

	Schedule	Item
<b>Academic/Outreach Programs</b>		
Policies	DOE 2.1	050
Correspondence	DOE 2.1	050
Impact tracking	DOE 2.1	050
Reports	DOE 2.1	050
<b>Academic/Outreach Program Administrative and Tracking</b>		
Memorandum of Understanding	DOE 2.1	055
Contact information	DOE 2.1	055
Scholastic tournaments	DOE 2.1	055
<b>Accidents</b>		
Accident and incident investigations (Minor - no additional reporting required)	GRS 5.6	100
Employee Injury/Illness	DOE 2.7	110
Occupational Injury/Illness	DOE 2.7	100
Vehicle and vessel accident documentation	GRS 5.4	140
<b>Accountability</b>		
Control Access Classified documents	GRS 4.2	040
Forms, transportation requests	GRS 1.1	010, 011
Internal agency accountability	GRS 5.7	010
Keys, security, and protective	GRS 1.1	010, 011
Personal property files	GRS 1.1	010, 011
Transportation	GRS 5.5	020
<b>Accounting</b>		
Accountable officers' returns	GRS 1.1	010, 011
Asset	GRS 1.1	030
Availability of funds	GRS 1.1	010, 011
Collection of funds	GRS 1.1	010, 011
Correspondence	GRS 1.1	001
Custody of funds	GRS 1.1	010, 011
Deposit of funds	GRS 1.1	010, 011
Settlement, certificates of	GRS 1.1	010, 011
Support documents	GRS 1.1	010, 011
<b>Accounts</b>		
General	GRS 1.1	010. 011
Allotment	GRS 1.1	010. 011
Posting and control media	GRS 1.1	010. 011
Administrative Claims	GRS 1.1	080
Administrative Files (Office)	GRS 5.1	010, ADM 23.1b
<b>Administrative Management</b>		
Committees, non-mission	GRS 5.1	030
Committees, Federal Advisory	GRS 6.2	040, 050, 060
Feasibility studies	GRS 3.1	011
Forms	GRS 4.1	040
Notices and other issuance	GRS 5.7	030
Records management	GRS 4.1	020
Reports control	GRS 5.7	040
Adverse action	GRS 2.3	060

**Advisory Commissions,  
Committees, Boards and Other  
Groups Established under the  
Federal Advisory Committee Act  
(FACA)**

Audiovisual records Non- substantive	GRS 6.2	050
Substantive Committee records	GRS 6.2	020
Non-substantive	GRS 6.2	050
Substantive	GRS 6.2	010
Committee accountability records	GRS 6.2	040
Committee management records	GRS 6.2	060
Grant review committees	GRS 6.2	030

**Affirmative Action Plans**

Equal Employment Opportunity	GRS 2.3	010
Reports, mandatory and external	GRS 5.7	50
	DOE 1.3	010

**Agency Budget Policies, Estimates  
and Correspondence Files -  
Substantive Programs**

**Agency Budget Policies, Estimates  
and Correspondence Files - Non-  
Substantive Programs**

**Agency Financial  
Statement/Report**

	DOE 1.3	020
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Compilation	GRS 1.1	20
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**Agreements, Cooperative**

	GRS 1.2	020
Case files, Applications		
Final products and deliverables	GRS 1.2	030

**Aircraft**

Accidents and incident investigations	GRS 5.4	140
Logistics and operations	GRS 5.4	130
Maintenance and modifications	GRS 5.4	100
Routine operations	GRS 5.4	120
SEE ALSO Vehicles		

**Allotment Ledgers**

**Alternative Dispute Resolution**

	GRS 1.1	030
Case files	GRS 2.3	070, 071
Routine, non-mission	GRS 2.3	010
Annual Performance Plan/Report	GRS 5.7	040

**Annual Performance Plan/Report  
Anti-harassment SEE Harassment  
Applications**

	GRS 2.1	060
Employment		
Grant	GRS 1.2	020, 021, 022
Housing	GRS 5.4	080

**Apportionment and  
Reapportionment SEE Budget  
Apprenticeship Program**

	DOE 2.3	010
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**Architectural Drawings SEE**

