

Employee Acquisition Records

DOE Records Disposition Schedules (RDS)							
New DOE 2.1				Old Authorities			
Schedule No.	Item No.	Retention	ERA Number/ Disposition Authority	Schedule No.	Item No.	Retention	Disposition Authority
DOE 2.1	010	75 years	DAA-0434-2020-0009-0001	ADM 1	7.1a	75 years	N1-434-89-1, item 3a
				ADM 1	7.1b	2 years	N1-434-89-1, item 3b
DOE 2.1	020	75 years	DAA-GRS-2014-0002-0002	ADM 1	7b	75 years	N1-434-98-4, item 7b
				Las Vegas Contractor Schedule 1		2 years	N1-434-92-4, item 6
DOE 2.1	030	Immediately	DAA-0434-2020-0009-0002	Presidential Appointee Clearance and Vetting Files		Immediately	N1-434-96-3, Item a
DOE 2.1	040	1 year	DAA-0434-2020-0009-0003			1 year	N1-434-96-3, Item b
DOE 2.1	050	10 years	DAA-0434-2020-0009-0008	ADM 1	44a	25 years	N1-434-98-4, item 44a
DOE 2.1	055	6 years	DAA-0434-2020-0009-0009	ADM 1	44b	6 years	N1-434-98-4, item 44b
				ADM 1	44c	5 years	N1-434-98-4, item 44c
				ADM 1	44d	2 years	N1-434-98-4, item 44d
DOE 2.1	060	2 years	DAA-0434-2020-0009-0010	New Item			
DOE Schedules Cross-walking to the GRS							
GRS 2.1	010	2 years	DAA-GRS-2014-0002-0001	ADM 1	7a(2)(a)	75 years	N1-434-98-4, item 7a(2)(a)
GRS 2.1	050	2 years	DAA-GRS-2017-0011-0001	ADM 1	47	1 year	N1-434-98-4, item 47 (in part)
				ADM 1	49a	2 years	N1-434-98-4, item 49a (in part)
				ADM 1	49b	2 years	N1-434-98-4, item 49b (in part)
				ADM 1	49c	1 year	N1-434-98-4, item 49c (in part)
						1 year	N1-434-92-4, item 9a (in part)
						1 year	N1-434-92-4, item 9b (in part)
<i>GRS 2.1, item 050 will be included on 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).</i>							
GRS 2.1	051	2 years	DAA-GRS-2017-0011-0002	ADM 1	47	1 year	N1-434-98-4, item 47 (in part)
				ADM 1	49a	2 years	N1-434-98-4, item 49a (in part)
				ADM 1	49b	2 years	N1-434-98-4, item 49b (in part)
				ADM 1	49c	1 year	N1-434-98-4, item 49c (in part)
						1 year	N1-434-92-4, item 9a (in part)
						1 year	N1-434-92-4, item 9b (in part)
<i>GRS 2.1, item 051 will be included on 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).</i>							
GRS 2.1	180	1 year	DAA-GRS-2018-0008-0003	ADM 1	48	3 years	N1-434-98-4, item 48

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Schedule No.	Item No.	Retention	ERA Number/ Disposition Authority	Schedule No.	Item No.	Retention	Disposition Authority
Rescinded				ADM 1	7a(1)	75 years	N1-434-98-4, item 7a(1)
				ADM 1	51	3 years	N1-434-98-4, item 51
				Las Vegas Contractor Schedule 1		5 years	N1-434-92-4, item 5b
				Las Vegas Contractor Schedule 1		1 year	N1-434-92-4, item 5c

Epidemiological
Moratorium

General Record Schedules (GRS)							
Note: GRS items listed below may have been listed in the DOE Administrative Schedules, as a DOE schedule with a GRS authority.							
New GRS 2.1				Old Authorities			
Schedule No.	Item No.	Retention	ERA Number/ Disposition Authority	Schedule No.	Item No.	Retention	Disposition Authority
GRS 2.1	010	2 years	DAA-GRS-2014-0002-0001	GRS 1	7a2a	5 years	NC1-64-77-10, item 7a2a
GRS 2.1	020	2 years	DAA-GRS-2014-0002-0002	GRS 1	7b	2 years	N1-GRS-88-4, item 1 <i>N1-434-98-4, item 7b was an approved deviation from the GRS</i>
<i>Utilize DOE 2.1, item 020, Position Descriptions</i>							
GRS 2.1	021	Per instructions for associated file	None. User is referred to another authority	New Item			
GRS 2.1	022	Position description final	DAA-GRS-2014-0002-0003	New Item			
GRS 2.1	030	3 years	DAA-GRS-2014-0002-0004	GRS 1	7d1	3 years	N1-GRS-90-1, item 7d1
GRS 2.1	040	2 years	DAA-GRS-2014-0002-0005	GRS 1	7d2	Immediately after pos. abolished or superseded	N1-GRS-90-1, item 7d2
GRS 2.1	050	2 years	DAA-GRS-2017-0011-0001	GRS 1	4a (in part)	When appointment effective	NC1-64-77-10, item 4a (in part)
				GRS 1	5 in (part)	2 years	NC1-64-77-10, item 5 (in part)
				GRS 1	32	2 years	N1-GRS-79-2, item 1
				GRS 1	33b (in part)	1 year	NC1-GRS-1, item 34a (in part)

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New GRS 2.1				Old Authorities			
Schedule No.	Item No.	Retention	ERA Number/ Disposition Authority	Schedule No.	Item No.	Retention	Disposition Authority
				GRS 1	33c (in part)	90 days	NC1-GRS-1, item 33c (in part)
				GRS 1	33e (in part)	90 days	NC1-GRS-1, item 34c (in part)
				GRS 1	33f (in part)	2 years	NC1-GRS-1, item 33f (in part)
				GRS 1	33g (in part)	2 years	NC1-GRS-1, item 33g (in part)
				GRS 1	33i (in part)	6 months	NC1-GRS-1, item 34h (in part)
				GRS 1	33p (in part)	2 years	NC1-GRS-1, item 33p (in part)
				GRS 1	33q (in part)	2 years	NC1-GRS-1, item 33q (in part)
				GRS 1	36e1b (in part)	3 years	NC1-GRS-1, item 36e2b (in part)
				GRS 1	36e2 (in part)	3 years	NC1-GRS-1, item 3e1 (in part)
				GRS 2.1	050	2 year	DAA-GRS-2014-0002-0006
<i>EPI hold remains until lifted by DOE</i>							
GRS 2.1	051	2 years	DAA-GRS-2017-0011-0002	GRS 1	4a (in part)	When appointment effective	NC1-64-77-10, item 4a (in part)
				GRS 1	5 (in part)	2 years	NC1-64-77-10, item 5 (in part)
				GRS 1	33b (in part)	1 year	NC1-GRS-1, item 34a (in part)
				GRS 1	33c (in part)	90 days	NC1-GRS-1, item 33c (in part)
				GRS 1	33e (in part)	90 days	NC1-GRS-1, item 34c (in part)
				GRS 1	33f (in part)	2 years	NC1-GRS-1, item 33f (in part)
				GRS 1	33g (in part)	2 years	NC1-GRS-1, item 33g (in part)
				GRS 1	33i (in part)	6 months	NC1-GRS-1, item 34h (in part)
				GRS 1	33p (in part)	2 years	NC1-GRS-1, item 33p (in part)
				GRS 1	33q (in part)	2 years	NC1-GRS-1, item 33q (in part)
				GRS 1	36e1b (in part)	3 years	NC1-GRS-1, item 36e2b (in part)
				GRS 1	36e2 (in part)	3 years	NC1-GRS-1, item 3e1 (in part)
				GRS 2.1	051	2 years	DAA-GRS-2014-0002-0007
<i>EPI hold remains until lifted by DOE</i>							
GRS 2.1	060	1 year		GRS 1	4b1	Return to OPM	NC1-64-77-10, item 4b1

