

Frequently Asked Questions (FAQs) about GRS 6.2, Federal Advisory Committee Records

INTRODUCTION

1. What is the purpose of DOE 6.2?

DOE does not have a DOE 6.2, all records created relating to Federal Advisory Committees are scheduled under GRS 6.2.

2. Who may I contact to 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. Items Cross-Walked to GRS 6.2:

- Item 010 – Substantive Committee Records (Non-Grant Review Committees)

Consolidated two (2) schedule items with GRS 6.2, item 010. Previously:

Schedule No.	Item No.	Retention	Disposition Authority
ADM 16	8b(1.1)	Permanent	N1-434-98-19, Item 8b(1.1)
ADM 16	8b(1.2)	Permanent	N1-434-98-19, Item 8b(1.2)

- Item 060 – Committee Management Records

No change except from 5 years to 3 years. Previously:

Schedule No.	Item No.	Retention	Disposition Authority
ADM 16	8c	5 years	N1-434-98-19, Item 8c

4. What updates has DOE made to the GRS?

The only update DOE has made to the GRS is to add a note to the description that for records relating to committees and conference that do not fall under the Federal Advisory Committee Act (FACA), please continue to utilize current schedules.

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

The following schedules were rescinded as non-record (copies held by other offices):

Schedule	Item	Retention	Disposition Authority
ADM 16	8d(1)(b)	3 years	N1-434-01-8, item 8d(1)(b)
ADM 16	8d(2)(b)	3 years	N1-434-01-8, item 8d(2)(b)
ADM 16	8d(3)(b)	10 years	N1-434-01-8, item 8d(3)(a)