

Frequently Asked Questions (FAQs) about DOE 2.3, Employee Relations Records

INTRODUCTION

1. What is the purpose of DOE 2.3?

DOE 2.3 is written in the same format as GRS 2.3, which provides disposition authority for records created and received related to managing relationships between the DOE/DOE contractor, its employees, and its unions, bargaining units that are not covered by GRS 2.3.

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

You may contact the DOE Records Disposition Schedule Technical Team at DOERM@hq.doe.gov with questions about this schedule.

3. How does DOE 2.3 differ from the old DOE Administrative Schedules?

There are a total of twenty (20) DOE records disposition schedule items that did not have a GRS authority that crosswalk to four (4) new DOE records disposition schedule items. There are two (2) new DOE records disposition schedule items that incorporate current schedules and ten (10) DOE records disposition schedule items that crosswalk to GRS items and three (3) DOE records disposition schedule items have been rescinded. When schedule consolidation involved multiple retentions, the longer retention was applied.

- Item 010 – Apprenticeship Program Records

Consolidated two (2) DOE records disposition schedule items into one (1) with a retention of 6 years and added language to cover program records. Previously:

Schedule No.	Item No.	Retention	Disposition Authority
ADM 1	45a	4 years	N1-434-98-4, item 45a
ADM 1	45b	10 years	N1-434-98-4, item 45b

- Item 020 - Labor Management Relations Agreement Negotiation and Administrative Records (Contractor)

A new DOE records disposition schedule item was created to cover labor management relations agreement negotiations and administrative records that includes incorporating a site-specific schedule. Previously:

Schedule No.	Item No.	Retention	Disposition Authority
ADM 1	28.1	10 years	N1-434-98-4, item 28.1
Adm 1	52a	10 years	N1-434-98-4, item 52a
		5 years	N1-434-92-4, item 23a(1)(1)

Las Vegas Contractor Schedule 1	3 years	N1-434-92-4, item 23b(1)
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- Item 030 – Labor Arbitration (negotiated grievance procedure) Case Files (Contractor)

A new DOE records disposition schedule item has been created to cover contractor labor arbitration (negotiated grievance procedure) Case files.

- Item 040 – National Labor Relations Board (NLRB) Case Files (Contractor)

A new DOE records disposition schedule item has been created to cover National Labor Relation Board (NLRB) case files, which incorporates certification / decertification records.

Schedule No.	Item No.	Retention	Disposition Authority
ADM 1	53	10 years	N1-434-98-4, item 53

4. Items Cross-Walked to GRS 2.3:

- Item 010 – Employee Relations Programs’ Administrative Records

Cross-walked seven (7) DOE records disposition schedule items to GRS 2.3, item 010. Previously:

Schedule No.	Item No.	Retention	Disposition Authority
Las Vegas Contractor Schedule 1		3 years	N1-434-92-4, item 20d(2)
		5 years	N1-434-92-4, item 20f
		5 years	N1-434-92-4, item 20g
		5 years	N1-434-92-4, item 20h(1)
		5 years	N1-434-92-4, item 20h(2)
		5 years	N1-434-92-4, item 20h(3)
		5 years	N1-434-92-4, item 20h(4)

- Item 110 – EEO Discrimination Complaint Case Files – Informal Process

Cross-walked two (2) DOE records disposition schedule items, in part, to GRS 2.3, item 110. Previously:

Schedule No.	Item No.	Retention	Disposition Authority
Las Vegas Contractor Schedule 1		4 years	N1-434-92-4, item 20a (in part)
		2 years	N1-434-92-4, item 20c (in part)

- Item 111 – EEO Discrimination Complaint Case Files – Formal Process

Cross-walked two (2) DOE records disposition schedule items in part, to GRS 2.3, item 111. Previously:

Schedule No.	Item No.	Retention	Disposition Authority
Las Vegas Contractor Schedule 1		4 years	N1-434-92-4, item 20a (in part)
		2 years	N1-434-92-4, item 20c (in part)

- Item 120 – Records Documenting Contractor Compliance With EEO Regulations

Cross-walked one (1) DOE records disposition schedule item to GRS 2.3, item 120. Previously:

Schedule No.	Item No.	Retention	Disposition Authority
Las Vegas Contractor Schedule 1		7 years	N1-434-92-4, item 20d(1)

5. What changes were made to GRS 2.3 with Transmittal 33?

- Items 010 and 020 were updated to include religious accommodations.

6. What updates has DOE made to the GRS?

Notes have been added to the following GRS 2.3 items to assist the RM community in ensuring the proper schedule and retention is utilized and to ensure records are not prematurely destroyed.

- Item 060 – Administrative grievance, disciplinary, performance-based, and adverse action case files

Note has been added to update the disposition instructions to DOE Business Use of Destroy 4 years after case closed or final settlement on appeal, which aligns with the previous schedule.

- Item 080 – Merit Systems Protection Board (MSPB) case files

Added (Federal Only) to the item title

- Item 090 – Labor arbitration (negotiated grievance procedure) case records

Added (Federal Only) to the item title. A note was added for Contractors to utilize DOE 2.3, item 030 for Labor Arbitration (negotiated grievance procedure) Case files, as well as one that records may fall under a DOE Privacy Act System of Record – DOE-1.

- Item 100 – Federal Labor Relations Authority (FLRA) case files

Added (Federal Only) to the item title and a note was added to utilize DOE 2.3, item 040 for unfair labor practices elevated to the National Labor Relations Board (NLRB)

- Item 130 – Labor management relations agreement negotiation records

Added Federal Only to the title and a note to utilize DOE 2.3, item 020 for Contractor Labor Management Relations Agreement Negotiation Records.

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

The following DOE records disposition schedule items have been rescinded as they are copies and non-records:

Schedule No.	Item No.	Retention	Disposition Authority
ADM 1	52b	2 years	N1-434-98-4, item 52b
Las Vegas Contractor Schedule 1		1 year	N1-434-92-4, item 20b
		Superseded	N1-434-92-4, item 23a(1)(2)