DEPARTMENT OF ENERGY (DOE) 2.6: Employee Training Records

Records documenting design, development, and implementation of employee training. Records includes both administrative and mission related training. This schedule includes documentation of employee training provided from internal or external vendors, DOE, or other agencies; and is applicable to Federal and contractor employees.

Note: Refer to GRS 2.6 for all other Employee Training records not addressed in this schedule.

Item	Records Description	Disposition Instruction	Disposition Authority
010 EPI	**Individual Mission Related Employee Training Records (Federal and Contractor)** Records documenting individual employees mission related training, including hazardous, environmental and safety. Records include but are not limited to: • Completion certificates or certification documents • on-the-job training checklist completed during qualification, including the results of final written examination used for qualification or certification • records of oral examinations given for qualifications or certification • simulator/operational evaluation records • reports of exemptions to these documents • checklists completed for recertification, including the results of examinations and records or oral examinations given for recertification • results of medical examinations (only pass/fail and restrictions); balance of results are to be retained in the medical file • attendance/completion records of training courses or sessions **Note 1:** GRS 2.6, Item 030 excludes academic transcripts, professional licenses, civil service exams, or documentation of mission-related training. **Note 2**: Individual training records are needed longer to support various departmental Health and Safety Programs that require records to be maintained for a longer period of time.	**Temporary.** Destroy 250 years after employee separation or transfer.	DAA-0434-2020-0014-0001

Item	Records Description		Disposition Instruction	Disposition Authority
015 **EPI**	**Individual Employee Administrative and Ethics Training Records (Federal and Contractor) (Excludes Mission Related Training)** Records documenting required administrative training, such as information system security and anti-harassment training, and training to develop job skills. Records may include:	**Federal Employees**	**Temporary**. Destroy when 10 years old.	DAA-GRS-2016-0014-0003 and DAA-GRS-2016-0014-0002
016 **EPI**	**General Administrative:** • completion certificates or verification documents for mandatory training required of all Federal and contractor employees or specific groups of employees (e.g., supervisors, contractors) • Individual Development Plans (IDPs) • mentoring or coaching agreements **Ethics** • administration of new employee ethics orientations. annual, and other types of ethics training • agency's annual written plans • notices about training requirements and course offerings • rosters of employees required to attend and verification of training completed • instructor guides, handbooks, handouts and other materials **Exclusion:** Academic transcripts, professional licenses, civil service exams, or documentation of mission-related training are not covered by this item. See DOE 2.6, item 010 for individual employee mission related training records. **Note 1**: GRS 2.6, item 020 and 030 authorize longer retention, records are needed to support OIG's mission of preventing fraud, waste and abuse in DOE programs and operations. **Note 2:** If administrative and/or mission related records are consolidated, utilized the schedule with the longest retention.	**Contractor Employees**	**Temporary**. Destroy 10 years after employee separation OR contract completion (final payment), whichever is later.	DAA-GRS-2016-0014-0003 and DAA-GRS-2016-0014-0002

Item	Records Description	Disposition Instruction	Disposition Authority
025 EPI	**Mission Related Training Program Records (including Hazardous, Environmental and Safety Training)** Records about planning, assessing, managing, evaluating and other course related records for mission related training, which includes hazardous, environmental and safety training. These records include, but are not limited to: - correspondence, procedures, plans, reports and program evaluations on the **overall** Training Program, regardless if mission or non-mission - organizational and occupational need assessments - employee skill assessments - employee training statistics - notices about training opportunities, schedules or courses - mandatory training tracking and reporting files - logistics and coordination documents - registration forms, employee attendance rosters - syllabi, presentations, instructor guides, handbooks and lesson plans - reference and working files on course content - other course materials, such as presentations and videos - student, class or instructor evaluations - descriptions of course content - examination banks - examination cover sheets - documentation of required performance items	**Temporary.** Destroy 75 years after superseded/ obsolete.	DAA-0434-2020-0014-0002
030 EPI	**Individual Technical Qualification Program (TQP)/electronic Technical Qualification Program (eTQP) Records** The TQP Program is to ensure employees have the requisite technical competency to support the mission of the DOE and is the primary driver behind the Safety Training Program. The objectives of the program are to identify the competencies that employees must possess to ensure DOE defense nuclear facilities are operated in a safe manner. Establish a program that clearly identifies and documents the process used to demonstrate employee technical competence; ensure that employees maintain their technical competencies and maintain a cycle for continuous performance improvement through structured individualized training and development programs. Qualification	**Temporary.** Consolidate into the Individual Employee Training Records (DOE 2.6, item 010) when individual no longer performs activity.	None; filing instructions only

Item	Records Description	Disposition Instruction	Disposition Authority
	standards include, but are not limited to: • Aviation Safety Manager • Aviation Safety Officer • Chemical Processing • Civil and Structural Engineering • Criticality Safety • Electrical Systems and Safety Oversight • Emergency Management • Environmental Compliance • Facility Maintenance Management • Facility Representative • Fire Protection Engineering • General Technical Base • Industrial Hygiene • Instrument and Control • Mechanical Systems • NNSA Package Certification Engineer • Nuclear Explosive Safety Study • Nuclear Safety Specialist • Project Management • Occupational Safety • Quality Assurance • Radiation Protection • Safeguards and Security • Safety Software Quality Assurance • Senior Technical Safety Manager • Technical Training • Transportation and Traff • Waste Management (including driver qualifications) • Weapons Quality Assurance		

