

DEPARTMENT OF ENERGY (DOE) 2.4: Employee Compensation and Benefits Records

DOE Records Disposition Schedules (RDS)							
New DOE 2.4				Old Authorities			
Schedule No.	Item No.	Retention	ERA Number/ Disposition Authority	Schedule No.	Item No.	Retention	Disposition Authority
<b>Payroll</b>							
DOE 2.4	010	75 years	DAA-0434-2020-0013-0001	GRS 2.1a was rescinded by NARA			
				GRS 2.1b initially cross-walked to GRS 2.4, item 040			
				ADM 2	1c	56 years	N1-434-98-5, item 1c
				Uranium Mill Tailings Remedial Action (UMTRA) Project		6 years 3 months	N1-434-98-1, item 20a(1) (in part)
		3 years	N1-434-98-1, item 20a(2) (in part)				
DOE 2.4	020	250 years	DAA-GRS-2019-0004-0002	GRS 2.4	030	3 years	DAA-GRS-2019-0004-0002
				<i>See GRS 2.4, item 030 below for superseded items</i>			
DOE 2.4	025	10 years	DAA-GRS-2019-0004-0002	GRS 2.4	030	3 years	DAA-GRS-2019-0004-0002
				<i>See GRS 2.4, item 030 below for superseded items</i>			
DOE 2.4	030	10 years	DAA-GRS-2019-0004-0002	GRS 2.4	030	3 years	DAA-GRS-2019-0004-0002
				<i>See GRS 2.4, item 030 below for superseded items</i>			
<i>Remains under EPI Moratorium until DOE lifts the hold</i>							
<b>Compensation and Benefits Administration Program Records</b>							
DOE 2.4	100	250 years	DAA-0434-2020-0013-0002	ADM 1	31	75 years	N1-434-98-4, item 31 (in part)
				Las Vegas Contractor Schedule 1		75 years	N1-434-92-4, item 26 (in part)
DOE 2.4	110	3 years	DAA-0434-2020-0013-0003	ADM 1	54	3 years	N1-434-98-4, item 54
DOE 2.4	120	6 years	DAA-0434-2020-0013-0004	ADM 1	46	6 years 3 months	N1-434-98-4, item 46
DOE 2.4	130	250 years	DAA-0434-2020-0013-0007	Health Compensation Programs		75 years	DAA-0434-2013-0001-0001
DOE 2.4	140	3 years	DAA-0434-2020-0013-0008	Health Compensation Programs		3 years	DAA-0434-2013-0001-0002
DOE 2.4	150	15 years	DAA-0434-2020-0013-0009	Health Compensation Programs		15 years	DAA-0434-2013-0001-0003
DOE 2.4	160	3 years	DAA-0434-2020-0013-0010	Health Compensation Programs		3 years	DAA-0434-2013-0001-0004
DOE 2.4	170	15 years	DAA-0434-2020-0013-0005	Secure Electronic Records Transfer (SERT) System		3 years	DAA-0434-2017-0003-0001
DOE 2.4	180	60 days	DAA-0434-2020-0013-0006	Secure Electronic Records Transfer (SERT) System		3 years	DAA-0434-2017-0003-0002
<b>DOE Schedules Disposition Schedules Cross-walked to the GRS</b>							
GRS 2.4	010	3 years	DAA-GRS-2019-0004-0001	ADM 2	18	7 years	N1-434-98-5, item 18
GRS 2.4	080	7 years		ADM 1	51	3 years	N1-434-98-4, item 51

Department of Energy (DOE) 2.4: Employee Compensation and Benefits Records

DOE Records Disposition Schedules (RDS)							
New DOE 2.4				Old Authorities			
Schedule No.	Item No.	Retention	ERA Number/ Disposition Authority	Schedule No.	Item No.	Retention	Disposition Authority
			DAA-GRS-2023-0004-0002	Las Vegas Contractor Schedule 1		2 <sup>nd</sup> succeeding survey	N1-434-92-4, item 8
GRS 2.4	111	1 year	DAA-GRS-2016-0015-0014	ADM 1	35a	75 years	N1-434-98-4, item 35a
GRS 2.4	140	3 years	DAA-GRS-2016-0015-0019	ADM 1	35b(2)	75 years	N1-434-98-4, item 35b(2)
GRS 2.4	140	3 years	DAA-GRS-2016-0015-0019	ADM 1	56	3 years	DAA-0434-2014-0002-0002
GRS 2.4	141	3 years	DAA-GRS-2016-0015-0020	ADM 1	57	3 years	DAA-0434-2014-0002-0001
<b>Rescinded</b>				Las Vegas Contractor Schedule 1		3 years	N1-434-92-4, Item 29

Epidemiological  
Moratorium

General Record Schedules (GRS)							
<b>Note:</b> GRS items listed below may have been listed in the DOE Administrative Schedules, as a DOE schedule with a GRS authority.							
New GRS 2.4				Old Authorities			
Schedule No.	Item No.	Retention	ERA Number/ Disposition Authority	Schedule No.	Item No.	Retention	Disposition Authority
GRS 2.4	010	3 years	DAA-GRS-2019-0004-0001	GRS 2	15a	3 years	N1-GRS-92-4, item 15a
				GRS 2	15b	3 years	N1-GRS-92-4, item 15b
				GRS 2	16	Superseded or employee separation	N1-GRS-92-4, item 16
				GRS 2	17	Superseded or employee separation	N1-GRS-92-4, item 17
				<del>GRS 2</del>	<del>18</del>	<del>3 years</del>	<del>N1-GRS-92-4, item 18</del> N1-434-98-5, item 18 (ADM 2.18) was an approved deviation from the GRS
				GRS 2	23a	3 years	N1-GRS-92-4, item 23a
GRS 2.4	020	4 years	DAA-GRS-2016-0015-0002	GRS 2	13a	4 years	N1-GRS-92-4, item 13a
GRS 2.4	030	3 years	<del>DAA-GRS-2019-0004-0002</del>	GRS 2	6a	At end of the following pay period	N1-GRS-92-4, item 6a
				GRS 2	6b	3 years	N1-GRS-92-4, item 6a
				GRS 2	7	6 years	N1-GRS-92-4, item 7 (in part)
				GRS 2	8	6 years	N1-GRS-92-4, item 8 (in part)

Department of Energy (DOE) 2.4: Employee Compensation and Benefits Records

General Record Schedules (GRS)							
<b>Note:</b> GRS items listed below may have been listed in the DOE Administrative Schedules, as a DOE schedule with a GRS authority.							
New GRS 2.4				Old Authorities			
Schedule No.	Item No.	Retention	ERA Number/ Disposition Authority	Schedule No.	Item No.	Retention	Disposition Authority
<i>Utilize DOE 2.4, items 020, 025 or 030 for Time and Attendance Records</i>							
GRS 2.4	035	6 years	DAA-GRS-2018-0001-0001	New Item			
<del>GRS 2.4</del>	<del>040</del>	<del>56 years</del>	<del>DAA-GRS-2016-0015-0004</del>	GRS 2	1b	56 years	N1-GRS-92-4, item 1b
<i>Utilize DOE 2.4, item 010 for Employee Payroll Records for each pay period</i>							
GRS 2.4	050	4 years	DAA-GRS-2016-0015-0005	GRS 2	13b	4 years	N1-GRS-92-4, item 13b
				GRS 2	13c	4 years	N1-GRS-92-4, item 13c
GRS 2.4	060	2 years	DAA-GRS-2016-0015-0006	GRS 2	22a	No longer needed; no more than 2 years	N1-GRS-92-4, item 22a
				GRS 2	22b	2 years	N1-GRS-92-4, item 22b
				GRS 2	24	2 years	N1-GRS-92-4, item 24
GRS 2.4	061	3 years	DAA-GRS-2023-0004-0001	GRS 2	22c	3 years	N1-GRS-92-4, item 22c
GRS 2.4	070	3 years	DAA-GRS-2016-0015-0008	New Item			
GRS 2.4	071	1 year	DAA-GRS-2016-0015-0009	GRS 1	37	1 year	N1-GRS-92-5, item 1
GRS 2.4	080	7 years	DAA-GRS-2023-0004-0002	GRS 1	38	2d succeeding survey	Authority not known
GRS 2.4	090	3 years	DAA-GRS-2016-0015-0011	GRS 1	41	3 years	N1-GRS-96-2
<i>Contractors utilize DOE 2.2, item 030 Contractor Employee Personnel File for employment agreements, recruitment, relocation, employee awards, and retention incentive packages.</i>							
<del>GRS 2.4</del>	<del>100</del>	<del>3 years</del>	<del>DAA-GRS-2016-0015-0012</del>	GRS 1	31	3 years	N1-GRS-86-4, item 32
<del>GRS 2.4</del>	<del>101</del>	<del>15 years</del>	<del>DAA-GRS-2016-0015-0013</del>	New Item			
<i>Utilize DOE 2.4, item 100 for Workers Compensation (personal injury compensation) records or DOE 2.7, item 110 for Individual Employee Occupational Illness/Injury Case files.</i>							
GRS 2.4	110	Filing instructions	None	Rescind			N1-GRS-88-2, item 1b1
GRS 2.4	111	1 year	DAA-GRS-2016-0015-0014	GRS 1	35a	3 years	N1-GRS-88-2, item 1a
				GRS 1	35b2	3 years	N1-GRS-88-2, item 1b2
N1-434-98-4, item 35a was an approved deviation from the GRS							
N1-434-98-4, item 35b(2) was an approved deviation from the GRS							
GRS 2.4	120	3 years	DAA-GRS-2016-0015-0015	New Item			
GRS 2.4	121	2 years	DAA-GRS-2016-0015-0016	New Item			

Department of Energy (DOE) 2.4: Employee Compensation and Benefits Records

General Record Schedules (GRS)							
<b>Note:</b> GRS items listed below may have been listed in the DOE Administrative Schedules, as a DOE schedule with a GRS authority.							
New GRS 2.4				Old Authorities			
Schedule No.	Item No.	Retention	ERA Number/ Disposition Authority	Schedule No.	Item No.	Retention	Disposition Authority
GRS 2.4	130	3 years	DAA-GRS-2016-0015-0017	GRS 9	7	3 years	N1-GRS-97-2, item 7 (in part)
GRS 2.4	131	2 years	DAA-GRS-2016-0015-0018	GRS 9	7	3 years	N1-GRS-97-2, item 7 (in part)
GRS 2.4	140	3 years	DAA-GRS-2016-0015-0019	New Item			
GRS 2.4	141	3 years	DAA-GRS-2016-0015-0020	New Item			
<b>Rescinded</b>				GRS 1	35b1	--	N1-GRS-88-2, item 1b1
				GRS 2	1a	Update elements	N1-GRS-92-4, item 1a *See DOE 2.4, item 010
				GRS 2	2	15 years	N1-GRS-92-4, item 2
				GRS 2	14a	Superseded or employee separation	N1-GRS-92-4, item 14a
				GRS 2	14b	4 months	N1-GRS-92-4, item 14b
				GRS 2	14c	4 months	N1-GRS-92-4, item 14c
				GRS 2	23b	1 month	N1-GRS-92-4, item 23b