

DEPARTMENT OF ENERGY (DOE) 2.2: Employee Management Records

DOE Records Disposition Schedules (RDS)							
New DOE 2.2				Old Authorities			
Schedule No.	Item No.	Retention	ERA Number/ Disposition Authority	Schedule No.	Item No.	Retention	Disposition Authority
DOE 2.2	010	250 years	DAA-0434-2020-0010-0001	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		60/75 years	N1-434-92-4, item, 11
DOE 2.2	015	250 years	DAA-GRS-2017-0007-0004	New Item			
DOE 2.2	020	6 years	DAA-0434-2020-0010-0002	ADM 1	3.1	In accordance with contract	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)
		See FAQ for more details regarding in part					
DOE 2.2	030	250 years	DAA-0434-2020-0010-0003	ADM 1	1.1	75 years	N1-434-89-1, item 1
				Las Vegas Contractor Schedule 1		5 years	N1-434-92-4, item 19a
						Superseded	N1-434-92-4, item 19b
						3 years	N1-434-92-4, item 28a
						3 years	N1-434-92-4, item 28b(1)
						3 years	N1-434-92-4, item 28b(2)
DOE 2.2	040	10 years	DAA-0434-2020-0010-0004	New Item			
				See FAQ for more details on use of DOE 2.2, item 040 vs. GRS 2.2, item 030			
DOE 2.2	050	7 years	DAA-0434-2020-0010-0005	New Item			
				See FAQ for more details on use of DOE 2.2, item 050 vs. GRS 2.2, item 070, 071, 072 and 073			
DOE Schedules Cross-walking to the GRS							
GRS 2.2	050	When business use ceases DOE Business Use: 3 years	DAA-GRS-2017-0007-0006	Personnel Action Tracking and Reporting Systems		3 years	DAA-0434-2015-0002-0001 (in part)
						See FAQ for more details regarding in part	
GRS 2.2	120	When business use ceases DOE Business Use: 2 years	DAA-GRS-2017-0007-0018	Las Vegas Contractor Schedule 1		2 years	N1-434-92-4, item 5a (in part)

Epidemiological
Moratorium

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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 2.2				Old Authorities			
Schedule No.	Item No.	Retention	ERA Number/ Disposition Authority	Schedule No.	Item No.	Retention	Disposition Authority
GRS 2.2	010	3 years	DAA-GRS-2017-0007-0001	GRS 1	3	3 years	N1-GRS-81-10, item 1
				GRS 1	16	2 years	N1-64-77-10, item 16
				GRS 1	17c	6 months	NC1-64-77-10, item 17c
				GRS 9	5b	1 year	N1-GRS-91-1, item 5b
				GRS 9	5c (in part)	Superseded or obsolete	N1-GRS-98-2, item 9 (in part)
Utilize DOE 2.2, item 020 for Employee Management Program Records (Contractors)							
GRS 2.2	020	3 years	DAA-GRS-2017-0007-0002	New Item			
GRS 2.2	030	2 years	DAA-GRS-2023-0002-0001	GRS 1	12a1	2 years	NC1-64-77-10, item 12a1
				GRS 1	12a2	2 years	NC1-64-77-10, item 12a2
				GRS 1	12b	1 year	NC1-64-77-10, item 12b
				GRS 1	12c	2 years	NC1-64-77-10, item 12c
				GRS 1	12d	Superseded or obsolete	NC1-64-77-10, item 12d
Utilize: - GRS 2.2, item 030 Employee incentive award records (Federal) for nonmonetary items conferred in connection with informal recognition awards of \$50.00 or less - DOE 2.2, item 040 Employee Incentive Awards (Federal) not maintained in the Official Personnel Folder (OPF)/electronic OPF (eOPF) - DOE 2.2, item 030 Official Contractor Personnel File for Employee Incentive Awards (Contractors)							
GRS 2.2	040	129 years	DAA-GRS-2017-0007-0004	GRS 1	1b	65 years	N1-GRS-87-12, item 1b2
Utilize DOE 2.2, item 015 Official Personnel Folder (OPF)/electronic OPF (eOPF)							
GRS 2.2	041	Superseded or obsolete, or upon separation	DAA-GRS-2017-0007-0005	GRS 1	10a	Superseded or obsolete	N1-GRS-97-4, item 10a
GRS 2.2	050	When business use ceases DOE Business Use: 3 years	DAA-GRS-2017-0007-0006	GRS 1	14a	2 years	NC1-64-77-10, item 14a
				GRS 1	14b	1 year	NC1-64-77-10, item 14b
				GRS 1	17a	When action is completed	NC1-64-77-10, item 17a
GRS 2.2	060	3 years	DAA-GRS-2017-0007-0007	GRS 1	10b	3 years	N1-GRS-97-4, item 10b
GRS 2.2	070	4 years	DAA-GRS-2017-0007-0008	GRS 1	23a3a	Forward to gaining agency of 4 years	N1-GRS-95-3, item 23a3a
				GRS 1	23a3b	4 years	N1-GRS-98-2, item 2
				GRS 1	23a4	4 years	N1-GRS-95-3, item 23a4
				GRS 1	23a5	4 years	N1-GRS-98-2, item 3
GRS 2.2	071	1 year	DAA-GRS-2017-0007-0009	GRS 1	23a1	1 year	N1-GRS-93-3, item 23a1

