

Request for Records Disposition Authority

Records Schedule Number: DAA-0434-2014-0002
 Schedule Status: Approved
 Agency or Establishment: Department of Energy
 Record Group / Scheduling Group: General Records of the Department of Energy
 Records Schedule applies to: Major Subdivision
 Major Subdivision: Department of Energy wide
 Schedule Subject: The Family Medical Leave Act (FMLA) records.
 Internal agency concurrences will be provided: No

Background Information

The Family Medical Leave Act (FMLA), Public Law 103-3, grants family and temporary medical leave under certain circumstances. FMLA entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Title 29, Code of Federal Regulations, Part 825, Subpart E, Record-keeping Requirements, § 825.500, provides that employers must keep records for no-less-than three (3) years. It also offers that records may be maintained and preserved on microfilm, or other basic source document of an automated data processing memory, consistent with specific provisions, including adequate protection, available viewing equipment, and clear and identifiable reproductions. Records kept in computer form must be made available for transcription or copying. FMLA Program: Comprises a variety of agency program management and employee documentation created and collected, and maintained by the agency in order to track requests and monitor approvals for agency compliance, sharing and reporting among other Federal oversight authorities and agencies, as appropriate and consistent with the provisions of the Family Medical Leave Act (FMLA).

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0434-2014-0002

Sequence Number	
1	FMLA Program Files
1.1	FMLA Employee Case Files Disposition Authority Number: DAA-0434-2014-0002-0001
2	FMLA Program Files Disposition Authority Number: DAA-0434-2014-0002-0002

Records Schedule Items

Sequence Number	
1	FMLA Program Files Includes but not limited to agency communications, statistics, reports, memoranda, and copies of related policy and guidance, as well as similar records created or collected in support of program management.
1.1	FMLA Employee Case Files Disposition Authority Number DAA-0434-2014-0002-0001 Includes records pertaining agency approvals and monitoring associated with individual employee requests covered under the FMLA provisions, such as but not limited to the employee applications, medical documentation, copies of leave applications and personnel actions, and similar records containing employee identifying data (e.g. payroll, notices, benefits and disputes) necessary to complete and process FMLA actions. 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? No Disposition Instruction Cutoff Instruction Cut off when case is closed Retention Period Destroy 3 year(s) after cutoff Additional Information GAO Approval Not Required
2	FMLA Program Files Disposition Authority Number DAA-0434-2014-0002-0002 Includes but not limited to agency communications, statistics, reports, memoranda, and copies of related policy and guidance, as well as similar records created or collected in support of program management. 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?

No

Disposition Instruction

Cutoff Instruction

Cut off annually

Retention Period

Destroy 3 year(s) after cutoff or when superseded, as
appropriate

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
08/01/2014	Certify	Ivan King	Program Analyst	Agency Wide - Agency Wide
11/18/2014	Submit for Concurrency	Steven Rhodes	Appraiser	National Archives and Records Administration - Records Management Services
11/18/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
11/18/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
11/20/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist