

GRS ID	Record Title	Disposition	Disposition Instruction	Superseded by DOE RDS or Notes to utilize Current DOE RDS	EPI	Disposition Authority
<b>GRS 1.1 - Financial Management and Reporting Records</b>						
GRS 1.1.001	Financial management and reporting administrative records	Temporary	Destroy when 3 years old			DAA-GRS-2016-0013-0001
GRS 1.1.010	Financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting - Official record held in the office of record	Temporary	Destroy 6 years after final payment or cancellation Note: DOE defines final payment as final payment AND contract completion documentation to meet the FAR requirements for contract close-out.			DAA-GRS-2013-0003-0001
GRS 1.1.011	Financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting - All other copies (Copies used for administrative or reference purposes)	Temporary	<del>Destroy when business use ceases</del> DOE Business Use: Destroy when 1 year old.			DAA-GRS-2013-0003-0002
GRS 1.1.012	Bids and proposals neither solicited nor accepted	Temporary	<del>Destroy when no longer required for business use</del> DOE Business Use: Destroy when 1 year old.			DAA-GRS-2016-0001-0001
GRS 1.1.020	Records supporting compilation of agency financial statements and related audit, and all records of all other reports	Temporary	Destroy 2 years after completion of audit or closure of financial statement /accounting treatment/issue			DAA-GRS-2013-0003-0011
GRS 1.1.030	Property, plant and equipment (PP&E) and other asset accounting	Temporary	Destroy 2 years after asset is disposed of and/or removed from agency's financial statement			DAA-GRS-2013-0003-0004
GRS 1.1.040	Cost accounting for stores, inventory, and materials	Temporary	Destroy when 3 years old			DAA-GRS-2013-0003-0012
GRS 1.1.050	<del>Construction contractors' payroll files</del>	Temporary	<del>Destroy 3 years after completion of contract or conclusion of contract being subject to an enforcement action</del>	Utilize DOE 2.4, Item 010 Employee Payroll Records for both Federal and contractor employees.		DAA-GRS-2013-0003-0003
GRS 1.1.060	Contract appeals case files	Temporary	Destroy 1 year after final resolution			DAA-GRS-2016-0001-0003
GRS 1.1.070	Vendor and bidder information - Records of suspensions and debarments for violation of the Drug-Free Workplace Act	Temporary	Destroy 5 years after removal from approved status	Utilize DOE 1.1, Item 050 for Debarment Investigation Case files (specific cases).		DAA-GRS-2016-0001-0004
GRS 1.1.071	Vendor and bidder information - Records of all other suspensions and debarments and all approved vendors and bidders	Temporary	Destroy 3 years after removal from approved status	Utilize DOE 1.1, Item 050 for Debarment Investigation Case files (specific cases).		DAA-GRS-2016-0001-0005
GRS 1.1.080	Administrative claims by or against the United States	Temporary	Destroy 7 years after final action			DAA-GRS-2017-0005-0001
GRS 1.1.090	Government purchase card and travel credit card application and approval records	Temporary	Destroy upon card holder separation or when card is returned to office and destroyed, as appropriate			DAA-GRS-2018-0003-0001
GRS 1.1.100	Small and Disadvantaged Business Utilization records	Temporary	Destroy when 3 years old			DAA-GRS-2018-0003-0002
<b>GRS 1.2 - Grant and Cooperative Agreement Records</b>						
GRS 1.2.010	Grant and cooperative agreement program management records	Temporary	Destroy 3 years after final action is taken on the file	See DOE 1.2, Item 070 regarding "Note" Exclusion 1: Utilize DOE 1.2, Item 010 for Program records related to grants, cooperative agreements, CRADAS and work for others.		DAA-GRS-2013-0008-0007
GRS 1.2.020	Grant and cooperative agreement case files - Successful applications	Temporary	Destroy 10 years after final action is taken on file	Utilize DOE 1.2, Item 020 for CERCLA-Funded Cooperative Agreement Records.		DAA-GRS-2013-0008-0001
GRS 1.2.021	Grant and cooperative agreement case files - Unsuccessful applications	Temporary	Destroy 3 years after final action is taken on file			DAA-GRS-2013-0008-0006
GRS 1.2.022	Grant and cooperative agreement case files - All other copies	Temporary	<del>Destroy when business use ceases</del> DOE Business Use: Destroy when 1 year old.			DAA-GRS-2013-0008-0002
GRS 1.2.030	Final grant and cooperative agreement products or deliverables	Temporary	<del>Destroy when business use ceases</del> DOE Business Use: Destroy when 1 year old.	Utilize DOE 1.2, Item 070 for grant and cooperative agreements that warrant permanent retention.		DAA-GRS-2013-0008-0003
<b>GRS 1.3 - Budgeting Records</b>						

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GRS 1.3.010	Budget formulation, estimates, justification, and submission records, fiscal year 2017 and forward	Temporary	Destroy 6 years after close of fiscal year	Utilize DOE 1.3, Item 010 for Agency Budget Policies, Estimates and Correspondence prior to Fiscal Year 2017 (Permanent) and DOE 1.3, Item 020 for Agency Budget Policies, Estimates and Correspondence prior to Fiscal Year 2017 (Temporary).		DAA-GRS-2015-0006-0001
GRS 1.3.020	Budget execution records	Temporary	Destroy 6 years after close of fiscal year			DAA-GRS-2015-0006-0002
GRS 1.3.030	Budget reports - Full fiscal-year reports	Temporary	Destroy when 5 years old			DAA-GRS-2015-0006-0003
GRS 1.3.031	Budget reports - All other reports	Temporary	Destroy when 3 years old			DAA-GRS-2015-0006-0004
GRS 1.3.040	Budget preparation background records - Records held in office responsible for preparing agency's budget proposal to the White House	Temporary	Destroy 2 years after close of the fiscal year to which the records relate			DAA-GRS-2015-0006-0005
GRS 1.3.041	Budget preparation background records - Records held at all other offices	Temporary	Destroy when 2 years old			DAA-GRS-2015-0006-0006
GRS 1.3.050	Budget administration records	Temporary	Destroy when 3 years old			DAA-GRS-2015-0006-0007
<b>GRS 2.1 - Employee Acquisition Records</b>						
GRS 2.1.010	Classification standards (FEDERAL ONLY)	Temporary	Destroy 2 years after standard is superseded, canceled, or disapproved by OPM (as appropriate)	Contractors utilize DOE 2.1, item 010		DAA-GRS-2014-0002-0001
GRS 2.1.020	Position descriptions - Official record copy of position description	Temporary	Destroy 2 years after position is abolished or description is superseded	DOE 2.1, item 020		DAA-GRS-2014-0002-0002
GRS 2.1.021	Position descriptions - Copies in employee Official Personnel File (OPF), Unofficial Personnel File (UPF) and supervisor's personnel file	Filing instruction	Destroy in accordance with disposal instructions for associated file (see GRS 2.2 section on OPFs)	Note: See DOE 2.2, item 015 for OPFs/eOPFs.		None
GRS 2.1.022	Position descriptions - All other related records	Temporary	Destroy when position description is final			DAA-GRS-2014-0002-0003
GRS 2.1.030	Position reviews and classification appeals (FEDERAL ONLY)	Temporary	Destroy 3 years after final decision			DAA-GRS-2014-0002-0004
GRS 2.1.040	Certificates of classification (FEDERAL ONLY)	Temporary	Destroy 2 years after position is abolished or description is superseded			DAA-GRS-2014-0002-0005
GRS 2.1.050	Job vacancy case files - Records of one-time competitive and Senior Executive Service announcements/selections	Temporary	Destroy 2 years after selection certificate is closed or final settlement of any associated litigation; whichever is later		EPI	DAA-GRS-2017-0011-0001
GRS 2.1.051	Job vacancy case files - Records of standing register competitive files for multiple positions filled over a period of time	Temporary	Destroy 2 years after termination of register		EPI	DAA-GRS-2017-0011-0002
GRS 2.1.060	Job application packages	Temporary	Destroy 1 year after date of submission			DAA-GRS-2014-0002-0011
GRS 2.1.070	Case files on lost or exposed job test materials	Temporary	Destroy 5 years after date of final report			DAA-GRS-2014-0002-0012
GRS 2.1.080	Requests for non-competitive personnel action (FEDERAL ONLY)	Temporary	Destroy 1 year after approval is granted or denied			DAA-GRS-2014-0002-0013
GRS 2.1.090	Interview records	Temporary	Destroy 2 years after case is closed by hire or non-selection, expiration of right to appeal a non-selection, or final settlement of any associated litigation, whichever is later			DAA-GRS-2014-0002-0008
GRS 2.1.100	Political appointment (Schedule C) records - Records (except ethics pledges and waivers) related to appointees (FEDERAL ONLY)	Temporary	Destroy after separation; retention up to end of administration under which individual was hired is authorized if required for business use	Utilize DOE 2.1, item 030 for Presidential Appointments (PA) and Presidential Appointments with Senate Confirmation (PAS) Records - Appointees		DAA-GRS-2014-0002-0014
GRS 2.1.101	Political appointment (Schedule C) records - Ethics pledges and waivers of appointees (FEDERAL ONLY)	Filing instruction	File in appointee's Official Personnel File, per Executive Order 13490			None
GRS 2.1.102	Political appointment (Schedule C) records - Records related to non-appointees (FEDERAL ONLY)	Temporary	Destroy 1 year after consideration of the candidate ends; retention up to end of administration under which individual was considered is authorized if required for business use	Utilize DOE 2.1, item 040 for Presidential Appointments (PA) and Presidential Appointments with Senate Confirmation (PAS) Records - Non-Appointees		DAA-GRS-2014-0002-0015
GRS 2.1.110	Excepted service appointment records - Case files that document appointing individuals with intellectual disabilities, severe physical disabilities, or psychiatric disabilities as defined in 5 CFR 213.3102(u) (FEDERAL ONLY)	Temporary	Destroy 5 years after candidate enters on duty, is no longer under consideration, or declines offer			DAA-GRS-2014-0002-0018

