

## Request for Records Disposition Authority

Records Schedule Number           DAA-0297-2014-0005  
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                  Budget, Accounting, and Financial Management  
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
7	1	6	0

### GAO Approval

## Outline of Records Schedule Items for DAA-0297-2014-0005

Sequence Number	
1	<b>Budget Background Records</b> Disposition Authority Number: DAA-0297-2014-0005-0001
2	<b>Budget Estimates and Justifications</b> Disposition Authority Number: DAA-0297-2014-0005-0002
3	<b>Budget Reprogramming Files</b> Disposition Authority Number: DAA-0297-2014-0005-0003
4	<b>Gift Fund and Trust Fund Files</b>
4.1	<b>Acceptance of Gifts</b> Disposition Authority Number: DAA-0297-2014-0005-0004
4.2	<b>Investment of Funds</b> Disposition Authority Number: DAA-0297-2014-0005-0005
5	<b>Stores Accounting Files</b> Disposition Authority Number: DAA-0297-2014-0005-0006
6	<b>Cost Accounting Reports</b> Disposition Authority Number: DAA-0297-2014-0005-0007

## Records Schedule Items

Sequence Number					
1	<p><b>Budget Background Records</b></p> <p>Disposition Authority Number      <b>DAA-0297-2014-0005-0001</b></p> <p><b>Cost statements, rough data, and similar materials accumulated in the preparation of annual budget estimates, including duplicates of budget estimates and justifications and related appropriation language sheets, narrative statements, and related schedules; and originating offices' copies of reports submitted to the Budget Office.</b></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="text-align: left;">Manual Citation</th> <th style="text-align: left;">Manual Title</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">401</td> <td style="padding: 2px;">Library of Congress Records Schedule (LRS)</td> </tr> </tbody> </table> <p>GRS or Superseded Authority Citation      <b>Supersedes GRS 5, Item 2</b></p> <p><b>Disposition Instruction</b></p> <p>Retention Period                      <b>Destroy 5 year(s) after end of fiscal year covered by budget.</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                          <b>Not Required</b></p>	Manual Citation	Manual Title	401	Library of Congress Records Schedule (LRS)
Manual Citation	Manual Title				
401	Library of Congress Records Schedule (LRS)				
2	<p><b>Budget Estimates and Justifications</b></p> <p>Disposition Authority Number      <b>DAA-0297-2014-0005-0002</b></p> <p><b>Budget estimates and justifications produced by the Budget Office.</b></p> <p>Final Disposition                      <b>Permanent</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
402	Library of Congress Records Schedule (LRS)

**Disposition Instruction**

Cutoff Instruction **CUTOFF at end of fiscal year covered by budget.**

Transfer to Inactive Storage **TRANSFER to RMS 5 years after cutoff.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 15 year(s) after cutoff.**

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives? **Unknown  
To Be Determined**

How frequently will your agency transfer these records to the National Archives? **Unknown  
To Be Determined**

**Budget Reprogramming Files**

Disposition Authority Number **DAA-0297-2014-0005-0003**

**Reprogramming schedules, proposed obligations under each authorized appropriation.**

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**

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Do any of the records covered by this item exist as structured electronic data? **No**

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

GRS or Superseded Authority Citation **GRS 5, Item 4**

**Disposition Instruction**

Retention Period **Destroy 5 year(s) after end of fiscal year.**

**Additional Information**

GAO Approval **Not Required**

**Gift Fund and Trust Fund Files**

**Acceptance of Gifts**

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

a. Documents related to the acceptance of gifts by the Librarian and/or the Trust Fund Board for the benefit of the Library. Materials include: correspondence, gift instruments, resolutions, formal acceptance, and financial reports.

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
405a	Library of Congress Records Schedule (LRS)

**Disposition Instruction**

Cutoff Instruction **CUTOFF at end of fiscal year in which fund is closed.**

Transfer to Inactive Storage **TRANSFER to RMS 2 years after cutoff.**

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4.1

4.2 Retention Period Destroy 6 year(s) and 3 month(s) after cutoff.

Additional Information

GAO Approval Not Required

Investment of Funds

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

**b. Documents related to the investment of the gift and trust funds.**

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
405b	Library of Congress Records Schedule (LRS)

5 Disposition Instruction

Cutoff Instruction CUTOFF at end of fiscal year.

Transfer to Inactive Storage TRANSFER to RMS 2 years after cutoff.

Retention Period Destroy 6 year(s) and 3 month(s) after cutoff.

Additional Information

GAO Approval Not Required

Stores Accounting Files

Disposition Authority Number DAA-0297-2014-0005-0006

Invoices or equivalent papers used for stores accounting purposes, stores accounting returns and reports, and working files used in accumulating stores accounting data.

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
424	Library of Congress Records Schedule (LRS)

GRS or Superseded Authority Citation **Supersedes GRS 8, Item 3**

**Disposition Instruction**

Cutoff Instruction **CUTOFF at end of fiscal year.**

Transfer to Inactive Storage **TRANSFER to RMS 2 years after cutoff.**

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

**Additional Information**

GAO Approval **Not Required**

**Cost Accounting Reports**

Disposition Authority Number **DAA-0297-2014-0005-0007**

**Copies in units receiving reports, copies in reporting units, and related work papers. Ledgers, forms, and electronic records used to accumulate data for use in cost reports.**

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
425	Library of Congress Records Schedule (LRS)

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GRS or Superseded Authority Citation	Supersedes GRS 8, Item 6
Disposition Instruction	
Cutoff Instruction	CUTOFF at end of fiscal year.
Transfer to Inactive Storage	TRANSFER to RMS 2 years after 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	Henry Wolfinger	Appraiser	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
07/14/2014	Submit for Concurrence	Henry Wolfinger	Appraiser	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