

Administrative (ADM) and General Records Schedules (GRS)

PREVIOUS ADM 1 / GRS 1				CURRENT RDS / GRS			
Schedule	Item	Series Title	Disposition Authority	Schedule	Item	Series Title	Disposition Authority
EPI			DOE Authority	EPI			DOE Authority
GRS 1	1a	OPFs – Transferred Employees	None	Rescinded – GRS Transmittal 28			
GRS 1	1b	OPFs – Separated Employees	N1-GRS-87-12 item 1b2	DOE 2.2	015	Official Personnel Folder (OPF)/electronic OPF (eOPF)	DAA-GRS-2017-0007-0004
ADM 1	1.1	Official Personnel Files of Contractor Employees	N1-434-89-1 item 1	DOE 2.2	030	Official Personnel Files (Contractor)	DAA-0434-2020-0010-0003
ADM 1	2	Service Record Cards for Federal Employees – On or after January 1, 1948	N1-434-98-4 item 2b	DOE 2.2	010	Employee Cards – Legacy Records ONLY	DAA-0434-2020-0010-0001
GRS 1	2a	Service Record Cards – 1947 and earlier	NC1-GRS-78-2 item 1	Rescinded – GRS Transmittal 28			
GRS 1	2b	Service Record Cards – 1948 and later	NC1-64-77-10 item 2b	Rescinded – GRS Transmittal 28 NOTE: ADM 1.2 (N1-434-98-4, item 2b) is an exception to GRS 1.2b.			
GRS 1	3	Personnel Correspondence Files	NC1-GRS-81-10 item 1	GRS 2.2	010	Employee Management Administrative Records (FEDERAL ONLY)	DAA-GRS-2017-0007-0001
ADM 1	3.1	Contractor Personnel Office Records	N1-434-89-1 item 2	DOE 2.2	020	Personnel Office Correspondence (Contractor)	DAA-0434-2020-0010-0002
GRS 1	4a	Offers of Employment Files – Accepted	NC1-64-77-10 item 4a	GRS 2.1	050	Job Vacancy Case Files: Records of one-time competitive and Senior Executive Service announcements/selections	DAA-GRS-2017-0011-0001 (in part)
				GRS 2.1	051	Job Vacancy Case Files: Records of standing register competitive files for multiple positions filled over a period of time	DAA-GRS-2017-0011-0002 (in part)
GRS 1	4b1	Offers of Employment Files – Declined (cert. of eligibles)	NC1-64-77-10 item 4b1	GRS 2.1	060	Job Application Packages	DAA-GRS-2014-0002-0011
GRS 1	4b2	Offers of Employment Files – Declined (temp or excepted)	NC1-64-77-10 item 4b2	GRS 2.1	060	Job Application Packages	DAA-GRS-2014-0002-0011
GRS 1	4b3	Offers of Employment Files – Declined (all others)	NC1-64-77-10 item 4b3	GRS 2.1	060	Job Application Packages	DAA-GRS-2014-0002-0011
GRS 1	5	Certificate of Eligibles Files	NC1-64-77-10 item 5	GRS 2.1	050	Job Vacancy Case Files: Records of one-time competitive and Senior Executive Service announcements/selections	DAA-GRS-2017-0011-0001 (in part)
				GRS 2.1	051	Job Vacancy Case Files: Records of standing register competitive files for multiple positions filled over a period of time	DAA-GRS-2017-0011-0002 (in part)
ADM 1	6	Employee Record Cards	N1-434-98-4 item 6	DOE 2.2	010	Employee Cards – Legacy Records ONLY	DAA-0434-2020-0010-0001
ADM 1	7a(1)	Position Classification Files – Standards	N1-434-98-4 item 7a(1)	Rescinded – DOE Transmittal 04			
GRS 1	7a2a	Position Classification Files – Standards development: Case file	NC1-64-77-10 item 7a(2)(a)	GRS 2.1	010	Classification Standards (FEDERAL ONLY)	DAA-GRS-2014-0002-0001
GRS 1	7a2b	Position Classification Files – Standards development: Review file	NC1-64-77-10 item 7a(2)(b)	Rescinded – GRS Transmittal 28			
ADM 1	7b	Position Descriptions	N1-434-98-4 item 7b	DOE 2.1	020	Position Descriptions	DAA-GRS-2014-0002-0002
GRS 1	7c1	Position Classification Files – Classification survey reports	NC1-64-77-10 item 7c1a	Rescinded – GRS Transmittal 28			
GRS 1	7c2	Position Classification Files – Inspections, audits, and survey files	NC1-64-77-10 item 7c1b	Rescinded – GRS Transmittal 28			
GRS 1	7d1	Position Classification Files – Classification appeals	N1-GRS-90-1 item 7d1	GRS 2.1	030	Position Reviews and Classification Appeals (FEDERAL ONLY)	DAA-GRS-2014-0002-0004
GRS 1	7d2	Position Classification Files – Cert. of classification	N1-GRS-90-1 item 7d2	GRS 2.1	040	Certificates of Classification (FEDERAL ONLY)	DAA-GRS-2014-0002-0005
GRS 1	7.1a	Contractor Job Classification Manuals – For all other jobs relating to handling of hazardous materials	N1-434-89-1 item 3a	DOE 2.1	010	Contractor Employee Job Classification Manual	DAA-0434-2020-0009-0001
ADM 1	7.1b	Contractor Job Classification Manuals – For all other jobs	N1-434-89-1 item 3b	DOE 2.1	010	Contractor Employee Job Classification Manuals	DAA-0434-2020-0009-0001

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Schedule	Item	Series Title	Disposition Authority	Schedule	Item	Series Title	Disposition Authority
EPI			DOE Authority	EPI			DOE Authority
GRS 1	8	Interview Records	NC1-64-77-10 item 8	GRS 2.1	090	Interview Records	DAA-GRS-2014-0002-0008
GRS 1	9	Performance Rating Board Case Files	NC1-64-77-10 item 9	GRS 2.2	072	Employee Performance File System Records: Records of senior executive service employees	DAA-GRS-2017-0007-0010
GRS 1	10a	Temporary Individual Employee Records – Left side of OPF	N1-GRS-97-4 item 10a	GRS 2.2	041	OPF/eOPF: Short-term records	DAA-GRS-2017-0007-0005
GRS 1	10b	Temporary Individual Employee Records – INS form I-9	N1-GRS-97-4 item 10b	GRS 2.2	060	Employment Eligibility Verification Records	DAA-GRS-2017-0007-0007
GRS 1	11	Position ID strips	NC1-64-77-10 item 11	Rescinded – GRS Transmittal 28			
GRS 1	12a1	Employee Awards Files – General within agency	NC1-64-77-10 item 12a1	GRS 2.2	030	Employee Incentive Award Records (FEDERAL ONLY)	DAA-GRS-2023-0002-0001
GRS 1	12a2	Employee Awards Files – General outside of agency	NC1-64-77-10 item 12a2	GRS 2.2	030	Employee Incentive Award Records (FEDERAL ONLY)	DAA-GRS-2023-0002-0001
GRS 1	12b	Employee Awards Files – Length of service/sick leave	NC1-64-77-10 item 12b	GRS 2.2	030	Employee Incentive Award Records (FEDERAL ONLY)	DAA-GRS-2023-0002-0001
GRS 1	12c	Employee Awards Files – Letters of commendation and appreciation	NC1-64-77-10 item 12c	GRS 2.2	030	Employee Incentive Award Records (FEDERAL ONLY)	DAA-GRS-2023-0002-0001
GRS 1	12d	Employee Awards Files – Lists/indexes to award nominations	NC1-64-77-10 item 12d	GRS 2.2	030	Employee Incentive Award Records (FEDERAL ONLY)	DAA-GRS-2023-0002-0001
GRS 1	13	Incentive Awards	NC1-64-77-10 item 13	Rescinded – GRS Transmittal 28			
GRS 1	14a	Notifications of Personnel Actions (SF-50) – Chron file copies in personnel offices	NC1-64-77-10 item 14a	GRS 2.2	050	Notifications of Personnel Actions (FEDERAL ONLY)	DAA-GRS-2017-0007-0006
GRS 1	14b	Notifications of Personnel Actions (SF-50) – All other copies in personnel offices	NC1-64-77-10 item 14b	GRS 2.2	050	Notifications of Personnel Actions (FEDERAL ONLY)	DAA-GRS-2017-0007-0006
GRS 1	15	RESERVED		N/A			
GRS 1	16	Personnel Operations Statistical Reports	NC1-64-77-10 item 16	GRS 2.2	010	Employee Management Administrative Records (FEDERAL ONLY)	DAA-GRS-2017-0007-0001
GRS 1	17a	Correspondence and forms – Pending personnel actions	NC1-64-77-10 item 17a	GRS 2.2	050	Notifications of Personnel Actions (FEDERAL ONLY)	DAA-GRS-2017-0007-0006
GRS 1	17b1	Retention registers and related records used to effect reduction-in-force actions	NC1-64-77-10 item 17b1	GRS 2.5	011	Separation Program Management Records: Records specific to an agency separation initiative such as reduction-in-force, voluntary early retirement, voluntary separation, and similar programs. (FEDERAL ONLY)	DAA-GRS-2014-0004-0002
GRS 1	17b2	Retention registers and related records from which no reduction-in-force actions have been taken and related records	NC1-64-77-10 item 17b2	GRS 2.5	010	Separation Program Management Records: Records not specific to an agency separation initiative (FEDERAL ONLY)	DAA-GRS-2014-0004-0001
GRS 1	17c	All other correspondence and forms maintained in personnel offices	NC1-64-77-10 item 17c	GRS 2.2	010	Employee Management Administrative Records (FEDERAL ONLY)	DAA-GRS-2017-0007-0001
GRS 1	18a	Supervisors' Personnel Files	NC1-64-77-10 item 18a	GRS 2.2	080	Supervisors' Personnel Files	DAA-GRS-2017-0007-0012
GRS 1	18b	Duplicates of OPF material	NC1-64-77-10 item 18b	GRS 2.2	080	Supervisors' Personnel Files	DAA-GRS-2017-0007-0012
ADM 1	19	Individual Non-occupational Health Records	N1-434-98-4 item 19	DOE 2.7	020	Individual Medical Case File (Federal and Contractor)	DAA-0434-2020-0015-0001
GRS 1	20a	Health Unit Control Files – Logs of visitors, summarized on statistical reports	NC1-64-77-10 item 20a	DOE 2.7	010	Clinic Scheduling Records	DAA-GRS-2017-0010-0001
ADM 1	20b	Health Unit Control Files – Logs not summarized	N1-434-98-4 item 20b	DOE 2.7	010	Clinic Scheduling Records	DAA-GRS-2017-0010-0001
ADM 1	20.1a	Contractor Health Unit Control Files – Summarized on statistical report	N1-434-89-1 item 4c1	DOE 2.7	010	Clinic Scheduling Records	DAA-GRS-2017-0010-0001
ADM 1	20.1b	Contractor Health Unit Control Files – Not summarized	N1-434-98-4 item 20.1b	DOE 2.7	010	Clinic Scheduling Records	DAA-GRS-2017-0010-0001

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Schedule	Item	Series Title	Disposition Authority	Schedule	Item	Series Title	Disposition Authority
EPI			DOE Authority	EPI			DOE Authority
GRS 1	21a1	Employee Medical Folder (EMF) - Long-term transferred employees	N1-GRS-86-4 item 21a1	Rescinded – GRS Transmittal 28			
GRS 1	21a2	Employee Medical Folder (EMF) – Long-term separated employees	N1-GRS-86-4 item 21a2	DOE 2.7	020	Occupational Individual Medical Case File (Federal and Contractor) NOTE: GRS 1, item 21a2 was originally superseded by GRS 2.7, item 060 (DAA-GRS-2017-0010-0009).	DAA-0434-2020-0015-0001
ADM 1	21b	Employee Medical Folder (EMF) – Temp EMF records	N1-434-98-4 item 21.b	DOE 2.7	020	Occupational Individual Medical Case File (Federal and Contractor)	DAA-0434-2020-0015-0001
GRS 1	21c	Employee Medical Folder (EMF) – Individual employee health file pre-EMF system	N1-GRS-86-4 item 21c	DOE 2.7	020	Occupational Individual Medical Case File (Federal and Contractor) NOTE: GRS 1, item 21c was originally superseded by GRS 2.7, item 062 (DAA-GRS-2017-0010-0011).	DAA-0434-2020-0015-0001
ADM 1	21d	Unidentified / deteriorated medical x-rays	N1-434-01-1 item 1	DOE 2.7	30	Deteriorating X-rays	DAA-0434-2020-0015-0002
ADM 1	21.1a	Contractor Employee Medical Folder (EMF) – Individual Health Case Files – Forms, correspondence	N1-434-89-1 item 4a	DOE 2.7	020	Occupational Individual Medical Case File (Federal and Contractor)	DAA-0434-2020-0015-0001
ADM 1	21.1b	Contractor Employee Medical Folder (EMF) – Individual Health Case Files – Cards with date of visit, diagnosis, treatment	N1-434-98-4 item 21.1b	DOE 2.7	020	Occupational Individual Medical Case File (Federal and Contractor)	DAA-0434-2020-0015-0001
ADM 1	21.2a	Records Concerning Personnel Exposure to Hazardous Concentrations Materials – Standards, operating guides and procedures	NC1-430-76-9 item 5a				
ADM 1	21.2b	Records Concerning Personnel Exposure to Hazardous Materials – Operating plans	NC1-430-76-9 item 5b				
ADM 1	21.2c	Records Concerning Personnel Exposure to Hazardous Materials – Records and investigations establishing the extent of employee exposure to toxic chemicals and materials	NC1-430-76-9 item 5c	DOE 2.7	130	Individual Employee Health Hazard Case File (Employee Exposure Records)	DAA-0434-2020-0015-0006 (in part)
				DOE 2.7	140	Radiation, Industrial Hygiene and Bioassay Summaries and Investigations	DAA-0434-2020-0015-0007 (in part)
ADM 1	21.2.d(1)	Records Concerning Personnel Exposure to Hazardous Materials – Surveys indicating no industrial hazard	NC1-430-76-9 item 5d(1)				
ADM 1	21.2.d(2)	Records Concerning Personnel Exposure to Hazardous Materials – Surveys indicating a potential industrial hazard	N1-434-98-4 item 21.2d(2)				
ADM 1	21.3a(1)	Radiation Contamination Control Records – Results of equipment calibration	NC1-430-76-9 item 4a(1)				
ADM 1	21.3a(2)	Radiation Contamination Control Program Records – Data processing system programs	NC1-430-76-9 item 4a(2)				
ADM 1	21.3a(3)	Radiation Contamination Control Program Records – Worksheets, requests for analysis, chart records	NC1-430-76-9 item 4a(3)	DOE 2.7	140	Radiation, Industrial Hygiene and Bioassay Summaries and Investigations	DAA-0434-2020-0015-0007
ADM 1	21.3b(1)	Radiation Contamination Control Program Records Historical file or standards	NC1-430-76-9 item 4c(1)				
ADM 1	21.3b(2)	Radiation Contamination Control Program Records – Detail plans for specific jobs	NC1-430-76-9 item 4c(2)				
ADM 1	21.3c	Radiation Contamination Control Program Records – Logbooks (chronological history)	NC1-430-76-9 item 4d				
ADM 1	21.3d	Radiation Contamination Control Program Records – Routine radiation and contamination surveys and air sample logs	NC1-430-76-9 item 4e				
ADM 1	21.3e(1)	Radiation Contamination Control Program Records – Records directly relating to the workplace	N1-434-98-4 item 21.3e(1)				
ADM 1	21.3e(2)	Radiation Contamination Control Program Records – Other records	NC1-430-76-9 item 4f				
ADM 1	21.3f	Radiation Contamination Control Program Records – Reports and engineering studies of unusual radiation or contamination problems	NC1-430-76-9 item 4g				
ADM 1	21.3g(1)a	Radiation Contamination Control Program Records – History of procedures	NC1-430-76-9 item 1a				
ADM 1	21.3g(1)b	Radiation Contamination Control Program Records – Reports of instruments and equipment	NC1-430-76-9 item 1b				
ADM 1	21.3g(2)	Radiation Contamination Control Program Records – Radiation detection charts	NC1-430-76-9 item 7				
ADM 1	21.4a	Employee Health Hazard Case Files – Records of skin and nasal contamination incidents, including decontamination details	NC1-430-76-9 item 4b(1)	DOE 2.7	130	Individual Employee Health Hazard Case File (Employee Exposure Records)	DAA-0434-2020-0015-0006
ADM 1	21.4b	Employee Health Hazard Case Files – Incidents involving contaminated injuries	NC1-430-76-9 item 4b(2)	DOE 2.7	130	Individual Employee Health Hazard Case File (Employee Exposure Records)	DAA-0434-2020-0015-0006
ADM 1	21.4c	Employee Health Hazard Case Files – Results of direct measurement	NC1-430-76-9 item 4b(3)	DOE 2.7	130	Individual Employee Health Hazard Case File (Employee Exposure Records)	DAA-0434-2020-0015-0006

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Schedule	Item	Series Title	Disposition Authority	Schedule	Item	Series Title	Disposition Authority
EPI			DOE Authority	EPI			DOE Authority
ADM 1	21.4d	Employee Health Hazard Case Files – Investigations One authority itemized in ADM schedule as (1)-(4).	NC1-430-76-9 item 4b(4)	DOE 2.7	130	Individual Employee Health Hazard Case File (Employee Exposure Records)	DAA-0434- 2020-0015- 0006
ADM 1	21.4e(1)	Employee Health Hazard Case Files – Records of bioassay data - positive laboratory results	NC1-430-76-9 item 4b(5)(a)	DOE 2.7	130	Individual Employee Health Hazard Case File (Employee Exposure Records)	DAA-0434- 2020-0015- 0006
ADM 1	21.4e(2)	Employee Health Hazard Case Files – Records of bioassay data – laboratory results indicating no assimilation or radiation	NC1-430-76-9 item 4b(5)(b)	DOE 2.7	130	Individual Employee Health Hazard Case File (Employee Exposure Records)	DAA-0434- 2020-0015- 0006
ADM 1	21.4.1	Bioassay schedules, worksheets, automated data system	NC1-430-76-9 item 4b(5)(c)	DOE 2.7	140	Radiation, Industrial Hygiene and Bioassay Summaries and Investigations	DAA-0434- 2020-0015- 0007
ADM 1	21.5	Personnel Radiation Exposure Dose Records (Film Badges)	N1-434-96-4 item 1	DOE 2.7	120	Personnel Radiation Exposure Film Badge Records (LEGACY ONLY)	DAA-0434- 2020-0015- 0005
ADM 1	22	Statistical summaries – Copies re: employee health retained by the reporting unit	N1-434-98-4 item 22	DOE 2.7	140	Radiation, Industrial Hygiene and Bioassay Summaries and Investigations	DAA-0434- 2020-0015- 0007
GRS 1	23a1	Employee Performance File System Records – Non-SES Employees – Unacceptable performance	N1-GRS-93-3 item 23a(1)	GRS 2.2	071	Employee performance file system records: Unacceptable performance appraisals of non-senior executive service employees (FEDERAL ONLY)	DAA-GRS- 2017-0007- 0009
GRS 1	23a2	Employee Performance File System Records – Non-SES Employees – Records superseded through administrative, judicial, or quasi-judicial procedure	N1-GRS-93-3 item 23a(2)	GRS 2.2	073	Employee performance file system records: Performance records superseded through an administrative, judicial, or quasi-judicial procedure (FEDERAL ONLY)	DAA-GRS- 2017-0007- 0011
GRS 1	23a3a	Employee Performance File System Records – Non-SES Employees – Performance Related Records Pertaining to a Former Employee – Latest rating	N1-GRS-95-3 item 23a(3a)	GRS 2.2	070	Employee performance file system records: Acceptable performance appraisals of non-senior executive service employees (FEDERAL ONLY)	DAA-GRS- 2017-0007- 0008
GRS 1	23a3b	Employee Performance File System Records – Non-SES Employees – Performance Related Records Pertaining to a Former Employee – All other performance plans and ratings	N1-GRS-98-2 item 2	GRS 2.2	070	Employee performance file system records: Acceptable performance appraisals of non-senior executive service employees (FEDERAL ONLY)	DAA-GRS- 2017-0007- 0008
GRS 1	23a4	Employee Performance File System Records – Non-SES Employees – All other performance appraisal records	N1-GRS-95-3 item 23a4	GRS 2.2	070	Employee performance file system records: Acceptable performance appraisals of non-senior executive service employees (FEDERAL ONLY)	DAA-GRS- 2017-0007- 0008
GRS 1	23a5	Employee Performance File System Records – Non-SES Employees – Supporting documents	N1-GRS-98-2 item 3	GRS 2.2	070	Employee performance file system records: Acceptable performance appraisals of non-senior executive service employees (FEDERAL ONLY)	DAA-GRS- 2017-0007- 0008
GRS 1	23b1	Employee Performance File System Records – SES appointees – SES records superseded through administrative or judicial procedure	NC1-GRS-82-2, item 23b1	GRS 2.2	073	Employee performance file system records: Performance records superseded through an administrative, judicial, or quasi-judicial procedure (FEDERAL ONLY)	DAA-GRS- 2017-0007- 0011
GRS 1	23b2a	Employee Performance File System Records – SES appointees – Performance-related records pertaining to a former SES appointee – SES latest rating	N1-GRS-88-3 item 23b2a	GRS 2.2	072	Employee performance file system records: Records of senior executive service employees (FEDERAL ONLY)	DAA-GRS- 2017-0007- 0010
GRS 1	23b2b	Employee Performance File System Records – SES appointees – Performance-related records pertaining to a former SES appointee – SES all other plans/ratings	N1-GRS-98-2 item 4	GRS 2.2	072	Employee performance file system records: Records of senior executive service employees (FEDERAL ONLY)	DAA-GRS- 2017-0007- 0010
GRS 1	23b3	Employee Performance File System Records – SES all other performance appraisals	NC1-GRS-82-2 item 23b3	GRS 2.2	072	Employee performance file system records: Records of senior executive service employees (FEDERAL ONLY)	DAA-GRS- 2017-0007- 0010
GRS 1	23b4	Employee Performance File System Records – SES appointees – SES supporting documents	N1-GRS-98-2 item 5	GRS 2.2	072	Employee performance file system records: Records of senior executive service employees (FEDERAL ONLY)	DAA-GRS- 2017-0007- 0010
GRS 1	24a	Reasonable Accommodation Request Records – General	N1-GRS-04-2 item 1a	GRS 2.3	010	Employee Relations Programs' Administrative Records	DAA-GRS- 2022-0001- 0001
GRS 1	24b	Reasonable Accommodation Request Records – Employee case files	N1-GRS-04-2 item 1b	GRS 2.3	020	Reasonable Accommodation Case Files	DAA-GRS- 2022-0001- 0002
GRS 1	24c	Reasonable Accommodation Request Records – Supplemental files	N1-GRS-04-2 item 1c	GRS 2.3	020	Reasonable Accommodation Case Files	DAA-GRS- 2022-0001- 0002
GRS 1	24d	Reasonable Accommodation Request Records – Tracking system	N1-GRS-04-2 item 1d	GRS 2.3	010	Employee Relations Programs' Administrative Records	DAA-GRS- 2022-0001- 0001
GRS 1	25a	EEO Records – Official Discrimination Complaint Case Files	N1-GRS-80-9 item 1	GRS 2.3	110	EEO Discrimination Complaint Case Files: Informal process	DAA-GRS- 2018-0002- 0012 (in part)
				GRS 2.3	111	EEO Discrimination Complaint Case Files: Formal process	DAA-GRS- 2018-0002- 0013 (in part)

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Schedule	Item	Series Title	Disposition Authority	Schedule	Item	Series Title	Disposition Authority
EPI			DOE Authority	EPI			DOE Authority
GRS 1	25b	EEO Records – Copies of Complaint Case Files	NC1-64-77-10 item 26b	Rescinded – GRS Transmittal 28			
GRS 1	25c1	EEO Records – Preliminary and Background Files not filed in the Official Discrimination Complaint Case Files	N1-GRS-92-3 item 25c1	GRS 2.3	110	EEO Discrimination Complaint Case Files: Informal process	DAA-GRS-2018-0002-0012
GRS 1	25c2	EEO Records – Records documenting complaints that don't become Official Discrimination Cases	N1-GRS-92-3 item 25c2	GRS 2.3	110	EEO Discrimination Complaint Case Files: Informal process	DAA-GRS-2018-0002-0012
GRS 1	25d1	EEO Records – Compliance Review Files re: contractor employment practices	NC1-64-77-10 item 26d1	GRS 2.3	120	Records documenting contractor compliance with EEO regulations	DAA-GRS-2018-0002-0014
GRS 1	25d2	EEO Records – Compliance Reports	NC1-64-77-10 item 26d2	GRS 5.7	050	Mandatory reports to external Federal entities regarding administrative matters	DAA-GRS-2020-0001-0003
GRS 1	25e	EEO Records – Employee Housing Requests	NC1-64-77-10 item 26e	Rescinded – GRS Transmittal 28			
GRS 1	25f	EEO Records – Employment Statistics re: race/sex	NC1-64-77-10 item 26f	GRS 5.7	050	Mandatory reports to external Federal entities regarding administrative matters	DAA-GRS-2020-0001-0003
GRS 1	25g	EEO Records – EEO General Files	NC1-64-77-10 item 26g	GRS 2.3	010	Employee Relations Programs' Administrative Records	DAA-GRS-2022-0001-0001
GRS 1	25h1	EEO Records – Affirmative Action Plans: consolidated for whole agency	NC1-64-76-4 item 27a	GRS 5.7	050	Mandatory reports to external Federal entities regarding administrative matters	DAA-GRS-2020-0001-0003
GRS 1	25h2	EEO Records – Feeder plans	NC1-64-76-4 item 27b	GRS 5.7	050	Mandatory reports to external Federal entities regarding administrative matters	DAA-GRS-2020-0001-0003
GRS 1	25h3	EEO Records – On-site review of AAP	NC1-GRS-83-2 item 1	GRS 5.7	050	Mandatory reports to external Federal entities regarding administrative matters	DAA-GRS-2020-0001-0003
GRS 1	25h4	EEO Records – Agency copy of AAP annual report	N1-GRS-83-4 item 26h4	GRS 5.7	050	Mandatory reports to external Federal entities regarding administrative matters	DAA-GRS-2020-0001-0003
GRS 1	26a	Personnel Counseling Records – Counseling files	NC1-64-77-10 item 27a	GRS 2.7	091	Employee Assistance Program (EAP) Counseling Records: Records not related to performance or conduct	DAA-GRS-2017-0010-0015
GRS 1	26b	Personnel Counseling Records – Alcohol and drug abuse program	NC1-64-77-10 item 27b	GRS 2.7	080	Non-occupational health and wellness program records	DAA-GRS-2017-0010-0013
GRS 1	27a	Alternative Dispute Resolution – General files	N1-GRS-03-2 item a	GRS 2.3	010	Employee Relations Programs' Administrative Records	DAA-GRS-2022-0001-0001
GRS 1	27b	Alternative Dispute Resolution – Case files	N1-GRS-03-2 item b	GRS 2.3	070	Alternative Dispute Resolution (ADR) Case Files: Informal process	DAA-GRS-2018-0002-0007 (in part)
				GRS 2.3	071	Alternative Dispute Resolution (ADR) Case Files: Formal process	DAA-GRS-2018-0002-0008 (in part)
GRS 1	28a1	Labor Management Relations Records – General and case files, office of record	NC1-64-77-10 item 29a1	GRS 2.3	130	Labor management relations agreement negotiation records (FEDERAL ONLY)	DAA-GRS-2018-0002-0015
GRS 1	28a2	Labor Management Relations Records – All other offices	NC1-64-77-10 item 29a2	GRS 2.3	130	Labor management relations agreement negotiation records (FEDERAL ONLY)	DAA-GRS-2018-0002-0015
GRS 1	28b	Labor Management Relations Records – Arbitration general and case	NC1-64-77-10 item 29b	GRS 2.3	090	Labor Arbitration (negotiated grievance procedure) case records (FEDERAL ONLY)	DAA-GRS-2018-0002-0010
ADM 1	28.1	Contractor Labor Management Relations Records	N1-434-98-4 item 28.1	DOE 2.3	020	Labor Management Relations Agreement Negotiation and Administrative Records (Contractor)	DAA-0434-2020-0012-0002
GRS 1	29a1	Training Records – General, in-house, excluding curriculum	NC1-64-77-10 item 30b1	GRS 2.6	010	Non-mission Employee Training Program Records	DAA-GRS-2016-0014-0001
GRS 1	29a2	Training Records – Background	NC1-64-77-10 item 30b2	GRS 2.6	010	Non-mission Employee Training Program Records	DAA-GRS-2016-0014-0001

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Schedule	Item	Series Title	Disposition Authority	Schedule	Item	Series Title	Disposition Authority
EPI			DOE Authority	EPI			DOE Authority
ADM 1	29b	Employee Training Records – Training by outside opportunities	N1-434-98-4 item 29b	DOE 2.6	010	Individual Mission Related Employee Training Records (Federal and Contractor)	DAA-0434-2020-0014-0001 (In part)
				DOE 2.6	015	Individual Employee Administrative and Ethics Training Records (Federal and Contractor) (Excludes Mission Related Training) – Federal Employees	DAA-GRS-2016-0014-0002 and DAA-GRS-2016-0014-0003 (In part)
				DOE 2.6	016	Individual Employee Administrative and Ethics Training Records (Federal and Contractor) (Excludes Mission Related Training) – Contractor Employees	DAA-GRS-2016-0014-0002 and DAA-GRS-2016-0014-0003 (In part)
				DOE 2.6	025	Mission Related Training Program Records (including Hazardous, Environmental and Safety Training)	DAA-0434-2020-0014-0002 (In part)
ADM 1	29.1a(1)	Contractor Employee Individual Training Folders – On-the-job training checklist	N1-434-88-1 item 1a	DOE 2.6	010	Individual Mission Related Employee Training Records (Federal and Contractor)	DAA-0434-2020-0014-0001 (In part)
				DOE 2.6	016	Individual Employee Administrative and Ethics Training Records (Federal and Contractor) (Excludes Mission Related Training) – Contractor Employees	DAA-GRS-2016-0014-0002 and DAA-GRS-2016-0014-0003 (In part)
ADM 1	29.1a(2)	Contractor Employee Individual Training Folders – Checklists completed for certification	N1-434-88-1 item 1b	DOE 2.6	010	Individual Mission Related Employee Training Records (Federal and Contractor)	DAA-0434-2020-0014-0001 (In part)
				DOE 2.6	016	Individual Employee Administrative and Ethics Training Records (Federal and Contractor) (Excludes Mission Related Training) – Contractor Employees	DAA-GRS-2016-0014-0002 and DAA-GRS-2016-0014-0003 (In part)
ADM 1	29.1a(3)	Contractor Employee Individual Training Folders – Documentation of qualification	N1-434-88-1 item 1c	DOE 2.6	010	Individual Mission Related Employee Training Records (Federal and Contractor)	DAA-0434-2020-0014-0001 (In part)
				DOE 2.6	016	Individual Employee Administrative and Ethics Training Records (Federal and Contractor) (Excludes Mission Related Training) – Contractor Employees	DAA-GRS-2016-0014-0002 and DAA-GRS-2016-0014-0003 (In part)
ADM 1	29.1a(4)	Contractor Employee Individual Training Folders – Results of medical examinations	N1-434-88-1 item 1d	DOE 2.6	010	Individual Mission Related Employee Training Records (Federal and Contractor)	DAA-0434-2020-0014-0001 (In part)
				DOE 2.6	016	Individual Employee Administrative and Ethics Training Records (Federal and Contractor) (Excludes Mission Related Training) – Contractor Employees	DAA-GRS-2016-0014-0002 and DAA-GRS-2016-0014-0003 (In part)
ADM 1	29.1b	Contractor Employee Individual Training Folders – Individual Folders	N1-434-88-1 item 2	DOE 2.6	010	Individual Mission Related Employee Training Records (Federal and Contractor)	DAA-0434-2020-0014-0001 (In part)
				DOE 2.6	016	Individual Employee Administrative and Ethics Training Records (Federal and Contractor) (Excludes Mission Related Training) – Contractor Employees	DAA-GRS-2016-0014-0002 and DAA-GRS-2016-0014-0003 (In part)
ADM 1	29.2a(1)	Administrative Training Records – Courses relating to handling of hazardous, toxic or radioactive materials	N1-434-88-1 item 3a	DOE 2.6	025	Mission Related Training Program Records (including Hazardous, Environmental and Safety Training)	DAA-0434-2020-0014-0002
ADM 1	29.2a(2)	Administrative Training Records – Courses relating to environmental safety and health topics	Unscheduled	DOE 2.6	025	Mission Related Training Program Records (including Hazardous, Environmental and Safety Training)	DAA-0434-2020-0014-0002
ADM 1	29.2a(3)	Administrative Training Records – For all other courses	N1-434-88-1 item 3b	GRS 2.6	010	Non-mission Employee Training Program Records	DAA-GRS-2016-0014-0001

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Schedule	Item	Series Title	Disposition Authority	Schedule	Item	Series Title	Disposition Authority
EPI			DOE Authority	EPI			DOE Authority
ADM 1	29.2b	Administrative Training Records – Drills guides/scenarios	N1-434-88-1 item 4	GRS 2.6	010	Non-mission Employee Training Program Records	DAA-GRS-2016-0014-0001
ADM 1	29.2c	Administrative Training Records – Correspondence on the establishment, administration, and availability of a course	N1-434-88-1 item 5	DOE 2.6	025	Mission Related Training Program Records (including Hazardous, Environmental and Safety Training)	DAA-0434-2020-0014-0002 (In part)
				GRS 2.6	010	Non-mission Employee Training Program Records	DAA-GRS-2016-0014-0001 (In part)
ADM 1	29.2d	Administrative Training Records – Course training aids	N1-434-88-1 item 6	DOE 2.6	025	Mission Related Training Program Records (including Hazardous, Environmental and Safety Training)	DAA-0434-2020-0014-0002 (In part)
				GRS 2.6	010	Non-mission Employee Training Program Records	DAA-GRS-2016-0014-0001 (In part)
GRS 1	30a	Administrative Grievance, Disciplinary, & Adverse Action Files – Admin Grievance	N1-GRS-92-1 item 30a	GRS 2.3	060	Administrative grievance, disciplinary, performance-based, and adverse action case files	DAA-GRS-2018-0002-0006
GRS 1	30b	Administrative Grievance, Disciplinary, & Adverse Action Files – Adverse & performance-based actions	N1-GRS-92-1 item 30b	GRS 2.3	060	Administrative grievance, disciplinary, performance-based, and adverse action case files	DAA-GRS-2018-0002-0006
ADM 1	31	Personal Injury Files	N1-434-98-4 item 31	DOE 2.4	100	Workers Compensation (Personal Injury Compensation) Records	DAA-0434-2020-0013-0002 (in part)
				DOE 2.7	110	Individual Employee Occupational Injury/Illness Case File	DAA-0434-2020-0015-0004 (in part)
GRS 1	32	Merit Promotion Case Files	N1-GRS-79-2 item 1	GRS 2.1	050	Job Vacancy Case Files: Records of one-time competitive and Senior Executive Service announcements/selections	DAA-GRS-2017-0011-0001
GRS 1	33a	Examining and Certification Records – Delegated agreements	N1-GRS-86-1 item 34	GRS 2.1	150	Records of Delegation of Authority for examination and certification (FEDERAL ONLY)	DAA-GRS-2014-0002-0021
GRS 1	33b	Examining and Certification Records – General correspondence	NC1-GRS-85-2 item 34a	GRS 2.1	050	Job Vacancy Case Files: Records of one-time competitive and Senior Executive Service announcements/selections	DAA-GRS-2017-0011-0001 (in part)
				GRS 2.1	051	Job Vacancy Case Files: Records of standing register competitive files for multiple positions filled over a period of time	DAA-GRS-2017-0011-0002 (in part)
GRS 1	33c	Examining and Certification Records – Change of address/status notes from eligibles	N1-GRS-02-1 item 33c	GRS 2.1	050	Job Vacancy Case Files: Records of one-time competitive and Senior Executive Service announcements/selections	DAA-GRS-2017-0011-0001 (in part)
				GRS 2.1	051	Job Vacancy Case Files: Records of standing register competitive files for multiple positions filled over a period of time	DAA-GRS-2017-0011-0002 (in part)
GRS 1	33d	Examining and Certification Records – Test material stock control	NC1-GRS-85-2 item 34b	Rescinded – GRS Transmittal 28			
GRS 1	33e	Examining and Certification Records – Application record card (OPM 5000A)	NC1-GRS-85-2 item 34c	GRS 2.1	050	Job Vacancy Case Files: Records of one-time competitive and Senior Executive Service announcements/ selections	DAA-GRS-2017-0011-0001 (in part)
				GRS 2.1	051	Job Vacancy Case Files: Records of standing register competitive files for multiple positions filled over a period of time	DAA-GRS-2017-0011-0002 (in part)
GRS 1	33f	Examining and Certification Records – Examination announcements	N1-GRS-02-1 item 33f	GRS 2.1	050	Job Vacancy Case Files: Records of one-time competitive and Senior Executive Service announcements/selections	DAA-GRS-2017-0011-0001 (in part)
				GRS 2.1	051	Job Vacancy Case Files: Records of standing register competitive files for multiple positions filled over a period of time	DAA-GRS-2017-0011-0002 (in part)
GRS 1	33g	Examining and Certification Records – Register of eligibles (OPM 5001-C)	N1-GRS-02-1 item 33g	GRS 2.1	050	Job Vacancy Case Files: Records of one-time competitive and Senior Executive Service announcements/selections	DAA-GRS-2017-0011-0001 (in part)
				GRS 2.1	051	Job Vacancy Case Files: Records of standing register competitive files for multiple positions filled over a period of time	DAA-GRS-2017-0011-0002 (in part)
GRS 1	33h	Examining and Certification Records – Letters denying eligibility (OPM 4896)	NC1-GRS-85-2 item 34f	Rescinded – GRS Transmittal 28			
GRS 1	33i	Examining and Certification Records – Test answer sheets	NC1-GRS-85-2 item 34h	GRS 2.1	050	Job Vacancy Case Files: Records of one-time competitive and Senior Executive Service announcements/selections	DAA-GRS-2017-0011-0001 (in part)
				GRS 2.1	051	Job Vacancy Case Files: Records of standing register competitive files for multiple positions filled over a period of time	DAA-GRS-2017-0011-0002 (in part)