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GRS 2.1.111	Excepted service appointment records - Case files related to all other appointees	Temporary	Destroy 2 years after candidate enters on duty, is no longer under consideration, or declines offer			DAA-GRS-2014-0002-0019
GRS 2.1.120	Special hiring authority program records (FEDERAL ONLY)	Temporary	Destroy 2 years after hiring authority closes			DAA-GRS-2014-0002-0016
GRS 2.1.130	Records related to individual employees hired under special temporary authority (FEDERAL ONLY)	Temporary	Destroy 2 years after employee is converted to a permanent position or leaves a program			DAA-GRS-2014-0002-0017
GRS 2.1.140	Pre-appointment files - Records documenting background investigation or vetting of prospective employees to determine eligibility for security clearance and sensitive positions	Filing instruction	Forward to appropriate security office after prospective employee enters on duty, declines appointment, or is no longer a candidate			None
GRS 2.1.141	Pre-appointment files - Records appropriate for inclusion in OPF - Records concerning prospective employees who enter on duty	Filing instruction	Forward to appropriate human resources office to include in OPF after employee enters on duty			None
GRS 2.1.142	Pre-appointment files - Records appropriate for inclusion in OPF - Records concerning prospective employees who do not enter on duty	Temporary	Destroy 1 year after prospective employee is no longer a candidate			DAA-GRS-2014-0002-0009
GRS 2.1.143	Pre-appointment files - Copies of records included in Job vacancy case file (items 050 or 051)	Temporary	Destroy after prospective employee enters on duty, declines appointment, or is no longer a candidate			DAA-GRS-2014-0002-0010
GRS 2.1.150	Records of delegation of authority for examination and certification (FEDERAL ONLY)	Temporary	Destroy 3 years after agreement terminates		EPI	DAA-GRS-2014-0002-0021
GRS 2.1.160	Delegated authority audits (FEDERAL ONLY)	Temporary	Destroy when 3 years old			DAA-GRS-2014-0002-0022
GRS 2.1.170	Adverse impact files - Records revealing no adverse impact	Temporary	Destroy when 3 years old			DAA-GRS-2018-0008-0001
GRS 2.1.171	Adverse impact files - Records revealing an adverse impact	Temporary	Destroy 2 years after eliminating the adverse impact			DAA-GRS-2018-0008-0002
GRS 2.1.180	Recruitment records	Temporary	Destroy when 1 year old			DAA-GRS-2018-0008-0003
<b>GRS 2.2 - Employee Management Records</b>						
GRS 2.2.010	Employee management administrative records (FEDERAL ONLY)	Temporary	Destroy when 3 years old	Contractors utilize DOE 2.2, item 020		DAA-GRS-2017-0007-0001
GRS 2.2.020	Workforce and succession planning records (FEDERAL ONLY)	Temporary	Destroy 3 years after issuing each new plan	Contractors utilize DOE 2.2, item 020		DAA-GRS-2017-0007-0002
GRS 2.2.030	Employee incentive award records (FEDERAL ONLY)	Temporary	Destroy 2 years after final action.	Utilize: •GRS 2.2, item 030 Employee incentive award records (Federal) for nonmonetary items conferred in connection with informal recognition awards of \$50.00 or less •DOE 2.2, item 040 Employee Incentive Awards (Federal) not maintained in the Official Personnel Folder (OPF)/electronic OPF (eOPF) •DOE 2.2, item 030 Official Contractor Personnel File for Employee Incentive Awards (Contractors)		DAA-GRS-2023-0002-0001
GRS 2.2.040	Official Personnel Folder (OPF)/electronic OPF (eOPF) - Long-term records (FEDERAL ONLY)	Temporary	Destroy when survivor or retirement claims are adjudicated or when records are 129 years old, whichever is sooner	Federal - utilize DOE 2.2, Item 015 Official Personnel Folder (OPF)/electronic OPF (eOPF) Contractors – Utilize DOE 2.2, item 030 Official Contractor Personnel File		DAA-GRS-2017-0007-0004
GRS 2.2.041	Official Personnel Folder (OPF)/electronic OPF (eOPF) - Short-term records (FEDERAL ONLY)	Temporary	Destroy when superseded or obsolete, or upon separation or transfer of employee, whichever is earlier			DAA-GRS-2017-0007-0005
GRS 2.2.050	Notifications of personnel actions (FEDERAL ONLY)	Temporary	Destroy when business use ceases DOE Business Use: Destroy when 3 years old.			DAA-GRS-2017-0007-0006
GRS 2.2.060	Employment eligibility verification records	Temporary	Destroy 3 years after employee separates from service or transfers to another agency			DAA-GRS-2017-0007-0007
GRS 2.2.070	Employee performance file system records - Acceptable performance appraisals of non-senior executive service employees (FEDERAL ONLY)	Temporary	Destroy no sooner than 4 years after date of appraisal			DAA-GRS-2017-0007-0008
GRS 2.2.071	Employee performance file system records - Unacceptable performance appraisals of non-senior executive service employees (FEDERAL ONLY)	Temporary	Destroy after employee completes 1 year of acceptable performance from the date of written advance notice of proposed removal or reduction-in-grade notice			DAA-GRS-2017-0007-0009

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GRS 2.2.072	Employee performance file system records - Records of senior executive service employees (FEDERAL ONLY)	Temporary	Destroy no sooner than 5 years after date of appraisal			DAA-GRS-2017-0007-0010
GRS 2.2.073	Employee performance file system records - Performance records superseded through an administrative, judicial, or quasi-judicial procedure (FEDERAL ONLY)	Temporary	Destroy when superseded			DAA-GRS-2017-0007-0011
GRS 2.2.080	Supervisors' personnel files	Temporary	Review annually and destroy superseded documents. Destroy remaining documents 1 year after employee separation or transfer			DAA-GRS-2017-0007-0012
GRS 2.2.090	Records related to official passports - Application records	Temporary	Destroy 3 years after submission.			DAA-GRS-2023-0002-0002
GRS 2.2.091	Records related to official passports - Official passport registers	Temporary	Destroy when superseded or obsolete			DAA-GRS-2017-0007-0014
GRS 2.2.092	Records related to official passports - Official passports of transferred or separated agency personnel	Filing instruction	Transfer to new agency or return to the Department of State upon expiration or upon separation of the employee			None
GRS 2.2.100	Volunteer service program administrative records	Temporary	Destroy when 3 years old			DAA-GRS-2017-0007-0015
GRS 2.2.110	Volunteer service case files - Case files on volunteers (FEDERAL ONLY)	Temporary	Destroy 4 years after volunteer departs service			DAA-GRS-2017-0007-0016
GRS 2.2.111	Volunteer service case files - Case files on individuals whose applications were rejected or withdrawn	Temporary	Destroy when 1 year old			DAA-GRS-2017-0007-0017
GRS 2.2.120	Skill set records	Temporary	Destroy when business use ceases DOE Business Use: Destroy when 2 years old.			DAA-GRS-2017-0007-0018
<b>GRS 2.3 - Employee Relations Records</b>						
GRS 2.3.010	Employee relations programs' administrative records	Temporary	Destroy when 3 years old.			DAA-GRS-2022-0001-0001
GRS 2.3.020	Reasonable or religious accommodation case files	Temporary	Destroy 3 years after employee separation from the agency or all appeals are concluded whichever is later.			DAA-GRS-2022-0001-0002
GRS 2.3.030	Dislocated worker program case files	Temporary	Destroy 1 year after employee eligibility for program expires.			DAA-GRS-2018-0002-0003
GRS 2.3.040	Telework/alternate worksite agreements	Temporary	Destroy when superseded or obsolete.			DAA-GRS-2023-0003-0001
GRS 2.3.050	Harassment complaint case files	Temporary	Destroy 7 years after close of case			DAA-GRS-2018-0002-0005
GRS 2.3.060	Administrative grievance, disciplinary, performance-based, and adverse action case files	Temporary	Destroy no sooner than 4 years but no later than 7 years (see Note 2) after case is closed or final settlement on appeal, as appropriate  DOE Business Use: Destroy 4 years after case closed or final settlement on appeal.			DAA-GRS-2018-0002-0006
GRS 2.3.070	Alternative Dispute Resolution (ADR) case files - Informal process	Temporary	Destroy 3 years after case is closed			DAA-GRS-2018-0002-0007
GRS 2.3.071	Alternative Dispute Resolution (ADR) case files - Formal process	Temporary	Destroy 7 years after case is closed			DAA-GRS-2018-0002-0008
GRS 2.3.080	Merit Systems Protection Board (MSPB) case files (FEDERAL ONLY)	Temporary	Destroy 3 years after final resolution of case			DAA-GRS-2018-0002-0009
GRS 2.3.090	Labor arbitration (negotiated grievance procedure) case records (FEDERAL ONLY)	Temporary	Destroy 3 years after close of case	Contractors utilize DOE 2.3, item 030		DAA-GRS-2018-0002-0010
GRS 2.3.100	Federal Labor Relations Authority (FLRA) case files (FEDERAL ONLY)	Temporary	Destroy 3 years after final resolution of case	Contractors utilize DOE 2.3, item 040		DAA-GRS-2018-0002-0011
GRS 2.3.110	EEO discrimination complaint case files - Informal process	Temporary	Destroy 3 years after resolution of case			DAA-GRS-2018-0002-0012
GRS 2.3.111	EEO discrimination complaint case files - Formal process	Temporary	Destroy 7 years after resolution of case			DAA-GRS-2018-0002-0013
GRS 2.3.120	Records documenting contractor compliance with EEO regulations	Temporary	Destroy when 7 years old			DAA-GRS-2018-0002-0014
GRS 2.3.130	Labor management relations agreement negotiation records (FEDERAL ONLY)	Temporary	Destroy 5 years after expiration of agreement or final resolution of case, as appropriate	Contractors utilize DOE 2.3, item 020		DAA-GRS-2018-0002-0015
<b>GRS 2.4 - Employee Compensation and Benefits Records</b>						
GRS 2.4.010	Records used to calculate payroll, arrange paycheck deposit, and change previously issued paychecks	Temporary	Destroy 3 years after paying agency or payroll processor validates data			DAA-GRS-2019-0004-0001
GRS 2.4.020	Tax withholding and adjustment documents	Temporary	Destroy 4 years after superseded or obsolete			DAA-GRS-2016-0015-0002
GRS 2.4.030	Time and attendance records	Temporary	Destroy when 3 years old	DOE 2.4, items 020, 025 or 030	EPI	DAA-GRS-2019-0004-0002
GRS 2.4.035	Phased-retirement employees' overtime documentation (FEDERAL ONLY)	Temporary	Destroy when 6 years old			DAA-GRS-2018-0001-0001

