

## Frequently Asked Questions (FAQs) about DOE 2.4, Employee Compensation and Benefits Records

### INTRODUCTION

#### 1. What is the purpose of DOE 2.4?

DOE 2.4 is written in the same format as GRS 2.4, which provides disposition authority for records created and received while conducting payroll functions and while managing programs that offer employees monetary or other tangible benefits and includes records for the Health Compensation Program that are not covered by GRS 2.4.

#### 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](mailto:DOERM@hq.doe.gov) with questions about this schedule.

#### 3. How does DOE 2.4 differ from the old DOE Administrative Schedule?

Twenty-one (21) DOE records disposition schedule items four (4) in part that did not have a GRS authority have been incorporated into the DOE 2.4, Employee Compensation and Benefits Records schedule. Through careful review and consolidation of like items/retentions, the total schedule items were reduced to thirteen (13) DOE records disposition schedule items, with three (3) utilizing GRS authorities with a longer retention. Seven (7) DOE records disposition schedule items crosswalk to GRS items and one (1) DOE records disposition schedule item was rescinded. When schedule consolidation involved multiple retentions, the longer retention was applied.

- Item 010 – Employee Payroll for each Pay Period

Consolidated three (3) DOE records disposition schedule items two (2) in part, and two (2) GRS items. The GRS authorities are ADM 2.1a, which was rescinded and ADM 2.1b initially cross walked to GRS 2.4, item 040, both listed under the DOE EPI moratorium and are needed for Health and Safety Programs; therefore, consolidated into DOE 2.4, item 010.

In the days that payroll was processed entirely on paper, an “individual earning and service card” (Optional Form 1127) did indeed track an individual’s entire payroll history in a single spot. These very useful cards became a casualty of automation. Currently due to automation, these are instead pay-period batches of an agency’s entire payroll for each of 26 pay periods per year, arranged within the batch by personal identifiers (generally social security numbers). Although an “Individual Pay Record” can be created from these records, no such standalone record exists without the research. DOE created a records disposition schedule item to cover these records and updated the title to match that of the GRS, “Employee Payroll Record for Each Pay Period.”

Previously:

Schedule No.	Item No.	Retention	Disposition Authority
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)*

\* N1-434-98-1 (Uranium Mill Tailings Remedial Action (UMTRA) Project), items 20a(1) and 20a(2) are subcontractor procurement records that included Davis-Bacon payroll records. These items crosswalk in part, as Davis-Bacon payroll records crosswalk to DOE 2.4, item 010 and procurement records crosswalk to GRS 1.1, Item 010.

**Note:** Remains under EPI Moratorium until DOE lifts the hold.

- Item 020 – Time and Attendance Source and Input Records – Detailed records that include work locations

Created a new DOE records disposition schedule item that consolidated two (2) GRS items (in part, legacy only) utilizing the GRS 2.4, item 030 authority, which allows for longer retention. Increased retention to 250 years, as these are needed to support departmental Health and Safety Programs. The time and attendance source and input records have been split between items 020 and 025, with item 020 covering records that contain work locations for specific days/times, charge codes or other identifiers that could place an employee in a particular location or project/operations.

**Note:** Remains under EPI Moratorium until DOE lifts the hold.

- Item 025 – Time and Attendance Source and Input Records – Records that do not contain work locations (Federal)

New DOE schedule item that consolidated two (2) GRS schedules in part utilizing the GRS 2.4, item 030 authority, which allows for longer retention. Increased retention to 10 years, as these are needed to support the Office of Inspector Generals (OIG) mission of preventing fraud, waste and abuse in DOE programs and operations. The time and attendance source and input records have been split between items 020 and 025, with item 025 covering records that do not contain work locations for specific days/times, charge codes or other identifiers that could place an individual in a particular location, project or operation.

**Note:** Remains under EPI Moratorium until DOE lifts the hold.

- Item 030 – Time and Attendance Source and Input Records– Records that do not contain work locations (Contractor)

New DOE records disposition schedule item that consolidates two (2) GRS schedules in part utilizing the GRS 2.4, item 030 authority, which allows for longer retention. Increased retention to 10 years, as these are needed to support the Office of Inspector General's (OIG) mission of preventing fraud, waste and abuse in DOE programs and operations. The time and attendance source and input records have been split between items 020 and 025, with item 030 covering records that do not contain work locations for specific days/times, charge codes or other identifiers that could place an individual in a particular location, project, or operation.

**Note:** Remains under EPI Moratorium until DOE lifts the hold.

- Item 100 – Workers Compensation (Personal Injury Compensation) Records

Consolidated two (2) records disposition schedule item into one (1), with an increased retention of 250 years to support various departmental Health and Safety Programs. DOE 2.4, item 100 was added to the Epidemiological hold. Previously:

Schedule No.	Item No.	Retention	Disposition Authority
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)

**Note:** Deviation to GRS 2.4, item 100 and 101. Records are needed to support various departmental Health and Safety Programs that require records to be maintained for a longer period of time.

