

Frequently Asked Questions (FAQs) about DOE 2.1, Employee Acquisition Records

INTRODUCTION

1. What is the purpose of DOE 2.1?

DOE 2.1 is written in the same format as GRS 2.1, which provides disposition authority for records created or received in the process of hiring employees for Federal civilian, whether career service, senior executive service, political appointment, excepted service appointment, or temporary/special appointment. It also covers records documenting job or position descriptions, classification and contractor hiring. Although GRS 2.1 was written to cover civilian (Federal) employee acquisition records only, language was added to the GRS 2.1 introduction to include records generated by contractors.

2. From whom may I request more information about this schedule?

Contact the DOE Records Disposition Schedule Technical Team at DOERM@hq.doe.gov with any questions about this schedule.

3. How does DOE 2.1 differ from the old DOE Administrative Schedule?

Twenty-two (22) DOE records disposition schedule items from the DOE Administrative Schedules that did not have a GRS authority have been cross-walked the DOE 2.1, Employee Acquisition Records Disposition Schedule. Through careful review and consolidation, the total reduced to seven (7) records disposition schedule items, with one (1) utilizing a GRS authority with a longer retention and created one (1) new records disposition schedule item. Ten (10) records disposition schedule items crosswalk to the GRS and one (1) records disposition schedule item has been rescinded. When schedule consolidation involved multiple retentions, the longer retention has been applied.

- Item 010 – Contractor Employee Job Classification Manuals

Two (2) DOE records disposition schedule items have been consolidated into one (1) utilizing the longest retention of 75 years. ADM 1.7.1a disposition stated dispose of in accordance with item ADM 1.1, which had a retention of 75 years. Previously:

- ADM 1.7.1a
- ADM 1.71b (EPI)

- Item 020 – Position Descriptions

Two (2) DOE records disposition schedule items have been consolidated into one (1), utilizing the GRS 2.1, item 020 authority, as it allows for longer retention. Increased retention to 75 years, as records are needed to support various departmental Health

and Safety Programs that require records to be maintained for a longer period of time. Previously:

- ADM 1.7b
 - N1-434-92-4, item 6 (Las Vegas Contractor Schedule 1)
- Item 030 – Presidential Appointments (PA) and Presidential Appointments with Senate Confirmation (PAS) Records – Appointees

Updated language. Previously:

- N1-434-96-3, item a

Note: Exclusion to GRS 2.1, item 100 and 102, which requires an agency schedule for records of Schedule C Presidential Appointments (PA) and Presidential Appointments with Senate Confirmation (PAS).

- Item 040 – Presidential Appointments (PA) and Presidential Appointments with Senate Confirmation (PAS) Records – Non-Appointees

Updated language. Previously:

- N1-434-96-3, item b

Note: Exclusion to GRS 2.1, items 100 and 102, which requires an agency schedule for records of Schedule C Presidential Appointments (PA) and Presidential Appointments with Senate Confirmation (PAS).

- Item 050 - Academic/Outreach Program Records

Updated language and reduced retention from 25 years to 10, as there is no requirement to maintain the records for 25 years. Previously:

- ADM 1.44a

- Item 055 – Academic/Outreach Program Administrative and Tracking Records

Three (3) DOE records disposition schedule items have been consolidated into one (1), utilizing the longer retention of 6 years. Previously:

- ADM 1.44b
 - ADM 1.44c
 - ADM 1.44d

- Item 60 – Individual Intern, Fellow and Scholar Records

A new DOE records disposition schedule item was created to cover records created and maintained on individual interns, fellows and scholars.

Note: Not all academic/outreach program records (items 050, 055 and 060) are created or managed by the Office of the Chief Human Capital Officer (or equivalent) but may be created or maintained by other offices or contractors' offices.

4. Items Cross-Walked to GRS 2.1:

- Item 010 – Classification standards

One (1) DOE records disposition schedule item has been crosswalked to GRS 2.1, item 010. The retention was reduced from 75 years to 2 years, as it was determined that DOE does not maintain separate classification standards; the Office of Personnel Management (OPM) is the record holder of these records. Previously:

- ADM 1.7a(2)(a)

- Item 050 - Job Vacancy Case Files – Records of One-Time Competitive and Senior Executive Service Announcements / Selections

Nine (9) DOE records disposition schedule items were crosswalked, all in part, to GRS 2.1, Item 050. Added GRS 2.1, item 050 to the EPI Moratorium list until DOE lifts the hold, as ADM (GRS) 1.33(f) is currently under the hold and was cross-walked to GRS 2.1, item 050 (in part). Previously:

