

DEPARTMENT OF ENERGY (DOE) 5.1: Common Office Records

DOE Records Disposition Schedules (RDS)							
New DOE 5.1				Old Authorities			
Schedule No.	Item No.	Retention	ERA Number/ Disposition Authority	Schedule No.	Item No.	Retention	Disposition Authority
DOE 5.1	010	7 years, no longer needed, or at employee termination	DAA-GRS-2016-0016-0002	GRS 4.3	040	after copying to a recordkeeping system	DAA-GRS-2013-0001-0007 (in part)

Epidemiological
Moratorium

General Record Schedules (GRS)							
New GRS 5.1				Old Authorities			
Schedule No.	Item No.	Retention	ERA Number/ Disposition Authority	Schedule No.	Item No.	Retention	Disposition Authority
GRS 5.1	010	Business Use Ceases	DAA-GRS-2016-0016-0001	GRS 23	1	2 years	N1-GRS-98-2, item 43
		GRS 23		5a	2 years	N1-GRS-87-19, item 5a	
		GRS 23		5b	No longer needed	N1-GRS-87-19, item 5b	
		DOE Business Use: Destroy when 2 years old.					
GRS 5.1	020	After copying to a recordkeeping system	DAA-GRS-2016-0016-0002	GRS 4.3	040	after copying to a recordkeeping system	DAA-GRS-2013-0001-0007 (in part)
Utilize DOE 5.1, item 010 for OneDrive, Home Drives or Personal Drives							
GRS 5.1	030	Business Use Ceases	DAA-GRS-2016-0016-0003	GRS 26	1a	No longer needed	N1-GRS-04-1, item 1a
		DOE Business Use: Destroy 1 year after committee dissolved.					