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Schedule	Item	Series Title	Disposition Authority	Schedule	Item	Series Title	Disposition Authority
EPI			DOE Authority	EPI			DOE Authority
GRS 1	33j	Examining and Certification Records – Lost/exposed test material	NC1-GRS-85-2 item 34i	GRS 2.1	070	Case files on lost or exposed job test materials	DAA-GRS-2014-0002-0012
GRS 1	33k	Examining and Certification Records – Cancelled or ineligible applications	N1-GRS-02-1 item 33k	GRS 2.1	060	Job Application Packages	DAA-GRS-2014-0002-0011
GRS 1	33l1	Examining and Certification Records – Eligible applications (OF 612 etc) on active register	N1-GRS-02-1 item 33l1 [el-one]	GRS 2.1	060	Job Application Packages	DAA-GRS-2014-0002-0011
GRS 1	33l2	Examining and Certification Records – Eligible applications (OF 612 etc) on inactive register	N1-GRS-02-1 item 33l2 [el-two]	GRS 2.1	060	Job Application Packages	DAA-GRS-2014-0002-0011
GRS 1	33m	Examining and Certification Records – Ineligible applications for positions filled by case examining	N1-GRS-02-1 item 33m	GRS 2.1	060	Job Application Packages	DAA-GRS-2014-0002-0011
GRS 1	33n	Examining and Certification Records – Eligible applications for positions filled by case examining	N1-GRS-02-1 item 33n	GRS 2.1	060	Job Application Packages	DAA-GRS-2014-0002-0011
GRS 1	33o	Examining and Certification Records – Request for prior approval of pers actions (SF 59, OPM 648)	NC1-GRS-85-2 item 34k	GRS 2.1	080	Requests for non-competitive personnel action (FEDERAL ONLY)	DAA-GRS-2014-0002-0013
GRS 1	33p	Examining and Certification Records – Certificates (SF 39, SF 39A)	N1-GRS-02-1 item 33p	GRS 2.1	050	Job Vacancy Case Files: Records of one-time competitive and Senior Executive Service announcements/selections	DAA-GRS-2017-0011-0001 (in part)
				GRS 2.1	051	Job Vacancy Case Files: Records of standing register competitive files for multiple positions filled over a period of time	DAA-GRS-2017-0011-0002 (in part)
GRS 1	33q	Examining and Certification Records – Certification request control index	N1-GRS-02-1 item 33q	GRS 2.1	050	Job Vacancy Case Files: Records of one-time competitive and Senior Executive Service announcements/selections	DAA-GRS-2017-0011-0001 (in part)
				GRS 2.1	051	Job Vacancy Case Files: Records of standing register competitive files for multiple positions filled over a period of time	DAA-GRS-2017-0011-0002 (in part)
GRS 1	33r	Examining and Certification Records – Interagency Placement Program	NC1-GRS-85-2 item 34n	GRS 2.3	030	Dislocated Worker Program Case Files	DAA-GRS-2018-0002-0003
GRS 1	33s	Examining and Certification Records – DEP control cards	NC1-GRS-85-2 item 34o	GRS 2.3	010	Employee Relations Programs' Administrative Records	DAA-GRS-2022-0001-0001
GRS 1	33t	Examining and Certification Records – Audit reports	NC1-GRS-85-2 item 34p	GRS 2.1	160	Delegated Authority Audits (FEDERAL ONLY)	DAA-GRS-2014-0002-0022
ADM 1	34	Occupational injury/illness Files	N1-434-98-4 item 34	DOE 2.7	100	Occupational Injury and Illness Program Records	DAA-GRS-2017-0010-0002
ADM 1	35a	Denied health benefits requests under spouse equity – Not appealed	N1-434-98-4 item 35a	GRS 2.4	111	Requests for health benefits under spouse equity: Denied applications (FEDERAL ONLY)	DAA-GRS-2016-0015-0014
GRS 1	35b1	Denied health benefits requests under spouse equity – Appealed – Successful	N1-GRS-88-2 item 1b1	Rescinded – GRS Transmittal 28			
ADM 1	35b2	Denied health benefits requests under spouse equity – Appealed – Unsuccessful	N1-434-98-4 item 35b2	GRS 2.4	111	Requests for health benefits under spouse equity: Denied applications (FEDERAL ONLY)	DAA-GRS-2016-0015-0014
GRS 1	36a	Federal Workplace Drug Testing Program Files – Test plans/procedures	N1-GRS-98-2 item 6	GRS 2.7	100	Employee drug test plans, procedures, and scheduling records	DAA-GRS-2017-0010-0016
GRS 1	36b	Federal Workplace Drug Testing Program Files – Employee acknowledgement of notice that drug-testing may be necessary in a position	N1-GRS-90-2 item 36b	GRS 2.7	110	Employee drug test acknowledgment of notice forms	DAA-GRS-2017-0010-0017
GRS 1	36c	Federal Workplace Drug Testing Program Files – Selection/scheduling	N1-GRS-90-2 item 36c	GRS 2.7	100	Employee drug test plans, procedures, and scheduling records	DAA-GRS-2017-0010-0016
GRS 1	36d1	Federal Workplace Drug Testing Program Files – Collection/handling of specimens record books	N1-GRS-90-2 item 36d1	GRS 2.7	120	Employee drug testing specimen records	DAA-GRS-2017-0010-0018
GRS 1	36d2	Federal Workplace Drug Testing Program Files – Collection/handling of specimens chain of custody	N1-GRS-90-2 item 36d2	GRS 2.7	120	Employee drug testing specimen records	DAA-GRS-2017-0010-0018
ADM 1	36e(1)	Federal Workplace Drug Testing Program Files – Test results: positive: employees	N1-434-98-4 item 36e	GRS 2.7	130	Employee drug test results: Positive result NOTE: Records should be retained for 5 years. Do not destroy until a revised DOE schedule is published.	DAA-GRS-2017-0010-0019

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EPI			DOE Authority	EPI			DOE Authority
GRS 1	36e1b	Federal Workplace Drug Testing Program Files – Test results: positive: not employees	N1-GRS-98-1 item 36e2b	GRS 2.1	050	Job Vacancy Case Files: Records of one-time competitive and Senior Executive Service announcements/selections	DAA-GRS-2017-0011-0001 (in part)
				GRS 2.1	051	Job Vacancy Case Files: Records of standing register competitive files for multiple positions filled over a period of time	DAA-GRS-2017-0011-0002 (in part)
				GRS 2.7	130	Employee drug test results: Positive result NOTE: Records should be retained for 5 years. Do not destroy until a revised DOE schedule is published.	DAA-GRS-2017-0010-0019 (in part)
GRS 1	36e2	Federal Workplace Drug Testing Program Files – Test results: negative	N1-GRS-98-1 item 36e1	GRS 2.1	050	Job Vacancy Case Files: Records of one-time competitive and Senior Executive Service announcements/selections	DAA-GRS-2017-0011-0001 (in part)
				GRS 2.1	051	Job Vacancy Case Files: Records of standing register competitive files for multiple positions filled over a period of time	DAA-GRS-2017-0011-0002 (in part)
				GRS 2.7	131	Employee Drug Test Results: Negative results	DAA-GRS-2017-0010-0020 (in part)
GRS 1	37	Donated leave Program Case Files	N1-GRS-92-5 item 1	GRS 2.4	071	Donated Leave Program Individual Case Files	DAA-GRS-2016-0015-0009
GRS 1	38	Wage survey files	Unknown	GRS 2.4	080	Wage Survey Files	DAA-GRS-2023-0004-0002
GRS 1	39	Retirement assistance files	NC1-64-77-7 item 21b	GRS 2.5	020	Individual Employee Separation Case Files (FEDERAL ONLY)	DAA-GRS-2014-0004-0003
GRS 1	40	Handicapped Individuals Appointment Case Files	N1-GRS-93-2 item 1	GRS 2.1	110	Excepted Service Appointment Records (FEDERAL ONLY)	DAA-GRS-2014-0002-0018
GRS 1	41	Pay comparability records	N1-GRS-96-2	GRS 2.4	090	Incentive Package Records (FEDERAL ONLY)	DAA-GRS-2016-0015-0011
GRS 1	42a	Alternative Worksite Records – Approved	N1-GRS-97-1 item 1a	GRS 2.3	040	Telework/alternate worksite agreements	DAA-GRS-2023-0003-0001
GRS 1	42b	Alternative Worksite Records – Unapproved	N1-GRS-97-1 item 1b	GRS 2.3	040	Telework/alternate worksite agreements	DAA-GRS-2023-0003-0001
GRS 1	42c	Alternative Worksite Records – Forms	N1-GRS-97-1 item 1c	GRS 2.3	010	Employee Relations Programs' Administrative Records	DAA-GRS-2022-0001-0001 (in part)
				GRS 2.3	040	Telework/alternate worksite agreements	DAA-GRS-2023-0003-0001 (in part)
GRS 1	42.1	Withdrawn		N/A			
ADM 1	43.a(1)	Employee Concerns – Concerns relating to security, environmental, safety, and health-related issues	N1-434-98-4 item 43a(1)				
ADM 1	43.a(2)	Employee Concerns – All other concerns	N1-434-98-4 item 43a(2)				
ADM 1	43.b(1)	Employee – Concerns – Security Concerns	N1-434-98-4 item 43b(1)				
ADM 1	43.b(2)	Employee Concerns – All other concerns	N1-434-98-4 item 43b(2)				
ADM 1	44.a	Academic/Outreach Program – Impact tracking	N1-434-98-4 item 44a	DOE 2.1	050	Academic / Outreach Program Records	DAA-0434-2020-0009-0004
ADM 1	44.b	Academic/Outreach Program – Contract or funding information	N1-434-98-4 item 44b	DOE 2.1	055	Academic / Outreach Program Administrative and Tracking Records	DAA-0434-2020-0009-0005
ADM 1	44.c	Academic/Outreach Program – Contact information with schools and community groups	N1-434-98-4 item 44c	DOE 2.1	055	Academic / Outreach Program Administrative and Tracking Records	DAA-0434-2020-0009-0005
ADM 1	44.d	Academic/Outreach Program – General administrative records	N1-434-98-4 item 44d	DOE 2.1	055	Academic / Outreach Program Administrative and Tracking Records	DAA-0434-2020-0009-0005
				DOE 2.1	060	Academic / Outreach Programs - Intern, Fellows and Scholar Records	DAA-0434-2020-0009-0006
ADM 1	45.a	Apprenticeship Program Files – Employees who successfully complete all aspects of apprenticeship program	N1-434-98-4 item 45a	DOE 2.3	010	Apprenticeship Program Records	DAA-0434-2020-0012-0001
ADM 1	45.b	Apprenticeship Program Files – Files of employees who terminate or are terminated from the program prior to completion	N1-434-98-4 item 45b	DOE 2.3	010	Apprenticeship Program Records	DAA-0434-2020-0012-0001

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EPI			DOE Authority	EPI			DOE Authority
ADM 1	46	Tuition Reimbursement Records	N1-434-98-4 item 46	DOE 2.4	120	Employee Tuition Assistance Program	DAA-0434-2020-0013-0004
ADM 1	47	Vacancy Announcement (as created and maintained in personnel offices)	N1-434-98-4 item 47	GRS 2.1	050	Job Vacancy Case Files: Records of one-time competitive and Senior Executive Service announcements/selections	DAA-GRS-2017-0011-0001 (in part)
				GRS 2.1	051	Job Vacancy Case Files: Records of standing register competitive files for multiple positions filled over a period of time	DAA-GRS-2017-0011-0002 (in part)
ADM 1	48	Recruitment Packages	N1-434-98-4 item 48	GRS 2.1	180	Recruitment records	DAA-GRS-2018-0008-0003
ADM 1	49a	Successful pre-hire applicant test files where an offer of employment was made	N1-434-98-4 item 49a	GRS 2.1	050	Job Vacancy Case Files: Records of one-time competitive and Senior Executive Service announcements/selections	DAA-GRS-2017-0011-0001 (in part)
				GRS 2.1	051	Job Vacancy Case Files: Records of standing register competitive files for multiple positions filled over a period of time	DAA-GRS-2017-0011-0002 (in part)
ADM 1	49b	Successful pre-hire applicant test files where no employment offer was made	N1-434-98-4 item 49b	GRS 2.1	050	Job Vacancy Case Files: Records of one-time competitive and Senior Executive Service announcements/selections	DAA-GRS-2017-0011-0001 (in part)
				GRS 2.1	051	Job Vacancy Case Files: Records of standing register competitive files for multiple positions filled over a period of time	DAA-GRS-2017-0011-0002 (in part)
ADM 1	49c	Unsuccessful pre-hire applicant test	N1-434-98-4 item 49c	GRS 2.1	050	Job Vacancy Case Files: Records of one-time competitive and Senior Executive Service announcements/selections	DAA-GRS-2017-0011-0001 (in part)
				GRS 2.1	051	Job Vacancy Case Files: Records of standing register competitive files for multiple positions filled over a period of time	DAA-GRS-2017-0011-0002 (in part)
ADM 1	50	Individual Development Plans	N1-434-98-4 item 50	DOE 2.6	015	Individual Employee Administrative and Ethics Training Records (Excludes Mission Related Training) – Federal Employees	DAA-GRS-20165-0014-0002 and DAA-GRS-2016-0014-0003 (in part)
				DOE 2.6	016	Individual Employee Administrative and Ethics Training Records (Excludes Mission Related Training) – Contractor Employees	DAA-GRS-20165-0014-0002 and DAA-GRS-2016-0014-0003 (in part)
ADM 1	51	Classification Appraisal (Pay)	N1-434-98-4 item 51	GRS 2.4	080	Wage Survey Files NOTE: Item 51 was incorrectly marked as "rescinded" from Trs 04 through Trs 06 but was corrected in Trs 07.	DAA-GRS-2023-0004-0002
ADM 1	52a	Labor Relations Office File	N1-434-98-4 item 52a	DOE 2.3	020	Labor Management Relations Agreement Negotiation and Administrative Records (Contractor)	DAA-0434-2020-0012-0002
ADM 1	52b	Other offices	N1-434-98-4 item 52b	Rescinded – DOE Transmittal 04			
ADM 1	53	Certification / Decertification	N1-434-98-4 item 53	DOE 2.3	040	National Labor Relations Board (NLRB) Case Files (Contractor)	DAA-0434-2020-0012-0004
ADM 1	54	Unemployment Compensation Records	N1-434-98-4 item 54	DOE 2.4	110	Unemployment Compensation Records	DAA-0434-2020-0013-0003
ADM 1	55a	Directories/Phone Listings – Issued as a published document	N1-434-98-4 item 55a	DOE 5.5	010	Directories/Phone Listing/Locator Cards/Indexes	DAA-GRS-2016-0012-0002
ADM 1	55b	Directories/Phone Listings – Issued electronically, prior to updating, reduce to hardcopy	N1-434-98-4 item 55b	DOE 5.5	010	Directories/Phone Listing/Locator Cards/Indexes	DAA-GRS-2016-0012-0002
ADM 1	55c	Directories/Phone Listings – All others	N1-434-98-4 item 55c	Rescinded – DOE Transmittal 06			
ADM 1	56	Family Medical Leave Act (FMLA) Program Files	DAA-0434-2014-0002-0002	GRS 2.4	140	Family Medical Leave Act Program Administrative Records	DAA-GRS-2016-0015-0019
ADM 1	57	Family Medical Leave Act (FMLA) Employee Case Files	DAA-0434-2014-0002-0001	GRS 2.4	141	Family Medical Leave Act Program Individual Case Files	DAA-GRS-2015-0015-0020

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PREVIOUS ADM 1 / GRS 1				CURRENT RDS / GRS			
Schedule	Item	Series Title	Disposition Authority	Schedule	Item	Series Title	Disposition Authority
EPI			DOE Authority	EPI			DOE Authority
ADM 1	58	Electronic Mail and Word Processing System Copies – (A) No further administrative value after recordkeeping copy is made	N1-434-98-4 item 56a	GRS 5.2	010	Transitory records	DAA-GRS-2022-0009-0001
		Electronic Mail and Word Processing System Copies – (B) Used for dissemination, revision or updating	N1-434-98-4 item 56b	GRS 5.2	020	Intermediary records	DAA-GRS-2022-0009-0002
				DOE 2.2	040	Employee Incentive Award Records (Federal)	DAA-0434-2020-0010-0004
				DOE 2.2	050	Employee Performance File System Records - Presidential Appointees	DAA-0434-2020-0010-0005
				DOE 2.3	030	Labor arbitration (negotiated grievance procedure) Case Records (Contractor)	DAA-0434-2020-0012-0003

PREVIOUS ADM 2 / GRS 2				CURRENT RDS / GRS			
Schedule	Item	Series Title	Disposition Authority	Schedule	Item	Series Title	Disposition Authority
EPI			DOE Authority	EPI			DOE Authority
GRS 2	1a	Individual Employee Pay Record – Database version	N1-GRS-92-4 item 1a	DOE 2.4	010	Employee Payroll Record for Each Pay Period NOTE: GRS 2, item 1a was rescinded by NARA but, due to the DOE epidemiological moratorium on records destruction (EPI hold), legacy records were consolidated under this schedule.	DAA-0434-2020-0013-0001
GRS 2	1b	Individual Employee Pay Record – Individual Pay Record, non-electronic	N1-GRS-92-4 item 1b	DOE 2.4	010	Employee Payroll Record for Each Pay Period	DAA-0434-2020-0013-0001
ADM 2	1c	Individual Employee Pay Record – Contractor Employee Pay Record, paper or microform but not machine readable	N1-434-98-5 item 1c	DOE 2.4	010	Employee Payroll Record for Each Pay Period	DAA-0434-2020-0013-0001
GRS 2	2	Noncurrent Payroll Files	N1-GRS-92-4 item 2	Rescinded – GRS Transmittal 28			
GRS 2	3	RESERVED		N/A			
GRS 2	4	RESERVED		N/A			
GRS 2	5	RESERVED		N/A			
GRS 2	6a	Leave Application Files – If employee initials time card	N1-GRS-92-4 item 6a	DOE 2.4	020	Time and Attendance Source and Input Records – Detailed records that include work locations	DAA-GRS-2019-0004-0002 (in part)
				DOE 2.4	025	Time and Attendance Source and Input Records – Records that do not contain work locations (Federal)	DAA-GRS-2019-0004-0002 (in part)
				DOE 2.4	030	Time and Attendance Source and Input Records – Records that do not contain work locations (Contractor)	DAA-GRS-2019-0004-0002 (in part)
GRS 2	6b	Leave Application Files – If employee has not initialed time card	N1-GRS-92-4 item 6b	DOE 2.4	020	Time and Attendance Source and Input Records – Detailed records that include work locations	DAA-GRS-2019-0004-0002 (in part)
				DOE 2.4	025	Time and Attendance Source and Input Records – Records that do not contain work locations (Federal)	DAA-GRS-2019-0004-0002 (in part)
				DOE 2.4	030	Time and Attendance Source and Input Records – Records that do not contain work locations (Contractor)	DAA-GRS-2019-0004-0002 (in part)
GRS 2	7	Time and Attendance Source Records	N1-GRS-92-4 item 7	DOE 2.4	020	Time and Attendance Source and Input Records – Detailed records that include work locations	DAA-GRS-2019-0004-0002 (in part)
				DOE 2.4	025	Time and Attendance Source and Input Records – Records that do not contain work locations (Federal)	DAA-GRS-2019-0004-0002 (in part)
				DOE 2.4	030	Time and Attendance Source and Input Records – Records that do not contain work locations (Contractor)	DAA-GRS-2019-0004-0002 (in part)
GRS 2	8	Time and Attendance Input Records	N1-GRS-92-4 item 8	DOE 2.4	020	Time and Attendance Source and Input Records – Detailed records that include work locations	DAA-GRS-2019-0004-0002 (in part)
				DOE 2.4	025	Time and Attendance Source and Input Records – Records that do not contain work locations (Federal)	DAA-GRS-2019-0004-0002 (in part)
				DOE 2.4	030	Time and Attendance Source and Input Records – Records that do not contain work locations (Contractor)	DAA-GRS-2019-0004-0002 (in part)

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PREVIOUS ADM 2 / GRS 2				CURRENT RDS / GRS			
Schedule	Item	Series Title	Disposition Authority	Schedule	Item	Series Title	Disposition Authority
EPI			DOE Authority	EPI			DOE Authority
GRS 2	9a	Leave record: Record of employee leave, such as SF 1150, prepared upon transfer or separation	N1-GRS-92-4 item 9a	GRS 2.5	040	Individual employee separation records required to be placed in separating employee's OPF	None
GRS 2	9b	Leave record: Creating agency copy, when maintained	N1-GRS-92-4 item 9b	GRS 2.5	020	Individual Employee Separation Case Files	DAA-GRS-2014-0004-0003
GRS 2	10	RESERVED		N/A			
GRS 2	11	RESERVED		N/A			
GRS 2	12	RESERVED		N/A			
GRS 2	13a	Tax Files – W-4s	N1-GRS-92-4 item 13a	GRS 2.4	020	Tax withholding and adjustment documents	DAA-GRS-2016-0015-0002
GRS 2	13b	Tax Files – Agency copy of W-2s	N1-GRS-92-4 item 13b	GRS 2.4	050	Wage and Tax Statements	DAA-GRS-2016-0015-0005
GRS 2	13c	Tax Files – Agency copy of W-3s, etc.	N1-GRS-92-4 item 13c	GRS 2.4	050	Wage and Tax Statements	DAA-GRS-2016-0015-0005
GRS 2	14a	Saving Bond Purchase Files – Authorization for purchase and Request for Change	N1-GRS-92-4 item 14a	Rescinded – GRS Transmittal 28			
GRS 2	14b	Saving Bond Purchase Files – Bond registration files	N1-GRS-92-4 item 14b	Rescinded – GRS Transmittal 28			
GRS 2	14c	Saving Bond Purchase Files – Bond receipt and transmittal files	N1-GRS-92-4 item 14c	Rescinded – GRS Transmittal 28			
GRS 2	15a	Combined Federal Campaign and Other Allotment Authorizations – Authorization for individual allotment	N1-GRS-92-4 item 15a	GRS 2.4	010	Records used to calculate payroll, arrange paycheck deposit, and change previously issued paychecks	DAA-GRS-2019-0004-0001
GRS 2	15b	Combined Federal Campaign and Other Allotment Authorizations – Other authorizations	N1-GRS-92-4 item 15b	GRS 2.4	010	Records used to calculate payroll, arrange paycheck deposit, and change previously issued paychecks	DAA-GRS-2019-0004-0001
GRS 2	16	Thrift Savings Plan Election Form	N1-GRS-92-4 item 16	GRS 2.4	010	Records used to calculate payroll, arrange paycheck deposit, and change previously issued paychecks	DAA-GRS-2019-0004-0001
GRS 2	17	Direct Deposit Sign-up Form	N1-GRS-92-4 item 17	GRS 2.4	010	Records used to calculate payroll, arrange paycheck deposit, and change previously issued paychecks	DAA-GRS-2019-0004-0001
ADM 2	18	Levy and Garnishment Files	N1-434-98-5 item 18	GRS 2.4	010	Records used to calculate payroll, arrange paycheck deposit, and change previously issued paychecks	DAA-GRS-2019-0004-0001
GRS 2	19	RESERVED		N/A			
GRS 2	20	RESERVED		N/A			
GRS 2	21	RESERVED		N/A			
GRS 2	22a	Payroll System Reports – Error reports, etc.	N1-GRS-92-4 item 22a	GRS 2.4	060	Payroll program administrative records: Administrative correspondence between agency and payroll processor, and system reports used for agency workload and or personnel management purposes	DAA-GRS-2016-0015-0006
GRS 2	22b	Payroll System Reports – Reports and data used for workload and personnel management	N1-GRS-92-4 item 22b	GRS 2.4	060	Payroll program administrative records: Administrative correspondence between agency and payroll processor, and system reports used for agency workload and or personnel management purposes	DAA-GRS-2016-0015-0006
GRS 2	22c	Payroll System Reports – Reports providing fiscal info	N1-GRS-92-4 item 22c	GRS 2.4	061	Payroll program administrative records: Payroll system reports providing fiscal information on agency payroll	DAA-GRS-2023-0004-0001
GRS 2	23a	Payroll Change Files – Copies subject to GAO audit	N1-GRS-92-4 item 23a	GRS 2.4	010	Records used to calculate payroll, arrange paycheck deposit, and change previously issued paychecks	DAA-2019-0004-0001
GRS 2	23b	Payroll Change Files – All other copies	N1-GRS-92-4 item 23b	Rescinded – GRS Transmittal 28			
GRS 2	24	Payroll Correspondence	N1-GRS-92-4 item 24	GRS 2.4	060	Payroll program administrative records: Administrative correspondence between agency and payroll processor, and system reports used for agency workload and or personnel management purposes	DAA-GRS-2016-0015-0006
GRS 2	25	RESERVED		N/A			
GRS 2	26	RESERVED		N/A			
GRS 2	27	RESERVED		N/A			
ADM 2	28	Retirement files	N1-434-98-5 Item 28	GRS 2.5	010	Separation program management records: Records not specific to an agency separation initiative	DAA-GRS-2014-0004-0001 (in part)
				GRS 2.5	011	Separation program management records: Records specific to an agency separation initiative	DAA-GRS-2014-0004-0002 (in part)

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Schedule	Item	Series Title	Disposition Authority	Schedule	Item	Series Title	Disposition Authority
EPI			DOE Authority	EPI			DOE Authority
ADM 3	1a	Real Property Files – Records relating to property acquired after December 31, 1920, other than abstract or certificate of title	N1-434-98-6 item 1				
GRS 3	1b	Real Property Files – Abstract or certificate of title	Authority Not Found GRS 3, March 5, 1964, item 2c	GRS 5.4	020	Real Property Ownership Records	DAA-GRS-2023-0006-0001
GRS 3	2	General Correspondence Files	NC1-64-77-5 item 3	GRS 1.1	001	Financial Management and Reporting Administrative Records	DAA-GRS-2016-0013-0001
GRS 3	3a1a	Routine Procurement Files – Procurement or purchase organization copy, and related papers – Transaction dated on or after July 3, 1995 – Transactions exceeding simplified acquisition threshold and construction contracts exceeding \$2000	N1-GRS-95-4 item 3a1a	GRS 1.1	010	Financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting: Official record held in the office of record	DAA-GRS-2013-0003-0001
GRS 3	3a1b	Routine Procurement Files – Procurement or purchase organization copy, and related papers – Transaction dated on or after July 3, 1995 – Transactions below simplified acquisition threshold and constructions contracts at or below \$2000	N1-GRS-95-4 item 3a1b	GRS 1.1	010	Financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting: Official record held in the office of record	DAA-GRS-2013-0003-0001
GRS 3	3a2a	Routine Procurement Files – Procurement or purchase organization copy, and related papers – Transactions dated earlier than July 3, 1995 – Transactions that utilize other than small purchase procedures and all construction contracts exceeding \$2,000.	N1-GRS-95-4 item 3a2a	GRS 1.1	010	Financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting: Official record held in the office of record	DAA-GRS-2013-0003-0001
GRS 3	3a2b	Routine Procurement Files – Procurement or purchase organization copy, and related papers – Transactions dated earlier than July 3, 1995 – Transactions that utilize small purchase procedures and all construction contracts under \$2,000.	N1-GRS-95-4 item 3a2b	GRS 1.1	010	Financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting: Official record held in the office of record	DAA-GRS-2013-0003-0001
GRS 3	3b	Routine Procurement Files – Obligation copy	NC1-64-77-5 item 4b	Rescinded – GRS Transmittal 28			
GRS 3	3c	Routine Procurement Files – Other copies	NC1-64-77-5 item 4c	GRS 1.1	011	Financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting: All other copies	DAA-GRS-2013-0003-0002
GRS 3	3d	Routine Procurement Files – Data submitted to FPDS	N1-GRS-87-8 item 4d	Rescinded – GRS Transmittal 30			
ADM 3	3.1a	Pension Case Files – Cases DOE has continuing obligations	N1-434-98-6 item 3.1a	DOE 1.1	010	Contractor Pension Case Files – Continuing Obligation	DAA-0434-2021-0001-0001
ADM 3	3.1b	Pension Case Files – Cases DOE has no continuing obligation	N1-434-98-6 item 3.1b	DOE 1.1	020	Contractor Pension Case Files – No continuing obligation	DAA-0434-2021-0001-0002
ADM 3	3.2a	Casualty Insurance Case Files – Cases assigned to or administered by DOE	N1-434-98-6 item 3.2a	DOE 1.1	030	Casualty Insurance Case files	DAA-0434-2021-0001-0004
ADM 3	3.2b	Casualty Insurance Case Files – Cases for which DOE has no obligation or liability	N1-434-98-6 item 3.2b				
GRS 3	4a	Supply Management Files – Copies received from other units	NC1-64-77-5 item 5a	GRS 5.4	010	Facility, space, vehicle, equipment, stock, and supply administrative and operational records	DAA-GRS-2016-0011-0001
GRS 3	4b	Supply Management Files – Copies in other reporting units and related working documents	NC1-64-77-5 item 5b	GRS 5.4	010	Facility, space, vehicle, equipment, stock, and supply administrative and operational records	DAA-GRS-2016-0011-0001
GRS 3	5a	Solicited and Unsolicited Bids and Proposals Files – Successful bids and proposals	NC1-GRS-81-2 item 6a	GRS 1.1	010	Financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting: Official record held in the office of record	DAA-GRS-2013-0003-0001
GRS 3	5b1	Solicited and Unsolicited Bids and Proposals Files – Unsuccessful – Relating to small purchases	N1-GRS-86-2 item 6b1	GRS 1.1	010	Financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting: Official record held in the office of record	DAA-GRS-2013-0003-0001
GRS 3	5b2a	Solicited and Unsolicited Bids and Proposals Files – Solicited and unsolicited unsuccessful bids and proposals – Relating to transactions above the small purchase limitations in 48 CFR Part 13 – Files separated from contract case files	N1-GRS-86-2 item 6b2a	GRS 1.1	010	Financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting: Official record held in the office of record	DAA-GRS-2013-0003-0001
GRS 3	5b2b	Solicited and Unsolicited Bids and Proposals Files – Solicited and unsolicited unsuccessful bids and proposals – Relating to transactions above the small purchase limitations in 48 CFR Part 13 – When filed with contract case files	N1-GRS-86-2 item 6b2b	GRS 1.1	010	Financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting: Official record held in the office of record	DAA-GRS-2013-0003-0001

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Schedule	Item	Series Title	Disposition Authority	Schedule	Item	Series Title	Disposition Authority
EPI			DOE Authority	EPI			DOE Authority
GRS 3	5c1	Solicited and Unsolicited Bids and Proposals Files – Cancelled solicitations files – Formal solicitations canceled prior to award	NC1-GRS-81-2 item 6c1	GRS 1.1	010	Financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting: Official record held in the office of record	DAA-GRS-2013-0003-0001
GRS 3	5c2	Unopened bids	NC1-GRS-81-2 item 6c2	GRS 1.1	010	Financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting: Official record held in the office of record	DAA-GRS-2013-0003-0001
GRS 3	5d	Solicited and Unsolicited Bids and Proposals Files – Lists or card files of acceptable bidders	NC1-GRS-81-2 item 6d	GRS 1.1	070	Vendor and bidder information: Records of suspensions and debarments for violation of the Drug-Free Workplace Act	DAA-GRS-2016-0001-0004
				GRS 1.1	071	Vendor and bidder information: Records of all other suspensions and debarments and all approved vendors and bidders	DAA-GRS-2016-0001-0005
GRS 3	6a	Public Printer Files – Procurement unit copy	NC1-64-77-5 item 7a	GRS 1.1	010	Financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting: Official record held in the office of record	DAA-GRS-2013-0003-0001
GRS 3	6b	Public Printer Files – Accounting copy	NC1-64-77-5 item 7b	GRS 1.1	010	Financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting: Official record held in the office of record	DAA-GRS-2013-0003-0001
GRS 3	7	Nonpersonal Requisition File	NC1-64-77-5 item 8	GRS 1.1	010	Financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting: Official record held in the office of record	DAA-GRS-2013-0003-0001
GRS 3	8a	Inventory Requisition File – Stockroom copy	NC1-64-77-5 item 9a	GRS 5.4	010	Facility, space, vehicle, equipment, stock, and supply administrative and operational records	DAA-GRS-2016-0011-0001
GRS 3	8b	Inventory Requisition File – All other copies	NC1-64-77-5 item 9b	GRS 5.4	010	Facility, space, vehicle, equipment, stock, and supply administrative and operational records	DAA-GRS-2016-0011-0001
GRS 3	9a	Inventory Files – Inventory lists	NC1-64-77-5 item 10a	GRS 5.4	010	Facility, space, vehicle, equipment, stock, and supply administrative and operational records	DAA-GRS-2016-0011-0001
GRS 3	9b	Inventory Files – Inventory cards	NC1-64-77-5 item 10b	GRS 5.4	010	Facility, space, vehicle, equipment, stock, and supply administrative and operational records	DAA-GRS-2016-0011-0001
ADM 3	9c	Inventory Files – Report of survey files etc.	N1-434-98-6 item 9c	GRS 5.4	010	Facility, space, vehicle, equipment, stock, and supply administrative and operational records	DAA-GRS-2016-0011-0001
GRS 3	10	Telephone Records	NC1-64-77-5 item 11	GRS 1.1	010	Financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting: Official record held in the office of record	DAA-GRS-2013-0003-0001
GRS 3	11	Contractors' Payroll Files	NC1-64-77-5 item 12	DOE 2.4	010	Employee Payroll Record for each Pay Period	DAA-0434-2020-0013-0001
GRS 3	12	Tax Exemption Files	NC1-64-77-5 item 13	GRS 1.1	010	Financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting: Official record held in the office of record	DAA-GRS-2013-0003-0001
GRS 3	13	Unsuccessful Grant Application Files	NC1-GRS-81-2 item 14a	GRS 1.2	021	Grant and cooperative agreement case files: Unsuccessful applications	DAA-GRS-2013-0008-0006
GRS 3	14	Grant Administrative Files	NC1-64-77-5 item 17b	GRS 1.2	010	Grant and cooperative agreement program management records	DAA-GRS-2013-0008-0007
ADM 3	14.1	Grant files	N1-434-95-1 item 1	GRS 1.1	010	Financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting: Official record held in the office of record	DAA-GRS-2013-0003-0001 (in part)
				GRS 1.2	020	Grant and cooperative agreement case files: Successful applications	DAA-GRS-2013-0008-0001 (in part)
ADM 3	14.2a	Debarment Case Files – Case files	N1-434-05-01 item a	DOE 1.1	050	Debarment Investigation Case Files	DAA-0434-2021-0001-0003
ADM 3	14.2b	Debarment Case Files – Other related records	N1-434-05-01 item b	Rescinded – DOE Transmittal 01			
GRS 3	15a	Contract Appeals Case Files – Prior to Oct. 1, 1979	N1-GRS-87-9 item 19a	Rescinded – GRS Transmittal 28			
GRS 3	15b	Contract Appeals Case Files – After Sep. 30, 1979	N1-GRS-87-9 item 19b	GRS 1.1	060	Contract appeals case files	DAA-GRS-2016-0001-0003
GRS 3	16	Contractor's Statement of Contingent or Other Fees	N1-GRS-98-2 item 7	Rescinded – GRS Transmittal 23			

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PREVIOUS ADM 3 / GRS 3				CURRENT RDS / GRS			
Schedule	Item	Series Title	Disposition Authority	Schedule	Item	Series Title	Disposition Authority
EPI			DOE Authority	EPI			DOE Authority
GRS 3	17	Small and Disadvantaged Business Utilization Files	N1-GRS-87-14 item 1	Rescinded per GRS Transmittal 29, but later picked up by GRS 1.1, item 100			
GRS 3	18a	Federal Activities Inventory Reform (FAIR) Act Records – Maintained by office having primary responsibility	N1-GRS-05-2 item 18a	GRS 5.7	050	Mandatory reports to external Federal entities regarding administrative matters	DAA-GRS-2020-0001-0003
GRS 3	18b	Federal Activities Inventory Reform (FAIR) Act Records – Maintained by other offices	N1-GRS-05-2 item 18b	GRS 5.7	050	Mandatory reports to external Federal entities regarding administrative matters	DAA-GRS-2020-0001-0003

PREVIOUS ADM 4 / GRS 4				CURRENT RDS / GRS			
Schedule	Item	Series Title	Disposition Authority	Schedule	Item	Series Title	Disposition Authority
EPI			DOE Authority	EPI			DOE Authority
GRS 4	1	Property Disposal Correspondence Files	GRS 4, 1952, item 4	GRS 5.4	040	Excess personal property, equipment, and vehicle records	DAA-GRS-2016-0011-0004
GRS 4	2	Excess Personal Property Reports	GRS 4, 1952, item 5	GRS 5.4	040	Excess personal property, equipment, and vehicle records	DAA-GRS-2016-0011-0004
GRS 4	3a	Surplus Property Case Files – More than \$25,000	N1-GRS-87-11-1 item 6a	GRS 1.1	010	Financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting: Official record held in the office of record	DAA-GRS-2013-0003-0001
GRS 4	3b	Surplus Property Case Files – \$25,000 or less	N1-GRS-87-11-1 item 6b	GRS 1.1	010	Financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting: Official record held in the office of record	DAA-GRS-2013-0003-0001
ADM 4	3c	Surplus Property Case Files – Surplus Property Precedential Case Files	NC-430-76-5 item 1				
ADM 4	3d	Surplus Property Case Files – Property Disposal Case Files	NC1-430-77-8 item 2b				
GRS 4	4	Real Property Files (Listed as a–c)	Unknown	GRS 5.4	020	Real Property Ownership Records	DAA-GRS-2023-0006-0001
				GRS 5.4	051	Facility design, engineering, and construction records: Final and as-built drawings, plans, and designs; and all other records	DAA-GRS-2016-0011-0006
GRS 4	5	RESERVED		N/A			
ADM 4	6	Nuclear Materials-Related – Producing Contracts	NC-326-75-1 item 1				
ADM 4	7	Records of the Transfer of Nuclear Materials for Research	NC-326-75-1 item 2				
ADM 4	8	Nuclear Materials Leasing Records	NC-326-75-1 item 3				

PREVIOUS ADM 5 / GRS 5				CURRENT RDS / GRS			
Schedule	Item	Series Title	Disposition Authority	Schedule	Item	Series Title	Disposition Authority
EPI			DOE Authority	EPI			DOE Authority
GRS 5	1	Budget Correspondence	GRS 5, 1952, items 1 and 3	GRS 1.3	050	Budget Administration Records	DAA-GRS-2015-0006-0007
ADM 5	1a	Budget Correspondence – Budget Policy Files	NC1-430-76-8 item 1a(1)	DOE 1.3	010	Budget Policy Records (Headquarters) – Policy and Procedures	DAA-0434-2021-0003-0001 (in part)
				DOE 1.3	015	Budget Policy Records (Headquarters) – Correspondence	DAA-0434-2021-0003-0002 (in part)
				DOE 1.3	020	Budget formulation, estimates, justification, and submission records, Prior to fiscal year 2017 – Records at Headquarters	DAA-0434-2021-0003-0003 (in part)
				NOTE: ADM 5, item 1a was formerly superseded by a single item (DOE 1.3, item 010, DAA-434-2020-0008-0001).			
GRS 5	1b	Budget Correspondence – Correspondence files in formally organized budget offices pertaining to routine administration, internal procedures, and other matters not covered elsewhere in this schedule, EXCLUDING files relating to agency policy and procedure maintained in formally organized budget offices	GRS 5, item 1	GRS 1.3	050	Budget Administration Records	DAA-GRS-2015-0006-0007

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PREVIOUS ADM 5 / GRS 5				CURRENT RDS / GRS			
Schedule	Item	Series Title	Disposition Authority	Schedule	Item	Series Title	Disposition Authority
EPI			DOE Authority	EPI			DOE Authority
GRS 5	2	Budget Background Records	NC1-GRS-81-13 item 2	GRS 1.3	010	Budget formulation, estimates, justification, and submission records, fiscal year 2017 and forward	DAA-GRS-2015-0006-0001 (in part)
				GRS 1.3	040	Budget preparation background records: Records held in office responsible for preparing agency's budget proposal to the White House	DAA-GRS-2015-0006-0005 (in part)
				GRS 1.3	041	Budget preparation background records: Records held at all other offices	DAA-GRS-2015-0006-0006 (in part)
GRS 5	3a	Budget Reports Files – Annual report	GRS 5, 1952, item 5a	GRS 1.3	030	Budget reports: Full fiscal-year reports	DAA-GRS-2015-0006-0003
GRS 5	3b	Budget Reports Files – All other reports	NC-64-75-2 item 5/5b	GRS 1.3	031	Budget reports: All other reports	DAA-GRS-2015-0006-0004
GRS 5	4	Budget Apportionment Files	GRS 5, 1952, item 6	GRS 1.3	020	Budget Execution Records	DAA-GRS-2015-0006-0002
ADM 5	4.1a	Budget Office Estimates, Justifications, and Correspondence (or Subject Files) – Substantive programs	N1-434-98-8 item 4.1a	DOE 1.3	010	Budget Policy Records (Headquarters) – Policy and Procedures	DAA-0434-2021-0003-0001 (in part)
				DOE 1.3	015	Budget Policy Records (Headquarters) – Correspondence	DAA-0434-2021-0003-0002 (in part)
				DOE 1.3	020	Budget formulation, estimates, justification, and submission records, Prior to fiscal year 2017 – Records at Headquarters	DAA-0434-2021-0003-0003 (in part)
				NOTE: ADM 5, item 4.1a was formerly superseded by a single item (DOE 1.3, item 010, DAA-434-2020-0008-0001).			
ADM 5	4.1b	Budget Office Estimates, Justifications, and Correspondence (or Subject Files) – Non-substantive programs	N1-434-98-8 item 4.1b	DOE 1.3	025	Budget formulation, estimates, justification, and submission records, Prior to fiscal year 2017 – Project records at field offices/ sites (including contractors)	DAA-0434-2021-0003-0004
				NOTE: ADM 5, item 4.1b was formerly superseded by DOE 1.3, item 020 (DAA-434-2020-0008-0002).			
ADM 5	5	Electronic Mail, Word Processing and Other Office automation Applications	N1-434-98-8 item 5	GRS 5.2	020	Intermediary records	DAA-GRS-2022-0009-0002
ADM 5	6a	Priorities and Allocation Records – Records on the use of DO, DX and Authorized Controlled Materials (ACM)	II-NNA-340 item 1	Rescinded – DOE Transmittal 03			
ADM 5	6b	Priorities and Allocation Records – Requirements studies in connection with mobilization planning and Controlled Materials Plan	II-NNA-340 item 2	Rescinded – DOE Transmittal 03			
ADM 5	7	Unique Procurement Files	NC1-430-77-8 item 1	DOE 1.1	040	Unique Procurement Files	DAA-0434-2021-0001-0005

PREVIOUS ADM 6 / GRS 6				CURRENT RDS / GRS			
Schedule	Item	Series Title	Disposition Authority	Schedule	Item	Series Title	Disposition Authority
EPI			DOE Authority	EPI			DOE Authority
GRS 6	1a	Accountable Officers' Files – Originals	N1-GRS-91-3, item 6/1a	GRS 1.1	010	Financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting: Official record held in the office of record	DAA-GRS-2013-0003-0001
GRS 6	1b	Accountable Officers' Files – Memorandum or extra copies	N1-GRS-86-3 item 1b	GRS 1.1	011	Financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting: All other copies	DAA-GRS-2013-0003-0002
GRS 6	2	GAO Exceptions Files	GRS 6, 1952, item 2	Rescinded – GRS Transmittal 28			
ADM 6	2.1a(1)	Audit Files – DOE-wide audits conducted by DOE headquarters audit staff and GAO	NN-166-124 item 1a				
ADM 6	2.1a(2)(a)	Audit Files – Of individual DOE organizations and contractors, conducted by DOE Field organizations – Report files and related correspondence	NN-166-124 item 1b				
ADM 6	2.1a(2)(b)	Audit Files – Of individual DOE organizations and contractors, conducted by DOE Field organizations – Work papers	NN-166-124 item 1b(2)				
ADM 6	2.1a(3)	Audit Files – Generated by M&O, M&I and similar contractor audit staff	NN-166-124 item 2				
ADM 6	2.1b	Audit Files – Monthly memorandum reports	N1-434-98-9 item 2.1b				

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PREVIOUS ADM 6 / GRS 6				CURRENT RDS / GRS			
Schedule	Item	Series Title	Disposition Authority	Schedule	Item	Series Title	Disposition Authority
EPI			DOE Authority	EPI			DOE Authority
GRS 6	3a	Certificates Settlement Files – Covering closed account settlements, etc.	GRS 6, 1952, item 3a	GRS 1.1	010	Financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting: Official record held in the office of record	DAA-GRS-2013-0003-0001
GRS 6	3b	Certificates Settlement Files – Covering periodic settlements	GRS 6, 1952, item 3b	GRS 1.1	010	Financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting: Official record held in the office of record	DAA-GRS-2013-0003-0001
GRS 6	4	General Fund Files	NC1-74-105 item 5	GRS 1.1	010	Financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting: Official record held in the office of record	DAA-GRS-2013-0003-0001
GRS 6	5a	Accounting Administrative Files – For workload and personnel management	NC1-64-77-11 item 5a	GRS 1.1	001	Financial management and reporting administrative records	DAA-GRS-2016-0013-0001
GRS 6	5b	Accounting Administrative Files – All other files	NC1-64-77-11 item 5b	GRS 1.1	001	Financial management and reporting administrative records	DAA-GRS-2016-0013-0001
GRS 6	6a1	Federal Personnel Surety Bond Files – Official copies – Before 1/1/1956	NC1-64-77-11 item 6a1	Rescinded – GRS Transmittal 28			
GRS 6	6a2	Federal Personnel Surety Bond Files – Official copies – After 12/31/1955	NC1-64-77-11 item 6a2	Rescinded – GRS Transmittal 28			
GRS 6	6b	Federal Personnel Surety Bond Files – Other	NC1-64-77-11 item 6b	Rescinded – GRS Transmittal 28			
GRS 6	7	Gasoline Sales Tickets	NC1-64-77-11 item 7	GRS 1.1	010	Financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting: Official record held in the office of record	DAA-GRS-2013-0003-0001
GRS 6	8	Telephone Toll Tickets	NC1-64-77-11 item 8	GRS 1.1	010	Financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting: Official record held in the office of record	DAA-GRS-2013-0003-0001
GRS 6	9	Telegrams	NC1-64-77-11 item 9	Rescinded – GRS Transmittal 28			
GRS 6	10a	Administrative Claims Files – Claims against the US	N1-GRS-87-13 item 1a	GRS 1.1	080	Administrative claims by or against the United States [originally published as GRS 1.1, item 080]	DAA-GRS-2017-0005-0001
GRS 6	10b1	Administrative Claims Files – Claims by the US – Paid in full	N1-GRS-87-13 item 1b1	GRS 1.1	080	Administrative claims by or against the United States [originally published as GRS 1.1, item 080]	DAA-GRS-2017-0005-0001
GRS 6	10b2a	Administrative Claims Files – Claims by the US – Collection action terminated – Right to collect not extended	N1-GRS-87-13 item 1b2a	GRS 1.1	080	Administrative claims by or against the United States [originally published as GRS 1.1, item 080]	DAA-GRS-2017-0005-0001
GRS 6	10b2b	Administrative Claims Files – Claims by the US – Collection action terminated – Entitled to additional time	N1-GRS-87-13 item 1b2b	GRS 1.1	080	Administrative claims by or against the United States [originally published as GRS 1.1, item 080]	DAA-GRS-2017-0005-0001
GRS 6	10b3	Administrative Claims Files – Claims by US – Not owed to US	N1-GRS-87-13 item 1b3	GRS 1.1	080	Administrative claims by or against the United States [originally published as GRS 1.1, item 080]	DAA-GRS-2017-0005-0001
GRS 6	10c	Administrative Claims Files – Affected by court order, etc.	N1-GRS-87-13 item 1c	GRS 1.1	080	Administrative claims by or against the United States [originally published as GRS 1.1, item 080]	DAA-GRS-2017-0005-0001
GRS 6	11a	Waiver of Claims Files – Approved waivers	N1-GRS-88-1 item 11a	GRS 1.1	080	Administrative claims by or against the United States [originally published as GRS 1.1, item 080]	DAA-GRS-2017-0005-0001
GRS 6	11b	Waiver of Claims Files – Denied waivers	N1-GRS-88-1 item 11b	GRS 1.1	080	Administrative claims by or against the United States [originally published as GRS 1.1, item 080]	DAA-GRS-2017-0005-0001

PREVIOUS ADM 7 / GRS 7				CURRENT RDS / GRS			
Schedule	Item	Series Title	Disposition Authority	Schedule	Item	Series Title	Disposition Authority
EPI			DOE Authority	EPI			DOE Authority
GRS 7	1	Expenditures Accounting General Correspondence and Subject Files	GRS 7, 1952 item 1	GRS 1.1	001	Financial Management and Reporting Administrative Records	DAA-GRS-2016-0013-0001
GRS 7	2	General Accounting Ledgers	NC1-GRS-83-5 item 1	GRS 1.1	010	Financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting: Official record held in the office of record	DAA-GRS-2013-0003-0001
GRS 7	3	Appropriation Allotment Files	NC1-GRS-83-5 item 2	GRS 1.1	010	Financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting: Official record held in the office of record	DAA-GRS-2013-0003-0001

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Schedule	Item	Series Title	Disposition Authority	Schedule	Item	Series Title	Disposition Authority
EPI			DOE Authority	EPI			DOE Authority
GRS 7	4a	Expenditure Accounting Posting and Control Files – Originals	NC-64-75-2 item 7/4a	GRS 1.1	010	Financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting: Official record held in the office of record	DAA-GRS-2013-0003-0001
GRS 7	4b	Expenditure Accounting Posting and Control Files – Copies	GRS 7, 1952, item 4b	GRS 1.1	010	Financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting: Official record held in the office of record	DAA-GRS-2013-0003-0001

PREVIOUS ADM 8 / GRS 8				CURRENT RDS / GRS			
Schedule	Item	Series Title	Disposition Authority	Schedule	Item	Series Title	Disposition Authority
EPI			DOE Authority	EPI			DOE Authority
GRS 8	1	Plant, Cost, and Stores General Correspondence Files	GRS 8, 1952 item 1	GRS 1.1	001	Financial Management and Reporting Administrative Records	DAA-GRS-2016-0013-0001
GRS 8	2	Stores Invoice Files	NC-64-75-2 item 8/3	GRS 1.1	040	Cost Accounting for stores, inventory, and materials	DAA-GRS-2013-0003-0012
GRS 8	3	Stores Accounting Files	NC-64-75-2 item 8/4	GRS 1.1	040	Cost Accounting for stores, inventory, and materials	DAA-GRS-2013-0003-0012
GRS 8	4	Stores Accounting Background Files	GRS 8, 1952, item 5	GRS 1.1	040	Cost Accounting for stores, inventory, and materials	DAA-GRS-2013-0003-0012
GRS 8	5	Plant Accounting Files	GRS 8, 1952, item 6	GRS 1.1	040	Cost Accounting for stores, inventory, and materials	DAA-GRS-2013-0003-0012
GRS 8	6a	Cost Accounting Reports – Copies in units receiving reports	NC-64-75-2 item 8/7a	GRS 1.1	040	Cost Accounting for stores, inventory, and materials	DAA-GRS-2013-0003-0012
GRS 8	6b	Cost Accounting Reports – Copies in reporting units and related work papers	NC-64-75-2 item 8/7b	GRS 1.1	040	Cost Accounting for stores, inventory, and materials	DAA-GRS-2013-0003-0012
GRS 8	7a	Cost Report Data Files – Ledgers and forms	NC-64-75-2 item 8/8a	GRS 1.1	040	Cost Accounting for stores, inventory, and materials	DAA-GRS-2013-0003-0012
GRS 8	7b1	Cost Report Data Files – Automated records – Detail cards	GRS 8, 1952 item 8b1	Rescinded – GRS Transmittal 23			
GRS 8	7b2	Cost Report Data Files – Automated records – Summary cards	GRS 8, 1952 item 8b2	Rescinded – GRS Transmittal 23			
GRS 8	7b3	Cost Report Data Files – Tabulations	GRS 8, 1952 item 8b3	Rescinded – GRS Transmittal 23			

PREVIOUS ADM 9 / GRS 9				CURRENT RDS / GRS			
Schedule	Item	Series Title	Disposition Authority	Schedule	Item	Series Title	Disposition Authority
EPI			DOE Authority	EPI			DOE Authority
GRS 9	1a	Commercial Freight and Passenger Transportation Files – Original vouchers	N1-GRS-91-3 item 9/1a	GRS 1.1	010	Financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting: Official record held in the office of record	DAA-GRS-2013-0003-0001
GRS 9	1b	Commercial Freight and Passenger Transportation Files – Exclusion to 1a	N1-GRS-91-3 item 9/1b	GRS 1.1	010	Financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting: Official record held in the office of record	DAA-GRS-2013-0003-0001
GRS 9	1c	Commercial Freight and Passenger Transportation Files – Issuing office copies	N1-GRS-91-3 item 9/1c	GRS 1.1	010	Financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting: Official record held in the office of record	DAA-GRS-2013-0003-0001
GRS 9	1d	Commercial Freight and Passenger Transportation Files – Obligation copy	N1-GRS-91-3 item 1d	GRS 1.1	010	Financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting: Official record held in the office of record	DAA-GRS-2013-0003-0001
GRS 9	1e	Commercial Freight and Passenger Transportation Files – Unused ticket redemption forms	N1-GRS-98-2 item 8	GRS 1.1	010	Financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting: Official record held in the office of record	DAA-GRS-2013-0003-0001
ADM 9	1.1a	Foreign Travel Authorizations – Travel for programmatic reasons	N1-434-98-12 item 1.1a				

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PREVIOUS ADM 9 / GRS 9				CURRENT RDS / GRS			
Schedule	Item	Series Title	Disposition Authority	Schedule	Item	Series Title	Disposition Authority
EPI			DOE Authority	EPI			DOE Authority
ADM 9	1.1b	Foreign Travel Authorizations – Travel for personal reasons	N1-434-98-12 item 1.1b				
GRS 9	2	Lost or Damaged Shipment Files	N1-GRS-91-3 item 9/2	GRS 5.5	040	Lost, Destroyed, or Damaged Shipment Records	DAA-GRS-2016-0012-0004
GRS 9	3a	Noncommercial, Reimbursable Travel Files – Travel administrative office files	N1-GRS-91-3 item 9/3a	GRS 1.1	010	Financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting: Official record held in the office of record	DAA-GRS-2013-0003-0001
GRS 9	3b	Noncommercial, Reimbursable Travel Files – Obligation copies	N1-GRS-91-3 item 9/3b	GRS 1.1	011	Financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting: All other copies	DAA-GRS-2013-0003-0002
GRS 9	4a	General Travel and Transportation Files – Admin records	N1-GRS-91-3 item 9/4a	GRS 1.1	001	Financial Management and Reporting Administrative Records	DAA-GRS-2016-0013-0001
GRS 9	4b	General Travel and Transportation Files – Accountability Records	N1-GRS-91-3 item 9/4b	GRS 5.5	020	Mail, printing, and telecommunication services control records	DAA-GRS-2016-0012-0002
GRS 9	5a	Records Relating to Official Passports – Application files	N1-GRS-91-1 item 5a	GRS 2.2	090	Records Related to Official Passports: Application Records	DAA-GRS-2023-0002-0002
GRS 9	5b	Records Relating to Official Passports – Annual reports	N1-GRS-91-1 item 5b	GRS 2.2	010	Employee Management Administrative Records	DAA-GRS-2017-0007-0001
GRS 9	5c	Records Relating to Official Passports – Passport registers	N1-GRS-98-2 item 9	GRS 2.2	010	Employee Management Administrative Records	DAA-GRS-2017-0007-0001 (in part)
				GRS 2.2	091	Records Related to Official Passports: Official Passport Registers	DAA-GRS-2017-0007-0014 (in part)
GRS 9	6	RESERVED		N/A			
GRS 9	7	Records Relating to Official Passports – Passport registers	N1-GRS-98-2 item 9	GRS 2.4	130	Transportation Subsidy Program Administrative Records	DAA-GRS-2016-0015-0017 (in part)
				GRS 2.4	131	Transportation Subsidy Program Individual Case Files	DAA-GRS-2016-0015-0018 (in part)

PREVIOUS ADM 10 / GRS 10				CURRENT RDS / GRS			
Schedule	Item	Series Title	Disposition Authority	Schedule	Item	Series Title	Disposition Authority
EPI			DOE Authority	EPI			DOE Authority
GRS 10	1	Motor Vehicle Correspondence Files	GRS 10, 1952 item 1	GRS 5.4	010	Facility, space, vehicle, equipment, stock, and supply administrative and operational records	DAA-GRS-2016-0011-0001
GRS 10	2a	Motor Vehicle Operating and Maintenance Files – Operating records	GRS 10, 1952 item 2a	GRS 5.4	090	Land vehicle and water vessel inspection, maintenance, and service records	DAA-GRS-2016-0011-0011
GRS 10	2b	Motor Vehicle Operating and Maintenance Files – Maintenance records	GRS 10, 1952 item 2b	GRS 5.4	090	Land vehicle and water vessel inspection, maintenance, and service records	DAA-GRS-2016-0011-0011
GRS 10	3	Motor Vehicle Cost Files	GRS 10, 1952 item 3	GRS 5.4	090	Land vehicle and water vessel inspection, maintenance, and service records	DAA-GRS-2016-0011-0011
GRS 10	4	Motor Vehicle Report Files	GRS 10, 1952 item 4	GRS 5.4	010	Facility, space, vehicle, equipment, stock, and supply administrative and operational records	DAA-GRS-2016-0011-0001
GRS 10	5	Motor Vehicle Accident Files	GRS 10, 1952 item 5	GRS 5.4	140	Vehicle and Vessel Accident and Incident Records	DAA-GRS-2016-0011-0017
GRS 10	6	Motor Vehicle Release Files	NARA memo 10/20/1955	GRS 5.4	040	Excess personal property, equipment, and vehicle records	DAA-GRS-2016-0011-0004
GRS 10	7	Motor Vehicle Operator Files	Unknown	GRS 5.4	110	Vehicle and Heavy Equipment Operator Records	DAA-GRS-2016-0011-0014
GRS 10	8	RESERVED		N/A			
GRS 10	9	Routine Aircraft Operations	N1-GRS-04-6 item 1	GRS 5.4	120	Aircraft Flight Operations Records	DAA-GRS-2016-0011-0015
GRS 10	10	Logistical Support for Flight Operations	N1-GRS-04-6 item 2	GRS 5.4	130	Aircraft Operational Support Records	DAA-GRS-2016-0011-0016

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PREVIOUS ADM 10 / GRS 10				CURRENT RDS / GRS			
Schedule	Item	Series Title	Disposition Authority	Schedule	Item	Series Title	Disposition Authority
EPI			DOE Authority	EPI			DOE Authority
GRS 10	11a	General Aircraft Maintenance and Modification Records – Recordkeeping copies of maintenance manuals for unique or customized aircraft	N1-GRS-04-6 item 3a	Rescinded – GRS Transmittal 28			
GRS 10	11b	General Aircraft Maintenance and Modification Records – All other records	N1-GRS-04-6 item 3	GRS 5.4	100	Aircraft inspection, maintenance, and modification records	DAA-GRS-2016-0011-0013 (in part)
				GRS 5.4	130	Aircraft Operational Support Records	DAA-GRS-2016-0011-0016 (in part)
GRS 10	12	Individual Aircraft Maintenance and Airframe Modification Records	N1-GRS-04-6 item 4	GRS 5.4	100	Aircraft inspection, maintenance, and modification records	DAA-GRS-2016-0011-0013
GRS 10	13	Records Required for Accident/Incident Reports	N1-GRS-04-6 item 5	GRS 5.6	100	Accident and Incident Records	DAA-GRS-2023-0007-0002

PREVIOUS ADM 11 / GRS 11				CURRENT RDS / GRS			
Schedule	Item	Series Title	Disposition Authority	Schedule	Item	Series Title	Disposition Authority
EPI			DOE Authority	EPI			DOE Authority
GRS 11	1	Space and Maintenance General Correspondence Files	N1-GRS-96-1 item 1c	GRS 5.4	010	Facility, space, vehicle, equipment, stock, and supply administrative and operational records	DAA-GRS-2016-0011-0001
ADM 11	2a	Departmental Space Files – Building plan files, surveys for space planning, assignment and adjustment NOTE: DO NOT UTILIZE GRS 5.4	N1-434-98-14 item 2a				
ADM 11	2b(1)	Departmental Space Files – Correspondence with and reports relating to Departmental holdings – Reports to GSA	N1-434-98-14 item 2b(1)	GRS 5.4	010	Facility, space, vehicle, equipment, stock, and supply administrative and operational records	DAA-GRS-2016-0011-0001
ADM 11	2b(2)	Departmental Space Files – Correspondence with and reports relating to Departmental holdings – Copies in subordinate reporting unit	N1-434-98-14 item 2b(2)	GRS 5.4	010	Facility, space, vehicle, equipment, stock, and supply administrative and operational records	DAA-GRS-2016-0011-0001
GRS 11	2b1	Agency Space Files – Correspondence and reports – Reports to GSA	GRS 11, 1952 item 2b1	GRS 5.4	010	Facility, space, vehicle, equipment, stock, and supply administrative and operational records	DAA-GRS-2016-0011-0001
GRS 11	2b2	Agency Space Files – Copies	GRS 11, 1952 item 2b2	GRS 5.4	010	Facility, space, vehicle, equipment, stock, and supply administrative and operational records	DAA-GRS-2016-0011-0001
GRS 11	3	Directory Service Files	GRS 11, 1952 item 3	GRS 5.4	010	Facility, space, vehicle, equipment, stock, and supply administrative and operational records	DAA-GRS-2016-0011-0001
GRS 11	4a	Credentials Files – Identification credentials	GRS 11, 1952 item 4a	GRS 5.6	120	Personal identification credentials and cards: Application and activation records	DAA-GRS-2021-0001-0005 (in part)
				GRS 5.6	130	Local Facility Identification and Card Access Records	DAA-GRS-2021-0001-0006 (in part)
GRS 11	4b	Credentials Files – Receipts, indexes, listings, etc.	GRS 11, 1952 item 4b	GRS 5.6	120	Personal identification credentials and cards: Application and activation records	DAA-GRS-2021-0001-0005 (in part)
				GRS 5.6	130	Local Facility Identification and Card Access Records	DAA-GRS-2021-0001-0006 (in part)
GRS 11	5	Building and Equipment Service Files	GRS 11, 1952 item 5	GRS 5.2	010	Transitory records	DAA-GRS-2022-0009-0001

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PREVIOUS ADM 12 / GRS 12				CURRENT RDS / GRS			
Schedule	Item	Series Title	Disposition Authority	Schedule	Item	Series Title	Disposition Authority
EPI			DOE Authority	EPI			DOE Authority
GRS 12	1	Messenger Service Files	NC1-64-77-9 item 1	GRS 5.5	020	Mail, printing, and telecommunication services control records	DAA-GRS-2016-0012-0002
GRS 12	2a	Communication General Files – Correspondence re: internal administration and operation	NC1-64-77-9 item 2a	GRS 5.5	010	Mail, printing, and telecommunication services administrative and operational records	DAA-GRS-2016-0012-0001
GRS 12	2b	Communication General Files – Telecommunications general files	NC1-64-77-9 item 2b	GRS 5.5	010	Mail, printing, and telecommunication services administrative and operational records	DAA-GRS-2016-0012-0001
GRS 12	2c	Communication General Files – Telecommunications statistical reports	NC1-64-77-9 item 2c	GRS 5.5	020	Mail, printing, and telecommunication services control records	DAA-GRS-2016-0012-0002
GRS 12	2d1	Communication General Files – Telecommunication voucher files - Reference copies	NC1-64-77-9 item 2d1	GRS 1.1	011	Financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting: All other copies	DAA-GRS-2013-0003-0002
GRS 12	2d2	Communication General Files – Telecommunication voucher files - Relating to installation, etc.	NC1-64-77-9 item 2d2	GRS 5.5	010	Mail, printing, and telecommunication services administrative and operational records	DAA-GRS-2016-0012-0001
GRS 12	2e	Communication General Files – Copies of agreements	NC1-64-77-9 item 2e	GRS 5.5	010	Mail, printing, and telecommunication services administrative and operational records	DAA-GRS-2016-0012-0001
GRS 12	3a	Telecommunications Operational Files – Message registers, etc.	NC1-64-77-9 item 3a	GRS 5.5	020	Mail, printing, and telecommunication services control records	DAA-GRS-2016-0012-0002
GRS 12	3b	Telecommunications Operational Files – Copies of incoming/outgoing messages	NC1-64-77-9 item 3b	Rescinded – GRS Transmittal 28			
ADM 12	3.1	Telecommunications Master Files and Databases	N1-434-98-15 Item 3.1				
GRS 12	4	Telephone Use (Call Detail) Records	N1-GRS-96-4	GRS 5.5	010	Mail, printing, and telecommunication services administrative and operational records	DAA-GRS-2016-0012-0001
GRS 12	5a	Post Office and Private Mail Company Records – Re: incoming/outgoing mail	N1-GRS-87-2 item 5a	GRS 5.5	020	Mail, printing, and telecommunication services control records	DAA-GRS-2016-0012-0002
GRS 12	5b	Post Office and Private Mail Company Records – Application for registration and certification of declared value mail	N1-GRS-87-2 item 5b	GRS 5.5	020	Mail, printing, and telecommunication services control records	DAA-GRS-2016-0012-0002
GRS 12	5c	Post Office and Private Mail Company Records – Report of loss, etc.	N1-GRS-87-2 item 5c	GRS 5.5	020	Mail, printing, and telecommunication services control records	DAA-GRS-2016-0012-0002
GRS 12	6a	Mail and Delivery Service Control Files – Records of receipt and routing	NC1-64-77-9 item 6a	GRS 5.5	020	Mail, printing, and telecommunication services control records	DAA-GRS-2016-0012-0002
GRS 12	6b	Mail and Delivery Service Control Files – Statistical reports of postage used	NC1-64-77-9 item 6b	GRS 5.5	020	Mail, printing, and telecommunication services control records	DAA-GRS-2016-0012-0002
GRS 12	6c	Mail and Delivery Service Control Files – Requisition for stamps	NC1-64-77-9 item 6c	GRS 5.5	020	Mail, printing, and telecommunication services control records	DAA-GRS-2016-0012-0002
GRS 12	6d	Mail and Delivery Service Control Files – Statistical reports and data relating to handling of mail	NC1-64-77-9 item 6d	GRS 5.5	020	Mail, printing, and telecommunication services control records	DAA-GRS-2016-0012-0002
GRS 12	6e	Mail and Delivery Service Control Files – Records relating to checks or other valuables remitted to agency by mail	NC1-64-77-9 item 6e	GRS 5.5	020	Mail, printing, and telecommunication services control records	DAA-GRS-2016-0012-0002
GRS 12	6f	Mail and Delivery Service Control Files – Records of and receipts for mail and packages received through Official Mail and Messenger Service	NC1-64-77-9 item 6f	GRS 5.5	020	Mail, printing, and telecommunication services control records	DAA-GRS-2016-0012-0002
GRS 12	6g	Mail and Delivery Service Control Files – General files	NC1-64-77-9 item 6g	GRS 5.5	020	Mail, printing, and telecommunication services control records	DAA-GRS-2016-0012-0002
ADM 12	6h	Mail and Delivery Service Control Files – Locator cards, directories, indexes, etc.	N1-434-98-15 item 2	DOE 5.5	010	Directories/Phone Listing/Locator Cards/Indexes	DAA-GRS-2016-0012-0002
GRS 12	7	Metered Mail Files	NC1-64-77-9 item 7	GRS 5.5	030	Metered Mail Records	DAA-GRS-2016-0012-0003
GRS 12	8	Postal Irregularities Files	NC1-64-77-9 item 8	GRS 5.5	020	Mail, printing, and telecommunication services control records	DAA-GRS-2016-0012-0002 (in part)
				GRS 5.6	050	Misuse or Irregularities Investigation Records	DAA-GRS-2023-0007-0001 (in part)

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PREVIOUS ADM 13 / GRS 13				CURRENT RDS / GRS			
Schedule	Item	Series Title	Disposition Authority	Schedule	Item	Series Title	Disposition Authority
EPI			DOE Authority	EPI			DOE Authority
GRS 13	1	Administrative Correspondence Files	GRS 13, 1952 item 2	GRS 5.5	010	Mail, printing, and telecommunication services administrative and operational records	DAA-GRS-2016-0012-0001
GRS 13	2a	Project Files – Files pertaining to the accomplishment of the job	GRS 13, 1952 item 3a	GRS 5.5	020	Mail, printing, and telecommunication services control records	DAA-GRS-2016-0012-0002
GRS 13	2b	Project Files – Files pertaining to planning and other tech matters	GRS 13, 1952 item 3b	GRS 5.5	010	Mail, printing, and telecommunication services administrative and operational records	DAA-GRS-2016-0012-0001
GRS 13	3	Control Files	GRS 13, 1952 item 4	GRS 5.5	020	Mail, printing, and telecommunication services control records	DAA-GRS-2016-0012-0002
GRS 13	4a	Mailing Lists – Correspondence, etc.	GRS 13, 1952 item 5a	GRS 6.5	020	Customer/client records	DAA-GRS-2017-0002-0002
GRS 13	4b	Mailing Lists – Card lists	GRS 13, 1952 item 5b	GRS 6.5	020	Customer/client records	DAA-GRS-2017-0002-0002
GRS 13	5a	Joint Committee on Printing (JCP) Reports Files – Agency report to JCP	GRS 13, 1952 item 6a	GRS 5.7	050	Mandatory reports to external Federal entities regarding administrative matters	DAA-GRS-2020-0001-0003
GRS 13	5b	Joint Committee on Printing (JCP) Reports Files – Copies in subordinate units	GRS 13, 1952 item 6b	GRS 5.7	050	Mandatory reports to external Federal entities regarding administrative matters	DAA-GRS-2020-0001-0003
GRS 13	6	Internal Management Files	GRS 13, 1952 item 7	GRS 5.5	010	Mail, printing, and telecommunication services administrative and operational records	DAA-GRS-2016-0012-0001

PREVIOUS ADM 14 / GRS 14				CURRENT RDS / GRS			
Schedule	Item	Series Title	Disposition Authority	Schedule	Item	Series Title	Disposition Authority
EPI			DOE Authority	EPI			DOE Authority
GRS 14	1	Information Requests Files	N1-GRS-98-2 item 10	GRS 5.2	010	Transitory records	DAA-GRS-2022-0009-0001
GRS 14	2	Acknowledgment Files	GRS 14, 1954 item 4	GRS 5.2	010	Transitory records	DAA-GRS-2022-0009-0001
GRS 14	3	Press Service Files	GRS 14, 1954 item 5	Rescinded – GRS Transmittal 28			
GRS 14	4	Information Project Files	GRS 14, 1954 item 6	GRS 6.4	030	Public Affairs Product Production Files	DAA-GRS-2016-0005-0003
GRS 14	5	Commendation/Complaint Correspondence Files	GRS 14, 1954 item 7	GRS 6.4	020	Public correspondence and communications not requiring formal action	DAA-GRS-2016-0005-0002 (in part)
				GRS 6.5	010	Public Customer Service Operations Records	DAA-GRS-2017-0002-0001 (in part)
GRS 14	6	Indexes and Check Lists	GRS 14, 1954 item 8	GRS 6.4	030	Public Affairs Product Production Files	DAA-GRS-2016-0005-0003
GRS 14	7	RESERVED		N/A			
GRS 14	8	RESERVED		N/A			
GRS 14	9	RESERVED		N/A			
GRS 14	10	RESERVED		N/A			
GRS 14	11a1	FOIA Requests Files – Correspondence, etc. – Granting access	NC1-64-77-1 item 16a1	GRS 4.2	020	Access and Disclosure Request Files	DAA-GRS-2016-0002-0001
GRS 14	11a2a	FOIA Requests Files – Unable to be filled – Not appealed	NC1-64-77-1 item 16a2a	GRS 4.2	020	Access and Disclosure Request Files	DAA-GRS-2016-0002-0001
GRS 14	11a2b	FOIA Requests Files – Unable to be filled – Appealed	NC1-64-77-1 item 16a2b	GRS 4.2	020	Access and Disclosure Request Files	DAA-GRS-2016-0002-0001
GRS 14	11a3a	FOIA Requests Files – Denied – Not appealed	NC1-64-77-1 item 16a3a	GRS 4.2	020	Access and Disclosure Request Files	DAA-GRS-2016-0002-0001
GRS 14	11a3b	FOIA Requests Files – Denied – Appealed	NC1-64-77-1 item 16a3b	GRS 4.2	020	Access and Disclosure Request Files	DAA-GRS-2016-0002-0001

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Schedule	Item	Series Title	Disposition Authority	Schedule	Item	Series Title	Disposition Authority
EPI			DOE Authority	EPI			DOE Authority
GRS 14	11b	FOIA Requests Files – Official file copy of requested records	NC1-64-77-1 item 16b	Rescinded – GRS Transmittal 28			
GRS 14	12a	FOIA Appeals Files – Correspondence and supporting documents	NC1-64-77-1 item 17a	GRS 4.2	020	Access and Disclosure Request Files	DAA-GRS-2016-0002-0001
GRS 14	12b	FOIA Appeals Files – Official file copy of records under appeal	NC1-64-77-1 item 17b	Rescinded – GRS Transmittal 28			
GRS 14	13a	FOIA Control Files – Registers or listings	NC1-64-76-3 item 11a	GRS 4.2	040	Accounting for and control of access to classified and controlled unclassified records and records requested under FOIA, PA, and MDR	DAA-GRS-2019-0001-0003
GRS 14	13b	FOIA Control Files – Other files	NC1-64-76-3 item 11b	GRS 4.2	040	Accounting for and control of access to classified and controlled unclassified records and records requested under FOIA, PA, and MDR	DAA-GRS-2019-0001-0003
GRS 14	14	FOIA Reports Files	N1-GRS-98-2 item 11	GRS 4.2	070	Agency reports to the Congress, Department of Justice, or other entities regarding FOIA, MDR, PA, and similar access and disclosure programs	DAA-GRS-2013-0007-0006
GRS 14	15	FOIA Administrative Files	N1-GRS-98-2 item 12	GRS 4.2	001	FOIA, Privacy Act, and classified documents administrative records	DAA-GRS-2019-0001-0001
GRS 14	16	RESERVED		N/A			
GRS 14	17	RESERVED		N/A			
GRS 14	18	RESERVED		N/A			
GRS 14	19	RESERVED		N/A			
GRS 14	20	RESERVED		N/A			
GRS 14	21a1	Privacy Act Requests Files – Correspondence, etc. – Granting access	NC1-64-77-1 item 25a1	GRS 4.2	020	Access and Disclosure Request Files	DAA-GRS-2016-0002-0001
GRS 14	21a2a	Privacy Act Requests Files – Unable to be filled – Not appealed	NC1-64-77-1 item 25a2a	GRS 4.2	020	Access and Disclosure Request Files	DAA-GRS-2016-0002-0001
GRS 14	21a2b	Privacy Act Requests Files – Unable to be filled – Appealed	NC1-64-77-1 item 25a2b	GRS 4.2	020	Access and Disclosure Request Files	DAA-GRS-2016-0002-0001
GRS 14	21a3a	Privacy Act Requests Files – Denied – Not appealed	NC1-64-77-1 item 25a3a	GRS 4.2	020	Access and Disclosure Request Files	DAA-GRS-2016-0002-0001
GRS 14	21a3b	Privacy Act Requests Files – Denied – Appealed	NC1-64-77-1 item 25a3b	GRS 4.2	020	Access and Disclosure Request Files	DAA-GRS-2016-0002-0001
GRS 14	21b	Privacy Act Requests Files – Official file copy of requested records	NC1-64-77-1 item 25b	Rescinded – GRS Transmittal 28			
GRS 14	22a	Privacy Act Amendment Case Files – Agreed by agency	NC1-64-77-1 item 26a	GRS 4.2	090	Privacy Act Amendment Request Files	DAA-GRS-2013-0007-0007
GRS 14	22b	Privacy Act Amendment Case Files – Refused by agency	NC1-64-77-1 item 26b	GRS 4.2	090	Privacy Act Amendment Request Files	DAA-GRS-2013-0007-0007
GRS 14	22c	Privacy Act Amendment Case Files – Refused and appealed	NC1-64-77-1 item 26c	GRS 4.2	090	Privacy Act Amendment Request Files	DAA-GRS-2013-0007-0007
GRS 14	23	Privacy Act Accounting of Disclosure Files	NC1-64-77-1 item 27	GRS 4.2	050	Privacy Act Accounting of Disclosure Files	NC1-64-77-1 item 27 [DAL-GRS2023-0001-0001]
GRS 14	24a	Privacy Act Control Files – Registers or listings	NC1-64-77-1 item 28a	GRS 4.2	040	Accounting for and control of access to classified and controlled unclassified records and records requested under FOIA, PA, and MDR	DAA-GRS-2019-0001-0003
GRS 14	24b	Privacy Act Control Files – Other files	NC1-64-77-1 item 28b	GRS 4.2	040	Accounting for and control of access to classified and controlled unclassified records and records requested under FOIA, PA, and MDR	DAA-GRS-2019-0001-0003
GRS 14	25	Privacy Act Reports Files	N1-GRS-89-4 item 1	GRS 4.2	070	Agency reports to the Congress, Department of Justice, or other entities regarding FOIA, MDR, PA, and similar access and disclosure programs	DAA-GRS-2013-0007-0006
GRS 14	26	Privacy Act General Administrative Files	N1-GRS-98-2 item 13	GRS 4.2	001	FOIA, Privacy Act, and classified documents administrative records	DAA-GRS-2019-0001-0001
GRS 14	27	RESERVED		N/A			
GRS 14	28	RESERVED		N/A			
GRS 14	29	RESERVED		N/A			
GRS 14	30	RESERVED		N/A			
GRS 14	31a1	Mandatory Review For Declassification Requests Files – Correspondence, etc. – Granting access	N1-GRS-87-7 item 31a1	GRS 4.2	020	Access and Disclosure Request Files	DAA-GRS-2016-0002-0001

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Schedule	Item	Series Title	Disposition Authority	Schedule	Item	Series Title	Disposition Authority
EPI			DOE Authority	EPI			DOE Authority
GRS 14	31a2a	Mandatory Review For Declassification Requests Files – Unable to be filled – Not appealed	N1-GRS-87-7 item 31a2a	GRS 4.2	020	Access and Disclosure Request Files	DAA-GRS-2016-0002-0001
GRS 14	31a2b	Mandatory Review For Declassification Requests Files – Unable to be filled – Appealed	N1-GRS-87-7 item 31a2b	GRS 4.2	020	Access and Disclosure Request Files	DAA-GRS-2016-0002-0001
GRS 14	31a3a	Mandatory Review For Declassification Requests Files – Denied – Not appealed	N1-GRS-87-7 item 31a3a	GRS 4.2	020	Access and Disclosure Request Files	DAA-GRS-2016-0002-0001
GRS 14	31a3b	Mandatory Review For Declassification Requests Files – Denied – Appealed	N1-GRS-87-7 item 31a3b	GRS 4.2	020	Access and Disclosure Request Files	DAA-GRS-2016-0002-0001
GRS 14	31b	Mandatory Review For Declassification Requests Files – Official file copy of requested records	N1-GRS-87-7 item 31b	Rescinded – GRS Transmittal 28			
GRS 14	31c	Mandatory Review For Declassification Requests Files – Sanitizing instructions	N1-GRS-87-7 item 31c	GRS 4.2	020	Access and Disclosure Request Files	DAA-GRS-2016-0002-0001
GRS 14	32a	Mandatory Review for Declassification Appeals Files – Correspondence and supporting documents	N1-GRS-87-7 item 32a	GRS 4.2	020	Access and Disclosure Request Files	DAA-GRS-2016-0002-0001
GRS 14	32b	Mandatory Review for Declassification Appeals Files – Official file copy of records under appeal	N1-GRS-87-7 item 32b	Rescinded – GRS Transmittal 28			
GRS 14	33a	Mandatory Review for Declassification Control Files – Regular or listing	N1-GRS-87-7 item 33a	GRS 4.2	040	Accounting for and control of access to classified and controlled unclassified records and records requested under FOIA, PA, and MDR	DAA-GRS-2019-0001-0003
GRS 14	33b	Mandatory Review for Declassification Control Files – Other files	N1-GRS-87-7 item 33b	GRS 4.2	040	Accounting for and control of access to classified and controlled unclassified records and records requested under FOIA, PA, and MDR	DAA-GRS-2019-0001-0003
GRS 14	34	Mandatory Review for Declassification Reports Files	N1-GRS-98-2 item 14	GRS 4.2	030	Information access and protection tracking and control records	DAA-GRS-2019-0001-0002
GRS 14	35	Mandatory Review for Declassification Administrative Files	N1-GRS-98-2 item 15	GRS 4.2	030	Information access and protection tracking and control records	DAA-GRS-2019-0001-0002
GRS 14	36a	Erroneous Release Files that include the official file copy of the released records	N1-GRS-89-2 item 36a	GRS 4.2	060	Erroneous release records: Records filed with the record-keeping copy of the erroneously released records	DAA-GRS-2015-0002-0001
GRS 14	36b	Erroneous Release Files that do not include the official file copy of the released records	N1-GRS-89-2 item 36b	GRS 4.2	061	Erroneous release records: Records filed separately from the record-keeping copy of the released records	DAA-GRS-2015-0002-0002
GRS 14	37	RESERVED		N/A			
GRS 14	38	RESERVED		N/A			
GRS 14	39	RESERVED		N/A			
GRS 14	40	RESERVED		N/A			
ADM 14	41a	Speeches – Senior officials	N1-434-98-17 item 41a				
ADM 14	41b	Speeches – Other	N1-434-98-17 item 41b				
ADM 14	42a	News Media – Master media case file	N1-434-98-17 item 42a				
ADM 14	42b	News Media – Copies of news articles related to DOE or its contractors	N1-434-98-17 item 42b				
ADM 14	42c	News Media – Non-mission releases	N1-434-98-17 item 42c				
GRS 14	43	RESERVED		N/A			
ADM 14	44a	Electronic Mail and Word Processing System Copies – No further administrative value after recordkeeping copy is made	N1-434-98-17 item 44a	GRS 5.2	010	Transitory records	DAA-GRS-2022-0009-0001
ADM 14	44b	Electronic Mail and Word Processing System Copies – Used for dissemination, revision or updating	N1-434-98-17 item 44b	GRS 5.2	020	Intermediary records	DAA-GRS-2022-0009-0002
ADM 14	44	Invention Dockets	NN-169-84 item 1b				
ADM 14	45	U.S. Patent Application Case Files	NN-169-84 item 2b				
ADM 14	46	Patent Contracts	NN-169-84 item 3c				
ADM 14	47	Patent Licensing Records	NN-169-84 item 4				
ADM 14	48	Employee Patent Agreement Forms	NN-169-84 item 5				
ADM 14	49a	Docket Files (Patents) – Headquarters	NN-169-84 item 6a				
ADM 14	49b	Docket Files (Patents) – Field elements	NN-169-84 item 6b				