- ADM 1.47 (in part)
- ADM 1.49a (in part)
- ADM 1.49b (in part)
- ADM 1.49c (in part)
- N1-434-92-4, item 5a (Las Vegas Contractor Schedule 1) (in part)
- N1-434-92-4, item 5b (Las Vegas Contractor Schedule 1) (in part)
- N1-434-92-4, item 5c (Las Vegas Contractor Schedule 1) (in part)
- N1-434-92-4, item 9a (Las Vegas Contractor Schedule 1) (in part)
- N1-434-92-4, item 9b (Las Vegas Contractor Schedule 1) (in part)

- Item 051 - Job Vacancy Case Files – Records of Standing Register Competitive Files for Multiple Positions Filled Over a Period of Time

Nine (9) DOE records disposition schedule items were crosswalked, all in part, to GRS 2.1, item 051. Added GRS 2.1, item 051 to the EPI Moratorium list until DOE lifts the hold, as ADM (GRS) 1.33(f) is currently under the hold and was cross-walked to GRS 2.1, item 051 (in part). Previously:

- ADM 1.47 (in part)

- ADM 1.49a (in part)
 - ADM 1.49b (in part)
 - ADM 1.49c (in part)
 - N1-434-92-4, item 5a (Las Vegas Contractor Schedule 1) (in part)
 - N1-434-92-4, item 5b (Las Vegas Contractor Schedule 1) (in part)
 - N1-434-92-4, item 5c (Las Vegas Contractor Schedule 1) (in part)
 - N1-434-92-4, item 9a (Las Vegas Contractor Schedule 1) (in part)
 - N1-434-92-4, item 9b (Las Vegas Contractor Schedule 1) (in part)
- Item 180 – Recruitment Records

One (1) DOE records disposition schedule item was crosswalked to GRS 2.1, item 180, which reduced retention from 3 years to 1 year. Previously:

- ADM 1.48

5. What updates has DOE made to the GRS?

Update August 2026: DOE has removed the retention instructions “but longer retention is authorized is required for business use,” as DOE does not authorize longer retention. You must follow the retention listed.

Notes have been added to the following GRS 2.1 items to assist the RM community in ensuring the proper scheduling and retention is utilized and to ensure records are not prematurely destroyed.

- Item 010 – Classification Standards

Added (Federal Only) to the item title and a note for contractors to utilize DOE 2.1, item 010, Contractor Employee Job Classification Manuals.

- Item 020 – Position descriptions – Official record copy of position description

Added note to utilize DOE 2.1, item 020 for Position Descriptions.

- Item 021 – Position descriptions – Copies in employee Official Personnel File (OPF), Unofficial Personnel File (UPF) and supervisor’s personnel file

Add note to see DOE 2.2, item 015, GRS 2.2, item 041 or GRS 2.2, item 080 per OPM recordkeeping requirements (Federal) or DOE 2.2, item 030 (Contractors) for retention.

- Item 030 – Position reviews and classification appeals

Added (Federal Only) to item title.

- Item 040 – Certificates of classification

Added (Federal Only) to item title.

- Item 050 and 051 – Job vacancy case files

Added EPI, as these will remain under EPI Moratorium until DOE lifts hold.

- Item 080 – Requests for non-competitive personnel action

Added (Federal Only) to item title.

- Item 100 – Political appointment (Schedule C) records – Records (except ethics pledges and waivers) related to appointees

Added (Federal Only) to item title and note to utilize DOE 2.1, item 030 Presidential Appointments (PA) and Presidential Appointments with Senate Confirmation (PAS) Records – Appointees.

- Item 102 – Political appointment (Schedule C records) – Records related to non-appointees

Added (Federal Only) to item title and note to utilize DOE 2.1, item 040 Presidential Appointments (PA) and Presidential Appointments with Senate Confirmation (PAS) Records – Non-appointees.

- Item 110 – Excepted service appointment records

Added (Federal Only) to item title.

- Item 120 – Special hiring authority program records

Added (Federal Only) to item title.

- Item 130 – Records related to individual employees hired under special temporary authority

Added (Federal Only) to item title.

- Item 150 – Records of delegation of authority for examination and certification

Added (Federal Only) to item title and added EPI, as these will remain under EPI Moratorium until DOE lifts hold.

- Item 160 – Delegated authority audits

Added (Federal Only) to item title.

6. Why are you removing items that were in the old DOE Administrative Schedule?

Rescinded the following DOE records disposition schedule item, as the Office of Personnel Management is the record holder of these records:

- ADM 1.7a(1)