

DOE Records Disposition Schedules (RDS) Simplified Index

DOE RDS Schedule/Item	Record Title	Disposition	Disposition Instruction	EPI	Disposition Authority
DOE 1.1 – Financial Management and Reporting Records					
DOE 1.1, item 010	Contractor Pension Case Files – Continuing Obligation	Temporary	Destroy 80 years after contract completion/ termination.		DAA-0434-2021-0001-0001
DOE 1.1, item 020	Contractor Pension Case Files – No Continuing Obligation	Temporary	Destroy 6 years after contract completion/ termination.	EPI	DAA-0434-2021-0001-0002
DOE 1.1, item 030	Casualty Insurance Case files	Temporary	Destroy 80 years after contract completion/ termination.		DAA-0434-2021-0001-0004
DOE 1.1, item 040	Unique Procurement Files	Permanent	Transfer to NARA 25 years after contract completion/ termination.		DAA-0434-2021-0001-0005
DOE 1.1, item 050	Debarment <u>Investigation</u> Case Files	Temporary	Destroy 6 years after case closed, the debarment period or voluntary exclusion period is closed, whichever is later.		DAA-0434-2021-0001-0003
DOE 1.1, item 060	Research Development, and Demonstration (RD&D) Financial, Contractual and Procurement Records	Temporary	Destroy 20 years after final payment Note: DOE defines final payment as final payment AND contract completion documentation to meet the FAR requirements for contract close-out.		DAA-GRS-2013-0003-0001
DOE 1.2 – Grant and Cooperative Agreement Records					
DOE 1.2, item 010	Program Administration Records for Grants, Cooperative Agreements, and Technology Transfer Records	Temporary	Destroy 10 years after superseded or obsolete.		DAA-0434-2021-0002-0001
DOE 1.2, item 020	Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) Funded Cooperative Agreements (Superfund Projects) Records	Temporary	Destroy 10 years after submission of the final financial status report and obtain written approval from the EPA award official prior to destruction. Note: If any litigation, claim, negotiation, audit, cost recovery, or other action involving the records has been started before the expiration of the ten-year period, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular ten-year period, whichever is later.		DAA-0434-2020-0007-0002
DOE 1.2, item 030	Technology Transfer Case Files – Approved by DOE	Temporary	Destroy 10 years after termination of agreement.		DAA-0434-2021-0002-0003
DOE 1.2, item 040	Technology Transfer Case Files – Terminated prior to formal review process or denial	Temporary	Destroy 5 years after termination or denial.		DAA-0434-2021-0002-0004
DOE 1.2, item 070	Agreements – Cooperative Research and Development Agreement (CRADA), Collaborative, and Cost-Sharing	Permanent	Transfer to NARA 25 years after completion or termination of agreement.		DAA-0434-2021-0002-0005
DOE 1.3 – Budgeting Records					
DOE 1.3, item 010	Budget Policy Records (Headquarters) – Policy and Procedures	Permanent	Transfer to NARA 25 years after end of fiscal year.		DAA-0434-2021-0003-0001
DOE 1.3, item 015	Budget Policy Records (Headquarters) – Correspondence	Permanent	Transfer to NARA 25 years after end of fiscal year.		DAA-0434-2021-0003-0002
DOE 1.3, item 020	Budget formulation, estimates, justification, and submission records, Prior to fiscal year 2017 – Records at Headquarters	Permanent	Transfer to NARA 25 years after end of fiscal year.		DAA-0434-2021-0003-0003