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EPI			DOE Authority	EPI			DOE Authority
ADM 14	50a	Patent Infringement Files – Headquarters	NN-169-84 item 7				
ADM 14	50b	Patent Infringement Files – Field elements and contractors	NN-169-84 item 7				
ADM 14	51a	Reports or Patents Applications Disclosing Nuclear Inventions/Discoveries – Section 151(c)	NC1-434-83-3 item 1a				
ADM 14	51b	Reports or Patents Applications Disclosing Nuclear Inventions/Discoveries – Section 151(d)	NC1-434-83-3 item 1b				
ADM 14	51c	Reports or Patents Applications Disclosing Nuclear Inventions/Discoveries – Section 152	NC1-434-83-3 item 1c				
ADM 14	52a	Litigation Files – Significant cases	NC1-430-78-1 item 1a				
ADM 14	52b	Litigation Files – Public interest	NC1-430-78-1 item 1b				
ADM 14	52c	Litigation Files – Supreme Court Review	NC1-430-78-1 item 1c				
ADM 14	52d	Litigation Files – Personal injury related to radiation	NC1-430-78-1 item 1d				
ADM 14	52e	Litigation Files – Other	NC1-430-78-1 item 1e				
ADM 14	53	Invention Disclosure Logs and Ledgers	NN-169-84 item 10				
ADM 14	54	True Copy Certificates	NN-162-85 item 1				
ADM 14	55	Congressional Hearing Coordination Case Files	NC1-434-83-2 item 1				

PREVIOUS ADM 15 / GRS 15				CURRENT RDS / GRS			
Schedule	Item	Series Title	Disposition Authority	Schedule	Item	Series Title	Disposition Authority
EPI			DOE Authority	EPI			DOE Authority
GRS 15	1	Housing General Correspondence Files	GRS 15, 1953, item 1	GRS 5.4	010	Facility, space, vehicle, equipment, stock, and supply administrative and operational records	DAA-GRS-2016-0011-0001
GRS 15	2a	Housing Maintenance and Repair Files – Summary card or ledger record	GRS 15, 1953, item 2a	GRS 5.4	070	Records documenting facility structure and long-term maintenance	DAA-GRS-2016-0011-0008
GRS 15	2b	Housing Maintenance and Repair Files – Work orders, etc.	GRS 15, 1953, item 2b	GRS 5.4	070	Records documenting facility structure and long-term maintenance	DAA-GRS-2016-0011-0008
GRS 15	3	Housing Management Files	GRS 15, 1953, item 3	GRS 5.4	010	Facility, space, vehicle, equipment, stock, and supply administrative and operational records	DAA-GRS-2016-0011-0001
GRS 15	4	Housing Lease Files	GRS 15, 1953, item 4	GRS 5.4	080	Housing Rental and Lease Records	DAA-GRS-2016-0011-0010
GRS 15	5a	Housing Assignment and Vacancy Card Files – Individual tenant cards	GRS 15, 1953, item 5a	GRS 5.4	080	Housing Rental and Lease Records	DAA-GRS-2016-0011-0010
GRS 15	5b	Housing Assignment and Vacancy Card Files – Individual housing unit cards	GRS 15, 1953, item 5b	GRS 5.4	080	Housing Rental and Lease Records	DAA-GRS-2016-0011-0010
GRS 15	6	Housing Inventory Files	GRS 15, 1953, item 6	GRS 5.4	010	Facility, space, vehicle, equipment, stock, and supply administrative and operational records	DAA-GRS-2016-0011-0001
GRS 15	7a	Housing Application Files – Rejected application files	GRS 15, 1953, item 7a	GRS 5.4	080	Housing Rental and Lease Records	DAA-GRS-2016-0011-0010
GRS 15	7b	Housing Application Files – All others	GRS 15, 1953, item 7b	GRS 5.4	080	Housing Rental and Lease Records	DAA-GRS-2016-0011-0010

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Schedule	Item	Series Title	Disposition Authority	Schedule	Item	Series Title	Disposition Authority
EPI			DOE Authority	EPI			DOE Authority
GRS 16	1a	Administrative Issuances – Notices, etc.	NC1-GRS-81-5 item 3c	GRS 5.7	030	Administrative Directives and Notices	DAA-GRS-2017-0008-0003
GRS 16	1b	Administrative Issuances – Case files	NC1-GRS-81-5 item 3d	GRS 5.7	030	Administrative Directives and Notices	DAA-GRS-2017-0008-0003
ADM 16	1.1	Issuance Documenting Substantive Functions	N1-434-01-8 item 1.1				
ADM 16	1.1.1a	Internal Publications – Official/Editor's copy	N1-434-01-8 item 1.1.1a				
ADM 16	1.1.1b	Internal Publications – All other copies	N1-434-01-8 item 1.1.1b				
ADM 16	1.2	Management Improvement	N1-434-01-8 item 1.2				
ADM 16	1.3	Performance Indicators	N1-434-01-8 item 1.3				
ADM 16	1.4a	Baseline Management – Development of baselines and all supporting documentation	N1-434-98-19 item 1.4a	DOE 1.3	030	Baseline Management	DAA-0434-2021-0003-0005
ADM 16	1.4b	Baseline Management – Baseline change proposals, approvals, and supporting documentation	N1-434-98-19 item 1.4b	DOE 1.3	030	Baseline Management	DAA-0434-2021-0003-0005
ADM 16	1.5a	Administrative Management – High Level Correspondence	N1-434-98-19 item 1.5a				
ADM 16	1.5b	Administrative Management – Administrative Correspondence	N1-434-98-19 item 1.5b				
ADM 16	1.6	Administrative Issuances – All other copies	N1-434-98-19 item 1.6				
GRS 16	2a1	Records Disposition Files – Basic documentation – approved SF115s	N1-GRS-98-2 item 16	GRS 4.1	020	Records Management Program Records	DAA-GRS-2013-0002-0007
GRS 16	2a2	Records Disposition Files – Basic documentation – Other records	N1-GRS-98-2 item 17	GRS 4.1	020	Records Management Program Records	DAA-GRS-2013-0002-0007
GRS 16	2b	Records Disposition Files – Routine correspondence and memoranda	N1-GRS-98-2 item 18	GRS 4.1	020	Records Management Program Records	DAA-GRS-2013-0002-0007
GRS 16	3a	Forms Files – One record copy of each form	NC1-GRS-81-4 item 1	GRS 4.1	040	Forms Management Records	DAA-GRS-2013-0002-0009
GRS 16	3b	Forms Files – Background materials, etc.	NC1-64-77-8 item 4b	GRS 4.1	040	Forms Management Records	DAA-GRS-2013-0002-0009
GRS 16	4a	Records Holdings Files – Records in offices that prepare reports on agency-wide records holdings	NC1-GRS-80-4 item 6a	Rescinded – GRS Transmittal 28			
GRS 16	4b	Records Holdings Files – Records held by other offices	NC1-GRS-80-4 item 6b	Rescinded – GRS Transmittal 28			
GRS 16	5	Project Control Files	NC1-64-77-8 item 4b	DOE 1.3	040	Project Control / Project Management Records NOTE: GRS 16.5 was rescinded by NARA in GRS Transmittal 29 – DOE created a new schedule item to replace.	DAA-0434-2021-0003-0006
GRS 16	6	Reports Control Files	NC1-GRS-80-7 item 1	GRS 5.7	040	Records about authorizing and managing report requirements and parameters	DAA-GRS-2020-0001-0002
GRS 16	7	Records Management Files	N1-GRS-98-2 item 19	GRS 4.1	020	Records Management Program Records	DAA-GRS-2013-0002-0007 (in part)
				GRS 4.1	030	Vital or Essential Records Program Records	DAA-GRS-2013-0002-0008 (in part)
ADM 16	8a	Committee and Conferences – Records relating to establishment, organization, membership, and policy of internal committees	N1-434-98-19 item 8a				
ADM 16	8b1	Committee and Conferences – Agenda, minutes, final reports and relating records documenting accomplishments	N1-434-98-19 item 8b1				
ADM 16	8b1.1	Committee and Conferences – Advisory Committee Records	N1-434-98-19 item 8b1.1	GRS 6.2	010	Substantive Committee Records (non-Grant Review Committees)	DAA-GRS-2015-0001-0001
ADM 16	8b1.2	Committee and Conferences – Closed Advisory Committee Meeting Records	N1-434-98-19 item 8b1.2	GRS 6.2	010	Substantive Committee Records (non-Grant Review Committees)	DAA-GRS-2015-0001-0001

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EPI			DOE Authority	EPI			DOE Authority
ADM 16	8b2	Committee and Conferences – All other committee records	N1-434-98-19 item 8b(2)				
ADM 16	8c	Committee and Conferences – Records maintained by Department Committee Management Officers for committees established under the FACA	N1-434-98-19 item 8c	GRS 6.2	060	Committee Management Records	DAA-GRS-2015-0001-0006
ADM 16	8.d1a	Committee and Conferences – Sponsor's files including, but not limited to plan, announcements, invitations, agenda, papers presented, summaries, etc.	N1-434-01-8 item 8d(1)(a)				
ADM 16	8.d1b	Committees and Conferences – Records of national and international conferences and conventions – Conferences/conventions sponsored by the Department – Records held by other offices	N1-434-01-8 item 8d(1)(b)	Rescinded – DOE Transmittal 05			
ADM 16	8.d2a	Committees and Conferences – Records of national and international conferences and conventions – Conferences/conventions sponsored by DOE – Sponsor's file	N1-434-01-8 item 8d(2)(a)				
ADM 16	8.d2b	Committee and Conferences – Records of national and international conferences and conventions – Conferences/conventions sponsored by DOE – Records held by other offices	N1-434-01-8 item 8d(2)(b)	Rescinded – DOE Transmittal 05			
ADM 16	8.d3a	Committees and Conferences – Conferences, convention and seminars not sponsored by DOE and/or its contractor(s) – Reports containing summaries of views, presented, actions taken by the assembly	N1-434-01-8 item 8d(3)(a)				
ADM 16	8.d3b	Committee and Conferences – Records of national and international conferences and conventions Conferences, conventions and seminars not sponsored by DOE and/or its contractor(s) – All other records	N1-434-01-8 item 8d(3)(b)	Rescinded – DOE Transmittal 05			
GRS 16	9	Feasibility Studies	NC1-GRS-81-7 item 1	GRS 3.1	011	System Development Records	DAA-GRS-2013-0005-0007
GRS 16	10a	Microfilm Inspection Records – Re: permanent records	N1-GRS-91-4 item 1	GRS 4.1	020	Records Management Program Records	DAA-GRS-2013-0002-0007
GRS 16	10b	Microfilm Inspection Records – Re: temporary records	N1-GRS-98-2 item 22	GRS 4.1	020	Records Management Program Records	DAA-GRS-2013-0002-0007
GRS 16	11	IRM Triennial Review Files	N1-GRS-87-15 item 1	Rescinded – GRS Transmittal 29			
GRS 16	12	Information Collection Budget Files	N1-GRS-87-16 item 1	GRS 5.7	050	Mandatory reports to external Federal entities regarding administrative matters	DAA-GRS-2020-0001-0003
GRS 16	13a	Documents Published in the Federal Register – Processing notices announcing matters not codified in CFR	N1-GRS-87-17 item 1a	GRS 5.7	070	Federal Register notices other than proposed and final rules	DAA-GRS-2017-0012-0004
GRS 16	13b	Documents Published in the Federal Register – Processing of semiannual regulatory agenda	N1-GRS-87-17 item 1b	GRS 5.7	080	Agency Input Into the Unified Agenda	DAA-GRS-2017-0012-0005
GRS 16	14a	Management Control Records – Policy, procedure, and guidance files	N1-GRS-91-5 item 1a	GRS 5.7	010	Internal administrative accountability and operational management control records	DAA-GRS-2020-0001-0001
GRS 16	14b	Management Control Records – Management control plans	N1-GRS-91-5 item 1b	GRS 5.7	010	Internal administrative accountability and operational management control records	DAA-GRS-2020-0001-0001
GRS 16	14c	Management Control Records – Risk analyses	N1-GRS-91-5 item 1c	GRS 5.7	010	Internal administrative accountability and operational management control records	DAA-GRS-2020-0001-0001
GRS 16	14d	Management Control Records – Annual reports and assurance statements	N1-GRS-91-5 item 1d	GRS 5.7	010	Internal administrative accountability and operational management control records	DAA-GRS-2020-0001-0001
GRS 16	14e	Management Control Records – Tracking files	N1-GRS-98-2 item 23	GRS 5.7	010	Internal administrative accountability and operational management control records	DAA-GRS-2020-0001-0001
GRS 16	14f1	Management Control Records – Review Files – Responsible office	N1-GRS-91-5 item 1f1	GRS 5.7	020	Internal control review, response, and mitigation management records	DAA-GRS-2017-0008-0002
GRS 16	14f2	Management Control Records – Review Files – Other offices	N1-GRS-91-5 item 1f2	Rescinded – GRS Transmittal 29			

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Schedule	Item	Series Title	Disposition Authority	Schedule	Item	Series Title	Disposition Authority
EPI			DOE Authority	EPI			DOE Authority
GRS 17	1	Cartographic Records Prepared During Intermediate Stages of Publication	N1-GRS-88-5 item 1	GRS 6.4	030	Public Affairs Product Production Files	DAA-GRS-2016-0005-0003
GRS 17	2	WITHDRAWN		N/A			
ADM 17	3	Architectural drawings of temporary structures	N1-434-98-20 item 3				
GRS 17	4	Drawings of Electrical, Plumbing, Heating, or Air Conditioning Systems	N1-GRS-98-2 item 25	GRS 5.4	051	Final and as-built drawings, plans, and designs; and all other records	DAA-GRS-2016-0011-0006
GRS 17	5	Contract Negotiation Drawings	N1-GRS-98-2 item 26	GRS 5.4	050	Draft, preliminary, intermediate, working, and contract negotiation drawings	DAA-GRS-2016-0011-0005
ADM 17	5a	Contract Negotiation/Drawings from nuclear facilities or facilities that produced or stored hazardous materials	N1-434-98-20 item 5a				
ADM 17	5b	Contract Negotiation/Drawings – All other facilities	N1-434-98-20 item 5b				
ADM 17	6a	Space Assignment Plans for nuclear facilities or facilities that produced or stored hazardous materials NOTE: DO NOT UTILIZE GRS 5.4	N1-434-98-20 item 6a				
GRS 17	6b	Space Assignment Plans – All other facilities	N1-GRS-98-2 item 27	GRS 5.4	051	Final and as-built drawings, plans, and designs; and all other records	DAA-GRS-2016-0011-0006
GRS 17	7	RESERVED		N/A			
GRS 17	8	Engineering Drawings of Routine Minor Parts	N1-GRS-98-2 item 28	GRS 5.4	051	Final and as-built drawings, plans, and designs; and all other records	DAA-GRS-2016-0011-0006
GRS 17	9	Drawings Reflecting Minor Modifications	N1-GRS-98-2 item 29	GRS 5.4	051	Final and as-built drawings, plans, and designs; and all other records	DAA-GRS-2016-0011-0006
GRS 17	10	Paint Plans and Samples	N1-GRS-98-2 item 30	GRS 5.4	051	Final and as-built drawings, plans, and designs; and all other records	DAA-GRS-2016-0011-0006
GRS 17	11	RESERVED		N/A			
ADM 17	12a1	Biological Records – Research notebooks – Highly significant value	NC-430-76-4 item 1a1				
ADM 17	12a2	Biological Records – Research notebooks – Other	NC-430-76-4 item 1a2				
ADM 17	12b	Biological records – Research notebooks – Periodic reports	NC-430-76-4 item 1b				
ADM 17	12c	Biological records – Research notebooks – Machine-readable data	NC-430-76-4 item 1c				
ADM 17	12d	Biological Laboratory Records – Documenting concerning effect of radiation on animal and aquatic life – Necropsy protocols	NC-430-76-4 item 1d				
ADM 17	12e	Biological Laboratory Records – Documenting concerning effect of radiation on animal and aquatic life – Animal case histories	NC-430-76-4 item 1e				
ADM 17	12f	Biological Laboratory Records – Documenting concerning effect of radiation on animal and aquatic life – Thyroid count records	NC-430-76-4 item 1f				
ADM 17	12g	Biological Laboratory Records – Documenting concerning effect of radiation on animal and aquatic life – Radio analysis sample data	II-NNA-1595 item 1g				
ADM 17	12h	Biological Laboratory Records – Documenting concerning effect of radiation on animal and aquatic life – Aquatic biology data analysis	II-NNA-1595 item 1h				
ADM 17	12i	Biological Laboratory Records – Documenting concerning effect of radiation on animal and aquatic life – Decay curve data sheets	II-NNA-1595 item 1i				
ADM 17	12j	Biological Laboratory Records – Documenting concerning effect of radiation on animal and aquatic life – Absorption curve data sheets	II-NNA-1595 item 1j				
ADM 17	12k	Biological Laboratory Records – Documenting concerning effect of radiation on animal and aquatic life – Daily counter background reports	II-NNA-1595 item 1k				
ADM 17	12l	Biological Laboratory Records – Documenting concerning effect of radiation on animal and aquatic life – Analytical requests	II-NNA-1595 item 1l				
ADM 17	12m	Biological Laboratory Records – Documenting concerning effect of radiation on animal and aquatic life – Photomicrographic requests	II-NNA-1595 item 1m				

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EPI			DOE Authority	EPI			DOE Authority
ADM 17	12n	Biological Laboratory Records – Documenting concerning effect of radiation on animal and aquatic life – Laboratory worksheets pertaining to animal birth records	NC-430-76-4 item 1n				
ADM 17	12o	Biological Laboratory Records – Documenting concerning effect of radiation on animal and aquatic life – Animal tissue preparation request listing tissues	II-NNA-1595 item 1o				
ADM 17	12p	Biological Laboratory Records – Documenting concerning effect of radiation on animal and aquatic life – Radiation counter control data	II-NNA-1595 item 1p				
ADM 17	12q	Biological Laboratory Records – Documenting concerning effect of radiation on animal and aquatic life – Radiation counter plateaus listing equipment number	II-NNA-1595 item 4q				
ADM 17	12r	Biological Laboratory Records – Documenting concerning effect of radiation on animal and aquatic life – Source data card files	II-NNA-1595 item 1r				
ADM 17	12s	Biological Laboratory Records – Documenting concerning effect of radiation on animal and aquatic life – Particle accelerator experiment records	NC-430-76-4 item 2d				
ADM 17	13a	Synoptic Meteorology Records – Wind Logs	II-NNA-2144 item a				
ADM 17	13b	Synoptic Meteorology Records – Summary sheets	II-NNA-2144 item b				
ADM 17	13c	Synoptic Meteorology Records – Reports of synoptic wind observations	II-NNA-2144 item c				
ADM 17	13d	Synoptic Meteorology Records – Soil and air temperature logs	II-NNA-2144 item d				
ADM 17	13e	Synoptic Meteorology Records – Solar and radiation logs	II-NNA-2144 item e				
ADM 17	13f	Synoptic Meteorology Records – Precipitation measurements	II-NNA-2144 item f				
ADM 17	13g	Synoptic Meteorology Records – Pressure logs	II-NNA-2144 item g				
ADM 17	13h	Synoptic Meteorology Records – Surface weather observation data	II-NNA-2144 item h				
ADM 17	13i	Synoptic Meteorology Records – Summary records	II-NNA-2144 item i				
ADM 17	13j	Synoptic Meteorology Records – Precipitation measurements	II-NNA-2144 item j				
ADM 17	13k	Synoptic Meteorology Records – Recorder Charts	II-NNA-2144 item k				
ADM 17	13l	Synoptic Meteorology Records – Pilot Balloon ascension reports	II-NNA-2144 item l				
ADM 17	13m	Synoptic Meteorology Records – Weather maps and charts	II-NNA-2144 item m				
ADM 17	13n	Synoptic Meteorology Records – Background recorder charts	II-NNA-2144 item n				
ADM 17	14	Management of Production Records	II-NNA-1837 item 1				
ADM 17	15a	Work Permit (Work Order) – Log sheets pertaining to special work permits in operating activities	II-NNA-2257 item 19				
ADM 17	15b	Work Permits (Work Order) – Authorizing electrical work in processing plants	II-NNA-1598 item 4				
ADM 17	15c	Work Permit (Work Order) – Photographers work permits	II-NNA-2984 item 5				
ADM 17	16a1	Progress Reports – Weekly reports – Substantive	II-NNA-1941 item 1a				
ADM 17	16a2	Progress Reports – Weekly reports – Administrative housekeeping	II-NNA-1941 item 1b				
ADM 17	16a3	Progress Reports – Daily output reports	II-NNA-1941 item 1c				
ADM 17	16b	Progress Reports – Administrative, progress, production and quality control reports and records	II-NNA-2838 item 1				
ADM 17	17a	Production Management Records – Project History Files	II-NNA-1941 item 2				
ADM 17	17b	Production Management Records – Run Books	II-NNA-2536 item 2				
ADM 17	17c	Production Management Records – Deviation Files	II-NNA-2064 item 1				
ADM 17	17d1	Production Management Files – Quality Control Records – Technical data files	II-NNA-2838 item 3				
ADM 17	17d2	Production Management Files – Quality Control – Data reflecting impurities	II-NNA-1527 item 2				

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EPI			DOE Authority	EPI			DOE Authority
ADM 17	17d3	Production Management Files – Quality Control – Lot fabrication and inspection records	II-NNA-2536 item 1				
ADM 17	17e	Production Management – X-ray film, industrial inspection x-ray files	II-NNA-675 item 4				
ADM 17	17f	Production Management Records – Seal files	II-NNA-1554 item 5				
ADM 17	18a	Industrial Methods Records – Procedures	II-NNA-2257 item 13				
ADM 17	18b	Industrial Methods Records – Process work reports	II-NNA-2260 item 2a				
ADM 17	18c	Industrial Methods Records – Work simplification records	II-NNA-2252 item 1				
ADM 17	18d	Industrial Methods Records – Industrial Engineering Reports	II-NNA-2252 item 2				
ADM 17	18e	Industrial Methods Records – Sampling Checklists	II-NNA-962 item 4				
ADM 17	19	Production Equipment Inventory Control Records – Production Equipment Inventory Listings	II-NNA-310 item 7				
ADM 17	20a1	Equipment Maintenance Records – Service life of the equipment history and radiograph records – Seal history sheets	II-NNA-1554 items 2 & 4				
ADM 17	20a2	Equipment Maintenance Records – Service life of the equipment history and radiograph records – Pump history files	II-NNA-1554 items 3				
ADM 17	20a3	Equipment Maintenance Records – Service life of the equipment history and radiograph records – Radiographs of reactor system welds	NN-170-57 item 1				
GRS 17	20b	RESERVED		N/A			
ADM 17	20c1	Equipment Records – Pressure vessel inspection reports	II-NNA-2808 item 2				
ADM 17	20c2	Equipment Records – Gamma distribution files	II-NNA-1527 item 3				
ADM 17	20c3	Equipment Records – Reports of preliminary tests of equipment	II-NNA-2143 item 1				
ADM 17	20c4a(1)	Equipment Records – Routing monitoring – Logs or supporting records for converter status (daily reports)	II-NNA-1554 item 10				
ADM 17	20c4a(2)	Equipment Records – Routing monitoring – Logs or supporting records for cylinder pipe leaks	II-NNA-1554 item 9				
ADM 17	20c4a(3)	Equipment Records – Routing monitoring – Logs or supporting records for individual tube (gamma tests)	II-NNA-1554 item 11				
ADM 17	20c4a(4)	Equipment Records – Routing monitoring – Logs or supporting records for valves	II-NNA-1554 item 8				
ADM 17	20c4a(5)	Equipment Records – Routing monitoring – logs or supporting records for valve equipment	II-NNA-1554 item 8				
ADM 17	20c4a(6)	Equipment Records – Routing monitoring – Logs or supporting records for industrial inspection x-ray files NOTE: Duplicate of ADM 17.17e	II-NNA-675 item 4				
ADM 17	20c4b	Equipment Records – Routing monitoring – Logs or supporting records for operators' reports of equipment failure	II-NNA-1601 item 5				
ADM 17	21a	Reactor Operations Records – Control room logs	II-NNA-3002 item 1				
ADM 17	21b	Reactor Operations Records – Shift supervisors' logbooks	II-NNA-3002 item 2				
ADM 17	21c	Reactor Operations Records – Daily operations summary reports	II-NNA-3002 item 3				
ADM 17	21d1	Reactor Operations Records – Reactor temperature control records – Graphite datasheets	II-NNA-2088 item 2a				
ADM 17	21d2	Reactor Operations Records – Reactor temperature control records - Temperature and flow maps	II-NNA-170-57 item 3				
ADM 17	21d3	Reactor Operations Records – Reactor temperature control records – Temperature cards and tapes	II-NNA-1527 item 1				
ADM 17	21e1	Reactor Operations Records – Source records	NN-170-57 item 5a				
ADM 17	21e2	Reactor Operations Records – Generator sheets	NN-170-57 item 5b				
ADM 17	21f	Reactor Operations Records – Generator sheet files	II-NNA-1521 item 5				
GRS 17	21g	RESERVED		N/A			
ADM 17	21h	Reactor Operations Records – Recorder chars for record temperature, pressure, flow, power fluctuation	NN-163-145 item 1				

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EPI			DOE Authority	EPI			DOE Authority
ADM 17	22a1	Materials Processing Records – Laboratory Manuals	II-NNA-2256 item 1				
ADM 17	22a2	Materials Processing Records – Laboratory Notebooks	II-NNA-2256 item 2				
ADM 17	22a3	Materials Processing Records – Control records performed in analytical laboratories – Sample receiving logs	II-NNA-2256 item 3				
ADM 17	22a4	Materials Processing Records – Control records performed in analytical laboratories – Special nuclear material accountability logs	II-NNA-2256 item 4				
ADM 17	22a5	Materials Processing Records – Control records performed in analytical laboratories – Spectrograph film logs	II-NNA-2256 item 6				
ADM 17	22a6	Materials Processing Records – Control records performed in analytical laboratories – Spectral slides used in spectrographic analysis of samples	II-NNA-1941 item 3				
ADM 17	22a7	Materials Processing Records – Control records performed in analytical laboratories – Analysis requests	II-NNA-2256 item 7				
ADM 17	22a8	Materials Processing Records – Control records performed in analytical laboratories – Analytical assay records listing results	II-NNA-2256 item 8				
ADM 17	22a9	Materials Processing Records – Control records performed in analytical laboratories – Quality control monthly reports	II-NNA-2256 item 9				
ADM 17	22a10	Materials Processing Records – Control records performed in analytical laboratories – Supervisors shift logbooks	II-NNA-2256 item 10				
ADM 17	22a11	Materials Processing Records – Control records performed in analytical laboratories – Essential materials analysis reports	II-NNA-2256 item 11				
ADM 17	22a12	Materials Processing Records – Control records performed in analytical laboratories – Investigations of high hand scores	II-NNA-2256 item 12				
ADM 17	22a13	Materials Processing Records – Control records performed in analytical laboratories - Comparative analysis logs	II-NNA-2256 item 13				
ADM 17	22a14	Materials Processing Records – Control records performed in analytical laboratories – Daily sample reports	II-NNA-2256 item 14				
ADM 17	22a15	Periodic Reports of units, subsection, and section pertaining to management and personnel functions	II-NNA-2256 item 15				
ADM 17	22b	Materials Processing Records – Analytical logbooks recording analyses	II-NNA-2258 item 1				
ADM 17	22c	Materials and Allocation Records – Sample analysis data accumulated by work laboratories	II-NNA-2063 item 1				
ADM 17	22d	Materials and Allocation Records – batch information consisting of technical, analytical or statistical data pertinent to chemical makeup	II-NNA-1521 item 2				
ADM 17	22e	Materials and Allocation Records – Sample analysis data accumulated by work laboratories	II-NNA-2258 item 10				
ADM 17	22f	Process transfer records of metals, solids	II-NNA-2258 item 11				
ADM 17	22g	Materials and Allocation Records – Slug storage records	II-NNA-2258 item 9				
ADM 17	22h	Materials and Allocation Records – Sample history sheets	II-NNA-1554 item 12				
ADM 17	23a	Barrier Records – Barrier retubing inventories	II-NNA-1554 item 6				
ADM 17	23b	Barrier Records – Inventory and transfer files	II-NNA-1554 item 13				
ADM 17	23c	Barrier Records – Barrier process and usage reports	II-NNA-1554 item 7				
ADM 17	24a	Special Research and Reactor Materials Allocations Files – Files of Offices with Authority NOTE: Duplicate of ADM 18.51a	II-NNA-1735 item 3a	ADM 18	51a	Materials Allocation Files – Files of Offices with Authority	II-NNA-1735 item 3a
ADM 17	24b	Special Research and Reactor Materials Allocations Files – Files of Operations Offices NOTE: Duplicate of ADM 18.51b	II-NNA-1735 item 3b	ADM 18	51b	Materials Allocation Files – Files of Operations Offices	II-NNA-1735 item 3b
ADM 17	24c	Special Research and Reactor Materials Allocations Files – Files of Requesting Agencies NOTE: Duplicate of ADM 18.51c	II-NNA-1735 item 3c	ADM 18	51c	Materials Allocation Files – Files of Requesting Agencies	II-NNA-1735 item 3c

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EPI			DOE Authority	EPI			DOE Authority
ADM 17	24d	Special Research and Reactor Materials Allocations Files – Files of Approved Allocations NOTE: Duplicate of ADM 18.50b	II-NNA-1735 item 3d	ADM 18	50b	Materials Allotment Files – Files of Ops offices pertaining to source and special nuclear materials requests; and consolidated requests for allotments, together with related correspondence.	NC-430-76-1, item 9a
ADM 17	24e	Special Research and Reactor Materials Allocations Files – Essential Materials Reports	II-NNA-2257 item 9				
ADM 17	24f	Special Research and Reactor Materials Allocations Files – Accountability Reports	II-NNA-2257 item 15				
ADM 17	24g	Special Research and Reactor Materials Allocations Files – Essential (non-SS) Materials Accountability	II-NNA-2838 item 2				
ADM 17	24h	Special Research and Reactor Materials Allocations Files – SS Material Accountability and Transfer Files	NN-165-90	ADM 18	56	SS Material Transfer Files	N1-434-98-21, item 56
ADM 17	24i	Special Research and Reactor Materials Allocation files – Daily Line Operations Reports	II-NNA-962 item 3				
ADM 17	24j	Special Research and Reactor Materials Allocation Files – Feed and waste reports	II-NNA-1598 item 2				
ADM 17	24k	Special Research and Reactor Materials Allocation Files – Product Withdrawal Sheets	NN-170-21 item 1				
ADM 17	24l1	Special Research and Reactor Materials Allocations Files – SS Material Shipping Form Files	II-NNA-3225 item 1a				
ADM 17	24l2	Special Research and Reactor Materials Allocations Files – Copies Filed in Shipping and Receiving	II-NNA-3225 item 1b				
ADM 17	24m1	Special Research and Reactor Materials Allocations Files – Copies Forwarded to Staff Division	II-NNA-1735 item 7a				
ADM 17	24m2	Special Research and Reactor Materials Allocations Files – Copies Filed in Operations Offices	II-NNA-1735 item 7b				
ADM 17	25	Facility Inventory Records	II-NNA-2067 item 1				
ADM 17	26a	Facility Maintenance Records – Boilers, electric motors and unfired pressure vessels	NC-430-76 item 2	GRS 5.4	070	Facility, space, and equipment inspection, maintenance, and service records	DAA-GRS-2016-0011-0008
ADM 17	26b	Facility Maintenance Records – Others	II-NNA-657 item 3	GRS 5.4	070	Facility, space, and equipment inspection, maintenance, and service records	DAA-GRS-2016-0011-0008
ADM 17	27a	Power and Utility Records – Control and supervisory records	NN-167-124 item 1a				
ADM 17	27b	Power and Utility Records – Operational Source Records	NN-167-124 item 1b				
ADM 17	27c	Power and Utility Records – Power operations reports	II-NNA-1601 item 3				
ADM 17	27d	Power and Utility Records – Power substation daily generation reports	II-NNA-1601 4				
ADM 17	27e	Power and Utility Records – Journals and operation logs	II-NNA-1601 item 1				
ADM 17	27f	Power and Utility Records – Log data sheets	II-NNA-1601 item 6				
ADM 17	28a	Equipment History Files – Records document receipt, use and disposition of equipment	II-NNA-716 item 3				
ADM 17	28b1	Equipment History Files – Property Transfer Files – Property accountability office	II-NNA-845 item 4a	GRS 5.4	040	Excess personal property, equipment, and vehicle records	DAA-GRS-2016-0011-0004 (in part)
ADM 17	28b2	Equipment History Files – Property Transfer Files – Office transferring property	II-NNA-845 item 4a	GRS 5.4	040	Excess personal property, equipment, and vehicle records	DAA-GRS-2016-0011-0004
ADM 17	29	Equipment Utilization Report files – Accumulated in the Control of Issuance and Use of Equipment	II-NNA-716 item 2	GRS 5.4	010	Facility, space, vehicle, equipment, stock, and supply administrative and operational records	DAA-GRS-2016-0011-0001
ADM 17	30a	Project Planning and Design Files – Initial Design Planning Records	NC1-434-78-2 item 1a				
ADM 17	30b	Project Planning and Design Files – Architectural, Historical, or Technological Significance	NC1-434-78-2 items 1b(1) thru 1b(5)				
ADM 17	30c1	Project Planning and Design files – Projects costing more than \$750,000	NC1-434-78-2 item 1c(1)				
ADM 17	30c2	Project Planning and Design Files – Projects costing less than \$750,000	NC1-434-78-2 item 1c(2)				
ADM 17	30c3	Project Planning and Design Files – Terminated projects, no authorized for design, construction or fabrication or terminated prior to completion – Costing more than \$750,000	NC1-434-78-2 item 1c(3)				
ADM 17	30c4	Project Planning and Design Files – Terminated projects, no authorized for design, construction or fabrication or terminated prior to completion – Costing less than \$750,000	NC1-434-78-2 item 1c(4)				

Note: When an Administrative Records Schedule has a GRS authority, it is listed as GRS vs. ADM.

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Schedule	Item	Series Title	Disposition Authority	Schedule	Item	Series Title	Disposition Authority
EPI			DOE Authority	EPI			DOE Authority
ADM 17	30c5	Project Planning and Design Files – Working drawings and construction specifications, as-builts – For completed projects	NC1-434-78-2 item 1c(5)				
ADM 17	31a1	Project Construction Files – For completed projects	NC1-434-78-2 item 2a(1)				
ADM 17	31a2	Project Construction Files – Terminated prior to construction completion	NC1-434-78-2 item 2a(2)				
ADM 17	31b1	Project Construction Files – Unique or Special Interest	NC1-434-78-2 item 2b(1)				
ADM 17	31b2	Project Construction Files – Other Projects	NC1-434-78-2 item 2b(2)				
ADM 17	31c	Project Construction Files – Miscellaneous Construction Records	NC1-434-78-2 item 2c				
ADM 17	31d	Project Construction Files – Architectural, Historical, or Technological Significant	NC1-434-78-2 items 2d(1) thru 2d(4)				
ADM 17	31e	WITHDRAWN		N/A			
ADM 17	31.1	Finding Aids	NC1-434-78-2 item 5				
ADM 17	32a	Quality Assurance Records – Significant value – Safe operations	NC1-434-82-6 item 1				
ADM 17	32b1	Quality Assurance Records – Activity performed – Compliance	NC1-434-78-2 item 6b(1)				
ADM 17	32b2	Quality Assurance Records – Nuclear facilities – Useful for first overhaul	NC1-434-78-2 item 6b(2)				
ADM 17	32b3	Quality Assurance Records – Needed to process claims	NC1-434-78-2 item 6b(3)				
ADM 17	32b4	Quality Assurance Records - No value after plant in operation	NC1-434-78-2 item 6b(4)				

PREVIOUS ADM 18 / GRS 18				CURRENT RDS / GRS			
Schedule	Item	Series Title	Disposition Authority	Schedule	Item	Series Title	Disposition Authority
EPI			DOE Authority	EPI			DOE Authority
GRS 18	1	Classified Documents Administrative Correspondence Files	GRS 18, 1960 item 2	GRS 4.2	001	FOIA, Privacy Act, and Classified Documents Administrative Records	DAA-GRS-2019-0001-0001
ADM 18	1a(1)	Classified Documents Administrative Correspondence Files – Program and policy guides, classification manuals, and documents	N1-434-98-21 item 1a(1)				
ADM 18	1a(2)	Classified Documents Administrative Correspondence files – Documenting development of classification policy	N1-434-98-21 item 1a(2)				
ADM 18	1a(3)	Classified Documents Administrative Correspondence Files – Procedures implementing DOE policy and guides	N1-434-98-21 item 1a(3)				
ADM 18	1b(1)(a)	Classified Documents Administrative Correspondence Files – Documenting classification/declassification reviews – Deviate from policy – Headquarters	N1-434-98-21 item 1b(1)(a)				
ADM 18	1b(1)(b)	Classified Documents Administrative Correspondence Files – Documenting classification/declassification reviews – Deviate from policy - All other offices	N1-434-98-21 item 1b(1)(b)				
ADM 18	1b(2)	Classified Documents Administrative Correspondence Files – Review actions no deviate from policy	N1-434-98-21 item 1b(2)				
ADM 18	1b(3)	Classified Documents Administrative Correspondence Files – Logbooks and correspondence	N1-434-98-21 item 1b(3)				
ADM 18	1b(4)	Classified Documents Administrative Correspondence Files – Declassification records	N1-434-98-21 item 1b(4)				
GRS 18	1c	Classified Documents Administrative Correspondence Files – Correspondence files pertaining to the administration of security classification, control and accounting for classified documents, and control of sensitive documents, not covered elsewhere in this section.	GRS 18, item 1	GRS 4.2	001	FOIA, Privacy Act, and Classified Documents Administrative Records	DAA-GRS-2019-0001-0001
ADM 18	1.1a	Information Security Oversight Office Reports – Information Security Oversight Office (ISOO)	N1-434-98-21 item 1.1a	GRS 4.2	110	Fundamental Classification Guidance Review Files	DAA-GRS-2013-0007-0011

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Schedule	Item	Series Title	Disposition Authority	Schedule	Item	Series Title	Disposition Authority
EPI			DOE Authority	EPI			DOE Authority
ADM 18	1.1b	Information Security Oversight Office Reports – maintained by all other offices	N1-434-98-21 item 1.1b	GRS 4.2	110	Fundamental Classification Guidance Review Files	DAA-GRS-2013-0007-0011
ADM 18	2	Document Receipt Files	N1-434-89-3 item 1	GRS 4.2	030	Information access and protection tracking and control records	DAA-GRS-2019-0001-0002
ADM 18	3	Destruction Certificates Files	N1-434-89-3 item 2	GRS 4.2	030	Information access and protection tracking and control records	DAA-GRS-2019-0001-0002
ADM 18	4	Classified Document Inventory Files	N1-434-89-3 item 3	GRS 4.2	030	Information access and protection tracking and control records	DAA-GRS-2019-0001-0002
GRS 18	5a	Top Secret Accounting and Control Files – Accountability over Top Secret documents	GRS 18, 1960, item 6a	GRS 4.2	040	Accounting for and control of access to classified and controlled unclassified records and records requested under FOIA, PA, and MDR	DAA-GRS-2019-0001-0003
GRS 18	5b	Top Secret Accounting and Control Files – Handling and control documents	GRS 18, 1960, item 6b	GRS 4.2	040	Accounting for and control of access to classified and controlled unclassified records and records requested under FOIA, PA, and MDR	DAA-GRS-2019-0001-0003
GRS 18	6	Access Request Files	GRS 18, 1960, item 7	GRS 4.2	030	Information access and protection tracking and control records	DAA-GRS-2019-0001-0002
GRS 18	7a	Classified Document Container Security Files – Safe and padlock combinations, names of individuals knowing combinations	GRS 18, 1960, item 8	GRS 4.2	031	Access Control Records	DAA-GRS-2013-0007-0020
GRS 18	7b	Classified Document Container Security Files – Records of opening, closing, and routine checking of the security of containers	N1-GRS-93-1 item 7b	GRS 4.2	032	Records relating to classified or controlled unclassified document containers	DAA-GRS-2016-0002-0003
GRS 18	8	Security and Protective Services Administrative Correspondence Files	GRS 18, 1960, item 9	GRS 5.6	010	Security Management Administrative Records	DAA-GRS-2021-0001-0001
ADM 18	8.1a(1)	Operations Security – Document policy, standards and procedures – Program and Policy Guides, OPSEC Manuals	N1-434-98-21 item 8.1a(1)				
ADM 18	8.1a(2)	Operations Security – Document policy, standards and procedures – Development of OPSEC policy	N1-434-98-21 item 8.1a(2)				
ADM 18	8.1a(3)	Operations Security – Document policy, standards and procedures – Procedures implementing DOE policy	N1-434-98-21 item 8.1a(3)				
ADM 18	8.1b	Operations Security – Records relative to management and/or operation – OPSEC Programs	N1-434-98-21 item 8.1b				
ADM 18	8.2	Protection Program Records – Computer Information Protection Plan /Contingency Plan	N1-434-98-21 item 8.2	GRS 3.2	010	Systems and Data Security Records	DAA-GRS-2013-0006-0001
ADM 18	8.3a	Protection Program Records – Technical Surveillance Countermeasures Files – Threat Files	N1-434-98-21 item 8.3a	GRS 5.6	220	Insider Threat Inquiry Records	DAA-GRS-2017-0006-0029
				GRS 5.6	230	Insider Threat Information	DAA-GRS-2017-0006-0030
				GRS 5.6	240	Insider Threat User Activity Monitoring (UAM) data	DAA-GRS-2017-0006-0031
ADM 18	8.3b	Protection Program Records – Technical Surveillance Countermeasures Files – Hazard and Penetration files	N1-434-98-21 item 8.3b	GRS 5.6	220	Insider Threat Inquiry Records	DAA-GRS-2017-0006-0029
				GRS 5.6	230	Insider Threat Information	DAA-GRS-2017-0006-0030
				GRS 5.6	240	Insider Threat User Activity Monitoring (UAM) data	DAA-GRS-2017-0006-0031
ADM 18	8.4a	Protection Program – Security Alarm and Access Control System Files – System Manufacturers Documentation – General and specific design information	N1-434-98-21 item 8.4a				
ADM 18	8.4b	Protection Program – Security Alarm and Access Control System Files – System Manufacturers Documentation – Manufacturers operations and technical manuals	N1-434-98-21 item 8.4b				
ADM 18	8.4c	Protection Program – Security Alarm and Access Control System Files – Open Storage Approval Records	N1-434-98-21 item 8.4c	GRS 4.2	031	Access Control Records	DAA-GRS-2013-0007-0020
ADM 18	8.4d	Protection Program – Security Alarm and Access Control System Files – Activity Journals	N1-434-98-21 item 8.4d				
ADM 18	8.4e	Protection Program – Security Alarm and Access Control System Files – Maintenance Records	N1-434-98-21 item 8.4e				

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Schedule	Item	Series Title	Disposition Authority	Schedule	Item	Series Title	Disposition Authority
EPI			DOE Authority	EPI			DOE Authority
ADM 18	8.5	Protection Program Records – Master Safeguards and Security Agreement/Security Plans	N1-434-98-21 item 8.5				
ADM 18	8.6a(1)	Protection Program Records – Physical Security Files – Facilities subject to NRC / EPA licensing – License granted	N1-434-98-21 item 8.6a(1)				
ADM 18	8.6a(2)	Protection Program Records – Physical Security Files – Facilities subject to NRC / EPA licensing – License not granted	N1-434-98-21 item 8.6a(2)				
ADM 18	8.6b	Protection Program Records – Physical Security Files – Facilities not subject to NRC / EPA licensing	N1-434-98-21 item 8.6b				
ADM 18	8.7a	Foreign Ownership, Control or Influence (FOCI) Files – Unsuccessful Bidder	DAA-0434-2015-0013-0001				
ADM 18	8.7b	Foreign Ownership, Control or Influence (FOCI) Files – Successful Bidder	DAA-0434-2015-0013-0002				
ADM 18	8.8a	Protection Program Records – Security Personnel Training Records – Federal Employees	N1-434-98-21 item 8.8a				
ADM 18	8.8b	Protection Program Records – Security Personnel Training Records – Contractor Employees	N1-434-98-21 item 8.8b				
ADM 18	9	Protection Program Records – Survey and Inspections (Government-owned facilities)	N1-434-98-21 item 9				
ADM 18	10	Protection Program Records – Survey and Inspections (Privately-owned facilities)	N1-434-98-21 item 10				
GRS 18	11	Investigative Files for fire, explosions and accidents	GRS 18, 1960, item 12	GRS 5.6	100	Accident and Incident Records	DAA-GRS-2023-0007-0002
ADM 18	11.1a(1)	Occurrence Reporting – Records on occurrences which were of widespread public and congressional interest	NC-326-75-2 item 1a1				
ADM 18	11.1a(2)	Occurrence Reporting - Records relating to occurrences – Maintained by Program Office	NC-326-75-2 item 1a2				
ADM 18	11.1b	Occurrence Reporting - Records relating to occurrences – Maintained by other offices	NC-326-75-2 item 1b				
ADM 18	11.1c	Security, Emergency Planning and Safety Records – Correspondence files for facility safety program	II-NNA-1023 item 3				
ADM 18	11.1d	Security, Emergency Planning and Safety Records – Routine safety inspections	II-NNA-310 item 6				
ADM 18	11.1e	Security, Emergency Planning and Safety Records – Reports, statistics and correspondence on traffic and property damage accidents	II-NNA-1023 item 3				
ADM 18	11.1f	Security, Emergency Planning and Safety Records – Prescriptions for safety glasses	II-NNA-409 item 25				
ADM 18	11.1g(1)	Radioactive Waste Disposal or Unplanned Deposition Records – Regulations governing radioactive waste shipments and burials	NC1-430-76-9 item 6a	ENV 6	a	Designation/Mean of Disposal	N1-434-98-28, item 6a
ADM 18	11.1.g(2)	Radioactive Waste Disposal or Unplanned Deposition Records – Records which indicate type of waste, degree of radioactivity, etc.	NC1-434-81-1 item 6b	ENV 6	b	Waste Disposal Characterization Records	N1-434-98-28, item 6b
ADM 18	11.1g(3)	Radioactive Waste Disposal or Unplanned Deposition Records – Miscellaneous worksheets, checklists or data sheets	NC1-430-76-9 item 6c	ENV 6	c	Waste Disposal Characterization Records	N1-434-98-28, item 6c
ADM 18	11.1g(4)	Radioactive Waste Disposal or Unplanned Deposition Records – Unplanned deposition records or radioactivity	NC1-430-76-9 item 6d				
ADM 18	11.1g(5)	Radioactive Waste Disposal or Unplanned Deposition Records – Records or radioactive gaseous wastes discharged to atmosphere and radioactive liquid wastes discharged to surface ground or water	NC1-430-76-9 item 6e				
ADM 18	11.1g(6)	Radioactive Waste Disposal or Unplanned Deposition Records – Miscellaneous waste disposal records, including transfers from operating buildings or tanks...	NC1-430-76-9 item 6f				
ADM 18	11.2a	Misuse of Government Property – Records maintained by DOE elements	N1-434-98-21 item 11.2a				
ADM 18	11.2b	Misuse of Government Property – Records maintained by DOE Contractors	N1-434-98-21 item 11.2b				
ADM 18	11.3	Incident of Security Concern Inquiry/Investigations Files	N1-434-98-21 item 11.3	GRS 5.6	200	Information Security Violations Records	DAA-GRS-2017-0006-0027
ADM 18	11.4a	Fire Unit Records – Alarm, investigation and incident reports relating to fire alarms and investigations of fire	NC-430-76-2 item 3a				
ADM 18	11.4b	Fire Unit Records – Fire extinguisher history records and fire hose records	II-NNA-1858 item 1b				
ADM 18	11.4c	Fire Unit Records – Fire extinguisher inspection records	II-NNA-2939 item 1				

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Schedule	Item	Series Title	Disposition Authority	Schedule	Item	Series Title	Disposition Authority
EPI			DOE Authority	EPI			DOE Authority
ADM 18	11.4d	Fire Unit Records – Fire station operating logs	II-NNA-1858 item 1c				
ADM 18	11.4e	Fire Unit Records – Ambulance service reports	II-NNA-1858 item 1e				
ADM 18	11.4f	Fire alarm system tests, radio communication reports	II-NNA-1858 item 1f				
ADM 18	11.4g	Fire Unit Records – Auxiliary brigade attendance and training records	II-NNA-2939 item 2				
GRS 18	12	Property Pass Files	GRS 18, 1960, item 13	GRS 5.6	040	Property Pass Records	DAA-GRS-2017-0006-0005
GRS 18	13a	Guard Assignment Files – Ledger records	GRS 18, 1960, item 14a	GRS 5.6	010	Security Management Administrative Records	DAA-GRS-2021-0001-0001
GRS 18	13b	Guard Assignment Files – Requests, analyses, reports, change notices, etc.	GRS 18, 1960, item 14b	GRS 5.6	010	Security Management Administrative Records	DAA-GRS-2021-0001-0001
GRS 18	14a	Police Functions Files – Ledger records	GRS 18, 1960, item 15a	GRS 5.6	100	Accident and Incident Records	DAA-GRS-2023-0007-0002
ADM 18	14b	Police Function Files – Ledger records of arrest	N1-434-98-21 item 14a2	GRS 5.6	100	Accident and Incident Records	DAA-GRS-2023-0007-0002
ADM 18	14c	Police Functions Files – Reports, statements of witnesses Exception to GRS 18.14b with longer retention	N1-434-09-21 item 14b	GRS 5.6	100	Accident and Incident Records	DAA-GRS-2023-0007-0002
ADM 18	14d	Reports on contact of outside police with building occupants NOTE: this is actually GRS 18.14c based on authority	GRS 18, item 14c	GRS 5.6	100	Accident and Incident Records	DAA-GRS-2023-0007-0002
GRS 18	15a	Personal Property Accountability Files – Ledger files	GRS 18, 1960, item 16a	GRS 5.6	060	Unclaimed personal property records: Records for property valued over \$500	DAA-GRS-2017-0006-0007
				GRS 5.6	061	Unclaimed personal property records: Records for property valued at \$500 or less	DAA-GRS-2017-0006-0008
GRS 18	15b	Personal Property Accountability Files – Reports, loss statements, receipts, etc.	GRS 18, 1960, item 16b	GRS 5.6	060	Unclaimed personal property records: Records for property valued over \$500	DAA-GRS-2017-0006-0007
				GRS 5.6	061	Unclaimed personal property records: Records for property valued at \$500 or less	DAA-GRS-2017-0006-0008
GRS 18	16a	Key Accountability Files – Areas under maximum security	GRS 18, 1960, item 17	GRS 5.6	020	Key and card access accountability records: Areas requiring highest level security awareness	DAA-GRS-2017-0006-0002
GRS 18	16b	Key Accountability Files – Other areas	GRS 18, 1960, item 17	GRS 5.6	021	Key and card access accountability records: All other facility security areas	DAA-GRS-2017-0006-0003
GRS 18	17a	Visitor Control Files – Areas under maximum security	GRS 18, 1960, item 18	GRS 5.6	110	Visitor processing records: Areas requiring highest level security awareness	DAA-GRS-2017-0006-0014
GRS 18	17b	Visitor Control Files – Other areas	GRS 18, 1960, item 18	GRS 5.6	111	Visitor processing records: All other facility security areas	DAA-GRS-2017-0006-0015
ADM 18	17.1a	Visit Access Approval Files – potential for exposure	N1-434-98-21 item 17.1a				
ADM 18	17.b	Visitor Access Approval Files – Without potential for exposure	N1-434-98-21 item 17.1b	GRS 5.6	110	Visitor processing records: Areas requiring highest level security awareness	DAA-GRS-2017-0006-0014
				GRS 5.6	111	Visitor processing records: All other facility security areas	DAA-GRS-2017-0006-0015
ADM 18	17.1c	Visitor Access Approval Files – Retained by requesting office	N1-434-98-21 item 17.1c	GRS 5.6	110	Visitor processing records: Areas requiring highest level security awareness	DAA-GRS-2017-0006-0014
				GRS 5.6	111	Visitor processing records: All other facility security areas	DAA-GRS-2017-0006-0015
ADM 18	17.1d	Visitor Access Approval Files – Duplicate copies	N1-434-98-21 item 17.1d	Rescinded – DOE Transmittal 05			
GRS 18	18a	Facilities Checks Files – Data sheets, door slip summaries, check sheets, and guard reports on security violations	GRS 18, 1960, item 19a	GRS 5.6	090	Records of Routine Security Operations	DAA-GRS-2021-0001-0003

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EPI			DOE Authority	EPI			DOE Authority
GRS 18	18b	Facilities Checks Files – Reports of routine after hours security checks	GRS 18, 1960, item 19b	GRS 5.6	090	Records of Routine Security Operations	DAA-GRS-2021-0001-0003
GRS 18	19a	Guard Service Control Files – Control center key or code records, emergency call cards, and building record and employee identification cards	GRS 18, 1960, item 20a	DOE 5.6	100	Records of Routine Security Operations	DAA-GRS-2021-0001-0003
GRS 18	19b	Guard Service Control Files – Round reports, service reports on interruptions and tests, and punch clock dial sheets	GRS 18, 1960, item 20b	GRS 5.6	090	Records of Routine Security Operations	DAA-GRS-2021-0001-0003
GRS 18	19c	Guard Service Control Files – Automatic machine patrol charts and registers of patrol and alarm services	GRS 18, 1960, item 20c	GRS 5.6	090	Records of Routine Security Operations	DAA-GRS-2021-0001-0003
GRS 18	19d	Guard Service Control Files – Arms distribution sheets, charge records, and receipts	GRS 18, 1960, item 20d	GRS 5.6	030	Security Uniform and Equipment Tracking Records	DAA-GRS-2021-0001-0002
GRS 18	20a	Logs and Registers – Central master logs	GRS 18, 1960, item 21a	GRS 5.6	110	Visitor processing records: Areas requiring highest level security awareness	DAA-GRS-2017-0006-0014
				GRS 5.6	111	Visitor processing records: All other facility security areas	DAA-GRS-2017-0006-0015
GRS 18	20b	Logs and Registers – Individual posts	GRS 18, 1960, item 21b	GRS 5.6	110	Visitor processing records: Areas requiring highest level security awareness	DAA-GRS-2017-0006-0014
				GRS 5.6	111	Visitor processing records: All other facility security areas	DAA-GRS-2017-0006-0015
GRS 18	21	Security Clearance Administrative Subject Files	NC1-GRS-80-1 item 22	GRS 5.6	010	Security Management Administrative Records	DAA-GRS-2021-0001-0001
ADM 18	21a	Security Clearance / Access Authorization Administrative Subject files – Correspondence	N1-434-98-21 item 21a				
ADM 18	21b	Security Clearance / Access Authorization Administrative Subject files – Briefings / debriefings	N1-434-98-21 item 21b				
ADM 18	21c	Security Clearance / Access Authorization Administrative Subject files – Termination statements	N1-434-98-21 item 21c				
ADM 18	21d	Security Clearance / Access Authorization Administrative Subject files – List of employees (assigned #'s)	N1-434-98-21 item 21d				
ADM 18	21e	Security Clearance / Access Authorization Administrative Subject files – Reports	N1-434-98-21 item 21e				
ADM 18	21f	Security Clearance / Access Authorization Administrative Subject files – Outgoing transfer record	N1-434-98-21 item 21f				
ADM 18	21.1a	Security Clearance / Access Authorization Administrative Subject Files Policy – Program Level	N1-434-98-21 item 21.1a				
ADM 18	21.1b	Security Clearance / Access Authorization Administrative Subject Files Policy – Development of access authorization policy	N1-434-98-21 item 21.1b				
ADM 18	21.1c	Security Clearance / Access Authorization Administrative Subject Files Policy – Procedures	N1-434-98-21 item 21.1c				
GRS 18	21.2	Security Program Administration and Operation	GRS 18, item 21	GRS 5.6	010	Security Management Administrative Records	DAA-GRS-2021-0001-0001
ADM 18	21.3a	Pre-Employment Background Investigation – Approved not hired	N1-434-98-21 item 21.3a				
ADM 18	21.3b	Pre-Employment and Background Investigation – Disapproved for hire	N1-434-98-21 item 21.3b				
ADM 18	22a	Security Clearance / Access Authorization Case Records – Personnel Security Files NOTE: ADM 18.22 is an exception to GRS 18.22 through NC1-434-80-3. NC1-GRS-80-1, item 23a was superseded by N1-434-98-21, item 22a, which was superseded by N1-434-03-1, item 22a, which was then superseded by DAA-0434-2015-0005-0001.	DAA-0434-2015-0005-0001	GRS 5.6	181	Personnel Security and Access Clearance Records: Records of people issued clearances	DAA-GRS-2021-0001-0008
ADM 18	22b	Security Clearance / Access Authorization Case Records – Administrative Review Files NOTE: ADM 18.22b and GRS 18.22b (below) are <u>not</u> the same records.	DAA-0434-2015-0005-0002			NOTE: ACTIVE ITEM! Be cautious when cross-walking, as GRS 18.22b (investigative reports, below) and ADM 18.22b (administrative review files) are <u>not</u> the same records.	

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Schedule	Item	Series Title	Disposition Authority	Schedule	Item	Series Title	Disposition Authority
EPI			DOE Authority	EPI			DOE Authority
GRS 18	22b	Security Clearance Investigative Reports NOTE: ADM 18.22b (above) and GRS 18.22b are <u>not</u> the same records.	NC1-GRS-80-1, item 23b	GRS 5.6	170	Personnel Security Investigative Reports: Personnel suitability and eligibility investigative reports NOTE: Be cautious when cross-walking, as GRS 18.22b (investigative reports) and ADM 18.22b (administrative review files, above) are <u>not</u> the same records.	DAA-GRS-2017-0006-00022
ADM 18	22c	Security Clearance / Access Authorization Case Records – Indices NOTE: ADM 18.22c is an exception to GRS 18.22 through NC1-434-80-3. NC1-GRS-80-1, item 23c was superseded by N1-434-98-21, item 22c, which was superseded by N1-434-03-1, item 22c, which was then superseded by DAA-0434-2015-0005-0003.	DAA-0434-2015-0005-0003				
ADM 18	22d	Security Clearance / Access Authorization Case Records – Other indices	N1-434-03-1 item d				
ADM 18	23	Security Clearance / Access Authorization Status Files NOTE: ADM 18.23 (N1-434-98-21) is an exception to GRS 18.23.	N1-434-98-21 item 23				
GRS 18	24a	Security Violations Files – Referred to DOJ or DOD	NC1-GRS-81-8 item 1a	GRS 5.6	200	Information Security Violations Records	DAA-GRS-2017-0006-00027
GRS 18	24b	Security Violations Files not referred to DOJ or DOD	N1-GRS-98-2 item 31	GRS 5.6	200	Information Security Violations Records	DAA-GRS-2017-0006-00027
GRS 18	25a	Classified Information Nondisclosure Agreements – Maintained separately from OPF	N1-GRS-95-1 item 1a	GRS 4.2	121	Classified information nondisclosure agreements: Records maintained separately from the individual's OPF	DAA-GRS-2015-0002-0003
GRS 18	25b	Classified Information Nondisclosure Agreements – Maintained in OPF	N1-GRS-95-1 item 1b	Rescinded – GRS Transmittal 28			
GRS 18	26	Emergency Planning Administrative Correspondence Files	GRS 18, 1960, item 27	GRS 5.3	010	Continuity planning and related emergency planning files	DAA-GRS-2016-0004-0001
ADM 18	26.1a	Emergency Planning Program Coordination – Program and Policy's	N1-434-98-21 item 26.1a	GRS 5.3	010	Continuity planning and related emergency planning files	DAA-GRS-2016-0004-0001
ADM 18	26.1b	Emergency Planning Program Coordination – Reports	N1-434-98-21 item 26.1b	DOE 5.3	010	Continuity planning and related emergency planning files NOTE: This DOE RDS item utilizes the GRS authority to extend retention to 75 years.	DAA-GRS-2016-0004-0001
ADM 18	26.1c	Emergency Planning Program Coordination – Files documenting policy	N1-434-98-21 item 26.1c	GRS 5.3	010	Continuity planning and related emergency planning files	DAA-GRS-2016-0004-0001
ADM 18	26.1d	Emergency Planning Program Coordination – Procedures and activities	N1-434-98-21 item 26.1d	GRS 5.3	010	Continuity planning and related emergency planning files	DAA-GRS-2016-0004-0001
GRS 18	27	Emergency Planning Case Files	NC1-GRS-81-1 item 1b	GRS 5.3	010	Continuity planning and related emergency planning files	DAA-GRS-2016-0004-0001
GRS 18	28	Emergency Operations Tests Files	NC1-GRS-81-1 item 4	GRS 5.3	010	Continuity planning and related emergency planning files	DAA-GRS-2016-0004-0001
GRS 18	29a	National Defense Executive Reserve (NDER) Case Files – Reservists	N1-GRS-87-10 item 1a	Rescinded – GRS Transmittal 28			
GRS 18	29b	National Defense Executive Reserve (NDER) Case Files – Applications rejected or withdrawn	N1-GRS-87-10 item 1b	Rescinded – GRS Transmittal 28			
GRS 18	30	RESERVED		N/A			
GRS 18	31	RESERVED		N/A			
GRS 18	32	RESERVED		N/A			
GRS 18	33	RESERVED		N/A			
GRS 18	34	RESERVED		N/A			
ADM 18	35.1a	Records that Demonstrate the Capability for Safe Operations – Individuals	N1-434-98-21 item 35.1a	DOE 2.6	030	Individual Technical Qualification Program (TQP)/electronic Technical Qualification Program (eTQP) Records NOTE: File and schedule under DOE 2.6, item 010.	none, filing instructions only
ADM 18	35.1b	Records that Demonstrate the Capability for Safe Operations – Items	N1-434-98-21 item 35.1b				
ADM 18	36.1	Records that Verify the Performance of Safe Operations – Activities	N1-434-98-21 item 36.1				
ADM 18	37	Safe Work Permits	N1-434-89-10 item 2				

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Schedule	Item	Series Title	Disposition Authority	Schedule	Item	Series Title	Disposition Authority
EPI			DOE Authority	EPI			DOE Authority
GRS 18	38	RESERVED		N/A			
GRS 18	39	RESERVED		N/A			
GRS 18	40	RESERVED		N/A			
GRS 18	41	RESERVED		N/A			
ADM 18	42a	Communications Security Records (COMSEC) – Departmental COMSEC custodian	NN-167-141 item 1a				
ADM 18	42b	Communications Security Records (COMSEC) – COMSEC card files	N1-434-98-21 item 42.1b				
ADM 18	42c	Communications Security Records (COMSEC) – Key card and Key List	N1-434-98-21 item 42.1c	GRS 5.6	021	Key and card access accountability records: All other facility security areas	DAA-GRS-2017-0006-0003
ADM 18	42d	Communications Security Records (COMSEC) – Other	NN-167-141 item 1b				
GRS 18	43	RESERVED		N/A			
GRS 18	44	RESERVED		N/A			
GRS 18	45	RESERVED		N/A			
GRS 18	46	RESERVED		N/A			
GRS 18	47	RESERVED		N/A			
ADM 18	48	Hazardous Materials	NC1-430-76-7 item 1				
ADM 18	49	Requests for Materials	II-NNA-1735 item 2				
GRS 18	50a	RESERVED		N/A			
ADM 18	50b	Materials Allotment files	NC-430-76-1 item 9a				
ADM 18	51a	Materials Allotment Files – Offices with authority	II-NNA-1735 item 3a				
ADM 18	51b	Materials Allotment Files – Operations offices	N1-434-98-21 item 51b				
ADM 18	51c	Materials Allotment Files – Area offices	N1-434-98-21 item 51c				
ADM 18	52a(1)	Accountability Reports – June – December	NN-166-78 items 1a(1) through 1a(3)				
ADM 18	52a(2)	Accountability Reports – Others	NN-166-78 item 1a(4)				
ADM 18	52b(1)	Accountability Reports – Materials Leasing Office – June – December	NN-166-78 item 1b(1)				
ADM 18	52b(2)	Accountability Reports – Materials Leasing – All Others	NN-166-78 item 1b(2)				
ADM 18	52c	Accountability Reports – Apparent Losses	N1-434-98-21, item 52c				
ADM 18	53a	Reports of Apparent Losses – Widespread public interest	NC-430-76-3 item 5a				
ADM 18	53b	Reports of Apparent Losses – Other	NC-430-76-3 item 5b				
ADM 18	54a	Reports of Shipper-Receiver Measurement Differences – Staff office	II-NNA-1735 item 7a				
ADM 18	54b	Reports of Shipper-Receiver Measurement Differences – Operations offices	II-NNA-1735 item 7b				
ADM 18	55	SS Transfer Journal	II-NNA-1735 item 4				
ADM 18	56	SS Material Transfer Files	N1-434-98-21 item 56				
ADM 18	57a	SS Material Shipping Form Files – DOE Offices	II-NN-3225 item 1a				
ADM 18	57b	SS Material Shipping Form Files – Shipping/Receiving Contractor	II-NN-3225 item 1b				
ADM 18	58a	Electronic Mail and Word Processing Systems – Copies	N1-434-98-21 item 58a				
ADM 18	58b	Electronic Mail and Word Processing Systems – Copies for dissemination	N1-434-98-21 item 58b				

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Schedule	Item	Series Title	Disposition Authority	Schedule	Item	Series Title	Disposition Authority
EPI			DOE Authority	EPI			DOE Authority
GRS 20	1a	Files / Records Relating to the Creation, Use, and Maintenance of Computer Systems, Applications, or Electronic Records – Electronic files for testing system performance, etc.	N1-GRS-95-2 item 1a	GRS 3.1	010	Information technology development project records: Infrastructure project records	DAA-GRS-2013-0005-0006
				GRS 3.1	011	Information technology development project records: System development records	DAA-GRS-2013-0005-0007
				GRS 3.1	020	Information technology operations and maintenance records	DAA-GRS-2013-0005-0004
GRS 20	1b	Files / Records Relating to the Creation, Use, and Maintenance of Computer Systems, Applications, or Electronic Records – Electronic files / records to create/update master file	N1-GRS-87-5 item 1b	GRS 5.2	020	Intermediary records	DAA-GRS-2022-0009-0002
GRS 20	1c	Files / Records Relating to the Creation, Use, and Maintenance of Computer Systems, Applications, or Electronic Records – Records created to monitor system usage	N1-GRS-95-2 item 1c	GRS 3.2	030	System access records: Systems not requiring special accountability for access	DAA-GRS-2013-0006-0003
GRS 20	2a1	Input / Source Records – Hard-copy – Previously scheduled; must be transferred in hard-copy	N1-GRS-07-4 item 2a1	Rescinded – GRS Transmittal 23			
GRS 20	2a2	Input / Source Records – Hard-copy – Previously scheduled; e-recs don't meet transfer standards	N1-GRS-07-4 item 2a2	Rescinded – GRS Transmittal 23			
GRS 20	2a3	Input / Source Records – Hard-copy – Contain info not captured in electronic version	N1-GRS-07-4 item 2a3	Rescinded – GRS Transmittal 23			
GRS 20	2a4	Input/Source Records – Hard-copy – Records not covered by 2a1-3.	N1-GRS-07-4 item 2a4	GRS 5.2	020	Intermediary records	DAA-GRS-2022-0009-0002
GRS 20	2b	Input/Source Records – Electronic records (except noted in 2c) entered during update process	N1-GRS-87-5 item 2b	GRS 5.2	020	Intermediary records	DAA-GRS-2022-0009-0002
GRS 20	2c	Input/Source Records – Electronic records received from another agency	N1-GRS-87-5 item 2c	GRS 5.2	020	Intermediary records	DAA-GRS-2022-0009-0002
GRS 20	2d	Input/Source Records – Uncalibrated or unvalidated observational data	N1-GRS-87-5 item 2d	GRS 5.2	020	Intermediary records	DAA-GRS-2022-0009-0002
GRS 20	3a	Electronic Versions of Records Scheduled for Disposal – Scanned images	N1-GRS-07-4 item 3a	Rescinded – GRS Transmittal 23			
GRS 20	3b1	Electronic Versions of Records Scheduled for Disposal – Other than scanned images – Administrative records	N1-GRS-07-4 item 3b1	Rescinded – GRS Transmittal 23			
GRS 20	3b2	Electronic Versions of Records Scheduled for Disposal – Other than scanned images – Records covered by GRS 1, Item 21; GRS 1, Item 22; GRS 1, Item 25f; GRS 12, Item 3; and GRS 18, Item 5.	N1-GRS-07-4 item 3b2	Rescinded – GRS Transmittal 23			
GRS 20	3b3	Electronic Versions of Records Scheduled for Disposal – Other than scanned images – Digital still pictures, sound or video	N1-GRS-07-4 item 3b3	Rescinded – GRS Transmittal 23			
GRS 20	3b4	Electronic Versions of Records Scheduled for Disposal – Other than scanned images – Media neutral program records	N1-GRS-07-4 item 3b4	Rescinded – GRS Transmittal 23			
GRS 20	3b5	Electronic Versions of Records Scheduled for Disposal – Other than scanned images – Program records maintained in an electronic format that are not covered by Items 3(a), 3(b)1, 3(b)3, or 3(b)4.	N1-GRS-07-4 item 3b5	Rescinded – GRS Transmittal 23			
GRS 20	3.1	Electronic Records that Replace Permanent Hard Copy Records	N1-GRS-07-4 item 3.1	Rescinded – GRS Transmittal 23			
GRS 20	4	Data Files Consisting of Summarized Information	N1-GRS-95-2 item 4	GRS 5.2	020	Intermediary records	DAA-GRS-2022-0009-0002
GRS 20	5	Records Consisting of Extracted Information	N1-GRS-95-2 item 5	GRS 5.2	020	Intermediary records	DAA-GRS-2022-0009-0002
GRS 20	6	Print File	N1-GRS-95-2 item 6	GRS 5.2	020	Intermediary records	DAA-GRS-2022-0009-0002
GRS 20	7	Technical Reformat File	N1-GRS-95-2 item 7	GRS 5.2	020	Intermediary records	DAA-GRS-2022-0009-0002
GRS 20	8a	Backups of Files – Identical to permanent records	N1-GRS-95-2 item 8a	GRS 3.2	050	Backups of master files and databases: File identical to permanent records scheduled for transfer to the National Archives	DAA-GRS-2013-0006-0007
GRS 20	8b	Backups of Files – Identical to temporary records	N1-GRS-95-2 item 8b	GRS 3.2	051	Backups of master files and databases: File identical to temporary records authorized for destruction by a NARA-approved records schedule	DAA-GRS-2013-0006-0008

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Schedule	Item	Series Title	Disposition Authority	Schedule	Item	Series Title	Disposition Authority
EPI			DOE Authority	EPI			DOE Authority
GRS 20	9	Finding Aids (or Indexes)	N1-GRS-95-2 item 9	GRS 4.1	010	Tracking and Control Records	DAA-GRS-2013-0002-0016
GRS 20	10	Special Purpose Programs	N1-GRS-87-5 item 10	GRS 3.1	012	Information technology development project records: Special purpose computer programs and applications	DAA-GRS-2013-0005-0008
ADM 20	10.1a	Electronic Records – Software Development – systems developed	N1-434-98-22 item 10.1a	GRS 3.1	011	System Development Records	DAA-GRS-2013-0005-0007
ADM 20	10.1b	Electronic Records – Software Development – disposable systems	N1-434-98-22 item 10.1b	GRS 3.1	011	System Development Records	DAA-GRS-2013-0005-0007
GRS 20	11a1	Documentation – Related to temporary systems	N1-GRS-07-4 item 11a1	GRS 3.1	051	All documentation for temporary electronic records and documentation not necessary for preservation of permanent records	DAA-GRS-2013-0005-0003
GRS 20	11a2	Documentation – Related to permanent systems	N1-GRS-07-4 item 11a2	GRS 3.1	050	Documentation necessary for preservation of permanent electronic records	DAA-GRS-2013-0005-0002
GRS 20	11b	Documentation – Copies of records relating to system security	N/A	GRS 3.2	010	Systems and Data Security Records	DAA-GRS-2013-0006-0001
GRS 20	12a	Downloaded and Copied Data – Derived data for ad-hoc reports	N1-GRS-95-2 item 12a	GRS 5.2	020	Intermediary records	DAA-GRS-2022-0009-0002
GRS 20	12b	Downloaded and Copied Data – Derived data in lieu of hard copy reports	N1-GRS-95-2 item 12b	GRS 5.2	020	Intermediary records	DAA-GRS-2022-0009-0002
GRS 20	12c	Downloaded and Copied Data – Metadata or reference data	N1-GRS-95-2 item 12c	GRS 5.2	020	Intermediary records	DAA-GRS-2022-0009-0002
GRS 20	13	Word Processing Files	N1-GRS-95-2 item 13	GRS 5.1	020	Non-recordkeeping copies of electronic records NOTE: GRS 20.13 originally cross-walked to GRS 4.3, item 040 (DAA-GRS-2013-0001-0007) that was superseded by GRS 5.1, item 020.	DAA-GRS-2016-0016-0002
GRS 20	14	Electronic Mail Records	N1-GRS-95-2 item 14	GRS 5.1	020	Non-recordkeeping copies of electronic records NOTE: GRS 20.14 originally cross-walked to GRS 4.3, item 040 (DAA-GRS-2013-0001-0007) that was superseded by GRS 5.1, item 020.	DAA-GRS-2016-0016-0002
GRS 20	15a	Electronic Spreadsheets – Used to produce hard copy that is maintained in organized files	N1-GRS-95-2 item 15a	GRS 5.1	020	Non-recordkeeping copies of electronic records NOTE: GRS 20.15a originally cross-walked to GRS 4.3, item 040 (DAA-GRS-2013-0001-0007) that was superseded by GRS 5.1, item 020.	DAA-GRS-2016-0016-0002
GRS 20	15b	Electronic Spreadsheets – Maintained in electronic form	N1-GRS-95-2 item 15b	GRS 5.1	020	Non-recordkeeping copies of electronic records NOTE: GRS 20.15b originally cross-walked to GRS 4.3, item 040 (DAA-GRS-2013-0001-0007) that was superseded by GRS 5.1, item 020.	DAA-GRS-2016-0016-0002
GRS 20	16	Hard Copy Printouts Created to Meet Ad Hoc Business Needs	N1-GRS-07-4 item 3.2	GRS 5.2	020	Intermediary records	DAA-GRS-2022-0009-0002

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Schedule	Item	Series Title	Disposition Authority	Schedule	Item	Series Title	Disposition Authority
EPI			DOE Authority	EPI			DOE Authority
GRS 21	1	Photographs of Routine Award Ceremonies, Social Events, and Activities not Related to the Mission of the Agency (Still Photography)	N1-GRS-98-2 item 32	GRS 6.4	050	Routine Audiovisual Records	DAA-GRS-2016-0005-0006
ADM 21	1.1a	Departmental Sites and Mission Photographs – Major program and laboratory activities	N1-434-98-23 item 1.1a				
ADM 21	1.1b	Departmental Sites and Mission Photographs – Construction, scientific, technical or public interest	N1-434-98-23 item 1.1b				
ADM 21	1.1c	Departmental Sites and Mission Photographs – Growth (laboratories or other scientific or technical structure or facility)	N1-434-98-23 item 1.1c				
ADM 21	1.1d	Departmental Sites and Mission Photographs – High-level meetings, ceremonies or events	N1-434-98-23 item 1.1d				
ADM 21	1.1e	Departmental Sites and Mission Photographs – High level officials	N1-434-98-23 item 1.1e				
ADM 21	1.2	Photographs that are Unique	N1-434-98-23 item 1.2				
ADM 21	1.3	Unidentifiable Photographs	N1-434-90-7 item 1	Rescinded – DOE Transmittal 05			
GRS 21	2	Personnel Identification or Passport Photographs (Still Photography)	N1-GRS-98-2 item 33	GRS 2.2	090	Records related to official passports: Application records	DAA-GRS-2023-0002-0002
				GRS 5.6	120	Personal identification credentials and cards: Application and activation records	DAA-GRS-2021-0001-0005
				GRS 5.6	130	Temporary and local facility identification and card access records	DAA-GRS-2021-0001-0006
GRS 21	3	Internal Personnel and Administrative Training Filmstrips and Slides of Programs that do not reflect the Mission of the Agency (Still Photog.)	NC1-GRS-81-9 item I-3	GRS 2.6	010	Non-mission Employee Training Program Records	DAA-GRS-2016-0014-0001
ADM 21	3a	Training (Internal Personnel / Administrative Filmstrips and Slides of Program) mission	N1-434-98-23 item 3a				
GRS 21	3b	Other training materials	GRS 21, item 3	GRS 2.6	010	Non-mission Employee Training Program Records	DAA-GRS-2016-0014-0001
ADM 21	3.1	Duplicate Audiovisual Items – Non-record	N/A	Rescinded by DOE (non-record)			
GRS 21	4	RESERVED		N/A			
GRS 21	5	Viewgraphs	N1-GRS-98-2 item 34	GRS 6.4	050	Routine Audiovisual Records	DAA-GRS-2016-0005-0006
GRS 21	6	Routine Artwork for Handbills, Flyers, Posters, Letterhead, and Other Graphics	N1-GRS-98-2 item 35	GRS 6.4	030	Public Affairs Product Production Files	DAA-GRS-2016-0005-0003
ADM 21	6.1	Published Posters	N1-434-90-1 item 1				
GRS 21	7	Line and Halftone Negatives, Screened Paper Prints and Offset Lithographic Plates Used for Photomechanical Reproduction	NC1-GRS-81-9 item II-3	GRS 6.4	030	Public Affairs Product Production Files	DAA-GRS-2016-0005-0003
GRS 21	8	Line Copies of Graphs and Charts	N1-GRS-98-2 item 36	GRS 6.4	030	Public Affairs Product Production Files	DAA-GRS-2016-0005-0003
GRS 21	9	Films Acquired from Outside Sources for Personnel and Management Training (Motion Pictures)	NC1-GRS-81-9 item III-1	GRS 2.6	010	Non-mission Employee Training Program Records	DAA-GRS-2016-0014-0001
GRS 21	9.1	Non-Mission Training Films	GRS 21, item 3	GRS 2.6	010	Non-mission Employee Training Program Records	DAA-GRS-2016-0014-0001
ADM 21	9.2	Mission Training Films	N1-434-98-23 item 9.2				
ADM 21	9.3	Entertainment Films – Non-record	N/A	Rescinded by DOE (non-record)			
GRS 21	10	RESERVED		N/A			
GRS 21	11	Routine Surveillance Footage (Motion Pictures)	N1-GRS-98-2 item 37	GRS 5.6	090	Records of routine security operations	DAA-GRS-2021-0001-0003
GRS 21	12	Routine Scientific, Medical, or Engineering Footage (Motion Pictures)	N1-GRS-98-2 item 38	Rescinded – GRS Transmittal 26			
GRS 21	12.2	Duplicate Print – Non-record	N/A	Rescinded – GRS Transmittal 26			
GRS 21	13	RESERVED		N/A			
GRS 21	14	Programs Acquired from Outside Sources for Personnel and Management Training (Video Recordings)	NC1-GRS-81-9 item IV-1	GRS 2.6	010	Non-mission Employee Training Program Records	DAA-GRS-2016-0014-0001
ADM 21	14.1	Entertainment Outside Acquisitions – Non-record	N/A	Rescinded by DOE (non-record)			
GRS 21	15	RESERVED		N/A			
GRS 21	16	Rehearsal or Practice Tapes (Video Recordings)	NC1-GRS-81-9 item IV-3	GRS 6.4	030	Public Affairs Product Production Files	DAA-GRS-2016-0005-0003

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Schedule	Item	Series Title	Disposition Authority	Schedule	Item	Series Title	Disposition Authority
EPI			DOE Authority	EPI			DOE Authority
GRS 21	17	Internal Personnel and Administrative Training Programs that do not Reflect the Mission of the Agency (Video Recordings)	NC1-GRS-81-9 item IV-4	GRS 2.6	010	Non-mission Employee Training Program Records	DAA-GRS-2016-0014-0001
ADM 21	17b	Internal Personnel and Administrative Training Programs – Internal training missions and function related	N1-434-98-23 item 17b				
GRS 21	18	Routine Surveillance Recordings (Video Recordings)	N1-GRS-98-2 item 39	GRS 5.6	090	Facility Security Management Operations Records	DAA-GRS-2021-0001-0003
GRS 21	19	Routine Scientific, Medical, or Engineering Recordings (Video Recordings)	N1-GRS-98-2 item 40	Rescinded – GRS Transmittal 26			
ADM 21	19.1	Unique Recordings	N1-434-98-23 item 19.1				
GRS 21	20	Recordings that Document Routine Meetings and Award Presentations (Video Recordings)	N1-GRS-98-2 item 41	GRS 6.4	050	Routine Audiovisual Records	DAA-GRS-2016-0005-0006
ADM 21	20.1	Mission Related Recordings	N1-434-98-23 item 20.1				
GRS 21	20.2	Duplicate Dubbings – Non-record	N/A	Rescinded – GRS Transmittal 26			
GRS 21	21	RESERVED		N/A			
GRS 21	22	Recordings of Meetings Made Exclusively for Note Taking or Transcription (Audio/Sound Recordings)	NC1-GRS-81-9, item V-1	GRS 5.2	020	Intermediary records	DAA-GRS-2022-0009-0002
ADM 21	22.1	Recordings of High-Level Meetings	N1-434-98-23 item 22.1				
GRS 21	23	Dictation Belts or Tapes (Audio/Sound Recordings)	NC1-GRS-81-9 item V-2	GRS 5.2	020	Intermediary records	DAA-GRS-2022-0009-0002
GRS 21	24	Premix Sound Elements Created During the Course of a Motion Picture, Television, or Radio Production (Audio/Sound Recordings)	NC1-GRS-81-9 item V-3	GRS 6.4	030	Public Affairs Product Production Files	DAA-GRS-2016-0005-0003
GRS 21	24.1	Library Sound Recordings (e.g., Effects, Music) – Non-record	N/A	Rescinded – GRS Transmittal 26			
GRS 21	25	RESERVED		N/A			
GRS 21	26	Daily or Spot News Recordings Available to Local Radio Stations on a Call-in Basis (Audio/Sound Recordings)	NC1-GRS-98-2 item 42	GRS 6.4	040	Routine Media Relations Records	DAA-GRS-2016-0005-0004
GRS 21	26.1	Duplicate Dubbings – Non-record	N/A	Rescinded – GRS Transmittal 26			
GRS 21	27	RESERVED		N/A			
GRS 21	28	Production Files or Similar Files that Document Origin, Development, Acquisition, Use and Ownership of Temporary Audiovisual Records	NC1-GRS-81-9 item VI-1	GRS 6.4	050	Routine Audiovisual Records	DAA-GRS-2016-0005-0006
ADM 21	28b	Production Files – Historically significant	N1-434-98-23 item 28b				
GRS 21	29	Finding Aids for Temporary Audiovisual Records	NC1-GRS-81-9 item VI-2	GRS 4.1	010	Tracking and Control Records	DAA-GRS-2013-0002-0016
ADM 21	29b	Finding Aids – Audiovisual	N1-434-98-23 item 29b				

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Schedule	Item	Series Title	Disposition Authority	Schedule	Item	Series Title	Disposition Authority
EPI			DOE Authority	EPI			DOE Authority
ADM 22	1a1a	Final Audit / Investigation Reports – National Attention – Official copy	N1-434-98-24 item 1a(1)(a)				
ADM 22	1a1b	Final Audit / Investigation Reports – National Attention – All other copies	N1-434-98-24 item 1a(1)(b)				
ADM 22	1a2a	Final Audit / Investigation Reports – No national attention – Official copy	N1-434-98-24 item 1a(2)(a)				
ADM 22	1a2b	Final Audit / Investigation Reports – No national attention – All other copies	N1-434-98-24 item 1a(2)(b)				
ADM 22	2a1	Audit/Investigation Case Files – National attention – Official copy	N1-434-98-24 item 2a(1)				
ADM 22	2a2	Audit/Investigation Case Files – National Attention – All other copies	N1-434-98-24 item 2a(2)				
ADM 22	2b1	Audit Investigation Case Files – No national attention – Official copy	N1-434-98-24 item 2b(1)				
ADM 22	2b2	Audit and Investigation Case Files – No national attention – All other copies	N1-434-98-24 item 2b(2)				
ADM 22	3	Potential Investigations	N1-434-98-24 item 3				
ADM 22	4	Environmental Investigations	N1-434-98-24 item 4				
ADM 22	5a	Office of Inspector General – Semiannual Reports to Congress – Official copy	N1-434-00-1 item 1a				
ADM 22	5b	Office of Inspector General – Semiannual Reports to Congress – All other copies	N1-434-00-1 item 1b				
ADM 22	6a(1)	Office of Inspector General – Audit Reports – Does not result in formal audit – Official copy	N1-434-00-1 item 2a(1)				
ADM 22	6a(2)	Office of Inspector General – Audit Reports – Does not result in formal audit – All other copies	N1-434-00-1 item 2a(2)				
ADM 22	6b(1)	Office of Inspector General – Audit Reports – Initiation of formal audit – Official copy	N1-434-00-1 item 2b(1)				
ADM 22	6b(2)	Office of Inspector General – Audit Reports – Initiation of formal audit – All other copies	N1-434-00-1 item 2b(2)				
ADM 22	6c(1)	Office of Inspector General – Audit Reports – Final Official copy	N1-434-00-1 item 2c1				
ADM 22	6c(2)	Office of Inspector General – Audit Reports – Final – All other copies	N1-434-00-1 item 2c(2)				
ADM 22	7a(1)	Office of Inspector General – Inspection Records – Containing information or allegations, no formal audit – Official copy	N1-434-00-1 item 3a(1)				
ADM 22	7a(2)	Office of Inspector General – Inspection Records – Containing information or allegations, no formal audit – All other copies	N1-434-00-1 item 3a(2)				
ADM 22	7b(1)	Office of Inspector General – Inspection Records – Containing information or allegations, initiation of formal inspection – Official copy	N1-434-00-1 item 3b(1)				
ADM 22	7b(2)	Office of Inspector General – Inspection Records – Containing information or allegations, initiation of formal inspection – All other copies	N1-434-00-1 item 3b(2)				
ADM 22	7c(1)	Office of Inspector General – Inspection Records – Final inspection report – Official copy	N1-434-00-1 item 3c(1)				
ADM 22	7c(2)	Office of Inspector General – Inspection Records – Final inspection report – All other copies	N1-434-00-1 item 3c(2)				
ADM 22	8a(1)	Office of Inspector General – Investigative Records – Containing information or allegations, no formal audit – Official copy	N1-434-00-1 item 4a(1)				
ADM 22	8a(2)	Office of Inspector General – Investigative Records – Containing information or allegations, no formal audit – All other copies	N1-434-00-1 item 4a(2)				
ADM 22	8b(1)(i)	Office of Inspector General – Investigative Records – Containing information or allegations – Initiation of formal investigation – Special interest to IG and AIGI	N1-434-00-1 item 4b(1)(i)				
ADM 22	8b(1)(ii)	Office of Inspector General Investigative Records – Containing information or allegations – Initiation of formal investigation – Case has potential for significant impact to Department	N1-434-00-1 item 4b(1)(ii)				

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PREVIOUS ADM 22 / GRS 22				CURRENT RDS / GRS			
Schedule	Item	Series Title	Disposition Authority	Schedule	Item	Series Title	Disposition Authority
EPI			DOE Authority	EPI			DOE Authority
ADM 22	8b(1)(iii)	Office of Inspector General Investigative Records – Containing information or allegations – Initiation of formal investigation – Involves Departmental Official at SES level	N1-434-00-1 item 4b(1)(iii)				
ADM 22	8b(1)(iv)	Office of Inspector General Investigative Records – Containing information or allegations – Priority or Time Sensitive	N1-434-00-1 item 4b(1)(iv)				
ADM 22	8b(2)	Office of Inspector General Investigative Records – All other investigations	N1-434-00-1 item 4b(2)				
ADM 22	8b(3)	Office of Inspector General – Investigative Records – All other copies	N1-434-00-1 item 4a(1)				

PREVIOUS ADM 23 / GRS 23				CURRENT RDS / GRS			
Schedule	Item	Series Title	Disposition Authority	Schedule	Item	Series Title	Disposition Authority
EPI			DOE Authority	EPI			DOE Authority
GRS 23	1	Office Administration Files	N1-GRS-98-2 item 43	GRS 5.1	010	Administrative records maintained in any agency office	DAA-GRS-2016-0016-0001
ADM 23	1b	Office Administrative – Organizational charts, functional statements	N1-434-98-25 item 1b				
GRS 23	2	RESERVED		N/A			
GRS 23	3	RESERVED		N/A			
GRS 23	4	RESERVED		N/A			
GRS 23	5a	Schedules of Daily Activities – Substantive information	N1-GRS-87-19 item 5a	GRS 5.1	010	Administrative records maintained in any agency office	DAA-GRS-2016-0016-0001
GRS 23	5b	Schedules of Daily Activities – Routine activities	N1-GRS-87-19 item 5b	GRS 5.1	010	Administrative records maintained in any agency office	DAA-GRS-2016-0016-0001
ADM 23	5.1	Records of High-level Officials	N1-434-98-25 item 5.1				
GRS 23	6a	Suspense Files – A note or reminder	NC1-GRS-80-8 item 3a	GRS 5.2	010	Transitory records	DAA-GRS-2022-0009-0001
GRS 23	6b	Suspense Files – Copy of outgoing communication	NC1-GRS-80-8 item 3b	GRS 5.2	010	Transitory records	DAA-GRS-2022-0009-0001
GRS 23	7	Transitory Files (ALL five bullets)	N1-GRS-04-5 item 1	GRS 5.2	010	Transitory records	DAA-GRS-2022-0009-0001
GRS 23	8	Tracking and Control Records	N1-GRS-98-2 item 45	GRS 4.1	010	Tracking and Control Records	DAA-GRS-2013-0002-0016
GRS 23	9	Finding Aids (or Indexes)	N1-GRS-98-2 item 46	GRS 4.1	010	Tracking and Control Records	DAA-GRS-2013-0002-0016
ADM 23	10a	Electronic Mail and Word Processing Systems – Copies	N1-434-98-25 item 10a	GRS 5.2	010	Transitory records	DAA-GRS-2022-0009-0001
ADM 23	10b	Electronic Mail and Word Processing Systems – Copies for dissemination	N1-434-98-25 item 10b	GRS 5.2	020	Intermediary records	DAA-GRS-2022-0009-0002

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PREVIOUS ADM 24 / GRS 24				CURRENT RDS / GRS			
Schedule	Item	Series Title	Disposition Authority	Schedule	Item	Series Title	Disposition Authority
EPI			DOE Authority	EPI			DOE Authority
GRS 24	1a	Oversight and Compliance Files – Performance measurements and benchmarks	N1-GRS-03-1 item 1a	GRS 3.1	040	Information technology oversight and compliance records	DAA-GRS-2013-0005-0010
GRS 24	1b	Oversight and Compliance Files – All other oversight and compliance records	N1-GRS-03-1 item 1b	GRS 3.1	040	Information technology oversight and compliance records	DAA-GRS-2013-0005-0010
GRS 24	2	IT Facility, Site Management, and Equipment Support Services Records	N1-GRS-03-1 item 2	GRS 3.1	020	Information technology operations and maintenance records	DAA-GRS-2013-0005-0004
GRS 24	3a	IT Asset and Configuration Management Files – Inventories	N1-GRS-03-1 item 3a	GRS 3.1	020	Information technology operations and maintenance records	DAA-GRS-2013-0005-0004
GRS 24	3b1	IT Asset and Configuration Management Files – Management Records – System implementations, applications, modifications	N1-GRS-03-1 item 3b1	GRS 3.1	030	Configuration and Change Management Records	DAA-GRS-2013-0005-0005
GRS 24	3b2	IT Asset and Configuration Management Files – Management Records – Routine IT maintenance	N1-GRS-03-1 item 3b2	GRS 3.1	020	Information technology operations and maintenance records	DAA-GRS-2013-0005-0004
GRS 24	4a1	System Backups and Tape Library Records – Backup tapes – Incremental backup tapes	N1-GRS-03-1 item 4a1	GRS 3.2	040	System backups and tape library records: Incremental backup files	DAA-GRS-2013-0006-0005
GRS 24	4a2	System Backups and Tape Library Records – Backup tapes – Full backup tapes	N1-GRS-03-1 item 4a2	GRS 3.2	041	System backups and tape library records: Full backup files	DAA-GRS-2013-0006-0006
GRS 24	4b	System Backups and Tape Library Records – Tape library records	N1-GRS-03-1 item 4b	GRS 4.1	010	Tracking and Control Records	DAA-GRS-2013-0002-0016
GRS 24	5a	Files Related to Maintaining the Security of Systems and Data – System Security Plans and Disaster Recovery Plans	N1-GRS-03-1 item 5a	GRS 3.2	010	Systems and Data Security Records	DAA-GRS-2013-0006-0001
GRS 24	5b	Files Related to Maintaining the Security of Systems and Data – IT risks, etc.	N1-GRS-03-1 item 5b	GRS 3.2	010	Systems and Data Security Records	DAA-GRS-2013-0006-0001
GRS 24	6a	User Identification, Profiles, Authorizations, and Password Files – Systems requiring special accountability	N1-GRS-03-1 item 6a	GRS 3.2	031	System access records: Systems requiring special accountability for access	DAA-GRS-2013-0006-0004
GRS 24	6b	User Identification, Profiles, Authorizations, and Password Files – Routine systems	N/A	GRS 3.2	030	System access records: Systems not requiring special accountability for access	DAA-GRS-2013-0006-0003
GRS 24	7	Computer Security Incident Handling, Reporting, and Follow-up Records	N1-GRS-03-1 item 7	GRS 3.2	020	Computer security incident handling, reporting and follow-up records	DAA-GRS-2013-0006-0002
GRS 24	8a	IT Operations Records – Workload schedules, etc.	N1-GRS-03-1 item 8a	GRS 3.1	020	Information Technology Operations and Maintenance Records	DAA-GRS-2013-0005-0004
GRS 24	8b	IT Operations Records – Problem reports, etc.	N1-GRS-03-1 item 8b	GRS 3.1	020	Information Technology Operations and Maintenance Records	DAA-GRS-2013-0005-0004
GRS 24	8c	IT Operations Records – Operations reports, etc.	N1-GRS-03-1 item 8c	GRS 3.1	020	Information Technology Operations and Maintenance Records	DAA-GRS-2013-0005-0004
GRS 24	9a	Financing of IT Resources and Services – Agreements	N1-GRS-03-1 item 9a	GRS 3.1	020	Information Technology Operations and Maintenance Records	DAA-GRS-2013-0005-0004
GRS 24	9b	Financing of IT Resources and Services – Files related to managing third-party services	N1-GRS-03-1 item 9b	GRS 3.1	020	Information Technology Operations and Maintenance Records	DAA-GRS-2013-0005-0004
GRS 24	9c	Financing of IT Resources and Services – Allocate charges, track payments	N1-GRS-03-1 item 9c	GRS 3.1	020	Information Technology Operations and Maintenance Records	DAA-GRS-2013-0005-0004
GRS 24	10a	IT Customer Service Files – Help desk information	N1-GRS-03-1 item 10a	DOE 5.8	010	Technical and Administrative Help Desk Operational Records	DAA-GRS-2017-0001-0001
GRS 24	10b	IT Customer Service Files – Logs, reports, etc.	N1-GRS-03-1 item 10b	DOE 5.8	010	Technical and Administrative Help Desk Operational Records	DAA-GRS-2017-0001-0001
GRS 24	11a	IT Infrastructure Design and Implementation Files – Not implemented	N1-GRS-03-1 item 11a	GRS 3.1	010	Information technology development project records: Infrastructure project records	DAA-GRS-2013-0005-0006
GRS 24	11b	IT Infrastructure Design and Implementation Files – Implemented	N1-GRS-03-1 item 11b	GRS 3.1	010	Information technology development project records: Infrastructure project records	DAA-GRS-2013-0005-0006
GRS 24	11c	IT Infrastructure Design and Implementation Files – Installation and testing	N1-GRS-03-1 item 11c	GRS 3.1	010	Information technology development project records: Infrastructure project records	DAA-GRS-2013-0005-0006

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PREVIOUS ADM 24 / GRS 24				CURRENT RDS / GRS			
Schedule	Item	Series Title	Disposition Authority	Schedule	Item	Series Title	Disposition Authority
EPI			DOE Authority	EPI			DOE Authority
GRS 24	12	RESERVED		N/A			
GRS 24	13a1	PKI Records – PKI Administrative Records – FBCA CAs	N1-GRS-07-3 item 13a1	GRS 3.2	060	PKI administrative records: FBCA CAs	N1-GRS-07-3 item 13a1
GRS 24	13a2	PKI Records – PKI Administrative Records – Other CAs	N1-GRS-07-3 item 13a2	GRS 3.2	061	PKI administrative records: Other (non-FBCA et. al.) CAs	N1-GRS-07-3 item 13a2
GRS 24	13b	PKI Records – Transaction specific records	N1-GRS-07-3 item 13b	GRS 3.2	062	PKI transaction-specific records	N1-GRS-07-3 item 13b

PREVIOUS ADM 25 / GRS 25				CURRENT RDS / GRS			
Schedule	Item	Series Title	Disposition Authority	Schedule	Item	Series Title	Disposition Authority
EPI			DOE Authority	EPI			DOE Authority
GRS 25	1a	Ethics Program Implementation, Interpretation, Counseling, and Development Files – [See records list in schedule]	N1-GRS-01-1 item 1a	GRS 2.8	010	General Ethics Program Records	DAA-GRS-2016-0006-0001
GRS 25	1b	Ethics Program Implementation, Interpretation, Counseling, and Development Files – All other records	N1-GRS-01-1 item 1b	GRS 2.8	010	General Ethics Program Records	DAA-GRS-2016-0006-0001
GRS 25	2a1	Financial Disclosure Reporting Files – Public reports – Individuals not subsequently confirmed or elected	N1-GRS-01-1 item 2a1	GRS 2.8	060	Public financial disclosure reports: Reports for individuals filing in accordance with the Ethics in Government Act, as amended (5 U.S.C. app.), including the Stop Trading on Congressional Knowledge Act of 2012 (STOCK Act) (Pub. L. 112-105), and not subsequently confirmed by the U.S. Senate (FEDERAL ONLY)	DAA-GRS-2014-0005-0007
GRS 25	2a2	Financial Disclosure Reporting Files – Public reports – All other reports	N1-GRS-01-1 item 2a2	GRS 2.8	061	Public financial disclosure reports: All other reports (FEDERAL ONLY)	DAA-GRS-2014-0005-0008
GRS 25	2b1	Financial Disclosure Reporting Files – Confidential reports – Individuals not subsequently confirmed or elected	N1-GRS-01-1 item 2b1	GRS 2.8	070	Confidential financial disclosure reports: Reports for individuals not subsequently confirmed by the U.S. Senate (FEDERAL ONLY)	DAA-GRS-2014-0005-0011
GRS 25	2b2	Financial Disclosure Reporting Files – Confidential reports – All other reports	N1-GRS-01-1 item 2b2	GRS 2.8	071	Confidential financial disclosure reports: All other reports (FEDERAL ONLY)	DAA-GRS-2014-0005-0012
				GRS 2.8	072	Confidential financial disclosure reports: OGE Optional Form 450-A reports	DAA-GRS-2014-0005-0013
GRS 25	2c1	Financial Disclosure Reporting Files – Alternative or additional – Individuals not subsequently confirmed or elected	N1-GRS-01-1 item 2c1	GRS 2.8	080	Alternative or additional financial disclosure reports and related records: Reports for individuals not subsequently confirmed by the U.S. Senate (FEDERAL ONLY)	DAA-GRS-2014-0005-0014
GRS 25	2c2	Financial Disclosure Reporting Files – Alternative or additional – All other reports	N1-GRS-01-1 item 2c2	GRS 2.8	081	Alternative or additional financial disclosure reports and related records: All other reports (FEDERAL ONLY)	DAA-GRS-2014-0005-0015
GRS 25	3	Ethics Agreement Records	N1-GRS-01-1 item 3	GRS 2.8	100	Ethics agreements records: Agreements for employees who do not file financial disclosure reports (FEDERAL ONLY)	DAA-GRS-2014-0005-0017
				GRS 2.8	101	Ethics agreements records: Agreements for employees who file financial disclosure reports (FEDERAL ONLY)	DAA-GRS-2014-0005-0018
GRS 25	4	Referrals and Notifications of Violations of Criminal Conflict of Interest Statutes and Other Potential Violations Files	N1-GRS-01-1 item 4	GRS 2.8	020	Referrals and notifications of violations of criminal conflict of interest statutes and other potential violations files	DAA-GRS-2014-0005-0002
GRS 25	5a	Non-Federally Funded Travel Files – Semiannual Expense Reports	N1-GRS-01-1 item 5a	GRS 2.8	030	Reports of payments accepted from non-Federal sources: Agency reports (FEDERAL ONLY)	DAA-GRS-2014-0005-0003
GRS 25	5b	Non-Federally Funded Travel Files – Records used to compile Semiannual Expense Reports	N1-GRS-01-1 item 5b	GRS 2.8	031	Reports of payments accepted from non-Federal sources: Supporting documentation (FEDERAL ONLY)	DAA-GRS-2014-0005-0004
GRS 25	6a	Ethics Program Review Files – OGE program review reports, etc.	N1-GRS-01-1 item 6a	GRS 2.8	050	Ethics Program Review Records (FEDERAL ONLY)	DAA-GRS-2014-0005-0006
GRS 25	6b	Ethics Program Review Files – All other records	N1-GRS-01-1 item 6b	GRS 2.8	050	Ethics Program Review Records (FEDERAL ONLY)	DAA-GRS-2014-0005-0006
GRS 25	7a	Annual Agency Ethics Program Questionnaire Files – Questionnaire completed by ethics officials in compliance with Section 402(e)(1) of the Ethics in Government Act of 1978	N1-GRS-01-1 item 7a	GRS 2.8	040	Office of Government Ethics program questionnaire records (FEDERAL ONLY)	DAA-GRS-2014-0005-0005
GRS 25	7b	Annual Agency Ethics Program Questionnaire Files – All other records	N1-GRS-01-1 item 7b	GRS 2.8	040	Office of Government Ethics program questionnaire records (FEDERAL ONLY)	DAA-GRS-2014-0005-0005

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PREVIOUS ADM 25 / GRS 25				CURRENT RDS / GRS			
Schedule	Item	Series Title	Disposition Authority	Schedule	Item	Series Title	Disposition Authority
EPI			DOE Authority	EPI			DOE Authority
GRS 25	8a	Ethics Program Employee Training and Education Files – Administration	N1-GRS-01-1 item 8a	DOE 2.6	015	Individual Employee Administrative and Ethics Training Records (Federal and Contractor) (Excludes Mission Related Training) – Federal Employees	DAA-GRS-2016-0014-0002 and DAA-GRS-2016-0014-0003 (In part)
				DOE 2.6	016	Individual Employee Administrative and Ethics Training Records (Federal and Contractor) (Excludes Mission Related Training) – Contractor Employees	DAA-GRS-2016-0014-0002 and DAA-GRS-2016-0014-0003 (In part)
GRS 25	8b	Ethics Program Employee Training and Education Files – Training materials	N1-GRS-01-1 item 8b	DOE 2.6	015	Individual Employee Administrative and Ethics Training Records (Federal and Contractor) (Excludes Mission Related Training) – Federal Employees	DAA-GRS-2016-0014-0002 and DAA-GRS-2016-0014-0003 (In part)
				DOE 2.6	016	Individual Employee Administrative and Ethics Training Records (Federal and Contractor) (Excludes Mission Related Training) – Contractor Employees	DAA-GRS-2016-0014-0002 and DAA-GRS-2016-0014-0003 (In part)
GRS 25	9	Ethics Program Procedures Files	N1-GRS-01-1 item 9	GRS 2.8	010	General Ethics Program Records	DAA-GRS-2016-0006-0001

PREVIOUS ADM 26 / GRS 26				CURRENT RDS / GRS			
Schedule	Item	Series Title	Disposition Authority	Schedule	Item	Series Title	Disposition Authority
EPI			DOE Authority	EPI			DOE Authority
GRS 26	1a	Internal Agency Committees – Unrelated to mission	N1-GRS-04-1 item 1a	GRS 5.1	030	Records of non-mission related internal agency committees	DAA-GRS-2016-0016-0003
GRS 26	1b	Internal Agency Committees – Related to mission	N1-GRS-04-1 item 1b	Rescinded – GRS Transmittal 28			
GRS 26	2a	FACA Committees – Establishment, policy, etc.	N1-GRS-07-5, item 2a	GRS 6.2	010	Substantive Committee Records (Non-Grant Review Committees)	DAA-GRS-2015-0001-0001
				GRS 6.2	020	Substantive Audiovisual Records (Non-Grant Review Committees)	DAA-GRS-2015-0001-0002
GRS 26	2b	FACA Committees – Day-to-day activities	N1-GRS-07-1, item 2b	GRS 6.2	050	Non-substantive Committee Records	DAA-GRS-2015-0001-0005
GRS 26	2c1	FACA Committees – Websites – Electronic version	N1-GRS-07-1, item 2c1	GRS 6.2	010	Substantive Committee Records (Non-Grant Review Committees)	DAA-GRS-2015-0001-0001
				GRS 6.2	050	Non-substantive Committee Records	DAA-GRS-2015-0001-0005
GRS 26	2c2	FACA Committees – Websites – Design and management	N1-GRS-07-1, item 2c2	Rescinded – GRS Transmittal 24			
GRS 26	2c3	FACA Committees – Websites – Electronic version of records duplicated elsewhere	N1-GRS-07-1, item 2c3	GRS 6.2	050	Non-substantive Committee Records	DAA-GRS-2015-0001-0005
GRS 26	3	Records not maintained by sponsor or secretariat	N1-GRS-04-1, item 3	Rescinded – GRS Transmittal 24			
GRS 26	4	Committee management records	N1-GRS-04-1, item 4	GRS 6.2	040	Committee Accountability Records	DAA-GRS-2015-0001-0004
				GRS 6.2	050	Non-substantive Committee Records	DAA-GRS-2015-0001-0005
				GRS 6.2	060	Committee Management Records	DAA-GRS-2015-0001-0006

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PREVIOUS ADM 27 / GRS 27				CURRENT RDS / GRS			
Schedule	Item	Series Title	Disposition Authority	Schedule	Item	Series Title	Disposition Authority
EPI			DOE Authority	EPI			DOE Authority
GRS 27	1	Information Technology Program Planning Records	N1-GRS-04-4 item 1	GRS 6.3	010	Information Technology program and capital investment planning records	DAA-GRS-2017-0009-0001
GRS 27	2	Enterprise Architecture Records	N1-GRS-04-4 item 2	GRS 6.3	020	Enterprise Architecture Records	DAA-GRS-2017-0009-0002
GRS 27	3	Information Technology Capital Investment Records	N1-GRS-04-4 item 3	GRS 6.3	010	Information Technology program and capital investment planning records	DAA-GRS-2017-0009-0001
GRS 27	4	Legal and Regulatory Compliance Records	N1-GRS-04-4 item 4	GRS 4.2	080	Annual reports by agency CIO, Inspector General, or Senior Agency Official for Privacy	DAA-GRS-2013-0007-0022
GRS 27	5	CIO Committee Records	N1-GRS-04-4 item 5	GRS 6.3	010	Information Technology program and capital investment planning records	DAA-GRS-2017-0009-0001
GRS 27	6	CIO Subject and Office Records	N1-GRS-04-4 item 6	Rescinded – GRS Transmittal 24			
GRS 27	7	Schedules of Daily Activities	N1-GRS-04-4 item 7	Rescinded – GRS Transmittal 24			

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Environmental Schedules

PREVIOUS ADM / GRS				CURRENT RDS / GRS			
Schedule	Item	Series Title	Disposition Authority	Schedule	Item	Series Title	Disposition Authority
EPI			DOE Authority	EPI			DOE Authority
ENV 1	a	Administrative Record	N1-434-98-28 item 1a				
ENV 1	b(1)	Safety and Health Records – Emergency Response/Contingency Plans	N1-434-98-28 item 1b(1)	NOTE: Superseded (in part) by GRS 5.3, item 010 (planning only). The response portion remains active until superseded by a new DOE schedule.			
ENV 1	b(2)	Safety and Health Records – Tier Two Emergency and Hazardous Chemical Inventory Reports	N1-434-98-28 item 1b(2)				
ENV 1	b(3)	Safety and Health Records – Toxic Chemical Release Inventory Report	N1-434-98-28 item 1b(3)				
ENV 1	b(4a)	Safety and Health Records – Safety Analysis Reports	N1-434-98-28 item 1b(4a)			NOTE: N1-434-98-28, item 1b(4a) was subsequently amended by N1-434-00-007.	
ENV 1	b(4)(b)	Safety and Health Records – Other Safety Analysis	N1-434-98-28 item 1b(4b)			NOTE: N1-434-98-28, item 1b(4b) was subsequently amended by N1-434-00-007.	
ENV 1	b(5)(a)	Safety and Health Records – Safety and Health CERCLA/RCRA Documents	N1-434-98-28 item 1b(5a)				
ENV 1	b(5)(b)	OSHA, NIOSH Records	N1-434-98-28 item 1b(5)(b)				
ENV 1	b5(c)	Dosimetry Records	NC1-430-76-9 item 4b1-5	NOTE: ENV 1, item b5(c) "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.			
ENV 1	c	Archaeological Records	N1-434-98-28 item 1c				
ENV 1	d(1)	Environmental Administration Reports – DOE Environmental/Safety Reports	N1-434-98-28 item 1d(1)				
ENV 1	d(2)	Environmental Administration Reports – DOE Field/Contractor Environmental/Safety Reports	N1-434-98-28 item 1d(2)				
ENV 1	d(3)	Environmental Administration Reports – Daily Reports	N1-434-98-28 item 1d(3)				
ENV 1	d(4)	Environmental Administration Reports – Air Monitoring Reports	N1-434-98-28 item 1d(4)				
ENV 1	d(5)	Environmental Administration Reports – National Emission Standards for Hazardous Air Pollutants (NESHAP) Annual Reports	N1-434-98-28 item 1d(5)				
ENV 1	d(6)	Environmental Administration Reports – Air Emissions Permit Reports	N1-434-98-28 item 1d(6)				
ENV 1	d(7)	Environmental Administration Reports – Annual Background Study Reports	N1-434-98-28 item 1d(7)				
ENV 1	d(8)(a)	Environmental Administration Reports – Environmental Monitoring Reports, monitoring plans	N1-434-98-28 item 1d(8)(a)				
ENV 1	d(8)(b)	Environmental Administration Reports – Environmental Monitoring Reports, radioactive contamination in soil	N1-434-98-28 item 1d(8)(b)				
ENV 1	d(9)	Environmental Administration Reports – Community Environmental Surveillance Program Reports	N1-434-98-28 item 1d(9)				
ENV 1	d(10)(a)	Environmental Administration Reports – Waste Management Reports – Hazardous waste reports	N1-434-98-28 item 1d(10)(a)				
ENV 1	d(10)(b)	Environmental Administration Reports – Waste Minimization/Prevention Reports	N1-434-98-28 item 1d(10)(b)				
ENV 1	d(10)(c)	Environmental Administration Reports – Compliance reports	N1-434-98-28 item 1d(10)(c)				
ENV 1	d(10)(d)	Environmental Administration Reports – RCRA Biennial Reports	N1-434-98-28 item 1d(10)(d)				
ENV 1	d(11)	Environmental Administration Reports – Reports of Noncompliance	N1-434-98-28 item 1d(11)				
ENV 1	d(12)	Environmental Administration Reports – Quality Control Reports	N1-434-98-28 item 1d(12)				
ENV 1	d(13)	Environmental Administration Reports – Program Reports	N1-434-98-28 item 1d(13)				
ENV 1	e(1)	Sample and Analysis Logbooks	N1-434-98-28 item 1e(1)				
ENV 1	e(2)	Hazardous Material Logbooks	N1-434-98-28 item 1e(2)				
ENV 1	e(3)	Waste System Logbooks	N1-434-98-28 item 1e(3)				
ENV 1	e(4)(a)	Geological Field Logs Logbooks	N1-434-98-28 item 1e(4)(a)				
ENV 1	e(4)(b)	Geology Logbooks – Soil and soil gas survey	N1-434-98-28 item 1e(4)(b)				
ENV 1	e(4)(c)	Geology Logbooks – Field logbooks soil monitoring	N1-434-98-28 item 1e(4)(c)				

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Schedule	Item	Series Title	Disposition Authority	Schedule	Item	Series Title	Disposition Authority
EPI			DOE Authority	EPI			DOE Authority
ENV 1	e(4)(d)	Geology Logbooks – Field logbooks re: earth sciences	N1-434-98-28 item 1e(4)(d)				
ENV 1	e(5)	Daily Analysis Logbooks	N1-434-98-28 item 1e(5)				
ENV 1	e(6)	Operating Logbooks	N1-434-98-28 item 1e(6)				
ENV 1	e(7)	Equipment Testing and Development Logbooks	N1-434-98-28 item 1e(7)				
ENV 1	f(1)	Planning Records – Environmental Monitoring Plan Records	N1-434-98-28 item 1f(1)				
ENV 1	f(2)	Planning Records – Environmental Implementation Plan Records	N1-434-98-28 item 1f(2)				
ENV 1	f(3)	Planning Records – Waste Minimization and Pollution Prevention Plan Records	N1-434-98-28 item 1f(3)				
ENV 1	f(4)	Planning Records – Waste Stream Identification Plan Records	N1-434-98-28 item 1f(4)				
ENV 1	f(5)	Planning Records – RCRA Interim Status Training Plans	N1-434-98-28 item 1f(5)				
ENV 1	f(6)	Planning Records – Sample and Analysis Plans	N1-434-98-28 item 1f(6)				
ENV 1	g(1)	Electronic Data Management Systems – Geographic Information System	N1-434-98-28 item 1g(1)				
ENV 1	g(2)(a)	Environmental Sites Databases – Input source	N1-434-98-28 item 1g(2)(a)				
ENV 1	g(2)(b)	Environmental Sites Databases – Output	N1-434-98-28 item 1g(2)(b)				
ENV 1	g(2)(c)	Environmental Sites Databases – Master File	N1-434-98-28 item 1g(2)(c)				
ENV 1	g(3)(a)	Waste Management Systems – Database and record systems	N1-434-98-28 item 1g(3)(a)				
ENV 1	g(3)(b)	Waste Management Systems – Database system development	N1-434-98-28 item 1g(3)(b)				
ENV 1	g(4)	Electronic Data Management Systems	N1-434-98-28 item 1g(4)				
ENV 1	g(5)(a)	Computer Model Radiation Calculation Records – Methodology calculations	N1-434-98-28 item 1g(5)(a)				
ENV 1	g(5)(b)	Computer Model Radiation Calculation Records – Temporary data files	N1-434-98-28 item 1g(5)(b)				
ENV 1	g(6)(a)	Electronic Mail and Word Processing Systems – Copies	N1-434-98-28 item 1g(6)(a)				
ENV 1	g(6)(b)	Electronic Mail and Word Processing Systems – Copies for dissemination	N1-434-98-28 item 1g(6)(b)				
ENV 1	h(1)	CERCLA-Funded Cooperative Agreements (Superfund Projects) Records – Project and Site Specific Files	DAA-0434-2020-0007-0002	DOE 1.2	020	Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) Funded Cooperative Agreements (Superfund Projects) Records	DAA-0434-2020-0007-0002
ENV 1	h(2)(a)	CERCLA-Funded Cooperative Agreements (Superfund Projects) Records – Administrative/supporting	DAA-0434-2020-0007-0002	DOE 1.2	020	Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) Funded Cooperative Agreements (Superfund Projects) Records	DAA-0434-2020-0007-0002
ENV 1	h(2)(b)	CERCLA-Funded Cooperative Agreements (Superfund Projects) Records – Compliance	DAA-0434-2020-0007-0002	DOE 1.2	020	Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) Funded Cooperative Agreements (Superfund Projects) Records	DAA-0434-2020-0007-0002
ENV 1	h(2)(c)	CERCLA-Funded Cooperative Agreements (Superfund Projects) Records – Required by 40 CFR 36.6705	DAA-0434-2020-0007-0002	DOE 1.2	020	Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) Funded Cooperative Agreements (Superfund Projects) Records	DAA-0434-2020-0007-0002
ENV 1	h(2)(d)	CERCLA-Funded Cooperative Agreements (Superfund Projects) Records – Financial and Programmatic	DAA-0434-2020-0007-0002	DOE 1.2	020	Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) Funded Cooperative Agreements (Superfund Projects) Records	DAA-0434-2020-0007-0002
ENV 1	h(2)(e)	CERCLA-Funded Cooperative Agreements (Superfund Projects) Records – Project- and Site-specific Files	DAA-0434-2020-0007-0002	DOE 1.2	020	Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) Funded Cooperative Agreements (Superfund Projects) Records	DAA-0434-2020-0007-0002
ENV 1	i	Public Involvement Records	N1-434-98-28 item 1i				
ENV 1	j(1)	Remediation Management Records – Plans	N1-434-98-28 item 1j(1)				
ENV 1	j(2)	Remediation Management Records – Expedited Response Action	N1-434-98-28 item 1j(2)				
ENV 1	k(1)	Environmental Program Support Case File	N1-434-98-28 item 1k(1)				

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Schedule	Item	Series Title	Disposition Authority	Schedule	Item	Series Title	Disposition Authority
EPI			DOE Authority	EPI			DOE Authority
ENV 1	k(2)(a)	Environmental Project Case File – Innovative Technology	N1-434-98-28 item 1k(2)(a)				
ENV 1	k(2)(b)	Environmental Project Case File	N1-434-98-28 item 1k(2)(b)				
ENV 1	k(3)	Decontamination and Decommissioning Cleanup and Transitioning Case Files	N1-434-98-28 item 1k(3)				
ENV 1	k(4)	Sampling and Analysis Case Files	N1-434-98-28 item 1k(4)				
ENV 2	a(1)(a)	Inspection Records – RCRA	N2-434-98-28 item 2a(1)(a)				
ENV 2	a(1)(b)	Inspection Records – CERCLA-related waste inspection logs	N1-434-98-28 item 2a(1)(b)				
ENV 2	a(1)(c)	General inspection logs related to operations	N1-434-98-28 item 2a(1)(c)				
ENV 2	a(1)(d)	Inspection records of hazardous waste storage locations	N1-434-98-28 item 2a(1)(d)				
ENV 2	a(1)(e)	Inspection logs or records	N1-434-98-28 item 2a(1)(e)				
ENV 2	a(2)	Waste Appraisal Files	N1-434-98-28 item 2a(2)				
ENV 2	a(3)(a)	Assessments of inactive waste sites	N1-434-98-28 item 2a(3)(a)				
ENV 2	a(3)(b)	Records documenting evaluations	N1-434-98-28 item 2a(3)(b)				
ENV 2	b(1)	Leak Inspection Files	N1-434-98-28 item 2b(1)				
ENV 2	b(2)	Spill Records	N1-434-98-28 item 2b(2)				
ENV 2	b(3)	Polychlorinated Biphenyl Spill and Cleanup Records	N1-434-98-28 item 2b(3)				
ENV 2	b(4)	Spill Response and Remediation Plan Files	N1-434-98-28 item 2b(4)				
ENV 2	b(5)	Spill Prevention Control and Counter-Measures (SPCC)	N1-434-98-28 item 2b(5)				
ENV 2	c(1)	In-Use Chemical Inventory Files	N1-434-98-28 item c(1)				
ENV 2	c(2)	Storage Inventory Files	N1-434-98-28 item 2c(2)				
ENV 2	c(3)	Low-Level Radioactive and Mixed Waste Inventory Files	N1-434-98-28 item 2c(3)				
ENV 2	c(4)	Hazardous Waste Inventory Files	N1-434-98-28 item 2c(4)				
ENV 2	c(5)	Transuranic Waste Inventory Files	N1-434-98-28 item 2c(5)				
ENV 2	c(6)	High-Level Radioactive Waste Inventory Files	N1-434-98-28 item 2c(6)				
ENV 2	c(7)(a)	Materials Safety Data Sheets (MSDS) – Safety Department Master File	N1-434-01-2 item 7a	GRS 2.7	050	Safety Data Sheets (SDS) NOTE: See schedule for DOE Business Use.	DAA-GRS-2017-0010-0008
ENV 2	c(7)(b)	Material Safety Data Sheets (MSDS) – Other copies	N1-434-01-2 item 7b	Rescinded – DOE Transmittal 05			
ENV 2	c(8)	Sealed Radioactive Source Inventory	N1-434-98-28 item 2c(8)				
ENV 2	d(1)	Hazardous Substance Transfer files	N1-434-98-28 item 2d(1)				
ENV 2	d(2)	Low-Level Radioactive Waste Management Disposal Requests and Shipment Records	N1-434-98-28 item d(2)				
ENV 2	d(3)	High-Level Radioactive Mixed Waste Shipment Records	N1-434-98-28 item d(3)				
ENV 2	d(4)	Transuranic Shipment Records	N1-434-98-28 item d(4)				
ENV 2	d(5)(a)	Waste Acceptance Criteria Records – Nuclear	N1-434-98-28 item d(5)(a)				
ENV 2	d(5)(b)	Waste Acceptance Criteria Records – Non-Nuclear	N1-434-98-28 item d(5)(b)				
ENV 2	e(1)	Waste Stream Identification and/or Characterization Studies	N1-434-98-28 item 2e(1)				
ENV 2	e(2)	Inventory Control Records	N1-434-98-28 item 2e(2)				
ENV 2	f(1)(a)	Environmental Impact Statement – Maintained by DOE	N1-434-98-28 item 2f(1)(a)				

