

Frequently Asked Questions (FAQs) about DOE 2.6, Employee Training Records

INTRODUCTION

1. What is the purpose of DOE 2.6?

DOE 2.6 is written in the same format as GRS 2.6, which provides disposition authority for records created and received in the design, development, and implementation of employee training applicable to Federal and contractor employees that are not covered by GRS 2.6.

2. Who may I contact to request more information about this schedule?

You may contact the DOE Records Disposition Schedule Technical Team at DOERM@hq.doe.gov with questions about this schedule.

3. How does DOE 2.6 differ from the old DOE Administrative?

Twenty-eight (28) DOE records disposition schedule items did not have a GRS authority and were rolled into the DOE 2.6, Employee Training Records Disposition Schedule. Through careful review and consolidation of like items/retentions, the total DOE records disposition schedule items were reduced to five (5), two (2) of which utilize GRS authorities, and one (1) has been rescinded. When schedule consolidation involved multiple retentions, the longer retention was applied.

- Item 010 – Individual Mission Related Employee Training Records (Federal and Contractor)

The new schedule consolidates eleven (11) DOE records disposition schedule items, all in part, related to individual mission related employee training records (Federal and contractor). Increased retention to 250 years, as these records are needed to support various Health and Safety Programs. The in-part items also crosswalk to DOE 2.6, item 015, 016 and 025 depending on the record.

Schedule No.	Item No.	Retention	Disposition Authority
ADM 1	29b	75 years	N1-434-98-4, item 29b (in part)
ADM 1	29.1a(1)	4 years	N1-434-88-1, item 1a (in part)
ADM 1	29.1a(2)	4 years	N1-434-88-1, item 1b (in part)
ADM 1	29.1a(3)	4 years	N1-434-88-1, item 1c (in part)
ADM 1	29.1a(4)	4 years	N1-434-88-1, item 1d (in part)
ADM 1	29.1b	75 years	N1-434-88-1, item 2 (in part)
Las Vegas Contractor Schedule 1		4 years	N1-434-92-4, item 24a(1) (in part)
		4 years	N1-434-92-4, item 24a(2) (in part)
		4 years	N1-434-92-4, item 24a(3) (in part)
		4 years	N1-434-92-4, item 24a(4) (in part)
		75 years	N1-434-92-4, item 24b(1) (in part)

Note: Remains under EPI Moratorium until DOE lifts the hold.

- Item 015– Individual Employee Administrative and Ethics Training Records (Federal and Contractor) (Excludes mission related training) – Federal Employees

Consolidated two (2) DOE records disposition schedule items, in part, related to Individual Employee Administrative and Ethics Training Records (Federal) utilizing GRS 2.6, items 020 and 030, which allows for longer retention. The in-part items also crosswalk to DOE 2.6, item 010, 016 and 025 depending on the record. Previously:

Schedule No.	Item No.	Retention	Disposition Authority
ADM 1	29b	75 years	N1-434-98-4, item 29b (in part)
ADM 1	50	Superseded	N1-434-98-4, item 50 (in part)

- Item 016 – Individual Employee Administrative and Ethics Training Records (Federal and Contractor) (Excludes mission related training) – Contractor Employees

Consolidated twelve (12) DOE records disposition schedule items all in part related to Individual Employee Administrative and Ethics Training Records (Contractor) utilizing GRS 2.6, items 020 and 030, which allows for longer retention. The in-part items also crosswalk to DOE 2.6, item 010 and 015 depending on the record. Previously:

Schedule No.	Item No.	Retention	Disposition Authority
ADM 1	29b	75 years	N1-434-98-4, item 29b (in part)
ADM 1	29.1a(1)	4 years	N1-434-88-1, item 1a (in part)
ADM 1	29.1a(2)	4 years	N1-434-88-1, item 1b (in part)
ADM 1	29.1a(3)	4 years	N1-434-88-1, item 1c (in part)
ADM 1	29.1a(4)	4 years	N1-434-88-1, item 1d (in part)
ADM 1	29.1b	75 years	N1-434-88-1, item 2 (in part)
ADM 1	50	Superseded	N1-434-98-4, item 50 (in part)
Las Vegas Contractor Schedule 1		4 years	N1-434-92-4, item 24a(1) (in part)
		4 years	N1-434-92-4, item 24a(2) (in part)
		4 years	N1-434-92-4, item 24a(3) (in part)
		4 years	N1-434-92-4, item 24a(4) (in part)
		75 years	N1-434-92-4, item 24b(1) (in part)

Note: Remains under EPI Moratorium until DOE lifts the hold.

