item No.	Retention	Disposition Authority
Personnel Action Tracking and Reporting Systems		3 years	DAA-0434-2015-0002-0001 (in part)

**Note:** DAA-0434-2015-0002-0001 is in part, as the system will crosswalk to GRS 3.1. Records may be maintained in the Personnel Action Tracking and Reporting Systems (PATS) or similar.

- Item 071 – Employee Performance File System Records – Unacceptable Performance Appraisals of Non-Senior Executive Service Employees

One (1) DOE records disposition schedule item has been cross-walked to GRS 2.2, item 071, with a reduced retention from 5 years to 1 year. Previously:

Schedule No.	Item No.	Retention	Disposition Authority
Las Vegas Contractor Schedule 1		5 years	N1-434-92-4, item 19a

- Item 073 – Employee Performance File System Records – Performance Records Superseded through an Administrative, Judicial or Quasi-judicial Procedure

One (1) DOE records disposition schedule item cross-walked to GRS 2.2, item 073. Previously:

Schedule No.	Item No.	Retention	Disposition Authority
Las Vegas Contractor Schedule 1		Superseded	N1-434-92-4, item 19b

- Item 120 – Skill Set Records

One (1) DOE records disposition schedule item cross-walked to GRS 2.2, item 120. Added a DOE Business Use of 2 years, which matches current retention. Previously:

Schedule No.	Item No.	Retention	Disposition Authority
Las Vegas Contractor Schedule 1		2 years	N1-434-92-4, item 5a

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

Notes have been added to the following GRS 2.2 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 – Employee management administrative records

Added (Federal Only) to item title and a note for contractors to utilize ADM 1.3.1 Personnel Office Correspondence until superseded.

- Item 020 – Workforce and succession planning records

Added (Federal Only) to item title and a note for contractors to utilize ADM 1.3.1 Personnel Office Correspondence until superseded.

- Item 030 – Employee Incentive Award Records

Added (Federal Only) to item title and notes to utilize:

- GRS 2.3, item 030 Employee incentive award records (Federal) for nonmonetary items conferred in connection with informal recognition awards of \$50.00 or less.
- Utilize ADM 1.1.1 Official Contractor Personnel File for Employee Incentive Awards (Contractors) until superseded.

**Note:** A new DOE records disposition schedule is being created for employee incentive awards (Federal Only) not maintained in the Official Personnel Folder (OPF)/electronic OPF (eOPF)

- Item 040 – Official Personnel Folder (OPF)/electronic OPF (eOPF)

Added (Federal Only) to item title and struck out item information regarding long-term records. Added notes for Federal to utilize DOE 2.2, item 015 Official Personnel Folder (OPF)/electronic OPF (eOPF) and Contractors to utilize ADM 1.1.1 Contractor Personnel File until superseded.

- Item 050 – Notifications of personnel actions

Added (Federal Only) to item title and updated disposition instruction to a DOE Business Use of Destroy when 3 years old.

- Item 070 – Employee performance file system records

Added (Federal Only) to item title.

- Item 080 – Supervisors’ personnel files

Added a note that the records may fall under DOE Privacy Act System of Record – DOE-2.

- Item 110 – Volunteer service case files

Added (Federal Only) to item title.

- Item 120 – Skill set records

Added DOE Business Use of Destroy when 2 years old to disposition instructions.