

Request for Records Disposition Authority

Records Schedule Number DAA-0434-2020-0009

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 DEPARTMENT OF ENERGY - Records Disposition Schedule: DOE
2.1: Employee Acquisition Records

Internal agency concurrences will be provided No

Background Information This schedule covers records created or received in the process of hiring employees for Federal civilian, whether career service, senior executive service, political appointment, excepted service appointment, or temporary/special appointment. It also covers records documenting job or position descriptions, classification and contractor hiring.

Note: Refer to GRS 2.1 for all other employee acquisition records not addressed in this schedule.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
6	0	6	0

GAO Approval

Outline of Records Schedule Items for DAA-0434-2020-0009

Sequence Number	
1	Contractor Employee Job Classification Manuals Disposition Authority Number: DAA-0434-2020-0009-0001
2	Political Appointment (Schedule C) Records - Presidential Appointments (PA) and Presidential Appointments with Senate Confirmation (PAS)
2.1	Appointees Disposition Authority Number: DAA-0434-2020-0009-0002
2.2	Non-Appointees Disposition Authority Number: DAA-0434-2020-0009-0003
3	Academic/Outreach Programs
3.1	Academic/Outreach Program Records Disposition Authority Number: DAA-0434-2020-0009-0004
3.2	Academic/Outreach Program Administrative and Tracking Records Disposition Authority Number: DAA-0434-2020-0009-0005
3.3	Intern, Fellows and Scholar Records Disposition Authority Number: DAA-0434-2020-0009-0006

Records Schedule Items

Sequence Number					
1	<p>Contractor Employee Job Classification Manuals</p> <p>Disposition Authority Number DAA-0434-2020-0009-0001</p> <p>Records describing tasks associated with all jobs (administrative, technical, safety, operations, laboratory, environmental, trades, etc.) and reflect the procedures and training required to accomplish them.</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> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td>DOE 2.1, item 010</td> <td>Contractor Employee Job Classification Manual</td> </tr> </tbody> </table> <p>GRS or Superseded Authority Citation N1-434-89-1 / 3/A N1-434-89-1 / 3/B</p> <p>Disposition Instruction</p> <p>Retention Period Destroy 75 year(s) after superseded or obsolete.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>	Manual Citation	Manual Title	DOE 2.1, item 010	Contractor Employee Job Classification Manual
Manual Citation	Manual Title				
DOE 2.1, item 010	Contractor Employee Job Classification Manual				
2	<p>Political Appointment (Schedule C) Records - Presidential Appointments (PA) and Presidential Appointments with Senate Confirmation (PAS)</p> <p>Records regarding evaluation of individuals' suitability for non-career positions by non-competitive appointment under Schedule C. Includes: • applications for employment • resumes • individuals' background information • security clearances • correspondence • other documentation relating to the selection, clearance, and appointment of political appointees Note: Exception to GRS 2.1, Item 100 and 102 exclusions requires an agency schedule for records of Schedule C Presidential</p>				

2.1

Appointments (PA) and Presidential Appointments with Senate Confirmation (PAS).

Appointees

Disposition Authority Number **DAA-0434-2020-0009-0002**

Records (except ethics pledges and waivers) related to appointees. Note: File all ethics pledges and waivers of appointees in the eOPF.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

Manual Citation	Manual Title
DOE 2.1, item 030	Political Appointment (Schedule C) Records - Presidential Appointments (PA) and Presidential Appointments with Senate Confirmation (PAS) - Appointees

GRS or Superseded Authority Citation **N1-434-96-3 / A**

Disposition Instruction

Retention Period **Destroy immediately after the end of the presidential administration for which the individual was hired**

Additional Information

GAO Approval **Not Required**

2.2

Non-Appointees

Disposition Authority Number **DAA-0434-2020-0009-0003**

Records related to non-appointees that were up for consideration but not appointed.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

Manual Citation	Manual Title
DOE 2.1, item 040	Political Appointment (Schedule C) Records - Presidential Appointments (PA) and Presidential Appointments with Senate Confirmation (PAS) - Non-Appointees