**Drawings**

**Asset accounting**

GRS 1.1 030

**Audits**

Internal controls Reports GRS 5.7 010

Internal controls Corrective GRS 5.7 020

Action

Compiled reports GRS 1.1 020

**Authorizations (IT)**

GRS 3.2 030, 031

**Automatic and systematic  
declassification review**

GRS 4.2 100

**Automobiles SEE Vehicles**

**Awards (Personnel)**

Employee Incentive award GRS 2.2 030  
records

Nonmonetary items of \$50 or GRS 2.2 030  
less

Not maintained in OPF DOE 2.2 040

Official Contractor Personnel DOE 2.2 030

File for Employee Incentive  
Awards

**Backups, System SEE ALSO Tape**

**Libraries**

Full GRS 3.2 041

Incremental GRS 3.2 041

Master files and databases GRS 3.2 050, 5051

**Baseline Management**

DOE 1.3 030

**Bid and Proposal Files**

GRS 1.1 010, 011

Bidders (Except Debarment GRS 1.1 070, 071  
Investigation Case files)

Canceled GRS 1.1 010, 011

No action GRS 1.1 012

Research and Development DOE 1.1 060

Successful GRS 1.1 010, 011

Unsuccessful GRS 1.1 010, 011

Unsolicited GRS 1.1 012

**Bills of Lading**

GRS 1.1 010, 011

**Binding**

GRS 5.5 010, 020

**Boards SEE ALSO**

**Federal Advisory Committees**

Advisory (FACA) GRS 6.2 010, 020, 050

Temporary GRS 5.1 30

**Boats SEE Vehicles**

**Budget**

Administration GRS 1.3 050

Apportionment GRS 1.3 020

Background GRS 1.3 040, 041

Correspondence GRS 1.3 050

Execution GRS 1.3 020

Formulation and submission GRS 1.3 010

Research and Development DOE 1.1 060

Procurement

Reports GRS 1.3 030, 031

**Building and maintenance**

Correspondence	GRS 5.4	010
Credentials	GRS 5.6	120
Directory service	GRS 5.4	010
Plans	ADM	17
Release	GRS 5.4	010
Reports	GRS 5.4	010
Request for services	GRS 5.4	071
Space assignments or requests (Except nuclear facilities or facilities that produce or store hazardous materials)	GRS 5.4	010
Utilization	GRS 5.4	010
	GRS 5.1	010

**Calendars**

**Carrier SEE Freight**

**Case Files**

<i>Classification</i>		
Appeals (Federal Only)	GRS 2.1	030
Casualty Insurance	DOE 1.1	030
Certificates (Federal Only)	GRS 2.1	040
Contract appeals	GRS 1.1	060
Contractor Pension	DOE 1.1	010, 020
<i>Cooperative agreement (for financial assistance)</i>		
Successful (Except CERCLA- Funded Cooperative Agreement Records - Use DOE 1.2)	GRS 1.2	020
Unsuccessful	GRS 1.2	021
Debarment Investigation	DOE 1.1	050
Erroneous release	GRS 4.2	060, 061
FOIA appeals	GRS 4.2	020
<i>Grant</i>		
Successful	GRS 1.2	020
Unsuccessful	GRS 1.2	021
<i>Personnel</i>		
EEO complaint	GRS 2.3	110, 111
Incentive awards	GRS 2.2	030
<i>Labor management</i>		
Arbitration (negotiated grievance procedure) (Except Contractor Labor Arbitration Case Files)	GRS 2.3	090
FLRA case files (Federal Only)	GRS 2.3	100
Negotiation (Federal Only) (Except Contractor Labor Management Relations Agreement Negotiation Records)	GRS 2.3	130
<i>Security</i>		
Access and clearances	GRS 5.6	180, 181
Index to case files	GRS 5.6	190
Investigative reports	GRS 5.6	170, 171
Privacy Act amendment	GRS 4.2	090

