

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0297-2014-0010

Status: APPROVED
Date Approved: 11/13/2014

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	Library, Archives, and Research
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: 23

Number of Temporary disposition items: 21

Number of Permanent disposition items: 2

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 12

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Outline of Records Schedule Items for DAA-0297-2014-0010

Item #	Title	Disposition
	Acquisitions Documentation Files	
0001	Acquisitions Documentation Files : Files for Materials Acquired Through Purchase : Files Concerning Purchases \$1,000 or More	Temporary
0002	Acquisitions Documentation Files : Files for Materials Acquired Through Purchase : Files Concerning Purchases \$999.99 or Less	Temporary
0004	Acquisitions Documentation Files : Files for Materials Acquired through Non-Purchase Means (Gift, Exchange, Deposit) : Routine Gifts	Temporary
0003	Acquisitions Documentation Files : Files for Materials Acquired through Non-Purchase Means (Gift, Exchange, Deposit) : Non-Routine Gifts and Other Types of Non-Purchase Items (i.e. Exchange and Deposit)	Temporary
0005	Collection Documentation Files	Temporary
0006	Inventory Control Records : Collection Processing Records	Temporary
0007	Inventory Control Records : Collection Finding Aids	Temporary
0008	Preservation Research and Testing Files : Final Reports	Permanent
0009	Preservation Research and Testing Files : All Other Preservation Research and Testing Records	Temporary
0010	Preservation Environmental Monitoring Reports	Temporary
0011	Preservation Emergency Incident Reports	Temporary
0012	Preservation Project Case Files	Temporary
0013	Binding Slips	Temporary
0014	Reader Application Forms : Readers Registering to Use Special Collections	Temporary
0015	Reader Application Forms : Readers Registering to Use All Other Collections	Temporary
0016	Reader Registration Logs : Logs Documenting Special Collections Access	Temporary
0017	Reader Registration Logs : Logs Documenting All Other Collections Access	Temporary
0018	Call Slips : Call Slips for Special Collections Items	Temporary
0019	Inter-library Loan Files	Temporary
0020	Collection Loan Agreement Files	Temporary
0021	Reference Service Files	Temporary

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0022	Research Services Files : Research Products	Permanent
0023	Research Services Files : Background Files	Temporary

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Records Schedule Items

Group Title	Acquisitions Documentation Files : Files for Materials Acquired Through Purchase
Group Description	a. Files associated with the purchase of materials by the Library of Congress from commercial and non-commercial firms and organizations. These files include requests for acquisition, memoranda of recommendation, deduction letters, business guidelines, and shipping guidelines.
DAA-0297-2014-0010-0001	STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION	
Item Title	Files Concerning Purchases \$1,000 or More
Item Description	(1) See LCR 318-1, Section 6: Acquisition of Collection Materials by Purchase. The recommending officer shall prepare a written memorandum of recommendation to purchase materials valued at a \$1000 or more.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	1201a1
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-0297-2024-0008-0001 on 01/21/2025.	
Final Disposition	Temporary
Retention Period	Other: DESTROY at end of fiscal year in which Library deaccessions item.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

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DAA-0297-2014-0010-0002	STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION	
Item Title	Files Concerning Purchases \$999.99 or Less
Item Description	(2) See LCR 318-1, Section 6: Acquisition of Collection Materials by Purchase. The recommending officer shall also prepare a written memorandum of recommendation to purchase materials valued at less than \$1000 when required by the Chief of the appropriate acquisition division.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	1201a2
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-0297-2024-0008-0002 on 01/21/2025.	
Final Disposition	Temporary
Cutoff Instructions	Other: CUTOFF at end of fiscal year in which related work is completed.
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

