

Request for Records Disposition Authority

Records Schedule Number **DAA-0434-2015-0002**

Schedule Status **Approved**

Agency or Establishment **Department of Energy**

Record Group / Scheduling Group **General Records of the Department of Energy**

Records Schedule applies to **Agency-wide**

Schedule Subject **PERSONNEL ACTION TRACKING AND REPORTING SYSTEMS**

Internal agency concurrences will be provided **No**

Background Information **The mission of the Department of Energy (DOE) is to ensure America's security and prosperity by addressing its energy, environmental and nuclear challenges through transformative science and technology solutions.**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0434-2015-0002

Sequence Number	
1	PERSONNEL ACTION TRACKING AND REPORTING SYSTEMS
1.1	Master File
	Disposition Authority Number: DAA-0434-2015-0002-0001

Records Schedule Items

Sequence Number	
1	<p>PERSONNEL ACTION TRACKING AND REPORTING SYSTEMS Personnel action tracking and reporting systems, including but not limited to PATS (Personnel Action Tracking & Reporting System), are relational systems and databases used by DOE organizations to create, track and report select employee-related personnel action information that may be routinely compiled and managed in more complex and extensive formats elsewhere in the DOE enterprise or similar personnel-related systems.</p>
1.1	<p>Master File Disposition Authority Number DAA-0434-2015-0002-0001</p> <p>Systems and databases contain records, data, and information related to the tracking and reporting of personnel actions, including but not limited to position descriptions, Requests for Personnel Action (SF 52), vacancy announcements, and associated employee names and their personal and/or business addresses, contact information, and other identifying information necessary to accurately and properly identify the individuals.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off at the end of the fiscal year in which entry of action occurs.</p> <p>Retention Period Destroy 3 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>

Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
10/30/2014	Certify	Ivan King	Program Analyst	Agency Wide - Agency Wide
01/27/2015	Submit for Concurrency	Steven Rhodes	Appraiser	National Archives and Records Administration - Records Management Services
01/28/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
01/29/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
01/30/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist