

**DEPARTMENT OF ENERGY (DOE) 4.2: Information Access and Protection Records**

DOE Records Disposition Schedules (RDS)							
New DOE 4.2				Old Authorities			
Schedule No.	Item No.	Retention	ERA Number/ Disposition Authority	Schedule No.	Item No.	Retention	Disposition Authority
DOE 4.2	010	Permanent	Pending NARA approval, utilize current schedules until approved	ADM 18	1a(1)	Permanent	N1-434-98-21, item 1a(1)
				ADM 18	1a(2)	50 years	N1-434-98-21, item 1a(2)
				ADM 18	1b(1)(a)	Permanent	N1-434-98-21, item 1b(1)(a)
DOE 4.2	015	10 years	Pending NARA approval, utilize current schedules until approved	ADM 18	1a(3)	10 years	N1-434-98-21, item 1a(3)
				ADM 18	1b(4)	10 years	N1-434-98-21, item 1b(4)
DOE 4.2	020	10 years	Pending NARA approval, utilize current schedules until approved	ADM 18	1b(1)(b)	50 years	N1-434-98-21, item 1b(1)(b)
				ADM 18	1b(2)	6 years	N1-434-98-21, item 1b(2)
				ADM 18	1b(3)	6 years	N1-434-98-21, item 1b(3)
DOE 4.2	030	Permanent	Pending NARA approval	New Item			
DOE 4.2	040	3 years	DAA-GRS-2016-0003-0003 and DAA-GRS-2016-0003-0004	GRS 4.2	160	3 years	DAA-GRS-2016-0003-0003
				GRS 4.2	161	3 years	DAA-GRS-2016-0003-0004
DOE Schedules Cross-Walked to the GRS							
GRS 4.2	020	6 years	DAA-GRS-2016-0002-0001	Uranium Mill Tailings Remedial Action (UMTRA) Project		4 years	N1-434-98-1, item 9a
						6 years	N1-434-98-1, item 9b
GRS 4.2	030	2 years	DAA-GRS-2019-0001-0002	ADM 18	2	3 years	N1-434-89-3, item 1
				ADM 18	3	5 years	N1-434-89-3, item 2
				ADM 18	4	5 years	N1-434-89-3, item 3
				Cost-Type Contractors Correspondence Logs and Accident Reports		2 years	II-NNA-1023, item 1
GRS 4.2	031	Superseded	DAA-GRS-2013-0007-0020	ADM 18	8.4c	Superseded	N1-434-98-21, item 8.4c
GRS 4.2*	110	5 years	DAA-GRS-2013-0007-0011	ADM 18	1.1a	4 years	N1-434-98-21, item 1.1a
				ADM 18	1.1b	3 years	N1-434-98-21, item 1.1b

\*Updated

Epidemiological  
Moratorium

General Record Schedules (GRS)							
New GRS 4.2				Old Authorities			
Schedule No.	Item No.	Retention	ERA Number/ Disposition Authority	Schedule No.	Item No.	Retention	Disposition Authority
GRS 4.2	001	3 years	DAA-GRS-2019-0001-0001	GRS 14	15	2 years	N1-GRS-98-2, item 12
				GRS 14	26	2 years	N1-GRS-98-2, item 13

General Record Schedules (GRS)							
New GRS 4.2				Old Authorities			
Schedule No.	Item No.	Retention	ERA Number/ Disposition Authority	Schedule No.	Item No.	Retention	Disposition Authority
GRS 4.2	010	90 days	DAA-GRS-2013-0007-0001	GRS 18	1	2 years	GRS 18, 1960, item 2
				<del>GRS 14</del>	<del>1</del>	<del>3 months</del>	<del>N1-GRS-98-2, item 10</del>
				<del>GRS 14</del>	<del>2</del>	<del>3 months</del>	<del>GRS 14 (1952), items 2 and 3</del>
				<del>GRS 23</del>	<del>7, first bullet</del>	<del>When no longer needed</del>	<del>N1-GRS-04-5, item 1</del>
<b>GRS 4.2, Item 010 has been superseded by GRS 5.2, Item 010.</b>							
GRS 4.2	020	6 years	DAA-GRS-2016-0002-0001	GRS 14	11a(1)	2 years	NC1-64-77-1, item 16a1
				GRS 14	11a(2)(a)	2 years	NC1-64-77-1, item 16a2a
				GRS 14	11a(2)(b)	6 years or 3 years or with related records	NC1-64-77-1, item 16a2b
				GRS 14	11a(3)(a)	6 years	NC1-64-77-1, item 16a3a
				GRS 14	11a(3)(b)	6 years or 3 years or with related records	NC1-64-77-1, item 16a3b
				GRS 14	12a	6 year or 3 years	N1-GRS-87-4, item 17a
				GRS 14	21a(1)	2 years	NC1-64-77-1, item 25a1
				GRS 14	21a(2)(a)	2 years	NC1-64-77-1, item 25a2a
				GRS 14	21a(2)(b)	4 years or 3 years or with related records	NC1-64-77-1, item 25a2b
				GRS 14	21a(3)(a)	5 years	NC1-64-77-1, item 25a3a
				GRS 14	21a(3)(b)	4 years or with related records	NC1-64-77-1, item 25a3b
				GRS 14	31a(1)	2 years	N1-GRS-87-7, item 31a1
				GRS 14	31a(2)(a)	2 years	N1-GRS-87-7, item 31a2a
				GRS 14	31a(2)(b)	4 years or with related records	N1-GRS-87-7, item 31a2b
				GRS 14	31a(3)(a)	5 years	N1-GRS-87-7, item 31a3a
				GRS 14	31a(3)(b)	4 years or with related records	N1-GRS-87-7, item 31a3b
				GRS 14	31c	When requested docs are declassified or destroyed	N1-GRS-87-7, item 31c
				GRS 14	32a	4 years	N1-GRS-87-7, item 32a
GRS 4.2	020	6 years	DAA-GRS-2013-0007-0002				
GRS 4.2	030	2 years	DAA-GRS-2019-0001-0002	GRS 14	34	2 years	N1-GRS-98-2, item 14
				GRS 14	35	2 years	N1-GRS-98-2, item 15
				GRS 18	2	2 years	GRS 18 (1960), item 3
				GRS 18	3	2 years	GRS 18 (1960), item 4
				GRS 18	4	2 years	GRS 18 (1960), item 5
				GRS 18	6	2 years	GRS 18 (1960), item 7
				GRS 4.2	030	2 years	DAA-GRS-2013-0007-0003
GRS 4.2	031	Superseded or obsolete	DAA-GRS-2013-0007-0020	GRS 18	7a	Superseded by new form	GRS 18 (1960), item 8
GRS 4.2	032	90 days	DAA-GRS-2016-0002-0003	GRS 18	7b	3 months	N1-GRS-93-1, item 7b
				GRS 4.2	032	90 days	DAA-GRS-2013-0007-0021
GRS 4.2	040	5 years		GRS 14	13a	5 years	NC1-64-76-3, item 11a