GRS or Superseded Authority Citation **N1-434-96-3 / B**

Disposition Instruction

Retention Period **Destroy when 1 year old.**

Additional Information

GAO Approval **Not Required**

Academic/Outreach Programs

Records created to document academic/educational outreach program across the DOE complex. These programs include transactions, communications, tracking and reporting between the Department, its contractors and schools, colleges/ universities, community groups, and various state and Federal agencies for the purpose of generating and tracking interest in careers with the DOE and its contractors. Programs include, but are not limited to internships, fellowships, scholarships, scholastic tournaments (e.g., science Bowl), tutoring programs, talent searches and conferences (e.g., Young Entrepreneurs Conference), technical societies (e.g., Junior Engineering Technical Society (JETS)) opportunities for all disciplines, related to generating and tracking interest in careers with DOE and its contractors. Note 1: Utilize GRS 2.1, items 120 or 130 for special hiring authority program records. Note 2: Recruitment records are scheduled under GRS 2.1, item 180.

Academic/Outreach Program Records

Disposition Authority Number **DAA-0434-2020-0009-0004**

Academic/Outreach Program development and management records for all disciplines. Records include, but are not limited to: • policies, plans and procedures • correspondence • tracking of impacts of educational programs on the people involved and for measuring the success rate of each program • reports on overall program

3

3.1

Final Disposition **Temporary**
 Item Status **Active**
 Is this item media neutral? **Yes**
 Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**
 Do any of the records covered by this item exist as structured electronic data? **Yes**

Manual Citation	Manual Title
DOE 2.1, 050	Academic/Outreach Program Records

GRS or Superseded Authority Citation **N1-434-98-4 / 44/A**

Disposition Instruction

Retention Period **Destroy 10 years after superseded/ obsolete or when 10 years old, whichever is longer.**

Additional Information

GAO Approval **Not Required**

Academic/Outreach Program Administrative and Tracking Records

Disposition Authority Number **DAA-0434-2020-0009-0005**

Academic/Outreach Program administrative, tracking, implementation and reporting records for all disciplines. Records include but are not limited to: • Memorandum of Understanding with schools, colleges, grants, scholarships and budget information • contact information with academic organizations and community groups • scholastic tournaments (e.g., science Bowl), o correspondence o reports o awards o final results

Final Disposition **Temporary**
 Item Status **Active**
 Is this item media neutral? **Yes**
 Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**
 Do any of the records covered by this item exist as structured electronic data? **Yes**

3.2

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
11/04/2020	Certify	Maria Levesque	Departmental Records Officer	OCIO - Records Management
03/22/2021	Return for Revision	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
04/01/2021	Submit For Certification	Andrea Reid	Records Management Field Officer	Office of Environmental Management - Environmental Management Consolidated Business Center
05/12/2021	Return to Submitter	Maria Levesque	Departmental Records Officer	OCIO - Records Management
05/20/2021	Submit For Certification	Jacqueline Schoultheis	Records Management Field Officer	Environmental Management - Environmental Management Consolidated Business Center
05/20/2021	Certify	Maria Levesque	Departmental Records Officer	OCIO - Records Management
04/19/2022	Submit for Concurrence	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
04/21/2022	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
04/22/2022	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration

04/26/2022	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist
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DEPARTMENT OF ENERGY (DOE) 2.1: Employee Acquisition Records