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Schedule	Item	Series Title	Disposition Authority	Schedule	Item	Series Title	Disposition Authority
EPI			DOE Authority	EPI			DOE Authority
ENV 2	f(1)(b)	Environmental Impact Statement – All other copies	N1-434-98-28 item 2f(1)(b)				
ENV 2	f(1)(c)	Environmental Impact Statement – Final Published Version	N1-434-98-28 item 2f(1)(c)				
ENV 2	f(2)(a)	Environmental Assessment Records – Maintained by DOE	N1-434-98-28 item 2f(2)(a)				
ENV 2	f(2)(b)	Environmental Assessment Records – All other copies	N1-434-98-28 item 2f(2)(b)				
ENV 2	f(2)(c)	Environmental Assessment Records – Background documentation	N1-434-98-28 item 2f(2)(c)				
ENV 2	f(3)(a)	Categorical Exclusion Records – Maintained by DOE	N1-434-98-28 item 2f(3)(a)				
ENV 2	f(3)(b)	Categorical Exclusion Records – All other copies	N1-434-98-28 item 2f(3)(b)				
ENV 2	f(3)(c)	categorical Exclusion Records – Background documentation	N1-434-98-28 item 2f(3)(c)				
ENV 2	f(4)	National Environmental Policy Act Support Documentation	N1-434-98-28 item 2f(4)				
ENV 2	g(1)	Septic System/Sewage Treatment Files – Operation Manuals and Vendor Information	N1-434-98-28 item 2g(1)				
ENV 2	g(2)	Septic System/Sewage Treatment Files – Correspondence, etc.	N1-434-98-28 item 2g(2)				
ENV 2	h(1)	Drinking Water and Safe Drinking Water Act – Bacteriological Analysis Files	N1-434-98-28 item 2h(1)				
ENV 2	h(2)	Drinking Water and Safe Drinking Water Act – Chemical Analysis Files	N1-434-98-28 item 2h(2)				
ENV 2	h(3)	Drinking Water and Safe Drinking Water Act – System Survey Files	N1-434-98-28 item 2h(3)				
ENV 2	h(4)	Drinking Water and Safe Drinking Water Act – Variance Records Files	N1-434-98-28 item 2h(4)				
ENV 2	h(5)	Drinking Water and Safe Drinking Water Act – Corrective Action Files	N1-434-98-28 item 2h(5)				
ENV 2	i(1)	Well Records – History/Construction	N1-434-98-28 item 2i(1)				
ENV 2	i(2)	Well Records – Maintenance files	N1-434-98-28 item 2i(2)				
ENV 2	i(3)(a)	Well Records – Abandonment files - plans, notifications, reports, NEPA CX List of wells	N1-434-98-28 item 2i(3)(a)				
ENV 2	i(3)(b)	Well Records - abandonment files - underground injection wells	N1-434-98-28 item 2i(3)(b)				
ENV 2	j(1)	Underground Storage Tank Files – Subject to excavation	N1-434-98-28 item 2j(1)				
ENV 2	j(2)	Underground Storage Tank Files – Subject to remediation	N1-434-98-28 item 2j(2)				
ENV 3	a(1)	RCRA Part A and B Permit Application	N1-434-98-28 item 3a(1)				
ENV 3	a(2)	All other Permit Applications	N1-434-98-28 item 3a(2)				
ENV 3	b(1)(a)	RCRA Part A and B Permit – Maintained by DOE	N1-434-98-28 item 3b(1)(a)				
ENV 3	b(1)(b)	RCRA Part A and B Permit – All other copies	N1-434-98-28 item 3b(1)(b)				
ENV 3	b(1)(c)	RCRA Part A and B Permit – Supporting documentation	N1-434-98-28 item 3b(1)(c)				
ENV 3	b(1)(d)	RCRA Part A and B Permit – Required Monitoring Data	N1-434-98-28 item 3b(1)(d)				
ENV 3	b(2)(a)	Waste Water Discharge Permit – Construction Permits	N1-434-98-28 item 3b(2)(a)				
ENV 3	b(2)(b)	Waste Water Discharge Permit – Technical, regulatory and policy correspondence	N1-434-98-28 item 3b(2)(b)				
ENV 3	b(2)(c)	Waste Water Discharge Permit – Notice of Discharge surplus water	N1-434-98-28 item 3b(2)(c)				
ENV 3	b(2)(d)	Waste Water Discharge Permit – Purge water activity	N1-434-98-28 item 3b(2)(d)				
ENV 3	b(2)(e)	Waste Water Discharge Permit – Storm drainage inspections and maps	N1-434-98-28 item 3b(2)(e)				
ENV 3	b(3)(a)	Air Emissions Permit – Supporting documentation	N1-434-98-28 item 3b(3)(a)				
ENV 3	b(3)(b)	Air Emissions Permit – Pollution allowance ownership rights	N1-434-98-28 item 3b(3)(b)				
ENV 3	b(3)(c)	Air Emissions Permit – Draft documents	N1-434-98-28 item 3b(3)(c)				

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Schedule	Item	Series Title	Disposition Authority	Schedule	Item	Series Title	Disposition Authority
EPI			DOE Authority	EPI			DOE Authority
ENV 3	b(3)(d)	Air Emissions Permit – Related databases and data	N1-434-98-28 item 3b(3)(d)				
ENV 3	b(4)	Pollution Preventions Equipment Permit	N1-434-98-28 item 3b(4)				
ENV 3	b(5)	All other Permits	N1-434-98-28 item 3b(5)				
ENV 3	c	Permit Petitions and/or Waivers	N1-434-98-28 item 3c				
ENV 3	d(1)	Closure Plans – Interim Closure/Closure Plans	N1-434-98-28 item 3d(1)				
ENV 3	d(2)	Closure Plans – Post Closure Plans	N1-434-98-28 item 3d(2)				
ENV 3	e	Pesticide/Herbicide Records	N1-434-98-28 item 3d				
ENV 4	a(1)	Soil Monitoring – Procedures	N1-434-98-28 item 4a(1)				
ENV 4	a(2)(a)	Soil Monitoring – Equipment Calibration Records – Radiation detecting instrument calibration records	N1-434-98-28 item 4a(2)(a)				
ENV 4	a(2)(b)	Soil Monitoring - Equipment Calibration Records – All others	N1-434-98-28 tem 4a(2)(b)				
ENV 4	a(3)	Radiological Survey Forms and Logs for Soil Monitoring	N1-434-98-28 item 4a(3)				
ENV 4	a(4)	Soil Monitoring – Statistical Monitoring Data	N1-434-98-28 item 4a(4)				
ENV 4	b(1)	Air Monitoring – Procedures	N1-434-98-28 item 4b(1)				
ENV 4	b(2)(a)	Air Monitoring – Air filter records – High-efficiency Particulate Air (HEPA) Filter records	N1-434-98-28 item 4b(2)(a)				
ENV 4	b(2)(b)	Air Monitoring – Air filter records databases that duplicate the records listed above	N1-434-98-28 item 4b(2)(b)				
ENV 4	b(3)	Evaporator, Hood, Stack, and Exhaust Fan Discharge Records	N1-434-98-28 item 4b(3)				
ENV 4	b(4)	Monitoring Baseline Study Report	N1-434-98-28 item 4b(4)				
ENV 4	b(5)	Hazardous Air Pollutant Baseline Study Records	N1-434-98-28 item 4b(5)				
ENV 4	b(6)	Annual Background Study Records	N1-434-98-28 item 4b(6)				
ENV 4	b(7)	Stratospheric Ozone Protection Records	N1-434-98-28 item 4b(7)				
ENV 4	b(8)(a)	Criteria Pollutant Release Records	N1-434-98-28 item 4b(8)(a)				
ENV 4	b(8)(b)	Criteria Pollutant Source Inventory	N1-434-98-28 item 4b(8)(b)				
ENV 4	b(9)(a)	Air Monitoring/Sampler Equipment calibration Records – Radiation detection calibration	N1-434-98-28 item 4b(9)(a)				
ENV 4	b(9)(b)	Air Monitoring/Sampler Equipment calibration Records – All others	N1-434-98-28 item 4b(9)(b)				
ENV 4	c	Meteorological Monitoring Records	N1-434-98-28 item 4c				
ENV 4	d(1)	Groundwater monitoring- Procedures	N1-434-98-28 item 4d(1)				
ENV 4	d(2)(a)	Groundwater monitoring – Equipment calibration records for groundwater monitoring - radiation detection instrument	N1-434-98-28 item 4d(2)(a)				
ENV 4	d(2)(b)	Groundwater monitoring – Equipment calibration records for groundwater monitoring - all others	N1-434-98-28 item 4d(2)(b)				
ENV 4	d(3)	Groundwater Monitoring – Radiational Survey and Form logs groundwater monitoring	N1-434-98-28 item 4d(3)				
ENV 4	d(4)	Statistical Monitoring Data	N1-434-98-28 item 4d(4)				
ENV 4	e(1)	Tank Monitoring – Liquid levels / surface levels	N1-434-98-28 item 4e(1)				
ENV 4	e(2)	Tank Monitoring – Dome Elevation	N1-434-98-28 item 4e(2)				
ENV 4	e(3)	Tank Monitoring – Drywell/Swab Risers	N1-434-98-28 item 4e(3)				
ENV 5	a	Sampling and Analysis – Procedures	N1-434-98-28 item 5a				

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EPI			DOE Authority	EPI			DOE Authority
ENV 5	b	Sampling Authorization Forms	N1-434-98-28 item 5b				
ENV 5	c(1)	Analytical Laboratory Data Packages	N1-434-98-28 item 5c(1)				
ENV 5	c(2)	Physical Property Data Packages	N1-434-98-28 item 5c(2)				
ENV 5	c(3)	Field Screening Data Packages	N1-434-98-28 item 5c(3)				
ENV 5	d	Laboratory Sample Processing Records	N1-434-98-28 item 5d				
ENV 6	a	Disposal Procedures	N1-434-98-28 item 6a				
ENV 6	b	Waste Disposal Characterization Records	N1-434-98-28 item 6b				
ENV 6	c	Waste Disposal Characterization Records – Supporting documentation	N1-434-98-28 item 6c				
ENV 7	a	Electronic Mail and Word Processing System copies – No further administrative value	N1-434-98-28 item 7a	GRS 5.2	010	Transitory records	DAA-GRS- 2022-0009- 0001
ENV 7	b	Electronic Mail and Word Processing System copies – For dissemination	N1-434-98-28 item 7b	GRS 5.2	020	Intermediary records	DAA-GRS- 2022-0009- 0002

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Programmatic and Site-Specific Schedules

PREVIOUS SF115			CURRENT ADM / RDS / GRS			
Schedule	Series Title	Disposition Authority	Schedule	Item	Series Title	Disposition Authority
EPI		DOE Authority	EPI			DOE Authority
Health Compensation Programs	Health Compensation Programs Claims Response Files	DAA-0434-2013-0001-0001	DOE 2.4	130	Health Compensation Program – Claims Response Files (Individual Case Files)	DAA-0434-2020-0013-0007
Health Compensation Programs	Health Compensation Programs Working Files	DAA-0434-2013-0001-0002	DOE 2.4	140	Health Compensation Program – Working Files	DAA-0434-2020-0013-0008
Health Compensation Programs	Health Compensation Programs Control Files	DAA-0434-2013-0001-0003	DOE 2.4	150	Health Compensation Program – Control Files	DAA-0434-2020-0013-0009
Health Compensation Programs	Health Compensation Programs Administrative Files	DAA-0434-2013-0001-0004	DOE 2.4	160	Health Compensation Program – Administrative Files	DAA-0434-2020-0013-0010
Family Medical Leave Act (FMLA)	FMLA Employee Case Files	DAA-0434-2014-0002-0001	GRS 2.4	141	Family Medical Leave Act Program Individual Case Files	DAA-GRS-2016-0015-0020
Family Medical Leave Act (FMLA)	FMLA Program Files	DAA-0434-2014-0002-0002	GRS 2.4	140	Family Medical leave Act Program Administrative Records	DAA-GRS-2016-0015-0019
Personnel Action Tracking and Reporting Systems	Master File	DAA-0434-2015-0002-0001	GRS 2.2	050	Notifications of Personnel Actions (FEDERAL ONLY)	DAA-GRS-2017-0007-0006 (in part)
Web-Based Training and Tracking system	Course Content / Course Uploads	DAA-0434-2015-0003-0002	DOE 2.6	025	Mission-related Employee Training Program Records	DAA-0434-2020-0014-0002 (in part)
			GRS 2.6	010	Non-mission Employee Training Program Records	DAA-GRS-2016-0014-0001 (in part)
Naval Nuclear Propulsion Program (NNPP)	First Prime Contracts	DAA-0434-2015-0008-0013	DOE 1.1	040	Unique Procurement Files	DAA-0434-2021-0001-0005
Naval Nuclear Propulsion Program (NNPP)	Employee Concerns and Counseling (Not relating to Environment, Health, Safety and Security)	DAA-0434-2015-0010-0018	ADM 1	43a(2)	Employee Concerns Program – All other concerns (Not relating to environment, health safety and security)	N1-434-98-4 item 43a(2) (in part)
			ADM 1	43b(2)	Employee Concerns Program – Do not develop into official cases – All other concerns	N1-434-98-4 item 43b(2) (in part)
Naval Nuclear Propulsion Program (NNPP)	Claims – General Liability and Workers Compensation (Non-radiological)	DAA-0434-2015-0010-0029	DOE 2.4	100	Workers Compensation (Personal Injury Compensation) Records	DAA-GRS-2020-0013-0002
Naval Nuclear Propulsion Program (NNPP)	Claims – Workers Compensation (Radiological)	DAA-0434-2015-0010-0031	DOE 2.4	100	Workers Compensation (Personal Injury Compensation) Records	DAA-GRS-2020-0013-0002
Naval Nuclear Propulsion Program (NNPP)	Job Classifications (Hazardous Positions)	DAA-0434-2015-0010-0034	DOE 2.1	020	Position Descriptions	DAA-GRS-2014-0002-0002
Naval Nuclear Propulsion Program (NNPP)	On-the-Job Injuries	DAA-0434-2015-0010-0035	DOE 2.7	100	Occupational Injury and Illness Program Records	DAA-GRS-2017-0010-0002
Energy Efficiency and Renewable Energy (EERE) Vehicle Technologies Office (VTO) Program Record Schedule	Rulemaking and Supporting Working Files	DAA-0434-2015-0011-0004	Energy Efficiency and Renewable Energy (EERE) Vehicle Technologies Office (VTO) Program Record Schedule		Rulemaking and Supporting Working Files	DAA-0434-2017-0007-0001
Laramie Project Office Records	Engineering Drawings, Maps, Photographs, and Other Miscellaneous Records	DAA-0434-2016-0009-0001	NOTE: Donation of records is presumed to have taken place. Records were already in physical custody of the Colorado School of Mines when the schedule was written.			
Secure Electronic Records Transfer (SERT) System	Maser File Claims Data	DAA-0434-2017-0003-0001	DOE 2.4	170	Secure Electronic Records Transfer (SERT) – Claims Data (Metadata)	DAA-0434-2020-0013-0005
Secure Electronic Records Transfer (SERT) System	Master file Claims Support Files	DAA-0434-2017-0003-0002	DOE 2.4	180	Secure Electronic Records Transfer (SERT) – Claims Support Files	DAA-0434-2020-0013-0006
AEC Cost-Type Contractors	Paid Payroll Checks	II-NNA-319 item 1	Rescinded			

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RECORDS DISPOSITION SCHEDULES (RDS) OLD-TO-NEW CROSSWALK

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PREVIOUS SF115			CURRENT ADM / RDS / GRS			
Schedule	Series Title	Disposition Authority	Schedule	Item	Series Title	Disposition Authority
EPI		DOE Authority	EPI			DOE Authority
AEC Cost-Type Contractors	Timecards	II-NNA-319 item 2	GRS 2	7	Time and Attendance Source Records NOTE: N1-GRS-92-4, item 7 was superseded by DOE 2.4, items 020, 025 and 030 (DAA-GRS-2016-0015-0002 and DAA-GRS-2016-0015-0003).	N1-GRS-92-4 item 7
AEC Headquarters and Field Offices and Cost-Type Contractors	Mobilization planning records on use of DOE rating authority	II-NNA-340 item 1	Rescinded			
AEC Headquarters and Field Offices and Cost-Type Contractors	Records on requirements studies in connection with mobilization planning and controlled materials plan	II-NNA-340 items 2a and 2b	Rescinded			
AEC Offices and Cost-Type Contractors	Telephone Toll Charge Report Files	II-NNA-675 item 1	Rescinded			
AEC Offices and Cost-Type Contractors	Telephone Service Order File	II-NNA-675 item 2	GRS 5.5	010	Mail, printing, and telecommunication service administrative and operational records	DAA-GRS-2016-0012-0001
AEC Offices and Cost-Type Contractors	Technical Equipment Work Reports	II-NNA-675 item 5	Rescinded			
AEC Offices and Cost-Type Contractors	Radional Instrument Inspection File	II-NNA-675 item 6	Rescinded			
AEC Offices and Cost-Type Contractors	Ion Chamber Inspection Files	II-NNA-675 item 7	Rescinded			
AEC Offices and Cost-Type Contractors	Report of Welders' Tests	II-NNA-675 item 8	DOE 2.6	030	Individual Technical Qualification Program (TQP)/electronic Technical Qualification Program (eTQP) Records	None; filing instructions only
AEC Offices and Cost-Type Contractors	Stores Requisition Files	II-NNA-716 item 1	GRS 5.4	010	Facility, space, vehicle, equipment, stock, and supply administrative and operational records	DAA-GRS-2016-0011-0001
AEC Offices and Cost-Type Contractors	Material Inventory Files	II-NNA-716 item 5			NOTE: Originally superseded by GRS 3.8a and GRS 3.8b (NC1-64-77-5, items 9a and 9b).	
AEC Offices and Cost-Type Contractors	Stockroom Inventory Cards	II-NNA-716 item 6				
AEC Offices and Cost-Type Contractors	Finance Offices General Files	II-NNA-845 item 1	GRS 1.1	001	Financial Management and Reporting Administrative Records NOTE: Originally superseded by NC1-64-77-11, item 5a	DAA-GRS-2016-0013-0001
AEC Offices and Cost-Type Contractors	Withholding Exemption Statement files	II-NNA-845 item 2	GRS 2.4	020	Tax Withholding and Adjustment Documents NOTE: Originally superseded by GRS 2.13a (N1-GRS-92-4, item 13a)	DAA-GRS-2016-0015-002
AEC Offices and Cost-Type Contractors	Tax Withholding Files	II-NNA-845 item 3	GRS 2.4	050	Wage and Tax Statements NOTE: Originally superseded by GRS 2.13b (N1-GRS-92-4, item 13b)	DAA-GRS-2016-0015-0005
AEC Offices and Cost-Type Contractors	Salvage Material Sales Ticket files	II-NNA-845 item 5	GRS 1.1	010	Financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting NOTE: Originally superseded by GRS 4.3a and GRS 4.3b (NC1-GRS-87-11, item 6a and 6b)	DAA-GRS-2013-0003-0001
AEC Offices and Cost-Type Contractors	Supply or service Requisition Files	II-NNA-845 item 7	GRS 5.4	010	Facility, space, vehicle, equipment, stock, and supply administrative and operational records NOTE: Originally superseded by GRS 3.4a (NC1-64-77-5, item 5a)	DAA-GRS-2016-0011-0001
AEC All Cost-Type Contractors	Correspondence logbooks used to maintain control over receipt and routing of unclassified mail	II-NNA-1023 item 1	GRS 4.2	030	Information access and protection tracking and control records	DAA-GRS-2019-0001-0002
AEC Cost-Type Contractors	Plant Equipment files	II-NNA-1598 item 1	AEC Offices and Cost-type Contractors		Equipment History Files	II-NNA-716 item 3
AEC Cost-Type Contractors	Progress Reports	II-NNA-1598 item 5	AEC Cost-type Contractors		Progress Reports	II-NNA-1941 item 1a, 1b and 1c
AEC Cost-Type Contractors	Maintenance Reports	II-NNA-1598 item 6	ADM 17	16b	Progress Reports – Administrative, progress, production and quality control reports and records	II-NNA-2838 item 1
AEC Offices and Cost-Type Contractors	Special Research and Reactor Materials Allocations Files (d) Files of approved allocations in area offices which handle the applying of special materials	II-NNA-1735 item 3d	ADM 18	50b	Materials Allotment Files (b) Files of operations offices	NC-430-76-1 item 9a
AEC Offices and Cost-Type Contractors	Master Property File pertaining to commercial facilities	II-NNA-2067 item 2	ADM 4	3d	Property Disposal Case File (Real property)	NC1-430-77-8 item 4
AEC Offices and Cost-Type Contractors	Commercial Facility Security Master Files (Informational copies)	II-NNA-2067 item 3	Rescinded – DOE Transmittal 05			
Oak Ridge Operations Office	Briefing booklet, loose leaf, containing general and statistical data	N1-326-88-2 item 1	All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules. Accessioned by NARA at Atlanta, Morrow, Georgia. National Archives Identifier 6212994.			

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Schedule	Series Title	Disposition Authority	Schedule	Item	Series Title	Disposition Authority
EPI		DOE Authority	EPI			DOE Authority
Bureau of Mines	Synthetic Liquid-fuels Intra-bureau Reports, 1945-57	N1-434-89-2	All records were transferred to NARA: NN3-434-89-007.			
Oil Imports	Oil Import Appeal Board (OIAB) Records	N1-434-89-4	Item 1 records were destroyed in December 1989 and May 1990 at WNRC. Item 2 records were destroyed at WNRC in March 1990.			
Oil Imports	Oil Import Administrative Records	N1-434-89-5	Permanent records were transferred to NARA: NN3-434-89-006. Disposal of temporary records at the agency level is assumed.			
Oil and Gas	Oil and Gas Division Central Files	N1-434-89-6	Records were transferred to NARA: NN3-434-89-005.			
Lawrence Berkeley Laboratory	184 Inch Cyclotron Records	N1-434-89-7	All records were transferred to NARA: National Archives Identifier 66539105.			
Naval Petroleum and Oil Shale Reserves	Naval Petroleum and Oil Shale Reserves Records	N1-434-89-9	Per NARA – Inactive. Item 1 – All records were transferred to NARA under NN3-434-90-004. Some films were accessioned by NARA from the Navy (which produced them). See LTI-0330-2018-0182. Item 2 – All records were transferred to NARA under NN3-434-93-002. Most appear to be described in National Archives identifier 7822853. The 1977 history may be part of the records in National Archives identifier 2060322. Items 3 and 4 – All records were transferred to NARA under NN3-434-90-004. Item 5 – All records were transferred to NARA under NN3-434-90-004.			
Albuquerque Operations Office	Records of the Uranium Mill Tailings Remedial Action (UMTRA) Project	N1-434-89-12	All records were transferred to NARA.			
Lawrence Berkeley Laboratory	Public Information Releases	N1-434-89-15	ADM 14	42a	News Media – Master Media Case File	N1-434-98-17 item 42a
Oak Ridge Operations Office	National lead of Ohio/MIT Laboratory Notebooks, Middlesex Sampling Plant Files, Mallinckrodt Chemical Works Records, Princeton OSRD, Brookhaven Area Correspondence, Industrial Personnel Files, K-25 Decimal Correspondence, Administrative Division Correspondence, Decatur Area Correspondence, Production Division Files, Brown University Notebooks, etc.	N1-434-90-2	Per NARA, records appear to have been accessioned under RG 326 using SF258 number 97-001 & accessioning job number 97-037. NARA & DOE did various screenings at different times for classified material. As a result, records descriptions in archival holdings do not line up directly with the description on the schedule.			
Department of Energy Offices	Unscheduled Press Clippings Collected by the Atomic Energy Commission	N1-434-90-5	All records were transferred to NARA.			
Albuquerque Operations Office	Waste Isolation Pilot Project Architect / Engineer Records – Microfilm	N1-434-90-6	All records were transferred to NARA.			
Oak Ridge Operations Office	DOE / University of Tennessee Comparative Animal Research Laboratory (CARL) Photographs	N1-434-90-7	ADM 21	1.1a	Departmental Sites and Mission Photographs NOTE: Item 1 is non-record and item 2 was not approved by NARA.	N1-434-98-23 item 1.1a
Office of Scientific and Technical Information (OSTI)	Office of Scientific and Technical Information per 36 CFR 1228.28	N1-434-91-4	Per NARA, this schedule was effectively superseded by N1-434-06-001 according to that schedule's appraisal memorandum. The records covered in N1-434-91-004 were never received by NARA and therefore rescheduled under N1-434-06-001.			
Boston Support Office – Grant Files	DOE Grant Files – Final Report	N1-434-91-6 item 1a(1)	DOE 1.1	040	Unique Procurement Files	DAA-0434-2021-0001-0005
Boston Support Office – Grant Files	DOE Grant Files – All other grant case files	N1-434-91-6 item 1a(2)	GRS 1.1	010	Financial transaction records related to procuring goods and services, paying bills, collecting debts and accounting	DAA-GRS-2013-0003-0001 (in part)
			GRS 1.2	020	Grant and Cooperative Agreement Case Files	DAA-GRS-2013-0008-0007 (in part)
Boston Support Office – Grant Files	Grant Programs for Schools and Hospitals and Buildings owned by Units of Local Government and Public Care Institutions	N1-434-91-6 item 1b	GRS 1.1	010	Financial transaction records related to procuring goods and services, paying bills, collecting debts and accounting	DAA-GRS-2013-0003-0001 (in part)
			GRS 1.2	020	Grant and Cooperative Agreement Case Files	DAA-GRS-2013-0008-0007 (in part)
Las Vegas Contractor Schedule 1	Personnel / Human Resources Procedures	N1-434-92-4 item 1	DOE 2.2	020	Personnel Office Correspondence (Contractor)	DAA-0434-2020-0010-0002
Las Vegas Contractor Schedule 1	Applications for Employment and Related Papers – Applications evidencing skills which are in scarce supply	N1-434-92-4 item 5a	GRS 2.1	050	Job Vacancy Case Files: Records of one-time competitive and Senior Executive Service announcements/selections	DAA-GRS-2017-0011-0001 (in part)
			GRS 2.1	051	Job Vacancy Case Files: Records of standing register competitive files for multiple positions filled over a period of time	DAA-GRS-2017-0011-0002 (in part)
			GRS 2.2	120	Skill Set Records	DAA-GRS-2017-0007-0018 (in part)

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EPI		DOE Authority	EPI			DOE Authority
Las Vegas Contractor Schedule 1	Applications for Employment and Related Papers – Applications which have been processed for the Q cleared hiring pool	N1-434-92-4 item 5b	GRS 2.1	050	Job Vacancy Case Files: Records of one-time competitive and Senior Executive Service announcements/selections	DAA-GRS-2017-0011-0001 (in part)
			GRS 2.1	051	Job Vacancy Case Files: Records of standing register competitive files for multiple positions filled over a period of time	DAA-GRS-2017-0011-0002 (in part)
Las Vegas Contractor Schedule 1	Applications for Employment and Related Papers – All other applications	N1-434-92-4 item 5c	GRS 2.1	050	Job Vacancy Case Files: Records of one-time competitive and Senior Executive Service announcements/selections	DAA-GRS-2017-0011-0001 (in part)
			GRS 2.1	051	Job Vacancy Case Files: Records of standing register competitive files for multiple positions filled over a period of time	DAA-GRS-2017-0011-0002 (in part)
Las Vegas Contractor Schedule 1	Position Descriptions	N1-434-92-4 item 6	DOE 2.1	020	Position Descriptions	DAA-GRS-2014-0002-0002
Las Vegas Contractor Schedule 1	Personnel Status Reports	N1-434-92-4 item 7	DOE 2.2	020	Personnel Office Correspondence (Contractor)	DAA-0434-2020-0010-0002
Las Vegas Contractor Schedule 1	Wage and Summary Files	N1-434-92-4 item 8	GRS 2.4	080	Wage Survey Files	DAA-GRS-2023-0004-0002
Las Vegas Contractor Schedule 1	Offers of Employment Files – Accepted Offers	N1-434-92-4 item 9a	GRS 2.1	050	Job Vacancy Case Files: Records of one-time competitive and Senior Executive Service announcements/selections	DAA-GRS-2017-0011-0001 (in part)
			GRS 2.1	051	Job Vacancy Case Files: Records of standing register competitive files for multiple positions filled over a period of time	DAA-GRS-2017-0011-0002 (in part)
Las Vegas Contractor Schedule 1	Offers of Employment Files – Declined Offers	N1-434-92-4 item 9b	GRS 2.1	050	Job Vacancy Case Files: Records of one-time competitive and Senior Executive Service announcements/selections	DAA-GRS-2017-0011-0001 (in part)
			GRS 2.1	051	Job Vacancy Case Files: Records of standing register competitive files for multiple positions filled over a period of time	DAA-GRS-2017-0011-0002 (in part)
Las Vegas Contractor Schedule 1	Service Record Cards (P.A.)	N1-434-92-4 item 11	DOE 2.2	010	Employee Cards – <i>Legacy Records Only</i>	DAA-0434-2020-0010-0001
Las Vegas Contractor Schedule 1	Health Unit Control Files – Summarized on statistical report	N1-434-92-4 item 17a	DOE 2.7	010	Clinic Scheduling Records	DAA-GRS-2017-0010-0001
Las Vegas Contractor Schedule 1	Health Unit Control Files – Not summarized on statistical report	N1-434-92-4 item 17b	DOE 2.7	010	Clinic Scheduling Records	DAA-GRS-2017-0010-0001
Las Vegas Contractor Schedule 1	Statistical Summaries	N1-434-92-4 item 18	DOE 2.7	140	Radiation, Industrial Hygiene and Bioassay Summaries and Investigations	DAA-0434-2020-0015-0007
Las Vegas Contractor Schedule 1	Employee Performance File Systems Records (P.A.) – Unacceptable performance	N1-434-92-4 item 19a	DOE 2.2	030	Official Personnel File (Contractor)	DAA-0434-2020-0010-0003
Las Vegas Contractor Schedule 1	Employee Performance File Systems Records (P.A.) – Performance records superseded	N1-434-92-4 item 19b	DOE 2.2	030	Official Personnel File (Contractor)	DAA-0434-2020-0010-0003
Las Vegas Contractor Schedule 1	Equal Employment Opportunity Records – Official discrimination complaint case file	N1-434-92-4 item 20a	GRS 2.2	073	Employee Performance File System Records (FEDERAL ONLY) – Performance records superseded through an administrative, judicial, or quasi-judicial procedure	DAA-GRS-2017-0007-0011 (in part)
			GRS 2.3	110	EEO Discrimination Complaint Case Files – Informal process	DAA-GRS-2015-0007-0007 (in part)
			GRS 2.3	111	EEO Discrimination Complaint Case Files – Formal process	DAA-GRS-2015-0007-0008 (in part)
Las Vegas Contractor Schedule 1	Equal Employment Opportunity Records – Copies of complaint case file	N1-434-92-4 item 20b	Rescinded – DOE Transmittal 04			
Las Vegas Contractor Schedule 1	Equal Employment Opportunity Records – Background files	N1-434-92-4 item 20c	GRS 2.3	110	EEO Discrimination Complaint Case Files – Informal process	DAA-GRS-2015-0007-0007 (in part)
			GRS 2.3	111	EEO Discrimination Complaint Case Files – Formal process	DAA-GRS-2015-0007-0008 (in part)
Las Vegas Contractor Schedule 1	Equal Employment Opportunity Records – Compliance reviews	N1-434-92-4 item 20d(1)	GRS 2.3	120	Records documenting contractor compliance with EEO regulations	DAA-GRS-2015-0007-0010
Las Vegas Contractor Schedule 1	Equal Employment Opportunity Records – EEO compliance reports	N1-434-92-4 item 20d(2)	GRS 2.3	010	Employee relations programs’ administrative records	DAA-GRS-2018-0002-0001

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Schedule	Series Title	Disposition Authority	Schedule	Item	Series Title	Disposition Authority
EPI		DOE Authority	EPI			DOE Authority
Las Vegas Contractor Schedule 1	Equal Employment Opportunity Records – Employee housing requests	N1-434-92-4 item 20e	GRS 1.1	011	Financial transaction records related to procuring goods and services, paying bills, collecting debts and accounting	DAA-GRS-2013-0003-0002
Las Vegas Contractor Schedule 1	Equal Employment Opportunity Records – Employment statistics file	N1-434-92-4 item 20f	GRS 2.3	010	Employee Relations Programs’ Administrative Records	DAA-GRS-2018-0002-0001
Las Vegas Contractor Schedule 1	Equal Employment Opportunity Records – EEO General Files	N1-434-92-4 item 20g	GRS 2.3	010	Employee Relations Programs’ Administrative Records	DAA-GRS-2018-0002-0001
Las Vegas Contractor Schedule 1	Equal Employment Opportunity Records – Contractor copy of consolidated AAPs	N1-434-92-4 item 20h(1)	GRS 2.3	010	Employee Relations Programs’ Administrative Records	DAA-GRS-2018-0002-0001
Las Vegas Contractor Schedule 1	Equal Employment Opportunity Records – Contractor feeder plan to consolidated AAPs	N1-434-92-4 item 20h(2)	GRS 2.3	010	Employee Relations Programs’ Administrative Records	DAA-GRS-2018-0002-0001
Las Vegas Contractor Schedule 1	Equal Employment Opportunity Records – Report of on-site reviews of Affirmative Action Programs	N1-434-92-4 item 20h(3)	GRS 2.3	010	Employee Relations Programs’ Administrative Records	DAA-GRS-2018-0002-0001
Las Vegas Contractor Schedule 1	Equal Employment Opportunity Records – Contractor copy of annual report of Affirmative Action accomplishments	N1-434-92-4 item 20h(4)	GRS 2.3	010	Employee Relations Programs’ Administrative Records	DAA-GRS-2018-0002-0001
Las Vegas Contractor Schedule 1	Personnel Counseling Records – Counseling Files	N1-434-92-4 item 21a	GRS 2.7	090	Employee Assistance Program (EAP) counseling records – Records related to employee performance or conduct	DAA-GRS-2017-0010-00014 (in part)
			GRS 2.7	091	Employee Assistance Program (EAP) counseling records – Records not related to performance or conduct	DAA-GRS-2017-0010-00015 (in part)
Las Vegas Contractor Schedule 1	Personnel Counseling Records – Alcohol and Drug Abuse Program	N1-434-92-4 item 21b	GRS 2.7	090	Employee Assistance Program (EAP) counseling records – Records related to employee performance or conduct	DAA-GRS-2017-0010-00014 (in part)
			GRS 2.7	091	Employee Assistance Program (EAP) counseling records – Records not related to performance or conduct	DAA-GRS-2017-0010-00015 (in part)
Las Vegas Contractor Schedule 1	Code of Conduct Files	N1-434-92-4 item 22	GRS 2.7	090	Employee Assistance Program (EAP) counseling records – Records related to employee performance or conduct	DAA-GRS-2017-0010-00014 (in part)
			GRS 2.7	091	Employee Assistance Program (EAP) counseling records – Records not related to performance or conduct	DAA-GRS-2017-0010-00015 (in part)
Las Vegas Contractor Schedule 1	Labor Management Relations Records – General and Case files – Correspondence	N1-434-92-4 item 23a(1)(1)	DOE 2.3	020	Labor Management Relations Agreement Negotiation and Administrative Records	DAA-0434-2020-0012-0002
Las Vegas Contractor Schedule 1	Labor Management Relations Records – General and Case files – Other copies	N1-434-92-4 item 23a(1)(2)	Rescinded – DOE Transmittal 04			
Las Vegas Contractor Schedule 1	Labor Management Relations Records – Labor Arbitration General and Case Files – Correspondence	N1-434-92-4 item 23b(1)	DOE 2.3	020	Labor Management Relations Agreement Negotiation and Administrative Records	DAA-0434-2020-0012-0002
Las Vegas Contractor Schedule 1	Training Records – Individual – Contract employee – On-the-job training checklist completed during qualification	N1-434-92-4 item 24a(1)	DOE 2.6	010	Individual Mission Related Employee Training Records (Federal and Contractor)	DAA-0434-2020-0014-0001 (in part)
			DOE 2.6	016	Individual Employee Administrative and Ethics Training Records (Federal and Contractor) (Excludes Mission Related-Training) – Contractor Employees	DAA-GRS-2016-0014-0002 and DAA-GRS-2016-0014-0003 (in part)
Las Vegas Contractor Schedule 1	Training Records – Individual – Contract employee – Checklists completed for recertification	N1-434-92-4 item 24a(2)	DOE 2.6	010	Individual Mission Related Employee Training Records (Federal and Contractor)	DAA-0434-2020-0014-0001 (in part)
			DOE 2.6	016	Individual Employee Administrative and Ethics Training Records (Federal and Contractor) (Excludes Mission Related-Training) – Contractor Employees	DAA-GRS-2016-0014-0002 and DAA-GRS-2016-0014-0003 (in part)
Las Vegas Contractor Schedule 1	Training Records – Individual – Contract employee – Documentation of qualification for one-time on special tests and operations	N1-434-92-4 item 24a(3)	DOE 2.6	010	Individual Mission Related Employee Training Records (Federal and Contractor)	DAA-0434-2020-0014-0001 (in part)
			DOE 2.6	016	Individual Employee Administrative and Ethics Training Records (Federal and Contractor) (Excludes Mission Related-Training) – Contractor Employees	DAA-GRS-2016-0014-0002 and DAA-GRS-2016-0014-0003 (in part)

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EPI		DOE Authority	EPI			DOE Authority
Las Vegas Contractor Schedule 1	Training Records – Individual – Contract employee – Results of medical examinations	N1-434-92-4 item 24a(4)	DOE 2.6	010	Individual Mission Related Employee Training Records (Federal and Contractor)	DAA-0434-2020-0014-0001 (in part)
			DOE 2.6	016	Individual Employee Administrative and Ethics Training Records (Federal and Contractor) (Excludes Mission Related-Training) – Contractor Employees	DAA-GRS-2016-0014-0002 and DAA-GRS-2016-0014-0003 (in part)
Las Vegas Contractor Schedule 1	Training Records – Individual – Contract employee – Attendance/completion records of training courses or sessions	N1-434-92-4 item 24b(1)	DOE 2.6	010	Individual Mission Related Employee Training Records (Federal and Contractor)	DAA-0434-2020-0014-0001 (in part)
			DOE 2.6	016	Individual Employee Administrative and Ethics Training Records (Federal and Contractor) (Excludes Mission Related-Training) – Contractor Employees	DAA-GRS-2016-0014-0002 and DAA-GRS-2016-0014-0003 (in part)
Las Vegas Contractor Schedule 1	Training Records – Individual – Contract employee – Correspondence, memoranda, agreements, authorizations, reports	N1-434-92-4 item 24b(2)	DOE 2.6	025	Mission Related Training Program Records (including Hazardous, Environmental and Safety Training)	DAA-0434-2020-0014-0002 (in part)
			GRS 2.6	010	Non-mission Employee Training Program Records	DAA-GRS-2016-0014-0001 (in part)
Las Vegas Contractor Schedule 1	Personnel Injury Files (Worker's Compensation) (P.A.)	N1-434-92-4 item 26	DOE 2.4	100	Workers Compensation (Personal Injury Compensation) Records	DAA-0434-2020-0013-0002 (in part)
			DOE 2.7	110	Individual Employee Occupational Injury/Illness Case File	DAA-0434-2020-0015-0004 (in part)
Las Vegas Contractor Schedule 1	Occupational Injury and Illness files	N1-434-92-4 item 27	DOE 2.7	100	Occupational Injury and Illness program Records	DAA-GRS-2017-0010-0002
Las Vegas Contractor Schedule 1	Denied Health Benefits Claims – Denied not appealed	N1-434-92-4 item 28a	DOE 2.2	030	Official Personnel File (Contractor)	DAA-0434-2020-0010-0003
Las Vegas Contractor Schedule 1	Denied Health Benefits Claims – Denied appealed for reconsideration – Successful appeal	N1-434-92-4 item 28b(1)	DOE 2.2	030	Official Personnel File (Contractor)	DAA-0434-2020-0010-0003
Las Vegas Contractor Schedule 1	Denied Health Benefits Claims – Denied appealed for reconsideration – Unsuccessful appeal	N1-434-92-4 item 28b(2)	DOE 2.2	030	Official Personnel File (Contractor)	DAA-0434-2020-0010-0003
Las Vegas Contractor Schedule 1	Nonoccupational Insurance Claim Statements	N1-434-92-4 item 29	Rescinded – DOE Transmittal 04			
Las Vegas Contractor Schedule 1	Workplace Drug Testing Program – Drug test plans and procedures	N1-434-92-4 item 30a	GRS 2.7	100	Employee drug test plans, procedures, and scheduling records	DAA-GRS-2017-0010-0016
Las Vegas Contractor Schedule 1	Workplace Drug Testing Program – Employee acknowledgement of notice	N1-434-92-4 item 30b	GRS 2.7	110	Employee drug test acknowledgement of notice forms	DAA-GRS-2017-0010-0017
Las Vegas Contractor Schedule 1	Workplace Drug Testing Program – Records relating to the selection of specific employees for testing	N1-434-92-4 item 30c	GRS 2.7	100	Employee drug test plans, procedures, and scheduling records	DAA-GRS-2017-0010-0016
Las Vegas Contractor Schedule 1	Workplace Drug Testing Program – Relating to the collection and handling of specimens – Permanent record books containing identifying data	N1-434-92-4 item 30d(1)	GRS 2.7	120	Employee drug testing specimen records	DAA-GRS-2017-0010-0018
Las Vegas Contractor Schedule 1	Workplace Drug Testing Program – Relating to the collection and handling of specimens – Chain of custody	N1-434-92-4 item 30d(2)	GRS 2.7	120	Employee drug testing specimen records	DAA-GRS-2017-0010-0018
Las Vegas Contractor Schedule 1	Workplace Drug Testing Program – Test results	N1-434-92-4 item 30e	GRS 2.7	130	Employee drug test results: Positive result NOTE: Records should be retained for 5 years. Do not destroy until a revised DOE schedule is published.	DAA-GRS-2017-0010-0019 (in part)
			GRS 2.7	131	Employee drug test results – Negative results	DAA-GRS-2017-0010-0020 (in part)
Argonne National Laboratory (Contractor)	Temporary and permanent records related to the design, construction and operation of Argonne National Laboratory's Zero Gradient Synchrotron Project	N1-434-92-6	Per NARA: All permanent records were accessioned by the National Archives at Chicago in August 2003 under NRDC-434-02-0001, with the exception of items 16 and 86. Items 16 and 86 were accessioned by the National Archives at Chicago TR-0434-2015-0225 and TR-0434-2015-0227. Items 2, 3, 5, and 89 were marked off this schedule but were accessioned by NARA anyway under NRDC-434-02-0001. Item 9 states disposition is not authorized. It will require a new schedule at some point. All temporary records were destroyed January 2003 at the Chicago FRC.			

