

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0297-2014-0001

Status: APPROVED  
Date Approved: 08/27/2014

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## General Information

Agency or Establishment	Library of Congress
Record/Scheduling Group	0297 - Records of the Library of Congress
Records Schedule Applies To	Agency-wide
Schedule Subject	Mission and Organization
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	Predate requirement

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## Item Count

Total number of disposition items: 25

Number of Temporary disposition items: 14

Number of Permanent disposition items: 11

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 23

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Outline of Records Schedule Items for DAA-0297-2014-0001

<b>Item #</b>	<b>Title</b>	<b>Disposition</b>
0001	Librarian, Deputy Librarian, Chief Operating Officer and Chief of Staff Program and Policy Records	Permanent
0002	Correspondence of the Librarian, Deputy Librarian, Chief Operating Officer and Chief of Staff : Substantive Correspondence	Permanent
0003	Correspondence of the Librarian, Deputy Librarian, Chief Operating Officer and Chief of Staff : All Other Correspondence	Temporary
0004	Program Subject Files : Substantive Program Subject Files	Permanent
0005	Program Subject Files : All Other Program Subject Files	Temporary
0006	Organizational Files : Record Copy of Organizational Files	Permanent
0007	Organizational Files : Working Files of Organizational Files	Temporary
0008	Organizational Files : All Other Copies of Organizational Files	Temporary
0009	Meeting Records : Meetings of Senior Library Officials	Permanent
0010	Meeting Records : Meetings of Directorates and Divisions/Offices	Temporary
0011	Annual Reports : Record Copy of Annual Reports	Permanent
0012	Annual Reports : Background Materials for Annual Reports	Temporary
0013	Service Unit Strategic Planning Files : Record Copy of Service Unit Strategic Plan	Permanent
0014	Service Unit Strategic Planning Files : Background Materials for Service Unit Strategic Plan	Temporary
0015	LC Strategic Planning Files : Record Copy of LC Strategic Plan	Permanent
0016	LC Strategic Planning Files : Background Materials for LC Strategic Plan	Temporary
0017	LC Implementation : Management Planning Files : Record Copy of LC Implementation or Management Plan	Permanent
0018	LC Implementation : Management Planning Files : Background Materials for LC Implementation or Management Plan	Temporary

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0019	LC Annual Planning Files : Record Copy of LC Annual Plan	Permanent
0020	LC Annual Planning Files : Background Materials for the LC Annual Plan	Temporary
0021	Program Performance Assessment Files	Temporary
0022	Customer Feedback Files : Customer Feedback Case Files	Temporary
0023	Customer Feedback Files : Customer Feedback Correspondence Committee, Task Force, Board, and Working Group Files	Temporary
0024	Committee, Task Force, Board, and Working Group Files : Library-sponsored Committees, Task Forces, Boards, and Working Groups Overseeing Substantive Issues : Official Committee Records	Permanent
0025	Committee, Task Force, Board, and Working Group Files : Library-sponsored Committees, Task Forces, Boards, and Working Groups Overseeing Substantive Issues : Routine Administrative Committee Records	Temporary

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Records Schedule Items

DAA-0297-2014-0001-0001		STATUS: INACTIVE - NOT FOR USE
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Librarian, Deputy Librarian, Chief Operating Officer and Chief of Staff Program and Policy Records	
Item Description	Schedules of daily activities, memoranda, reports, forms, and other records accumulated by the above listed officials, their deputies, and assistants which provide substantive information relating to policymaking decisions or significant program management functions.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
<b>MANUAL CITATION</b>		
Agency Code	101	
Manual Title	Library of Congress Records Schedule (LRS)	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
<b>DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0297-2024-0003-0001 on 12/20/2024.</b>		
Final Disposition	Permanent	
Cutoff Instructions	Other: CUTOFF at end of fiscal year in which related work is completed.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives 20 year(s) after cutoff	
<b>ADDITIONAL INFORMATION</b>		
Current Records Format	Base Migration: Base Migration	
End year of records covered by this authority	Still being created	
Are any of the records covered by this item subject to a FOIA exemption?		

