

Request for Records Disposition Authority

Records Schedule Number DAA-0434-2020-0013

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 2.4: Employee Compensation and Benefits Records

Internal agency concurrences will be provided No

Background Information Records created or received while conducting payroll functions and while managing specific programs that offer employees monetary or other tangible benefits. Additionally, this schedule includes records needed to support various departmental Health Programs that require records to be maintained for an extended period of time (75 years to 250 years). See DOE/GRS 2.3 (Employee Relations Records) and DOE/GRS 2.7 (Employee Health and Safety Records) for other programs that provide intangible benefits, protections, or assistance to employees.

Most payroll is processed electronically, with payroll system input records both electronic and paper (paper is usually scanned into the system). This schedule covers only versions determined to be official payroll system records.

NOTE: Refer to GRS 2.4 for all other Employee Compensation and Benefits 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
10	0	10	0

GAO Approval

Outline of Records Schedule Items for DAA-0434-2020-0013

Sequence Number	
1	Employee Payroll Record for each Pay Period Disposition Authority Number: DAA-0434-2020-0013-0001
2	Workers Compensation (Personal Injury Compensation) Records Disposition Authority Number: DAA-0434-2020-0013-0002
3	Unemployment Compensation Records Disposition Authority Number: DAA-0434-2020-0013-0003
4	Employee Tuition Assistance Program Disposition Authority Number: DAA-0434-2020-0013-0004
5	Secure Electronic Records Transfer (SERT)
5.1	Claims data Disposition Authority Number: DAA-0434-2020-0013-0005
5.2	Claims support files Disposition Authority Number: DAA-0434-2020-0013-0006
6	Health Compensation Program
6.1	Claims Response Files (Individual Case Files) Disposition Authority Number: DAA-0434-2020-0013-0007
6.2	Working Files. Disposition Authority Number: DAA-0434-2020-0013-0008
6.3	Control Files Disposition Authority Number: DAA-0434-2020-0013-0009
6.4	Administrative Files Disposition Authority Number: DAA-0434-2020-0013-0010

Records Schedule Items

Sequence Number					
1	<p>Employee Payroll Record for each Pay Period</p> <p>Disposition Authority Number DAA-0434-2020-0013-0001</p> <p>Aggregate records documenting payroll disbursed in each pay period (pay-period batches of an agency's or contractors' entire payroll: base pay, additions to and deductions from pay, and leave balances of all civilian employees within an agency or employing entity. Note: Deviation from GRS 2.4, item 040 (legal citation 5 U.S.C. 8466), records are needed to support various departmental Health and Safety Programs that require records to be maintained for a longer period of time.</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 2.4, item 010</td> <td>Employee Payroll Record for each Pay Period</td> </tr> </tbody> </table> <p>GRS or Superseded Authority Citation N1-434-98-5 / 1/C N1-434-98-1 / 20/A/1 N1-434-98-1 / 20/A/2 DAA-GRS-2016-0015-0004</p> <p>Disposition Instruction</p> <p>Retention Period Destroy when 75 years old.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>	Manual Citation	Manual Title	DOE 2.4, item 010	Employee Payroll Record for each Pay Period
Manual Citation	Manual Title				
DOE 2.4, item 010	Employee Payroll Record for each Pay Period				
2	<p>Workers Compensation (Personal Injury Compensation) Records</p> <p>Disposition Authority Number DAA-0434-2020-0013-0002</p> <p>Case files on injuries employees sustain while performing their duties that result in lost time or death, whether or not the employee filed a workers'</p>				

compensation claim. Includes: • forms, reports, correspondence, claims • medical and investigatory records • administrative determinations or court rulings • payment records
 Exclusion 1: Copies filed in the Employee Medical Folder. (See DOE 2.7, item 020)
 Exclusion 2: Copies filed in Individual Employee Personal Injury Case File. (See DOE 2.7, item 110)
 Exclusion 3: Records created and maintained by the Department of Labor's Office of Workers' Compensation. Note: Deviation from GRS 2.4, item 100 and 101. Records are needed to support various departmental Health and Safety Programs that require records to be maintained for a longer period of time.

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 2.4, item 100	Workers Compensation (Personal Injury Compensation) Records

GRS or Superseded Authority Citation N1-434-98-4 / 31
N1-434-92-4 / 26

Disposition Instruction

Retention Period Destroy 250 years after compensation is terminated or when deadline for filing claims has passed.