- Item 025 – Mission Related Employee Training Program Records (Including Hazardous, Environmental and Safety Training) – Mission Related Training Materials

The new schedule consolidates ten (10) DOE records disposition schedules items, six (6) of which are in part related to mission training. The in-part items also crosswalk to DOE 2.6, items 010, 015, 016 and GRS 2.6, item 010 depending on the record.

Schedule No.	Item No.	Retention	Disposition Authority
ADM 1	29b	5 years	NC1-64-77-10, item 30c (in part)
ADM 1	29.2a(1)	75 years	N1-434-88-1, item 3a
ADM 1	29.2a(2)	75 years	No SF115 found
ADM 1	29.2c	2 years	N1-434-88-1, item 5 (in part)
ADM 1	29.2d	Superseded or obsolete	N1-434-88-1, item 6 (in part)
Las Vegas Contractor Schedule 1		5 years	N1-434-92-4, item 24b(2) (in part)
Uranium Mill Tailings Remedial Action (UMTRA) Project		After verification	N1-434-89-12, item 9a
		75 years	N1-434-89-12, item 9b
Uranium Mill Tailings Remedial Action (UMTRA) Project		75 years	N1-434-98-1, item 20b (in part)
Web-based Training and Tracking System (WTTS)		Superseded or obsolete	DAA-0434-2015-0003-0002 (in part) Mission related

- Item 030 – Technical Qualification Program (TQP)

Consolidated 4 (4) DOE records disposition schedule, two (2) in part related to the technical qualification program with filing instructions only. The in-part items also crosswalk to GRS 2.6, item 010, depending on the record. Previously:

Schedule No.	Item No.	Retention	Disposition Authority
ADM 18	35.a	5 years	N1-434-98-21, item 35.1a
Cost-type Contract		5 years	NN-170-57, item 4
Uranium Mill Tailings Remedial Action (UMTRA) Project		5 years	N1-434-98-1, item 2a (in part)
		5 years	N1-434-98-1, item 2b (in part)

Note: Remains under EPI Moratorium until DOE lifts the hold.

4. Items Cross-Walked to GRS 2.6

- Item 010 – Non-Mission Employee Training Program Records

Cross-walked eight (8) DOE records disposition schedule items, all in part, to GRS 2.6, item 010 with a retention of 3 years, which in some cases is a reduced retention. Due to GRS 1.29a(1) on the epidemiological moratorium, GRS 2.6, item 010 is listed as EPI until the hold is lifted. The in-part items crosswalk to GRS 2.6, items 025 or 030, depending on the record. Previously:

Schedule No.	Item No.	Retention	Disposition Authority
ADM 1	29.2a(3)	2 years	N1-434-88-1, item 3b
ADM 1	29.2b	Superseded or obsolete	N1-434-88-1, item 4
ADM 1	29.2c	2 years	N1-434-88-1, item 5 (in part)
ADM 1	29.2d	Superseded or obsolete	N1-434-88-1, item 6 (in part)
Las Vegas Contractor Schedule 1		5 years	N1-434-92-4, item 24b(2) (in part)
Uranium Mill Tailings Remedial Action (UMTRA) Project		5 years	N1-434-98-1, item 2a (in part)
		2 years	N1-434-98-1, item 2b (in part)
Web-based Training and Tracking System (WTTS)		Superseded or obsolete	DAA-0434-2015-0003-0002 (in part) Administrative only

5. What updates has DOE made to the GRS?

Notes have been added to the following GRS 2.6 items to assist the RM community in ensuring the proper schedule and retention is utilized and to ensure records are not prematurely destroyed.

- Item 010 – Non-mission employee training program records

Notes have been added to utilize GRS 2.6, item 010 for general program records that are not mission related and DOE 2.6, item 020 for overall Training Program records and training content related to Mission Related Employee Training Program Records (including Hazardous, Environmental and Safety Training).

- Item 020 – Ethics training records

Item has been struck out with a note to 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)

- Item 030 – Individual employee training records

Item has been struck out with a note to 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)

- Item 040 and 041 – Senior Executive Service Candidate Development Program (SESCDP)

Added (Federal Only) to the item title and the disposition instructions were updated to include a DOE Business Use of Destroy when 3 years old or when superseded/obsolete.

6. Why are you removing items that were in the old DOE Administrative Schedule?

The following items are being rescinded, as these are non-record copies:

Schedule No.	Item No.	Retention	Disposition Authority
	Uranium Mill Tailings Remedial Action (UMTRA) Project	Non-record; destroy when superseded or obsolete.	N1-434-98-1, item 2c