

## Frequently Asked Questions (FAQs) about DOE 5.3, Continuity and Emergency Planning Records

### INTRODUCTION

#### 1. What is the purpose of DOE 5.3?

DOE 5.3 is written in the same format as GRS 5.3, which provides disposition authority for records created and received related to the Continuity and Emergency Planning functions that are not covered by GRS 5.3.

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

#### 3. How does DOE 5.3 differ from the old DOE Administrative Schedule?

One (1) DOE records disposition schedule item from the DOE Administrative Schedules that did not have a GRS authority has been cross-walked to GRS 5.3 and one to a DOE records disposition schedule item utilizing a GRS authority. One (1) new item has been created to cover response and recovery records that are not covered by the GRS.

- Item 010 – Continuity planning and related emergency planning files

Consolidated one DOE records disposition schedule item with items from the GRS 5.3, item, 010 to cover planning records that DOE requires to be retained longer than 3 years. This item utilizes the GRS authority as it authorizes use of a longer retention. Only those planning records listed here are covered by this item, all others are covered under GRS 5.3, item 010. Previously:

Schedule	Item	Retention	Disposition Authority
ADM 18	26.1b	Permanent	N1-434-98-21, item 26.1b
GRS 5.3	010	3 years	DAA-GRS-2016-0004-0001 (in part)

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

- Item 010 – Continuity planning and related emergency planning files

Added note to utilize DOE 5.3, item 010 for emergency planning records removed from this item.

Added note to Exclusion 1 to utilize DOE 5.3, item 040 for high-level emergency response and recovery case files.

Added note to Exclusion 2 to utilize DOE 5.3, item 020 for Department-wide Emergency Response and Recovery Program Records.

- Item 020 – Employee emergency contact information.

Added note that these records fall under DOE Privacy Act System of Record 11 (DOE-11).