Additional Information

GAO Approval Not Required

Unemployment Compensation Records

Disposition Authority Number DAA-0434-2020-0013-0003

Unemployment compensation records include, but are not limited to: • notification of termination • administrative review • any dispute hearings, correspondence • compensation enrollment forms • employment verification • employee depositions • computation of benefit amounts

Final Disposition Temporary

Item Status Active

3

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 2.4, item 110	Unemployment Compensation Records

GRS or Superseded Authority Citation **N1-434-98-4 / 54**

Disposition Instruction

Retention Period **Destroy 3 years after employee separates.**

Additional Information

GAO Approval **Not Required**

Employee Tuition Assistance Program

Disposition Authority Number **DAA-0434-2020-0013-0004**

Employee tuition assistance program reimbursement records for work related undergraduate, certificate, and graduate level courses taken at an accredited college, university or vocational school. Records include, but are not limited to: • original • signed tuition request forms • notification of grades • proofs of payments • related correspondence

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 2.4, item 120	Employee Tuition Assistance Program

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GRS or Superseded Authority Citation **N1-434-98-4 / 46**

Disposition Instruction

Retention Period **Destroy when 6 years old.**

Additional Information

GAO Approval **Not Required**

Secure Electronic Records Transfer (SERT)

The SERT system is the host for collecting and reviewing Energy Employee Occupational Illness and Compensation Act (EEOICPA) claims of employees and former employees of DOE. The SERT system access is shared with the U.S. Department of Labor (DOL) and the National Institute for Occupational Safety and Health (NIOSH). The system collects claimant requests and information needed to administer EEOICPA compensation claims, including information collected from DOL to establish the DOE employee case file. The Program information collected is used to identify the appropriate servicing DOL district office and/or the NIOSH office making the request. Claimant information is aggregated to support DOE business uses, such as statistical reporting for pending cases, overdue cases, number of claims, and timeliness of Program responses. Note: The documentation on the SERT system is scheduled under GRS 3.1, Item 011.

5.1

Claims data

Disposition Authority Number **DAA-0434-2020-0013-0005**

Claims data (metadata) include, but is not limited to: • SERT claim numbers • request dates • claimants' full names • social security numbers • dates of birth
Claims data is utilized in reviewing and processing claims, generating pending and overdue case reports and preparing claims and response metrics.

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 2.4, item 170	Secure Electronic Records Transfer (SERT) Claims data

5.2

GRS or Superseded Authority Citation **DAA-0434-2017-0003-0001**

Disposition Instruction

Retention Period **Destroy 15 years after program completion or discontinuation.**

Additional Information

GAO Approval **Not Required**

Claims support files

Disposition Authority Number **DAA-0434-2020-0013-0006**

Claims support files include, but are not limited to: • official requests forms • letters and other supporting documentation of claimant names, social security numbers and dates of birth • final DOE request responses issued to DOL and NIOSH

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 2.4, item 180	Secure Electronic Records Transfer (SERT) Claims support files

GRS or Superseded Authority Citation **DAA-0434-2017-0003-0002**

Disposition Instruction

Retention Period **Destroy 60 days after download by recipient.**

Additional Information

GAO Approval **Not Required**

Health Compensation Program

The Energy Employees Occupational Illness Compensation Program Act (EEOICPA) and the Radiation Exposure Compensation Act provide that the Department of Energy respond to requests received from employees or their

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6.1

survivors, or from Federal agencies, in support of employee compensation claims, to determine whether exposures have been a factor of illness.

Claims Response Files (Individual Case Files)

Disposition Authority Number **DAA-0434-2020-0013-0007**

The following records represent health compensation program Individual case file which include, but are not limited to: • compensation claim forms • notifications of resolution of claims • industrial hygiene records • medical records • payroll files • radiological files • training records • neutron dose reconstruction • employment records • employee position descriptions • employee work schedules • investigatory records relating to on-the-job injuries • individual health care records and other medical information that could be used to determine whether exposures may have been a factor in illness Note: Claim case files on individuals are maintained by the organization that is responsible for submitting the claim to the EEOICPA Office through either the Secure Electronic Records Transfer (SERT) system or another means.

