

## Request for Records Disposition Authority

Records Schedule Number      DAA-0297-2014-0002  
Schedule Status                Approved  
  
Agency or Establishment      Library of Congress  
Record Group / Scheduling Group   Records of the Library of Congress  
Records Schedule applies to    Agency-wide  
Schedule Subject                General Administration  
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
4	0	4	0

### GAO Approval

## Outline of Records Schedule Items for DAA-0297-2014-0002

Sequence Number	
1	Internal Operating Procedures Disposition Authority Number: DAA-0297-2014-0002-0001
2	Routine Program Administration Files Disposition Authority Number: DAA-0297-2014-0002-0002
3	Forms Files
3.1	Record Copy of Form Disposition Authority Number: DAA-0297-2014-0002-0003
3.2	Background Materials for Forms Disposition Authority Number: DAA-0297-2014-0002-0004

## Records Schedule Items

Sequence Number					
1	<p><b>Internal Operating Procedures</b></p> <p>Disposition Authority Number      <b>DAA-0297-2014-0002-0001</b></p> <p>Records relating to detailed procedures developed and issued by individual offices and employees to perform their delegated responsibilities and functions.</p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                                <b>Active</b></p> <p>Is this item media neutral?            <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>Yes</b></p> <p>Do any of the records covered by this item exist as structured electronic data?                              <b>No</b></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 style="text-align: center;">202</td> <td>Library of Congress Records Schedule (LRS)</td> </tr> </tbody> </table> <p><b>Disposition Instruction</b></p> <p>Retention Period                         <b>DESTROY when superseded or obsolete.</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                              <b>Not Required</b></p>	Manual Citation	Manual Title	202	Library of Congress Records Schedule (LRS)
Manual Citation	Manual Title				
202	Library of Congress Records Schedule (LRS)				
2	<p><b>Routine Program Administration Files</b></p> <p>Disposition Authority Number      <b>DAA-0297-2014-0002-0002</b></p> <p>Records accumulated by individual offices that relate to the internal administration or housekeeping activities of the office rather than the functions for which the office exists. Includes correspondence, memoranda, and other records relating to the general administration of a program. Excludes specific files described elsewhere in this schedule. When records result in the initiation of, or affect a specific program process, project, directive, or case, the record must be filed with the records relating to that particular activity or action.</p> <p>Final Disposition                         <b>Temporary</b></p> <p>Item Status                                 <b>Active</b></p>				

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? **No**

Manual Citation	Manual Title
203	Library of Congress Records Schedule (LRS)

GRS or Superseded Authority Citation **Supersedes GRS 23, Item 1**

**Disposition Instruction**

Cutoff Instruction **CUTOFF at end of fiscal year.**  
 Transfer to Inactive Storage **TRANSFER to RMS at cutoff.**  
 Retention Period **Destroy 3 year(s) after cutoff.**

**Additional Information**

GAO Approval **Not Required**

**Forms Files**

**Record Copy of Form**

Disposition Authority Number **DAA-0297-2014-0002-0003**

**a. One record copy of each form created by the Library with related instructions and documentation showing inception, scope, and purpose of the form.**

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? **No**

Manual Citation	Manual Title
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3  
3.1

3.2

218a	Library of Congress Records Schedule (LRS)
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GRS or Superseded Authority Citation

Supersedes GRS 16, Item 3a

Disposition Instruction

Retention Period

Destroy 5 year(s) after related form is discontinued, superseded, or canceled, or at discretion of Forms Management, whichever is later.

Additional Information

GAO Approval

Not Required

Background Materials for Forms

Disposition Authority Number

DAA-0297-2014-0002-0004

b. Background materials, requisitions, specifications, processing data, and control records.

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?

No

Manual Citation	Manual Title
218b	Library of Congress Records Schedule (LRS)

GRS or Superseded Authority Citation

Supersedes GRS 16, Item 3b

Disposition Instruction

Retention Period

DESTROY when related form is discontinued, superseded, or canceled, or at discretion of Forms Management, whichever is later.

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
01/27/2014	Certify	John Nave	Chief, Office System Services	OSS - OSS
03/07/2014	Return for Revision	Jessica Blessman	Appraisal Archivist	National Archives and Records Administration - Records Management Services
05/14/2014	Submit For Certification	Ashley Davies	Records Management Specialist	OSS - RMS
05/14/2014	Certify	Ashley Davies	Records Management Specialist	OSS - RMS
07/15/2014	Submit for Concurrence	Jessica Blessman	Appraisal Archivist	National Archives and Records Administration - Records Management Services
07/15/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
07/15/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
07/17/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist