

Frequently Asked Questions (FAQs) about DOE 2.7, Employee Health and Safety Records

INTRODUCTION [Note: Changes from Transmittal 06 to 08 are noted in red text.]

1. What is the purpose of DOE 2.7?

DOE 2.7 is written in the same format as GRS 2.7. It provides disposition authority for records created and received related to employee health and safety functions that are not covered by GRS 2.7. Refer to current DOE records disposition schedules for all other Safety and Health records, including those related to worker protection. A new mission related records disposition schedule (Environmental, Safety, Health and Quality Program Records) is being created to cover these records. For items marked as pending NARA approval, records must be scheduled utilizing current DOE records disposition schedules until pending items are approved.

2. From whom may I 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 2.7 differ from the old DOE Administrative Schedule?

Thirty (30) unique items from the DOE Administrative Schedules that did not have a GRS authority were rolled into the DOE 2.7, Employee Health and Safety Records Disposition Schedule. Through careful review and consolidation of like items/retentions, the total records disposition schedule items were reduced to nine (9) items. Two (2) records disposition schedule items utilize a GRS authority, ten (10) records disposition schedule items have cross-walked to GRS items, and there are seven (7) new records disposition schedule items. When schedule consolidation involved multiple retentions, the longer retention was applied.

Medical

- Item 010 – Clinic Scheduling Records

Consolidated six (6) DOE records disposition schedule items into one (1), utilizing disposition authority for GRS 2.7, item 010, which allows for longer retention. Clinic Scheduling Records (Federal and contractor) are needed to support various departmental Health and Safety Programs that require the records to be maintained for a longer period of time. The records will remain under the EPI Moratorium until DOE lifts the hold. Previously:

Schedule No.	Item No.	Retention	Disposition Authority
ADM 1	20a	3 months	N1-434-98-4, item 20a

ADM 1	20b	75 years	N1-434-98-4, item 20b
ADM 1	20.1a	3 months	N1-434-89-1, item 4c(1)
ADM 1	20.1b	75 years	N1-434-98-4, item 20.1b
Las Vegas Contractor Schedule 1		3 months	N1-434-92-4, item 17a
		2 years	N1-434-92-4, item 17b

- Item 020 - Individual Medical Case File (Federal and Contractor)

Consolidated six (6) schedule items, two (2) in part into one (1) schedule item. Increased retention to 250 years, as these records are needed to support various Health and Safety Programs. Even though GRS 2.7, items 060, 061, 062 and 070 authorize longer retention, this is a deviation as DOE has incorporated Contractor medical records into the DOE records disposition schedule item. The records will remain under the EPI moratorium until DOE lifts the hold. Previously:

Schedule No.	Item No.	Retention	Disposition Authority
ADM 1	19	75 years	N1-434-98-4, item 19
ADM 1	21b	75 years	N1-434-98-4, item 21b
ADM 1	21.1a	75 years	N1-434-89-1, item 4a
ADM 1	21.1b	75 years	N1-434-98-4, item 21.1b
Uranium Mill Tailings Remedial Action (UMTRA) Project		75 years	N1-434-98-1, item 12a (in part)
		75 years	N1-434-98-1, item 12b (in part)

- Item 030 – Deteriorating X-rays

Updated schedule language for clarification. Previously:

Schedule No.	Item No.	Retention	Disposition Authority
ADM 1	21d	Immediately after notification	N1-434-01-1, item 1

- Item 040 – Individual Employee Medical X-rays

The new schedule was created to address medical film x-rays, where the x-ray report is maintained in the Individual Medical Case File (see DOE 2.7, item 020). Individual State x-ray record retention requirements range from 5 to 10 years; therefore, utilizing the longest retention of 10 years.

