

DEPARTMENT OF ENERGY (DOE) 5.6: Security Management Records

DOE Records Disposition Schedule (RDS)							
New DOE 5.6				Old Authorities			
Schedule No.	Item No.	Retention	ERA Number/ Disposition Authority	Schedule No.	Item No.	Retention	Disposition Authority
DOE 5.6	100	30 days	DAA-GRS-2021-0001-0003	GRS 18	19a	Superseded or obsolete	GRS 18, 1960, item 20a
<i>GRS 18.19a was superseded by GRS 5.6, item 090; due to EPI moratorium, this was superseded by DOE 5.6, item 100</i>							

Epidemiological  
Moratorium

General Record Schedules (GRS)							
New GRS 5.6				Old Authorities			
Schedule No.	Item No.	Retention	ERA Number/ Disposition Authority	Schedule No.	Item No.	Retention	Disposition Authority
GRS 5.6	010	3 years	DAA-GRS-2021-0001-0001	GRS 18	8	2 years	GRS 18, 1960, item 9
				GRS 18	13a	3 years	GRS 18, 1960, item 14a
				GRS 18	13b	2 years	GRS 18, 1960, item 14b
				GRS 18	21	2 years	NC1-GRS-80-1, item 22
GRS 5.6	020	3 years	DAA-GRS-2017-0006-0002	GRS 18	16a	3 years	GRS 18, 1960, item 17 (in part)
GRS 5.6	021	6 months	DAA-GRS-2017-0006-0003	GRS 18	16b	6 months	GRS 18, 1960, item 17 (in part)
GRS 5.6	030	3 months	DAA-GRS-2021-0001-0002	GRS 18	19d	3 months	GRS 18, 1960, item 20d
GRS 5.6	040	3 months	DAA-GRS-2017-0006-0005	GRS 18	12	3 months	GRS 18, 1960, item 13
GRS 5.6	050	3 years	DAA-GRS-2023-0007-0001	GRS 12	8 (in part)	3 years	NC1-64-77-9, item 8 (in Part)
GRS 5.6	060	3 years	DAA-GRS-2017-0006-0007	GRS 18	15a (in part)	3 years	GRS 18, 1960, item 16a (in part)
				GRS 18	15b (in part)	1 year	GRS 18, 1960, item 16b (in part)
GRS 5.6	061	30 days	DAA-GRS-2017-0006-0008	GRS 18	15a (in part)	3 years	GRS 18, 1960, item 16a (in part)
				GRS 18	15b (in part)	1 year	GRS 18, 1960, item 16b (in part)
GRS 5.6	070	10 years	DAA-GRS-2017-0006-0009	New item			
GRS 5.6	080	5 years	DAA-GRS-2017-0006-0010	GRS 18	9 (in part)	3 years	GRS 18, 1960, item 10 (in part)

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New GRS 5.6				Old Authorities			
Schedule No.	Item No.	Retention	ERA Number/ Disposition Authority	Schedule No.	Item No.	Retention	Disposition Authority
				GRS 18	10 (in part)	4 years	GRS 18, 1960, item 11 (in part)
<i>Continue to utilize ADM 18.9 and ADM 18.10 for Survey and Inspection files until superseded</i>							
GRS 5.6	081	3 years	DAA-GRS-2017-0006-0011	GRS 18	9 (in part)	3 years	GRS 18, 1960, item 10 (in part)
				GRS 18	10 (in part)	4 years	GRS 18, 1960, item 11 (in part)
<i>Continue to utilize ADM 18.9 and ADM 18.10 for Survey and Inspection files until superseded</i>							
GRS 5.6	090	30 days	DAA-GRS-2021-0001-0003	GRS 18	18a	1 year	GRS 18, 1960, item 19a
				GRS 18	18b	1 month	GRS 18, 1960, item 19b
GRS 5.6	090	30 days	DAA-GRS-2021-0001-0003	GRS 18	19a	Superseded or obsolete	GRS 18, 1960, item 20a
<i>Utilize DOE 5.6, item 100 for ADM 18.19a which remains under EPI hold until lifted</i>							
GRS 5.6	090	30 days	DAA-GRS-2021-0001-0003	GRS 18	19b	1 year	GRS 18, 1960, item 20b
				GRS 18	19c	1 year	GRS 18, 1960, item 20c
				GRS 21	11	6 months	GRS 18, 1960, item 37
				GRS 21	18	6 months	GRS 18, 1960, item 39
GRS 5.6	100	3 years	DAA-GRS-2023-0007-0002	GRS 10	13	1 year	GRS 18, 1960, item 5
				GRS 18	11	2 years	GRS 18, 1960, item 12
				GRS 18	14a	3 years	GRS 18, 1960, item 15a
				GRS 18	14b	2 years	GRS 18, 1960, item 15b
GRS 18	14c	1 year	GRS 18, 1960, item 15c				
<i>EPI hold remains until lifted by DOE</i>							
<i>Continue to utilize current DOE schedules for Event Reporting (Occurrence Reporting) until superseded.</i>							
<i>Utilize DOE 2.4, item 100 for Worker's Compensation Records</i>							
<i>Utilize DOE 2.7, item 110 for Personal Injury Records</i>							
GRS 5.6	110	5 years	DAA-GRS-2017-0006-0014	GRS 18	17a	5 years	GRS 18, 1960, item 18 (in part)
				GRS 18	20a (in part)	2 years	GRS 18, 1960, item 21a (in part)
				GRS 18	20b (in part)	1 year	GRS 18, 1960, item 21b (in part)
<i>Continue to utilize ADM 18.17a for visitor access records for visitors with potential for exposure to hazardous material until superseded.</i>							
GRS 5.6	111	2 years	DAA-GRS-2017-0006-0015	GRS 18	17b	2 years	GRS 18, 1960, item 18 (in part)
				GRS 18	20a (in part)	2 years	GRS 18, 1960, item 21a (in part)
				GRS 18	20b (in part)	1 year	GRS 18, 1960, item 21b (in part)
<i>Continue to utilize ADM 18.17a for visitor access records for visitors with potential for exposure to hazardous material until superseded.</i>							
GRS 5.6	120	6 years	DAA-GRS-2021-0001-0005	GRS 11	4a (in part)	3 months	GRS 11, 1952, item 4a (in part)
				GRS 11	4b (in part)	When accounted for	GRS 11, 1952, item 4b (in part)
				GRS 21	2 (in part)	5 years	N1-GRS-98-2, item 33 (in part)