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GRS 2.4.040	Agency payroll record for each pay period	Temporary	Destroy when 56 years old	Utilize DOE 2.4, Item 010 Employee Payroll Records for both Federal and contractor employees.	EPI	DAA-GRS-2016-0015-0004
GRS 2.4.050	Wage and tax statements	Temporary	Destroy when 4 years old			DAA-GRS-2016-0015-0005
GRS 2.4.060	Payroll program administrative records - Administrative correspondence between agency and payroll processor, and system reports used for agency workload and/or personnel management purposes	Temporary	Destroy when 2 years old			DAA-GRS-2016-0015-0006
GRS 2.4.061	Payroll program administrative records - Payroll system reports providing fiscal information on agency payroll	Temporary	Destroy when 3 years old.			DAA-GRS-2023-0004-0001
GRS 2.4.070	Donated leave program administrative records	Temporary	Destroy when 3 years old			DAA-GRS-2016-0015-0008
GRS 2.4.071	Donated leave program individual case files	Temporary	Destroy 1 year after the employee receiving leave is no longer participating in the program			DAA-GRS-2016-0015-0009
GRS 2.4.080	Wage survey files	Temporary	Destroy 7 years after survey completion.			DAA-GRS-2023-0004-0002
GRS 2.4.090	Incentive package records (FEDERAL ONLY)	Temporary	Destroy 3 years after date of approval, completion of service agreement, or termination of incentive or differential payment, whichever is later	Contractors utilize DOE 2.2, item 030 (EPI)		DAA-GRS-2016-0015-0011
GRS 2.4.100	Workers' Compensation (personnel injury compensation) records - Records of agencies that forward case file material to DOL for retention in DOL's master OWCP records	Temporary	Destroy 3 years after compensation ceases or when deadline for filing a claim has passed	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		DAA-GRS-2016-0015-0012
GRS 2.4.101	Workers' Compensation (personnel injury compensation) records - Records of agencies that do not forward case file material to DOL for retention in DOL's master OWCP records	Temporary	Destroy 15 years after compensation ceases or when deadline for filing a claim has passed	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		DAA-GRS-2016-0015-0013
GRS 2.4.110	Requests for health benefits under spouse equity - Successful applications, including those denied and successfully appealed (FEDERAL ONLY)	Filing instruction	Transfer to appropriate retirement system after enrollment is cancelled or terminated, or annuity payment begins			None
GRS 2.4.111	Requests for health benefits under spouse equity - Denied applications (FEDERAL ONLY)	Temporary	Destroy 1 year after original denial, denial of appeal, or final court order, whichever is appropriate			DAA-GRS-2016-0015-0014
GRS 2.4.120	Child care subsidy program administrative records	Temporary	Destroy when 3 years old			DAA-GRS-2016-0015-0015
GRS 2.4.121	Child care subsidy program individual case files	Temporary	Destroy 2 years after employee participation concludes			DAA-GRS-2016-0015-0016
GRS 2.4.130	Transportation subsidy program administrative records	Temporary	Destroy when 3 years old			DAA-GRS-2016-0015-0017
GRS 2.4.131	Transportation subsidy program individual case files	Temporary	Destroy 2 years after employee participation concludes			DAA-GRS-2016-0015-0018
GRS 2.4.140	Family Medical Leave Act (FMLA) program administrative records	Temporary	Destroy 3 years after superseded or obsolete			DAA-GRS-2016-0015-0019
GRS 2.4.141	Family Medical Leave Act (FMLA) program individual case files	Temporary	Destroy 3 years after conclusion of leave being taken			DAA-GRS-2016-0015-0020
<b>GRS 2.5 - Employee Separation Records</b>						
GRS 2.5.010	Separation program management records - Records not specific to an agency separation initiative (FEDERAL ONLY)	Temporary	Destroy when no longer required for business use DOE Business Use: Destroy when 2 years old.			DAA-GRS-2014-0004-0001
GRS 2.5.011	Separation program management records - Records specific to an agency separation initiative such as reduction-in-force, voluntary early retirement, voluntary separation, and similar programs (FEDERAL ONLY)	Temporary	Destroy 2 years after date of program closure			DAA-GRS-2014-0004-0002
GRS 2.5.020	Individual employee separation case files (FEDERAL ONLY)	Temporary	Destroy 1 year after date of separation or transfer	Contractors utilize DOE 2.2, item 030 (EPI)		DAA-GRS-2014-0004-0003
GRS 2.5.030	Records documenting capture of institutional and specialized knowledge  Note: Formal oral histories will be addressed in the DOE Mission Schedules	Temporary	Destroy when no longer required for business use DOE Business Use: Destroy when 1 year old	A new DOE RDS item is being created for formal oral history records.		DAA-GRS-2014-0004-0004

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GRS 2.5.040	Individual employee separation records required to be placed in separating employee's OPF (FEDERAL ONLY)	Filing instruction	File on left side (short-term) or right side (long-term) of the Official Personnel Folder (OPF), as appropriate	Contractors utilize DOE 2.2, item 030 (EPI)		None
GRS 2.5.050	Phased retirement administrative records (FEDERAL ONLY)	Temporary	Destroy when 3 years old or 3 years after revision or replacement, as appropriate			DAA-GRS-2016-0007-0001
GRS 2.5.051	Phased retirement individual case files (FEDERAL ONLY)	Temporary	Destroy 1 year after employee participation concludes or the employee retires			DAA-GRS-2016-0007-0002
<b>GRS 2.6 - Employee Training Records</b>						
GRS 2.6.010	Non-mission employee training program records	Temporary	Destroy when 3 years old, or 3 years after superseded or obsolete, whichever is appropriate	Utilize GRS 2.6, item 010 for general program records that are non- mission related. Continue to utilize current schedules for overall Training Program records and training content related to Mission Related Employee Training Program Records (including Hazardous, Environmental and Safety Training) until superseded.	EPI	DAA-GRS-2016-0014-0001
GRS 2.6.020	Ethics training records	Temporary	Destroy when 6 years old or when superseded, whichever is later	Utilize DOE 2.6, item 015 for Individual Employee Administrative and Ethics Training Records (excludes Mission Related Training) (Federal) OR DOE 2.6, item 016 for Individual Employee Administrative and Ethics Training Records (excludes Mission Related Training) (Contractor)		DAA-GRS-2016-0014-0002
GRS 2.6.030	Individual employee training records	Temporary	Destroy when superseded, 3 years old, or 1 year after separation, whichever comes first	Utilize DOE 2.6, item 015 for Individual Employee Administrative and Ethics Training Records (excludes Mission Related Training) (Federal) OR DOE 2.6, item 016 for Individual Employee Administrative and Ethics Training Records (excludes Mission Related Training) (Contractor)		DAA-GRS-2016-0014-0003
GRS 2.6.040	Senior Executive Service Candidate Development Program (SESCDP) - Program records (FEDERAL ONLY)	Temporary	Destroy when no longer needed for business use  DOE Business Use: Destroy when 3 years old or when superseded/obsolete.			DAA-GRS-2016-0014-0004
GRS 2.6.041	Senior Executive Service Candidate Development Program (SESCDP) - Case records on SESCO DP participants (FEDERAL ONLY)	Temporary	Destroy 1 year after certification or separation from the program.			DAA-GRS-2023-0005-0001
<b>GRS 2.7 - Employee Health and Safety Records</b>						
GRS 2.7.010	Clinic scheduling records	Temporary	Destroy when 3 years old	DOE 2.7, item 010		DAA-GRS-2017-0010-0001
GRS 2.7.020	Occupational injury and illness program records	Temporary	Destroy when 6 years old	DOE 2.7, item 100		DAA-GRS-2017-0010-0002
GRS 2.7.030	Occupational health and safety training records	Temporary	Destroy 5 years after training participation or when superseded, whichever is applicable			DAA-GRS-2017-0010-0003
GRS 2.7.040	Workplace environmental monitoring and exposure records – OSHA-regulated substance monitoring and exposure records	Temporary	Destroy no sooner than 30 years after monitoring is conducted	Utilize ADM 1.21.2c (in part), ADM 1.21.4a, ADM 1.21.4b, ADM 1.21.4c, ADM 1.21.4d, ADM 1.21.4e(1), ADM 1.21.4e(2), N1-434-98-1, items 12a (in part) or 12b (in part) until superseded  Utilize DOE 2.7, Item 130, Individual Employee Health Hazard Case File (Employee Exposure Records)  NOTE: Until DOE 2.7, item 130 is approved by NARA, utilize current schedules (See DOE 2.7 Crosswalk)		DAA-GRS-2017-0010-0004

GRS ID	Record Title	Disposition	Disposition Instruction	Superseded by DOE RDS or Notes to utilize Current DOE RDS	EPI	Disposition Authority
GRS 2.7.041	Workplace environmental monitoring and exposure records – Occupational noise monitoring and exposure records	Temporary	Destroy no sooner than 2 years after monitoring is conducted	Utilize current DOE schedules for Individual Employee Health Hazard Case File (Employee Exposure Records) until superseded		DAA-GRS-2017-0010-0005
GRS 2.7.042	Workplace environmental monitoring and exposure records – Lead (Pb), Coke Oven emissions, Dibromochloropropane (DBCP), Acrylonitrile, and Inorganic Arsenic monitoring and exposure records	Temporary	Destroy no sooner than 40 years after monitoring is conducted	Utilize current DOE schedules for Individual Employee Health Hazard Case File (Employee Exposure Records) until superseded		DAA-GRS-2017-0010-0006
GRS 2.7.043	Workplace environmental monitoring and exposure records – Background data	Temporary	Destroy no sooner than 1 year after monitoring is conducted	Utilize current DOE schedules for Individual Employee Health Hazard Case File (Employee Exposure Records) until superseded		DAA-GRS-2017-0010-0007
GRS 2.7.050	Safety Data Sheets (SDS)	Temporary	Destroy when business use ceases DOE Business Use: Destroy 75 years after substance removed from service.			DAA-GRS-2017-0010-0008
GRS 2.7.060	Occupational individual medical case files – Long-term records	Temporary	Destroy 30 years after employee separation or when the Official Personnel Folder (OPF) is destroyed, whichever is longer	Utilize DOE 2.7, Item 020, Individual Medical Case File (Federal and contractor).  Note: Continue to utilize current schedules until approved by NARA. (See DOE 2.7 Crosswalk)		DAA-GRS-2017-0010-0009
GRS 2.7.061	Occupational individual medical case files – Short-term records	Temporary	Destroy 1 year after employee separation or transfer	Utilize DOE 2.7, Item 020, Individual Medical Case File (Federal and contractor).  Note: Continue to utilize current schedules until approved by NARA. (See DOE 2.7 Crosswalk)		DAA-GRS-2017-0010-0010
GRS 2.7.062	Occupational individual medical case files – Individual employee health case files created prior to establishment of the Employee Medical File system in 1986	Temporary	Destroy 60 years after retirement to the NARA records storage facility	Utilize DOE 2.7, Item 020, Individual Medical Case File (Federal and contractor).  Note: Continue to utilize current schedules until approved by NARA. (See DOE 2.7 Crosswalk)		DAA-GRS-2017-0010-0011
GRS 2.7.063	Vaccination attestations and proof of vaccination records - Federal employees and contractors.	Temporary	Destroy when 3 years old.		EPI	DAA-GRS-2021-0003-0001
GRS 2.7.064	Vaccination attestations and proof of vaccination records - Visitors.	Temporary	Destroy when 30 days old.			DAA-GRS-2021-0003-0002
GRS 2.7.065	Symptom screening and testing records - Federal Employees.	Temporary	Destroy when 1 year old.			DAA-GRS-2021-0003-0003
GRS 2.7.066	Symptom screening and testing records - Contractors and visitors.	Temporary	Destroy when 30 days old.			DAA-GRS-2021-0003-0004
GRS 2.7.070	Non-occupational individual medical case files	Temporary	Destroy 10 years after the most recent encounter	If occupational are maintained with non-occupational health records, utilize DOE 2.7, item 020, Individual Medical Case File (Federal and Contractor).  Note: Continue to utilize current schedules until approved by NARA. (See DOE 2.7 Crosswalk)		DAA-GRS-2017-0010-0012
GRS 2.7.080	Non-occupational health and wellness program records	Temporary	Destroy 3 years after the project/activity/ or transaction is completed or superseded			DAA-GRS-2017-0010-0013
GRS 2.7.090	Employee Assistance Program (EAP) counseling records - Records related to employee performance or conduct	Temporary	Destroy once employee has met condition(s) specified by agreement or adverse action or performance-based action case file has been initiated			DAA-GRS-2017-0010-0014
GRS 2.7.091	Employee Assistance Program (EAP) counseling records - Records not related to performance or conduct	Temporary	Destroy 7 years after termination of counseling for adults or 3 years after a minor reaches the age of majority, or when the state-specific statute of limitations has expired for contract providers subject to state requirements		EPI	DAA-GRS-2017-0010-0015

GRS ID	Record Title	Disposition	Disposition Instruction	Superseded by DOE RDS or Notes to utilize Current DOE RDS	EPI	Disposition Authority
GRS 2.7.100	Employee drug test plans, procedures, and scheduling records	Temporary	Destroy when 3 years old or when superseded or obsolete			DAA-GRS-2017-0010-0016
GRS 2.7.110	Employee drug test acknowledgment of notice forms	Temporary	Destroy when employee separates from testing-designated position			DAA-GRS-2017-0010-0017
GRS 2.7.120	Employee drug testing specimen records	Temporary	Destroy 3 years after date of last entry or when 3 years old, whichever is later			DAA-GRS-2017-0010-0018
GRS 2.7.130	Employee drug test results - Positive results	Temporary	Destroy when employee leaves the agency or when 3 years old, whichever is later			DAA-GRS-2017-0010-0019
GRS 2.7.131	Employee drug test results - Negative results	Temporary	Destroy when 3 years old			DAA-GRS-2017-0010-0020
<b>GRS 2.8 - Employee Ethics Records</b>						
GRS 2.8.010	General ethics program records	Temporary	Destroy 6 years following the conclusion of an ethics regulatory review, provision of advice to an employee, making a determination regarding outside employment or after such determination is no longer in effect or applicable, or when no longer needed for an active investigation; whichever is later			DAA-GRS-2016-0006-0001
GRS 2.8.020	Referrals and notifications of violations of criminal conflict of interest statutes and other potential violations files (FEDERAL ONLY)	Temporary	Destroy 6 years after final disposition of the referral to either the IG or DOJ			DAA-GRS-2014-0005-0002
GRS 2.8.030	Reports of payments accepted from non-Federal sources - Agency reports (FEDERAL ONLY)	Temporary	Destroy 3 years following submission of the report to OGE			DAA-GRS-2014-0005-0003
GRS 2.8.031	Reports of payments accepted from non-Federal sources - Supporting documentation (FEDERAL ONLY)	Temporary	Destroy 1 year following submission of the report to OGE			DAA-GRS-2014-0005-0004
GRS 2.8.040	Office of Government Ethics program questionnaire records (FEDERAL ONLY)	Temporary	Destroy 3 years after submission			DAA-GRS-2014-0005-0005
GRS 2.8.050	Ethics program review records (FEDERAL ONLY)	Temporary	Destroy 6 years after all outstanding ethics program review deficiencies have been resolved or when the documentation for the next program review is on file, whichever is later			DAA-GRS-2014-0005-0006
GRS 2.8.060	Public financial disclosure reports - Reports for individuals filing in accordance with the Ethics in Government Act, as amended (5 U.S.C. Appendix), including the Stop Trading on Congressional Knowledge Act of 2012 (STOCK Act) (Pub. L. 112-105), and not subsequently confirmed by the U.S. Senate (FEDERAL ONLY)	Temporary	Destroy 1 year after nominee ceases to be under consideration for the position or when no longer needed for active investigation, whichever is later			DAA-GRS-2014-0005-0007
GRS 2.8.061	Public financial disclosure reports - All other reports (FEDERAL ONLY)	Temporary	Destroy 6 years after receipt of the OGE Form 278 or 278e by the agency or when no longer needed for active investigation, whichever is later			DAA-GRS-2014-0005-0008
GRS 2.8.062	Public financial disclosure reports - Periodic transaction reports (FEDERAL ONLY)	Temporary	Destroy 7 years after receipt by the agency or when the related subsequent OGE Form 278 (SF 278) is ready for destruction 6 years later. The reports may be retained longer if needed for active investigation			DAA-GRS-2014-0005-0009
GRS 2.8.063	Public financial disclosure reports - Requests to inspect or receive copies of executive branch personnel public financial disclosure reports or other covered records (OGE Form 201 or agency equivalent form) (FEDERAL ONLY)	Temporary	Destroy when the requested report is destroyed			DAA-GRS-2014-0005-0010
GRS 2.8.070	Confidential financial disclosure reports - Reports for individuals not subsequently confirmed by the U.S. Senate (FEDERAL ONLY)	Temporary	Destroy 1 year after nominee ceases to be under consideration for the position or when no longer needed for active investigation, whichever is later			DAA-GRS-2014-0005-0011
GRS 2.8.071	Confidential financial disclosure reports - All other reports (FEDERAL ONLY)	Temporary	Destroy 6 years after receipt of the OGE Form 450 by the agency, except when the OGE Form 450 supports one or more subsequent Optional OGE Form 450-As then destroy 6 years after receipt of the last related OGE Form 450-A by the agency, or when no longer needed for active investigation, whichever is later			DAA-GRS-2014-0005-0012
GRS 2.8.072	Confidential financial disclosure reports - OGE Optional Form 450-A reports (FEDERAL ONLY)	Temporary	Destroy 6 years after receipt of the OGE Form 450-A report by the agency, along with the associated OGE Form 450, or when no longer needed for active investigation, whichever is later			DAA-GRS-2014-0005-0013



GRS ID	Record Title	Disposition	Disposition Instruction	Superseded by DOE RDS or Notes to utilize Current DOE RDS	EPI	Disposition Authority
GRS 2.8.080	Alternative or additional financial disclosure reports and related records - Reports for individuals not subsequently confirmed by the U.S. Senate (FEDERAL ONLY)	Temporary	Destroy 1 year after nominee ceases to be under consideration for the position or when no longer needed for active investigation, whichever is later			DAA-GRS-2014-0005-0014
GRS 2.8.081	Alternative or additional financial disclosure reports and related records - All other reports (FEDERAL ONLY)	Temporary	Destroy 6 years after receipt of the financial disclosure report by the agency or when no longer needed for active investigation, whichever is later.			DAA-GRS-2014-0005-0015
GRS 2.8.090	Financial disclosure supporting documentation (FEDERAL ONLY)	Temporary	Destroy at the same time an individual's related financial disclosure report is destroyed or 6 years after the individual has submitted their last financial disclosure report; or when no longer needed for active investigation, whichever is later			DAA-GRS-2014-0005-0016
GRS 2.8.100	Ethics agreements records - Agreements for employees who do not file financial disclosure reports (FEDERAL ONLY)	Temporary	Destroy 6 years after the waiver or other agreed-upon determination or action has been issued or undertaken, or 6 years after it is no longer in effect, or when no longer needed for active investigation, whichever is later			DAA-GRS-2014-0005-0017
GRS 2.8.101	Ethics agreements records - Agreements for employees who file financial disclosure reports (FEDERAL ONLY)	Temporary	Destroy at the same time as the employee's last related financial report is destroyed or when no longer needed for active investigation, whichever is later			DAA-GRS-2014-0005-0018
<b>GRS 3.1 - General Technology Management Records</b>						
GRS 3.1.001	Technology management administrative records	Temporary	Destroy when 5 years old			DAA-GRS-2016-0013-0002
GRS 3.1.010	Information technology development project records - Infrastructure project records	Temporary	Destroy 5 years after project is terminated			DAA-GRS-2013-0005-0006
GRS 3.1.011	Information technology development project records - System development records	Temporary	Destroy 5 years after system is superseded by a new iteration, or is terminated, defunded, or no longer needed for agency/IT administrative purposes			DAA-GRS-2013-0005-0007
GRS 3.1.012	Information technology development project records - Special purpose computer programs and applications	Temporary	Delete when related master file or database has been deleted			DAA-GRS-2013-0005-0008
GRS 3.1.020	Information technology operations and maintenance records	Temporary	Destroy 3 years after agreement, control measures, procedures, project, activity, or transaction is obsolete, completed, terminated or superseded			DAA-GRS-2013-0005-0004
GRS 3.1.030	Configuration and change management records	Temporary	Destroy 5 years after system is superseded by a new iteration, or is terminated, defunded, or no longer needed for agency/IT administrative purposes			DAA-GRS-2013-0005-0005
GRS 3.1.040	Information technology oversight and compliance records	Temporary	Destroy 5 years after the project/activity/transaction is completed or superseded			DAA-GRS-2013-0005-0010
GRS 3.1.050	Data administration records - Documentation necessary for preservation of permanent electronic records	Permanent	Transfer to the National Archives with the permanent electronic records to which the documentation relates			DAA-GRS-2013-0005-0002
GRS 3.1.051	Data administration records - All documentation for temporary electronic records and documentation not necessary for preservation of permanent records	Temporary	Destroy 5 years after the project/activity/transaction is completed or superseded, or the associated system is terminated, or the associated data is migrated to a successor system			DAA-GRS-2013-0005-0003
<b>GRS 3.2 - Information Systems Security Records</b>						
GRS 3.2.010	Systems and data security records	Temporary	Destroy 1 year(s) after system is superseded by a new iteration or when no longer needed for agency/IT administrative purposes to ensure a continuity of security controls throughout the life of the system			DAA-GRS-2013-0006-0001
GRS 3.2.020	Computer security incident handling, reporting and follow-up records	Temporary	Destroy 3 year(s) after all necessary follow-up actions have been completed	Utilize ADM 18-17.1a or N1-434-89-10, item 10- investigations related to national security or privacy until superseded  Utilize GRS 5.6, item 200 for investigations related to national security or privacy.		DAA-GRS-2013-0006-0002

GRS ID	Record Title	Disposition	Disposition Instruction	Superseded by DOE RDS or Notes to utilize Current DOE RDS	EPI	Disposition Authority
GRS 3.2.030	System access records - Systems not requiring special accountability for access	Temporary	<del>Destroy when business use ceases</del> DOE Business Use: Destroy 1 year after system access terminated.			DAA-GRS-2013-0006-0003
GRS 3.2.031	System access records - Systems requiring special accountability for access	Temporary	Destroy 6 years after password is altered or user account is terminated			DAA-GRS-2013-0006-0004
GRS 3.2.035	Cybersecurity logging records - Full packet capture data	Temporary	Destroy when 72 hours old.			DAA-GRS-2022-0005-0001
GRS 3.2.036	Cybersecurity logging records - Cybersecurity event logs	Temporary	Destroy when 30 months old.			DAA-GRS-2022-0005-0002
GRS 3.2.040	System backups and tape library records - Incremental backup files	Temporary	Destroy when superseded by a full backup, or when no longer needed for system restoration, whichever is later			DAA-GRS-2013-0006-0005
GRS 3.2.041	System backups and tape library records - Full backup files	Temporary	Destroy when second subsequent backup is verified as successful or when no longer needed for system restoration, whichever is later			DAA-GRS-2013-0006-0006
GRS 3.2.050	Backups of master files and databases - File identical to permanent records scheduled for transfer to the National Archives	Temporary	Destroy immediately after the identical records have been captured in a subsequent backup file or at any time after the transfer request has been signed by the National Archives			DAA-GRS-2013-0006-0007
GRS 3.2.051	Backups of master files and databases - File identical to temporary records authorized for destruction by a NARA-approved records schedule	Temporary	Destroy immediately after the identical records have been deleted or replaced by a subsequent backup file			DAA-GRS-2013-0006-0008
GRS 3.2.060	PKI administrative records - FBCA CAs	Temporary	<del>Destroy/delete when 7 years 6 months, 10 years 6 months, or 20 years 6 months old, based on the maximum level of operation of the CA</del> DOE Business Use: Destroy when 7 years and 6 months.			N1-GRS-07-003, item 13a1
GRS 3.2.061	PKI administrative records - Other (non-FBCA et al) CAs	Temporary	<del>Destroy/delete when 7 years 6 months to 20 years 6 months old, based on the maximum level of operation of the CA</del> DOE Business Use: Destroy when 7 years and 6 months.			N1-GRS-07-003, item 13a2
GRS 3.2.062	PKI transaction-specific records	Temporary	<del>Destroy/delete when 7 years 6 months to 20 years 6 months old, based on the maximum level of operation of the appropriate CA and after the information record the PKI is designed to protect and/or access is destroyed according to an authorized schedule, or in the case of permanent records, when the record is transferred to NARA legal custody</del> DOE Business Use: Destroy when 7 years and 6 months.			N1-GRS-07-003, item 13b
<b>GRS 4.1 - Records Management Records</b>						
GRS 4.1.010	Tracking and control records	Temporary	<del>Destroy when no longer needed</del> DOE Business Use: Destroy when 2 years old.			DAA-GRS-2013-0002-0016
GRS 4.1.020	Records management program records	Temporary	Destroy no sooner than 6 years after the project, activity, or transaction is completed or superseded			DAA-GRS-2013-0002-0007
GRS 4.1.030	Vital or essential records program records	Temporary	Destroy 3 years after project, activity, or transaction is completed or superseded			DAA-GRS-2013-0002-0008
GRS 4.1.031	Copies of vital records	Temporary	Destroy when superseded by the next cycle			DAA-GRS-2013-0002-0015
GRS 4.1.040	Forms management records	Temporary	Destroy 3 years after form is discontinued, superseded, or cancelled			DAA-GRS-2013-0002-0009
<b>GRS 4.2 - Information Access and Protection Records</b>						
GRS 4.2.001	FOIA, Privacy Act, and classified documents administrative records	Temporary	Destroy when 3 years old			DAA-GRS-2019-0001-0001
GRS 4.2.020	Access and disclosure request files	Temporary	Destroy 6 years after final agency action or 3 years after final adjudication by the courts, whichever is later			DAA-GRS-2016-0002-0001

