

Frequently Asked Questions (FAQs) about DOE 2.7, Employee Health and Safety Records

INTRODUCTION [Note: Changes from Transmittal 06 to 08 are noted in red text.]

1. What is the purpose of DOE 2.7?

DOE 2.7 is written in the same format as GRS 2.7. It provides disposition authority for records created and received related to employee health and safety functions that are not covered by GRS 2.7. Refer to current DOE records disposition schedules for all other Safety and Health records, including those related to worker protection. A new mission related records disposition schedule (Environmental, Safety, Health and Quality Program Records) is being created to cover these records. For items marked as pending NARA approval, records must be scheduled utilizing current DOE records disposition schedules until pending items are approved.

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 2.7 differ from the old DOE Administrative Schedule?

Thirty (30) unique items from the DOE Administrative Schedules that did not have a GRS authority were rolled into the DOE 2.7, Employee Health and Safety Records Disposition Schedule. Through careful review and consolidation of like items/retentions, the total records disposition schedule items were reduced to nine (9) items. Two (2) records disposition schedule items utilize a GRS authority, ten (10) records disposition schedule items have cross-walked to GRS items, and there are seven (7) new records disposition schedule items. When schedule consolidation involved multiple retentions, the longer retention was applied.

Medical

- **Item 010 – Clinic Scheduling Records**

Six (6) DOE records disposition schedule items were consolidated into one (1), utilizing disposition authority for GRS 2.7, item 010, which allows for longer retention. Clinic Scheduling Records (Federal and contractor) are needed to support various departmental Health and Safety Programs that require the records to be maintained for a longer period of time. The records will remain under the EPI Moratorium until DOE lifts the hold. Previously:

- ADM 1.20a
- ADM 1.20b
- ADM 1.20.1a (EPI)
- ADM 1.20.1b

- N1-434-92-4, item 17a (Las Vegas Contractor Schedule 1)
- N1-434-92-4, item 17b (Las Vegas Contractor Schedule 1)

- Item 020 - Individual Medical Case File (Federal and Contractor)

Six (6) records disposition schedule items, two (2) in part, were consolidated into one (1) schedule item. Increased retention to 250 years, as these records are needed to support various Health and Safety Programs. Even though GRS 2.7, items 060, 061, 062 and 070 authorize longer retention, this is a deviation as DOE has incorporated Contractor medical records into the DOE records disposition schedule item. The records will remain under the EPI moratorium until DOE lifts the hold. Previously:

- ADM 1.19 (EPI)
- ADM 1.21b (EPI)
- ADM 1.21.1a (EPI)
- ADM 1.21.1b (EPI)
- N1-434-98-1, item 12a (Uranium Mill Tailings Remedial Action (UMTRA) Project) (in part)
- N1-434-98-1, item 12b (Uranium Mill Tailings Remedial Action (UMTRA) Project) (in part)

- Item 030 – Deteriorating X-rays

Updated schedule language for clarification. Previously:

- ADM 1.21d

- Item 040 – Individual Employee Medical X-rays

The new schedule was created to address medical film x-rays, where the x-ray report is maintained in the Individual Medical Case File (see DOE 2.7, item 020). Individual State x-ray record retention requirements range from 5 to 10 years; therefore, utilizing the longest retention of 10 years.

Occupational Health

- Item 100 – Occupational Injury and Illness Program Records

Three (3) DOE records disposition schedule items, one (1) in part, were consolidated into one (1), utilizing GRS 2.7, item 020, which authorizes use of longer retention. Occupational Injury and Illness Program records are needed to support various departmental Health and Safety Programs that require the records to be maintained for a longer period of time. Previously:

- ADM 1.34
- N1-434-92-4, item 27 (Las Vegas Contractor Schedule 1)
- N1-434-98-1, item 20b (Uranium Mill Tailings Remedial Action (UMTRA) Project) (in part)

part)

