

**DOE RDS (Records Disposition Schedules) and
NARA GRS (General Records Schedules)
Combined Subject Index**

Topic	Record Type	Schedule	Item
Academic/Outreach Programs	Policies	DOE 2.1	050
	Correspondence	DOE 2.1	050
	Impact tracking	DOE 2.1	050
	Reports	DOE 2.1	050
Academic/Outreach Program Administrative and Tracking	Memorandum of Understanding	DOE 2.1	055
	Contact information	DOE 2.1	055
	Scholastic tournaments	DOE 2.1	055
Accidents	Accident and incident investigations (Minor - no additional reporting required)	GRS 5.6	100
	Employee Injury/Illness	DOE 2.7	110
	Occupational Injury/Illness	DOE 2.7	100
	Vehicle and vessel accident documentation	GRS 5.4	140
Accountability	Control Access Classified documents	GRS 4.2	040
	Forms, transportation requests	GRS 1.1	010, 011
	Internal agency accountability	GRS 5.7	010
	Keys, security, and protective	GRS 1.1	010, 011
	Personal property files	GRS 1.1	010, 011
	Transportation	GRS 5.5	020
Accounting	Accountable officers' returns	GRS 1.1	010, 011
	Asset	GRS 1.1	030
	Availability of funds	GRS 1.1	010, 011
	Collection of funds	GRS 1.1	010, 011
	Correspondence	GRS 1.1	001
	Custody of funds	GRS 1.1	010, 011
	Deposit of funds	GRS 1.1	010, 011
	Settlement, certificates of	GRS 1.1	010, 011
	Support documents	GRS 1.1	010, 011
Accounts	General	GRS 1.1	010. 011
	Allotment	GRS 1.1	010. 011
	Posting and control media	GRS 1.1	010. 011
	Administrative Claims	GRS 1.1	080
	Administrative Files (Office)	GRS 5.1	010, ADM 23.1b
Administrative Management	Committees, non-mission	GRS 5.1	030
	Committees, Federal Advisory	GRS 6.2	040, 050, 060
	Feasibility studies	GRS 3.1	011
	Forms	GRS 4.1	040
	Notices and other issuance	GRS 5.7	030
	Records management	GRS 4.1	020
	Reports control	GRS 5.7	040
	Adverse action	GRS 2.3	060

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Topic	Record Type	Schedule	Item
Advisory Commissions, Committees, Boards and Other Groups Established under the Federal Advisory Committee Act (FACA)	Audiovisual records Non-substantive	GRS 6.2	050
	Substantive Committee records	GRS 6.2	020
	Non-substantive	GRS 6.2	050
	Substantive	GRS 6.2	010
	Committee accountability records	GRS 6.2	040
	Committee management records	GRS 6.2	060
	Grant review committees	GRS 6.2	030
Affirmative Action Plans	Equal Employment Opportunity	GRS 2.3	010
	Reports, mandatory and external	GRS 5.7	50
Agency Budget Policies, Estimates and Correspondence Files - Substantive Programs		DOE 1.3	010
Agency Budget Policies, Estimates and Correspondence Files - Non-Substantive Programs		DOE 1.3	020
Agency Financial Statement/Report	Compilation	GRS 1.1	020
Agreements, Cooperative	Case files, Applications	GRS 1.2	020
	Final products and deliverables	GRS 1.2	030
Aircraft	Accidents and incident investigations	GRS 5.4	140
	Logistics and operations	GRS 5.4	130
	Maintenance and modifications	GRS 5.4	100
	Routine operations	GRS 5.4	120
	SEE ALSO Vehicles		
Allotment Ledgers		GRS 1.1	030
Alternative Dispute Resolution	Case files	GRS 2.3	070, 071
	Routine, non-mission	GRS 2.3	010
Annual Performance Plan/Report		GRS 5.7	040
Anti-harassment SEE Harassment			
Applications	Employment	GRS 2.1	060
	Grant	GRS 1.2	020, 021, 022
	Housing	GRS 5.4	080
Apportionment and Reapportionment SEE Budget			
Apprenticeship Program		DOE 2.3	010

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Topic	Record Type	Schedule	Item
Architectural Drawings SEE Drawings			
Asset accounting		GRS 1.1	030
Audits	Internal controls Reports	GRS 5.7	010
	Internal controls Corrective Action	GRS 5.7	020
	Compiled reports	GRS 1.1	020
Authorizations (IT)		GRS 3.2	030, 031
Automatic and systematic declassification review		GRS 4.2	100
Automobiles SEE Vehicles			
Awards (Personnel)	Employee Incentive award records	GRS 2.2	030
	Nonmonetary items of \$50 or less	GRS 2.2	030
	Not maintained in OPF	DOE 2.2	040
	Official Contractor Personnel File for Employee Incentive Awards	DOE 2.2	030
Backups, System SEE ALSO Tape Libraries	Full Incremental	GRS 3.2	041
	Master files and databases	GRS 3.2	041
	Full Incremental	GRS 3.2	050, 50, 51
Baseline Management		DOE 1.3	030
Bid and Proposal Files (GRS 1.1, items 010 & 011)	Bidders (Except Debarment Investigation Case files)	GRS 1.1	070, 071
	Canceled	GRS 1.1	010, 011
	No action	GRS 1.1	012
	Research and Development	DOE 1.1	060
	Successful	GRS 1.1	010, 011
	Unsuccessful	GRS 1.1	010, 011
	Unsolicited	GRS 1.1	012
Bills of Lading		GRS 1.1	010, 011
Binding		GRS 5.5	010, 020
Boards SEE ALSO Federal Advisory Committees	Advisory (FACA)	GRS 6.2	010, 020, 050
	Temporary	GRS 5.1	30
Boats SEE Vehicles			
Budget	Administration	GRS 1.3	050
	Apportionment	GRS 1.3	020
	Background	GRS 1.3	040, 041
	Correspondence	GRS 1.3	050
	Execution	GRS 1.3	020
	Formulation and submission	GRS 1.3	010
	Research and Development Procurement	DOE 1.1	060
	Reports	GRS 1.3	030, 031

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Topic	Record Type	Schedule	Item
Building and maintenance	Correspondence	GRS 5.4	010
	Credentials	GRS 5.6	120
	Directory service	GRS 5.4	010
	Plans	ADM	17
	Release	GRS 5.4	010
	Reports	GRS 5.4	010
	Request for services	GRS 5.4	071
	Space assignments or requests (Except nuclear facilities or facilities that produce or store hazardous materials)	GRS 5.4	010
	Utilization	GRS 5.4	010
Calendars		GRS 5.1	010
Carrier SEE Freight			
Case Files	Classification		
	Appeals (Federal Only)	GRS 2.1	030
	Certificates (Federal Only)	GRS 2.1	040
	Casualty Insurance	DOE 1.1	030
	Contract appeals	GRS 1.1	060
	Contractor Pension	DOE 1.1	010, 020
	Cooperative agreement (for financial assistance)		
	Successful (Except CERCLA-Funded Cooperative Agreement Records - Use DOE 1.2)	GRS 1.2	020
	Unsuccessful	GRS 1.2	021
	Debarment Investigation	DOE 1.1	050
	Erroneous release	GRS 4.2	060, 061
	FOIA appeals	GRS 4.2	020
	Grant		
	Successful	GRS 1.2	020
	Unsuccessful	GRS 1.2	021
	Personnel		
	EEO complaint	GRS 2.3	110, 111
	Incentive awards	GRS 2.2	030
	Labor management		
	Arbitration (negotiated grievance procedure) (Except Contractor Labor Arbitration Case Files)	GRS 2.3	090
FLRA case files (Federal Only)	GRS 2.3	100	

