

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0434-2020-0014

Status: APPROVED
Date Approved: 06/12/2024

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	Employee Training Records
Additional Schedule Information	<p>Records documenting design, development, and implementation of employee training. Records includes both administrative and mission related training. This schedule includes documentation of employee training provided from internal or external vendors, DOE, or other agencies; and is applicable to Federal and contractor employees.</p> <p>Records about planning, assessing, managing, evaluating and other course related records for mission related training, which includes hazardous, environmental and safety training. These records include, but are not limited to:</p> <ul style="list-style-type: none">• correspondence, procedures, plans, reports and program evaluations on the overall Training Program, regardless if mission or non-mission• organizational and occupational need assessments• employee skill assessments• employee training statistics• notices about training opportunities, schedules or courses• mandatory training tracking and reporting files <p>NOTE: Refer to GRS 2.6 for all other Employee Training records not addressed in this schedule.</p>
Is There a Classified Version of This Schedule?	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: 0

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Outline of Records Schedule Items for DAA-0434-2020-0014

Item #	Title	Disposition
0001	Individual Mission Related Employee Training Records (Federal and Contractor)	Temporary
0002	Mission Related Training Material (All Other Training Material)	Temporary

National Archives and Records Administration
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Records Schedule Items

DAA-0434-2020-0014-0001	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Individual Mission Related Employee Training Records (Federal and Contractor)
Item Description	<p>Records documenting individual employees mission related training, including hazardous, environmental and safety. Records include but are not limited to:</p> <ul style="list-style-type: none"> • Completion certificates or certification documents • on-the-job training checklist completed during qualification, including the results of final written examination used for qualification or certification • records of oral examinations given for qualifications or certification • simulator/operational evaluation records • reports of exemptions to these documents • checklists completed for recertification, including the results of examinations and records or oral examinations given for recertification • results of medical examinations (only pass/fail and restrictions); balance of results are to be retained in the medical file • attendance/completion records of training courses or sessions <p>Note 1: GRS 2.6, Item 030 excludes academic transcripts, professional licenses, civil service exams, or documentation of mission-related training.</p> <p>Note 2: Individual training records are needed longer to support various departmental Health and Safety Programs that require records to be maintained for a longer period of time.</p>
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
MANUAL CITATION	
Agency Code	DOE 2.6, Item 010
Manual Title	Individual Mission Related Employee Training Records (Federal and Contractor)
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	

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Does this item supersede existing disposition authorities?	Yes	
Superseded Items		
Superseded Item	Item Superseded in Part?	Explanation
N1-434-88-001 / 1/A (in part)	Yes	Covers only those records related to training.
N1-434-92-004 / 24/A/1 (in part)	Yes	Covers only those records related to training including testing or examinations.
N1-434-98-004 / 29/B (in part)	Yes	Covers only those records related to employee participation in training.
N1-434-88-001 / 1/B	No	
N1-434-88-001 / 1/C	No	
N1-434-88-001 / 2	No	
N1-434-92-004 / 24/A/2	No	
N1-434-92-004 / 24/A/3	No	
N1-434-92-004 / 24/B/1	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Retention Period	Other: Destroy 250 years after employee separation or transfer.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

DAA-0434-2020-0014-0002	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Mission Related Training Material (All Other Training Material)

National Archives and Records Administration
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Item Description	All other mission related training materials including course training aids; descriptions of course content; examination banks; examination cover sheets; attendance rosters; documentation of required performance items and, course lesson plans. Contract employee individual folders including correspondence, memoranda, agreements, authorizations, reports, requirement reviews, plans, and objectives relating to the establishment and operation of training courses. Employee training correspondence, memoranda, reports, and other records relating to the availability of training and employee participation in training programs sponsored by other government agencies or non-government institutions.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	DOE 2.6, item 025	
Manual Title	Mission Related Training Materials	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-434-88-001 / 3/A	No	
N1-434-89-012 / 9/A	No	
N1-434-89-012 / 9/B	No	
N1-434-98-001 / 20/B (in part)	Yes	Supersedes only those records related to subcontractor health and safety training.
N1-434-98-004 / 29/B	No	
DAA-0434-2015-0003-0002	No	
N1-434-92-004 / 24/B/2	No	
N1-434-88-001 / 5	No	
N1-434-88-001 / 6	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Retention Period	Other: Destroy 75 years after superseded/obsolete.	
ADDITIONAL INFORMATION		

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Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

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Signatory Information

Action	User	Date
Accept	Data Migration	05/20/2021
Approve	Colleen Shogan	06/12/2024

DEPARTMENT OF ENERGY (DOE) 2.6: Employee Training Records

DOE Records Disposition Schedules (RDS)							
New DOE 2.6				Old Authorities			
Schedule No.	Item No.	Retention	ERA Number/ Disposition Authority	Schedule No.	Item No.	Retention	Disposition Authority
DOE 2.6	010	250 years	DAA-0434-2020-0014-0001 - Pending NARA approval	ADM 1	29b	75 years	N1-434-98-4, item 29b (in part)
				ADM 1	29.1a(1)	4 years	N1-434-88-1, item 1a (in part)
				ADM 1	29.1a(2)	4 years	N1-434-88-1, item 1b (in part)
				ADM 1	29.1a(3)	4 years	N1-434-88-1, item 1c (in part)
				ADM 1	29.1a(4)	4 years	N1-434-88-1, item 1d (in part)
				ADM 1	29.1b	75 years	N1-434-88-1, item 2 (in part)
				Las Vegas Contractor Schedule 1		4 years	N1-434-92-4, item 24a(1) (in part)
						4 years	N1-434-92-4, item 24a(2) (in part)
						4 years	N1-434-92-4, item 24a(3) (in part)
						4 years	N1-434-92-4, item 24a(4) (in part)
						75 years	N1-434-92-4, item 24b(1) (in part)
<i>Remains under EPI Moratorium until DOE lifts the hold</i>							
DOE 2.6	015	10 years	DAA-GRS-2016-0014-0002 and DAA-GRS-2016-0014-0003	ADM 1	29b	75 years	N1-434-98-4, item 29b (in part)
				ADM 1	50	Superseded	N1-434-98-4, item 50 (in part)
<i>Remains under EPI Moratorium until DOE lifts the hold</i>							
DOE 2.6	016	10 years	DAA-GRS-2016-0014-0002 and DAA-GRS-2016-0014-0003	ADM 1	29b	75 years	N1-434-98-4, item 29b (in part)
				ADM 1	29.1a(1)	4 years	N1-434-88-1, item 1a (in part)
				ADM 1	29.1a(2)	4 years	N1-434-88-1, item 1b (in part)
				ADM 1	29.1a(3)	4 years	N1-434-88-1, item 1c (in part)
				ADM 1	29.1a(4)	4 years	N1-434-88-1, item 1d (in part)
				ADM 1	29.1b	75 years	N1-434-88-1, item 2 (in part)
				ADM 1	50	Superseded	N1-434-98-4, item 50 (in part)
				Las Vegas Contractor Schedule 1		4 years	N1-434-92-4, item 24a(1) (in part)
						4 years	N1-434-92-4, item 24a(2) (in part)
						4 years	N1-434-92-4, item 24a(3) (in part)
						4 years	N1-434-92-4, item 24a(4) (in part)
		75 years	N1-434-92-4, item 24b(1) (in part)				

DEPARTMENT OF ENERGY (DOE) 2.6: Employee Training Records

DOE Records Disposition Schedules (RDS)							
New DOE 2.6				Old Authorities			
Schedule No.	Item No.	Retention	ERA Number/ Disposition Authority	Schedule No.	Item No.	Retention	Disposition Authority
<i>Remains under EPI Moratorium until DOE lifts the hold</i>							
DOE 2.6	025	75 years	DAA-0434-2020-0014-0002 - Pending NARA approval	ADM 1	29b	75 years	N1-434-98-4, item 29b (in part)
				ADM 1	29.2a(1)	75 years	N1-434-88-1, item 3a
				ADM 1	29.2a(2)	75 years	No SF115 found
				ADM 1	29.2c	2 years	N1-434-88-1, item 5 (in part)
				ADM 1	29.2d	Superseded or obsolete	N1-434-88-1, item 6 (in part)
				Las Vegas Contractor Schedule 1		5 years	N1-434-92-4, item 24b(2) (in part)
				Uranium Mill Tailings Remedial Action (UMTRA) Project		After verification 75 years	N1-434-89-12, item 9a N1-434-89-12, item 9b
				Uranium Mill Tailings Remedial Action (UMTRA) Project		75 years	N1-434-98-1, item 20b (in part)
				Web-Based Training and Tracking System (WTTTS)		Superseded or obsolete	DAA-0434-2015-0003-0002 (in part) Mission related
<i>Remains under EPI Moratorium until DOE lifts the hold</i>							
DOE 2.6	030	Consolidate with DOE 2.6, item 010	None; filing instruction only	ADM 18	35.1a	5 years	N1-434-98-21, item 35.1a
				Cost-type Contract		5 years	NN-170-57, item 4
				Uranium Mill Tailings Remedial Action (UMTRA) Project		5 years 2 years	N1-434-98-1, item 2a (in part) N1-434-98-1, item 2b (in part)
<i>Remains under EPI Moratorium until DOE lifts the hold</i>							
DOE Records Disposition Schedules Cross-walked to the GRS							
GRS 2.6	010	3 years	DAA-GRS-2016-0014-0001	ADM 1	29.2a(3)	2 years	N1-434-88-1, Item 3b
				ADM 1	29.2b	Superseded or obsolete	N1-434-88-1, item 4
				ADM 1	29.2c	2 years	N1-434-88-1, item 5 (in part)
				ADM 1	29.2d	Superseded or obsolete	N1-434-88-1, item 6 (in part)
				Web-Based Training and Tracking System (WTTTS)		Superseded or obsolete	DAA-0434-2015-0003-0002 (in part) Administrative only
				Las Vegas Contractor Schedule 1		5 years	N1-434-92-4, item 24b(2) (in part)
						5 years	N1-434-98-1, item 2a (in part)