DOE Records Disposition Schedules (RDS)							
New DOE 2.1				Old Authorities			
Schedule No.	Item No.	Retention	ERA Number/ Disposition Authority	Schedule No.	Item No.	Retention	Disposition Authority
DOE 2.1	010	75 years	DAA-0434-2020-0009-0001	ADM 1	7.1a	75 years	N1-434-89-1, item 3a
				ADM 1	7.1b	2 years	N1-434-89-1, item 3b
				Las Vegas Contractor Schedule 1		2 years	N1-434-92-4, item 6
DOE 2.1	030	Immediately	DAA-0434-2020-0009-0002	Presidential Appointee Clearance and Vetting Files		Immediately	N1-434-96-3, Item a
DOE 2.1	040	1 year	DAA-0434-2020-0009-0003			1 year	N1-434-96-3, Item b
DOE 2.1	050	10 years	DAA-0434-2020-0009-0004	ADM 1	44a	25 years	N1-434-98-4, item 44a
DOE 2.1	055	6 years	DAA-0434-2020-0009-0005	ADM 1	44b	6 years	N1-434-98-4, item 44b
				ADM 1	44c	5 years	N1-434-98-4, item 44c
				ADM 1	44d	2 years	N1-434-98-4, item 44d
DOE 2.1	060	2 years	DAA-0434-2020-0009-0006	New Item See FAQ for details			
DOE Records Disposition Schedules Cross-walked to the GRS							
GRS 2.1	010	2 years	DAA-GRS-2014-0002-0001	ADM 1	7a(2)(a)	75 years	N1-434-98-4, item 7a(2)(a)
GRS 2.1	050	2 years	DAA-GRS-2017-0011-0001	ADM 1	47	1 year	N1-434-98-4, item 47 (in part)
				ADM 1	49a	2 years	N1-434-98-4, item 49a (in part)
				ADM 1	49b	2 years	N1-434-98-4, item 49b (in part)
				ADM 1	49c	1 year	N1-434-98-4, item 49c (in part)
				Las Vegas Contractor Schedule 1		2 years	N1-434-92-4, item 5a (in part)
						5 years	N1-434-92-4, item 5b (in part)
						1 year	N1-434-92-4, item 5c (in part)
		1 year	N1-434-92-4, item 9a (in part)				
		1 year	N1-434-92-4, item 9b (in part)				
<i>GRS 2.1, item 050 will be included on the EPI Moratorium list until DOE lifts the hold, as ADM (GRS) 1.33(f) is currently under the hold and cross-walked to GRS 2.1, item 050 (in part).</i>							
GRS 2.1	051	2 years	DAA-GRS-2017-0011-0002	ADM 1	47	1 year	N1-434-98-4, item 47 (in part)
				ADM 1	49a	2 years	N1-434-98-4, item 49a (in part)
				ADM 1	49b	2 years	N1-434-98-4, item 49b (in part)
				ADM 1	49c	1 year	N1-434-98-4, item 49c (in part)

DEPARTMENT OF ENERGY (DOE) 2.1: Employee Acquisition Records

DOE Records Disposition Schedules (RDS)							
New DOE 2.1				Old Authorities			
Schedule No.	Item No.	Retention	ERA Number/ Disposition Authority	Schedule No.	Item No.	Retention	Disposition Authority
				Las Vegas Contractor Schedule 1		2 years	N1-434-92-4, item 5a (in part)
						5 years	N1-434-92-4, item 5b (in part)
						1 year	N1-434-92-4, item 5c (in part)
						1 year	N1-434-92-4, item 9a (in part)
						1 year	N1-434-92-4, item 9b (in part)
<i>GRS 2.1, item 051 will be included on the EPI Moratorium list until DOE lifts the hold, as ADM (GRS) 1.33(f) is currently under the hold and cross-walked to GRS 2.1, item 051 (in part).</i>							
GRS 2.1	180	1 year	DAA-GRS-2018-0008-0003	ADM 1	48	3 years	N1-434-98-4, item 48
Rescinded				ADM 1	7a(1)	75 years	N1-434-98-4, item 7a(1)
				ADM 1	51	3 years	N1-434-98-4, item 51

Epidemiological
Moratorium

General Record Schedules (GRS)							
Note: GRS items listed below may have been listed in the DOE Administrative Schedules, as a DOE schedule with a GRS authority.							
New GRS 2.1				Old Authorities			
Schedule No.	Item No.	Retention	ERA Number/ Disposition Authority	Schedule No.	Item No.	Retention	Disposition Authority
GRS 2.1	010	2 years	DAA-GRS-2014-0002-0001	GRS 1	7a2a	5 years	NC1-64-77-10, item 7a2a
GRS 2.1	020	2 years	DAA-GRS-2014-0002-0002	GRS 1	7b	2 years	N1-GRS-88-4, item 1 N1-434-98-4, item 7b was an approved deviation from the GRS
<i>Utilize DOE 2.1, item 020, Position Descriptions</i>							
GRS 2.1	021	Per instructions for associated file	None. User is referred to another authority	New Item			
Federal: DOE 2.2, item 015, GRS 2.2, item 041 or GRS 2.2, item 080 per OPM recordkeeping requirements; Contractors: ADM 1.1.1 until superseded							

