

DEPARTMENT OF ENERGY (DOE) 2.4: Employee Compensation and Benefits Records

DOE Records Disposition Schedules (RDS)							
New DOE 2.4				Old Authorities			
Schedule No.	Item No.	Retention	ERA Number/ Disposition Authority	Schedule No.	Item No.	Retention	Disposition Authority
Payroll							
DOE 2.4	010	75 years	DAA-0434-2020-0013-0001	GRS 2.1a was rescinded by NARA			
				GRS 2.1b initially cross-walked to GRS 2.4, item 040			
				ADM 2	1c	56 years	N1-434-98-5, item 1c
				Uranium Mill Tailings Remedial Action (UMTRA) Project		6 years 3 months	N1-434-98-1, item 20a(1) (in part)
						3 years	N1-434-98-1, item 20a(2) (in part)
DOE 2.4	020	250 years	DAA-GRS-2019-0004-0002	GRS 2.4	030	3 years	DAA-GRS-2019-0004-0002
See GRS 2.4, item 030 below for superseded items							
DOE 2.4	025	10 years	DAA-GRS-2019-0004-0002	GRS 2.4	030	3 years	DAA-GRS-2019-0004-0002
See GRS 2.4, item 030 below for superseded items							
DOE 2.4	030	10 years	DAA-GRS-2019-0004-0002	GRS 2.4	030	3 years	DAA-GRS-2019-0004-0002
See GRS 2.4, item 030 below for superseded items							
Remains under EPI Moratorium until DOE lifts the hold							
Compensation and Benefits Administration Program Records							
DOE 2.4	100	250 years	DAA-0434-2020-0013-0002	ADM 1	31	75 years	N1-434-98-4, item 31 (in part)
				Las Vegas Contractor Schedule 1		75 years	N1-434-92-4, item 26 (in part)
DOE 2.4	110	3 years	DAA-0434-2020-0013-0003	ADM 1	54	3 years	N1-434-98-4, item 54
DOE 2.4	120	6 years	DAA-0434-2020-0013-0004	ADM 1	46	6 years 3 months	N1-434-98-4, item 46
DOE 2.4	130	250 years	DAA-0434-2020-0013-0007	Health Compensation Programs		75 years	DAA-0434-2013-0001-0001
DOE 2.4	140	3 years	DAA-0434-2020-0013-0008	Health Compensation Programs		3 years	DAA-0434-2013-0001-0002
DOE 2.4	150	15 years	DAA-0434-2020-0013-0009	Health Compensation Programs		15 years	DAA-0434-2013-0001-0003
DOE 2.4	160	3 years	DAA-0434-2020-0013-0010	Health Compensation Programs		3 years	DAA-0434-2013-0001-0004
DOE 2.4	170	15 years	DAA-0434-2020-0013-0005	Secure Electronic Records Transfer (SERT) System		3 years	DAA-0434-2017-0003-0001
DOE 2.4	180	60 days	DAA-0434-2020-0013-0006	Secure Electronic Records Transfer (SERT) System		3 years	DAA-0434-2017-0003-0002
DOE Schedules Disposition Schedules Cross-walked to the GRS							
GRS 2.4	010	3 years	DAA-GRS-2019-0004-0001	ADM 2	18	7 years	N1-434-98-5, item 18
GRS 2.4	080	7 years		ADM 1	51	3 years	N1-434-98-4, item 51

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Schedule No.	Item No.	Retention	ERA Number/ Disposition Authority	Schedule No.	Item No.	Retention	Disposition Authority
			DAA-GRS-2023-0004-0002	Las Vegas Contractor Schedule 1		2 nd succeeding survey	N1-434-92-4, item 8
GRS 2.4	111	1 year	DAA-GRS-2016-0015-0014	ADM 1	35a	75 years	N1-434-98-4, item 35a
				ADM 1	35b(2)	75 years	N1-434-98-4, item 35b(2)
GRS 2.4	140	3 years	DAA-GRS-2016-0015-0019	ADM 1	56	3 years	DAA-0434-2014-0002-0002
GRS 2.4	141	3 years	DAA-GRS-2016-0015-0020	ADM 1	57	3 years	DAA-0434-2014-0002-0001
Rescinded				Las Vegas Contractor Schedule 1		3 years	N1-434-92-4, Item 29

Epidemiological
Moratorium

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 2.4				Old Authorities			
Schedule No.	Item No.	Retention	ERA Number/ Disposition Authority	Schedule No.	Item No.	Retention	Disposition Authority
GRS 2.4	010	3 years	DAA-GRS-2019-0004-0001	GRS 2	15a	3 years	N1-GRS-92-4, item 15a
				GRS 2	15b	3 years	N1-GRS-92-4, item 15b
				GRS 2	16	Superseded or employee separation	N1-GRS-92-4, item 16
				GRS 2	17	Superseded or employee separation	N1-GRS-92-4, item 17
				GRS 2	18	3 years	N1-GRS-92-4, item 18 N1-434-98-5, item 18 (ADM 2.18) was an approved deviation from the GRS
				GRS 2	23a	3 years	N1-GRS-92-4, item 23a
GRS 2.4	020	4 years	DAA-GRS-2016-0015-0002	GRS 2	13a	4 years	N1-GRS-92-4, item 13a
GRS 2.4	030	3 years	DAA-GRS-2019-0004-0002	GRS 2	6a	At end of the following pay period	N1-GRS-92-4, item 6a
				GRS 2	6b	3 years	N1-GRS-92-4, item 6a
				GRS 2	7	6 years	N1-GRS-92-4, item 7 (in part)
				GRS 2	8	6 years	N1-GRS-92-4, item 8 (in part)

