

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0297-2014-0005

Status: INACTIVE  
Date Approved: 07/17/2014

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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	Budget, Accounting, and Financial Management
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: 7

Number of Temporary disposition items: 6

Number of Permanent disposition items: 1

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 7

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

<b>Item #</b>	<b>Title</b>	<b>Disposition</b>
0001	Budget Background Records	Temporary
0002	Budget Estimates and Justifications	Permanent
0003	Budget Reprogramming Files	Temporary
0004	Gift Fund and Trust Fund Files : Acceptance of Gifts	Temporary
0005	Gift Fund and Trust Fund Files : Investment of Funds	Temporary
0006	Stores Accounting Files	Temporary
0007	Cost Accounting Reports	Temporary

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Records Schedule Items

DAA-0297-2014-0005-0001		STATUS: INACTIVE - NOT FOR USE	
<b>ITEM GENERAL INFORMATION</b>			
Item Title	Budget Background Records		
Item Description	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.		
Is this item media neutral?	Yes		
Is this item a Big Bucket?			
<b>MANUAL CITATION</b>			
Agency Code	401		
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SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS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?	Yes		
GRS disposition authority	Item UUID	Item ID	
		DAA-GRS-2015-0006-0001	
Justification for GRS Deviation	See Dossier		
<b>DISPOSITION INSTRUCTION</b>			
<b>DO NOT USE. Agency is using GRS 1.3, Item 040 (DAA-GRS-2015-0006-0005). NARA inactivated this item accordingly. on 01/21/2025.</b>			
Final Disposition	Temporary		
Retention Period	Destroy 5 year(s) after end of fiscal year covered by budget.		
<b>ADDITIONAL INFORMATION</b>			
Are any of the records covered by this item national security classified?			
GAO Approval Required	No		

DAA-0297-2014-0005-0002		STATUS: INACTIVE - NOT FOR USE	
<b>ITEM GENERAL INFORMATION</b>			

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Item Title	Budget Estimates and Justifications
Item Description	Budget estimates and justifications produced by the Budget Office.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>MANUAL CITATION</b>	
Agency Code	402
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-0297-2024-0004-0001 on 12/20/2024.</b>	
Final Disposition	Permanent
Cutoff Instructions	Other: CUTOFF at end of fiscal year covered by budget.
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-0297-2014-0005-0003	<b>STATUS: INACTIVE - NOT FOR USE</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Budget Reprogramming Files
Item Description	Reprogramming schedules, proposed obligations under each authorized appropriation.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>MANUAL CITATION</b>	
Agency Code	404
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?	Yes
GRS disposition authority	Item UUID
	Item ID
	DAA-GRS-2015-0006-0002
Justification for GRS Deviation	See Dossier
<b>DISPOSITION INSTRUCTION</b>	
<b>DO NOT USE. Agency is using GRS 1.3, Item 020 (DAA-GRS-2015-0006-0002). NARA inactivated this item accordingly. on 01/21/2025.</b>	
Final Disposition	Temporary
Retention Period	Destroy 5 year(s) after end of fiscal year.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

<b>Group Title</b>	Gift Fund and Trust Fund Files
DAA-0297-2014-0005-0004	<b>STATUS: INACTIVE - NOT FOR USE</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Acceptance of Gifts
Item Description	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.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>MANUAL CITATION</b>	
Agency Code	405a
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

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<b>DISPOSITION INSTRUCTION</b>	
<b>DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0297-2024-0004-0002 on 12/20/2024.</b>	
Final Disposition	Temporary
Cutoff Instructions	Other: CUTOFF at end of fiscal year in which fund is closed.
Retention Period	Destroy 6 year(s) and 3 month(s) after cutoff.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No
DAA-0297-2014-0005-0005	STATUS: INACTIVE - NOT FOR USE
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Investment of Funds
Item Description	b. Documents related to the investment of the gift and trust funds.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>MANUAL CITATION</b>	
Agency Code	405b
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-0297-2024-0004-0003 on 12/20/2024.</b>	
Final Disposition	Temporary
Cutoff Instructions	Other: CUTOFF at end of fiscal year.
Retention Period	Destroy 6 year(s) and 3 month(s) after cutoff.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

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ITEM GENERAL INFORMATION		
Item Title	Stores Accounting Files	
Item Description	Invoices or equivalent papers used for stores accounting purposes, stores accounting returns and reports, and working files used in accumulating stores accounting data.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
MANUAL CITATION		
Agency Code	424	
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?	Yes	
GRS disposition authority	Item UUID	Item ID
		DAA-GRS-2013-0003-0012
Justification for GRS Deviation	See Dossier	
DISPOSITION INSTRUCTION		
<b>DO NOT USE. Agency is using GRS 1.3, Item 040 (DAA-GRS-2015-0006-0005). NARA inactivated this item accordingly. on 01/21/2025.</b>		
Final Disposition	Temporary	
Cutoff Instructions	Other: CUTOFF at end of fiscal year.	
Retention Period	Destroy 6 year(s) after cutoff.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	

DAA-0297-2014-0005-0007	STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION	
Item Title	Cost Accounting Reports
Item Description	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.
Is this item media neutral?	Yes
Is this item a Big Bucket?	



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<b>MANUAL CITATION</b>		
Agency Code	425	
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?	Yes	
GRS disposition authority	Item UUID	Item ID
		DAA-GRS-2013-0003-0012
Justification for GRS Deviation	See Dossier	
<b>DISPOSITION INSTRUCTION</b>		
<b>DO NOT USE. Agency is using GRS 1.3, Item 040 (DAA-GRS-2015-0006-0005). NARA inactivated this item accordingly. on 01/21/2025.</b>		
Final Disposition	Temporary	
Cutoff Instructions	Other: CUTOFF at end of fiscal year.	
Retention Period	Destroy 6 year(s) after cutoff.	
<b>ADDITIONAL INFORMATION</b>		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	

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Signatory Information

Action	User	Date
Approve	David Ferriero	07/17/2014