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New GRS 5.6				Old Authorities			
Schedule No.	Item No.	Retention	ERA Number/ Disposition Authority	Schedule No.	Item No.	Retention	Disposition Authority
GRS 5.6	121	Expiration, confiscation, or return	DAA-GRS-2017-0006-0017	New item			
GRS 5.6	130	6 months	DAA-GRS-2021-0001-0006	GRS 11	4a (in part)	3 months	GRS 11, 1952, item 4a (in part)
				GRS 11	4b (in part)	When accounted for	GRS 11, 1952, item 4b (in part)
				GRS 21	2 (in part)	5 years	N1-GRS-98-2, item 33 (in part)
GRS 5.6	140	When accredited	DAA-GRS-2017-0006-0019	New Item			
GRS 5.6	150	5 years	DAA-GRS-2017-0006-0020	New Item			
GRS 5.6	160	3 years	DAA-GRS-2023-0007-0003	New Item			
GRS 5.6	170	Per agency instruction	DAA-GRS-2017-0006-0022	GRS 18	22b	Per agency instruction	NC1-GRS-80-1, item 23b
				<b>Note: Be cautious when cross walking as GRS 18.22b (investigative reports) and ADM 18.22b (administrative review records) are not the same records.</b>			
GRS 5.6	171	Per agreement or MOU	DAA-GRS-2017-0006-0023	New Item			
GRS 5.6	180	1 year	DAA-GRS-2021-0001-0007	New Item			
GRS 5.6	181	5 years	DAA-GRS-2021-0001-0008	GRS 18	22a	Death or 5 years	NC1-GRS-80-1, item 23a
				<b>Note: ADM 18.22 is an exception to GRS 18.22 through NC1-434-80-3, item 23a was superseded by N1-434-98-21, item 22a, which was superseded by N1-434-03-1, item 22a, which was then superseded by DAA-0434-2015-0005-0001</b>			
GRS 5.6	190	Superseded or obsolete	DAA-GRS-2017-0006-0026	GRS 18	22c	With related case file	NC1-GRS-80-1, item 23c
				<b>Note: ADM 18.22c is an exception to GRS 18.22 through NC1-434-80-3, item 23c was superseded by N1-434-98-21, item 22c, which was superseded by N1-434-03-1, item 22c, which was then superseded by DAA-0434-2015-0005-0003</b>			
				GRS 18	23	Superseded or obsolete	NC1-GRS-80-1, item 24 N1-434-98-21, item 23 is an exception to GRS 18.23
<i>Continue to utilize ADM 18.23 until superseded</i>							
GRS 5.6	200	5 years	DAA-GRS-2017-0006-0027	GRS 18	24a	5 years	NC1-GRS-81-8, item 1a
				GRS 18	24b	2 years	N1-GRS-98-2, item 31
GRS 5.6	210	7 years	DAA-GRS-2017-0006-0028	New Item			
GRS 5.6	220	25 years	DAA-GRS-2017-0006-0029	New Item			
GRS 5.6	230	25 years	DAA-GRS-2017-0006-0030	New Item			
GRS 5.6	240	5 years	DAA-GRS-2017-0006-0031	New Item			