	Procurement	GRS 1.1	010, 011
	Public comments (public relations only)	GRS 6.4	010
	Real property (except relating to property acquired after 13/31/1920, other than abstract or certificate of title - Use ADM 3.1a)	GRS 5.4	020
<b>Casualty Insurance Case Files</b>	Work for others	DOE 1.2	010
		DOE 1.1	030
	Policies	DOE 1.1	030
	Endorsements	DOE 1.1	030
	Reports	DOE 1.1	030
	Correspondence	DOE 1.1	030
	Studies and analyses	DOE 1.1	030
<b>Certificates</b>			
	Classified document destruction	GRS 4.2	030
	Eligibles (employment)	GRS 2.1	050, 051
	Performance rating (Federal Only)	GRS 2.2	070, 071, 072, 073
	Settlement	GRS 1.1	010
	Tax exemption	GRS 1.1	010, 011
	Title (except relating to property acquired after 13/31/1920, other than abstract or certificate of title - Use ADM 3.1a)	GRS 5.4	020
<b>Charts and Graphs, Line copies Chief Information Officer (CIO)</b>		GRS 6.4	030
	Committees	GRS 6.3	010
	Compliance reporting	GRS 4.2	080
	Enterprise architecture	GRS 6.3	020
	IT capital investment	GRS 6.3	010
	IT program planning	GRS 6.3	010
	SEE ALSO Information Technology (IT)		
<b>Child care subsidies Circular A-123</b>		GRS 2.4	120, 121
	Internal	GRS 5.7	010
	External	GRS 5.7	050
<b>Circular A-130</b>		GRS 5.7	010
<b>Circular A-76</b>		GRS 5.7	010
<b>Civil Service Reform Act Claims</b>		GRS 5.7	060
	Administrative, by or against the United States	GRS 1.1	080
	Health benefits, former spouse (Federal Only)	GRS 2.4	111
<b>Classification, job</b>			
	Appeals (Federal Only)	GRS 2.1	030
	Certificates of classification (Federal Only)	GRS 2.1	040
	Contractors Manual	DOE 2.1	010
	Position descriptions	DOE 2.1	020

	Standards (Federal Only)	GRS 2.1	010
<b>Classified Information</b>			
	Access control	GRS 4.2	031
	Accounting	GRS 4.2	040
	Classification Challenge	GRS 4.2	020
	Container security	GRS 4.2	032
	Destruction certificates	GRS 4.2	030
	Inventory	GRS 4.2	030
	Nondisclosure Agreement	GRS 4.2	120, 121
	Receipt	GRS 4.2	030
	Routine, non-mission (Except classified documents program records - Use ADM 18.1a(1) and ADM 18.1b(1))	GRS 4.2	001
	Tracking and control	GRS 4.2	030
<b>Clearance SEE Personnel, Security clearance</b>			
<b>Clearances to release information products</b>		GRS 6.4	030
<b>Clinic scheduling</b>		DOE 2.7	010
<b>Combined Federal Campaign (CFC) SEE ALSO Pay and Payroll</b>		GRS 2.4	010
<b>Commendation Letters (Federal Only)</b>		GRS 2.2	030
<b>Committees</b>			
	CIO	GRS 6.3	010
	Advisory	GRS 6.2	010, 060
	Internal, non-mission	GRS 5.1	030
<b>Communications SEE ALSO Telecommunications</b>			
	Control	GRS 5.5	020
	<i>Correspondence</i>		
	Administrative	GRS 5.5	010
	Control	GRS 5.5	020
	Equipment	GRS 5.5	010
	Operation	GRS 5.5	010
	Reports, Administrative	GRS 5.5	010
	Reports, Load	GRS 5.5	020
	Reports, Performance	GRS 5.5	020
	Reports, Statistical	GRS 5.5	020
	Routine, non-mission	GRS 5.5	010
	Telephone use (call detail)	GRS 5.5	010
<b>Complaints</b>			
	Customer Service	GRS 6.5	010
	Discrimination	GRS 2.3	110, 111
	Privacy	GRS 4.2	065
<b>Compliance</b>			
	IT	GRS 3.1	040
	Legal and regulatory	GRS 4.2	080

Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) Funded Cooperative Agreements (Superfund Projects) Records	DOE 1.2 020
Compliance Documentation	DOE 1.2 020
Financial Records	DOE 1.2 020
Procurement	DOE 1.2 020
Programmatic records	DOE 1.2 020
Property Records	DOE 1.2 020
Supporting Documentation	DOE 1.2 020
Time and Attendance	DOE 1.2 020
<b>Computer Aided Design (CAD) SEE Drawings</b>	
<b>Computer matching program</b>	GRS 4.2 170
<b>Computer Security</b>	
Access	GRS 3.2 030
General	GRS 3.2 010
Incidents	GRS 3.2 020
<b>Confidential Information Protection &amp; Statistical Efficiency Act</b>	GRS 4.2 080, 081
<b>Configuration Management</b>	GRS 3.1 030
<b>Construction</b>	GRS 5.4 050, 051
<b>Continuity Planning SEE Emergency Planning</b>	
<b>Contract Appeals</b>	GRS 1.1 060
<b>Contractor Employee Job Classification Manuals</b>	DOE 2.1 010
<b>Contractor Employment Practices, EEO</b>	GRS 2.3 120
<b>Contractor Payrolls</b>	DOE 2.4 010
<b>Contracts</b>	GRS 1.1 010, 011
<b>Contractor Pension Case Files</b>	DOE 1.1 010, 020
Continuing obligation	DOE 1.1 010
Correspondence	DOE 1.1 010, 020
Funding and cost data	DOE 1.1 010, 020
Negotiations	DOE 1.1 010, 020
No continuing obligation	DOE 1.1 020
Pension plans	DOE 1.1 010, 020
Reports	DOE 1.1 010, 020
Studies and analyses	DOE 1.1 010, 020
<b>Control Files</b>	
Classified documents	GRS 4.2 040
FOIA	GRS 4.2 040
General	GRS 4.1 010
Printing	GRS 5.5 020
Privacy Act	GRS 4.2 040
<b>Controlled Unclassified (CUI) Program</b>	
Implementation	GRS 4.2 190
Information sharing agreements	GRS 4.2 191
Investigations	GRS 4.2 195
<i>Marking</i>	

	Challenging	GRS 4.2	193, 194
	Decontrol	GRS 4.2	193, 194
	Misuse	GRS 4.2	195
	Waivers	GRS 4.2	192
<b>Cooperative agreements (for financial assistance)</b>			
	Program records	GRS 1.2	010
	Case files	GRS 1.2	020, 021, 022
	Deliverables	GRS 1.2	030
<b>Cooperative Research and Development Agreements (CRADAs)</b>			
	<i>Case files</i>		
	Budget	DOE 1.2	070
	Correspondence	DOE 1.2	070
	Non disclosure agreement	DOE 1.2	070
	Policies	DOE 1.2	070
	Presentations	DOE 1.2	070
	Reports	DOE 1.2	070
	Collaborative Agreement	DOE 1.2	070
	Marketing	DOE 1.2	010
	Products and Services	DOE 1.2	010
	Promotional	DOE 1.2	010
<b>Correspondence</b>			
	Academic/Outreach Programs	DOE 2.1	050
	Accounting	GRS 1.1	001
	Building and space maintenance	GRS 5.4	010
	Casualty Insurance Case Files	DOE 1.1	030
	Classified documents	ADM	18.1a(1), 18.1b(1)
	Contractor Pension Case Files	DOE 1.1	010, 020
	Cost accounting	GRS 1.1	001
	Debarment Investigation Case Files	DOE 1.1	050
	Emergency planning	GRS 5.3	010
	Expenditure accounting	GRS 1.1	001
	Facilities, security	GRS 5.6	010
	Financial transactions	GRS 1.1	010, 011
	Freedom of Information Act (FOIA)	GRS 4.2	001
	Grant and cooperative agreement	GRS 1.2	010
	Housing	GRS 5.4	010
	Information requests	GRS 4.2	010
	Intern, Fellows, and Scholar	DOE 2.1	060
	Public correspondence requiring no formal action	GRS 6.4	020
	Mail	GRS 5.5	010
	Motor vehicle	GRS 5.4	010, 110
	National Environmental Policy Act (NEPA)	GRS 5.7	080
	Pay	GRS 2.4	060
	Personnel, General (Federal Only)	GRS 2.2	010
	Personnel, Hiring	GRS 2.1	050, 051
	Personnel security	GRS 5.6	010
	Plant accounting	GRS 1.1	001



	Printing, Administrative	GRS 5.5	010
	Privacy Act	GRS 4.2	001
	Procurement	GRS 1.1	001
	Property disposal	GRS 5.4	040
	Public relations related	GRS 6.4	010
	Security and protective service	GRS 5.6	010
	Small and Disadvantaged	GRS 1.1	100
	Business Utilization		
	Space and maintenance	GRS 5.4	010
	Stores accounting	GRS 1.1	001
	Surplus property	GRS 5.4	040
	Technology management	GRS 3.1	010
	<i>Telecommunications</i>		
	Administration and operations	GRS 5.5	010
	Control	GRS 5.5	020
	Transportation, Financial	GRS 1.1	001
	Transportation, tracking records	GRS 5.5	020
	Travel	GRS 1.1	001
	Work for others	DOE 1.2	010
<b>Cost Accounting</b>			
	Correspondence	GRS 1.1	001
	Ledgers	GRS 1.1	040
	Reports	GRS 1.1	040
<b>Counseling</b>			
	General	GRS 2.7	090, 091
	Ethics	GRS 2.8	010
<b>Courier services</b>		GRS 5.5	020
<b>Credentials</b>			
	Personnel	GRS 5.6	120, 121
<b>Credit Card</b>			
	Applications, Employee	GRS 1.1	090
	Purchases	GRS 1.1	010, 011
<b>Customer Service</b>			
	Internal	DOE 5.8	010
	External	GRS 6.5	010
	Distribution lists	GRS 6.5	020
<b>Data files</b>			
	Documentation	GRS 3.1	050, 051
	Downloaded	GRS 5.2	20
<b>Debarment</b>		GRS 1.1	070, 071
<b>Debarment Investigation Case Files</b>		DOE 1.1	050
	Inspector General Reports	DOE 1.1	050
	Attorney recommendations	DOE 1.1	050
	Suspension notifications	DOE 1.1	050
	Hearing transcripts	DOE 1.1	050
	Briefs and motions	DOE 1.1	050
	Correspondence	DOE 1.1	050
	Final Determinations	DOE 1.1	050
<b>Debt collection</b>		GRS 1.1	010, 011

**Declassification SEE Mandatory**

**Declassification Review**

**SEE ALSO Automatic and systematic declassification**

**Deductions, Payroll**

Tax withholding GRS 2.4 010  
GRS 2.4 020

**Design and Construction**

ADM 17

**Deteriorating X-rays**

DOE 2.7 020

**Digitizing Records**

Validation, temporary records GRS 4.1 050  
GRS 2.4 010

**Direct Deposit, Payroll**

**Authorization**

**Directives, administrative**

GRS 5.7 030

**Directories**

DOE 5.5 010

**Disclosure SEE Freedom of**

**Information Act (FOIA)**

**SEE ALSO Privacy Act**

**Discrimination Complaints**

GRS 2.3 110, 111

**Displaced/dislocated employee program**

Case files GRS 2.3 030  
Routine, non-mission GRS 2.3 010

**Donated leave**

GRS 2.4 070, 071

**Drafts (see specific definition in GRS)**

GRS 5.2 020

**Drawings**

Architectural Drawings ADM 17  
Construction, engineering and design ADM 17

**Driver Tests**

GRS 5.4 110

**Drug-Free Workplace Act**

Violations, vendor and bidder GRS 1.1 070  
(Except Debarment Investigation Case Files- Use DOE 1.1)

**Drug-free Workplace Program**

Acknowledgements GRS 2.7 110  
Scheduling GRS 2.7 100  
Specimens GRS 2.7 120  
Results  
Positive GRS 2.7 130  
Negative GRS 2.7 131

**E-Government Act**

GRS 4.2 080, 081

**Electronic Mail (Email)**

Capstone GRS 6.1 010  
Transitory GRS 5.2 010

**Electronic Records SEE**

**Data files, Software, Source Records, Systems**

**SEE ALSO**

**Information Technology {IT}**

**Engineering Drawings SEE**

**Drawings**

**Employee Locators**

Staff directories/locators	GRS 5.1	010
Staff directories/locators for mail delivery	DOE 5.5	010
Seating charts	GRS 5.1	010
Employee emergency contact information	GRS 5.3	020

**Emergency Planning**

Correspondence	GRS 5.3	010
Employee contact information	GRS 5.3	020
Plans (COOP, Pandemic Flu, etc.)	GRS 5.3	010
Status Reports <i>Tests or exercises</i>	DOE 5.3	010
Corrective action plans	DOE 5.3	010
Improvement plans	DOE 5.3	010
Instructions to participants	DOE 5.3	010
Readiness reports	DOE 5.3	010
Records of tests	DOE 5.3	010
Result reports	DOE 5.3	010
Risk and vulnerability reports	DOE 5.3	010
Site evaluations	DOE 5.3	010
Staffing Assignments	DOE 5.3	010

**Employee Cards - Legacy Records Only**

**Employee Incentive Award Records (Federal)**

DOE 2.2 040

**Employee Performance (Federal Only)**

GRS 2.2 070, 071, 072, 073

**Employee Performance File System Records - Presidential Appointees**

DOE 2.2 050

**Employee Records SEE Personnel SEE ALSO Pay and Payrol I**

**Employee Transfer and Detail**

GRS 2.2 050

**Employment Eligibility**

GRS 2.2 060

**Verification form 1-9**

**Enterprise Architecture**

GRS 6.3 020

**Equal Employment Opportunity**

Complaints		
Formal Process	GRS 2.3	111
Informal Process	GRS 2.3	110
Compliance, contractor	GRS 2.3	120
Mandatory reports	GRS 5.7	050
Routine, non-mission	GRS 2.3	010

**Equipment SEE**

**Stores and Supplies**

**Equipment maintenance (IT)**

GRS 3.1 020

**Erroneous release of information**

GRS 4.2 060, 061

**Ethics Program**

Agreements (Federal Only)	GRS 2.8	100, 101
Conflict of interest violations	GRS 2.8	020
Financial disclosure reporting		

Alternative or additional reports (Federal Only)	GRS 2.8	080, 081
Confidential (Federal Only)	GRS 2.8	070, 071, 072
Public (Federal Only)	GRS 2.8	060, 061
Periodic Transaction Reports	GRS 2.8	062
Requests	GRS 2.8	063
Implementation and interpretation	GRS 2.8	010
Non-Federally funded travel (Federal Only)	GRS 2.8	030, 031
Procedures	GRS 2.8	010
Program review (Federal Only)	GRS 2.8	050
Questionnaires (Federal Only)	GRS 2.8	040
Training and education	DOE 2.6	015
<b>Excepted service appointments</b>		
<b>SEE Personnel</b>		
<b>Excess property</b>		
Correspondence	GRS 5.4	040
Personal property	GRS 5.4	040
Real property		
Designs and drawings	ADM	17
Title records	GRS 5.4	020
Reports	GRS 5.7	050
<b>Expenditure Accounting</b>		
Allotment	GRS 1.1	010, 011
Correspondence	GRS 1.1	001
Ledgers	GRS 1.1	010, 011
Posting and control	GRS 1.1	010, 011
<b>Facilities</b>		
Maintenance and service	GRS 5.4	070, 071
Project records	ADM	17
Security		
Correspondence	GRS 5.6	010
Inspections and surveys	ADM	18.9, 18.10
<b>Facsimile Machine Logs</b>	GRS 5.1	010
<b>Fair, Accurate, Inclusive, and Respectful Education (FAIR) Act</b>		
Procurement	GRS 1.1	010, 011
Mandatory reporting	GRS 5.7	050
<b>Fair Labor Standards Act</b>	GRS 2.4	010
<b>Family Medical Leave Act</b>	GRS 2.4	140, 141
<b>Feasibility Studies</b>	GRS 3.1	011
<b>Federal Activities Inventory Reform Act (FAIR)</b>	GRS 5.7	050
<b>Federal Advisory Committees (FACA) SEE ALSO Boards</b>		
Audiovisual records		
Non-substantive	GRS 6.2	050
Substantive	GRS 6.2	020
Committee records		
Non-substantive	GRS 6.2	050
Substantive	GRS 6.2	010
Committee accountability records	GRS 6.2	060
Grant review committees	GRS 6.2	030
<b>Federal Employees Pay Comparability Act</b>	GRS 2.4	090