DOE RDS Schedule/Item	Record Title	Disposition	Disposition Instruction	EPI	Disposition Authority
DOE 1.3, item 025	Budget formulation, estimates, justification, and submission records, Prior to fiscal year 2017 – Project records at field offices/sites (including contractors)	Temporary	Destroy 6 years after project completion.		DAA-0434-2021-0003-0004
DOE 1.3, item 030	Baseline Management	Temporary	Destroy 10 years after project completion.		DAA-0434-2021-0003-0005
DOE 1.3, item 040	Project Control / Project Management Records	Temporary	Destroy 10 years after project completion, closure or key performance parameters are met.		DAA-0434-2021-0003-0006
DOE 2.1 – Employee Acquisition Records					
DOE 2.1, item 010	Contractor Employee Job Classification Manuals	Temporary	Destroy 75 years after superseded or obsolete.	EPI	DAA-0434-2020-0009-0001
DOE 2.1, item 020	Position Descriptions	Temporary	Destroy 75 years after position is superseded, obsolete, or position abolished.		DAA-GRS-2014-0002-0002
DOE 2.1, item 030	Political Appointment (Schedule C) Records – Presidential Appointments (PA) and Presidential Appointments with Senate Confirmation (PAS) – Appointees	Temporary	Destroy immediately at the end of the presidential administration for which the individual was hired.		DAA-0434-2020-0009-0002
DOE 2.1, item 040	Political Appointment (Schedule C) Records – Presidential Appointments (PA) and Presidential Appointments with Senate Confirmation (PAS) – Non-Appointees	Temporary	Destroy when 1 year old.		DAA-0434-2020-0009-0003
DOE 2.1, item 050	Academic/Outreach Programs – Academic/Outreach Program Records	Temporary	Destroy 10 years after superseded/obsolete or when 10 years old, whichever is longer.		DAA-0434-2020-0009-0004
DOE 2.1, item 055	Academic/Outreach Programs – Academic/Outreach Program Administrative and Tracking Records	Temporary	Destroy 6 years after superseded/obsolete or when 6 years old, whichever is longer.		DAA-0434-2020-0009-0005
DOE 2.1, item 060	Academic/Outreach Programs – Intern, Fellows and Scholar Records	Temporary	Destroy 2 years after individual's participation in program ends.		DAA-0434-2020-0009-0006
DOE 2.2 – Employee Management Records					
DOE 2.2, item 010	Employee Cards – Legacy Records ONLY	Temporary	Destroy 250 years after employee separation or transfer.	EPI	DAA-0434-2020-0010-0001
DOE 2.2, item 015	Official Personnel Folder (OPF)/electronic OPF (eOPF)	Temporary	Destroy when survivor or retirement claims are adjudicated or when records are 250 years old, whichever is longer.		DAA-GRS-2017-0007-0004
DOE 2.2, item 020	Personnel Office Correspondence (Contractor)	Temporary	Destroy when 6 years old.		DAA-0434-2020-0010-0002
DOE 2.2, item 030	Official Personnel Files (Contractor)	Temporary	Destroy 250 years after employee separation from DOE Contract.	EPI	DAA-0434-2020-0010-0003
DOE 2.2, item 040	Employee Incentive Award Records (Federal)	Temporary	Destroy when 10 years old.		DAA-0434-2020-0010-0004
DOE 2.2, item 050	Employee Performance File System Records – Presidential Appointees	Temporary	Destroy 7 years after employee separation.		DAA-0434-2020-0010-0005
DOE 2.3 – Employee Relations Records					
DOE 2.3, item 010	Apprenticeship Program Records	Temporary	Destroy 6 years after collective bargaining agreement (CBA) is no longer in effect OR after final payment is made to the contract in which the CBA applies, whichever is longer.		DAA-0434-2020-0012-0001
DOE 2.3, item 020	Labor Management Relations Agreement Negotiation and Administrative Records (Contractor)	Temporary	Destroy 6 years after final payment is made to the contract in which the record applies.		DAA-0434-2020-0012-0002
DOE 2.3, item 030	Labor Arbitration (negotiated grievance procedure) Case Records (Contractor)	Temporary	Destroy 6 years after final payment is made to the contract in which the CBA applies.		DAA-0434-2020-0012-0003

DOE RDS Schedule/Item	Record Title	Disposition	Disposition Instruction	EPI	Disposition Authority
DOE 2.3, item 040	National Labor Relations Board (NLRB) Case Files (Contractor)	Temporary	Destroy 6 years after final payment is made to the contract.		DAA-0434-2020-0012-0004
DOE 2.4 – Employee Compensation and Benefits Records					
DOE 2.4, item 010	Employee Payroll Record for each Pay Period	Temporary	Destroy when 75 years old.	EPI	DAA-0434-2020-0013-0001
DOE 2.4, item 020	Time and Attendance Source and Input Records – Detailed records that include work locations	Temporary	Destroy when 250 old.	EPI	DAA-GRS-2019-0004-0002
DOE 2.4, item 025	Time and Attendance Source and Input Records – Records that do not contain work locations (Federal)	Temporary	Destroy when 10 years old.	EPI	DAA-GRS-2019-0004-0002
DOE 2.4, item 030	Time and Attendance Source and Input Records – Records that do not contain work locations (Contractor)	Temporary	Destroy 10 years after final payment.	EPI	DAA-GRS-2019-0004-0002
DOE 2.4, item 100	Workers Compensation (Personal Injury Compensation) Records	Temporary	Destroy 250 years after compensation is terminated or when deadline for filing claim has passed.	EPI	DAA-0434-2020-0013-0002
DOE 2.4, item 110	Unemployment Compensation Records	Temporary	Destroy 3 years after employee separates.		DAA-0434-2020-0013-0003
DOE 2.4, item 120	Employee Tuition Assistance Program	Temporary	Destroy when 6 years old.		DAA-0434-2020-0013-0004
DOE 2.4, item 130	Health Compensation Program – Claims Response Files (Individual Case Files)	Temporary	Destroy when 250 years old.		DAA-0434-2020-0013-0007
DOE 2.4, item 140	Health Compensation Program – Working Files	Temporary	Destroy when 3 years old.		DAA-0434-2020-0013-0008
DOE 2.4, item 150	Health Compensation Program – Control Files	Temporary	Destroy 15 years after program completion or discontinuation.		DAA-0434-2020-0013-0009
DOE 2.4, item 160	Health Compensation Program – Administrative Files	Temporary	Destroy when 3 years old.		DAA-0434-2020-0013-0010
DOE 2.4, item 170	Secure Electronic Records Transfer (SERT) – Claims data (metadata) include, but is not limited to:	Temporary	Destroy 15 years after program completion or discontinuation.		DAA-0434-2020-0013-0005
DOE 2.4, item 180	Secure Electronic Records Transfer (SERT) – Claims support files include, but are not limited to:	Temporary	Destroy 60 days after download by recipient.		DAA-0434-2020-0013-0006
DOE 2.6 – Employee Training Records					
DOE 2.6, item 010	Individual Mission Related Employee Training Records (Federal and Contractor)	Temporary	Destroy 250 years after employee separation or transfer.	EPI	DAA-0434-2020-0014-0001
DOE 2.6, item 015	Individual Employee Administrative and Ethics Training Records (Federal and Contractor) (Excludes Mission Related Training) – Federal Employees	Temporary	Destroy when 10 years old.	EPI	DAA-GRS-2016-0014-0003 and DAA-GRS-2016-0014-0002
DOE 2.6, item 016	Individual Employee Administrative and Ethics Training Records (Federal and Contractor) (Excludes Mission Related Training) – Contractor Employees	Temporary	Destroy 10 years after employee separation OR contract completion (final payment), whichever is later.	EPI	DAA-GRS-2016-0014-0003 and DAA-GRS-2016-0014-0002
DOE 2.6, item 025	Mission Related Training Program Records (including Hazardous, Environmental and Safety Training) – Mission Related Training Material	Temporary	Destroy 75 years after superseded/ obsolete.	EPI	DAA-0434-2020-0014-0002
DOE 2.6, item 030	Individual Technical Qualification Program (TQP)/electronic Technical Qualification Program (eTQP) Records	Temporary	Consolidate into the Individual Employee Training Records (DOE 2.6, item 010) when individual no longer performs activity.	EPI	None; filing instructions only
DOE 2.7 – Employee Health and Safety Records					
DOE 2.7, item 010	Clinic Scheduling Records	Temporary	Destroy when 75 years old.	EPI	DAA-GRS-2017-0010-0001

