Frequently Asked Questions (FAQs) about DOE 2.5, Employee Separation Records

INTRODUCTION

1. **What is the purpose of DOE 2.5?**

   DOE does not have a DOE 2.5, all records created in the process of employee's separation of employment, where the records would be considered Government-owned are scheduled under GRS 2.5.

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. **Why is there not a DOE 2.5 records disposition schedule?**

   One (1) DOE records disposition schedule cross-walks to the GRS, therefore, a separate DOE records disposition schedule does not exist.

4. **Items Cross-Walked to GRS 2.5:**

   - Item 010 - Separation program management records. – Records not specific to an agency separation initiative.

     One (1) DOE records disposition schedule item (in part) has been crosswalked GRS 2.5, item 010 with a reduced retention from 75 years to a DOE business use of 2 years.

     The retirement retention registers, and SF2807 equivalent records that fell within the DOE records disposition schedule aligns with the GRS, as they are one in the same. The registers are used for tracking, trending and reporting for an agency and are not needed to document individual employee's retirement history which are maintained in the individual employee personnel files. Therefore, a DOE 2.5 records disposition schedule is not needed. Previously:

     - ADM 2.28 (in part)

   - Item 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.

     One (1) DOE records disposition schedule item (in part) has been crosswalked GRS 2.5, item 010 with a reduced retention from 75 years to a DOE business use of 2 years.

The retirement retention registers, and SF2807 equivalent records that fell within the DOE records disposition schedule aligns with the GRS, as they are one in the same. The registers are used for tracking, trending and reporting for an agency and are not needed to document individual employee's retirement history which are maintained in the individual employee personnel files. Therefore, a DOE 2.5 records disposition schedule is not needed. Previously:

- ADM 2.28 (in part)

5. Why did NARA create items 010 and 011 and not a single item?

Records in item 010 are entirely administrative — created as the agency responds to a separation request initiated by a staff member at any point in time. Agencies create records in item 011 as the result of an agency initiative -- a program specifically intended to reduce the agency's work force. These records document agency decisions, how the agency made them, and how it carried them out. Agency initiatives have clear start and end dates and therefore we can base disposition of the records on those dates.

6. 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 2.5 items to assist the RM community in ensuring the proper schedule and retention is utilized and to ensure records are not prematurely destroyed.

- Item 010/011 – Separation program management records

  (Federal Only) was added to the item title and the disposition instructions were updated to include a DOE Business Use of Destroy when 2 years old.

- Item 020 – Individual employee separation case files

  (Federal Only) was added to the item title and a note for contractors to utilize DOE 2.2, item 030.

- Item 030 – Records documenting capture of institutional and specialized knowledge

  The disposition instructions were updated to include a DOE Business Use of "Destroy when 1 year old." A note was added that a DOE mission schedule will be created for the exclusion, which would cover formal oral history records. Therefore, until the DOE records disposition schedule is approved, these records are unscheduled.

- Item 040 – Individual employee separation records required to be placed in separating

employee's OPF

(Federal Only) was added to the item title and a note for contractors to utilize DOE 2.2, item 030.

- Item 050 – Phase retirement administrative records

  (Federal Only) was added to the item title.

- Item 051 – Phased retirement individual case files

  (Federal Only) was added to the item title.

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

N/A