<b>Federal Information Security Management Act</b>	GRS 4.2	080, 081
<b>Federal Managers Financial Integrity Act (FMFIA)</b>	GRS 5.7	50
<b>Federal Register publications</b>		
Computer matching program	GRS 4.2	170
Notices (not final rule)	GRS 5.7	070
Privacy Act System of Records N	GRS 4.2	150
<b>Financial Statements SEE Agency Financial Statements</b>		
<b>Financing of IT Resources and Services</b>	GRS 3.1	020
<b>Finding Aids</b>		
Audiovisual	GRS 4.1	010
General	GRS 4.1	010
Electronic	GRS 4.1	010
<b>Flexible Spending Accounts</b>	GRS 2.4	010
<b>Flexitime Records SEE Pay and Payroll</b>		
<b>Forms</b>	GRS 4.1	040
<b>Freedom of Information Act (FOIA)</b>		
Administration of	GRS 4.2	001
Appeals	GRS 4.2	020
Control	GRS 4.2	040
Erroneous release	GRS 4.2	060, 061
Reports	GRS 4.2	070
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**Program Review (Ethics)**

GRS 2.8 050

Employee training and education files	DOE 2.6	015, 016
Procedure files	GRS 2.8	010
Questionnaire files (Federal Only)	GRS 2.8	040

<b>Project Control/ Project Management Records</b>		DOE 1.3	040
	Close out reports	DOE 1.3	040
	Fiscal year work plans	DOE 1.3	040
	Integrated project team charter	DOE 1.3	040
	Monthly project reviews	DOE 1.3	040
	Project assessment and reporting	DOE 1.3	040
	Project execution plans	DOE 1.3	040
	Project review files	DOE 1.3	040
	Quarterly project reviews	DOE 1.3	040
	Risk management plan	DOE 1.3	040
<b>Promotion, Merit</b>		GRS 2.1	050
<b>Property</b>			
	Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) Funded Cooperative Agreements (Superfund Projects)	DOE 1.2	020
	Correspondence	GRS 5.4	040
	Drawings, Design and Construction	ADM	17
	Excess personal property reports	GRS 5.4	040
	Ownership	GRS 5.4	020
	Returned by separating employee (Federal Only)	GRS 2.5	020
	Surplus property, sale of	GRS 1.1	010, 011
<b>Property, Plant and Equipment (PP&amp;E) accounting</b>		GRS 1.1	030
<b>Proposals SEE</b>			
<b>Bids and Proposals Files</b>			
<b>Property Pass</b>		GRS 5.6	040
<b>Public Key Infrastructure (PKI)</b>		GRS 3.2	060, 061, 062
<b>Purchase orders</b>		GRS 1.1	010, 011
	Research and Development	DOE 1.1	060
<b>Radio services administration</b>		GRS 5.5	010
<b>Radiation, Industrial Hygiene, and Bioassay Summaries and Investigations</b>		DOE 2.7	140
<b>Real property</b>		GRS 5.4	020
<b>Reasonable accommodation</b>			
	Case files	GRS 2.3	020
	Routine, non-mission	GRS 2.3	010
<b>Recordings SEE Sound or Video recording</b>			
<b>Records Disposition Files</b>		GRS 4.1	020
<b>Records Management Files</b>		GRS 4.1	020
<b>Reduction-In-Force (RIF) Records</b>			
<b>SEE Personnel</b>			
<b>Referrals and Notifications of Violations of Criminal Conflicts of Interest Statutes</b>		GRS 2.8	020
<b>Regulations SEE Rulemaking</b>			

