

## DOE Administrative Records Schedules Changes

Last revised: 4/26/2008

Date	DOE Admin Schedule	Item(s)	Change	Authorizing Document
3/02/07	1	10b, 24, 27, 42a-c	Added items for Form I-9 (GRS 1, Item 10b), reasonable accommodation records (GRS 1, Item 24), alternative dispute resolution records (GRS 1, item 27), and alternative worksite records (GRS 1, Item 42). Added item numbers for N1 citations.	GRS Transmittal No. 11, 12/31/03; GRS Transmittal No. 12, 7/14/04; GRS 1 Item 42
6/14/07	1	11	Second sentence in NOTE deleted.	
6/14/07	1	12	Moved the NOTE for 12a to the series title.	GRS 1, item 12
6/14/07	1	21	Inserted the "see note" and the disposition authority for the series title.	N1-343-98-4, item 21 and GRS 1, item 21
6/14/07	1	21c	Changed the series description to conform to the GRS. Added the note.	GRS 1, item 21c
6/14/07	1	21.2	Inserted the disposition authority for the series title.	N1-430-76-9, item 5
6/14/07	1	21.3g(2)	Added (See item...) Changed disposition authority to NCI-430-76-9, item 7b.	NCI-430-76-9, item 7b
6/14/07	1	21.4.1	Added Bioassay schedules....	NCI-430-76-9, item 4b(5)(c)
6/14/07	1	23	Added "see note" and note after 23b(4).	GRS 1, item 23
6/14/07	1	23a(3)(b)	Deleted "...or when no longer needed, whichever is sooner."	GRS 1, item 23a(3)(b)
6/14/07	1	23b(2)(b)	Deleted "...or when no longer needed, whichever is sooner."	GRS 1, item 23b(2)(b)
6/14/07	1	23b(4)	Deleted "...or when no longer needed, whichever is sooner."	GRS 1, item 23b(4)
6/14/07	1	29.1(4)	Deleted "NOTE: Any other types of results are to be" and inserted "balance of results."	N1-434-88-1, item 1
6/14/07	1	29.2a(2)&(3)	Unclear where authority for (2) is from and relationship to (3)	Researching
6/14/07	1	30	NARA gave agencies a range of from 4 – 7 years to choose from. DOE picked 4 years.	GRS 1, item 30
6/14/07	1	36	Added disposition authority for the series description.	GRS 1, item 36
6/14/07	1	36e(2)	Researching disposition authority. GRS is for applicants not accepted for employment.	GRS 1, item 36e(2) Researching
6/14/07	1	36 Note	Changed GRS to ADM and deleted "between" and "and 7."	GRS 1, item 36

6/14/07	1	42.1	Deleted entire item. Series was superseded by GRS 1, item 24	GRS 1, item 24
6/05/07	6	12	Changed citation to GRS 6, Item 12.	GRS 6, item 12
3/02/07	3	18	Added GRS 3, item 18, FAIR Act Records. Added item numbers for N1 citations.	GRS Transmittal No. 16, 3/27/06
6/05/07	5	Introduction	Removed third paragraph.	Redundant. Not agency specific.
6/08/07	9	5c	"Notes" Second note deleted as it does not pertain to DOE.	N/A
6/08/07	9	8	Changed citation to GRS 9, item 8.	N/A
6/08/07	9	8b	Changed wording.	N/A
6/08/07	12	3	Added "NOTE"	GRS 12, item 3
6/08/07	12	3.1	Descriptive language changes to reflect N1-434-98-15, item 3.1	N1-434-98-15
6/08/07	12	7	Title change to reflect GRS 12, item 7	GRS 12, item 7
6/08/07	12	4	Added Item 4, changed from "reserved."	
6/01/07	14	Intro	Added N1 citation at the end.	N/A
6/01/07	16	Intro	Added N1 citation at end of Introduction.	N/A
6/14/07	16	2	Dispositions changed to reflect GRS.	GRS 16, item 2
6/14/07	16	7	Changed disposition to reflect GRS.	GRS 16, item 7
6/14/07	16	8b(1.1)	Changed CFR citation to 41 CFR Section 101-6.1003	N/A
6/14/07	16	10b	Changed disposition to conform to the GRS.	GRS 16, item 10.b
6/14/07	16	13	Added reference to the note in the series title.	GRS 16, item 13
3/28/07	16	13.b	Deleted N1 Citation.	N/A
6/01/07	16	14d, 14f	Added "see note".	N/A
6/04/07	17	Intro	In 2 <sup>nd</sup> paragraph, removed "and architectural and engineering drawings created before Jan 1, 1921."  In 3 <sup>rd</sup> paragraph, added "this schedule."  4 <sup>th</sup> and 5 <sup>th</sup> paragraph, removed references to DOERS.  6 <sup>th</sup> paragraph, removed "Records may be either..."  8 <sup>th</sup> paragraph, removed "criteria	N/A

