

### Request for Records Disposition Authority

Records Schedule Number      DAA-0297-2014-0004

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                      Personnel

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
10	0	10	0

#### GAO Approval

## Outline of Records Schedule Items for DAA-0297-2014-0004

Sequence Number	
1	Employee Awards Files
1.1	Awards Case Files Disposition Authority Number: DAA-0297-2014-0004-0001
2	Training Records
2.1	General Library-sponsored Training Files Disposition Authority Number: DAA-0297-2014-0004-0002
3	Volunteer/Intern Program Files
3.1	Volunteer/Intern Administrative Files Disposition Authority Number: DAA-0297-2014-0004-0003
3.2	Individual Volunteer/Intern Files Disposition Authority Number: DAA-0297-2014-0004-0004
4	Labor Management Relations Records
4.1	Labor Management Relations General and Case Files Disposition Authority Number: DAA-0297-2014-0004-0005
4.2	Labor and Bargaining Unit Employee Grievance and Arbitration General and Case Files Disposition Authority Number: DAA-0297-2014-0004-0006
5	Alternate Worksite Records Disposition Authority Number: DAA-0297-2014-0004-0007
6	Tax Files
6.1	Employee Withholding Allowance Certificate Disposition Authority Number: DAA-0297-2014-0004-0008
7	Biweekly Pay Records Disposition Authority Number: DAA-0297-2014-0004-0009
8	Unemployment Compensation Records Disposition Authority Number: DAA-0297-2014-0004-0010

## Records Schedule Items

Sequence Number					
1	<b>Employee Awards Files</b>				
1.1	<b>Awards Case Files</b>				
	Disposition Authority Number <b>DAA-0297-2014-0004-0001</b>				
	a. Records include recommendations, approved nominations, correspondence, reports (including those pertaining to the operation of the incentive awards program), and related handbooks pertaining to agency-sponsored cash and noncash awards such as incentive awards, time-off awards, within-grade merit increases, suggestions, and outstanding performance. Also includes correspondence pertaining to awards from other Federal agencies or non-Federal organizations, as well as length of service and sick leave awards files, letters of commendation and appreciation. These records exclude copies filed in OPF.				
	Final Disposition <b>Temporary</b>				
	Item Status <b>Active</b>				
	Is this item media neutral? <b>Yes</b>				
	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>				
	Do any of the records covered by this item exist as structured electronic data? <b>No</b>				
	<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td>306a</td> <td>Library of Congress Records Schedule (LRS)</td> </tr> </tbody> </table>	Manual Citation	Manual Title	306a	Library of Congress Records Schedule (LRS)
Manual Citation	Manual Title				
306a	Library of Congress Records Schedule (LRS)				
	GRS or Superseded Authority Citation <b>Supersedes GRS 1, Items 12a-12c</b>				
	<b>Disposition Instruction</b>				
	Cutoff Instruction <b>CUTOFF at end of fiscal year.</b>				
	Transfer to Inactive Storage <b>RETAIN in office at discretion of the Director or TRANSFER to RMS at cutoff.</b>				
	Retention Period <b>Destroy 6 year(s) after cutoff.</b>				
	<b>Additional Information</b>				
	GAO Approval <b>Not Required</b>				

2  
2.1

**Training Records**

**General Library-sponsored Training Files**

Disposition Authority Number      DAA-0297-2014-0004-0002

a. Records of Library-sponsored training courses that are common across the Government. Includes planning documents, as well as record copy of manuals, syllabuses, textbooks, and other training aids developed by the Library.

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
307a	Library of Congress Records Schedule (LRS)

**Disposition Instruction**

Retention Period                      Destroy 3 year(s) after completion of a specific training program or when superseded or obsolete, whichever is sooner.

**Additional Information**

GAO Approval                          Not Required

3  
3.1

**Volunteer/Intern Program Files**

Records created in developing and administering volunteer and internship programs.

**Volunteer/Intern Administrative Files**

Disposition Authority Number      DAA-0297-2014-0004-0003

a. Correspondence, memoranda, and other records relating to the administration of these programs.

