

DEPARTMENT OF ENERGY (DOE) 2.5: Employee Separation Records

DOE Records Disposition Schedules (RDS)							
New DOE 2.5				Old Authorities			
Schedule No.	Item No.	Retention	ERA Number/Disposition Authority	Schedule No.	Item No.	Retention	Disposition Authority
DOE Records Disposition Schedules Cross-walked to the GRS							
GRS 2.5	010	Destroy when no longer required for business use <i>DOE Business Use: 2 years</i>	DAA-GRS-2014-0004-0001	ADM 2	28	75 years	N1-434-98-5, item 28 (in part)
GRS 2.5	011	2 years	DAA-GRS-2014-0004-0002	ADM 2	28	75 years	N1-434-98-5, item 28 (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 2.5				Old Authorities			
Schedule No.	Item No.	Retention	ERA Number/Disposition Authority	Schedule No.	Item No.	Retention	Disposition Authority
GRS 2.5	010	Destroy when no longer required for business use <i>DOE Business Use: 2 years</i>	DAA-GRS-2014-0004-0001	GRS 1	17b2	Superseded or obsolete	NC1-64-77-10, item 17b2
				GRS 2	28	Upon OPM acceptance	N1-GRS-92-4, item 28 (in part) <i>N1-434-98-5, item 28 (ADM 2.28) was an approved deviation from the GRS</i>
GRS 2.5	011	2 years	DAA-GRS-2014-0004-0002	GRS 1	17b1	2 years	NC1-64-77-10, item 17b1
				GRS 2	28	Upon OPM acceptance	N1-GRS-92-4, item 28 (in part) <i>N1-434-98-5, item 28 (ADM 2.28) was an approved deviation from the GRS</i>
GRS 2.5	020	1 year after separation	DAA-GRS-2014-0004-0003	GRS 1	39	1 year	NC1-64-77-7, item 21b
GRS 2.5	030	No longer needed	DAA-GRS-2014-0004-0004	GRS 2	9b	3 years	N1-GRS-92-4, item 9b
				New item			

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General Record Schedules (GRS)							
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New GRS 2.5				Old Authorities			
Schedule No.	Item No.	Retention	ERA Number/ Disposition Authority	Schedule No.	Item No.	Retention	Disposition Authority
		DOE Business Use: 1 year					
A DOE mission related schedule item is being created in DOE 19.1 to address the exclusion of formal oral histories.							
GRS 2.5	040	File on left side of OPF	N/A. Filing instruction.	GRS 2	9a	File on right [sic] side of OPF	N1-GRS-92-4, item 9a
GRS 2.5	050	3 years	DAA-GRS-2016-0007-0001	New item			
GRS 2.5	051	1 year	DAA-GRS-2016-0007-0002	New item			