GRS ID	Record Title	Disposition	Disposition Instruction	Superseded by DOE RDS or Notes to utilize Current DOE RDS	EPI	Disposition Authority
GRS 4.2.030	Information access and protection operational records - Records tracking and controlling access to protected information	Temporary	Destroy 2 years after last form entry, reply, or submission; or when associated documents are declassified, decontrolled, or destroyed; or when an individual's authorization expires; whichever is appropriate			DAA-GRS-2019-0001-0002
GRS 4.2.031	Information access and protection operational records - Access control records	Temporary	Destroy when superseded or obsolete			DAA-GRS-2013-0007-0020
GRS 4.2.032	Information access and protection operational records - Records relating to classified or controlled unclassified document containers	Temporary	Destroy 90 days after last entry on form			DAA-GRS-2016-0002-0003
GRS 4.2.040	Records of accounting for and controlling access to records requested under FOIA, PA, and MDR	Temporary	Destroy 5 years after date of last entry or final action by agency, as appropriate			DAA-GRS-2019-0001-0003
GRS 4.2.050	Privacy Act accounting of disclosure files	Temporary	Dispose of in accordance with the approved disposition instructions for the related subject individual's records, or 5 years after the disclosure for which the accountability was made, whichever is later			NC1-64-77-1 item 27
GRS 4.2.060	Erroneous release records - Records filed with the record-keeping copy of the erroneously released records	Temporary	Follow the disposition instructions approved for the released record copy or destroy 6 years after the erroneous release, whichever is later			DAA-GRS-2015-0002-0001
GRS 4.2.061	Erroneous release records - Records filed separately from the record-keeping copy of the released records	Temporary	Destroy 6 years after the erroneous release			DAA-GRS-2015-0002-0002
GRS 4.2.065	Privacy complaint files	Temporary	Destroy 3 years after resolution or referral, as appropriate			DAA-GRS-2019-0001-0004
GRS 4.2.070	Agency reports to the Congress, Department of Justice, or other entities regarding FOIA, MDR, PA, and similar access and disclosure programs	Temporary	Destroy 2 years after date of report			DAA-GRS-2013-0007-0006
GRS 4.2.080	Legal and regulatory compliance reporting records - Annual reports by agency CIO, Inspector General, or Senior Agency Official for Privacy	Temporary	Destroy 5 years after submission of report			DAA-GRS-2013-0007-0022
GRS 4.2.081	Legal and regulatory compliance reporting records - All other agency reports and internal reports by individual system owners to the Senior Agency Official for Privacy (SAOP)	Temporary	Destroy 2 years after submission of report			DAA-GRS-2013-0007-0023
GRS 4.2.090	Privacy Act amendment request files	Temporary	Destroy with the records for which amendment was requested or 4 years after close of case (final determination by agency or final adjudication, whichever applies), whichever is later			DAA-GRS-2013-0007-0007
GRS 4.2.100	Automatic and systematic declassification review program records	Temporary	Destroy or delete 30 years after completion of review			DAA-GRS-2020-0002-0001
GRS 4.2.110	Fundamental classification guidance review files	Temporary	Destroy 5 years after report is submitted to ISOO			DAA-GRS-2013-0007-0011
GRS 4.2.120	Classified information nondisclosure agreements - Records maintained in the individual's official personnel folder	Filing instruction	Apply the disposition for the official personnel folder			None
GRS 4.2.121	Classified information nondisclosure agreements - Records maintained separately from the individual's official personnel folder	Temporary	Destroy when 50 years old			DAA-GRS-2015-0002-0003
GRS 4.2.140	Personally identifiable information extract logs	Temporary	Destroy when business use ceases DOE Business Use: Destroy when 1 year old.			DAA-GRS-2013-0007-0013
GRS 4.2.150	Privacy Act System of Records Notices (SORNs)	Temporary	Destroy 2 years after supersession by a revised SORN or after system ceases operation			DAA-GRS-2016-0003-0002
GRS 4.2.160	Records analyzing Personally Identifiable Information (PII) - Records of Privacy Threshold Analyses (PTAs) and Initial Privacy Assessments (IPAs)	Temporary	Destroy 3 years after associated PIA is published or determination that PIA is unnecessary			DAA-GRS-2016-0003-0003
GRS 4.2.161	Records analyzing Personally Identifiable Information (PII) - Records of Privacy Impact Assessments (PIAs)	Temporary	Destroy 3 years after a superseding PIA is published, after system ceases operation, or (if PIA concerns a website) after website is no longer available to the public, as appropriate			DAA-GRS-2016-0003-0004
GRS 4.2.170	Computer matching program notices and agreements	Temporary	Destroy upon supersession by a revised notice or agreement, or 2 years after matching program ceases operation			DAA-GRS-2016-0003-0005

GRS ID	Record Title	Disposition	Disposition Instruction	Superseded by DOE RDS or Notes to utilize Current DOE RDS	EPI	Disposition Authority
GRS 4.2.180	Virtual public access library records	Temporary	Destroy when no longer needed DOE Business Use: Destroy when 1 year old.			DAA-GRS-2016-0008-0001
GRS 4.2.190	CUI program implementation records	Temporary	Destroy when 7 years old			DAA-GRS-2019-0001-0005
GRS 4.2.191	CUI information sharing agreements	Temporary	Destroy 7 years after canceled or superseded			DAA-GRS-2019-0001-0006
GRS 4.2.192	Records of waivers of CUI requirements	Temporary	Destroy when waiver is rescinded, system is no longer in use, or all affected records are destroyed, as applicable			DAA-GRS-2019-0001-0007
GRS 4.2.193	Records of requests for decontrol and challenges to CUI designations - Records filed with the recordkeeping copy of the CUI-marked records	Filing instruction	Follow the disposition instructions approved for the records at issue			None
GRS 4.2.194	Records of requests for decontrol and challenges to CUI designations - Records filed separately from the record-keeping copy of the CUI-marked records	Temporary	Destroy 6 years after change in CUI status			DAA-GRS-2019-0001-0008
GRS 4.2.195	Records of CUI misuse	Temporary	Destroy 5 years after completing the investigation or completing all corrective actions, whichever is later			DAA-GRS-2019-0001-0009
<b>GRS 4.4 - Library Records</b>						
GRS 4.4.010	Library administrative records	Temporary	Destroy when 3 years old or 3 years after superseded or obsolete, whichever is applicable			DAA-GRS-2015-0003-0001
GRS 4.4.020	Library operations records	Temporary	Destroy when business use ceases DOE Business Use: Destroy when 1 year old.			DAA-GRS-2015-0003-0002
GRS 4.4.030	Inter Library-Loan (ILL) requests	Temporary	Destroy 5 years after completing the transaction			DAA-GRS-2015-0003-0003
<b>GRS 4.5 - Digitizing Records</b>						
GRS 4.5.010	Source Records	Temporary	Destroy after validating the digitization process meets NARA's digitization standards in regulation (36 CFR 1236 Subpart D and Subpart E).			DAA-GRS-2022-0010-0001
GRS 4.5.020	Digitization Project Records - Documentation for digitizing permanent records.	Temporary	Destroy when the digitized records are transferred to the National Archives and NARA confirms legal custody has been accepted.			DAA-GRS-2022-0010-0002
GRS 4.5.021	Digitization Project Records - Documentation for digitizing temporary records.	Temporary	Destroy when the records digitized using the validation process are destroyed			DAA-GRS-2022-0010-0003
<b>GRS 5.1 - Common Office Records</b>						
GRS 5.1.010	Administrative records maintained in any agency office	Temporary	Destroy when business use ceases DOE Business Use: Destroy when 2 years old.			DAA-GRS-2016-0016-0001
GRS 5.1.020	Non-recordkeeping copies of electronic records	Temporary	Temporary. Destroy immediately after copying to a recordkeeping system or otherwise preserving, but longer retention is authorized if required for business use. DOE Business Use: Temporary. Destroy immediately after copying to a recordkeeping system or otherwise preserving, but no later than 30 days.	Utilize DOE 5.1, item 010 for non-recordkeeping copies of electronic records maintained on OneDrive, Home Drive or Personal Drive		DAA-GRS-2016-0016-0002
GRS 5.1.030	Records of non-mission related internal agency committees	Temporary	Destroy when business use ceases DOE Business Use: Destroy 1 year after committee dissolved.	Note: If GRS 6.2 or a current DOE records disposition schedule doesn't cover the committee records then schedule based on subject/topic of the committee.		DAA-GRS-2016-0016-0003
<b>GRS 5.2 - Transitory and Intermediary Records</b>						
GRS 5.2.010	Transitory records	Temporary	Destroy when no longer needed for business use, or according to agency predetermined time period or business rule DOE Business Use: Destroy when 1 year old.			DAA-GRS-2022-0009-0001
GRS 5.2.020	Intermediary records	Temporary	Destroy upon verification of successful creation of the final document or file.			DAA-GRS-2022-0009-0002
<b>GRS 5.3 - Continuity and Emergency Planning Records</b>						
GRS 5.3.010	Continuity planning and related emergency planning files	Temporary	Destroy when 3 years old or 3 years after superseded or obsolete, whichever is applicable.	See DOE 5.3, item 010 for emergency planning records removed from this schedule.		DAA-GRS-2016-0004-0001