DEPARTMENT OF ENERGY (DOE) 2.1: Employee Acquisition Records

General Record Schedules (GRS)							
Note: GRS items listed below may have been listed in the DOE Administrative Schedules, as a DOE schedule with a GRS authority.							
New GRS 2.1				Old Authorities			
Schedule No.	Item No.	Retention	ERA Number/ Disposition Authority	Schedule No.	Item No.	Retention	Disposition Authority
GRS 2.1	022	Position description final	DAA-GRS-2014-0002-0003	New Item			
GRS 2.1	030	3 years	DAA-GRS-2014-0002-0004	GRS 1	7d1	3 years	N1-GRS-90-1, item 7d1
GRS 2.1	040	2 years	DAA-GRS-2014-0002-0005	GRS 1	7d2	Immediately after pos. abolished or superseded	N1-GRS-90-1, item 7d2
GRS 2.1	050	2 years	DAA-GRS-2017-0011-0001	GRS 1	4a (in part)	When appointment effective	NC1-64-77-10, item 4a (in part)
				GRS 1	5 in (part)	2 years	NC1-64-77-10, item 5 (in part)
				GRS 1	32	2 years	N1-GRS-79-2, item 1
				GRS 1	33b (in part)	1 year	NC1-GRS-1, item 34a (in part)
				GRS 1	33c (in part)	90 days	NC1-GRS-1, item 33c (in part)
				GRS 1	33e (in part)	90 days	NC1-GRS-1, item 34c (in part)
				GRS 1	33f (in part)	2 years	NC1-GRS-1, item 33f (in part)
				GRS 1	33g (in part)	2 years	NC1-GRS-1, item 33g (in part)
				GRS 1	33i (in part)	6 months	NC1-GRS-1, item 34h (in part)
				GRS 1	33p (in part)	2 years	NC1-GRS-1, item 33p (in part)
				GRS 1	33q (in part)	2 years	NC1-GRS-1, item 33q (in part)
				GRS 1	36e1b (in part)	3 years	NC1-GRS-1, item 36e2b (in part)
				GRS 1	36e2 (in part)	3 years	NC1-GRS-1, item 3e1 (in part)
				GRS 2.1	050	2 years	DAA-GRS-2014-0002-0006
<i>EPI hold remains until lifted by DOE</i>							
GRS 2.1	051	2 years	DAA-GRS-2017-0011-0002	GRS 1	4a (in part)	When appointment effective	NC1-64-77-10, item 4a (in part)
				GRS 1	5 in (part)	2 years	NC1-64-77-10, item 5 (in part)
				GRS 1	33b (in part)	1 year	NC1-GRS-1, item 34a (in part)
				GRS 1	33c (in part)	90 days	NC1-GRS-1, item 33c (in part)
				GRS 1	33e (in part)	90 days	NC1-GRS-1, item 34c (in part)
				GRS 1	33f (in part)	2 years	NC1-GRS-1, item 33f (in part)