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Group Title	Correspondence of the Librarian, Deputy Librarian, Chief Operating Officer and Chief of Staff
DAA-0297-2014-0001-0002	<b>STATUS: INACTIVE - NOT FOR USE</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Substantive Correspondence
Item Description	a. Correspondence between the Librarian, Deputy Librarian, Chief Operating Officer or Chief of Staff and parties inside or outside of LC, finding aids, and other related records.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>MANUAL CITATION</b>	
Agency Code	102a
Manual Title	Library of Congress Records Schedule (LRS)
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
<b>DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0297-2024-0003-0002 on 12/20/2024.</b>	
Final Disposition	Permanent
Are there multiple instructions for this item?	No
Transfer Instruction	Other: TRANSFER to NARA 30 years after cutoff, or (for Librarian's Correspondence) at end of appointment, whichever occurs first.
<b>ADDITIONAL INFORMATION</b>	
Current Records Format	Base Migration: Base Migration
Are any of the records covered by this item subject to a FOIA exemption?	
DAA-0297-2014-0001-0003	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	All Other Correspondence
Item Description	b. Correspondence items that have no historic value. Includes received holiday cards and unaccepted social invitations.
Is this item media neutral?	Yes
Is this item a Big Bucket?	

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<b>MANUAL CITATION</b>	
Agency Code	102b
Manual Title	Library of Congress Records Schedule (LRS)
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Retention Period	Other: DESTROY when 3 years old or when no longer needed for reference, whichever occurs first.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

<b>Group Title</b>	Program Subject Files
<b>Group Description</b>	Correspondence, memoranda, reports, forms, and other records accumulated by Library staff in managing and carrying out assigned functions.

DAA-0297-2014-0001-0004	<b>STATUS: INACTIVE - NOT FOR USE</b>
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<b>ITEM GENERAL INFORMATION</b>	
Item Title	Substantive Program Subject Files
Item Description	a. Records that document policymaking decisions or significant (Library mission-specific) program functions.
Is this item media neutral?	Yes
Is this item a Big Bucket?	

<b>MANUAL CITATION</b>	
Agency Code	103a
Manual Title	Library of Congress Records Schedule (LRS)
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	

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<b>DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0297-2024-0003-0003 on 12/20/2024.</b>	
Final Disposition	Permanent
Cutoff Instructions	Other: CUTOFF at end of fiscal year in which related work is completed.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff.
<b>ADDITIONAL INFORMATION</b>	
Current Records Format	Base Migration: Base Migration
Are any of the records covered by this item subject to a FOIA exemption?	
<b>DAA-0297-2014-0001-0005</b>	
<b>STATUS: INACTIVE - NOT FOR USE</b>	
<b>ITEM GENERAL INFORMATION</b>	
Item Title	All Other Program Subject Files
Item Description	b. All other Program Subject Files that are not covered by Item 103a.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>MANUAL CITATION</b>	
Agency Code	103b
Manual Title	Library of Congress Records Schedule (LRS)
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
<b>DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0297-2024-0003-0004 on 12/20/2024.</b>	
Final Disposition	Temporary
Cutoff Instructions	Other: CUTOFF at end of fiscal year in which related work is completed.
Retention Period	Destroy 7 year(s) after cutoff.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	



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GAO Approval Required	No
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Group Title	Organizational Files
Group Description	Organizational charts and reorganization studies. Records and graphics that provide a detailed description and illustration of the arrangement, administrative structure, and geographic boundaries of the functional units of the Library. Reorganization studies may include final recommendations, proposals, and staff evaluations.
DAA-0297-2014-0001-0006	<b>STATUS: INACTIVE - NOT FOR USE</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Record Copy of Organizational Files
Item Description	a. Record copies.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>MANUAL CITATION</b>	
Agency Code	104a
Manual Title	Library of Congress Records Schedule (LRS)
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
<b>DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0297-2024-0003-0005 on 12/20/2024.</b>	
Final Disposition	Permanent
Cutoff Instructions	Other: CUTOFF at end of fiscal year in which related work is completed.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff.
<b>ADDITIONAL INFORMATION</b>	
Current Records Format	Base Migration: Base Migration
Are any of the records covered by this item subject to a FOIA exemption?	
DAA-0297-2014-0001-0007	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	

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Item Title	Working Files of Organizational Files
Item Description	b. Working files.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>MANUAL CITATION</b>	
Agency Code	104b
Manual Title	Library of Congress Records Schedule (LRS)
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Retention Period	Other: DESTROY when no longer needed for reference.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No
DAA-0297-2014-0001-0008	<b>STATUS: INACTIVE - NOT FOR USE</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	All Other Copies of Organizational Files
Item Description	c. Copies maintained in other offices.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>MANUAL CITATION</b>	
Agency Code	104c
Manual Title	Library of Congress Records Schedule (LRS)
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
<b>DO NOT USE. Agency reported they have no use for this item (01/15/2025). NARA inactivated this item accordingly. on 01/21/2025.</b>	
Final Disposition	Temporary
Retention Period	Other: DESTROY when superseded or obsolete.