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Topic	Record Type	Schedule	Item
Case Files (Continued)	Negotiation (Federal Only) (Except Contractor Labor Management Relations Agreement Negotiation Records)	GRS 2.3	130
	Security		
	Access and clearances	GRS 5.6	180, 181
	Index to case files	GRS 5.6	190
	Investigative reports	GRS 5.6	170, 171
	Privacy Act amendment	GRS 4.2	090
	Procurement	GRS 1.1	010, 011
	Public comments (public relations only)	GRS 6.4	010
	Real property (except relating to property acquired after 13/31/1920, other than abstract or certificate of title - Use ADM 3.1a)	GRS 5.4	020
	Work for others	DOE 1.2	010
Casualty Insurance Case Files (DOE 1.1, item 030)	Policies	DOE 1.1	030
	Endorsements	DOE 1.1	030
	Reports	DOE 1.1	030
	Correspondence	DOE 1.1	030
	Studies and analyses	DOE 1.1	030
Certificates	Classified document destruction	GRS 4.2	030
	Eligibles (employment)	GRS 2.1	050, 051
	Performance rating (Federal Only)	GRS 2.2	070, 071, 072, 073
	Settlement	GRS 1.1	010
	Tax exemption	GRS 1.1	010, 011
	Title (except relating to property acquired after 13/31/1920, other than abstract or certificate of title - Use ADM 3.1a)	GRS 5.4	020
Charts and Graphs, Line copies		GRS 6.4	030
Chief Information Officer (CIO)	Committees	GRS 6.3	010
	Compliance reporting	GRS 4.2	080
	Enterprise architecture	GRS 6.3	020
	IT capital investment	GRS 6.3	010
	IT program planning SEE ALSO Information Technology (IT)	GRS 6.3	010
Childcare subsidies		GRS 2.4	120, 121
Circular A-123	Internal	GRS 5.7	010
	External	GRS 5.7	050
Circular A-130		GRS 5.7	010

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Topic	Record Type	Schedule	Item
Circular A-76		GRS 5.7	010
Civil Service Reform Act		GRS 5.7	060
Claims	Administrative, by or against the United States	GRS 1.1	080
	Health benefits, former spouse (Federal Only)	GRS 2.4	111
Classification, job	Appeals (Federal Only)	GRS 2.1	030
	Certificates of classification (Federal Only)	GRS 2.1	040
	Contractors Manual	DOE 2.1	010
	Position descriptions	DOE 2.1	020
	Standards (Federal Only)	GRS 2.1	010
Classified Information	Access control	GRS 4.2	031
	Accounting	GRS 4.2	040
	Classification Challenge	GRS 4.2	020
	Container security	GRS 4.2	032
	Destruction certificates	GRS 4.2	030
	Inventory	GRS 4.2	030
	Nondisclosure Agreement	GRS 4.2	120, 121
	Receipt	GRS 4.2	030
	Routine, non-mission (Except classified documents program records - Use ADM 18.1a(1) and ADM 18.1b(1))	GRS 4.2	001
	Tracking and control	GRS 4.2	030
Clearance SEE Personnel, Security clearance			
Clearances to release information products		GRS 6.4	030
Clinic scheduling		DOE 2.7	010
Combined Federal Campaign (CFC) SEE ALSO Pay and Payroll		GRS 2.4	010
Commendation Letters (Federal Only)		GRS 2.2	030
Committees	CIO	GRS 6.3	010
	Advisory	GRS 6.2	010, 060
	Internal, non-mission	GRS 5.1	030
Communications SEE ALSO Telecommunications	Control	GRS 5.5	020
	Correspondence		
	Administrative	GRS 5.5	010
	Control	GRS 5.5	020
	Equipment	GRS 5.5	010
	Operation	GRS 5.5	010

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Topic	Record Type	Schedule	Item
Communications (Continued)	Reports, Administrative	GRS 5.5	010
	Reports, Load	GRS 5.5	020
	Reports, Performance	GRS 5.5	020
	Reports, Statistical	GRS 5.5	020
	Routine, non-mission	GRS 5.5	010
	Telephone use (call detail)	GRS 5.5	010
Complaints	Customer Service	GRS 6.5	010
	Discrimination	GRS 2.3	110, 111
	Privacy	GRS 4.2	065
Compliance	IT	GRS 3.1	040
	Legal and regulatory	GRS 4.2	080
Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) Funded Cooperative Agreements (Superfund Projects) Records (DOE 1.2, item 020)	Compliance Documentation	DOE 1.2	020
	Financial Records	DOE 1.2	020
	Procurement	DOE 1.2	020
	Programmatic records	DOE 1.2	020
	Property Records	DOE 1.2	020
	Supporting Documentation	DOE 1.2	020
	Time and Attendance	DOE 1.2	020
Computer Aided Design (CAD) SEE Drawings			
Computer matching program		GRS 4.2	170
Computer Security	Access	GRS 3.2	030
	General	GRS 3.2	010
	Incidents	GRS 3.2	020
Confidential Information Protection & Statistical Efficiency Act		GRS 4.2	080, 081
Configuration Management		GRS 3.1	030
Construction		GRS 5.4	050, 051
Continuity Planning SEE Emergency Planning			
Contract Appeals		GRS 1.1	060
Contractor Employee Job Classification Manuals		DOE 2.1	010
Contractor Employment Practices, EEO		GRS 2.3	120
Contractor Payrolls		DOE 2.4	010
Contracts		GRS 1.1	010, 011

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Topic	Record Type	Schedule	Item
Contractor Pension Case Files (DOE 1.1, items 010 & 020)	Continuing obligation	DOE 1.1	010
	Correspondence	DOE 1.1	010, 020
	Funding and cost data	DOE 1.1	010, 020
	Negotiations	DOE 1.1	010, 020
	No continuing obligation	DOE 1.1	020
	Pension plans	DOE 1.1	010, 020
	Reports	DOE 1.1	010, 020
	Studies and analyses	DOE 1.1	010, 020
Control Files	Classified documents	GRS 4.2	040
	FOIA	GRS 4.2	040
	General	GRS 4.1	010
	Printing	GRS 5.5	020
	Privacy Act	GRS 4.2	040
Controlled Unclassified (CUI) Program	Implementation	GRS 4.2	190
	Information sharing agreements	GRS 4.2	191
	Investigations	GRS 4.2	195
	Marking		
	Challenging	GRS 4.2	193, 194
	Decontrol	GRS 4.2	193, 194
	Misuse	GRS 4.2	195
	Waivers	GRS 4.2	192
Cooperative agreements (for financial assistance)	Program records	GRS 1.2	010
	Case files	GRS 1.2	020, 021, 022
	Deliverables	GRS 1.2	030
Cooperative Research and Development Agreements (CRADAs)	Case files		
	Budget	DOE 1.2	070
	Correspondence	DOE 1.2	070
	Non disclosure agreement	DOE 1.2	070
	Policies	DOE 1.2	070
	Presentations	DOE 1.2	070
	Reports	DOE 1.2	070
	Collaborative Agreement	DOE 1.2	070
	Marketing	DOE 1.2	010
	Products and Services	DOE 1.2	010
	Promotional	DOE 1.2	010
Correspondence	Academic/Outreach Programs	DOE 2.1	050
	Accounting	GRS 1.1	001
	Building and space maintenance	GRS 5.4	010
	Casualty Insurance Case Files	DOE 1.1	030
	Classified documents	ADM	18.1a(1), 18.1b(1)

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Topic	Record Type	Schedule	Item
	Contractor Pension Case Files	DOE 1.1	010, 020
Correspondence (Continued)	Cost accounting	GRS 1.1	001
	Debarment Investigation Case Files	DOE 1.1	050
	Emergency planning	GRS 5.3	010
	Expenditure accounting	GRS 1.1	001
	Facilities, security	GRS 5.6	010
	Financial transactions	GRS 1.1	010, 011
	Freedom of Information Act (FOIA)	GRS 4.2	001
	Grant and cooperative agreement	GRS 1.2	010
	Housing	GRS 5.4	010
	Information requests	GRS 4.2	010
	Intern, Fellows, and Scholar	DOE 2.1	060
	Public correspondence requiring no formal action	GRS 6.4	020
	Mail	GRS 5.5	010
	Motor vehicle	GRS 5.4	010, 110
	National Environmental Policy Act (NEPA)	GRS 5.7	080
	Pay	GRS 2.4	060
	Personnel, General (Federal Only)	GRS 2.2	010
	Personnel, Hiring	GRS 2.1	050, 051
	Personnel security	GRS 5.6	010
	Plant accounting	GRS 1.1	001
	Printing, Administrative	GRS 5.5	010
	Privacy Act	GRS 4.2	001
	Procurement	GRS 1.1	001
	Property disposal	GRS 5.4	040
	Public relations related	GRS 6.4	010
	Security and protective service	GRS 5.6	010
	Small and Disadvantaged Business Utilization	GRS 1.1	100
	Space and maintenance	GRS 5.4	010
	Stores accounting	GRS 1.1	001
	Surplus property	GRS 5.4	040
	Technology management	GRS 3.1	010
	Telecommunications		
	Administration and operations	GRS 5.5	010
	Control	GRS 5.5	020
	Transportation, Financial	GRS 1.1	001
	Transportation, tracking records	GRS 5.5	020
	Travel	GRS 1.1	001
	Work for others	DOE 1.2	010
Cost Accounting	Correspondence	GRS 1.1	001
	Ledgers	GRS 1.1	040
	Reports	GRS 1.1	040
Counseling	General	GRS 2.7	090, 091
	Ethics	GRS 2.8	010