- Item 110 – Individual Employee Personal Injury Case File

Three (3) records disposition schedule items, all in part, were consolidated into one (1) schedule item utilizing disposition authority for GRS 2.7, item 020, which allows for longer retention. Personal injury case files are needed to support various departmental Health and Safety Programs that require the records to be maintained for a longer period of time. The records will remain under the EPI moratorium until DOE lifts the hold. Previously:

- ADM 1.31 (EPI)
- N1-434-92-4, item 26 (Las Vegas Contractor Schedule 1) (in part) (EPI)
- N1-434-98-1, item 20b (Uranium Mill Tailings Remedial Action (UMTRA) Project) (in part) (EPI)

- Item 120 – Personnel Radiation Exposure Film Badge Records

Updated language for clarification and retention based on the need to retain legacy radiation exposure film badge records to support various departmental Health and Safety Programs that require the records to be maintained for a longer period of time. The records will remain under the EPI moratorium until DOE lifts the hold. Previously:

- ADM 1.21.5 (EPI)

- Item 130 – Individual Employee Health Hazard Case Files (Employee Exposure Records)

Nine (9) records disposition schedule items, three (3) in part, were consolidated into one (1) schedule item, utilizing the disposition authorities for GRS 2.7, items 040, 041, 042 and 043, which allow for a longer retention. Industrial hygiene records (ADM 1.21.2c (in part)) crosswalks to DOE 2.7, item 130 (if arranged by individual) or DOE, item 140 (if arranged area/facility). ENV 1b5c Dosimetry Records was inactivated by DOE/NARA on December 8, 2022 with direction to utilize NC1-430-76-09, item 4 (ADM 1.21.4a-e) which has now been superseded by DOE 2.7, item 130. Exposure records are needed to support various departmental Health and Safety Programs that require the records to be maintained for a longer period of time. The records will remain under the EPI moratorium until DOE lifts the hold. Previously:

- ADM 1.21.2c (EPI)
- ADM 1.24.4a (EPI)
- ADM 1.21.4b (EPI)
- ADM 1.21.4c (EPI)
- ADM 1.21.4d (EPI)
- ADM 1.21.4e(1) (EPI)
- ADM 1.21.4e(2) (EPI)
- N1-434-98-1, item 12a (Uranium Mill Tailings Remedial Action (UMTRA) Project) (in part)

- N1-434-98-1, item 12b (Uranium Mill Tailings Remedial Action (UMTRA) Project) (in part)
- Item 140 – Radiation/Industrial Hygiene Investigations and Summaries (including Bioassay)

Five (5) schedule items, one (1) in part, were consolidated into a single schedule item. ADM 1.21.2c (in part) crosswalks to DOE 2.7, items 120 and 130 depending on if arranged by person or area/facility. The consolidated schedules increased retention of on 3 items from 1- or 2 years to 75 years to allow for a logical consolidation. The records will remain under the EPI moratorium until DOE lifts the hold. Previously:

- ADM 1.21.2c (in part) (EPI)
- ADM 1.21.3a(3) (EPI)
- ADM 1.21.4.1
- ADM 1.22
- N1-434-92-4, item 18 (Las Vegas Contractor Schedule 1)

4. Items Cross-Walked to GRS 2.7:

- Item 090 – Employee Assistance Program (EAP) Counseling Records – Records Related to Employee Performance or Conduct

Three (3) DOE records disposition schedule items, all in part, were crosswalked to GRS 2.7, item 090 if related to employee performance or conduct. Previously:

- N1-434-92-4, item 21a (Las Vegas Contractor Schedule 1) (in part)
- N1-434-92-4, item 21b (Las Vegas Contractor Schedule 1) (in part)
- N1-434-92-4, item 22 (Las Vegas Contractor Schedule 1) (in part)

- Item 091 – Employee Assistance Program (EAP) Counseling Records – Records Not Related to Performance or Conduct

Three (3) DOE records disposition schedule items, all in part, were crosswalked to GRS 2.7, item 091 if not related to employee performance or conduct. Previously:

- N1-434-92-4, item 21a (Las Vegas Contractor Schedule 1) (in part)
- N1-434-92-4, item 21b (Las Vegas Contractor Schedule 1) (in part)
- N1-434-92-4, item 22 (Las Vegas Contractor Schedule 1) (in part)

- Item 100 – Employee Drug Testing Plans, Procedures, and Scheduling Records

Two (2) DOE records disposition schedule items were crosswalked to GRS 2.7, item 100. Previously:

- N1-434-92-4, item 30a (Las Vegas Contractor Schedule 1)
- N1-434-92-4, item 30c (Las Vegas Contractor Schedule 1)

- Item 110 – Employee Drug Test Acknowledgement of Notice Forms

One (1) DOE records disposition schedule item was crosswalked to GRS 2.7, item 110. Previously:

- N1-434-92-4, item 30b (Las Vegas Contractor Schedule 1)

- Item 120 – Employee Drug Testing Specimen Records

Two (2) DOE records disposition schedule items were crosswalked to GRS 2.7, item 120. Previously:

- N1-434-92-4, item 30d(1) (Las Vegas Contractor Schedule 1)
- N1-434-92-4, item 30d(2) (Las Vegas Contractor Schedule 1)

- Item 130 – Employee Drug Test Results – Positive Results

Two (2) records disposition schedule items, one (1) in part, were crosswalked to GRS 2.7, items 130 if test results are positive with a reduced retention from 5 years to 3 years. Previously:

- ADM 1.36e(1)
- N1-434-92-4, item 30e (Las Vegas Contractor Schedule 1) (in part)

- Item 131 – Employee Drug Test Results – Negative Results

One (1) DOE records disposition schedule item, in part, was crosswalked to GRS 2.7, item 131 if test results are negative. Previously:

- N1-434-92-4, item 30e (Las Vegas Contractor Schedule 1) (in part)

5. What updates has DOE made to the GRS?

Update October 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 2.7 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 – Clinic scheduling records

The item has been struck out with a note to utilize DOE 2.7, item 010, Clinical Scheduling Records (Occupational and Non-Occupational).

- Item 020 – Occupational injury and illness program records

The item has been struck out with a note to utilize DOE 2.7, item 100, Occupational Injury, and Illness Program records.

- Item 030 – Occupational health and safety training records

A note was added for Exclusion 2 to utilize DOE 2.6, item 010, Individual Mission Related Employee Training Records (Federal and Contractor).

- Items 040, 041, 042 and 043 - Workplace environmental monitoring and exposure records

The items have been struck out with a note to utilize DOE 2.7, item 130, Individual Employee Health Hazard Case File (Employee Exposure Records).

- Item 050 – Safety Data Sheets (SDS)

The disposition instructions were updated to add a DOE Business Use of Destroy 75 years after substance removed from service and added note for the exclusion to utilize DOE 2.7, item 130 for Exposure Case File.

A note was added to the exclusion to utilize DOE 2.7, item 130, Individual Employee Health Hazard Case File (Employee Exposure Records).

- Items 060, 061 and 062 – Occupational individual medical case files

The items have been struck out with a note to utilize DOE 2.7, item 020, Individual Medical Case File (Federal and Contractor).

- Item 063 – Vaccination attestations and proof of vaccination records: Federal employees and contractors

EPI designation was added to ensure these are maintained under the epidemiological hold until DOE releases the hold.

- Item 070 – Non-occupational individual medical case files

A note was added that if occupational are maintained with non-occupational health records, to utilize DOE 2.7, item 020 Individual Medical Case file (Federal and Contractor).

- Item 091 – Employee Assistance Program (EAP) counseling records

EPI designation was added to ensure these are maintained under the epidemiological hold until DOE releases the hold.

- Item 130 – Employee drug test results – Positive results

A note was added saying NARA is updating this schedule to align with the requirements of 49 CFR 40.333 with a 5-year retention. **DO NOT DESTROY** any records until published.

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

N/A