DEPARTMENT OF ENERGY (DOE) 2.1: Employee Acquisition Records

General Record Schedules (GRS)							
Note: GRS items listed below may have been listed in the DOE Administrative Schedules, as a DOE schedule with a GRS authority.							
New GRS 2.1				Old Authorities			
Schedule No.	Item No.	Retention	ERA Number/ Disposition Authority	Schedule No.	Item No.	Retention	Disposition Authority
				GRS 1	33g (in part)	2 years	NC1-GRS-1, item 33g (in part)
				GRS 1	33i (in part)	6 months	NC1-GRS-1, item 34h (in part)
				GRS 1	33p (in part)	2 years	NC1-GRS-1, item 33p (in part)
				GRS 1	33q (in part)	2 years	NC1-GRS-1, item 33q (in part)
				GRS 1	36e1b (in part)	3 years	NC1-GRS-1, item 36e2b (in part)
				GRS 1	36e2 (in part)	3 years	NC1-GRS-1, item 3e1 (in part)
				GRS 2.1	051	2 years	DAA-GRS-2014-0002-0007
<i>EPI hold remains until lifted by DOE</i>							
GRS 2.1	060	1 year	DAA-GRS-2014-0002-0011	GRS 1	4b1	Return to OPM	NC1-64-77-10, item 4b1
				GRS 1	4b2	File with application	NC1-64-77-10, item 4b2
				GRS 1	4b3	Destroy immediately	NC1-64-77-10, item 4b3
				GRS 1	33k	1 year	N1-GRS-02-1, item 33k
				GRS 1	33l-1	90 days	N1-GRS-02-1, item 33l1 [el-one]
				GRS 1	33l-2	1 year	N1-GRS-02-1, item 33l2 [el-two]
				GRS 1	33m	2 years	N1-GRS-02-1, item 33m
				GRS 1	33n	2 years	N1-GRS-02-1, item 33n
GRS 2.1	070	5 years	DAA-GRS-2014-0002-0012	GRS 1	33j	5 years	NC1-GRS-85-2, item 34i
GRS 2.1	080	1 year	DAA-GRS-2014-0002-0013	GRS 1	33q	1 year	NC1-GRS-85-2, item 34k
GRS 2.1	090	2 years	DAA-GRS-2014-0002-0008	GRS 1	8	6 months	NC1-64-77-10, item 8
GRS 2.1	100	After separation	DAA-GRS-2014-0002-0014	New Item			
<i>Utilize DOE 2.1, item 030 Presidential Appointments (PA and Presidential Appointments with Senate Confirmation (PAS) Records - Appointees</i>							
GRS 2.1	101	File in OPF	None. This is just a filing instruction	New Item			
GRS 2.1	102	1 year	DAA-GRS-2014-0002-0015	New Item			
<i>Utilize DOE 2.1, item 040 Presidential Appointments (PA and Presidential Appointments with Senate Confirmation (PAS) Records - Non-appointees</i>							
GRS 2.1	110	5 years	DAA-GRS-2014-0002-0018	GRS 1	40	5 years	N1-GRS-93-2, item 1
GRS 2.1	111	2 years	DAA-GRS-2014-0002-0019	New Item			
GRS 2.1	120	2 years	DAA-GRS-2014-0002-0016	New Item			

DEPARTMENT OF ENERGY (DOE) 2.1: Employee Acquisition Records

General Record Schedules (GRS)							
Note: GRS items listed below may have been listed in the DOE Administrative Schedules, as a DOE schedule with a GRS authority.							
New GRS 2.1				Old Authorities			
Schedule No.	Item No.	Retention	ERA Number/ Disposition Authority	Schedule No.	Item No.	Retention	Disposition Authority
GRS 2.1	130	2 years	DAA-GRS-2014-0002-0017	New Item			
GRS 2.1	140	Forward to appropriate office	None. This is just a filing instruction	New Item			
GRS 2.1	141	Forward to appropriate office	None. This is just a filing instruction	New Item			
GRS 2.1	142	1 year	DAA-GRS-2014-0002-0009	New Item			
GRS 2.1	143	After employee enters on duty or is no longer a candidate	DAA-GRS-2014-0002-0010	New Item			
GRS 2.1	150	3 years	DAA-GRS-2014-0002-0021	GRS 1	33a	3 years	N1-GRS-86-1, item 34
<i>EPI hold remains until lifted by DOE</i>							
GRS 2.1	160	3 years	DAA-GRS-2014-0002-0022	GRS 1	33t	3 years	NC1-GRS-85-2, item 34p
GRS 2.1	170	3 years	DAA-GRS-2018-0008-0001	New Item			
GRS 2.1	171	2 years	DAA-GRS-2018-0008-0002	New Item			
GRS 2.1	180	1 year	DAA-GRS-2018-0008-0003	New Item			
Rescinded				GRS 1	7a1		NC1-GRS-82-11, item 1
				<i>N1-434-98-4, item 7a(1) (ADM 1.7a(1)) was an approved deviation to GRS 1.7a1 – See above</i>			
				GRS 1	7a2b	2 years	NC1-64-77-10, item 7a2b
				GRS 1	7c1	3 years / 2 years	NC1-64-77-10, item 7c1a
				GRS 1	7c2	Superseded/ Obsolete	NC1-64-77-10, item 7c1b
				GRS 1	11	Superseded/ Obsolete	NC1-64-77-10, item 11
				GRS 1	33d	Superseded/ Obsolete	NC1-GRS-85-2, item 34b
				GRS 1	33h	1 year	NC1-GRS-85-2, item 34f