Occupational Health

- Item 100 – Occupational Injury and Illness Program Records

Consolidated three (3) DOE records disposition schedule items, one (1) in part utilizing GRS 2.7, item 020, which authorizes use of longer retention. Occupational Injury and Illness Program records are needed to support various departmental Health and Safety Programs that require the records to be maintained for a longer period of time. Previously:

Schedule No.	Item No.	Retention	Disposition Authority
ADM 1	34	75 years	N1-434-98-4, item 34
Las Vegas Contractor Schedule 1		5 years	N1-434-92-4, item 27
Uranium Mill Tailings Remedial Action (UMTRA) Project		75 years	N1-434-98-1, item 20b (in part)

- Item 110 – Individual Employee Personal Injury Case File

Consolidated three (3) schedule items (all in part), into one (1) schedule item utilizing disposition authority for GRS 2.7, item 020, which allows for longer retention. Personal injury case files are needed to support various departmental Health and Safety Programs that require the records to be maintained for a longer period of time. The records will remain under the EPI moratorium until DOE lifts the hold. Previously:

Schedule No.	Item No.	Retention	Disposition Authority
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)
Uranium Mill Tailings Remedial Action (UMTRA) Project		75 years	N1-434-98-1, item 20b (in part)

- Item 120 – Personnel Radiation Exposure Film Badge Records

Updated language for clarification and retention based on the need to retain legacy radiation exposure film badge records to support various departmental Health and Safety Programs that require the records to be maintained for a longer period of time. The records will remain under the EPI moratorium until DOE lifts the hold. Previously:

Schedule No.	Item No.	Retention	Disposition Authority
ADM 1	21.5	75 years	N1-434-96-4, item 1

- Item 130 – Individual Employee Health Hazard Case Files (Employee Exposure Records)

Consolidated nine (9) schedule items (three (3) in part) into one (1) schedule item, utilizing the

disposition authorities for GRS 2.7, items 040, 041, 042 and 043, which allow for a longer retention. Industrial hygiene records (ADM 1.21.2c (in part)) crosswalks to DOE 2.7, item 130 (if arranged by individual) or DOE, item 140 (if arranged area/facility). ENV 1b5c Dosimetry Records was inactivated by DOE/NARA on December 8, 2022 with direction to utilize NC1-430-76-09, item 4 (ADM 1.21.4a-e) which has now been superseded by DOE 2.7, item 130. Exposure records are needed to support various departmental Health and Safety Programs that require the records to be maintained for a longer period of time. The records will remain under the EPI moratorium until DOE lifts the hold. Previously:

Schedule No.	Item No.	Retention	Disposition Authority
ADM 1	21.2c	75 years	NC1-430-76-9, item 5c (in part)
ADM 1	21.4a	75 years	NC1-430-76-9, item 4b(1)
ADM 1	21.4b	75 years	NC1-430-76-9, item 4b(2)
ADM 1	21.4c	75 years	NC1-430-76-9, item 4b(3)
ADM 1	21.4d*	75 years	NC1-430-76-9, item 4b(4)
ADM 1	21.4e(1)	75 years	NC1-430-76-9, item 4b(5)(a)
ADM 1	21.4e(2)	75 years	NC1-430-76-9, item 4b(5)(b)
Uranium Mill Tailings Remedial Action (UMTRA) Project		75 years	N1-434-98-1, item 12a (in part)
		75 years	N1-434-98-1, item 12b (in part)

* NC1-430-76-9, item 4b(4) does not list the items individually as noted in ADM 1.21.4d (e.g., with sub items of 1, 2, 3 and 4).

- Item 140 – Radiation/Industrial Hygiene Investigations and Summaries (including Bioassay)

Consolidated five (5) schedule items (one (1) in part) into a single schedule item. ADM 1.21.2c (in part) crosswalks to DOE 2.7, items 120 and 130 depending on if arranged by person or area/facility. The consolidated schedules increased retention of on 3 items from 1- or 2 years to 75 years to allow for a logical consolidation. The records will remain under the EPI moratorium until DOE lifts the hold. Previously:

Schedule No.	Item No.	Retention	Disposition Authority
ADM 1	21.2c	75 years	NC1-430-76-9, item 5c (in part)
ADM 1	21.3a(3)	1 year	NC1-430-76-9, item 4a(3)
ADM 1	21.4.1	1 year	NC1-430-76-9, item 4b(5)c
ADM 1	22	75 years	N1-434-98-4, item 22
Las Vegas Contractor Schedule 1		2 years	N1-434-92-4, item 18

4. Items Cross-Walked to GRS 2.7:

- Item 090 – Employee Assistance Program (EAP) Counseling Records – Records Related to Employee Performance or Conduct

Cross-walked three (3) DOE records disposition schedule items, all in part, to GRS 2.7, item 090 if related to employee performance or conduct. Previously:

Schedule No.	Item No.	Retention	Disposition Authority
Las Vegas Contractor Schedule 1		3 years	N1-434-92-4, item 21a (in part)
		3 years	N1-434-92-4, item 21b (in part)
		Obsolete/ superseded	N1-434-92-4, item 22 (in part)

- Item 091 – Employee Assistance Program (EAP) Counseling Records – Records Not Related to Performance or Conduct

Cross-walked three (3) DOE records disposition schedule items, all in part, to GRS 2.7, item 091 if not related to employee performance or conduct. Previously:

Schedule No.	Item No.	Retention	Disposition Authority
Las Vegas Contractor Schedule 1		3 years	N1-434-92-4, item 21a (in part)
		3 years	N1-434-92-4, item 21b (in part)
		Obsolete/ superseded	N1-434-92-4, item 22 (in part)

- Item 100 – Employee Drug Testing Plans, Procedures, and Scheduling Records

Cross-walked two (2) DOE records disposition schedule items to GRS 2.7, item 100. Previously:

Schedule No.	Item No.	Retention	Disposition Authority
Las Vegas Contractor Schedule 1		3 years	N1-434-92-4, item 30a
		3 years	N1-434-92-4, item 30c

- Item 110 – Employee Drug Test Acknowledgement of Notice Forms

Cross-walked one (1) DOE records disposition schedule item to GRS 2.7, item 110. Previously:

Schedule No.	Item No.	Retention	Disposition Authority
Las Vegas Contractor Schedule 1		Employee Separation	N1-434-92-4, item 30b

- Item 120 – Employee Drug Testing Specimen Records

Cross-walked two (2) DOE records disposition schedule items to GRS 2.7, item 120. Previously:

Schedule No.	Item No.	Retention	Disposition Authority
Las Vegas Contractor Schedule 1		3 years	N1-434-92-4, item 30d(1)
		3 years	N1-434-92-4, item 30d(2)

- Item 130 – Employee Drug Test Results – Positive Results

Cross-walked two (2) records disposition schedule items, one (1) in part, to GRS 2.7, items 130 if test results are positive with a reduced retention from 5 years to 3 years. Previously:

Schedule No.	Item No.	Retention	Disposition Authority
ADM 1	36e(1)	5 years	N1-434-98-4, item 36e
Las Vegas Contractor Schedule 1		3 years	N1-434-92-4, item 30e (in part)

- Item 131 – Employee Drug Test Results – Negative Results

Cross-walked one (1) DOE records disposition schedule item, in part, to GRS 2.7, item 131 if test results are negative. Previously:

Schedule No.	Item No.	Retention	Disposition Authority
Las Vegas Contractor Schedule 1		3 years	N1-434-92-4, item 30e (in part)

5. What updates has DOE made to the GRS?

Notes have been added to the following GRS 2.7 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 – Clinic scheduling records

Item has been struck out with a note to utilize DOE 2.7, item 010, Clinical Scheduling Records (Occupational and Non-Occupational).

- Item 020 – Occupational injury and illness program records

Item has been struck out with a note to utilize DOE 2.7, item 100, Occupational Injury, and Illness Program records.

- Item 030 – Occupational health and safety training records

A note was added for Exclusion 2 to utilize DOE 2.6, item 010, Individual Mission Related

Employee Training Records (Federal and Contractor).

- Items 040, 041, 042 and 043 - Workplace environmental monitoring and exposure records

Items have been struck out with a note to utilize DOE 2.7, item 130, Individual Employee Health Hazard Case File (Employee Exposure Records).

- Item 050 – Safety Data Sheets (SDS)

Disposition instructions were updated to add a DOE Business Use of Destroy 75 years after substance removed from service and added note for the exclusion to utilize DOE 2.7, item 130 for Exposure Case File.

- Items 060, 061 and 062 – Occupational individual medical case files

Items have been struck out with a note to utilize DOE 2.7, item 020, Individual Medical Case File (Federal and Contractor).

- Item 063 – Vaccination attestations and proof of vaccination records: Federal employees and contractors

EPI designation was added to ensure these are maintained under the epidemiological hold until DOE releases the hold.

- Item 070 – Non-occupational individual medical case files

A note was added that if occupational are maintained with non-occupational health records, to utilize DOE 2.7, item 020 Individual Medical Case file (Federal and Contractor).

- Item 091 – Employee Assistance Program (EAP) counseling records

EPI designation was added to ensure these are maintained under the epidemiological hold until DOE releases the hold.

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

N/A