DOE RDS Schedule/Item	Record Title	Disposition	Disposition Instruction	EPI	Disposition Authority
DOE 2.7, item 020	Individual Medical Case File (Federal and Contractor)	Temporary	Destroy 250 years after employee separation or transfer.	EPI	DAA-0434-2020-0015-0001
DOE 2.7, item 030	Deteriorating X-rays	Temporary	Destroy immediately upon proper notification.		DAA-0434-2020-0015-0002
DOE 2.7, item 040	Individual Employee Medical X-rays	Temporary	Destroy 10 years after employee separation or transfer.		DAA-0434-2020-0015-0003
DOE 2.7, item 100	Occupational Injury and Illness Program Records	Temporary	Destroy when 75 years old.		DOE-GRS-2017-0010-0002
DOE 2.7, item 110	Individual Employee Occupational Injury/Illness Case File	Temporary	Destroy 250 years after employee separation or transfer.	EPI	DAA-0434-2020-0015-0004
DOE 2.7, item 120	Personnel Radiation Exposure Film Badge Records (LEGACY ONLY)	Temporary	Destroy when 100 years old.	EPI	DAA-0434-2020-0015-0005
DOE 2.7, item 130	Individual Employee Health Hazard Case File (Employee Exposure Records)	Temporary	Destroy 250 years after employee separation or transfer.	EPI	DAA-0434-2020-0015-0006
DOE 2.7, item 140	Radiation, Industrial Hygiene and Bioassay Summaries and Investigations	Temporary	Destroy when 75 years old.	EPI	DAA-0434-2020-0015-0007
DOE 5.1 – Common Office Records					
DOE 5.1, item 010	Non-recordkeeping copies of electronic records – Copies maintained for reference	Temporary	Destroy when 7 years old, when no longer needed, or at employee termination, whichever is earlier. Note: Utilize GRS 5.1, item 020 for non-recordkeeping copies of electronic records NOT maintained on OneDrive, Home Drive or Personal Drive.		DOE-GRS-2016-0016-0002
DOE 5.3 – Continuity and Emergency Planning Records					
DOE 5.3, item 010	Continuity planning and related emergency planning files	Temporary	Destroy when 75 years old.		DAA-GRS-2016-0004-0001
DOE 5.5 – Mail, Printing, and Telecommunication Service Management Records					
DOE 5.5, item 010	Directories/Phone Listing/Locator Cards/Indexes	Temporary	Destroy when 75 years old.		DOE-GRS-2016-0012-0002
DOE 5.6 – Security Records					
DOE 5.6, item 100	Records of routine security operations	Temporary	Destroy 30 days after superseded/obsolete.	EPI	DAA-GRS-2021-0001-0003
DOE 5.8 – Administrative Help Desk Records					
DOE 5.8, item 010	Technical and Administrative Help Desk Operational Records	Temporary	Destroy when 3 years old.		DAA-GRS-2017-0001-0001