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New GRS 2.2				Old Authorities			
Schedule No.	Item No.	Retention	ERA Number/ Disposition Authority	Schedule No.	Item No.	Retention	Disposition Authority
GRS 2.2	072	5 years	DAA-GRS-2017-0007-0010	GRS 1	9	1 year	NC1-64-77-10, item 9
				GRS 1	23b2a	Forward to gaining agency or 5 years	N1-GRS-88-3, item 23b2a
				GRS 1	23b2b	5 years	N1-GRS-98-2, item 4
				GRS 1	23b3	5 years	N1-GRS-82-2, item 23b3
				GRS 1	23b4	5 years	N1-GRS-98-2, item 5
GRS 2.2	073	Superseded	DAA-GRS-2017-0007-0011	GRS 1	23a2	Superseded	N1-GRS-93-3, item 23a2
				GRS 1	23b1	Superseded	N1-GRS-82-2, item 23b1
GRS 2.2	080	Superseded or obsolete or 1 years	DAA-GRS-2017-0007-0012	GRS 1	18a	Superseded or obsolete or 1 year	NC1-64-77-10, item 18a
GRS 2.2	090	3 years after submission	DAA-GRS- 2023-0002-0002	GRS 1	18b	6 months	NC1-64-77-10, item 18b
				GRS 9	5a	3 years or upon separation	N1-GRS-91-1, item 5a
GRS 2.2	091	Superseded or obsolete	DAA-GRS-2017-0007-0014	GRS 21	2 (in part)	5 years or when superseded	N1-GRS-98-2,item 33 (in part)
				GRS 9	5c (in part)	Superseded or obsolete	N1-GRS-98-2, item 9 (in part)
GRS 2.2	092	Transfer to new agency or return to Department of State	N/A. Filing instruction	New Item			
GRS 2.2	100	3 years	DAA-GRS-2017-0007-0015	New Item			
GRS 2.2	110	4 years	DAA-GRS-2017-0007-0016	New Item			
GRS 2.2	111	1 year	DAA-GRS-2017-0007-0017	New Item			
GRS 2.2	120	When business use ceases DOE Business Use: 2 years	DAA-GRS-2017-0007-0018	New Item			
Rescinded				GRS 1	2a	60 years	NC1-GRS-78-2, item 1
				GRS 1	2b	3 years	NC1-64-77-10, item 2b
				N1-434-98-4, item 2b (ADM 1.2) was an approved deviation to GRS 1.2b See DOE RDS Crosswalk (above)			
				GRS 1	6	On separation	NC1-64-77-10, item 6
				N1-434-98-4, item 6 (ADM 1.6) was an approved deviation to GRS 1.6 See DOE RDS Crosswalk (above)			
				GRS 1	13	3 years	NC1-64-77-10, item 13