

Request for Records Disposition Authority

Records Schedule Number DAA-0297-2014-0011
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 Outreach
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
10	1	9	0

GAO Approval

Outline of Records Schedule Items for DAA-0297-2014-0011

Sequence Number	
1	Tour and Visitor Service Files Disposition Authority Number: DAA-0297-2014-0011-0001
2	Exhibition Production Files
2.1	Exhibition Files Disposition Authority Number: DAA-0297-2014-0011-0002
2.2	Exhibition Project Files Disposition Authority Number: DAA-0297-2014-0011-0003
2.3	Photographic Security Copies Disposition Authority Number: DAA-0297-2014-0011-0004
3	Event Planning Files Disposition Authority Number: DAA-0297-2014-0011-0005
4	Conference Exhibition Files Disposition Authority Number: DAA-0297-2014-0011-0006
5	Sales Program Planning and Management Files Disposition Authority Number: DAA-0297-2014-0011-0007
6	Sales Inventory Records Disposition Authority Number: DAA-0297-2014-0011-0008
7	Order Fulfillment Records Disposition Authority Number: DAA-0297-2014-0011-0009
8	Marketing Files Disposition Authority Number: DAA-0297-2014-0011-0010

Records Schedule Items

Sequence Number					
1	<p>Tour and Visitor Service Files</p> <p>Disposition Authority Number DAA-0297-2014-0011-0001</p> <p>Records accumulated in arranging tours for student groups, professional organizations, and other interested groups. Includes lists of groups, program outlines, and related records.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? No</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1301</td> <td>Library of Congress Records Schedule (LRS)</td> </tr> </tbody> </table> <p>Disposition Instruction</p> <p>Retention Period DESTROY when 2 years old.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>	Manual Citation	Manual Title	1301	Library of Congress Records Schedule (LRS)
Manual Citation	Manual Title				
1301	Library of Congress Records Schedule (LRS)				
2	<p>Exhibition Production Files</p> <p>Records related to permanent and temporary exhibits produced by the Library.</p>				
2.1	<p>Exhibition Files</p> <p>Disposition Authority Number DAA-0297-2014-0011-0002</p> <p>a. Includes proposal and approval documentation and agreements, list of exhibit items, label text, brochure, and publicity reports.</p> <p>Final Disposition Permanent</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p>				

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
1302a	Library of Congress Records Schedule (LRS)

Disposition Instruction

Cutoff Instruction **CUTOFF** at end of fiscal year in which exhibit closes.
 Transfer to Inactive Storage **TRANSFER** to RMS at 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**

2.2

Exhibition Project Files

Disposition Authority Number **DAA-0297-2014-0011-0003**

b. Includes copy of proposal for the exhibit, purpose and function, insurance evaluation and agreement of insurance liability of borrowers of the exhibit, requests for loan of the exhibit and approval or disapproval of the request, copy of list of exhibit items, graphics production records, negatives, photographs, research, fundraising, copy of publicity reports, and related records.

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
1302b	Library of Congress Records Schedule (LRS)

Disposition Instruction

Transfer to Inactive Storage **TRANSFER to RMS if the exhibit has closed and the records are not required for active use.**

Retention Period **DESTROY when no longer needed for reference.**

Additional Information

GAO Approval **Not Required**

Photographic Security Copies

Disposition Authority Number **DAA-0297-2014-0011-0004**

c. Records accumulated by the custodial office that are created as security copies of Library holdings that are on exhibit or loan. Includes black and white or color negatives, prints, transparencies, and photographs.

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
1302c	Library of Congress Records Schedule (LRS)

Disposition Instruction

Retention Period **DESTROY when superseded or obsolete.**

Additional Information

2.3

3

GAO Approval Not Required

Event Planning Files

Disposition Authority Number DAA-0297-2014-0011-0005

Records pertaining to the logistics of planning, scheduling, and managing events.

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
1303	Library of Congress Records Schedule (LRS)

Disposition Instruction

Retention Period DESTROY when 3 years old, or when no longer needed for reference, whichever is later.

Additional Information

GAO Approval Not Required

4

Conference Exhibition Files

Disposition Authority Number DAA-0297-2014-0011-0006

Records accumulated in the preparation and scheduling of conference exhibitions. Information includes: titles of conferences, purpose(s) for attendance, arrangements for booth(s) and shipment(s) of materials, and lists or samples of materials displayed.

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
1304	Library of Congress Records Schedule (LRS)

Disposition Instruction

Retention Period **DESTROY when 4 years old.**

Additional Information

GAO Approval **Not Required**

Sales Program Planning and Management Files

Disposition Authority Number **DAA-0297-2014-0011-0007**

Records accumulated for the purpose of developing purchasing history and records related to sales history, sales promotions, and product development specifications.

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
1311	Library of Congress Records Schedule (LRS)

Disposition Instruction

Retention Period **DESTROY when superseded or obsolete.**

Additional Information

GAO Approval **Not Required**

Sales Inventory Records

5

6

Disposition Authority Number DAA-0297-2014-0011-0008

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
1312	Library of Congress Records Schedule (LRS)

Disposition Instruction

Retention Period DESTROY when 3 years old.

Additional Information

GAO Approval Not Required

Order Fulfillment Records

Disposition Authority Number DAA-0297-2014-0011-0009

Records documenting customer orders for products and services, and related reports and summaries. Records document order entry, order fulfillment tracking, and payment. Includes orders placed at "point of sale" (walk-in), by phone, fax, and mail, and those received online.

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

7

1313	Library of Congress Records Schedule (LRS)
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Disposition Instruction

Cutoff Instruction CUTOFF at end of fiscal year.
 Transfer to Inactive Storage TRANSFER to RMS at cutoff.
 Retention Period Destroy 3 year(s) after cutoff.

Additional Information

GAO Approval Not Required

Marketing Files

Disposition Authority Number DAA-0297-2014-0011-0010

Records relating to broad marketing plans, specific marketing campaigns for products (copies of space ads, direct mail pieces, etc), mail lists and record of sources, and analytical 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
1314	Library of Congress Records Schedule (LRS)

Disposition Instruction

Cutoff Instruction CUTOFF at end of fiscal year in which campaign life cycle ends.
 Transfer to Inactive Storage TRANSFER TO RMS at cutoff.
 Retention Period Destroy 4 year(s) after cutoff.

Additional Information

GAO Approval Not Required

8

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
06/24/2014	Submit For Certification	Ashley Davies	Records Management Specialist	OSS - RMS
06/24/2014	Certify	Ashley Davies	Records Management Specialist	OSS - RMS
08/26/2014	Submit for Concurrence	Henry Wolfinger	Appraiser	National Archives and Records Administration - Records Management Services
08/28/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
08/28/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
09/02/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist