

Frequently Asked Questions (FAQs) about DOE 2.6, Employee Training Records

INTRODUCTION

1. What is the purpose of DOE 2.6?

DOE 2.6 is written in the same format as GRS 2.6, which provides disposition authority for records created and received in the design, development, and implementation of employee training applicable to Federal and contractor employees that are not covered by GRS 2.6.

2. Who may I contact to 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 2.6 differ from the old DOE Administrative?

Twenty-eight (28) DOE records disposition schedule items did not have a GRS authority and were rolled into the DOE 2.6, Employee Training Records Disposition Schedule. Through careful review and consolidation of like items/retentions, the total DOE records disposition schedule items were reduced to five (5), two (2) of which utilize GRS authorities, and one (1) has been rescinded. When schedule consolidation involved multiple retentions, the longer retention was applied.

- Item 010 – Individual Mission Related Employee Training Records (Federal and Contractor)

Eleven (11) DOE records disposition schedule items, all in part, related to individual mission related employee training records (Federal and contractor) have been consolidated into one (1). Retention was increased to 250 years as these records are needed to support various Health and Safety Programs. The in-part items also crosswalk to DOE 2.6, item 015, 016 and 025 depending on the record. Schedules under the EPI Moratorium will remain until DOE lifts the hold. Previously:

- ADM 1.29b (in part) (EPI)
- ADM 1.29.1a(1) (in part) (EPI)
- ADM 1.29.1a(2) (in part) (EPI)
- ADM 1.29.1a(3) (in part) (EPI)
- ADM 1.29.1a(4) (in part) (EPI)
- ADM 1.29.1b (in part)
- N1-434-92-4, item 24a(1) (Las Vegas Contractor Schedule 1) (in part)
- N1-434-92-4, item 24a(2) (Las Vegas Contractor Schedule 1) (in part)
- N1-434-92-4, item 24a(3) (Las Vegas Contractor Schedule 1) (in part)
- N1-434-92-4, item 24a(4) (Las Vegas Contractor Schedule 1) (in part)
- N1-434-92-4, item 24b(1) (Las Vegas Contractor Schedule 1) (in part)

- Item 015– Individual Employee Administrative and Ethics Training Records (Federal and Contractor) (Excludes mission related training) – Federal Employees

Two (2) DOE records disposition schedule items, in part, were consolidated into one (1), utilizing GRS 2.6, items 020 and 030, which allows for longer retention. The in-part items also crosswalk to DOE 2.6, item 010, 016 and 025 depending on the record. Schedules under the EPI Moratorium will remain until DOE lifts the hold. Previously:

- ADM 1.29b (in part) (EPI)
- ADM 1.50 (in part)

- Item 016 – Individual Employee Administrative and Ethics Training Records (Federal and Contractor) (Excludes mission related training) – Contractor Employees

Twelve (12) DOE records disposition schedule items, all in part, were consolidated into one (1), utilizing GRS 2.6, items 020 and 030, which allows for longer retention. The in-part items also crosswalk to DOE 2.6, item 010 and 015 depending on the record. Schedules under the EPI Moratorium will remain until DOE lifts the hold. Previously:

- ADM 1.29b (in part) (EPI)
- ADM 1.29.1a(1) (in part) (EPI)
- ADM 1.29.1a(2) (in part) (EPI)
- ADM 1.29.1a(3) (in part) (EPI)
- ADM 1.29.1a(4) (in part) (EPI)
- ADM 1.29.1b (in part)
- ADM 1.50 (in part)
- N1-434-92-4, item 24a(1) (Las Vegas Contractor Schedule 1) (in part)
- N1-434-92-4, item 24a(2) (Las Vegas Contractor Schedule 1) (in part)
- N1-434-92-4, item 24a(3) (Las Vegas Contractor Schedule 1) (in part)
- N1-434-92-4, item 24a(4) (Las Vegas Contractor Schedule 1) (in part)
- N1-434-92-4, item 24b(1) (Las Vegas Contractor Schedule 1) (in part)

- Item 025 – Mission Related Employee Training Program Records (Including Hazardous, Environmental and Safety Training) – Mission Related Training Materials

Ten (10) DOE records disposition schedules items were consolidated into one (1), six (6) of which are in part related to mission training. The in-part items also crosswalk to DOE 2.6, items 010, 015, 016 and GRS 2.6, item 010 depending on the record. Schedules under the EPI Moratorium will remain until DOE lifts the hold. Previously:

- ADM 1.29b (in part) (EPI)
- ADM 1.29.2a(1)
- ADM 1.29.2a(2)
- ADM 1.29.2c (in part)
- ADM 1.29.2d (in part)

- N1-434-92-4, item 24b(2) (Las Vegas Contractor Schedule 1) (in part)
 - N1-434-89-12, item 9a (Uranium Mill Tailings Remedial Action (UMTRA) Project)
 - N1-434-89-12, item 9b (Uranium Mill Tailings Remedial Action (UMTRA) Project)
 - N10434-98-1, item 20b (Uranium Mill Tailings Remedial Action (UMTRA) Project) (in part)
 - DAA-0434-2015-0003-0002 (Web-based Training and Tracking System (WTTS))
- Item 030 – Technical Qualification Program (TQP)

Four (4) DOE records disposition schedule were consolidated into one (1), two (2) in part related to the technical qualification program with filing instructions only. The in-part items also crosswalk to GRS 2.6, item 010, depending on the record. Schedules under the EPI Moratorium will remain until DOE lifts the hold. Previously:

- ADM 18.35.a (EPI)
- NN-170-57, item 4 (Cost-type Contract) (EPI)
- N1-434-9801, item 2a (Uranium Mill Tailings Remedial Action (UMTRA) Project) (in part)
- N1-434-98-1, item 2b (Uranium Mill Tailings Remedial Action (UMTRA) Project) (in part)

4. Items Cross-Walked to GRS 2.6

- Item 010 – Non-Mission Employee Training Program Records

Eight (8) DOE records disposition schedule items were crosswalked, six (6) in part, to GRS 2.6, item 010 with a retention of 3 years, which in some cases is a reduced retention. Due to GRS 1.29a(1) on the epidemiological moratorium, GRS 2.6, item 010 is listed as EPI until the hold is lifted. The in-part items crosswalk to DOE 2.6, items 025 or 030, depending on the record. Previously:

- ADM 1.29.2a(3)
- ADM 1.29.2b
- ADM 1.29.2c (in part)
- ADM 1.29.2d (in part)
- N1-434-92-4, item 24b(2) (Las Vegas Contractor Schedule 1) (in part)
- N1-434-98-1, item 2a (Uranium Mill Tailings Remedial Action (UMTRA) Project) (in part)
- N1-434-91-1, item 2b (Uranium Mill Tailings Remedial Action (UMTRA) Project) (in part)

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 2.6 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 – Non-mission employee training program records

Notes have been added to utilize GRS 2.6, item 010 for general program records that are not mission related and DOE 2.6, item 020 for overall Training Program records and training content related to Mission Related Employee Training Program Records (including Hazardous, Environmental and Safety Training).

- Item 020 – Ethics training records

The schedule item has been struck out with a note to utilize DOE 2.6, item 015 for Individual Employee Administrative and Ethics Training Records (excludes Mission Related Training) (Federal) or DOE 2.6, item 016 for Individual Employee Administrative and Ethics Training Records (excludes Mission Related Training) (Contractor)

- Item 030 – Individual employee training records

The schedule item has been struck out with a note to utilize DOE 2.6, item 015 for Individual Employee Administrative and Ethics Training Records (excludes Mission Related Training) (Federal) or DOE 2.6, item 016 for Individual Employee Administrative and Ethics Training Records (excludes Mission Related Training) (Contractor)

- Item 040 and 041 – Senior Executive Service Candidate Development Program (SESCDP)

(Federal Only) was added to the item title and the disposition instructions were updated to include a DOE Business Use of Destroy when 3 years old or when superseded/obsolete.

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

The following items are being rescinded, as these are non-record copies:

- N1-434-98-1, item 2c (Uranium Mill Tailings Remedial Action (UMTRA) Project)