

Frequently Asked Questions (FAQs) about DOE 5.1, Common Office Records

INTRODUCTION

1. What is the purpose of DOE 5.1?

This schedule provides disposition authority for correspondence, organizational charts/functional statements, and other records of high-level officials created and received in the course of DOE's mission not covered by GRS 5.1.

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 5.1 differ from the old DOE Administrative Schedule?

One (1) new item was created, utilizing a GRS authority that allows for longer retention.

- Item 010 - Non-recordkeeping copies of electronic records - Copies maintained for reference

One (1) item was created to cover non-recordkeeping copies of electronic records – copies maintained for reference. Final copies of federal records are not authorized for storage in OneDrive, Home Drives, or personal drives. These records must be managed in an electronic recordkeeping environment. Therefore, DOE 5.1, item 010 provides the authority for these non-record copies to be destroyed when no longer needed, at employee termination or when 7 years old, whichever is earlier. This allows IT and RM staff to put in place policies to allow for the periodic (every 7 years) destruction of these reference/non-record copies, if not deleted by users. Utilize GRS 5.1, item 010 for non-recordkeeping copies of electronic records NOT maintained on OneDrive, Home Drive, or personal drives.

4. Why are you removing items that were in the DOE Records Disposition Schedules?

N/A