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<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

Group Title	Meeting Records
Group Description	Agendas, minutes of meetings, and related records documenting Library meetings.

DAA-0297-2014-0001-0009	<b>STATUS: INACTIVE - NOT FOR USE</b>
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<b>ITEM GENERAL INFORMATION</b>	
Item Title	Meetings of Senior Library Officials
Item Description	a. Meetings held by the Librarian, Deputy Librarian, Chief Operating Officer or Chief of Staff, and Service Unit Heads.
Is this item media neutral?	Yes
Is this item a Big Bucket?	

<b>MANUAL CITATION</b>	
Agency Code	106a
Manual Title	Library of Congress Records Schedule (LRS)

<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No

<b>DISPOSITION INSTRUCTION</b>	
<b>DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0297-2024-0003-0006 on 12/20/2024.</b>	
Final Disposition	Permanent
Cutoff Instructions	Other: CUTOFF at end of fiscal year.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 20 year(s) after cutoff.

<b>ADDITIONAL INFORMATION</b>	
Current Records Format	Base Migration: Base Migration
Are any of the records covered by this item subject to a FOIA exemption?	
DAA-0297-2014-0001-0010	<b>STATUS: INACTIVE - NOT FOR USE</b>

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ITEM GENERAL INFORMATION	
Item Title	Meetings of Directorates and Divisions/Offices
Item Description	b. Meetings held by Directorates and Divisions/Offices.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	106b
Manual Title	Library of Congress Records Schedule (LRS)
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
<b>DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0297-2024-0003-0007 on 12/20/2024.</b>	
Final Disposition	Temporary
Cutoff Instructions	Other: CUTOFF at end of fiscal year.
Retention Period	Destroy 7 year(s) after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

Group Title	Annual Reports
DAA-0297-2014-0001-0011	<b>STATUS: INACTIVE - NOT FOR USE</b>
ITEM GENERAL INFORMATION	
Item Title	Record Copy of Annual Reports
Item Description	a. Record copies of the Annual Report of the Librarian of Congress, Service Unit annual reports, and Directorate and Division/Office annual reports.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	111a
Manual Title	Library of Congress Records Schedule (LRS)
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	

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Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
<b>DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0297-2024-0003-0008 on 12/20/2024.</b>	
Final Disposition	Permanent
Are there multiple instructions for this item?	No
Transfer Instruction	Other: TRANSFER to NARA when 15 years old.
<b>ADDITIONAL INFORMATION</b>	
Current Records Format	Base Migration: Base Migration
Are any of the records covered by this item subject to a FOIA exemption?	
DAA-0297-2014-0001-0012	
STATUS: INACTIVE - NOT FOR USE	
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Background Materials for Annual Reports
Item Description	b. Background materials.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>MANUAL CITATION</b>	
Agency Code	111b
Manual Title	Library of Congress Records Schedule (LRS)
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
<b>DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0297-2024-0003-0009 on 12/20/2024.</b>	
Final Disposition	Temporary
Cutoff Instructions	Other: CUTOFF at end of fiscal year.
Retention Period	Destroy 2 year(s) after cutoff.
<b>ADDITIONAL INFORMATION</b>	

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Are any of the records covered by this item national security classified?	
GAO Approval Required	No

<b>Group Title</b>	Service Unit Strategic Planning Files
DAA-0297-2014-0001-0013	<b>STATUS: INACTIVE - NOT FOR USE</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Record Copy of Service Unit Strategic Plan
Item Description	a. Record copy of Service Unit Strategic Plan.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>MANUAL CITATION</b>	
Agency Code	112a
Manual Title	Library of Congress Records Schedule (LRS)
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
<b>DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0297-2024-0003-0010 on 12/20/2024.</b>	
Final Disposition	Permanent
Are there multiple instructions for this item?	No
Transfer Instruction	Other: TRANSFER to NARA when 15 years old.
<b>ADDITIONAL INFORMATION</b>	
Current Records Format	Base Migration: Base Migration
Are any of the records covered by this item subject to a FOIA exemption?	
DAA-0297-2014-0001-0014	<b>STATUS: INACTIVE - NOT FOR USE</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Background Materials for Service Unit Strategic Plan

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Item Description	b. Correspondence, memoranda, working papers, and other records pertaining to developing, implementing, and monitoring the SU Strategic Plan which contains SU goals, outcomes, and result statements.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>MANUAL CITATION</b>	
Agency Code	112b
Manual Title	Library of Congress Records Schedule (LRS)
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
<b>DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0297-2024-0003-0011 on 12/20/2024.</b>	
Final Disposition	Temporary
Cutoff Instructions	Other: CUTOFF after a new plan is issued.
Retention Period	Destroy 5 year(s) after cutoff.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

