

## File Plan for Office of Technical Support and Asset Management

Category	Title and Description	Rule Description	Arrangement	Authority	Event Base
ADM 01-08-[OLM]	PERSONNEL RECORDS Interview Records. <i>Correspondence, reports, and other records relating to interviews with employees.</i>	CUTOFF FILE AFTER EMPLOYEE SEPARATES FROM SERVICE OR TRANSFERS TO ANOTHER AGENCY. DESTROY 6 MONTHS AFTER CUTOFF.	INTERVIEW QUESTIONNAIRE FOR POTENTIAL EMPLOYEES. ARRANGED BY JOB AND THEN ALPHABETICALLY BY INTERVIEWEE.	DOE ADM 1.8	Y
ADM 01-18-A-[OLM]	PERSONNEL RECORDS Supervisors' Personnel Files and Duplicates of Formal Personnel Files. Supervisors' Personnel Files. <i>Correspondence, forms, and other records relating to positions, authorizations, pending actions, position descriptions, requests for personnel action, and records on individual employees duplicated in or not appropriate for the formal personnel file.</i>	REVIEW ANNUALLY AND DESTROY SUPERSEDED OR OBSOLETE DOCUMENTS, OR DESTROY FILE RELATING TO AN EMPLOYEE WITHIN 1 YEAR AFTER SEPARATION OR TRANSFER.	ARRANGED ALPHABETICALLY BY EMPLOYEE. UPON SEPARATION/TRANSFER OF EMPLOYEE TURN FILE OVER TO HUMAN RESOURCES FOR DESTRUCTION.	DOE ADM 1.18a	Y
ADM 01-25-G-[OLM]	PERSONNEL RECORDS Equal Employment Opportunity (EEO) Records. EEO General Files. [SPECIAL EMPHASIS PROGRAM RECORDS & GENERAL FILES] <i>General correspondence and copies of regulations with related records pertaining to the Civil Rights Act of 1964, the EEO Act of 1972, and any pertinent later legislation, and agency EEO Committee meeting records, including minutes and reports.</i>	CUTOFF FILE AT FISCAL YEAR. DESTROY 3 YEARS AFTER CUTOFF.	ARRANGED BY SUBJECT. DIVERSITY COUNCIL/EEO SPECIAL EMPHASIS RECORDS. TURNOVER TO NEW PROGRAM MANAGER UPON COMPLETION OF TERM. FORMALLY FILE CODES 1600 (REPORTS); AND 3291 (REPORTS).	DOE ADM 1.25g	N
ADM 01-29.2-A3-OLM	PERSONNEL RECORDS Administrative Training Records. <i>a. Administrative training records such as description of course content, examination banks, examination cover sheets, content, attendance rosters, documentation of required performance items and course lesson plans. (3) For all other courses.</i>	CUTOFF AFTER LAST SESSION. DESTROY 2 YEARS AFTER CUTOFF.	ARRANGED BY SUBJECT.	DOE ADM 1.29.2a(3)	Y
ADM 01-31-[OLM]	PERSONNEL RECORDS Personal Injury Files. [ACCIDENT/INJURY INVESTIGATION FILES] <i>Forms, reports, correspondence, and related medical and investigatory records relating to on-the-job injuries, whether or not a claim for compensation was made, EXCLUDING copies filed in the Employee Medical Folder and copies submitted to the Department of Labor.</i>	CUTOFF ON THE TERMINATION OF COMPENSATION OR WHEN DEADLINE FOR FILING A CLAIM HAS PASSED. DESTROY 75 YEARS AFTER CUTOFF.	ARRANGED ALPHABETICALLY.	DOE ADM 1.31	Y

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ADM 18-01-C-[OLM]	SECURITY, EMERGENCY PLANNING & SAFETY RECORDS Classified Documents Administrative Correspondence [CORRESPONDENCE FILES NOT FOUND ELSEWHERE] <i>Correspondence files pertaining to the administration of security classification, control and accounting for classified documents, not covered elsewhere in this section.</i>	CUTOFF FILE AT FISCAL YEAR. DESTROY 2 YEARS AFTER CUTOFF.	ARRANGED CHRONOLOGICALLY.	DOE ADM 18.1c	N
ADM 18-02-[OLM]	SECURITY, EMERGENCY PLANNING & SAFETY RECORDS Document Receipt Files. <i>Records documenting the receipt and issuance of classified documents.</i>	CUTOFF FILE AT FISCAL YEAR. DESTROY 2 YEARS AFTER CUTOFF.	ARRANGED CHRONOLOGICALLY.	DOE ADM 18.2	N
ADM 18-03-[OLM]	SECURITY, EMERGENCY PLANNING & SAFETY RECORDS Destruction Certificate Files. <i>Certificates relating to the destruction of classified documents.</i>	CUTOFF FILE AT FISCAL YEAR. DESTROY 2 YEARS AFTER CUTOFF.	THESE CERTIFICATES COVER DESTRUCTION OF ALL CLASSIFIED DOCUMENTS - RECORD OR NON-RECORD. A SEPARATE RECORDS DESTRUCTION AUTHORIZATION/CERTIFICATE IS REQUIRED FOR CLASSIFIED RECORDS DESTROYED AND THIS	DOE ADM 18.3	N
ADM 18-04-[OLM]	SECURITY, EMERGENCY PLANNING & SAFETY RECORDS Classified Document Inventory Files. <i>FORMS, LEDGERS, OR REGISTER USED TO SHOW IDENTITY, INTERNAL ROUTING, AND FINAL DISPOSITION MADE OF CLASSIFIED DOCUMENTS, BUT EXCLUSIVE OF CLASSIFIED DOCUMENT RECEIPTS AND DESTRUCTION CERTIFICATES AND DOCUMENTS RELATING TO TOP SECRET MATERIAL COVERED ELSEWHERE IN THIS SCHEDULE.</i>	CUTOFF FILE AT FISCAL YEAR. DESTROY 2 YEARS AFTER CUTOFF.	Arranged Chronologically.	DOE ADM 18.4	N
ADM 18-07-B-[OLM]	SECURITY, EMERGENCY PLANNING & SAFETY RECORDS Classified Document Container Security Files. [FORMS PLACED ON SAFES, CABINETS, VAULTS] <i>Forms containing security classified documents that record opening, closing, and routine checking of the security of the container, such as locking doors and windows; and activating alarms. Included are such forms as SF 701, Activity Security Checklist, and SF 702, Security Container Check Sheet.</i>	CUTOFF AFTER LAST ENTRY ON THE FORM. DESTROY END OF FISCAL YEAR AND AFTER 3 CALENDAR MONTHS.	ARRANGED CHRONOLOGICALLY.	DOE ADM 18.7b	Y
ADM 18-08-[OLM]	SECURITY, EMERGENCY PLANNING & SAFETY RECORDS Protection Program Administrative Records. <i>Correspondence files relating to administration and operation of the facilities security and protective services programs.</i>	CUTOFF FILE AT FISCAL YEAR. DESTROY 2 YEARS AFTER CUTOFF.	ARRANGED CHRONOLOGICALLY.	DOE ADM 18.8	N