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 2.4, item 130	Health Compensation Program Claims Response Files (Individual Case Files)

GRS or Superseded Authority Citation **DAA-0434-2013-0001-0001**

Disposition Instruction

Retention Period **Destroy when 250 years old.**

Additional Information

GAO Approval **Not Required**

6.2

Working Files.

Disposition Authority Number **DAA-0434-2020-0013-0008**

The following records represent health compensation program working files, maintained separately from the final response file, which may include, but are not limited to: • drafts • reference materials • file copies created and collected to process Health Compensation Programs claims and to prepare final response files

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 2.4, item 140	Health Compensation Program Working Files.

GRS or Superseded Authority Citation DAA-0434-2013-0001-0002

Disposition Instruction

Retention Period Destroy when 3 years old.

Additional Information

GAO Approval Not Required

Control Files

Disposition Authority Number DAA-0434-2020-0013-0009

The following represent health compensation program control working files which could include, but not limited to: • finding aids • procedures • logs • reports • databases • statistical summaries

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

6.3

6.4

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

Manual Citation	Manual Title
DOE 2.4, item 150	Health Compensation Program Control Files

GRS or Superseded Authority Citation **DAA-0434-2013-0001-0003**

Disposition Instruction

Retention Period **Destroy 15 years after program completion or discontinuation.**

Additional Information

GAO Approval **Not Required**

Administrative Files

Disposition Authority Number **DAA-0434-2020-0013-0010**

Program administrative records include, but are not limited to: • implementation • reporting Program performance • routine correspondence • administrative memoranda

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 2.4, item 160	Health Compensation Program Administrative Files

GRS or Superseded Authority Citation **DAA-0434-2013-0001-0004**

Disposition Instruction

Retention Period **Destroy when 3 years old.**

Additional Information

GAO Approval

Not Required

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
05/12/2021	Return to Submitter	Maria Levesque	Departmental Records Officer	OCIO - Records Management
05/20/2021	Certify	Maria Levesque	Departmental Records Officer	OCIO - Records Management
07/27/2022	Submit for Concurrence	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
07/30/2022	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/01/2022	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
08/03/2022	Approve	Debra Wall	Deputy Archivist	National Archives and Records Administration - ND Archives I Office

Department of Energy (DOE) 2.4: Employee Compensation and Benefits Records

DOE Records Disposition Schedules (RDS)							
New DOE 2.4				Old Authorities			
Schedule No.	Item No.	Retention	ERA Number/ Disposition Authority	Schedule No.	Item No.	Retention	Disposition Authority
Payroll							
DOE 2.4	010	75 years	DAA-0434-2020-0013-0001	GRS 2.1a was rescinded by NARA			
				GRS 2.1b initially cross-walked to GRS 2.4, item 040			
				ADM 2	1c	56 years	N1-434-98-5, item 1c
				Uranium Mill Tailings Remedial Action (UMTRA) Project		6 years 3 months	N1-434-98-1, item 20a(1) (in part)
						3 years	N1-434-98-1, item 20a(2) (in part)
DOE 2.4	020	250 years	DAA-GRS-2019-0004-0002	GRS 2.7 and GRS 2.8 cross-walked to GRS 2.4, 030, both in part			
DOE 2.4	025	10 years	DAA-GRS-2019-0004-0002	GRS 2.7 and GRS 2.8 cross-walked to GRS 2.4, 030, both in part			
DOE 2.4	030	10 years	DAA-GRS-2019-0004-0002	GRS 2.7 and GRS 2.8 cross-walked to GRS 2.4, 030, both in part			
<i>Remains under EPI Moratorium until DOE lifts the hold</i>							
Compensation and Benefits Administration Program Records							
DOE 2.4	100	250 years	DAA-0434-2020-0013-0002	ADM 1	31	75 years	N1-434-98-4, item 31 (in part)
				Las Vegas Contractor Schedule 1		75 years	N1-434-92-4, item 26 (in part)
DOE 2.4	110	3 years	DAA-0434-2020-0013-0003	ADM 1	54	3 years	N1-434-98-4, item 54
DOE 2.4	120	6 years	DAA-0434-2020-0013-0004	ADM 1	46	6 years 3 months	N1-434-98-4, item 46
DOE 2.4	170	250 years	DAA-0434-2020-0013-0005	Secure Electronic Records Transfer (SERT) System		75 years	DAA-0434-2017-0003-0001
DOE 2.4	180	3 years	DAA-0434-2020-0013-0006	Secure Electronic Records Transfer (SERT) System		3 years	DAA-0434-2017-0003-0002
DOE 2.4	130	15 years	DAA-0434-2020-0013-0007	Health Compensation Programs		15 years	DAA-0434-2013-0001-0001
DOE 2.4	140	3 years	DAA-0434-2020-0013-0008	Health Compensation Programs		3 years	DAA-0434-2013-0001-0002
DOE 2.4	150	15 years	DAA-0434-2020-0013-0009	Health Compensation Programs		3 years	DAA-0434-2013-0001-0003
DOE 2.4	160	60 days	DAA-0434-2020-0013-0010	Health Compensation Programs		3 years	DAA-0434-2013-0001-0004
DOE Schedules Disposition Schedules Cross-walked to the GRS							
GRS 2.4	010	3 years	DAA-GRS-2019-0004-0001	ADM 2	18	7 years	N1-434-98-5, item 18
GRS 2.4	080			ADM 1	51	3 years	N1-434-98-4, item 51