- Item 110 – Unemployment Compensation Records

Updated schedule language. Previously:

Schedule No.	Item No.	Retention	Disposition Authority
ADM 1	54	3 years	N1-434-98-4, item 54

- Item 120 – Employee Tuition Assistance Program

Updated schedule language and retention to reflect the contract retention of 6 years. Previously:

Schedule No.	Item No.	Retention	Disposition Authority
ADM 1	46	6 years 3 months	N1-434-98-4, item 46

- Item 130 – Health Compensation Program Claims Files

Updated retention to 250 years to support various departmental Health and Safety Program. Previously:

Schedule No.	Item No.	Retention	Disposition Authority
Health Compensation Programs		75 years	DAA-0434-2013-0001-0001

**Note:** Claim case files on individuals are maintained by the organization that is responsible for submitting the claim to the EEOICPA Office through either the Secure Electronic Records Transfer (SERT) system or another means.

- Item 140 – Health Compensation Program Working Files

Updated schedule language. Previously:

Schedule No.	Item No.	Retention	Disposition Authority
Health Compensation Programs		3 years	DAA-0434-2013-0001-0002

- Item 150 – Health Compensation Program Control Files

Updated schedule language. Previously:

Schedule No.	Item No.	Retention	Disposition Authority
Health Compensation Programs		15 years	DAA-0434-2013-0001-0003

- Item 160 – Health Compensation Program Administrative Files

Updated schedule language. Previously:

Schedule No.	Item No.	Retention	Disposition Authority
Health Compensation Programs		3 years	DAA-0434-2013-0001-0004

- Item 170 – Secure Electronic Records Transfer (SERT) – claims data used to review and process claims

Updated schedule language. Previously:

Schedule No.	Item No.	Retention	Disposition Authority
Secure Electronic Records Transfer (SERT) System		3 years	DAA-0434-2017-0003-0001

- Item 180 – Secure Electronic Records Transfer (SERT) – claims support files

Updated schedule language. The documentation on the SERT system is scheduled under GRS 3.1, Item 011. Previously:

Schedule No.	Item No.	Retention	Disposition Authority
Secure Electronic Records Transfer (SERT) System		3 years	DAA-0434-2017-0003-0002

#### 4. Items Cross-Walked to GRS 2.4:

- Item 010 – Records used to calculate payroll, arrange paycheck deposit, and change previously issued paychecks

One (1) DOE records disposition schedule item crosswalk to the GRS. Previously:

Schedule No.	Item No.	Retention	Disposition Authority
ADM 2	18	7 years	N1-434-98-5, item 18

- Item 080 – Wage Survey Files

Two (2) DOE records disposition schedule items crosswalk to the GRS. Previously:

Schedule No.	Item No.	Retention	Disposition Authority
ADM 1	51	3 years	N1-434-98-4, item 51
Las Vegas Contractor Schedule 1		2 <sup>nd</sup> succeeding survey	N1-434-92-4, item 8

- Item 090 – Incentive package records

Note: GRS 2.4, item 090 is for Federal staff only. Utilize DOE 2.2, item 030 “Contractor

Employee Personnel Files” for contractor employment agreements, recruitment, relocation and retention incentives.

- Item 111 – Request for health benefits under spouse equity – denied applications

Two (2) DOE records disposition schedule items crosswalk to the GRS, with a shorter retention. Based on information obtained from the Office of Personnel Managements (OPM) website regarding the Spouse Equity Act, it was determined that there was not a need or requirement for DOE to maintain these records longer than the retention under the GRS. Previously:

Schedule No.	Item No.	Retention	Disposition Authority
ADM 1	35a	75 years	N1-434-98-4, item 35a* *Approved deviation to GRS 1.35a
ADM 1	35b(2)	75 years	N1-434-98-4, item 35b(2)* *Approved deviation to GRS 1.35b(2)

- Item 140 – Family Medical Leave Act Program Administrative Files

One (1) DOE records disposition schedule item crosswalks to the GRS. Previously:

Schedule No.	Item No.	Retention	Disposition Authority
ADM 1	56	3 years	DAA-0434-2014-0002-0002

- Item 141 – Family Medical Leave Act Program Individual Case Files

One (1) DOE records disposition schedule item crosswalks to the GRS. Previously:

Schedule No.	Item No.	Retention	Disposition Authority
ADM 1	57	3 years	DAA-0434-2014-0002-0001

## 5. What updates has DOE made to the GRS?

Notes have been added to the following GRS 2.4 items to assist the RM community in ensuring the proper schedule and retention is utilized and to ensure records are not prematurely destroyed.

- Item 030 – Time and attendance records

The item has been struck out from the GRS with a note to utilize DOE 2.4, items 020, 025 or 030

- Item 035 – Phased-retirement employees’ overtime documentation

Added (Federal Only) to the title

- Item 040 – Agency payroll record for each pay period

This item has been struck out from the GRS with a note to utilize DOE 2.4, item 010 for Employee Payroll records for each pay period.

- Item 100 and 101- Workers’ Compensation (personal injury compensation) records

These items have been struck out from the GRS with a note to utilize DOE 2.4, item 100 for Workers Compensation (personal injury compensation) records and DOE 2.7, item 110 for Individual Employee Occupational Illness/Injury Case File

- Items 110 and 111 – Requests for health benefits under spouse equity

Added Federal Only to the title

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

The following item is being rescinded:

- N1-434-92-4 (Las Vegas Contractor Schedule 1), item 29 – Non-occupational Insurance Claim Statements as these would not be a Federal record

Schedule No.	Item No.	Retention	Disposition Authority
Las Vegas Contractor Schedule 1		3 years	N1-434-92-4, Item 29