Group Title	LC Strategic Planning Files
Group Description	Copies of the LC Strategic Plan, correspondence, memoranda, working papers, and other records pertaining to developing, implementing, and monitoring the LC Strategic Plan which contains LC-wide goals, outcomes, and result statements.
DAA-0297-2014-0001-0015	<b>STATUS: INACTIVE - NOT FOR USE</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Record Copy of LC Strategic Plan
Item Description	a. Record copy of the LC Strategic Plan.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>MANUAL CITATION</b>	
Agency Code	113a

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Manual Title	Library of Congress Records Schedule (LRS)
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
<b>DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0297-2024-0003-0010 on 12/20/2024.</b>	
Final Disposition	Permanent
Cutoff Instructions	Other: CUTOFF after a new plan is issued.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff.
<b>ADDITIONAL INFORMATION</b>	
Current Records Format	Base Migration: Base Migration
Are any of the records covered by this item subject to a FOIA exemption?	
<b>DAA-0297-2014-0001-0016</b>	
<b>STATUS: INACTIVE - NOT FOR USE</b>	
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Background Materials for LC Strategic Plan
Item Description	b. Background materials.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>MANUAL CITATION</b>	
Agency Code	113b
Manual Title	Library of Congress Records Schedule (LRS)
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
<b>DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0297-2024-0003-0011 on 12/20/2024.</b>	
Final Disposition	Temporary
Cutoff Instructions	Other: CUTOFF after a new plan is issued.
Retention Period	Destroy 5 year(s) after cutoff.



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<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

Group Title	LC Implementation : Management Planning Files
Group Description	Copies of the Implementation or Management Plan, correspondence, memoranda, working papers, and other records pertaining to developing and managing the Implementation or Management Plan.

DAA-0297-2014-0001-0017	<b>STATUS: INACTIVE - NOT FOR USE</b>
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<b>ITEM GENERAL INFORMATION</b>	
Item Title	Record Copy of LC Implementation or Management Plan
Item Description	a. Record copy of the LC Implementation or Management Plan.
Is this item media neutral?	Yes
Is this item a Big Bucket?	

<b>MANUAL CITATION</b>	
Agency Code	114a
Manual Title	Library of Congress Records Schedule (LRS)

<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No

<b>DISPOSITION INSTRUCTION</b>	
<b>DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0297-2024-0003-0010 on 12/20/2024.</b>	

Final Disposition	Permanent
Cutoff Instructions	Other: CUTOFF after a new Implementation or Management Plan is issued.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff.

<b>ADDITIONAL INFORMATION</b>	
Current Records Format	Base Migration: Base Migration
Are any of the records covered by this item subject to a FOIA exemption?	

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DAA-0297-2014-0001-0018	STATUS: INACTIVE - NOT FOR USE
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Background Materials for LC Implementation or Management Plan
Item Description	b. Background materials.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>MANUAL CITATION</b>	
Agency Code	114b
Manual Title	Library of Congress Records Schedule (LRS)
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
<b>DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0297-2024-0003-0011 on 12/20/2024.</b>	
Final Disposition	Temporary
Cutoff Instructions	Other: CUTOFF after a new plan is issued.
Retention Period	Destroy 5 year(s) after cutoff.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

Group Title	LC Annual Planning Files
Group Description	Copies of the LC-wide Annual Plan, correspondence, memoranda, working papers, and other records pertaining to developing and managing the LC-wide Annual Plan.
DAA-0297-2014-0001-0019	STATUS: INACTIVE - NOT FOR USE
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Record Copy of LC Annual Plan
Item Description	a. Record copy of the LC-wide Annual Plan.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>MANUAL CITATION</b>	



National Archives and Records Administration  
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Records Schedule Number: DAA-0297-2014-0001

Status: APPROVED  
Date Approved: 08/27/2014

Retention Period	Destroy 5 year(s) after cutoff.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

DAA-0297-2014-0001-0021	<b>STATUS: INACTIVE - NOT FOR USE</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Program Performance Assessment Files
Item Description	Record set of program review reports, working papers, correspondence, meeting records, and documents developed and maintained by the Strategic Planning Office used to formally brief the Librarian on major program activities.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>MANUAL CITATION</b>	
Agency Code	116
Manual Title	Library of Congress Records Schedule (LRS)
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
<b>DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0297-2024-0003-0012 on 12/20/2024.</b>	
Final Disposition	Temporary
Cutoff Instructions	Other: CUTOFF at end of fiscal year.
Retention Period	Destroy 10 year(s) after cutoff.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

Group Title	Customer Feedback Files
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Records Schedule Number: DAA-0297-2014-0001

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Date Approved: 08/27/2014

DAA-0297-2014-0001-0022	STATUS: INACTIVE - NOT FOR USE
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Customer Feedback Case Files
Item Description	a. Case files related to developing, administering, evaluating the effectiveness of questionnaires, focus groups, and telephone/in-person interviews, and evaluating feedback from customer information collection.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>MANUAL CITATION</b>	
Agency Code	118a
Manual Title	Library of Congress Records Schedule (LRS)
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
<b>DO NOT USE. Agency is using GRS 6.5, Item 010 (DAA-GRS-2017-0002-0001). NARA inactivated this item accordingly. on 01/21/2025.</b>	
Final Disposition	Temporary
Cutoff Instructions	Other: CUTOFF upon completion of analysis.
Retention Period	Destroy 3 year(s) after cutoff.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No
DAA-0297-2014-0001-0023	STATUS: INACTIVE - NOT FOR USE
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Customer Feedback Correspondence
Item Description	b. Records related to addressing customers' comments, compliments, suggestions, and complaints. Includes: original incoming correspondence, comment forms, records of non-written communications, copies of replies, and related supporting materials.
Is this item media neutral?	Yes
Is this item a Big Bucket?	

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Records Schedule Number: DAA-0297-2014-0001

Status: APPROVED  
Date Approved: 08/27/2014

<b>MANUAL CITATION</b>	
Agency Code	118b
Manual Title	Library of Congress Records Schedule (LRS)
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
<b>DO NOT USE. Agency is using GRS 6.5, Item 010 (DAA-GRS-2017-0002-0001). NARA inactivated this item accordingly. on 01/21/2025.</b>	
Final Disposition	Temporary
Retention Period	Other: DESTROY when 3 years old.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

<b>Group Title</b>	Committee, Task Force, Board, and Working Group Files : Library-sponsored Committees, Task Forces, Boards, and Working Groups Overseeing Substantive Issues
<b>Group Description</b>	a. Records created by Library-sponsored committees, task forces, boards, and working groups dealing with substantive policy/programmatic issues such as: developing or revising Library programs; implementing new legislation, regulations, policies, or programs; reviewing Library programs and projects; and coordinating research internally and externally with or for other agencies, institutions, and international library programs. Includes committees where the Library is the designated sponsor or coordinating agency with official governing, policy, or recordkeeping responsibilities. Official files are those of the Secretary, or in instances where the Chair serves the dual function of recording secretary or designated recordkeeper, the Chair. The files of other members are considered duplicates of official records.
DAA-0297-2014-0001-0024	<b>STATUS: INACTIVE - NOT FOR USE</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Official Committee Records

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Records Schedule Number: DAA-0297-2014-0001

Status: APPROVED  
Date Approved: 08/27/2014

Item Description	(1) Charter, agendas, minutes, studies, reports, and related records of the Secretary or designated recordkeeper.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>MANUAL CITATION</b>	
Agency Code	121a1
Manual Title	Library of Congress Records Schedule (LRS)
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
<b>DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0297-2024-0003-0013 on 12/20/2024.</b>	
Final Disposition	Permanent
Cutoff Instructions	Other: CUTOFF at discretion of Secretary or designated recordkeeper.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 15 year(s) after termination of committee.
<b>ADDITIONAL INFORMATION</b>	
Current Records Format	Base Migration: Base Migration
Are any of the records covered by this item subject to a FOIA exemption?	
DAA-0297-2014-0001-0025	<b>STATUS: INACTIVE - NOT FOR USE</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Routine Administrative Committee Records
Item Description	(2) Records created in support of committee functions such as mailing or distribution, meeting room reservations, and similar routine administrative functions.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>MANUAL CITATION</b>	
Agency Code	121a2
Manual Title	Library of Congress Records Schedule (LRS)
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	

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Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
<b>DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0297-2024-0003-0014 on 12/20/2024.</b>	
Final Disposition	Temporary
Cutoff Instructions	Other: CUTOFF at end of fiscal year.
Retention Period	Destroy 3 year(s) after cutoff.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No



National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0297-2014-0001

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Date Approved: 08/27/2014

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Signatory Information

Action	User	Date
Approve	David Ferriero	08/27/2014