			for selection...”, “However, any records created prior to Jan 1, 1921.”  Moved “Those records which pertain to or are developed during the construction process.” To the end of “Final Working Drawings.”  Included N1, NCI and DOERS citations at end of Introduction.	
6/14/07	17	1	Added “for revision.” to the disposition instructions.	GRS 17,item 1
6/14/07	17	2	Withdrawn	Per NARA vertical and oblique aerial photography may be permanently valuable. (NARA e-mail 4/11/07)
6/14/07	17	6b	Changed the series description to conform to the GRS.	GRS 17, item 6
6/14/07	17	7	Deleted architectural models and reserved this item.	Models are non-records.
6/14/07	17	11	Deleted electronic mail and word processing applications and reserved this item.	Electronic mail and word processing applications added as item 33.
6/14/07	17	12n	Changed the disposition authority citation to NC1-430-76-4(n)	
3/28/07	17	19	Deleted the letter “a”.	II-NNA-310(7)
6/04/07	17	21	Added parenthetical phrase “See operators’ reports...” in the description of the series.	N/A
3/28/07	17	21e	Added (1) and (2).	N/A
6/14/07	17	24c & d	Changed disposition authority to II NNA-1735, 3C and 3D	II NNA-1735, 3C and 3D
6/04/07	17	24(f)	Retention changed to 1 year.	IINNA-2257 (15), 2-11f
6/14/07	17	25	Deleted the letter “a”.	N/A
6/14/07	17	27	Deleted the letter “a”.	N/A
6/14/07	17	29	Edited series description to agree with II NNA-716(2).	II NNA-716(2)
6/14/07	17	30b	Series description changed in keeping with descriptions of permanent records in the Introduction.	N/A
6/14/07	17	31d	Series description changed in keeping with descriptions of permanent records in the Introduction.	N/A
6/14/07	17	31e	Withdrawn. See 31.1 below.	N/A

6/04/07	17	31.1	Added based on DOERS 1324.2A 14, item 5	N/A
3/28/07	17	32	Changed to "(Reference for nuclear facilities: ANSI/ASME NQA-1-1994 Edition.)"	N/A
6/04/07	17	32b(4)	Series description and disposition changed in keeping with DOER 14-6b(4)	DOER 14-6b(4)
6/04/07	18	Intro	Added "Retirement of non-current records to inactive storage...." at end. Added N1 citation.	N/A
6/04/07	18	"Classified Information"	Moved "Retirement of non-current records to inactive storage...." to the Introduction.	N/A
6/14/07	18	1c	Removed citation N1-434-98-21 and reworded to match the GRS.	GRS 18, item 1c
6/04/07	18	6	Removed instructions "place in inactive file...." and cutoff instructions.	N/A
6/14/07	18	2, 3, and 4	NI-434-89-3 was an exception to the GRS. However it was rescinded in 1995 and items reverted back to the GRS..	Numbered memo 95-42
6/14/07	18	5	Added note from the GRS.	GRS 18, item 5
6/14/07	18	6	Reverted to GRS disposition language.	GRS 18, item 6
6/04/07	18	"Protection Program Records" Heading	Changed wording in the description.	N/A
6/14/07	18	8.8	Edited the series description for clarity.	N/A
6/04/07	18	11	Added EPI. Changed retention to 2 years.	E-mail from Roger Anders 5/3/07.
6/04/07	18	16a	Revised the series description to conform to the GRS. Removed inactive file and cutoff instructions.	GRS 18, item 16a
6/14/07	18	17.1	Changed the disposition authority to N1-434-98-21.	N1-434-98-21
6/14/07	18	22	Changed the disposition authority to N1-434-03-1. Deleted note following 22a per numbered memo 07-03.	N1-434-03-1 and RM 07-03.
6/14/07	18	24	Removed the GRS citation. This is instructional information only,	N/A
3/28/07	18	25	Changed citation to GRS 18, Item 25.	N/A
6/04/07	18	35	The disposition instructions are unclear. Item requires further investigation.	N/A

6/14/07	18	36.1	Changed disposition authority to N1-434-98-21.	N1-434-98-21
6/14/07	18	42.1	Changed disposition authorities for 42.1b and 42.1c	N1-434-98-21
6/14/07	18	48	Changed title to conform to NCI-430-76-7	
6/14/07	18	50	Changed title and description to conform to DOERS 5, item 2.	DOERS 5, item 2.
6/14/07	18	51	Changed title and description to conform to DOERS 5, item 3.	DOERS 5, item 3.
6/14/07	18	52	Added N1-434-98-21 for the series description and sub-item c.	N1-434-98-21
6/14/07	18	56	Changed disposition authority to N1-434-98-21.	N1-434-98-21
4/17/08	20	2, 3, 3.1, 11, and 16	Revised items 2, 3, and 11. Added items 3.1 and 16.	GRS 20, Transmittal memo no. 7 from NARA on 3/28/2008.
6/08/07	20	1.a, 3.b(1), 3.b(3), 5, 6, 7, 9, 12.a, and 12.b	Changed "record custodian" to "agency" in the disposition.	N/A
6/08/07	20	2.a, and 3.b	Added "NARA-approved," before "Departmental."	N/A
6/08/07	20	5	In the description of records and (1) of the note and Item 4 note: deleted "without" and inserted "before securing NARA."	N/A
6/08/07	20	8	In the description of the records, changed "records custodian" to "agency."	N/A
6/08/07	20	10 and 11.a	In the description of the records, deleted "this schedule" and inserted "an ADM item."	N/A
6/08/07	21	Introduction	In the 4 <sup>th</sup> paragraph, deleted "Copies are available..." and inserted the web citation. Deleted the last paragraph.	N/A
6/08/07	21	2	Added "or when superseded or obsolete, whichever is later" to conform to GRS	GRS 21
6/08/07	21	4	Changed the item number to 3.1 (this is a non-record series). Added a new item 4 and reserved it per GRS.	GRS 21
6/08/07	21	10	Changed the item number to 9.3 (this is a non-record series). Added a new item 10 and reserved it per the GRS.	GRS 21
6/08/07	21	13	Changed the item number to 12.2 (this is a non-record series) Added a new item 10 and reserved it per the GRS.	GRS 21
6/08/07	21	15	Changed the item number to 14.1 (this is a non-record series). Added a new item 15 and reserved it per the GRS.	GRS 21

6/08/07	21	19	Changed the series title and disposition to conform to GRS.	GRS 21
6/08/07	21	21	Changed the item number to 20.2 (this is a non-record series). Added a new item 21 and reserved it per the GRS.	GRS 21
6/08/07	21	25	Changed the item number to 24.1 (this is a non-record series). Added a new item 25 and reserved it per the GRS.	GRS 21
6/08/07	21	27	Changed the item number to 26.1 (this is a non-record series). Added a new item 27 and reserved it per the GRS.	GRS 21
6/08/07	22	Section 1	Was approved by NARA 6/22/00	See approval 6/22/00.
6/08/07	22	Section 2	The last sentence in the introduction was changed to read "Although this schedule is applicable to records located at Headquarters and in Field offices, it is likely PERMANENT records may be found only in Headquarters."	N/A
6/08/07	22	7	Added 7b(2) to conform to SF 115.	N1-434-00-1
9/22/05	23	7	Added additional examples of Transitory Records. Changed disposition of "Destroy when 3 months old" to "Destroy immediately, or when no longer needed for reference, or according to a predetermined schedule or business rule (e.g. implementing the auto delete feature of "live" electronic mail systems.)"	GRS Transmittal No. 15, 9/14/05
<b>EPI Moratorium Markings</b>				
4/09/07	17	12(a)2 thru 12 r	Deleted EPI Citations.	E-mail from HSS, 4/06/07
6/14/07	18	11	Added EPI	E-mail from HSS, 5/3/07
3/02/07	2	1a, 1b	Added EPI citations.	E-mail from HSS, 2/26/07
3/02/07	1	20.1a, 21.3a (3), 33a, 33f	Added EPI citations.	E-mail from HSS, 2/23/07