General Record Schedules (GRS)							
New GRS 4.2				Old Authorities			
Schedule No.	Item No.	Retention	ERA Number/ Disposition Authority	Schedule No.	Item No.	Retention	Disposition Authority
			DAA-GRS-2019-0001-0003	GRS 14	13b	5 years	NC1-64-76-3, item 11b
				GRS 14	24a	5 years	NC1-64-77-1, item 28a
				GRS 14	24b	5 years	NC1-64-77-1, item 28b
				GRS 14	33a	5 years	N1-GRS-87-7, item 33a
				GRS 14	33b	5 years	N1-GRS-87-7, item 33b
				GRS 18	5a	5 years	GRS 18 (1960), item 6a
				GRS 18	5b	Related document downgrade, transfer or destruction	GRS 18 (1960), item 6b
				GRS 4.2	040	5 years	DAA-GRS-2013-0007-0004
GRS 4.2	050	No change NC1-64-77-1, item 27 remains current		GRS 14	23	5 years	NC1-64-77-1, item 27
GRS 4.2	060	6 years or with related records	DAA-GRS-2015-0002-0001	GRS 14	36a	6 years or with related records	N1-GRS-89-2, item 1a
GRS 4.2	061	6 years	DAA-GRS-2015-0002-0002	GRS 14	36b	6 years	N1-GRS-89-2, item 1b
GRS 4.2	065	3 years	DAA-GRS-2019-0001-0004	New Item (Transmittal 32)			
GRS 4.2	070	2 years	DAA-GRS-2013-0007-0006	GRS 14	14	2 years	N1-GRS-98-2, item 11
				GRS 14	25	2 years	N1-GRS-89-4, item 1
GRS 4.2	080	5 years	DAA-GRS-2013-0007-0022	GRS 27	4	5 years	N1-GRS-04-4, item 4
GRS 4.2	081	2 years	DAA-GRS-2013-0007-0023	New Item			
GRS 4.2	090	4 years	DAA-GRS-2013-0007-0007	GRS 14	22a	4 years or with related records	NC1-64-77-1, item 26a
				GRS 14	22b	4 years or 3 years or with related records	NC1-64-77-1, item 26b
				GRS 14	22c	3 years or with related records	NC1-64-77-1, item 26c
GRS 4.2	100	After conducting next review	DAA-GRS-2013-0007-0008	New Item			
GRS 4.2	110	5 years	DAA-GRS-2013-0007-0011	New Item			
GRS 4.2	120	Apply disposition of OPF	None; old item is rescinded	GRS 18	25b	Apply disposition of OPF	N1-GRS-5-1, item 1b
GRS 4.2	121	50 years	DAA-GRS-2015-0002-0003	GRS 18	25a	70 years	N1-GRS-95-1, item 1a
GRS 4.2	<del>130</del>	<del>90 days</del>	<del>DAA-GRS-2013-0007-0012</del>	New Item			
<b>GRS 4.2, Item 130 has been superseded by GRS 5.2, Item 010.</b>							
GRS 4.2	140	No longer needed DOE Business Use:	DAA-GRS-2013-0007-0013	New Item			

General Record Schedules (GRS)							
New GRS 4.2				Old Authorities			
Schedule No.	Item No.	Retention	ERA Number/ Disposition Authority	Schedule No.	Item No.	Retention	Disposition Authority
		Destroy when 1 year old					
GRS 4.2	150	2 years	DAA-GRS-2016-0003-0002				New Item
GRS 4.2	<del>160</del>	<del>3 years</del>	<del>DAA-GRS-2016-0003-0003</del>				New Item
GRS 4.2	<del>161</del>	<del>3 years</del>	<del>DAA-GRS-2016-0003-0004</del>				New Item
<b>GRS 4.2, Items 160 and 161 have been superseded by DOE 4.2, Item 040.</b>							
GRS 4.2	170	Superseded or 2 years	DAA-GRS-2016-0003-0005				New Item
GRS 4.2	180	No longer needed DOE Business Use: Destroy when 1 year old	DAA-GRS-2016-0008-0001				New Item
GRS 4.2	190	7 years	DAA-GRS-2019-0001-0005				New Item (Transmittal 32)
GRS 4.2	191	7 years	DAA-GRS-2019-0001-0006				New Item (Transmittal 32)
GRS 4.2	192	When waiver is rescinded	DAA-GRS-2019-0001-0007				New Item (Transmittal 32)
GRS 4.2	193	Follow disposition instructions approve for records at issue	--				New Item (Transmittal 32)
GRS 4.2	194	6 years	DAA-GRS-2019-0001-0008				New Item (Transmittal 32)
GRS 4.2	195	5 years	DAA-GRS-2019-0001-0008				New Item (Transmittal 32)