Department of Energy (DOE) 2.4: Employee Compensation and Benefits Records

DOE Records Disposition Schedules (RDS)							
New DOE 2.4				Old Authorities			
Schedule No.	Item No.	Retention	ERA Number/ Disposition Authority	Schedule No.	Item No.	Retention	Disposition Authority
		2 nd succeeding survey	DAA-GRS-2016-0015-0010	Las Vegas Contractor Schedule 1		2 nd succeeding survey	N1-434-92-4, item 8
GRS 2.4	110	Transfer to retirement system	--	Las Vegas Contractor Schedule 1		3 years	N1-434-92-4, item 28b(1)
GRS 2.4	111	1 year	DAA-GRS-2016-0015-0014	ADM 1	35a	75 years	N1-434-98-4, item 35a
				ADM 1	35b(2)	75 years	N1-434-98-4, item 35b(2)
				Las Vegas Contractor Schedule 1		3 years	N1-434-92-4, item 28a
						3 years	N1-434-92-4, item 28b(2)
GRS 2.4	140	3 years	DAA-GRS-2016-0015-0019	ADM 1	56	3 years	DAA-0434-2014-0002-0002
GRS 2.4	141	3 years	DAA-GRS-2016-0015-0020	ADM 1	57	3 years	DAA-0434-2014-0002-0001
Rescinded				Las Vegas Contractor Schedule 1		3 years	N1-434-92-4, Item 29

Epidemiological
Moratorium

General Record Schedules (GRS)							
New GRS 2.4				Old Authorities			
Schedule No.	Item No.	Retention	ERA Number/ Disposition Authority	Schedule No.	Item No.	Retention	Disposition Authority
GRS 2.4	010	3 years	DAA-GRS-2019-0004-0001	GRS 2	15a	3 years	N1-GRS-92-4, item 15a
				GRS 2	15b	3 years	N1-GRS-92-4, item 15b
				GRS 2	16	Superseded or employee separation	N1-GRS-92-4, item 16
				GRS 2	17	Superseded or employee separation	N1-GRS-92-4, item 17
				GRS 2	18	3 years	N1-GRS-92-4, item 18 N1-434-98-5, item 18 (ADM 2.18) was an approved deviation from the GRS
				GRS 2	23a	3 years	N1-GRS-92-4, item 23a
GRS 2.4	020	4 years	DAA-GRS-2016-0015-0002	GRS 2	13a	4 years	N1-GRS-92-4, item 13a
GRS 2.4	030	3 years	DAA-GRS-2019-0001-0002	GRS 2	6a	At end of the following pay period	N1-GRS-92-4, item 6a