GRS ID	Record Title	Disposition	Disposition Instruction	Superseded by DOE RDS or Notes to utilize Current DOE RDS	EPI	Disposition Authority
GRS 5.3.020	Employee emergency contact information	Temporary	Destroy when superseded or obsolete, or upon separation or transfer of employee.			DAA-GRS-2016-0004-0002
<b>GRS 5.4 - Facility, Equipment, Vehicle, Property, and Supply Records</b>						
GRS 5.4.010	Facility, space, vehicle, equipment, stock, and supply administrative and operational records	Temporary	Destroy when 3 years old or 3 years after superseded, as appropriate.	Space Assignments for nuclear facilities or facilities that produce or store hazardous materials utilize ADM 17.6 until superseded		DAA-GRS-2016-0011-0001
GRS 5.4.020	Real property ownership records	Temporary	Destroy after final action.	Utilize ADM 3.1a for records relating to property acquired after 12/31/1920, other than abstract or certificate of title until superseded		DAA-GRS-2023-0006-0001
GRS 5.4.030	Vehicle and equipment ownership records and operation manuals	Temporary	Destroy after final action.			DAA-GRS-2023-0006-0002
GRS 5.4.040	Excess personal property, equipment, and vehicle records	Temporary	Destroy when 3 years old	Destroy when 3 years old		DAA-GRS-2016-0011-0004
GRS 5.4.050	Facility design, engineering, and construction records - Draft, preliminary, intermediate, working, and contract negotiation drawings	Temporary	Destroy when superseded, or when project terminates, as appropriate	Continue to utilize schedules under ADM 17 for draft preliminary, intermediate, working and contract negotiation drawings until superseded  Note: Utilize ADM 11.2a for Building plan files, surveys, and other records until superseded.		DAA-GRS-2016-0011-0005
GRS 5.4.051	Facility design, engineering, and construction records - Final and as-built drawings, plans, and designs; and all other records	Temporary	Destroy when superseded, or transfer to new owner, or destroy when structure is removed from Federal inventory, as appropriate	Continue to utilize schedules under ADM 17 for draft preliminary, intermediate, working and contract negotiation drawings until superseded  Note: Utilize ADM 11.2a for Building plan files, surveys, and other records until superseded.		DAA-GRS-2016-0011-0006
GRS 5.4.060	Facility design, engineering, and construction operations records	Temporary	Destroy 5 years after project completion or termination	Continue to utilize schedule items under ADM 17.30 and ADM 17.31 for Project planning, design, and construction records until superseded.		DAA-GRS-2016-0011-0007
GRS 5.4.070	Facility, space, and equipment inspection, maintenance, and service records - Records documenting facility structure and long-term maintenance	Temporary	Destroy when 3 years old			DAA-GRS-2016-0011-0008
GRS 5.4.080	Housing rental and lease records	Temporary	Destroy 3 years after lease termination, lapse, reassignment, rejection of application, cancellation of lease, or conclusion of litigation, as applicable			DAA-GRS-2016-0011-0010
GRS 5.4.090	Land vehicle and water vessel inspection, maintenance, and service records	Temporary	Destroy when 3 years old; transfer of extant records to new owner at sale or donation is authorized			DAA-GRS-2016-0011-0011
GRS 5.4.100	Aircraft inspection, maintenance, and modification records	Temporary	Destroy 6 years after disposing of aircraft or removing equipment from inventory			DAA-GRS-2016-0011-0013
GRS 5.4.110	Vehicle and heavy equipment operator records	Temporary	Destroy 3 years after separation of employee or 3 years after rescission of authorization to operate vehicles or equipment, whichever is sooner			DAA-GRS-2016-0011-0014
GRS 5.4.120	Aircraft flight operations records	Temporary	Destroy when 3 years old			DAA-GRS-2016-0011-0015
GRS 5.4.130	Aircraft operational support records	Temporary	Destroy when 6 years old			DAA-GRS-2016-0011-0016
GRS 5.4.140	Vehicle and vessel accident and incident records	Temporary	Destroy 3 years after case is closed			DAA-GRS-2016-0011-0017
<b>GRS 5.5 - Mail, Printing and Telecommunication Service Management Records</b>						
GRS 5.5.010	Mail, printing, and telecommunication services administrative and operational records	Temporary	Destroy when 3 years old, or 3 years after applicable agreement expires or is cancelled, as appropriate			DAA-GRS-2016-0012-0001
GRS 5.5.020	Mail, printing, and telecommunication services control records	Temporary	Destroy when 1 year old or when superseded or obsolete, whichever is applicable	Utilize DOE 5.5, Item 010 for staff and office directories, contact lists, and locators for mail deliveries.		DAA-GRS-2016-0012-0002
GRS 5.5.030	Metered mail records	Temporary	Destroy when 6 years old	Utilize ADM 18.8.1a(3) or ADM 18.8.1b until superseded		DAA-GRS-2016-0012-0003
GRS 5.5.040	Lost, destroyed, or damaged shipment records	Temporary	Destroy when 6 years old			DAA-GRS-2016-0012-0004

GRS ID	Record Title	Disposition	Disposition Instruction	Superseded by DOE RDS or Notes to utilize Current DOE RDS	EPI	Disposition Authority
<b>GRS 5.6 - Security Records</b>						
GRS 5.6.010	Security administrative records	Temporary	Destroy when 3 years old			DAA-GRS-2021-0001-0001
GRS 5.6.020	Key and card access accountability records - Areas requiring highest level security awareness	Temporary	Destroy 3 years after return of key			DAA-GRS-2017-0006-0002
GRS 5.6.021	Key and card access accountability records - All other facility security areas	Temporary	Destroy 6 months after return of key			DAA-GRS-2017-0006-0003
GRS 5.6.030	Uniform and equipment tracking records	Temporary	Destroy 3 months after return of equipment			DAA-GRS-2021-0001-0002
GRS 5.6.040	Property pass records	Temporary	Destroy 3 months after expiration or revocation			DAA-GRS-2017-0006-0005
GRS 5.6.050	Misuse or irregularities investigation records	Temporary	Destroy 3 years after final action.			DAA-GRS-2023-0007-0001
GRS 5.6.060	Unclaimed personal property records - Records for property valued over \$500	Temporary	Destroy when 3 years old or 3 years after the date title to the property vests in the Government			DAA-GRS-2017-0006-0007
GRS 5.6.061	Unclaimed personal property records - Records for property valued at \$500 or less	Temporary	Destroy 30 days after the property is found			DAA-GRS-2017-0006-0008
GRS 5.6.070	Interagency Security Committee member records	Temporary	Destroy when 10 years old			DAA-GRS-2017-0006-0009
GRS 5.6.080	Facility security assessment records - Areas requiring highest level security awareness	Temporary	Destroy 5 years after updating the security assessment or terminating the security awareness status, whichever is sooner	Utilize ADM 18.9 or ADM 18.10 until superseded		DAA-GRS-2017-0006-0010
GRS 5.6.081	Facility security assessment records - All other facility security areas	Temporary	Destroy 3 years after updating the security assessment or terminating the security awareness status, whichever is sooner	Utilize ADM 18.9 or ADM 18.10 until superseded		DAA-GRS-2017-0006-0011
GRS 5.6.090	Records of routine security operations	Temporary	Destroy when 30 days old	Utilize DOE 5.6, item 100 for Records of routine security operations under EPI Moratorium (struck out items)		DAA-GRS-2021-0001-0003
GRS 5.6.100	Accident and incident records	Temporary	Destroy 3 years after final action.	Continue to utilize current DOE schedules for Event Reporting (Occurrence Reporting) until superseded  Utilize DOE 2.4, item 100, for Worker's Compensation Records.  Utilize DOE 2.7, item 110 for Personal Injury Records until superseded.  Note: Only use this schedule in the event of MINOR accidents and incidents that do not require additional reporting.	EPI	DAA-GRS-2023-0007-0002
GRS 5.6.110	Visitor processing records - Areas requiring highest level security awareness	Temporary	Destroy when 5 years old	Continue to utilize ADM 18.171a for visitors to areas with potential for exposure to hazardous material.		DAA-GRS-2017-0006-00014
GRS 5.6.111	Visitor processing records - All other facility security areas	Temporary	Destroy when 2 years old	Continue to utilize ADM 18.171a for visitors to areas with potential for exposure to hazardous material.		DAA-GRS-2017-0006-00015
GRS 5.6.120	Personal identification credentials and cards - Application and activation records	Temporary	Destroy mandatory and optional data elements housed in the agency identity management system and printed on the identification card 6 years after terminating an employee or contractor's employment			DAA-GRS-2021-001-0005
GRS 5.6.121	Personal identification credentials and card - Cards	Temporary	Destroy after expiration, confiscation, or return			DAA-GRS-2017-0006-0017
GRS 5.6.130	Local facility identification and card access records	Temporary	Destroy upon immediate collection once the temporary credential or card is returned for potential reissuance due to nearing expiration or not to exceed 6 months from time of issuance or when individual no longer requires access, whichever is sooner			DAA-GRS-2021-001-0006
GRS 5.6.140	Sensitive Compartmented Information Facility (SCIF) accreditation records	Temporary	Destroy when SCIF receives final accreditation			DAA-GRS-2017-0006-0019
GRS 5.6.150	Sensitive Compartmented Information Facility (SCIF) inspection records	Temporary	Destroy when 5 years old or after SCIF has been de-accredited for at least one year, whichever occurs is sooner			DAA-GRS-2017-0006-0020
GRS 5.6.160	Canine (K-9) service records	Temporary	Destroy 3 years after the end of the canine's service.			DAA-GRS-2023-0007-0003