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Topic	Record Type	Schedule	Item
Courier services		GRS 5.5	020
Credentials	Personnel	GRS 5.6	120, 121
Credit Card	Applications, Employee	GRS 1.1	090
	Purchases	GRS 1.1	010, 011
Customer Service	Internal	DOE 5.8	010
	External	GRS 6.5	010
	Distribution lists	GRS 6.5	020
Data files	Documentation	GRS 3.1	050, 051
	Downloaded	GRS 5.2	20
Debarment		GRS 1.1	070, 071
Debarment Investigation Case Files (DOE 1.1, item 050)	Inspector General Reports	DOE 1.1	050
	Attorney recommendations	DOE 1.1	050
	Suspension notifications	DOE 1.1	050
	Hearing transcripts	DOE 1.1	050
	Briefs and motions	DOE 1.1	050
	Correspondence	DOE 1.1	050
	Final Determinations	DOE 1.1	050
Debt collection		GRS 1.1	010, 011
Declassification SEE Mandatory Declassification Review SEE ALSO Automatic and systematic declassification			
Deductions, Payroll		GRS 2.4	010
	Tax withholding	GRS 2.4	020
Design and Construction		ADM	17
Deteriorating X-rays		DOE 2.7	020
Digitizing Records	Validation, temporary records	GRS 4.1	050
Direct Deposit, Payroll Authorization		GRS 2.4	010
Directives, administrative		GRS 5.7	030
Directories		DOE 5.5	010
Disclosure SEE Freedom of Information Act (FOIA) SEE ALSO Privacy Act			
Discrimination Complaints		GRS 2.3	110, 111
Displaced/dislocated employee program	Case files	GRS 2.3	030
	Routine, non-mission	GRS 2.3	010
Donated leave		GRS 2.4	070, 071
Drafts	(see specific definition in GRS)	GRS 5.2	020
Drawings	Architectural Drawings	ADM	17

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Topic	Record Type	Schedule	Item
	Construction, engineering and design	ADM	17
Driver Tests		GRS 5.4	110
Drug-Free Workplace Act	Violations, vendor and bidder (Except Debarment Investigation Case Files- Use DOE 1.1)	GRS 1.1	070
Drug-free Workplace Program	Acknowledgements	GRS 2.7	110
	Scheduling	GRS 2.7	100
	Specimens	GRS 2.7	120
	Results		
	Positive	GRS 2.7	130
	Negative	GRS 2.7	131
E-Government Act		GRS 4.2	080, 081
Electronic Mail (Email)	Capstone	GRS 6.1	010
	Transitory	GRS 5.2	010
Electronic Records SEE Data files , Software , Source Records , Systems SEE ALSO Information Technology (IT)			
Engineering Drawings SEE Drawings			
Employee Locators	Staff directories/locators	GRS 5.1	010
	Staff directories/locators for mail delivery	DOE 5.5	010
	Seating charts	GRS 5.1	010
	Employee emergency contact information	GRS 5.3	020
Emergency Planning, Continuity and	Correspondence	GRS 5.3	010
	Employee contact information	GRS 5.3	020
	Plans (COOP, Pandemic Flu, etc.)	GRS 5.3	010
	Status Reports	DOE 5.3	010
	Tests or exercises		
	Corrective action plans	DOE 5.3	010
	Improvement plans	DOE 5.3	010
	Instructions to participants	DOE 5.3	010
	Readiness reports	DOE 5.3	010
	Records of tests	DOE 5.3	010
	Result reports	DOE 5.3	010
	Risk and vulnerability reports	DOE 5.3	010
	Site evaluations	DOE 5.3	010
	Staffing Assignments	DOE 5.3	010
Employee Cards - Legacy Records Only		DOE 2.2	010
Employee Incentive Award Records (Federal)		DOE 2.2	040

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Topic	Record Type	Schedule	Item
Employee Performance (Federal Only)		GRS 2.2	070, 071, 072, 073
Employee Performance File System Records - Presidential Appointees		DOE 2.2	050
Employee Records SEE Personnel SEE ALSO Pay and Payroll			
Employee Transfer and Detail		GRS 2.2	050
Employment Eligibility Verification form 1-9		GRS 2.2	060
Enterprise Architecture		GRS 6.3	020
Equal Employment Opportunity	Complaints		
	Formal Process	GRS 2.3	111
	Informal Process	GRS 2.3	110
	Compliance, contractor	GRS 2.3	120
	Mandatory reports	GRS 5.7	050
	Routine, non-mission	GRS 2.3	010
Equipment SEE Stores and Supplies			
Equipment maintenance (IT)		GRS 3.1	020
Erroneous release of information		GRS 4.2	060, 061
Ethics Program	Agreements (Federal Only)	GRS 2.8	100, 101
	Conflict of interest violations	GRS 2.8	020
	Financial disclosure reporting		
	Alternative or additional reports (Federal Only)	GRS 2.8	080, 081
	Confidential (Federal Only)	GRS 2.8	070, 071, 072
	Public (Federal Only)	GRS 2.8	060, 061
	Periodic Transaction Reports	GRS 2.8	062
	Requests	GRS 2.8	063
	Implementation and interpretation	GRS 2.8	010
	Non-Federally funded travel (Federal Only)	GRS 2.8	030, 031
	Procedures	GRS 2.8	010
	Program review (Federal Only)	GRS 2.8	050
	Questionnaires (Federal Only)	GRS 2.8	040
	Training and education	DOE 2.6	015
Excepted service appointments SEE Personnel			
Excess property	Correspondence	GRS 5.4	040
	Personal property	GRS 5.4	040
	Real property		
	Designs and drawings	ADM	17

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Topic	Record Type	Schedule	Item
	Title records	GRS 5.4	020
	Reports	GRS 5.7	050
Expenditure Accounting	Allotment	GRS 1.1	010, 011
	Correspondence	GRS 1.1	001
	Ledgers	GRS 1.1	010, 011
	Posting and control	GRS 1.1	010, 011
Facilities	Maintenance and service	GRS 5.4	070, 071
	Project records	ADM	17
	Security		
	Correspondence	GRS 5.6	010
	Inspections and surveys	ADM	18.9, 18.10
	Investigation	GRS 5.6	100
Facsimile Machine Logs		GRS 5.1	010
Fair, Accurate, Inclusive, and Respectful Education (FAIR) Act	Procurement	GRS 1.1	010, 011
	Mandatory reporting	GRS 5.7	050
Fair Labor Standards Act		GRS 2.4	010
Family Medical Leave Act		GRS 2.4	140, 141
Feasibility Studies		GRS 3.1	011
Federal Activities Inventory Reform Act (FAIR)		GRS 5.7	050
Federal Advisory Committees (FACA) SEE ALSO Boards	Audiovisual records		
	Non-substantive	GRS 6.2	050
	Substantive	GRS 6.2	020
	Committee records		
	Non-substantive	GRS 6.2	050
	Substantive	GRS 6.2	010
	Committee accountability records		
	Committee management records	GRS 6.2	060
	Grant review committees	GRS 6.2	030
Federal Employees Pay Comparability Act		GRS 2.4	090
Federal Information Security Management Act		GRS 4.2	080, 081
Federal Managers Financial Integrity Act (FMFIA)		GRS 5.7	50
Federal Register publications	Computer matching program	GRS 4.2	170
	Notices (not final rule)	GRS 5.7	070
	Privacy Act System of Records Notices	GRS 4.2	150
Financial Disclosure Reporting	Alternative or additional reports	GRS 2.8	080,081
	Confidential	GRS 2.8	070, 071, 072