<b>Regulatory agenda</b>	GRS 5.7	080
<b>Regulatory compliance reporting</b>	GRS 4.2	080, 081
<b>Reports</b>		
Accident (land, sea, air)	GRS 5.4	140
Ad hoc	GRS 5.2	020
Budget	GRS 1.3	030, 031
Building space and maintenance	GRS 5.4	010
Casualty Insurance Case Files	DOE 1.1	030
Communications	GRS 5.5	010
Computer security incident handling	GRS 3.2	020
Contractor Pension Case Files	DOE 1.1	010, 020
Control files	GRS 5.7	040
Cost accounting	GRS 1.1	040
<i>Emergency planning</i>		
Readiness	DOE 5.3	010
Results	DOE 5.3	010
Risk and vulnerability	DOE 5.3	010
Equal Employment Opportunity	GRS 5.7	050
<i>Financial disclosure</i>		
Alternative or additional reports (Federal Only)	GRS 2.8	080, 081
Confidential reports (Federal Only)	GRS 2.8	070, 071, 072
Public reports (Federal Only)	GRS 2.8	060, 061, 062, 063
Supporting documentation	GRS 2.8	090
Freedom of Information Act	GRS 4.2	070
Government Losses in Shipment Act	GRS 5.5	040
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Housing	GRS 5.4	010
Joint Committee on Printing	GRS 5.7	050
<i>Mail</i>		
Control and metered mail	GRS 5.5	020, 030
Postal irregularities	GRS 5.6	050
Management of reports	GRS 5.7	040
Motor vehicle	GRS 5.4	010
Pay and payroll	GRS 2.4	060, 061
	GRS 2.5	010, 011
Personnel ( <i>Federal Only</i> )	GRS 2.2	010
Privacy Act	GRS 4.2	070
Property disposal	GRS 5.4	040
Security (facility)	GRS 5.6	090
	ADM	18.9, 18.10
Space and maintenance	GRS 5.4	010
<i>Statistical</i>		
Communications	GRS 5.5	020
Cost accounting	GRS 1.1	040
Mail	GRS 5.5	020
Payroll	GRS 2.4	060, 061
Personnel (Federal Only)	GRS 2.2	010
Surplus property	GRS 5.4	040

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	Bindings	GRS 5.5	010, 020
	Duplication	GRS 5.5	010, 020
	Housing maintenance and repair	GRS 5.4	070
	Non personal	GRS 1.1	010, 011
	Printing	GRS 5.5	020
	Procurement	GRS 1.1	010, 011
		GRS 5.4	010
	Stamps	GRS 5.5	020
	Supplies and equipment	GRS 5.4	010
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	Budgets	DOE 1.1	060
	Contracts	DOE 1.1	060
	Funded Proposals	DOE 1.1	060
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<b>Retirement (Federal Only)</b>		GRS 2.5	010, 011
	Assistance	GRS 2.5	020
	Phased	GRS 2.5	050, 051
	Savings accounts	GRS 2.4	010
<b>Rulemaking</b>		GRS 5.7	070
<b>Safety and Security Inspections</b>		ADM	18.9, 18.10
<b>Safety Data Sheets</b>		GRS 2.7	050
<b>Schedules of Daily Activities</b>		GRS 5.1	010
<b>Scripts</b>		GRS 6.4	030
<b>Security and Protective Services</b>			
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	Guard assignment and strength	GRS 5.6	010
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<b>Security of Systems and Data (IT)</b>		GRS 3.2	010
<b>Senior Agency Official for Privacy</b>		GRS 4.2	080, 081
<b>Senior Executive Service (SES)</b>			
	Candidate training program (Federal Only)	GRS 2.6	040, 041
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	Claims support files	DOE 2.4	180
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<b>Small and Disadvantaged Business Utilization Program</b>		GRS 1.1	100
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<b>Social Media</b>			
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	Media production	GRS 6.4	030
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GRS 2.4 010, 020, 050

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	Surveillance	GRS 5.6	090
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<b>Whistleblower Protection Act</b>		GRS 5.7	060
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