DEPARTMENT OF ENERGY (DOE) 2.6: Employee Training Records

DOE Records Disposition Schedules (RDS)							
New DOE 2.6				Old Authorities			
Schedule No.	Item No.	Retention	ERA Number/Disposition Authority	Schedule No.	Item No.	Retention	Disposition Authority
				Uranium Mill Tailings Remedial Action (UMTRA) Project		5 years	N1-434-98-1, item 2b (in part)
Rescinded				Uranium Mill Tailings Remedial Action (UMTRA) Project		Non-record; destroy when superseded or obsolete.	N1-434-98-1, item 2c

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 2.6				Old Authorities			
Schedule No.	Item No.	Retention	ERA Number/Disposition Authority	Schedule No.	Item No.	Retention	Disposition Authority
GRS 2.6	010	3 years	DAA-GRS-2016-0014-0001	GRS 1	29a1	5 years	NC1-64-77-10, item 30b1
				GRS 1	29a2	3 years	NC1-64-77-10, item 30b2
				GRS 1	29b	5 years	NC1-64-77-10, item 30c (in part)
							N1-434-98-4, item 29b (ADM 1.29b) was an approved deviation from the GRS
				GRS 21	3	1 year	NC1-GRS-81-9, item I-3
							N1-434-98-23, item 3 (ADM 21.3a) is a deviation from the GRS with a permanent retention
				GRS 21	9	1 year	NC1-GRS-81-9, item III-1
				GRS 21	14	1 year	NC1-GRS-81-9, item IV-1
			NC1-GRS-81-9, item IV-4				
							N1-434-98-23, item 17b (ADM 21.17b) is a deviation from the GRS with a permanent retention
<i>Remains under EPI Moratorium until DOE lifts the hold. Utilize DOE 2.6, item 020 for training content related to Mission Related Employee Training Program Records (including Hazardous, Environmental and Safety Training)</i>							
GRS 2.6	020	6 years	DAA-GRS-2016-0014-0002	GRS 25	8a	6 years	N1-GRS-01-1, item 8a
				GRS 25	8b	6 years	N1-GRS-01-1, item 8b
<i>Utilize DOE 2.6, item 015 for Individual Administrative and Ethics Training (excludes Mission Related Training) (Federal) and DOE 2.6, item 016 for Individual Administrative Ethics Training (excludes) Mission Related Training) (Contractors)</i>							
GRS 2.6	030	3 years or 1 year	DAA-GRS-2016-0014-0003	GRS 1	29b	5 years	NC1-64-77-10, item 30c (in part)

DEPARTMENT OF ENERGY (DOE) 2.6: Employee Training 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 2.6				Old Authorities			
Schedule No.	Item No.	Retention	ERA Number/ Disposition Authority	Schedule No.	Item No.	Retention	Disposition Authority
							<i>N1-434-98-4, item 29b (ADM 1.29b) was an approved deviation from the GRS</i>
<i>Utilize DOE 2.6, item 015 for Individual Administrative and Ethics Training (excludes Mission Related Training) (Federal) and DOE 2.6, item 016 for Individual Administrative Ethics Training (excludes) Mission Related Training) (Contractors)</i>							
GRS 2.6	040	No longer needed <i>DOE Business Use: 3 years</i>	DAA-GRS-2016-0014-0004				New item
GRS 2.6	041	Upon certification or 1 year	DAA-GRS-2016-0014-0005				New item