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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0149-2019-0001

Request for Records Disposition Authority

Records Schedule Number DAA-0149-2019-0001
Schedule Status Returned Without Action

Agency or Establishment Government Printing Office
Record Group / Scheduling Group Records of the Government Printing Office
Records Schedule applies to Department-wide
Schedule Subject Superintendent of Documents (SuDoc) and Federal Depository
Library Program (FDLP) Files

Internal agency concurrences will be provided No

Background Information

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	7

GAO Approval

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Records Schedule: DAA-0149-2019-0001

Outline of Records Schedule Items for DAA-0149-2019-0001

Sequence Number	
1	Superintendent of Documents (SuDoc) and Library Programs
1.1	Marketing and Survey Files Disposition Authority Number: DAA-0149-2019-0001-0001
1.2	Project Files and Studies Disposition Authority Number: DAA-0149-2019-0001-0002
1.3	Depository Distribution and Cataloging and Indexing (C & I) Files Disposition Authority Number: DAA-0149-2019-0001-0003
1.4	Federal Depository Library Program (FDLP) Library Files Disposition Authority Number: DAA-0149-2019-0001-0004
1.5	Federal Depository Library Program (FDLP) Council Files Disposition Authority Number: DAA-0149-2019-0001-0005
1.6	FDLP Academy files Disposition Authority Number: DAA-0149-2019-0001-0006
1.7	Superintendent of Documents and Library Services Program Mission Files Disposition Authority Number: DAA-0149-2019-0001-0007

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Records Schedule: DAA-0149-2019-0001

Records Schedule Items

Sequence Number	
1	Superintendent of Documents (SuDoc) and Library Programs
1.1	Marketing and Survey Files Disposition Authority Number DAA-0149-2019-0001-0001 a. Files related to marketing of Superintendent of Documents (SuDoc) and Library programs including marketing reports, plans, contract materials, and preparatory and evaluative materials. b. Promotional materials including brochures, graphics, logos, videos, sound and surveys and questionnaires. Final Disposition Temporary Item Status Withdrawn Is this item media neutral?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 GRS or Superseded Authority Citation DAA-0149-2013-0001-0135 Disposition Instruction Cutoff Instruction Cutoff at end of promotional campaign. Discard unused copies Retention Period Maintain for 3 years and then refer to agency historian. Discard unused copies. Maintain no more than 10 copies each of the official promotional items that were distributed to the library community. Additional Information GAO Approval Not Required
1.2	Project Files and Studies Disposition Authority Number DAA-0149-2019-0001-0002 Files of projects and studies carried out under the Superintendent of Documents in support of agency-wide initiatives and Title 44 programs. Project plans, white papers, feasibility studies, analytical reports, progress reports, final reports, presentation materials, and other records related to special studies, assignments,

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or work projects. Project plans are typically for internal programmatic use while studies may include those created for presentation to the public.

Final Disposition Temporary

Item Status Withdrawn

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

GRS or Superseded Authority Citation N1-149-95-1-23.22

Disposition Instruction

Cutoff Instruction Cutoff at the end of the fiscal year.

Retention Period Maintain for 10 years then refer to agency historian.

Additional Information

GAO Approval Not Required

Depository Distribution and Cataloging and Indexing (C & I) Files

Disposition Authority Number DAA-0149-2019-0001-0003

These files include a) the publications that the GPO ships to each library in the FDLP, and that are part of the Cataloging and Indexing program. Files consist of shipping lists, lost docs files and all contents included in the b) Shipping lists and Electronic 195. Electronic 195 comprises of problem sheets and a copy of the cover publication.

Final Disposition Temporary

Item Status Withdrawn

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

GRS or Superseded Authority Citation DAA-0149-2013-0001-0139

1.3

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1.4	Disposition Instruction	
	Cutoff Instruction	Cutoff at the end of the fiscal year.
	Retention Period	a) Destroy 3 years after cutoff. b) Electronic 195 and shipping lists will be maintained for 3 years and then refer to agency historian. Migrate content when any system is replaced.
	Additional Information	
	GAO Approval	Not Required
	Federal Depository Library Program (FDLP) Library Files	
	Disposition Authority Number	DAA-0149-2019-0001-0004
	Records that contain federal depository library designation documentation for each individual depository library in the program, biennial surveys, inspection reports, and other records as required by Title 44 U.S.C. 101 et. Seq.	
	Final Disposition	Temporary
	Item Status	Withdrawn
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	
GRS or Superseded Authority Citation	N1-149-95-1-23.31	
1.5	Disposition Instruction	
	Cutoff Instruction	Cutoff at the end of the fiscal year when a library leaves the program.
	Retention Period	Maintain for 10 years then refer to agency historian.
	Additional Information	
	GAO Approval	Not Required
	Federal Depository Library Program (FDLP) Council Files	
	Disposition Authority Number	DAA-0149-2019-0001-0005
	a. Depository Library Council (DLC) nominations - Memos, letters, resumes, background information of all people nominated to Council; FDLP conference agendas. b. Official Council Files – Depository Library Council conference proceedings; Council recommendations; and Council reports. Official lists of Council members.	

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1.6	Final Disposition	Temporary
	Item Status	Withdrawn
	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
	GRS or Superseded Authority Citation	DAA-0149-2013-0001-0137
	Disposition Instruction	
	Cutoff Instruction	Cutoff at the end of the fiscal year.
	Retention Period	a) Destroy 3 years after cutoff. b) Maintain for 3 years and then refer to agency historian.
	Additional Information	
	GAO Approval	Not Required
	FDLP Academy files	
	Disposition Authority Number	DAA-0149-2019-0001-0006
	Files related to the operation of the FDLP Academy and the training sessions offered through the Academy. a. Correspondence and related files pertaining to the planning and participation in Academy courses. Webinars that are superseded in practice, and that are presented by individuals outside of GPO. b. Webinars or equivalent presented by GPO staff that document the FDLP and SuDoc programs and business operations.	
	Final Disposition	Temporary
	Item Status	Withdrawn
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	
Disposition Instruction		
Cutoff Instruction	Cutoff at 2 years from presentation date.	
Retention Period	a. Destroy when superseded or obsolete, whichever is appropriate, but longer retention is authorized	

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		if required for business use. b. Refer to agency historian.
	Additional Information	
	GAO Approval	Not Required
1.7	Superintendent of Documents and Library Services Program Mission Files	
	Disposition Authority Number	DAA-0149-2019-0001-0007
	Official copies of documents that exhibit the history of programs and projects conducted in all areas administered under the domain of the Superintendent of Documents. Key records are maintained at GPO.	
	Final Disposition	Temporary
	Item Status	Withdrawn
	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	Cutoff at the end of the fiscal year.
	Retention Period	Maintain for 3 years and then refer to agency historian.
	Additional Information	
	GAO Approval	Not Required

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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
11/14/2018	Certify	William Schartel	Chief Records and Mail Management	Finance and Administration - Records and Mail Management
04/04/2019	Return Without Action	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services