

Frequently Asked Questions (FAQs) about DOE 5.6, Security Management Records

INTRODUCTION

1. What is the purpose of DOE 5.6?

This schedule provides disposition authority for records created and received relating to Safeguard and Security interests to protect Departmental facilities from unauthorized entry, sabotage, or loss, and to ensure the adequacy of protective measures and to determine eligibility for access authorization that are not covered by GRS 5.6.

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 5.6 differ from the old DOE Administrative Schedule?

Physical Security Program

- **Item 100 – Records of Routine Security Operations**

One (1) schedule item was removed from GRS 5.6, item 090 due to the epidemiological moratorium, as this item's retention was only 30 days all records then fell under the moratorium. The GRS included surveillance videos that could not be retained long-term without extensive costs to the government; therefore, the records under the moratorium (ADM/GRS 18.19a) were moved to a new DOE item, utilizing the GRS authority. With this change, the retention was updated to 30 days after superseded/obsolete due to the nature of the records. Previously:

Schedule	Item	Retention	Disposition Authority
GRS 18	19a	Superseded or obsolete	GRS 18, 1960, item 20a