

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0297-2014-0009

Status: APPROVED
Date Approved: 10/22/2014

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 | Information Technology |
| 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: 7

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 4

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Outline of Records Schedule Items for DAA-0297-2014-0009

| Item # | Title | Disposition |
|---------------|---|--------------------|
| 0001 | Web Metrics Data Feeds/Log Files | Temporary |
| 0002 | IT Web Property Design, Development and Implementation | Temporary |
| 0003 | Website Technical Reference Documentation | Temporary |
| 0004 | Web Archiving Workflow Tools Master Database | Temporary |
| 0005 | Web Archiving Nominated Website Owner Correspondence | Temporary |
| 0006 | Web Archiving Workflow Tools Development Platform Master Database | Temporary |
| 0007 | Social Media Records | Temporary |

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Records Schedule Items

| | | |
|---|---|-----------------------|
| DAA-0297-2014-0009-0001 | | STATUS: Active |
| ITEM GENERAL INFORMATION | | |
| Item Title | Web Metrics Data Feeds/Log Files | |
| Item Description | <p>Raw data feeds or log files which are used in web metrics/analytics statistical tools. These log files: 1) Record data about how users access web servers, navigate and/or query LC's web pages, and use the search engine; 2) Record which scripts are used and how; and/or 3) Compile other statistics about use. The logs collect the following personal information: 1) Users' Internet Protocol (IP) addresses; 2) Uniform Resource Locators (URLs) of pages that lead users to the LC site; and 3) Counts of page views and user sessions, search requests, and systems used by visitors to the web site.</p> <p>As this raw data is hosted offsite by the Web Metrics vendor, a copy of the daily metrics web data files will be copied and stored locally at the Library in a secure setting on an annual basis to ensure that the Library can access historical data. This process will ensure that the Library's analytics data received from the vendor will be retained beyond two years, which is the minimum amount of time certain vendors will preserve the analytics data of their clients.</p> | |
| Is this item media neutral? | Yes | |
| Is this item a Big Bucket? | | |
| MANUAL CITATION | | |
| Agency Code | 1118 | |
| 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/DELETE when 5 years old or when no longer needed for review and analysis, whichever is later. | |
| ADDITIONAL INFORMATION | | |

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

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| DAA-0297-2014-0009-0002 | STATUS: Active |
| ITEM GENERAL INFORMATION | |
| Item Title | IT Web Property Design, Development and Implementation |
| Item Description | Records and graphics related to individual projects designed to plan, design, implement and maintain agency web properties. Includes records documenting 1) project requirements and scope, such as charters, scope matrices, high level milestone spreadsheets, and testing plans; 2) information architecture and design documents such as wireframes, story boards, inventories, and graphics 3) user tests and testing results; 4) quality assurance reviews and test plans, data, and results. Excludes records relating to specific web strategies that support or document mission goals. |
| Is this item media neutral? | Yes |
| Is this item a Big Bucket? | |
| MANUAL CITATION | |
| Agency Code | 1119 |
| 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/DELETE when no longer needed for reference. |
| ADDITIONAL INFORMATION | |
| Are any of the records covered by this item national security classified? | |
| GAO Approval Required | No |

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| DAA-0297-2014-0009-0003 | STATUS: Active |
| ITEM GENERAL INFORMATION | |

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|---|---|
| Item Title | Website Technical Reference Documentation |
| Item Description | Records of individual projects designed to provide and support agency web properties, applications, systems, and services. Includes 1) technical documentation such as data models, application architectures, and code documentation, and 2) analysis of component options, feasibility, costs and benefits, and work associated with implementation, modification, and troubleshooting. |
| Is this item media neutral? | Yes |
| Is this item a Big Bucket? | |
| MANUAL CITATION | |
| Agency Code | 1120 |
| 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/DELETE when no longer needed for reference. |
| ADDITIONAL INFORMATION | |
| Are any of the records covered by this item national security classified? | |
| GAO Approval Required | No |

