

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0434-2015-0002

Status: INACTIVE  
Date Approved: 01/30/2015

---

## General Information

Agency or Establishment	Department of Energy
Record/Scheduling Group	0434 - General Records of the Department of Energy
Records Schedule Applies to	Agency-wide
Schedule Subject	PERSONNEL ACTION TRACKING AND REPORTING SYSTEMS
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 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.</p>
Is there a classified version of this form?	No
Is consultation and coordination with Tribal Governments required?	Predate requirement

---

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0434-2015-0002

Status: INACTIVE  
Date Approved: 01/30/2015

---

## Item Count

Total number of disposition items: 1

Number of Temporary disposition items: 1

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 1

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0434-2015-0002

Status: INACTIVE  
Date Approved: 01/30/2015

---

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

<b>Item #</b>	<b>Title</b>	<b>Disposition</b>
0001	PERSONNEL ACTION TRACKING AND REPORTING SYSTEMS : Master File	Temporary

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0434-2015-0002

Status: INACTIVE  
Date Approved: 01/30/2015

Records Schedule Items

<b>Group Title</b>	<b>PERSONNEL ACTION TRACKING AND REPORTING SYSTEMS</b>
<b>Group Description</b>	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.
DAA-0434-2015-0002-0001	<b>STATUS: INACTIVE - NOT FOR USE</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Master File
Item Description	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.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at the end of the fiscal year in which entry of action occurs.
Retention Period	Destroy 3 year(s) after cutoff
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0434-2015-0002

Status: INACTIVE  
Date Approved: 01/30/2015

---

Signatory Information

<b>Action</b>	<b>User</b>	<b>Date</b>
Accept	Data Migration	11/06/2014
Approve	David Ferriero	01/30/2015