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Schedule	Series Title	Disposition Authority	Schedule	Item	Series Title	Disposition Authority
EPI		DOE Authority	EPI			DOE Authority
Office of Federal Inspector for Alaska Natural Gas Transportation System	Reports to the President and Congress, Publicity Materials, Organization and Budget Materials, Legislation, Meetings, Briefings, ANGTS History Files, Washington DC Central and working Files, Alaska, Canada, and Eastern Leg Working files, Trans-Alaska Gas System, Background files – Report to President Bush, Field Office Central Files	N1-434-93-7	Per NARA, items 1, 3, 4, 5, and 8d-f were transferred to NARA: NN3-434-97-003.			
Energy Information Administration (EIA)	Coal Distribution Data, Historical Plant Cost and Annual Production Expense Data, Report of Oil Imports into the US and Puerto Rico data, Residential Energy Consumption Surveys, Coal Production and Related Data, Statistics of Interstate Natural Gas Pipeline Companies, Quarterly Coal Report, Annual Report of Publicly Owned Electric Utilities, Annual Report of Major Electric Utilities, Petroleum Supply Reports, etc.	N1-434-94-1	Per NARA, the following closed series have been accessioned by NARA. Item 1: National Archives Identifier 624781. Item 2: National Archives Identifier ###. Item 3: National Archives Identifier 626919. Item 5: National Archives Identifier 624786. Item 6: National Archives Identifier 624815. Item 7: National Archives Identifier 624801. Item 10: National Archives Identifier 4672248. Item 11: National Archives Identifier 4672251. Item 12: National Archives Identifier 4672221. Items 4, 8, 9, 13 and 14 are ongoing series, still being added to. The appraisal memorandum for N1-434-96-002 stated that item 27 of that schedule superseded N1-434-94-001, and the Center for Electronic Records has accessioned additions to these databases under N1-434-96-002 item 27 ever since. Item 4: National Archives Identifier 1715280. Item 8: National Archives Identifier 627788 and others. Item 9: National Archives Identifier 627783 and others. Item 13: National Archives Identifier 627029. Item 14: National Archives Identifier 1715361.			
Office of Technology Policy	National Energy Strategy Records	N1-434-95-2	Per NARA, all records transferred to NARA: NN3-434-96-001 and NN#-434-96-002.			
Grant Files	Work for Others – Agreement/Contract for Services – Official, signed agreement	N1-434-95-5 item 1a(1)	DOE 1.2	030	Technology Transfer Case Files – Approved by DOE	DAA-0434-2021-0002-0003
Grant Files	Work for Others – Agreement/Contract for Services – Other copies	N1-434-95-5 item 1a(2)	Rescinded – DOE Transmittal 02			
Grant Files	Work for Others – Pre-decisional Case files – Pre-decisional records approved by DOE for formal review	N1-434-95-5 item 1b(1)	DOE 1.2	030	Technology Transfer Case Files – Approved by DOE	DAA-0434-2021-0002-0003
Grant Files	Work for Others – Pre-decisional Case files – Pre-decisional records not authorized for formal review	N1-434-95-5 item 1b(2)	DOE 1.2	040	Technology Transfer Case Files – Terminated prior to formal review process or denial	DAA-0434-2021-0002-0004
Grant Files	Work for Others - Formal Review Case Files – Formal review case files approved by DOE for project review	N1-434-95-5 item 1c(1)	DOE 1.2	030	Technology Transfer Case Files – Approved by DOE	DAA-0434-2021-0002-0003
Grant Files	Work for Others - Formal Review Case Files – Formal review terminated or denied prior to project review	N1-434-95-5 item 1c(2)	DOE 1.2	040	Technology Transfer Case Files – Terminated prior to formal review process or denial	DAA-0434-2021-0002-0004
Grant Files	Work for Others – Project Review and Approval Records – Review and approval records of proposals approved by DOE for project performance	N1-434-95-5 item 1d(1)	DOE 1.2	030	Technology Transfer Case Files – Approved by DOE	DAA-0434-2021-0002-0003
Grant Files	Work for Others – Project Review and Approval Records – Review and approval records of proposals terminated prior to completion of the review and approval process	N1-434-95-5 item 1d(2)	DOE 1.2	040	Technology Transfer Case Files – Terminated prior to formal review process or denial	DAA-0434-2021-0002-0004
Grant Files	Work for Others – Project Performance Records – Records of completed projects	N1-434-95-5 item 1e(1)	DOE 1.2	030	Technology Transfer Case Files – Approved by DOE	DAA-0434-2021-0002-0003
Grant Files	Work for Others – Project Performance Records – Records of projects terminated prior to completion	N1-434-95-5 item 1e(2)	DOE 1.2	040	Technology Transfer Case Files – Terminated prior to formal review process or denial	DAA-0434-2021-0002-0004
Grant Files	Work for Others – Project deliverables records – All information and/or technical data – For another government agency, unless provided otherwise by DOE	N1-434-95-5 item 1f(1)	DOE 1.2	030	Technology Transfer Case Files – Approved by DOE	DAA-0434-2021-0002-0003
Grant Files	Work for Others – Project deliverables records – All information and/or technical data – For State agencies, local agencies, or domestic/private corporations	N1-434-95-5 item 1f(2)	DOE 1.2	030	Technology Transfer Case Files – Approved by DOE	DAA-0434-2021-0002-0003
Grant Files	Work for Others – Property, equipment or systems records	N1-434-95-5 item 1g	DOE 1.2	030	Technology Transfer Case Files – Approved by DOE	DAA-0434-2021-0002-0003
Grant Files	Cooperative Research and Development Agreements (CRADAs) and Cost-Sharing Agreements – Official signed agreement	N1-434-95-5 item 2a(1)	DOE 1.2	070	Agreements - Cooperative Research and Development Agreement (CRADA), Collaborative, and Cost-Sharing	DAA-0434-2021-0002-0005
Grant Files	Cooperative Research and Development Agreements (CRADAs) and Cost-Sharing Agreements – Other offices	N1-434-95-5 item 2a(2)	Rescinded – DOE Transmittal 02			
Grant Files	Cooperative Research and Development Agreements (CRADAs) and Cost-Sharing Agreements – CRADA Project Files	N1-434-95-5 item 2b	DOE 1.2	040	Technology Transfer Case Files – Terminated prior to formal review process or denial	DAA-0434-2021-0002-0004
Grant Files	Cooperative Research and Development Agreements (CRADAs) and Cost-Sharing Agreements – Marketing research records	N1-434-95-5 item 2c	DOE 1.2	010	Program Administration Records for Grants, Cooperative Agreements, and Technology Transfers	DAA-0434-2021-0002-0001

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Schedule	Series Title	Disposition Authority	Schedule	Item	Series Title	Disposition Authority
EPI		DOE Authority	EPI			DOE Authority
Grant Files	Cooperative Research and Development Agreements (CRADAs) and Cost-Sharing Agreements – Product, Services, Marketing and Promotional Records	N1-434-95-5 item 2d	DOE 1.2	010	Program Administration Records for Grants, Cooperative Agreements, and Technology Transfers	DAA-0434-2021-0002-0001
Grant Files	Cooperative Research and Development Agreements (CRADAs) and Cost-Sharing Agreements – Client, media or public mailing lists	N1-434-95-5 item 2e	DOE 1.2	010	Program Administration Records for Grants, Cooperative Agreements, and Technology Transfers	DAA-0434-2021-0002-0001
Grant Files	Cooperative Research and Development Agreements (CRADAs) and Cost-Sharing Agreements – Cost-sharing agreements – Agreements executed by a M&O contractor – Official signed agreement	N1-434-95-5 item 2f(1)(a)	DOE 1.2	070	Agreements – Cooperative Research and Development Agreement (CRADA), Collaborative, and Cost-Sharing	DAA-0434-2021-0002-0005
Grant Files	Cooperative Research and Development Agreements (CRADAs) and Cost-Sharing Agreements – Cost-sharing agreements – Agreements executed by a M&O contractor – Other offices	N1-434-95-5 item 2f(1)(b)	Rescinded – DOE Transmittal 02			
Grant Files	Cooperative Research and Development Agreements (CRADAs) and Cost-Sharing Agreements – Cost-sharing project files	N1-434-95-5 item 2f(2)	DOE 1.2	040	Technology Transfer Case Files – Terminated prior to formal review process or denial	DAA-0434-2021-0002-0004
Energy Information Administration (EIA)	Non-records	N1-434-96-2	All items have been dispositioned.			
Presidential Appointee Clearance and Vetting Files	Appointees	N1-434-96-3 item a	DOE 2.1	020	Political Appointment (Schedule C) Records – Presidential Appointments (PA) and Presidential Appointments with Senate Confirmation (PAS)	DAA-0434-2020-0009-0002
Presidential Appointee Clearance and Vetting Files	Non-appointees	N1-434-96-3 item b	DOE 2.1	030	Political Appointment (Schedule C) Records – Presidential Appointments (PA) and Presidential Appointments with Senate Confirmation (PAS)	DAA-0434-2020-0009-0003
Grand Junction Projects Office	Davis-Bacon Case Files, Program Correspondence, National Uranium Resource Evaluation (NURE) Program Files, Circulars, Staff Papers, Contract Files, Audit Files and workpapers, Milling Company Contracts, Allocation Case files, Certification Bonus Case Files, Ore receipts and Uranium Operation Files, Exploration agreements, Uranium Program raw data, Speeches, Site Reports, Land Records, etc.	N1-434-96-6	All records have been dispositioned or transferred to NARA.			
Research and Development Records	R&D Record Series – Financial documents	N1-434-96-9 item 1b(2)	DOE 1.1	060	Research Development, and Demonstration (RD&D) Financial, Contractual and Procurement Records	DAA-GRS-2013-0003-0001
Research and Development Records	R&D Record Series – Contractual and procurement documents	N1-434-96-9 item 1b(3)	DOE 1.1	060	Research Development, and Demonstration (RD&D) Financial, Contractual and Procurement Records	DAA-GRS-2013-0003-0001
Savannah River Operations Office	DANA Plant Supporting History Records, SRS Site Studies and Associated Maps, Canyon Process Equipment Process Glass Negatives, DANA General Administrative Records, DANA Aerial Photos, Reactor Illustration Drawings, Residential Community Layout Drawings, Standard Car Record Books, Contracts Reference Files, SRS Monthly Salary Records, Tours and Visitor records	N1-434-96-12	Per NARA, disposal of all records at the agency is presumed to have taken place.			
Albuquerque Operations Office	Periodic Internal Publications	N1-434-97-1	One-time schedule. Records Accessioned by National Archives – Atlanta (RE-AT). National Archives Identifier: 281595 https://catalog.archives.gov/id/281595			
Canceled Checks Issued by Contractors	Canceled Checks Issued by Contractors	N1-434-97-2 item 1a1	GRS 1.1	010	Financial transaction records related to procuring goods and services, paying bills, collecting debts and accounting	DAA-GRS-2013-0003-0001
Uranium Mill Tailings Remedial Action (UMTRA) Project	Administrative Management Records	N1-434-98-1 item 1a	DOE 2.2	020	Personnel Office Correspondence (Contractor)	DAA-0434-2020-0010-0002 (in part)
Uranium Mill Tailings Remedial Action (UMTRA) Project	Administrative Training – Memorandums, training authorizations	N1-434-98-1 item 2a	GRS 2.6	010	Non-mission Employee Training Program Records	DAA-GRS-2016-0014-0001 (in part)
			DOE 2.6	030	Individual Technical Qualification Program (TQP)/electronic Technical Qualification Program (eTQP) Records	filing instructions (in part)
Uranium Mill Tailings Remedial Action (UMTRA) Project	Administrative Training – Records relating to availability of training, course aids and lesson plans	N1-434-98-1 item 2b	GRS 2.6	010	Non-mission Employee Training Program Records	DAA-GRS-2016-0014-0001 (in part)
			DOE 2.6	030	Individual Technical Qualification Program (TQP)/electronic Technical Qualification Program (eTQP) Records	filing instructions (in part)
Uranium Mill Tailings Remedial Action (UMTRA) Project	Administrative Training – Reference copies of pamphlets notices	N1-434-98-1 item 2c	Rescinded – DOE Transmittal 04			
Uranium Mill Tailings Remedial Action (UMTRA) Project	Freedom of Information Act Request – Records created in response to request – Granted access	N1-434-98-1 item 9a	GRS 4.2	020	Access and Disclosure Request Files	DAA-GRS-2013-0002-0007
Uranium Mill Tailings Remedial Action (UMTRA) Project	Freedom of Information Act Request – Records created in response to request – Denied access	N1-434-98-1 item 9b	GRS 4.2	020	Access and Disclosure Request Files	DAA-GRS-2013-0002-0007

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Schedule	Series Title	Disposition Authority	Schedule	Item	Series Title	Disposition Authority
EPI		DOE Authority	EPI			DOE Authority
Uranium Mill Tailings Remedial Action (UMTRA) Project	Medical Health Files (employees)	N1-434-98-1 item 12a	DOE 2.7	020	Individual Medical Case File (Federal and Contractor)	DAA-0434-2020-0015-0001 (in part)
			DOE 2.7	0130	Individual Employee Health Hazard Case File (Employee Exposure Records)	DAA-0434-2020-0015-0006 (in part)
Uranium Mill Tailings Remedial Action (UMTRA) Project	Medical Health Files (employees)	N1-434-98-1 item 12b	DOE 2.7	020	Individual Medical Case File (Federal and Contractor)	DAA-0434-2020-0015-0001 (in part)
			DOE 2.7	0130	Individual Employee Health Hazard Case File (Employee Exposure Records)	DAA-0434-2020-0015-0006 (in part)
Uranium Mill Tailings Remedial Action (UMTRA) Project	Project Control files – Documents which provide project-level planning and performance	N1-434-98-1 item 15a	DOE 1.3	030	Baseline Management	DAA-0434-2021-0003-0005 (in part)
			DOE 1.3	040	Project Control / Project Management Records	DAA-0434-2021-0003-0006 (in part)
Uranium Mill Tailings Remedial Action (UMTRA) Project	Project Control files – Documents which provide contractor-level planning and performance	N1-434-98-1 item 15b	DOE 1.3	030	Baseline Management	DAA-0434-2021-0003-0005 (in part)
			DOE 1.3	040	Project Control / Project Management Records	DAA-0434-2021-0003-0006 (in part)
Uranium Mill Tailings Remedial Action (UMTRA) Project	Procurement Records – More than \$25,000 and all construction contracts exceeding \$2,000	N1-434-98-1 item 16a	GRS 1.1	010	Financial transaction records related to procuring goods and services, paying bills, collecting debts and accounting	DAA-GRS-2013-0003-0001
Uranium Mill Tailings Remedial Action (UMTRA) Project	Procurement Records – Less than \$25,000 and all construction contracts under \$2,000	N1-434-98-1 item 16b	GRS 1.1	010	Financial transaction records related to procuring goods and services, paying bills, collecting debts and accounting	DAA-GRS-2013-0003-0001
Uranium Mill Tailings Remedial Action (UMTRA) Project	Subcontract Records and Files – Transactions of more than \$25,000 and all construction contracts exceeding \$2,000	N1-434-98-1 item 20a(1)	GRS 1.1	010	Financial transaction records related to procuring goods and services, paying bills, collecting debts and accounting	DAA-GRS-2013-0003-0001 (in part)
			DOE 2.4	020	Time and Attendance Source and Input Records – Detailed records that include work locations	DAA-GRS-2019-0004-0002 (in part)
			DOE 2.4	030	Time and Attendance Source and Input Records – Records that do not contain work locations (Contractor)	DAA-GRS-2019-0004-0002 (in part)
Uranium Mill Tailings Remedial Action (UMTRA) Project	Subcontract Records and Files – Transactions of less than \$25,000 and all construction contracts less than \$2,000	N1-434-98-1 item 20a(2)	GRS 1.1	010	Financial transaction records related to procuring goods and services, paying bills, collecting debts and accounting	DAA-GRS-2013-0003-0001 (in part)
			DOE 2.4	020	Time and Attendance Source and Input Records – Detailed records that include work locations	DAA-GRS-2019-0004-0002 (in part)
			DOE 2.4	030	Time and Attendance Source and Input Records – Records that do not contain work locations (Contractor)	DAA-GRS-2019-0004-0002 (in part)
Uranium Mill Tailings Remedial Action (UMTRA) Project	Subcontract Records and Files – Subcontract records that provide long-term administrative value	N1-434-98-1 item 20b	DOE 2.6	025	Mission Related Training Program Records (including Hazardous, Environmental and Safety Training)	DAA-0434-2020-0014-0002 (in part)
			DOE 2.7	100	Occupational Injury and Illness program Records	DAA-GRS-2017-0010-0002 (in part)
			DOE 2.7	110	Individual Employee Occupational Injury/Illness Case File	DAA-0434-2020-0015-0004 (in part)
Administrative Schedule 6	Electronic Mail and Word Processing System Copies	N1-434-98-9 item 6	GRS 5.2	010	Transitory records	DAA-GRS-2022-0009-0001
Administrative Schedule 6	Electronic Mail and Word Processing System Copies	N1-434-98-9 item 7	GRS 5.2	020	Intermediary records	DAA-GRS-2022-0009-0002
Year 2000 Project Files	Year 2000 Project Files	N1-434-00-2	All records should have been destroyed in 2011. There were still some in the FRC showing as disposable in 2019 but not destroyed yet.			
Fossil Energy	Natural Gas Import/Export Cases	N1-434-00-4	All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules. Description: DAA-0434-2017-0001-0001 supersedes 1a & b. DAA-GRS-2016-0016-0002 supersedes item 1c.			
Spent Nuclear Fuel (SNF) Program	Electronic Records – Copies that have no further administrative value	N1-434-01-3 item 5a	GRS 5.2	010	Transitory records	DAA-GRS-2022-0009-0001

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Schedule	Series Title	Disposition Authority	Schedule	Item	Series Title	Disposition Authority
EPI		DOE Authority	EPI			DOE Authority
Spent Nuclear Fuel (SNF) Program	Electronic Records – Copies used for dissemination, revision or updating	N1-434-01-3 item 5b	GRS 5.2	020	Intermediary records	DAA-GRS-2022-0009-0002
Work for Others	Technology Transfer Conflict of Interest Records – Annual Certification	N1-434-01-4 item 1	DOE 1.2	030	Technology Transfer Case Files – Approved by DOE	DAA-0434-2021-0002-0003
Administrative Schedule 16 Addendum	Electronic Records – Copies that have no further administrative value after recordkeeping copy is made	N1-434-01-8 item 15a	GRS 5.2	010	Transitory records	DAA-GRS-2022-0009-0001
Administrative Schedule 16 Addendum	Electronic Records – Copies used for dissemination, revision or updating	N1-434-01-8 item 15a	GRS 5.2	020	Intermediary records	DAA-GRS-2022-0009-0002
Office of the Chief Information Officer	This schedule provides one-time disposition authority for DOE records stored at the WNRC	N1-434-02-2	Per NARA, items 1-4 and 7 were accessioned by NARA: NN3-434-10-022. Many records in items 5, 6a, 6b and 8 have been accessioned but others remain at the WNRC in “Disposition Generated” ARCIS status.			
AEC Offices and Cost-Type Contractors	Procurements, Grants and Property Disposal (sales)	NC-326-75-3 all items	This schedule was superseded by items in General Records Schedule 3, Procurement, Supply, and Grant Records, now covered by items in GRS 1.1. The last records to be scheduled under the authorities in this schedule at a NARA FRC were destroyed in 1981.			
AEC Office of Regulation	Nuclear Power Plant Docket Records	NC-174-231	All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules. Description: Superseded by NC1-431-81-05, item 3.10.			
AEC Offices and Cost-Type Contractors	Master Plan, Engineering and Construction Project Files	NC-430-76-1 item 1	ADM 17	30a	Project Planning and Design Files – Initial Design Planning Records	NC1-434-78-2 item 1a (in part)
			ADM 17	30b	Project Planning and Design Files – Architectural, Historical, or Technological Significance	NC1-434-78-2 items 1b(1) to 1b(5) (in part)
AEC Offices and Cost-Type Contractors	Engineering and Construction Project Files	NC-430-76-1 item 2	ADM 17	30a	Project Planning and Design Files – Initial Design Planning Records	NC1-434-78-2 item 1a (in part)
			ADM 17	30c1	Project Planning and Design files – Projects costing more than \$750,000	NC1-434-78-2 item 1c(1) (in part)
			ADM 17	30c2	Project Planning and Design Files – Projects costing less than \$750,000	NC1-434-78-2 item 1c(2) (in part)
			ADM 17	30c3	Project Planning and Design Files – Terminated projects, no authorized for design, construction or fabrication or terminated prior to completion – Costing more than \$750,000	NC1-434-78-2 item 1c(3) (in part)
			ADM 17	30c4	Project Planning and Design Files – Terminated projects, no authorized for design, construction or fabrication or terminated prior to completion – Costing less than \$750,000	NC1-434-78-2 item 1c(4) (in part)
			ADM 17	30c5	Project Planning and Design Files – Working drawings and construction specifications, as-builts – For completed projects	NC1-434-78-2 item 1c(5) (in part)
AEC Offices and Cost-Type Contractors	Copy of each pamphlet, report, leaflet, graphic presentation, motion picture film, etc., on management projects	NC-430-76-1 item 3a	ADM 16	1.1.1a	Internal Publications – Official/Editor's copy	N1-434-01-8 item 1.1.1a (in part)
			Various		Audiovisual	N1-434-98-23 (in part)
AEC Offices and Cost-Type Contractors	Copy of each pamphlet, report, leaflet, graphic presentation, motion picture film, etc., on management projects	NC-430-76-1 item 3b	Rescinded – Non-record			
AEC Offices and Cost-Type Contractors	Copies of management improvement reports and related analyses and feeder reports. a) Documenting substantive programs and accomplishments	NC-430-76-1 item 4a	ADM 16	1.1	Issuance Documenting Substantive Functions	N1-434-01-8 item 1.1
AEC Offices and Cost-Type Contractors	Copies of management improvement reports and related analyses and feeder reports. b) Others	NC-430-76-1 item 4b	ADM 16	1.2	Management Improvement	N1-434-01-8 item 1.2
AEC Offices and Cost-Type Contractors	Forms standardization and control – Forms containing data showing the inception and scope of the form	NC-430-76-1 item 5a	GRS 16	3a	Forms Files – One record copy of each form	NC1-GRS-81-4 item 1
AEC Offices and Cost-Type Contractors	Forms standardization and control – Form files other than those contained in files described in 5a	NC-430-76-1 item 5b	GRS 16	3b	Forms Files – Background materials, etc.	NC1-64-77-8 item 4b
AEC Offices and Cost-Type Contractors	Records Management Files – SF115	NC-430-76-1 item 6	GRS 16	2a1	Records Disposition Files – Basic documentation – Approved SF115s	N1-GRS-98-2 item 16
AEC Offices and Cost-Type Contractors	Experimental and test records for research and development projects – Films, etc.	NC-430-76-1 item 7	ADM 21	Various	Audiovisual	N1-434-98-23 various
AEC Offices and Cost-Type Contractors	Original tracings of drawings, specifications, and photographs of completed product or apparatus	NC-430-76-1 item 8	ADM 21	Various	Audiovisual	N1-434-98-23 various

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EPI		DOE Authority	EPI			DOE Authority
Federal Energy Administration	Fuel Allocation Case Files	NC1-434-76-1 item 1	Economic Regulatory Administration		Natural Gasoline Allocation Case Files	NC1-434-82-3 item 4
ERDA Offices and Cost-Type Contractors	Procurement Files	NC-430-76-3	ADM 5	7	Unique Procurement Files	NC1-430-77-8 item 1
ERDA Offices and Cost-Type Contractors	Quality Assurance Records	NC1-430-76-6	All items superseded by NC1-434-78-2, items 6a, 6b(1)-6b(4).			
ERDA Offices	Budget files accumulated by ERDA headquarters offices – Budget files, office of the controller, file copy of instructions on budget preparation	NC1-430-76-8 item 1a(1)	DOE 1.3	010	Budget Policy Records (Headquarters) – Policy and Procedures	DAA-0434-2021-0003-0001 (in part)
			DOE 1.3	015	Budget Policy Records (Headquarters) – Correspondence	DAA-0434-2021-0003-0002 (in part)
			DOE 1.3	020	Budget formulation, estimates, justification, and submission records, Prior to fiscal year 2017 – Records at Headquarters	DAA-0434-2021-0003-0003 (in part)
			NOTE: This was ADM 5, item 4.1a (N1-434-98-8, item 4.1a), which was formerly superseded by a single item, DOE 1.3, item 010 (DAA-434-2020-0008-0001).			
ERDA Offices	Budget files accumulated by ERDA headquarters offices – Budget files, office of the controller, budget estimates, narrative statements	NC1-430-76-8 item 1a(2)	ADM 5	4.1a	Budget Office Estimates, Justifications, and Correspondence (or Subject Files) – Substantive programs	N1-434-98-8 item 4.1a
ERDA Offices	Budget files accumulated by ERDA headquarters offices – Budget files, office of the controller, all other office of the controller budget files	NC1-430-76-8 item 1a(3)	ADM 5	4.1b	Budget Office Estimates, Justifications, and Correspondence (or Subject Files) – Non-substantive programs	N1-434-98-8 item 4.1b
ERDA Offices	Budget files accumulated by ERDA headquarters offices – All other budget files	NC1-430-76-8 item 1b	ADM 5	4.1b	Budget Office Estimates, Justifications, and Correspondence (or Subject Files) – Non-substantive programs	N1-434-98-8 item 4.1b
ERDA Offices	Records documenting classification/declassification review actions – Actions that deviate from established policy – ERDA Headquarters	NC1-430-76-10 item 2a(1)	ERDA Offices		Records documenting classification/declassification review actions – Actions that deviate from established policy – ERDA Headquarters	NC1-430-77-7 item 2a(1)
ERDA Offices	Records documenting classification/declassification review actions – Actions that deviate from established policy – Field organizations	NC1-430-76-10 item 2a(2)	ERDA Offices		Records documenting classification/declassification review actions – Actions that deviate from established policy – Field organizations	NC1-430-77-7 item 2a(2)
ERDA Offices	Records documenting classification/declassification review actions – Actions that deviate from established policy – All other files	NC1-430-76-10 item 2b	ERDA Offices		Records documenting classification/declassification review actions – Actions that deviate from established policy – All other files	NC1-430-77-7 item 2b
ERDA Headquarters	Case files containing information on individuals of any nationality, political belief or profession who may be of interest to Division of Safeguards and Security Management in their conduct of assigned functions	NC1-430-76-11 item 1	ERDA Field Offices and Headquarters		Personnel Security Clearance Case Files	NC1-430-77-9 item 1
AEC Offices and Cost-Type Contractors	Project case files reflecting the history of a project from initiation to completion, including research, development, design and test results	NC1-430-77-2 All Items	All items in this schedule have been superseded by Research and Development schedules covered by N1-434-96-9, N1-434-97-01 and N1-434-08-02.			
ERDA Offices and Cost-Type Contractors	Visit approval request files – Files retained by requesting office	NC1-430-77-5 item 1a	ADM 18	17.1a	Visit Access Approval Files – Potential for exposure	N1-434-98-21 item 17.1a
ERDA Offices and Cost-Type Contractors	Visit approval request files – (a) Files retained by office of installation visit (1) Where form is used as certification for members of the armed forces, DOD or NASA employees or their contractor employees	NC1-430-77-5 item 1b(1)	ADM 18	17.1b	Visitor Access Approval Files – Without potential for exposure	N1-434-98-21 item 17.1b
ERDA Offices and Cost-Type Contractors	Visit approval request files – (b) Files retained by office of installation visit (2) In other cases (a) Where essential data are posted to record	NC1-430-77-5 item 1b(2)(a)	ADM 18	17.1c	Visitor Access Approval Files – Retained by requesting office	N1-434-98-21 item 17.1c
ERDA Offices and Cost-Type Contractors	Visit approval request files – Files retained by office of installation visit (2) In other cases (b) Where essential data are not so posted and retained	NC1-430-77-5 item 1b(2)(b)	ADM 18	17.1d	Visitor Access Approval Files – Duplicate copies	N1-434-98-21 item 17.1d
ERDA Offices and Cost-Type Contractors	Official files of Advisory Committees subject to FACA and OMB Circular A-63		ADM 16	8b1.1	Committee and Conferences – Advisory Committee Records	N1-434-98-19 item 8b1.1
			ADM 16	8b1.2	Committee and Conferences – Closed Advisory Committee Meeting Records	N1-434-98-19 item 8b1.2
ERDA Offices and Cost-Type Contractors	Files maintained by individual members of committee, panel, task force, etc.	NC1-430-77-5 item 2c	ADM 16	8c	Committee and Conferences – Records maintained by Department Committee Management Officers for committees established under the FACA	N1-434-98-19 item 8c
ERDA Offices	Record set of formal informational releases – Press release	NC1-430-77-6 item 1a	ADM 14	42a	News Media – Master media case file	N1-434-98-17 item 42a
ERDA Offices	Record set of formal informational releases – Official speeches	NC1-430-77-6 item 1b	ADM 14	41a	Speeches – Senior officials	N1-434-98-17 item 41a
ERDA Offices	Record set of formal informational releases – Transcript of press conferences	NC1-430-77-6 item 1c	ADM 14	42a	News Media – Master media case file	N1-434-98-17 item 42a
ERDA Offices	ERDA's Classification/declassification program – Program and policy guides	NC1-430-77-7 item 2a	ADM 18	1a(1)	Classified Documents Administrative Correspondence Files – Program and policy guides	N1-434-98-21 item 1a(1)
ERDA Offices	ERDA's Classification/declassification program – ERDA action and information papers concerning classification policy	NC1-430-77-7 item 2b	ADM 18	1a(1)	Classified Documents Administrative Correspondence Files – Program and policy guides	N1-434-98-21 item 1a(1)

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Department of Energy
RECORDS DISPOSITION SCHEDULES (RDS) OLD-TO-NEW CROSSWALK

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PREVIOUS SF115			CURRENT ADM / RDS / GRS			
Schedule	Series Title	Disposition Authority	Schedule	Item	Series Title	Disposition Authority
EPI		DOE Authority	EPI			DOE Authority
ERDA Offices	ERDA's Classification/declassification program – Files documenting the development of classification policy	NC1-430-77-7 item 2c	ADM 18	1a(1)	Classified Documents Administrative Correspondence Files – Program and policy guides, classification manuals, and documents	N1-434-98-21 item 1a(2)
ERDA Offices	ERDA's Classification/declassification program – Local guides	NC1-430-77-7 item 1d	ADM 18	1a(2)	Classified Documents Administrative Correspondence files – Documenting development of classification policy	N1-434-98-21 item 1a(3)
ERDA Offices	Records documenting classification/declassification review actions – Actions that deviate from established policy - ERDA Headquarters	NC1-430-77-7 item 2a(1)	ADM 18	1a(3)	Classified Documents Administrative Correspondence Files – Procedures implementing DOE policy and guides	N1-434-98-21 item 1b(1)(a)
ERDA Offices	Records documenting classification/declassification review actions – Actions that deviate from established policy – Field organizations	NC1-430-77-7 item 2a(2)	ADM 18	1b(1)(a)	Classified Documents Administrative Correspondence Files – Documenting classification/declassification reviews – Deviate from policy – Headquarters	N1-434-98-21 item 1b(1)(b)
ERDA Offices	Records documenting classification/declassification review actions – Actions that deviate from established policy – All other files	NC1-430-77-7 item 2b	ADM 18	1b(1)(b)	Classified Documents Administrative Correspondence Files – Documenting classification/declassification reviews – Deviate from policy – All other offices	N1-434-98-21 item 1b(1)(b)
ERDA Field Offices and Headquarters	Personnel Security Clearance Case Files	NC1-430-77-9 item 1	DOE Offices		Personnel Security Clearance Case Files	NC1-434-80-3 item 1
Department of Energy Offices	Personnel Security Clearance Case Files	NC1-434-80-3 item 1	ADM 18	22a	Personnel Security Clearance Case Files	N1-434-03-1 item 22a
Economic Regulatory Administration	Audit files (of petroleum companies); Regional office applications records for assignment of a supplier and/or base period supply volume	NC1-434-81-2	Per NARA, item 1a was superseded by NC1-434-84-1, item 1a. Records ceased creation in 1984 (item 1) and 1981 (item 2). All records retired to the FRC (Denver) were destroyed in April 1996. All other records are presumed to have been destroyed.			
Economic Regulatory Administration	Motor Gasoline, aviation fuels and middle distillate case files; Propane, butane, and natural gasoline allocation case files; SNG feedstock allocation case files; and Federal government and electric utility fuel allocation case files	NC1-434-82-3	Per NARA, item 1a was superseded by NC1-434-84-01, item 1a. Records ceased creation in 1982 (item 1) and 1981 (item 2). All records retired to FRC (Denver) were destroyed in April 1996. All other records are presumed to have been destroyed at the agency.			
Economic Regulatory Administration (ERA) Audit Files of Petroleum Companies, 1974-82	Records of audits of the books and records of petroleum companies conducted by the Economic Regulatory Administration, Department of Energy, and its predecessor organization, the Federal Energy Administration, during the years 1974 through 1982	NC1-434-84-01	All records have been dispositioned or transferred to NARA.			
Executive Secretary - History Division	Disposable records at the Washington National Records Center	NC1-434-85-2	WNRC Accessions 430-78-02, 434-78-01 and 434-78-02. Records were appraised as disposable under NC3-434-82-3.			
Departmental Offices and DOE Cost-Type Contractors	Reports describing Research and Engineering Activities – Microfilm (Richland)	NC1-434-85-01	Inactive			
DOE Office of Organization and Management Systems	Staffing and Budget Submission Files	NC1-434-83-4 item 1	DOE 1.3	010	Budget Policy Records (Headquarters) – Policy and Procedures	DAA-0434-2021-0003-0001 (in part)
			DOE 1.3	015	Budget Policy Records (Headquarters) – Correspondence	DAA-0434-2021-0003-0002 (in part)
			DOE 1.3	020	Budget formulation, estimates, justification, and submission records, Prior to fiscal year 2017 – Records at Headquarters	DAA-0434-2021-0003-0003 (in part)
AEC Offices and Cost-Type Contractors	Audit files generated in the performance of audits of AEC and cost-type contractor operations – AEC wide audits	NN-166-124 item 1a	ADM 22	1, 2, 3 and 4	Audit/Investigation Files	N1-434-98-9 items 1-4
AEC Offices and Cost-Type Contractors	Audit files generated in the performance of audits of AEC and cost-type contractor operations – Individual AEC offices - report files and correspondence	NN-166-124 item 1b1				
AEC Offices and Cost-Type Contractors	Audit files generated in the performance of audits of AEC and cost-type contractor operations – Individual AEC offices - work papers	NN-166-124 item 1b2				
AEC Offices and Cost-Type Contractors	Audit files generated by cost-type contractor audit staff	NN-166-124 item 2				
Bureau of Land Management	SF-2809, Health Benefit Registration Form	NN-165-90 item 1	DOE 2.2	015	Official Personnel Folder (OPF)/electronic OPF (eOPF)	DAA-GRS-2017-0007-0004
Bureau of Land Management	SF-2810, Notice of Change in Health Benefits	NN-165-90 item 2	DOE 2.2	015	Official Personnel Folder (OPF)/electronic OPF (eOPF)	DAA-GRS-2017-0007-0004
Bureau of Land Management	SF-2811, Transmittal and Summary Report to Carrier	NN-165-90 item 3	Rescinded			
Cost-type Contract	Reactor operator certification files	NN-170-57 item 4	DOE 2.6	030	Individual Technical Qualification Program (TQP)/electronic Technical Qualification Program (eTQP) Records	None; filing instructions only
AEC Offices and Cost-Type Contractors	General Correspondence documenting development of plans and policies – Headquarters offices and divisions	NN-173-301 item 1a	ADM 16	1.5a	Administrative Management – High Level Correspondence	N1-434-98-019 item 1.5a
AEC Offices and Cost-Type Contractors	General Correspondence documenting development of plans and policies	NN-173-301 item 1b	ADM 16	1.5b	Administrative Management – Administrative Correspondence	N1-434-98-019 item 1.5b

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RECORDS DISPOSITION SCHEDULES (RDS) OLD-TO-NEW CROSSWALK

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PREVIOUS SF115			CURRENT ADM / RDS / GRS			
Schedule	Series Title	Disposition Authority	Schedule	Item	Series Title	Disposition Authority
EPI		DOE Authority	EPI			DOE Authority
AEC Offices and Cost-Type Contractors	Files documenting transactions of routine character	NN-173-301 item 1c and 1d	Items were not included in N1-434-98-019. All records created under these authorities at AEC should have been destroyed by 1982.			
AEC Offices and Cost-Type Contractors	Conference meeting and convention records	NN-173-301 item 2a1	ADM 16	8.d1a	Committee and Conferences – Sponsors files including, but not limited to plan, announcements, invitations, agenda, papers presented, summaries, etc.	N1-434-01-008 item 8d1a
AEC Offices and Cost-Type Contractors	Conference meeting and convention records – All other copies	NN-173-301 item 2a2	ADM 16	8.d1b	Committees and Conferences – Records of national and international conferences and conventions – Conferences/conventions sponsored by the Department held by other offices	N1-434-01-008 item 8d1b
AEC Offices and Cost-Type Contractors	AEC-wide staff or field office meetings or mission groups – Official files	NN-173-301 item 2b1	ADM 16	8.d1a	Committee and Conferences – Sponsors files including, but not limited to plan, announcements, invitations, agenda, papers presented, summaries, etc.	N1-434-01-008 item 8d1a
AEC Offices and Cost-Type Contractors	AEC-wide staff or field office meetings or mission groups – All other copies	NN-173-301 item 2b2	ADM 16	8.d1b	Committees and Conferences – Records of national and international conferences and conventions – Conferences/conventions sponsored by the Department held by other offices	N1-434-01-008 item 8d1b
AEC Offices and Cost-Type Contractors	AEC-wide staff or field office meetings of support groups – Official files	NN-173-301 item 2c1	ADM 16	8.d2a	Committees and Conferences – Records of national and international conferences and conventions – conferences/conventions sponsored by DOE – Sponsor's file	N1-434-01-008 item 8d2a
AEC Offices and Cost-Type Contractors	AEC-wide staff or field office meetings of support groups – All other copies	NN-173-301 item 2c2	ADM 16	8.d2b	Committee and Conferences – Records of national and international conferences and conventions – conferences/conventions sponsored by DOE – Records held by other offices	N1-434-01-008 item 8d2b
AEC Offices and Cost-Type Contractors	Conferences, meetings, conventions, symposiums, seminars not sponsored by AEC or its contractors – Reports containing summaries	NN-173-301 item 2d1	ADM 16	8.d3a	Committees and Conferences – Conferences, convention and seminars not sponsored by DOE and/or its contractor(s) – Reports containing summaries of views, presented, actions taken by the assembly	N1-434-01-008 item 8d3a
AEC Offices and Cost-Type Contractors	Conferences, meetings, conventions, symposiums, seminars not sponsored by AEC or its contractors – All other material	NN-173-301 item 2d2	ADM 16	8.d3b	Committee and Conferences – Records of national and international conferences and conventions Conferences, conventions and seminars not sponsored by DOE and/or its contractor(s) – All other records	N1-434-01-008 item 8d3b

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