GRS ID	Record Title	Disposition	Disposition Instruction	Superseded by DOE RDS or Notes to utilize Current DOE RDS	EPI	Disposition Authority
GRS 5.6.170	Personnel security investigative reports - Personnel suitability and eligibility investigative reports	Temporary	Destroy in accordance with the investigating agency instruction			DAA-GRS-2017-0006-0022
GRS 5.6.171	Personnel security investigative reports - Reports and records created by agencies conducting investigations under delegated investigative authority	Temporary	Destroy in accordance with delegated authority agreement or memorandum of understanding			DAA-GRS-2017-0006-0023
GRS 5.6.180	Personnel security and access clearance records - Records of people not issued clearances	Temporary	Destroy 1 year after consideration of the candidate ends	Continue to utilize current DOE schedules until superseded		DAA-GRS-2017-0006-0024
GRS 5.6.181	Personnel security and access clearance records - Records of people issued clearances	Temporary	Destroy 5 years after employee or contractor relationship ends			DAA-GRS-2017-0006-0025
GRS 5.6.190	Index to the personnel security case files	Temporary	Destroy when superseded or obsolete	Continue to utilize current DOE schedules until sunfooded		DAA-GRS-2017-0006-0026
GRS 5.6.200	Information security violations records	Temporary	Destroy 5 years after close of case or final action, whichever occurs sooner			DAA-GRS-2017-0006-0027
GRS 5.6.210	Insider threat administrative and operations records	Temporary	Destroy when 7 years old			DAA-GRS-2017-0006-0028
GRS 5.6.220	Insider threat inquiry records	Temporary	Destroy 25 years after close of inquiry			DAA-GRS-2017-0006-0029
GRS 5.6.230	Insider threat information	Temporary	Destroy when 25 years old			DAA-GRS-2017-0006-0030
GRS 5.6.240	Insider threat user activity monitoring (UAM) data	Temporary	Destroy no sooner than 5 years after inquiry has been opened			DAA-GRS-2017-0006-0031
<b>GRS 5.7 - Administrative Management and Oversight Records</b>						
GRS 5.7.010	Administrative internal control management records	Temporary	Destroy 1 year after submission or when superseded, as appropriate			DAA-GRS-2020-0001-0001
GRS 5.7.020	Internal control review, response, and mitigation management records	Temporary	Destroy 5 years after no further corrective action is needed			DAA-GRS-2017-0008-0002
GRS 5.7.030	Administrative directives and notices	Temporary	Destroy when superseded, obsolete			DAA-GRS-2017-0008-0003
GRS 5.7.040	Records about authorizing and managing report requirements and parameters Administrative management report requirements records.	Temporary	Destroy 2 years after the report is discontinued			DAA-GRS-2020-0001-0002
GRS 5.7.050	Mandatory reports to external Federal entities regarding administrative matters	Temporary	Destroy 6 years after report submission or oversight entity notice of approval, as appropriate			DAA-GRS-2020-0001-0003
GRS 5.7.060	Records of allegations and claims that fall under U.S. Office of Special Counsel jurisdiction	Temporary	Destroy 3 years after final order or final adjudication of appeal, as appropriate			DAA-GRS-2017-0008-0006
GRS 5.7.070	Federal Register notices other than proposed and final rules	Temporary	Destroy when 1 year old			DAA-GRS-2017-0012-0004
GRS 5.7.080	Agency input into the unified agenda	Temporary	Destroy when 2 years old			DAA-GRS-2017-0012-0005
<b>GRS 5.8 - Administrative Help Desk Records</b>						
GRS 5.8.010	Technical and administrative help desk operational records	Temporary	Destroy 1 year after resolved, or when no longer needed for business use, whichever is appropriate	Utilize DOE 5.8, item 010, Technical and Administrative Help Desk Operational Records		DAA-GRS-2017-0001-0001
<b>GRS 6.1 - Email Managed under a Capstone Approach</b>						
GRS 6.1.010	Email of Capstone officials	Permanent	Cut off in accordance with agency's business needs; transfer to NARA 15-25 years after cutoff, or after declassification review (when applicable), whichever is later			DAA-GRS-2022-0006-0001
GRS 6.1.011	Email of Non-Capstone officials - All others except those in item 012	Temporary	Delete when 7 years old			DAA-GRS-2022-0006-0002
GRS 6.1.012	Email of Non-Capstone officials - Support and/or administrative positions	Temporary	Delete when 3 years old	Utilize item 011 for all employees other than approved Capstone Officials (item 010)		DAA-GRS-2022-0006-0003
<b>GRS 6.2 Federal Advisory Committee Records</b>						
GRS 6.2.010	Substantive Committee Records (Non-Grant Review Committees)	Permanent	Transfer when records are 15 years old or upon termination of committee, whichever is sooner			DAA-GRS-2015-0001-0001
GRS 6.2.020	Substantive Audiovisual Records (Non-Grant Review Committees)	Permanent	Transfer when records are 3 years old or upon termination of committee, whichever is sooner			DAA-GRS-2015-0001-0002
GRS 6.2.030	Grant Review Committee Records	Temporary	Destroy upon termination of committee			DAA-GRS-2015-0001-0003
GRS 6.2.040	Committee Accountability Records	Temporary	Destroy when 6 years old			DAA-GRS-2015-0001-0004
GRS 6.2.050	Non-substantive Committee Records	Temporary	Destroy when superseded, obsolete, no longer needed, or upon termination of the committee, whichever is sooner			DAA-GRS-2015-0001-0005
GRS 6.2.060	Committee Management Records	Temporary	Destroy when 3 years old, 3 years after submission of report, or 3 years after superseded or obsolete, as appropriate			DAA-GRS-2015-0001-0006
<b>GRS 6.3 - Information Technology Records</b>						
GRS 6.3.010	Information Technology program and capital investment planning records	Temporary	Destroy when 7 years old			DAA-GRS-2017-0009-0001

GRS ID	Record Title	Disposition	Disposition Instruction	Superseded by DOE RDS or Notes to utilize Current DOE RDS	EPI	Disposition Authority
GRS 6.3.020	Enterprise architecture records	Temporary	Destroy 7 years after creating a new iteration of the enterprise or information architecture			DAA-GRS-2017-0009-0002
<b>GRS 6.4 - Public Affairs Records</b>						
GRS 6.4.010	Public affairs-related routine operational records	Temporary	Destroy when 3 years old			DAA-GRS-2016-0005-0001
GRS 6.4.020	Public correspondence and communications not requiring formal action	Temporary	Destroy when 90 days old			DAA-GRS-2016-0005-0002
GRS 6.4.030	Public affairs product production files	Temporary	Destroy when no longer needed for business use DOE Business Use: Destroy when 1 year old.			DAA-GRS-2016-0005-0003
GRS 6.4.040	Routine media relations records	Temporary	Destroy when no longer needed for business use DOE Business Use: Destroy when 2 years old.			DAA-GRS-2016-0005-0004
GRS 6.4.050	Routine audiovisual record	Temporary	Destroy when 2 years old			DAA-GRS-2016-0005-0006
<b>GRS 6.5 - Public Customer Service Records</b>						
GRS 6.5.010	Public customer service operations records	Temporary	Destroy 1 year after resolved, or when no longer needed for business use, whichever is appropriate			DAA-GRS-2017-0002-0001
GRS 6.5.020	Customer/client records	Temporary	Delete when superseded, obsolete, or when customer requests the agency to remove the records			DAA-GRS-2017-0002-0002
<b>GRS 6.7 - Special Collections Required by Statute</b>						
GRS 6.7.010	Special Collections Required by Statute	Permanent	Transfer to the National Archives as required by statute.			DAA-GRS-2024-0002-0001