Group Title	Acquisitions Documentation Files : Files for Materials Acquired through Non-Purchase Means (Gift, Exchange, Deposit)
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Are any of the records covered by this item national security classified?	
GAO Approval Required	No
DAA-0297-2014-0010-0003 STATUS: INACTIVE - NOT FOR USE	
ITEM GENERAL INFORMATION	
Item Title	Non-Routine Gifts and Other Types of Non-Purchase Items (i.e. Exchange and Deposit)
Item Description	(1) See LCR 316: Acquisition of Collection Materials by Exchange and LCR 317-2: Acquisition of Collection Materials by Deposit. Per LCR 317-1: Acquisition of Collection Materials by Gift, any gift requiring a formal written agreement is "non-routine." The Library's recommending officer must prepare a memorandum recommending acceptance of non-routine gifts. All non-routine gifts with terms or conditions attached are to be memorialized in a gift agreement signed by all parties. The chief of the U.S./Anglo Division acknowledges all non-routine gifts with a letter of appreciation.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	1201b1
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-0297-2024-0008-0003 on 01/21/2025.	
Final Disposition	Temporary
Retention Period	Other: DESTROY at end of fiscal year in which Library deaccessions item.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

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DAA-0297-2014-0010-0005		STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION		
Item Title	Collection Documentation Files	
Item Description	Records created to document collection items. Includes case files accumulated in soliciting, promoting, and administering collection items, if records are not included in Acquisitions Documentation Files; project files for individual archival or collection projects including documentation of history, provenance, access, automation, and publication; and other related records.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
MANUAL CITATION		
Agency Code	1206	
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 at end of fiscal year in which Library deaccessions item, or OFFER to recipient at Library's discretion after RMS obtains written approval from NARA per 36 CFR 1226.26.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	

Group Title	Inventory Control Records	
DAA-0297-2014-0010-0006	STATUS: Active	
ITEM GENERAL INFORMATION		

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Item Title	Collection Processing Records
Item Description	a. Collection processing records that do not need to be kept for as long as items are in the collections. Includes shelving accuracy checksheets, batch processing forms, quality assurance daily reports, and shelf lists.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	1207a
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 no longer needed for reference.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No
DAA-0297-2014-0010-0007	STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION	
Item Title	Collection Finding Aids
Item Description	b. Library catalog entries, bibliographic/reference reports, and other finding aids.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	1207b
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-0297-2024-0008-0006 on 01/21/2025.	
Final Disposition	Temporary
Retention Period	Other: DESTROY at end of fiscal year in which Library deaccessions described items.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

Group Title	Preservation Research and Testing Files
DAA-0297-2014-0010-0008	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Final Reports
Item Description	a. Final reports or outcomes of preservation research and testing projects.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	1211a
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	Permanent
Are there multiple instructions for this item?	No
Transfer Instruction	Other: TRANSFER to NARA when 15 years old, or when no longer needed for reference, whichever is later.
ADDITIONAL INFORMATION	
Are any of the records covered by this item subject to a FOIA exemption?	
DAA-0297-2014-0010-0009	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	All Other Preservation Research and Testing Records

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Item Description	b. Includes laboratory notebooks, project requests overview and progress, quality assurance reports, quality assurance specifications, and other related records.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	1211b
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 no longer needed for reference.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

DAA-0297-2014-0010-0010	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Preservation Environmental Monitoring Reports
Item Description	Documents created to record environmental conditions in LC holding areas. For conditions in storage spaces as well as exhibit cases.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	1212
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

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Retention Period	Other: DESTROY when no longer needed for reference.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

DAA-0297-2014-0010-0011	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Preservation Emergency Incident Reports
Item Description	Reports created to document emergency incidents in which Library collections were damaged or otherwise affected. These documents report on the cause of the incident, extent of damage, and response to the incident.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	1213
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 no longer needed for reference.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

DAA-0297-2014-0010-0012	STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION	
Item Title	Preservation Project Case Files

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Item Description	Case files that document preservation projects undertaken for individual items, selected groupings, or whole collections of accessioned materials. Included are: preservation or conservation assessment, evaluation, housing, and treatment proposals and plans; conservators' condition reports and treatment reports; housing and storage documentation; photographs and digital images; forms used to document work completed; stabilization work for exhibitions and digital projects; reports on special consultations; copies of contracts; and records related to special projects, pilots, and feasibility studies and research studies other than those managed by the Preservation Research and Testing Division (PRTD).
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	1214
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-0297-2024-0008-0007 on 01/21/2025.	
Final Disposition	Temporary
Retention Period	Other: DESTROY at end of fiscal year in which Library deaccessions described items.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

DAA-0297-2014-0010-0013	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Binding Slips
Item Description	Binding Slips containing information relating to binding of Library materials by an outside vendor.