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Note: GRS items listed below may have been listed in the DOE Administrative Schedules, as a DOE schedule with a GRS authority.							
New GRS 2.4				Old Authorities			
Schedule No.	Item No.	Retention	ERA Number/ Disposition Authority	Schedule No.	Item No.	Retention	Disposition Authority
Utilize DOE 2.4, items 020, 025 or 030 for Time and Attendance Records							
GRS 2.4	035	6 years	DAA-GRS-2018-0001-0001	New Item			
GRS 2.4	040	56 years	DAA-GRS-2016-0015-0004	GRS 2	1b	56 years	N1-GRS-92-4, item 1b
Utilize DOE 2.4, item 010 for Employee Payroll Records for each pay period							
GRS 2.4	050	4 years	DAA-GRS-2016-0015-0005	GRS 2	13b	4 years	N1-GRS-92-4, item 13b
				GRS 2	13c	4 years	N1-GRS-92-4, item 13c
GRS 2.4	060	2 years	DAA-GRS-2016-0015-0006	GRS 2	22a	No longer needed; no more than 2 years	N1-GRS-92-4, item 22a
				GRS 2	22b	2 years	N1-GRS-92-4, item 22b
				GRS 2	24	2 years	N1-GRS-92-4, item 24
GRS 2.4	061	3 years	DAA-GRS-2023-0004-0001	GRS 2	22c	3 years	N1-GRS-92-4, item 22c
GRS 2.4	070	3 years	DAA-GRS-2016-0015-0008	New Item			
GRS 2.4	071	1 year	DAA-GRS-2016-0015-0009	GRS 1	37	1 year	N1-GRS-92-5, item 1
GRS 2.4	080	7 years	DAA-GRS-2023-0004-0002	GRS 1	38	2d succeeding survey	Authority not known
GRS 2.4	090	3 years	DAA-GRS-2016-0015-0011	GRS 1	41	3 years	N1-GRS-96-2
Contractors utilize DOE 2.2, item 030 Contractor Employee Personnel File for employment agreements, recruitment, relocation, employee awards, and retention incentive packages.							
GRS 2.4	100	3 years	DAA-GRS-2016-0015-0012	GRS 1	31	3 years	N1-GRS-86-4,item 32
GRS 2.4	101	15 years	DAA-GRS-2016-0015-0013	New Item			
Utilize DOE 2.4, item 100 for Workers Compensation (personal injury compensation) records or DOE 2.7, item 110 for Individual Employee Occupational Illness/Injury Case files.							
GRS 2.4	110	Filing instructions	None	Rescind			N1-GRS-88-2, item 1b1
GRS 2.4	111	1 year	DAA-GRS-2016-0015-0014	GRS 1	35a	3 years	N1-GRS-88-2, item 1a N1-434-98-4, item 35a was an approved deviation from the GRS
				GRS 1	35b2	3 years	N1-GRS-88-2, item 1b2 N1-434-98-4, item 35b(2) was an approved deviation from the GRS
GRS 2.4	120	3 years	DAA-GRS-2016-0015-0015	New Item			
GRS 2.4	121	2 years	DAA-GRS-2016-0015-0016	New Item			

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Schedule No.	Item No.	Retention	ERA Number/ Disposition Authority	Schedule No.	Item No.	Retention	Disposition Authority
GRS 2.4	130	3 years	DAA-GRS-2016-0015-0017	GRS 9	7	3 years	N1-GRS-97-2, item 7 (in part)
GRS 2.4	131	2 years	DAA-GRS-2016-0015-0018	GRS 9	7	3 years	N1-GRS-97-2, item 7 (in part)
GRS 2.4	140	3 years	DAA-GRS-2016-0015-0019	New Item			
GRS 2.4	141	3 years	DAA-GRS-2016-0015-0020	New Item			
Rescinded				GRS 1	35b1	--	N1-GRS-88-2, item 1b1
				GRS 2	1a	Update elements	N1-GRS-92-4, item 1a *See DOE 2.4, item 010
				GRS 2	2	15 years	N1-GRS-92-4, item 2
				GRS 2	14a	Superseded or employee separation	N1-GRS-92-4, item 14a
				GRS 2	14b	4 months	N1-GRS-92-4, item 14b
				GRS 2	14c	4 months	N1-GRS-92-4, item 14c
				GRS 2	23b	1 month	N1-GRS-92-4, item 23b