

Request for Records Disposition Authority

Records Schedule Number DAA-GRS-2015-0003
Schedule Status Approved

Agency or Establishment General Records Schedules (National Archives and Records Administration)
Record Group / Scheduling Group General Records Schedules
Records Schedule applies to Government-wide
Schedule Subject GRS 4.4: Library Records
Internal agency concurrences will be provided No

Background Information Agency library and information centers collect material related to their agency's mission or focus. Library services include administering the program, collecting data and information, and transferring collected data and information to the end customer. This schedule covers records that document a library's administration and daily operations. This schedule does not cover nonrecord material such as library and museum material agencies make or acquire and preserve solely for reference or exhibition purposes, extra copies of documents agencies preserved only for convenient reference, and stocks of publications and of processed documents. This schedule also does not include unique or special collections, which agencies must schedule based on their content.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	0	3	0

GAO Approval

Outline of Records Schedule Items for DAA-GRS-2015-0003

Sequence Number	
1	Library administrative records. Disposition Authority Number: DAA-GRS-2015-0003-0001
2	Library operations records. Disposition Authority Number: DAA-GRS-2015-0003-0002
3	Inter Library-Loan (ILL) requests Disposition Authority Number: DAA-GRS-2015-0003-0003

Records Schedule Items

Sequence Number					
1	<p>Library administrative records.</p> <p>Disposition Authority Number DAA-GRS-2015-0003-0001</p> <p>Records documenting a library's planning and management. Records may document library policies, procedures, and statistics. Includes records such as: • strategic plans, project plans • policies and procedures for developing collections, acquisitions, patron privacy, loans, and restricting library material • promotional material describing library services and resources • correspondence and records on library staffing and relations with other libraries • quick guides to library databases and resources , topical or customized reading lists, and bibliographies Note: For records on purchasing licenses, subscriptions, vendor services, or interagency agreements, see GRS 1.1, Financial Management and Reporting Records.</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>GRS 4.4 item 010</td> <td></td> </tr> </tbody> </table> <p>Disposition Instruction</p> <p>Retention Period Temporary. Destroy when 3 years old or 3 years after superseded or obsolete, whichever is applicable. Longer retention is authorized for business use.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>	Manual Citation	Manual Title	GRS 4.4 item 010	
Manual Citation	Manual Title				
GRS 4.4 item 010					
2	<p>Library operations records.</p> <p>Disposition Authority Number DAA-GRS-2015-0003-0002</p>				

Records documenting the daily activities of running a library. Includes: • reference inquiries and responses • correspondence and records about normal cataloging, circulation, and document delivery activities • visitor logs, sign-in sheets, computer sign-up sheets, and equipment or facility registration forms • photocopying and digitization requests

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
GRS 4.4 item 020	

Disposition Instruction

Retention Period Destroy when business use ceases.

Additional Information

GAO Approval Not Required

Inter Library-Loan (ILL) requests

Disposition Authority Number DAA-GRS-2015-0003-0003

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
GRS 4.4 item 030	

3

Disposition Instruction

Retention Period

Destroy 5 years after completing the transaction.

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
05/20/2015	Certify	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
02/04/2016	Submit for Concurrence	Katherine Kim	Appraisal Archivist	National Archives and Records Administration - Records Management Services
02/10/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
02/12/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
02/17/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist

GENERAL RECORDS SCHEDULE 4.4: Library Records

Agency library and information centers collect material related to their agency's mission or focus. Library services include administering the program, collecting data and information, and transferring collected data and information to the end customer. This schedule covers records that document a library's administration and daily operations. This schedule does not cover nonrecord material such as library and museum material agencies make or acquire and preserve solely for reference or exhibition purposes, extra copies of documents agencies preserved only for convenient reference, and stocks of publications and of processed documents. This schedule also does not include unique or special collections, which agencies must schedule based on their content.

Item	Records Description	Disposition Instruction	Disposition Authority
010	<p>Library administrative records. Records documenting a library's planning and management. Records may document library policies, procedures, and statistics. Includes records such as:</p> <ul style="list-style-type: none"> • strategic plans, project plans • policies and procedures for developing collections, acquisitions, patron privacy, loans, and restricting library material • promotional material describing library services and resources • correspondence and records on library staffing and relations with other libraries • quick guides to library databases and resources , topical or customized reading lists, and bibliographies <p>Note: For records on purchasing licenses, subscriptions, vendor services, or interagency agreements, see GRS 1.1, Financial Management and Reporting Records.</p>	<p>Temporary. Destroy when 3 years old or 3 years after superseded or obsolete, whichever is applicable. Longer retention is authorized for business use.</p>	<p>DAA-GRS-2015-0003-0001</p>
020	<p>Library operations records. Records documenting the daily activities of running a library. Includes:</p> <ul style="list-style-type: none"> • reference inquiries and responses • correspondence and records about normal cataloging, circulation, and document delivery activities • visitor logs, sign-in sheets, computer sign-up sheets, and equipment or facility registration forms • photocopying and digitization requests 	<p>Temporary. Destroy when business use ceases.</p>	<p>DAA-GRS-2015-0003-0002</p>
030	<p>Inter Library-Loan (ILL) requests.</p>	<p>Temporary. Destroy 5 years after completing the transaction.</p>	<p>DAA-GRS-2015-0003-0003</p>

New GRS 4.4				Old GRS			
GRS No.	Item No.	Retention	ERA Number/ Disposition Authority	GRS No.	Item No.	Retention	Disposition Authority
4.4	010	Destroy when 3 years old or 3 years after superseded or obsolete, whichever is applicable.	DAA-GRS-2015-0003-0001			New item	
4.4	020	Destroy when business use ceases.	DAA-GRS-2015-0003-0002			New item	
4.4	030	Destroy 5 years after completing the transaction.	DAA-GRS-2015-0003-0002			New item	