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New GRS 2.1				Old Authorities			
Schedule No.	Item No.	Retention	ERA Number/ Disposition Authority	Schedule No.	Item No.	Retention	Disposition Authority
			DAA-GRS-2014-0002-0011	GRS 1	4b2	File with application	NC1-64-77-10, item 4b2
				GRS 1	4b3	Destroy immediately	NC1-64-77-10, item 4b3
				GRS 1	33k	1 year	N1-GRS-02-1, item 33k
				GRS 1	33l-1	90 days	N1-GRS-02-1, item 33l1 [el-one]
				GRS 1	33l-2	1 year	N1-GRS-02-1, item 33l2 [el-two]
				GRS 1	33m	2 years	N1-GRS-02-1, item 33m
				GRS 1	33n	2 years	N1-GRS-02-1, item 33n
GRS 2.1	070	5 years	DAA-GRS-2014-0002-0012	GRS 1	33j	5 years	NC1-GRS-85-2, item 34i
GRS 2.1	080	1 year	DAA-GRS-2014-0002-0013	GRS 1	33q	1 year	NC1-GRS-85-2, item 34k
GRS 2.1	090	2 years	DAA-GRS-2014-0002-0008	GRS 1	8	6 months	NC1-64-77-10, item 8
GRS 2.1	100	After separation	DAA-GRS-2014-0002-0014	New Item			
<i>Utilize DOE 2.1, item 030 Presidential Appointments (PA and Presidential Appointments with Senate Confirmation (PAS) Records - Appointees</i>							
GRS 2.1	101	File in OPF	None. This is just a filing instruction	New Item			
GRS 2.1	102	1 year	DAA-GRS-2014-0002-0015	New Item			
<i>Utilize DOE 2.1, item 040 Presidential Appointments (PA and Presidential Appointments with Senate Confirmation (PAS) Records - Non-appointees</i>							
GRS 2.1	110	5 years	DAA-GRS-2014-0002-0018	GRS 1	40	5 years	N1-GRS-93-2, item 1
GRS 2.1	111	2 years	DAA-GRS-2014-0002-0019	New Item			
GRS 2.1	120	2 years	DAA-GRS-2014-0002-0016	New Item			
GRS 2.1	130	2 years	DAA-GRS-2014-0002-0017	New Item			
GRS 2.1	140	Forward to appropriate office	None. This is just a filing instruction	New Item			
GRS 2.1	141	Forward to appropriate office	None. This is just a filing instruction	New Item			
GRS 2.1	142	1 year	DAA-GRS-2014-0002-0009	New Item			
GRS 2.1	143	After employee enters on duty or is no longer a candidate	DAA-GRS-2014-0002-0010	New Item			

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New GRS 2.1				Old Authorities			
Schedule No.	Item No.	Retention	ERA Number/ Disposition Authority	Schedule No.	Item No.	Retention	Disposition Authority
GRS 2.1	150	3 years	DAA-GRS-2014-0002-0021	GRS 1	33a	3 years	NC1-GRS-86-1, item 34
<i>EPI hold remains until lifted by DOE</i>							
GRS 2.1	160	3 years	DAA-GRS-2014-0002-0022	GRS 1	33t	3 years	NC1-GRS-85-2, item 34p
GRS 2.1	170	3 years	DAA-GRS-2018-0008-0001	New Item			
GRS 2.1	171	2 years	DAA-GRS-2018-0008-0002	New Item			
GRS 2.1	180	1 year	DAA-GRS-2018-0008-0003	New Item			
Rescinded				GRS 1	7a1		NC1-GRS-82-11, item 1
				<i>NC1-434-98-4, item 7a(1) / ADM 1.7a(1) was an approved deviation to GRS 1.7a1 – See above DOE RDS Crosswalk</i>			
				GRS 1	7a2b	2 years	NC1-64-77-10, item 7a2b
				GRS 1	7c1	3 years / 2 years	NC1-64-77-10, item 7c1a
				GRS 1	7c2	Superseded/ Obsolete	NC1-64-77-10, item 7c1b
				GRS 1	11	Superseded/ Obsolete	NC1-64-77-10, item 11
				GRS 1	33d	Superseded/ Obsolete	NC1-GRS-85-2, item 34b
				GRS 1	33h	1 year	NC1-GRS-85-2, item 34f