DOE Records Disposition Manual
Transmittal 08
[Updated to NARA Transmittal No. 35]

General Records Schedule (GRS) 2.6
Issue Date: October 2021
Updated: January 2025

GENERAL RECORDS SCHEDULE (GRS) 2.6: Employee Training Records

This schedule covers records about designing, developing, and implementing employee training within Federal agencies that is not mission-related. Typically, such training is routine or mandatory and covers general knowledge and actions all agencies expect of employees, such as training on information security, anti-harassment, ethics, EEO compliance, drug-free workplace, records management, and travel card use. In other words, training on administrative activities. It does not include specialized training for firearms, health and safety, national defense, political appointees, or mission-specific training, which may document an agency's program objectives or illustrate program operations. This schedule includes documentation of employee training provided from any source (internally or externally via private vendors or other agencies) and applies to all groups of Federal workers, civilian, military, and contractors.

Agencies must offer any records created prior to January 1, 1921, to the National Archives and Records Administration (NARA) before applying disposition instructions in this schedule.

Item	Records Description	Disposition Instruction	Disposition Authority
010 **EPI**	**Non-mission employee training program records.** **Exclusion:** This item does not cover ethics-related training. Ethics training is scheduled by item 020. Records about planning, assessing, managing, and evaluating an agency's training program: • plans, reports and program evaluations • organizational and occupational needs assessments • employee skills assessments • employee training statistics • notices about training opportunities, schedules, or courses • mandatory training tracking and reporting files • logistics and coordination documents • Authorization, Agreement and Certification of Training (SF-182) and similar records • registration forms, employee attendance records • syllabi, presentations, instructor guides, handbooks, and lesson plans • reference and working files on course content • other course materials, such as presentations and videos • student, class, or instructor evaluations **Note**: Financial records related to purchase of training or travel for training are scheduled under GRS 1.1, item 010.	**Temporary**. Destroy when 3 years old, or 3 years after superseded or obsolete, whichever is appropriate~~, but longer retention is authorized if required for business use~~. **Utilize DOE 2.6, item 025 for Mission related training program records, including Hazardous, Environmental and Safety Training.**	DAA-GRS-2016-0014-0001

DOE Records Disposition Manual
Transmittal 08
[Updated to NARA Transmittal No. 35]

General Records Schedule (GRS) 2.6
Issue Date: October 2021
Updated: January 2025

Item	Records Description		Disposition Instruction	Disposition Authority
020	**Ethics training records.** ~~Records include but are not limited to:~~ • ~~administration of new employee ethics orientations. annual, and other types of ethics training~~ • ~~agency's annual written plans~~ • ~~notices about training requirements and course offerings~~ • ~~rosters of employees required to attend and verification of training completed~~ • ~~instructor guides, handbooks, handouts and other materials~~ **Utilize DOE 2.6, item 015 for Individual Employee Administrative and Ethics Training Records (excludes Mission Related Training) (Federal) OR DOE 2.6, item 016 for Individual Employee Administrative and Ethics Training Records (excludes Mission Related Training) (Contractor).**		**Temporary**. ~~Destroy when 6 years old or when superseded, whichever is later, but longer retention is authorized if required for business use.~~	DAA-GRS-2016-0014-0002
030	**Individual employee training records.** ~~Records documenting training required by all or most Federal agencies, such as information system security and anti-harassment training, and training to develop job skills. Records may include:~~ • ~~completion certificates or verification documents for mandatory training required of all Federal employees or specific groups of employees (e.g., supervisors, contractors)~~ • ~~Individual Development Plans (IDPs)~~ • ~~mentoring or coaching agreements~~ **Exclusion:** ~~Academic transcripts, professional licenses, civil service exams, or documentation of mission related training are not covered by this item~~. **Utilize DOE 2.6, item 015 for Individual Employee Administrative and Ethics Training Records (excludes Mission Related Training) (Federal) OR DOE 2.6, item 016 for Individual Employee Administrative and Ethics Training Records (excludes Mission Related Training) (Contractor).**		**Temporary.** ~~Destroy when superseded, 3 years old, or 1 year after separation, whichever comes first, but longer retention is authorized if required for business use.~~	DAA-GRS-2016-0014-0003
040	**Senior Executive Service Candidate Development Program (SESCDP).** **(FEDERAL ONLY)** SESCDP is an OPM-approved training program designed to develop employees with strong executive potential to qualify them for and authorize their initial career appointment in the Senior Executive Service.	**Program records.** Records documenting program scope, policies, planning, budget, and curriculum planning.	**Temporary.** ~~Destroy when no longer needed for business use.~~ **DOE Business Use: Destroy when 3 years old or when superseded/obsolete.**	DAA-GRS-2016-0014-0004

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Transmittal 08
[Updated to NARA Transmittal No. 35]

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Issue Date: October 2021
Updated: January 2025

Item	Records Description		Disposition Instruction	Disposition Authority
041		**Case records on SESCDP participants.** Records documenting training, developmental assignments, mentor agreements and evaluations, and SES Development Plans.	**Temporary.** Destroy 1 year after certification or separation from the program~~, but longer retention is authorized if required for business use~~.	DAA-GRS-2023-0005-0001