

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0297-2014-0007

Status: APPROVED
Date Approved: 08/27/2014

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	Facilities and Safety
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: 20

Number of Temporary disposition items: 20

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 8

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Outline of Records Schedule Items for DAA-0297-2014-0007

Item #	Title	Disposition
0001	Facilities Management Planning Files	Temporary
0002	Office Requirements Files	Temporary
0003	Facilities Management Requisition Files	Temporary
0004	Service Call Work Authorizations : Suspense Copies	Temporary
0005	Service Call Work Authorizations : Original Records	Temporary
0006	Work Authorization Files : Orders	Temporary
0007	Work Authorization Files : Registers	Temporary
0008	Work Authorization Files : Controls	Temporary
0009	Data Books	Temporary
0010	Safety Audit and Inspection Files	Temporary
0011	Environmental Logs and Reports	Temporary
0012	Employee Exposure Records	Temporary
0013	Material Safety Data Sheets (MSDS)	Temporary
0014	Asbestos Removal Records	Temporary
0015	Environmental Assessments and Other Environmental Studies	Temporary
0016	Equipment Inventory Calibration Records (alarms, meters, etc)	Temporary
0017	Safety Training Records	Temporary
0018	Safety Management Program Files	Temporary
0019	Fire Protection Program Files	Temporary
0020	Industrial Hygiene Program Files	Temporary

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Records Schedule Items

DAA-0297-2014-0007-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Facilities Management Planning Files	
Item Description	Records relating to Facilities Management planning work not described elsewhere in this schedule. Included are Facility Plan files and maintenance plan files.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
MANUAL CITATION		
Agency Code	612	
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SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		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		
Final Disposition	Temporary	
Retention Period	Destroy 7 year(s) after completion of plan, or when no longer needed for reference, whichever is later.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	

DAA-0297-2014-0007-0002		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Office Requirements Files	
Item Description	Documents from offices reflecting requirements for and information about services, particularly those of a continuing or nonstandard nature.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
MANUAL CITATION		
Agency Code	613	
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
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Retention Period	Other: DESTROY when superseded or obsolete.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

DAA-0297-2014-0007-0003	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Facilities Management Requisition Files
Item Description	Documents accounting for all requisitions initiated or received by FACS, including date received, date completed, action taken, inspection reports, cost data and FACS staff project assignments.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	614
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	
Final Disposition	Temporary
Cutoff Instructions	Other: CUTOFF at end of fiscal year.
Retention Period	Destroy 2 year(s) after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

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Group Title	Service Call Work Authorizations
Group Description	Documents used to record calls for nonreimbursable services and authorize and report completion of work.
DAA-0297-2014-0007-0004	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Suspense Copies
Item Description	a. Suspense copies
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	616a
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	
Final Disposition	Temporary
Retention Period	Other: DESTROY on return of original, reflecting completion of work.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No
DAA-0297-2014-0007-0005	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Original Records
Item Description	b. Originals.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	616b
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

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DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: CUTOFF at end of fiscal year.
Retention Period	Destroy 1 year(s) after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

Group Title	Work Authorization Files
DAA-0297-2014-0007-0006	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Orders
Item Description	a. Documents used to authorize, control, and account for work required in managing buildings. Included are requests, justifications, approvals, job orders, work orders, and related records.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	617a
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	
Final Disposition	Temporary
Cutoff Instructions	Other: CUTOFF at end of fiscal year.
Retention Period	Destroy 2 year(s) after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No
DAA-0297-2014-0007-0007	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Registers

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Item Description	b. Documents used to record information on the receipt of, work called for by, numbers assigned to, and other data about, job and work orders.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	617b
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	
Final Disposition	Temporary
Cutoff Instructions	Other: CUTOFF when registration sheet or book is filled.
Retention Period	Destroy 2 year(s) after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No
DAA-0297-2014-0007-0008	
STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Controls
Item Description	c. Forms, normally maintained by shop supervisors, showing job order estimates by shop and labor and material expended to date.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	617c
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	
Final Disposition	Temporary
Retention Period	Other: DESTROY upon completion of job.

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

DAA-0297-2014-0007-0009	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Data Books
Item Description	Data books composed of documents prescribed by the GSA Handbook, Operation and Maintenance of Real Property (PBS P 5800.18A).
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	618
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	
Final Disposition	Temporary
Retention Period	Other: DESTROY when superseded or obsolete.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

DAA-0297-2014-0007-0010	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Safety Audit and Inspection Files
Item Description	Deficiency reports and correspondence, corrective action reports, and other related documentation. Maintained in electronic system - Automated Hazard Abatement Program (AHAP).
Is this item media neutral?	Yes
Is this item a Big Bucket?	