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Topic	Record Type	Schedule	Item
	Public	GRS 2.8	060, 061
	Periodic Transaction Reports	GRS 2.8	062
	Requests	GRS 2.8	063
Financial Statements SEE Agency Financial Statements			
Financing of IT Resources and Services		GRS 3.1	020
Finding Aids	Audiovisual	GRS 4.1	010
	General	GRS 4.1	010
	Electronic	GRS 4.1	010
Flexible Spending Accounts		GRS 2.4	010
Flexitime Records SEE Pay and Payroll			
Forms		GRS 4.1	040
Freedom of Information Act (FOIA)	Administration of	GRS 4.2	001
	Appeals	GRS 4.2	020
	Control	GRS 4.2	040
	Erroneous release	GRS 4.2	060, 061
	Reports	GRS 4.2	070
	Releases published on a website	GRS 4.2	180
	Requests	GRS 4.2	20
Freight	Vouchers, invoices	GRS 1.1	010, 011
	Government Losses in Shipping	GRS 5.5	040
Garnishments	Collecting debt	GRS 1.1	010, 011
	Payroll	GRS 2.4	010
General Accounting Office	Site audit	GRS 1.1	010, 011
	Support documentation	GRS 1.1	010, 011
Government Corporation Control Act		GRS 5.7	050
Government Losses in Shipment Act		GRS 5.5	040
Government Purchase Card	Applications	GRS 1.1	090
	Purchases	GRS 1.1	010, 011
Grants	Program records	GRS 1.2	010
	Case files	GRS 1.2	020, 021, 022
	Deliverables	GRS 1.2	030
	Grant and Cooperative Agreement	DOE 1.2	010
Grant and Cooperative Agreement Program Administrative Records (DOE 1.2, item 010)	Cooperative agreements	DOE 1.2	010
	Cooperative Research and Development Agreements (CRADAs)	DOE 1.2	010

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Topic	Record Type	Schedule	Item
	Cost Sharing agreements	DOE 1.2	010
	Grants	DOE 1.2	010
	Policies	DOE 1.2	010
Graphic Arts (preliminary)		GRS 6.4	030
Green Book	Budget proposal for OMB	GRS 1.3	010
	Internal agency controls	GRS 5.7	010
Guard	Assignment	GRS 5.6	010
	Facility checks	GRS 5.6	090
	Logs and registers	GRS 5.6	110, 111
	Uniform and equipment inventory	GRS 5.6	30
Harassment	Administrative	GRS 2.3	010
	Complaint case files	GRS 2.3	050
Hatch Act		GRS 5.7	060
Health Benefits Claims, Former Spouse		GRS 2.4	111
Health Compensation Program	Claims Response Files	DOE 2.4	130
	Working files	DOE 2.4	140
	Control files	DOE 2.4	150
	Administrative files	DOE 2.4	160
Health Programs, Civilian	Clinic scheduling	DOE 2.7	010
	Employee medical folder	DOE 2.7	020
	Health records	GRS 2.7	070
	Individual cases	DOE 2.7	020
Help Desk		DOE 5.8	010
Hiring, Employees SEE Personnel			
Household Effects, Shipment of		GRS 1.1	010, 011
Housing	Correspondence	GRS 5.4	010
	Furnishings inventory	GRS 5.4	010
	Leasing and renting	GRS 5.4	080
	Maintenance and repair	GRS 5.4	070
	Reports	GRS 5.4	010
Identification Credentials	Employee badging	GRS 5.6	120
	Temporary visitors badges and parking passes	GRS 5.6	130
Indexes SEE Finding Aids			
Individual Employee Administrative and Ethics Training	Federal	DOE 2.6	015
	Contractor	DOE 2.6	016

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Topic	Record Type	Schedule	Item
Individual Employee Health Hazard Case File		DOE 2.7	130
Individual Employee Medical X-rays		DOE 2.7	040
Individual Employee Occupational Injury/Illness Case Files		DOE 2.7	110
Individual Medical Case Files		DOE 2.7	020
Individual Technical Qualification Program (TQP)/ electronic Technical Qualification Program (eTPQ)		DOE 2.6	030
Information access, Virtual		GRS 4.2	180
Information Collection Budget		GRS 5.7	050
Information Resources Management	Systems studies	GRS 3.1	011
Information Protection (GRS 4.2 All items)	Personally identifiable information (PII)	DOE 4.2	040
	Personally identifiable information extracts	GRS 4.2	130
	Personally identifiable information extract logs	GRS 4.2	140
	Physical control of information assets	GRS 4.2	31
	Regulatory reporting SEE ALSO: Privacy Act	GRS 4.2	080, 081
Information Services	Acknowledgement files	GRS 4.2	010
	Information requests	GRS 4.2	010
	Public communications requiring no formal action	GRS 6.4	020
	Customer service	GRS 6.5	010
	Erroneous release	GRS 4.2	060, 061
	Freedom of Information Act		
	Case files	GRS 4.2	020
	Reports	GRS 4.2	070
	Requests		
	Classified and controlled	GRS 4.2	040
	General	GRS 4.2	010
	Routine, non-mission	GRS 4.2	001
	Privacy Act files SEE Privacy Act		
Information Technology (IT)	Capital investment	GRS 6.3	010
	Legal and regulatory compliance	GRS 4.2	080
	Projects	GRS 3.1	010
	Programs, special purpose	GRS 3.1	012
	Program planning	GRS 6.3	010

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Topic	Record Type	Schedule	Item
	Site management	GRS 3.1	020
	SEE ALSO Chief Information Officer		
Information Technology (IT) Operations and Management	Asset inventories and management	GRS 3.1	020
	Authorizations	GRS 3.2	030, 031
Information Technology (IT) Operations and Management (Continued)	Computer security incidents	GRS 3.2	020
	Configuration and change management	GRS 3.1	030
	Customer service	DOE 5.8	010
	Facility		
	Equipment support	GRS 3.1	020
	Site management	GRS 3.1	020
	Infrastructure design and implementation	GRS 3.1	010
	Operations and maintenance	GRS 3.1	020
	Oversight and compliance	GRS 3.1	040
	Public Key Infrastructure (PKI)	GRS 3.2	060, 061, 062
	Security of systems and data	GRS 3.2	010
	System backups and tape library	GRS 3.2	040, 041
	Test plans	GRS 3.1	010, 011
	Test documentation		
	Infrastructure projects	GRS 3.1	010
	Reports on operations and performance	GRS 3.1	020
	System development	GRS 3.1	011
	User identification and authorization	GRS 3.2	030, 031
	Valid transaction files	GRS 5.2	020
	Website administration	GRS 3.1	20
Infrastructure Design (IT)		GRS 3.1	10
Injury and Illness, Occupational	Worker's Compensation	DOE 2.4	100
	Program Records	DOE 2.7	100
Input records SEE Source Records SEE ALSO Data files			
Inspections	Microform logs	GRS 4.1	020
	Safety and Security, facilities	ADM	18.9, 18.10
Inspector General		GRS 4.2	080
Interagency agreements		GRS 1.1	010, 011
Intermediary		GRS 5.2	020
Intern, Fellows, and Scholar	Development	DOE 2.1	060
	Summaries	DOE 2.1	060
	Progress Report	DOE 2.1	060
	Correspondence	DOE 2.1	060