Department of Energy (DOE) 2.4: Employee Compensation and Benefits 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 2.4				Old Authorities			
Schedule No.	Item No.	Retention	ERA Number/ Disposition Authority	Schedule No.	Item No.	Retention	Disposition Authority
				GRS 2	6b	3 years	N1-GRS-92-4, item 6a
				GRS 2	7	6 years	N1-GRS-92-4, item 7 (in part)
				GRS 2	8	6 years	N1-GRS-92-4, item 8 (in part)
<i>Utilize DOE 2.4, items 020, 025 or 030 for Time and Attendance Records</i>							
GRS 2.4	035	6 years	DAA-GRS-2018-0001-0001	New Item			
GRS 2.4	040	56 years	DAA-GRS-2016-0015-0004	GRS 2	1b	56 years	N1-GRS-92-4, item 1b
<i>Utilize DOE 2.4, item 010 for Employee Payroll Records for each pay period</i>							
GRS 2.4	050	4 years	DAA-GRS-2016-0015-0005	GRS 2	13b	4 years	N1-GRS-92-4, item 13b
				GRS 2	13c	4 years	N1-GRS-92-4, item 13c
GRS 2.4	060	2 years	DAA-GRS-2016-0015-0006	GRS 2	22a	No longer needed; no more than 2 years	N1-GRS-92-4, item 22a
				GRS 2	22b	2 years	N1-GRS-92-4, item 22b
				GRS 2	24	2 years	N1-GRS-92-4, item 24
GRS 2.4	061	3 years	DAA-GRS-2016-0015-0007	GRS 2	22c	3 years	N1-GRS-92-4, item 22c
GRS 2.4	070	3 years	DAA-GRS-2016-0015-0008	New Item			
GRS 2.4	071	1 year	DAA-GRS-2016-0015-0009	GRS 1	37	1 year	N1-GRS-92-5, item 1
GRS 2.4	080	2d succeeding survey	DAA-GRS-2016-0015-0010	GRS 1	38	2d succeeding survey	Authority not known
GRS 2.4	090	3 years	DAA-GRS-2016-0015-0011	GRS 1	41	3 years	N1-GRS-96-2
<i>Contractors utilize DOE 2.2, item 030 Contractor Employee Personnel File for employment agreements, recruitment, relocation, employee awards, and retention incentive packages.</i>							
GRS 2.4	100	3 years	DAA-GRS-2016-0015-0012	GRS 1	31	3 years	N1-GRS-86-4, item 32
GRS 2.4	101	15 years	DAA-GRS-2016-0015-0013	New Item			
<i>Utilize DOE 2.4, item 100 for Workers Compensation (personal injury compensation) records or DOE 2.7, item 110 for Individual Employee Occupational Illness/Injury Case files.</i>							
GRS 2.4	110	Filing instructions	None	Rescind			N1-GRS-88-2, item 1b1
GRS 2.4	111	1 year	DAA-GRS-2016-0015-0014	GRS 1	35a	3 years	N1-GRS-88-2, item 1a N1-434-98-4, item 35a was an approved deviation from the GRS
				GRS 1	35b2	3 years	N1-GRS-88-2, item 1b2 N1-434-98-4, item 35b(2) was an approved deviation from the GRS
GRS 2.4	120	3 years	DAA-GRS-2016-0015-0015	New Item			

Department of Energy (DOE) 2.4: Employee Compensation and Benefits 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 2.4				Old Authorities			
Schedule No.	Item No.	Retention	ERA Number/ Disposition Authority	Schedule No.	Item No.	Retention	Disposition Authority
GRS 2.4	121	2 years	DAA-GRS-2016-0015-0016	New Item			
GRS 2.4	130	3 years	DAA-GRS-2016-0015-0017	GRS 9	7	3 years	N1-GRS-97-2, item 7 (in part)
GRS 2.4	131	2 years	DAA-GRS-2016-0015-0018	GRS 9	7	3 years	N1-GRS-97-2, item 7 (in part)
GRS 2.4	140	3 years	DAA-GRS-2016-0015-0019	New Item			
GRS 2.4	141	3 years	DAA-GRS-2016-0015-0020	New Item			
Rescinded				GRS 1	35b1	--	N1-GRS-88-2, item 1b1
				GRS 2	1a	Update elements	N1-GRS-92-4, item 1a *See DOE 2.4, item 010
				GRS 2	2	15 years	N1-GRS-92-4, item 2
				GRS 2	14a	Superseded or employee separation	N1-GRS-92-4, item 14a
				GRS 2	14b	4 months	N1-GRS-92-4, item 14b
				GRS 2	14c	4 months	N1-GRS-92-4, item 14c
				GRS 2	23b	1 month	N1-GRS-92-4, item 23b