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| DAA-0297-2014-0009-0004 | STATUS: INACTIVE - NOT FOR USE |
| ITEM GENERAL INFORMATION | |
| Item Title | Web Archiving Workflow Tools Master Database |
| Item Description | Master database for custom web archiving workflow tools supporting seeds management, permissions management, collections management, quality review, cataloging, and other related functions. |
| Is this item media neutral? | Yes |
| Is this item a Big Bucket? | |
| MANUAL CITATION | |
| Agency Code | 1121 |

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| 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-0297-2024-0008-0005 on 01/21/2025. | |
| Final Disposition | Temporary |
| Retention Period | Other: DESTROY/DELETE when no longer needed. |
| ADDITIONAL INFORMATION | |
| Are any of the records covered by this item national security classified? | |
| GAO Approval Required | No |

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| DAA-0297-2014-0009-0005 | STATUS: INACTIVE - NOT FOR USE |
| ITEM GENERAL INFORMATION | |
| Item Title | Web Archiving Nominated Website Owner Correspondence |
| Item Description | Correspondence with website owners relating to nomination of their website or subsequent crawling. |
| Is this item media neutral? | Yes |
| Is this item a Big Bucket? | |
| MANUAL CITATION | |
| Agency Code | 1122 |
| 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-0297-2024-0008-0005 on 01/21/2025. | |
| Final Disposition | Temporary |
| Retention Period | Other: DESTROY/DELETE when no longer needed. |
| ADDITIONAL INFORMATION | |

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

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| DAA-0297-2014-0009-0006 | STATUS: INACTIVE - NOT FOR USE |
| ITEM GENERAL INFORMATION | |
| Item Title | Web Archiving Workflow Tools Development Platform Master Database |
| Item Description | Master database for web archiving workflow tools development platform, which documents requirements for and implementation of new web archiving workflow tools functionality. |
| Is this item media neutral? | Yes |
| Is this item a Big Bucket? | |
| MANUAL CITATION | |
| Agency Code | 1123 |
| 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-0297-2024-0008-0005 on 01/21/2025. | |
| Final Disposition | Temporary |
| Retention Period | Other: DESTROY/DELETE when no longer needed. |
| ADDITIONAL INFORMATION | |
| Are any of the records covered by this item national security classified? | |
| GAO Approval Required | No |

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| DAA-0297-2014-0009-0007 | STATUS: INACTIVE - NOT FOR USE |
| ITEM GENERAL INFORMATION | |
| Item Title | Social Media Records |

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| Item Description | <p>Social media is a way that the Library communicates with the public on collections and events. Social media at the Library includes many technologies. Examples include social networking websites (e.g., Twitter and Facebook); publishing websites (e.g., wikis and blogs); and file sharing websites (e.g., photo and video libraries such as YouTube and Flickr).</p> <p>Only posts that contain original content are considered to be records; posts that contain content reposted from elsewhere for informational purposes are non-record materials. Optimally Library social media records are collected by capture tools. The capture tool will collect records that include information from the original system such as date, posted content, and comments. Any social media records that are not captured will remain stored in their original systems. If however, a record must be deleted from a system before capture occurs, or, if not captured, made inaccessible prior to the end of the required retention period, it must be saved manually in electronic format.</p> <p>Note: Temporary social media records remaining in their original systems do not need to be deleted at the end of the scheduled retention period. Any permanent social media records, such as guest blog posts by members of the Executive Committee, must be retained in accordance with LRS Item 101 or Item 103a. Spam messages received in social media are non-record materials and may be destroyed at any time without authorization.</p> |
| Is this item media neutral? | Yes |
| Is this item a Big Bucket? | |
| MANUAL CITATION | |
| Agency Code | 1124 |
| 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-0297-2024-0007-0001 on 11/12/2024. | |
| Final Disposition | Temporary |
| Cutoff Instructions | Other: CUTOFF at end of fiscal year in which capture occurs. |

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| Retention Period | Other: DESTROY/DELETE 3 years 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 | 10/22/2014 |