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Topic	Record Type	Schedule	Item
Internal agency committees (non-mission)		GRS 5.1	030
Internal controls	Corrective Actions	GRS 5.7	020
	Operations	GRS 5.7	010
Interviews	Departing employee special knowledge capture	GRS 2.5	030
Interviews (Continued)	Exit interview (Federal Only)	GRS 2.5	020
	Hiring	GRS 2.1	090
Inventory, equipment, and supplies		GRS 5.4	010
Investigative files (Minor accidents)		GRS 5.6	100
Invitations to bid on contracts and competitive grants		GRS 1.1	010
Invoices		GRS 1.1	010, 011
	Stores Accounting	GRS 1.1	040
Job announcements		GRS 2.1	050, 051
Job applications	Competitive positions	GRS 2.1	060
	Contractor	DOE 2.2	030
	Excepted service positions (Federal Only)	GRS 2.1	110, 111
	Political appointment positions (Except Presidential Appointments, and Presidential Appointments with Senate Confirmation)	GRS 2.1	100, 102
Job Descriptions	Classification		
	Appeals (Federal Only)	GRS 2.1	030
	Certificates (Federal Only)	GRS 2.1	040
	Contractor	DOE 2.2	030
	Job vacancies	GRS 2.1	050, 051
	Position descriptions	GRS 2.1 DOE 2.1	020, 021, 022 020
	Position reviews (Federal Only)	GRS 2.1	030
Jury duty		DOE 2.4	020, 025, 030
Key and card access accountability, Security		GRS 5.6	020, 021
Labor Management Relations	Arbitration (negotiated grievance procedure) (Federal Only)	GRS 2.3	090
	Contractor	DOE 2.3	020, 030
	FLRA case files (Federal Only)	GRS 2.3	100
	Negotiation (Federal Only)	GRS 2.3	130
Land SEE Real property			
Leave	Employee Leave Record		

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Topic	Record Type	Schedule	Item
	Filed in Official Personnel Folder (Federal Only - Contractors Use DOE 2.2, item 030)	GRS 2.5	020
	Not filed in Official Personnel Folder (Federal Only - Contractors Use DOE 2.2, item 030)	GRS 2.5	040
	Time and attendance	DOE 2.4	020, 025, 030
	Donated	GRS 2.4	070, 071
Ledgers	Allotment	GRS 1.1	010, 011
	Cost report	GRS 1.1	040
	Electronic files to produce	GRS 5.2	020
	General accounts	GRS 1.1	010, 011
	Plant accounting	GRS 1.1	040
	Subsidiary	GRS 1.1	010, 011
Legal	Claims		
	U.S. Office of Special Counsel jurisdiction	GRS 5.7	060
Levy and Garnishment		GRS 2.4	010
Library	Administration	GRS 4.4	010
	Circulation	GRS 4.4	020
	Interlibrary loan	GRS 4.4	030
	Operations	GRS 4.4	020
	Outreach	GRS 4.4	010
	Reference requests	GRS 4.4	020
	Subscriptions or licenses	GRS 1.1	010
Locator Cards		DOE 5.5	010
Mail	Administration	GRS 5.5	020
	Certified	GRS 5.5	020
	Control	GRS 5.5	020
	Delayed delivery report	GRS 5.5	020
	Express	GRS 5.5	020
	Insured	GRS 5.5	020
	Loss report	GRS 5.5	020
	Messenger service	GRS 5.5	020
	Metered	GRS 5.5	030
	Overnight	GRS 5.5	020
	Postal irregularities	GRS 5.5	020
	Postage	GRS 5.5	020
	Private mail companies	GRS 5.5	020
	Receipt and routine	GRS 5.5	020
	Receipts	GRS 5.5	020
	Registered mail	GRS 5.5	020
	Statistical reports	GRS 5.5	020
Mailing Lists		GRS 6.5	020
Maintenance	Building and Facilities	GRS 5.4	070, 071

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Topic	Record Type	Schedule	Item
	Aircraft maintenance	GRS 5.4	100
	IT systems and data	GRS 3.2	010
	Vehicle/Vessels	GRS 5.4	090
Management SEE Administrative Management			
Mandatory Declassification Review	Access	GRS 4.2	020
	Appeals	GRS 4.2	020
	Disclosure	GRS 4.2	020
	Control	GRS 4.2	040
	Tracking	GRS 4.2	030
Medical Records	Clinic scheduling records	DOE 2.7	010
	Occupational individual medical case files	DOE 2.7	020
	Non-occupational individual medical case files	GRS 2.7	070
Merit Promotion Case Files		GRS 2.1	050
Messenger services		GRS 5.5	020
Metered mail		GRS 5.5	030
Microform Inspection		GRS 4.1	020
Military Interdepartmental Purchase Requests (MIPRs)		GRS 1.1	010, 011
Motor Vehicle SEE Vehicles			
National Labor Relations Board (NLRB) Case Files (Contractor)		DOE 2.3	040
News clippings		GRS 6.4	030
Non-competitive jobs (Federal Only)		GRS 2.1	080
Non-record keeping copies		DOE 5.1	010
Nondisclosure Agreements (Classified Information)		GRS 4.2	120, 121
Non-recordkeeping copies of electronic records		DOE 5.1	010
Notification of Personnel Action (Federal Only)		GRS 2.2	050
Notifications of Violations of Criminal Conflicts of Interest Statutes		GRS 2.8	020
Occupational Health and Safety	Injury and Illness		
	Workers Compensation	DOE 2.4	100

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Topic	Record Type	Schedule	Item
	Program records	DOE 2.7	100
	Medical records		
	Clinic scheduling records	DOE 2.7	010
	Occupational individual medical case files	DOE 2.7	020
	Non-occupational individual medical case files	GRS 2.7	070
	Training	GRS 2.7	030
	Workplace monitoring		
	Background data	DOE 2.7	100
	Lead (Pb), Coke Oven emissions,	DOE 2.7	100
	Dibromochloropropane (DBCP), Acrylonitrile, and Inorganic Arsenic Noise monitoring	DOE 2.7	100
	OSHA-regulated substances	DOE 2.7	100
Official Personnel Folders (OPF/eOPF)		DOE 2.2	015, 030
	Employee separation - Federal	GRS 2.5	040
	Employee separation - Contractors	DOE 2.2	030
Operations Records (IT)		GRS 3.1	020
Overseas Employment (Federal Only)		GRS 2.2	010
Oversight and Compliance (IT)		GRS 3.1	040
Parking Permits		GRS 5.6	130
Passes	Facility and Physical		
	Identification cards, credentials	GRS 5.6	020
	Identification cards, local	GRS 5.6	130
	Property	GRS 5.6	040
Passports	Applications	GRS 2.2	090
	Official passports, transferred or separated agency personnel	GRS 2.2	092
	Registers and lists	GRS 2.2	091
	Reports (Federal Only)	GRS 2.2	010
Performance and Accountability Report		GRS 5.7	040
Paperwork Reduction Act			
	Mandatory reporting	GRS 5.7	050
	Information Collection Requests	GRS 5.7	070
Password Files (IT User)		GRS 3.2	030, 031
Pay and Payroll	Adjustments	GRS 2.4	010
	Allotment authorizations	GRS 2.4	010
	Combined Federal Campaign (CFC)	GRS 2.4	010
	Corrections	GRS 2.4	010
	Correspondence	GRS 2.4	060

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Topic	Record Type	Schedule	Item
	Deductions	GRS 2.4	010
	Direct deposit	GRS 2.4	010
	Employee payroll record per pay period (Aggregate)	DOE 2.4	010
	Family medical leave	GRS 2.4	140, 141
	Flexitime records	DOE 2.4	020, 025, 030
	Leave application	DOE 2.4	020, 025, 030
	Leave record at separation		
	Copy in OPF (Federal Only)	GRS 2.5	040
Pay and Payroll (Continued)	Copy outside of OPF (Federal Only)	GRS 2.5	020
	Levy and garnishment	GRS 2.4	010
	Pay comparability (Federal Only)	GRS 2.4	090
	Reports	GRS 2.4	060, 061
	Tax withholding	GRS 2.4	020
	Savings allotment authorizations	GRS 2.4	010
	Subsidies	GRS 2.4	
	Child care	GRS 2.4	120, 121
	Tax		
	Withholding and adjustments	GRS 2.4	020
	Thrift Savings Plan	GRS 2.4	010
	Time and attendance (Federal)	DOE 2.4	020, 025
	Time and attendance (Contractor)	DOE 2.4	020, 030
	Transportation	GRS 2.4	130, 131
	Union dues	GRS 2.4	010
	Wage survey	GRS 2.4	080
Performance-based action (Federal Only)		GRS 2.3	060
Performance Rating (Federal Only)		GRS 2.2	070, 071, 072, 073
Personal Injury		DOE 2.7	110
Personally identifiable information (PII)		DOE 4.2	
	Analysis of	DOE 4.2	040
	Computer matching	GRS 4.2	170
	Extract logs	GRS 4.2	140
	Extracts	GRS 4.2	130
	Systems of Records Notices (SORNs)	GRS 4.2	150
Personnel (Civilian)	Adverse Action	GRS 2.3	060
	Adverse Impact files	GRS 2.1	171, 172
	Affirmative Action Plans	GRS 2.3	010
	Alternative dispute resolution SEE Alternative Dispute Resolution		
	Anti-harassment SEE Harassment		
	Applications for employment	GRS 2.1	060

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Topic	Record Type	Schedule	Item
	Appointments		
	Competitive vacancies	GRS 2.1	050, 051
	Excepted service (Federal Only)	GRS 2.1	110, 111
	Political (Federal Only)	GRS 2.1	100, 101, 102
	Awards (Federal Only)	GRS 2.2	030
	Certificates of eligibles	GRS 2.1	050, 051
	Certification request control index	GRS 2.1	050, 051
	Clinic scheduling	DOE 2.7	010
	Contractor	DOE 2.2	020, 030
Personnel (Civilian) (Continued)	Correspondence (Federal Only)	GRS 2.2	010
	Notification of personnel action (Federal Only)	GRS 2.2	050
	Counseling	GRS 2.7	090, 091
	Delegated agreements (Federal Only)	GRS 2.1	150
	Audits (Federal Only)	GRS 2.1	160
	Discrimination		
	Administrative	GRS 2.3	010
	Complaints, EEO	GRS 2.3	110, 111
	Compliance	GRS 2.3	120
	Dislocated employee program	GRS 2.3	010, 030
	Displaced employee program		
	Routine, non-mission	GRS 2.3	010
	Case files	GRS 2.3	030
	Driver tests	GRS 5.4	110
	Drug testing SEE Drug-free Workplace Program		
	Employee interviews	GRS 2.1	090
	Employee medical folder	DOE 2.7	020
	Equal Employment Opportunity SEE Equal Employment Opportunity		
	Examination announcements	GRS 2.1	050, 051
	Examinations	GRS 2.1	050, 051
	Excepted service (Federal Only)	GRS 2.1	110, 111
	Grievance	GRS 2.3	060
	Handicapped individuals (Federal Only)	GRS 2.1	110
	Harassment SEE Harassment		
	Health benefits claims, denied (Federal Only)	GRS 2.4	111
	Health records cases	DOE 2.7	020
	Health records, individual		
	Occupational	DOE 2.7	020
	Non-Occupational	GRS 2.7	070
	Health and Wellness	GRS 2.7	080
	Incentive awards, Cases (Federal Only)	GRS 2.2	030

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Topic	Record Type	Schedule	Item
	Injury and illness		
	Payroll	DOE 2.7	110
	Occupational injury program records	DOE 2.7	100
	Interviews	GRS 2.1	090
	Labor-management relations SEE Labor Management Relations		
	Leave SEE Leave		
	Leave, Donated	GRS 2.4	070, 071
Personnel (Civilian) (Continued)	Motor vehicle operation	GRS 5.4	110
	Notification of personnel action (Federal Only)	GRS 2.2	050
	Official Personnel Folder - Federal	DOE 2.2	015
	Official Personnel Folder - Contractors	DOE 2.2	030
	Performance		
	Non-Senior Executive Service employees, Acceptable (Federal Only)	GRS 2.2	070
	Non-Senior Executive Service employees, Unacceptable (Federal Only)	GRS 2.2	071
	Senior Executive Service employees (Federal Only)	GRS 2.2	072
	Superseded through an administrative, judicial, or quasi-judicial procedure (Federal Only)	GRS 2.2	073
	Personnel security case files		
	Indexes	GRS 5.6	190 *
	Investigative reports	GRS 5.6	170, 171
	Personnel security and access clearances	GRS 5.6	180, 181 *
	Political appointments (Except Presidential Appointments and Presidential Appointments with Senate Confirmation Records - Appointees)	GRS 2.1	100, 101, 102
	Political Appointment (Schedule C) Records - Presidential Appointment (PA) and Presidential Appointments with Senate Confirmation		
	Appointees	DOE 2.1	030
	Non-Appointees	DOE 2.1	040
	Position classification (Federal Only)	GRS 2.1	010
	Position classification, Appeals (Federal Only)	GRS 2.1	030, 040

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Topic	Record Type	Schedule	Item
	Position descriptions	DOE 2.2	015
	Pre-appointment files	GRS 2.1	140
	Radiation exposure film badge (Legacy Only)	DOE 2.7	120
	Recruitment incentives (Federal Only)	GRS 2.4	090
	Reduction-In-Force (RIF) records (Federal Only)	GRS 2.5	011
	Registers of eligibles	GRS 2.1	050, 051
Personnel (Civilian) (Continued)	Reports		
	Affirmative action	GRS 5.7	050
	Audits of delegated examining operations (Federal Only)	GRS 2.1	160
	Statistical (Federal Only)	GRS 2.2	010
	Retention registers (Federal Only)	GRS 2.5	010, 011
	Retirement		
	Assistance (Federal Only)	GRS 2.5	020
	Payroll (Federal Only)	GRS 2.5	010, 011
	Phased (Federal Only)	GRS 2.5	050, 051
	Security clearance	GRS 5.6	180, 181 *
	Indexes	GRS 5.6	190 *
	Investigative reports	GRS 5.6	170, 171
	Security violation	GRS 5.6	200
	Skill set records	GRS 2.2	120
	Special hiring authority (Federal Only)	GRS 2.1	120
	Student workers SEE Volunteers		
	Supervisors' personnel files (Federal Only)	GRS 2.2	080
	Temporary hiring authority (Federal Only)	GRS 2.1	130
	Temporary records	GRS 2.2	041
	Test material - lost/exposed	GRS 2.1	070
	Time and attendance	DOE 2.4	020, 025, 030
	Training		
	Employee training programs - non mission	GRS 2.6	010
	Ethics training	DOE 2.6	015, 016
	Individual training files	DOE 2.6	015, 016
	Occupational health and safety	GRS 2.7	030
	Senior Executive Service (Federal Only)	GRS 2.6	040, 041
	Unpaid SEE Volunteers		
	Vacancy announcements	GRS 2.1	050, 051
	Workers' compensation	DOE 2.4	100

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Topic	Record Type	Schedule	Item
Personnel Radiation Exposure Film Badge (Legacy Only)		DOE 2.7	120
Personnel Security	Case files	GRS 5.6	180, 181
	Correspondence	GRS 5.6	010
	Indexes	GRS 5.6	190
	Investigative reports	GRS 5.6	170, 171
	Status	GRS 5.6	190
	Violations	GRS 5.6	200
Phone Listings		DOE 5.5	010
Photographs	Routine, non-mission	GRS 6.4	050
	Passports	GRS 2.2	090
	Personnel identification, Credentials	GRS 5.6	120
	Personnel identification, Temporary	GRS 5.6	130
	Production files	GRS 6.4	050
Plant and Asset Accounting	Account cards	GRS 1.1	030, 040
	Correspondence	GRS 1.1	001
	Equipment	GRS 1.1	030
	Inventory	GRS 1.1	040
	Personal property	GRS 1.1	030
Policy statements		GRS 4.2	180
Political appointments SEE Personnel			
Position Descriptions	Official record copy	DOE 2.1	020
	Copies in employee Official Personnel File, Unofficial Personnel File, and supervisor's personnel file - Federal	GRS 2.2	021
	Copies in employee Official Personnel File, Unofficial Personnel File, and supervisor's personnel file - Contractor	DOE 2.2	030
	All other related records	GRS 2.2	022
Postal Irregularities	Control records	GRS 5.5	020
	Abuse	GRS 5.6	050
Postal Records		GRS 5.5	020
	Metered mail	GRS 5.5	030
Printing	Correspondence	GRS 5.5	010
	Mailing lists	GRS 6.5	020
	Management	GRS 5.5	010
	Planning	GRS 5.5	010
	Projects	GRS 5.5	020
	Reports to Congress	GRS 5.5	050
	Requisitions and work orders	GRS 5.5	020
	Registers	GRS 5.5	020
Privacy Act	Administrative	GRS 4.2	001
	Amendment cases	GRS 4.2	090

