

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0434-2014-0002

Status: INACTIVE
Date Approved: 11/20/2014

General Information

Agency or Establishment	Department of Energy
Record/Scheduling Group	0434 - General Records of the Department of Energy
Records Schedule Applies to	Agency Subdivision
Major Subdivision	Department of Energy wide
Schedule Subject	The Family Medical Leave Act (FMLA) records.
Additional Schedule Information	<p>Note: This schedule was modified after approval in ERA Base. If information regarding the modifications was created in ERA Base it will be found in the Revision Notes in NARA only attachments.</p> <p>The Family Medical Leave Act (FMLA), Public Law 103-3, grants family and temporary medical leave under certain circumstances. FMLA entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Title 29, Code of Federal Regulations, Part 825, Subpart E, Record-keeping Requirements, § 825.500, provides that employers must keep records for no-less-than three (3) years. It also offers that records may be maintained and preserved on microfilm, or other basic source document of an automated data processing memory, consistent with specific provisions, including adequate protection, available viewing equipment, and clear and identifiable reproductions. Records kept in computer form must be made available for transcription or copying. FMLA Program: Comprises a variety of agency program management and employee documentation created and collected, and maintained by the agency in order to track requests and monitor approvals for agency compliance, sharing and reporting among other Federal oversight authorities and agencies, as appropriate and consistent with the provisions of the Family Medical Leave Act (FMLA).</p>
Is there a classified version of this form?	No
Is consultation and coordination with Tribal Governments required?	Predate requirement

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Item Count

Total number of disposition items: 2

Number of Temporary disposition items: 2

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 2

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Outline of Records Schedule Items for DAA-0434-2014-0002

Item #	Title	Disposition
0001	FMLA Program Files : FMLA Employee Case Files	Temporary
0002	FMLA Program Files	Temporary

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Records Schedule Items

Group Title	FMLA Program Files
Group Description	Includes but not limited to agency communications, statistics, reports, memoranda, and copies of related policy and guidance, as well as similar records created or collected in support of program management.
DAA-0434-2014-0002-0001 STATUS: INACTIVE - NOT FOR USE	
ITEM GENERAL INFORMATION	
Item Title	FMLA Employee Case Files
Item Description	Includes records pertaining agency approvals and monitoring associated with individual employee requests covered under the FMLA provisions, such as but not limited to the employee applications, medical documentation, copies of leave applications and personnel actions, and similar records containing employee identifying data (e.g. payroll, notices, benefits and disputes) necessary to complete and process FMLA actions.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off when case is closed
Retention Period	Destroy 3 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

DAA-0434-2014-0002-0002	STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION	

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Item Title	FMLA Program Files
Item Description	Includes but not limited to agency communications, statistics, reports, memoranda, and copies of related policy and guidance, as well as similar records created or collected in support of program management.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off annually
Retention Period	Destroy 3 year(s) after cutoff or when superseded, as appropriate
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

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Signatory Information

Action	User	Date
Accept	Data Migration	08/04/2014
Approve	David Ferriero	11/20/2014