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Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	1215
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 or as space requires, whichever occurs first.
Retention Period	Destroy 2 year(s) after the end of the related binding contract span.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

Group Title	Reader Application Forms
DAA-0297-2014-0010-0014	STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION	
Item Title	Readers Registering to Use Special Collections
Item Description	a. For readers registering to use Special Collections.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	1221a
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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Status: APPROVED
Date Approved: 11/13/2014

DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0297-2024-0008-0008 on 01/21/2025.	
Final Disposition	Temporary
Retention Period	Destroy 20 year(s) after end of the fiscal year in which the reader registered.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No
DAA-0297-2014-0010-0015	
STATUS: INACTIVE - NOT FOR USE	
ITEM GENERAL INFORMATION	
Item Title	Readers Registering to Use All Other Collections
Item Description	b. For readers registering to use all other Collections.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	1221b
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-0297-2024-0008-0009 on 01/21/2025.	
Final Disposition	Temporary
Cutoff Instructions	Other: CUTOFF at end of fiscal year.
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

Group Title	Reader Registration Logs
DAA-0297-2014-0010-0016	STATUS: INACTIVE - NOT FOR USE

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Date Approved: 11/13/2014

ITEM GENERAL INFORMATION	
Item Title	Logs Documenting Special Collections Access
Item Description	a. Documenting Special Collections access.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	1222a
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-0297-2024-0008-0010 on 01/21/2025.	
Final Disposition	Temporary
Retention Period	Destroy 20 year(s) after end of the fiscal year in which the log was closed.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No
DAA-0297-2014-0010-0017	
STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Logs Documenting All Other Collections Access
Item Description	b. Documenting all other Collections access.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	1222b
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

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Retention Period	Other: DESTROY when 5 years old or when no longer needed for reference, whichever is earlier.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

Group Title	Call Slips
DAA-0297-2014-0010-0018	STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION	
Item Title	Call Slips for Special Collections Items
Item Description	a. For Special Collections items.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	1223a
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-0297-2024-0008-0011 on 01/21/2025.	
Final Disposition	Temporary
Retention Period	Destroy 20 year(s) after end of the fiscal year in which the call slip was created.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

DAA-0297-2014-0010-0019	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Inter-library Loan Files
Item Description	Records tracking inter-library loans.

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Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	1224
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 in which loaned materials are returned.
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-0297-2014-0010-0020	STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION	
Item Title	Collection Loan Agreement Files
Item Description	Files associated with contractual agreements the Library of Congress has to loan collections. Does not include inter-library loan records.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	1225
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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Final Disposition	Temporary
Retention Period	Other: DESTROY at end of fiscal year in which Library deaccessions described items.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

DAA-0297-2014-0010-0021	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Reference Service Files
Item Description	Reference correspondence including copies of outgoing letters.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	1231
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 5 years old 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

Group Title	Research Services Files
DAA-0297-2014-0010-0022	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Research Products

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Item Description	a. These records include products prepared to address specific issues of concern to Congress and other requestors. The products may include, but are not limited to, policy analyses, statistical reviews, economic studies, and fact sheets which are widely distributed to Congress. Also includes tracking information and finding aids for the products.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	1232a
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	Permanent
Are there multiple instructions for this item?	No
Transfer Instruction	Other: TRANSFER to NARA when 15 years old, or when no longer needed for reference, whichever is later. Note: Access Restrictions - Access to records is restricted until records are 30 years old.
ADDITIONAL INFORMATION	
Are any of the records covered by this item subject to a FOIA exemption?	
DAA-0297-2014-0010-0023 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Background Files
Item Description	b. Research/background materials used to create mission-specific reports, issue briefs, memoranda, briefings, seminars, and training. Files consist of correspondence, web records (content, technical documentation, drafts), product working drafts, and final, pre-publication versions of products.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	1232b

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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	
Final Disposition	Temporary
Retention Period	Other: DESTROY 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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Signatory Information

Action	User	Date
Approve	David Ferriero	11/13/2014