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Topic	Record Type	Schedule	Item
	Complaints	GRS 4.2	065
	Control records	GRS 4.2	040
	Disclosure	GRS 4.2	050
	Erroneous release	GRS 4.2	060, 061
	Reports	GRS 4.2	070
	Requests	GRS 4.2	020
Privacy Impact Assessment (PIA)		DOE 4.2	040
Privacy Threshold Analysis (PTA)		DOE 4.2	040
Procurement	Bids and proposals	GRS 1.1	010, 011
	Bond and surety	GRS 1.1	010, 011
	Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) Funded Cooperative Agreements (Superfund Projects)	DOE 1.2	020
	Contract appeals	GRS 1.1	060
	Contracts	GRS 1.1	010, 011
	Correspondence	GRS 1.1	001
	Inventories	GRS 5.4	010
	Purchase orders	GRS 1.1	010, 011
	Real property acquisition	GRS 5.4	020
	Research and Development	DOE 1.1	060
	Requisitions		
	Financial transactions	GRS 1.1	010, 011
	Facility and vehicle operational records	GRS 5.4	010
	Supply management	GRS 5.4	010
	Survey, reports of	GRS 5.4	010
	Tax exemption certificates	GRS 1.1	010, 011
	Telephone statements	GRS 1.1	010, 011
	Unique procurement files	DOE 1.1	040
Production Files (public relations)		GRS 6.4	030
Profiles (IT User)		GRS 3.2	030, 031
Program Review (Ethics)		GRS 2.8	050
	Employee training and education files	DOE 2.6	015, 016
	Procedure files	GRS 2.8	010
	Questionnaire files (Federal Only)	GRS 2.8	040
Project Control/ Project Management Records		DOE 1.3	040
	Close out reports	DOE 1.3	040
	Fiscal year work plans	DOE 1.3	040
	Integrated project team charter	DOE 1.3	040
	Monthly project reviews	DOE 1.3	040
	Project assessment and reporting	DOE 1.3	040

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Topic	Record Type	Schedule	Item
	Project execution plans	DOE 1.3	040
	Project review files	DOE 1.3	040
	Quarterly project reviews	DOE 1.3	040
	Risk management plan	DOE 1.3	040
Promotion, Merit		GRS 2.1	050
Property	Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) Funded Cooperative Agreements (Superfund Projects)	DOE 1.2	020
	Correspondence	GRS 5.4	040
	Drawings, Design and Construction	ADM	17
	Excess personal property reports	GRS 5.4	040
	Ownership	GRS 5.4	020
	Returned by separating employee (Federal Only)	GRS 2.5	020
	Surplus property, sale of	GRS 1.1	010, 011
Property, Plant and Equipment (PP&E) accounting		GRS 1.1	030
Proposals SEE Bids and Proposals Files			
Property Pass		GRS 5.6	040
Public Key Infrastructure (PKI)		GRS 3.2	060, 061, 062
Purchase orders		GRS 1.1	010, 011
	Research and Development	DOE 1.1	060
Radio services administration		GRS 5.5	010
Radiation, Industrial Hygiene, and Bioassay Summaries and Investigations		DOE 2.7	140
Real property		GRS 5.4	020
Reasonable accommodation	Case files	GRS 2.3	020
	Routine, non-mission	GRS 2.3	010
Recordings SEE Sound or Video recording			
Records Disposition Files		GRS 4.1	020
Records Management Files		GRS 4.1	020
Reduction-In-Force (RIF) Records SEE Personnel			
Referrals and Notifications of Violations of Criminal Conflicts of Interest Statutes		GRS 2.8	020
Regulations SEE Rulemaking			

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Topic	Record Type	Schedule	Item
Regulatory agenda		GRS 5.7	080
Regulatory compliance reporting		GRS 4.2	080, 081
Reports	Accident (land, sea, air)	GRS 5.4	140
	Ad hoc	GRS 5.2	020
	Budget	GRS 1.3	030, 031
Reports (Continued)	Building space and maintenance	GRS 5.4	010
	Casualty Insurance Case Files	DOE 1.1	030
	Communications	GRS 5.5	010
	Computer security incident handling	GRS 3.2	020
	Contractor Pension Case Files	DOE 1.1	010, 020
	Control files	GRS 5.7	040
	Cost accounting	GRS 1.1	040
	Emergency planning		
	Readiness	DOE 5.3	010
	Results	DOE 5.3	010
	Risk and vulnerability	DOE 5.3	010
	Equal Employment Opportunity	GRS 5.7	050
	Financial disclosure		
	Alternative or additional reports (Federal Only)	GRS 2.8	080, 081
	Confidential reports (Federal Only)	GRS 2.8	070, 071, 072
	Public reports (Federal Only)	GRS 2.8	060, 061, 062, 063
	Supporting documentation	GRS 2.8	090
	Freedom of Information Act	GRS 4.2	070
	Government Losses in Shipment Act	GRS 5.5	040
	Health programs, civilian	GRS 2.7	070
	Housing	GRS 5.4	010
	Joint Committee on Printing	GRS 5.7	050
	Mail		
	Control and metered mail	GRS 5.5	020, 030
	Postal irregularities	GRS 5.6	050
	Management of reports	GRS 5.7	040
	Motor vehicle	GRS 5.4	010
	Pay and payroll	GRS 2.4	060, 061
		GRS 2.5	010, 011
	Personnel (Federal Only)	GRS 2.2	010
	Privacy Act	GRS 4.2	070
	Property disposal	GRS 5.4	040
	Security (facility)	GRS 5.6	090
		ADM	18.9, 18.10
	Space and maintenance	GRS 5.4	010
	Statistical		
	Communications	GRS 5.5	020
	Cost accounting	GRS 1.1	040

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Topic	Record Type	Schedule	Item
	Mail	GRS 5.5	020
	Payroll	GRS 2.4	060, 061
	Personnel (Federal Only)	GRS 2.2	010
	Surplus property	GRS 5.4	040
Requisitions	Bindings	GRS 5.5	010, 020
	Duplication	GRS 5.5	010, 020
Requisitions (Continued)	Housing maintenance and repair	GRS 5.4	070
	Non personal	GRS 1.1	010, 011
	Printing	GRS 5.5	020
	Procurement	GRS 1.1	010, 011
		GRS 5.4	010
	Stamps	GRS 5.5	020
	Supplies and equipment	GRS 5.4	010
Research and Development Financial, Contractual, and Procurement Records		DOE 1.1	060
	Budgets	DOE 1.1	060
	Contracts	DOE 1.1	060
	Funded Proposals	DOE 1.1	060
	Purchase Orders	DOE 1.1	060
Retirement (Federal Only)		GRS 2.5	010, 011
	Assistance	GRS 2.5	020
	Phased	GRS 2.5	050, 051
	Savings accounts	GRS 2.4	010
Rulemaking		GRS 5.7	070
Safety and Security Inspections		ADM	18.9, 18.10
Safety Data Sheets		GRS 2.7	050
Schedules of Daily Activities		GRS 5.1	010
Scripts		GRS 6.4	030
Security and Protective Services	Correspondence	GRS 5.6	010
	Guard assignment and strength	GRS 5.6	010
	Guard force facility checks	GRS 5.6	090
	Guard log and registers	GRS 5.6	110, 111
	Guard service control	GRS 5.6	030, 090
	Key and card access accountability	GRS 5.6	020, 021
	Lost or stolen property	GRS 5.6	060, 061
	Property pass files	GRS 5.6	040
	Survey and inspection	ADM	18.9, 18.10
	Visitor processing	GRS 5.6	110, 111
Security Incident Handling (IT)		GRS 3.2	020
Security of Systems and Data (IT)		GRS 3.2	010

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Topic	Record Type	Schedule	Item
Senior Agency Official for Privacy		GRS 4.2	080, 081
Senior Executive Service (SES)	Candidate training program (Federal Only)	GRS 2.6	040, 041
	Case files (hiring)	GRS 2.1	050, 051
	Performance appraisal	GRS 2.2	072
Secure Electronic Records Transfer (SERT)	Claims data (metadata)	DOE 2.4	170
	Claims support files	DOE 2.4	180
Shipping and shipments	Damage and loss	GRS 5.5	040
	Finances	GRS 1.1	010, 011
	Logistics and tracking	GRS 5.5	020
Shortage and Demurrage Reports		GRS 1.1	010, 011
Site Audit Records		GRS 1.1	010, 011
		DOE 2.4	010
Small and Disadvantaged Business Utilization Program		GRS 1.1	100
Special skills SEE Personnel			
Social Media	Agency posts of duplicative information	GRS 6.4	020
Software		GRS 3.1	012
Sound recordings	Dictation	GRS 5.2	020
	Meetings (transcribed)	GRS 5.2	020
	Media production	GRS 6.4	030
	News recordings	GRS 6.4	040
	Pre-mix elements	GRS 6.4	030
	Public service announcements	GRS 6.4	040
Source records	Intermediary	GRS 5.2	020
	Financial feeder reports	GRS 1.1	040
Space	Allocation and utilization	GRS 5.4	010
	Correspondence	GRS 5.4	010
	Credentials	GRS 5.6	120, 121, 130
	Directory service listings	GRS 5.4	010
	Maintenance and repair	GRS 5.4	071
	Reports	GRS 5.4	010
	Requests	GRS 5.4	010
Special Collections Required by Statute		GRS 6.7	010
Special Counsel, Office of the		GRS 5.7	060
Special or temporary hiring authority SEE Personnel			
Statement of Assurance (FMFIA)		GRS 5.7	040

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Topic	Record Type	Schedule	Item
Stores and supplies	Accounting	GRS 1.1	001, 040
	Correspondence	GRS 1.1	001
	Inventory	GRS 5.4	010
	Requisitions	GRS 5.4	010
Student workers SEE Volunteers			
Suggestions, Employee (Federal Only)		GRS 2.2	030
Supply SEE Stores and supplies			
Surplus property SEE Excess property			
Suspense Files		GRS 5.1	010
System/software documentation SEE ALSO Software		GRS 3.1	050, 051
		GRS 3.2	010
System usage files		GRS 3.2	030, 031
System security files SEE Security (IT)			
System of Records Notices (SORNs)	Agency copy	GRS 4.2	150
	Federal Register posting	GRS 5.7	070
Tape Libraries SEE ALSO Backups	Full	GRS 3.2	041
	Incremental	GRS 3.2	040
	Master files and databases	GRS 3.2	050, 051
Tax Exemption Certificates		GRS 1.1	010, 011
Tax, Payroll		GRS 2.4	010, 020, 050
Technology Transfer Conflict of Interest – Annual Certification		DOE 1.2	030, 040
Telecommunications SEE Communications			
Telephone		GRS 5.5	010
Telework		GRS 2.3	010, 040
Temporary Commissions, Boards, Councils and Committees	Day-to-day activities	GRS 6.2	050
	Establishment of	GRS 6.2	010, 020
	Management	GRS 6.2	040, 050, 060
	Web site records	GRS 6.2	010, 050
Thrift Savings Plan		GRS 2.4	010
Time and attendance	Day to day	DOE 2.4	020, 025, 030

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Topic	Record Type	Schedule	Item
	Employee separation (Federal Only)	GRS 2.5	020, 040
Title Papers	Asset accounting	GRS 1.1	030
	Ownership	GRS 5.4	020
Tracking Files SEE Control Records			
Training	Ethics	DOE 2.6	015, 016
	Individual employee records (Federal)	DOE 2.6	015
	Individual employee records (Contractors)	DOE 2.6	016
	Individual Mission Related	DOE 2.6	010
	Mission Related Program	DOE 2.6	025
	Non-mission employee program records	GRS 2.6	010
	Occupational health and safety	GRS 2.7	030
	Senior Executive Service Candidate Development Program (SESCDP)	GRS 2.6	040, 041
Transitory records		GRS 5.2	010
Transportation SEE ALSO Freight	Accountability	GRS 1.1	001
	Bills of Lading	GRS 1.1	010, 011
	Freight records	GRS 1.1	010, 011
	Lost or damaged shipment	GRS 5.5	040
	Passenger	GRS 1.1	010, 011
	Subsidies	GRS 2.4	130, 131
Travel	Accountability	GRS 1.1	001
	Authorization	GRS 1.1	010, 011
	Correspondence	GRS 1.1	001
	Ethics related (Federal Only)	GRS 2.8	030, 031
	Orders	GRS 1.1	010, 011
	Passports	GRS 2.2	010, 090, 091
	Reimbursement	GRS 1.1	001, 010, 011
	Research and Development	DOE 1.1	060
	Requests	GRS 1.1	010, 011
	Vouchers	GRS 1.1	010, 011
Treasury bonds		GRS 2.4	010
Employee Tuition Assistance Program		DOE 2.4	120
Unemployment Compensation Records		DOE 2.4	110
Uniformed Services Employment & Reemployment Rights Act		GRS 5.7	060
Unified Agenda		GRS 5.7	080
Union dues		GRS 2.4	010
Unique Procurement Files		DOE 1.1	040
	Initiation	DOE 1.1	040
	Transactions	DOE 1.1	040

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Topic	Record Type	Schedule	Item
	New Technology	DOE 1.1	040
	Alternative Energy Sources	DOE 1.1	040
	Innovative Application	DOE 1.1	040
User Identification / Authorizations		GRS 3.2	030, 031
U.S. Postal Service		GRS 5.5	020
Vacancy Announcement		GRS 2.1	050
Vehicles (land and water)	Accidents		
	Government vehicle program	GRS 5.4	140
	Government owned or leased vehicle	GRS 5.6	100
	Correspondence	GRS 5.4	010
	Excess	GRS 5.4	040
	Inspection	GRS 5.4	090
	Maintenance	GRS 5.4	090
	Operation manuals	GRS 5.4	030
	Operators	GRS 5.4	110
	Releases	GRS 5.4	040
	Reports	GRS 5.4	010
	Titles, registration, ownership	GRS 5.4	030
	Warranties	GRS 5.4	030
SEE ALSO Aircraft			
Vendors		GRS 1.1	070, 071
Video recordings	Routine, non-mission	GRS 6.4	050
	Management instruction	GRS 2.6	010
	Meetings (transcribed)	GRS 5.2	020
	Surveillance	GRS 5.6	090
	Training	GRS 2.6	010
	Production files	GRS 6.4	050
Violations (Ethics)		GRS 2.8	020
Visitor Passes		GRS 5.6	130
Volunteers	Case files (Federal Only)	GRS 2.2	110, 111
	Routine, non-mission	GRS 2.2	100
Vouchers	Communications	GRS 5.5	010
	General	GRS 1.1	010, 011
	Passenger transportation	GRS 1.1	010, 011
Wage Survey		GRS 2.4	080
Waiver of Claims		GRS 1.1	080
Waste, fraud and abuse allegations		GRS 5.7	060
Water vessels SEE Vehicles			
Whistleblower Protection Act		GRS 5.7	060
Workers' compensation		DOE 2.4	100

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Topic	Record Type	Schedule	Item
Work for Others - Agreement/Contract for Service Case Files		DOE 1.2	010
	Approved by DOE	DOE 1.2	030
Work for Others - Agreement/Contract for Service Case Files (Continued)	Budget	DOE 1.2	030, 040
	Capability Statements	DOE 1.2	030, 040
	Correspondence	DOE 1.2	030, 040
	Denial	DOE 1.2	040
	Funding acceptance	DOE 1.2	030, 040
	Performance Records	DOE 1.2	030, 040
	Project deliverables	DOE 1.2	030, 040
	Reviews	DOE 1.2	030, 040
	Terminated prior to formal review process	DOE 1.2	040
	Work acceptance	DOE 1.2	030, 040
	Work Statements	DOE 1.2	030, 040

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