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MANUAL CITATION	
Agency Code	631
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	
Final Disposition	Temporary
Retention Period	Destroy 5 year(s) after abatement date.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

DAA-0297-2014-0007-0011	STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION	
Item Title	Environmental Logs and Reports
Item Description	Records of the following: Quarterly air reporting, Air testing results, Water reporting input, Water test results, Hazardous Material or Waste Tank inspection logs, Training (when employee departs agency), Environmental Compliance reports, Environmental internal audit reports, Biennial reports, Annual reports, Chemical inventory, Tank inventory, Container accumulation area inspection logs, and Hazardous Waste profiles.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	632
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	

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DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0297-2024-0006-0001 on 11/12/2024.	
Final Disposition	Temporary
Cutoff Instructions	Other: CUTOFF at end of calendar year.
Retention Period	Destroy 25 year(s) after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

DAA-0297-2014-0007-0012	STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION	
Item Title	Employee Exposure Records
Item Description	Environmental monitoring records including personal, area, grab, wipe, or other forms of sampling to assess the exposure of employees to toxic substances or harmful physical agents. Biological monitoring results which directly assess the absorption of a toxic substance or harmful physical agent by body systems.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	633
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	
DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0297-2024-0006-0002 on 11/12/2024.	
Final Disposition	Temporary
Cutoff Instructions	Other: CUTOFF at end of calendar year.
Retention Period	Destroy 50 year(s) after cutoff.
ADDITIONAL INFORMATION	

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

DAA-0297-2014-0007-0013	STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION	
Item Title	Material Safety Data Sheets (MSDS)
Item Description	Records providing detailed safety information on hazardous chemical products used in the workplace. MSDS records are obtained from chemical manufacturers or distributors.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	634
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	
DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0297-2024-0006-0003 on 11/12/2024.	
Final Disposition	Temporary
Cutoff Instructions	Other: CUTOFF at end of calendar year in which chemical is discontinued.
Retention Period	Destroy 50 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

DAA-0297-2014-0007-0014	STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION	
Item Title	Asbestos Removal Records

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Item Description	Records that document activities relating to the safe removal of asbestos in Library facilities.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	635
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	
DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0297-2024-0006-0004 on 11/12/2024.	
Final Disposition	Temporary
Cutoff Instructions	Other: CUTOFF at end of calendar year in which project is completed.
Retention Period	Destroy 50 year(s) after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

DAA-0297-2014-0007-0015	STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION	
Item Title	Environmental Assessments and Other Environmental Studies
Item Description	Phase 1 Environmental assessments (final reports), Phase 2 ESA (final reports), Notices of Intent (final reports), and Records of Decision (final reports). Environmental Permit reports, Manifests, Land Disposal Restrictions, Bills of Lading, and Exception Reports.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	636
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
DISPOSITION INSTRUCTION	
DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0297-2024-0006-0005 on 11/12/2024.	
Final Disposition	Temporary
Cutoff Instructions	Other: CUTOFF at end of calendar year in which report is completed.
Retention Period	Destroy 50 year(s) after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

DAA-0297-2014-0007-0016	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Equipment Inventory Calibration Records (alarms, meters, etc)
Item Description	Inventory and records for calibration of testing equipment.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	637
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	
Final Disposition	Temporary
Retention Period	Other: DESTROY when 3 years old.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

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DAA-0297-2014-0007-0017	STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION	
Item Title	Safety Training Records
Item Description	Records of employee training including attendance records, records demonstrating competence, and certificates of completion for training mandated by law or Library policy.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	638
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	
DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0297-2024-0006-0006 on 11/12/2024.	
Final Disposition	Temporary
Retention Period	Destroy 1 year(s) after end of calendar year in which employee departs Library.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

DAA-0297-2014-0007-0018	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Safety Management Program Files
Item Description	Program records not included elsewhere in this schedule.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	639
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
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Retention Period	Other: DESTROY when 3 years old.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

DAA-0297-2014-0007-0019	STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION	
Item Title	Fire Protection Program Files
Item Description	Program records not included elsewhere in this schedule.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	640
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	
DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0297-2024-0006-0007 on 11/12/2024.	
Final Disposition	Temporary
Cutoff Instructions	Other: CUTOFF at end of calendar year in which project is completed.
Retention Period	Destroy 5 year(s) after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

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DAA-0297-2014-0007-0020		STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION		
Item Title	Industrial Hygiene Program Files	
Item Description	Program records not included elsewhere in this schedule.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
MANUAL CITATION		
Agency Code	641	
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		
DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0297-2024-0006-0008 on 11/12/2024.		
Final Disposition	Temporary	
Cutoff Instructions	Other: CUTOFF at end of calendar year.	
Retention Period	Destroy 10 year(s) after cutoff.	
ADDITIONAL INFORMATION		
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	08/27/2014