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
313a	Library of Congress Records Schedule (LRS)

**Disposition Instruction**

Retention Period **DESTROY when 4 years old.**

**Additional Information**

GAO Approval **Not Required**

**Individual Volunteer/Intern Files**

Disposition Authority Number **DAA-0297-2014-0004-0004**

**b. Includes application, service agreement, records of hours worked, and other records pertaining to the volunteer's/intern's service.**

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
313b	Library of Congress Records Schedule (LRS)

**Disposition Instruction**

Retention Period **DESTROY when no longer needed for reference.**

**Additional Information**

3.2

4

GAO Approval Not Required

**Labor Management Relations Records**

4.1

**Labor Management Relations General and Case Files**

Disposition Authority Number **DAA-0297-2014-0004-0005**

a. Correspondence, negotiated agreements, memoranda, reports, and other records relating to the relationship between management and employee unions or other groups.

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
322a	Library of Congress Records Schedule (LRS)

GRS or Superseded Authority Citation **Supersedes GRS 1, Item 28a1**

**Disposition Instruction**

Retention Period **Destroy 5 year(s) after expiration of agreement, or when no longer needed for reference, whichever is later.**

**Additional Information**

GAO Approval Not Required

4.2

**Labor and Bargaining Unit Employee Grievance and Arbitration General and Case Files**

Disposition Authority Number **DAA-0297-2014-0004-0006**

b. Correspondence, forms, and background papers relating to labor and bargaining unit employee grievance and arbitration cases, including investigatory findings, transcripts, briefs, and grievance and arbitration decisions.

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
322b	Library of Congress Records Schedule (LRS)

GRS or Superseded Authority Citation **Supersedes GRS 1, Item 28b**

**Disposition Instruction**

Retention Period **Destroy 7 year(s) after final resolution of case or when provision interpreted in decision is superseded or obsolete.**

**Additional Information**

GAO Approval **Not Required**

**Alternate Worksite Records**

Disposition Authority Number **DAA-0297-2014-0004-0007**

Requests or applications to participate in an alternate worksite program; agreements between the Library and the employee; work reports generated by the employee; records relating to the safety of the worksite, the installation and use of equipment, hardware, and software, and the use of secure, classified information, or Personally Identifiable Information (PII); and forms and other records generated by the Library or the participating employee evaluating the alternate worksite program.

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**

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

GRS or Superseded Authority Citation      Supersedes GRS 1, Item 42a-42c

**Disposition Instruction**

Retention Period      Destroy 1 year(s) after end of employee's participation in the program or when superseded, whichever occurs first.

**Additional Information**

GAO Approval      Not Required

**Tax Files**

**Employee Withholding Allowance Certificate**

Disposition Authority Number      DAA-0297-2014-0004-0008

a. Records such as Internal Revenue Service (IRS) Form W-4 and state equivalents.

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
335a	Library of Congress Records Schedule (LRS)

GRS or Superseded Authority Citation      Supersedes GRS 2, Item 13a

**Disposition Instruction**

Retention Period      DESTROY when 6 years old.

**Additional Information**

6

6.1



7

GAO Approval Not Required

**Biweekly Pay Records**

Disposition Authority Number DAA-0297-2014-0004-0009

Pay records collected by Human Resources on a biweekly basis not described elsewhere in this schedule.

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
337	Library of Congress Records Schedule (LRS)

**Disposition Instruction**

Cutoff Instruction CUTOFF at end of pay year.

Transfer to Inactive Storage TRANSFER to RMS at cutoff.

Retention Period Destroy 6 year(s) after cutoff.

**Additional Information**

GAO Approval Not Required

8

**Unemployment Compensation Records**

Disposition Authority Number DAA-0297-2014-0004-0010

Records documenting all aspects of the unemployment process from notification of termination and administrative review, to any dispute hearing which may occur prior to or immediately following the termination process. These records include correspondence, compensation enrollment forms, employment verification, employee depositions, computation of benefit amounts, and related working papers between the compensating state and the personnel office.

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
342	Library of Congress Records Schedule (LRS)

**Disposition Instruction**

Cutoff Instruction **CUTOFF** upon close of case.

Transfer to Inactive Storage **TRANSFER** to RMS at cutoff.

Retention Period **Destroy** 6 year(s) after cutoff.

**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
05/07/2014	Submit For Certification	Ashley Davies	Records Management Specialist	OSS - RMS
05/07/2014	Certify	Ashley Davies	Records Management Specialist	OSS - RMS
06/03/2014	Return for Revision	Jessica Blessman	Appraisal Archivist	National Archives and Records Administration - Records Management Services
06/24/2014	Submit For Certification	Ashley Davies	Records Management Specialist	OSS - RMS
06/24/2014	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
07/16/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
07/22/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
07/22/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist