

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0297-2014-0012**  
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                **Communication**  
  
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
16	7	9	0

### GAO Approval

## Outline of Records Schedule Items for DAA-0297-2014-0012

Sequence Number	
1	Speech Files
1.1	Librarian's Speech Files Disposition Authority Number: DAA-0297-2014-0012-0001
1.2	Other Significant Speech Files Disposition Authority Number: DAA-0297-2014-0012-0002
1.3	All Other Speech Files Disposition Authority Number: DAA-0297-2014-0012-0003
2	News Releases
2.1	Record Copies of News Releases Disposition Authority Number: DAA-0297-2014-0012-0004
2.2	Other News Release-Related Records Disposition Authority Number: DAA-0297-2014-0012-0005
3	Press Clippings Disposition Authority Number: DAA-0297-2014-0012-0006
4	Biographies Disposition Authority Number: DAA-0297-2014-0012-0007
5	Library Publications
5.1	Record Copy of Each Library Publication Disposition Authority Number: DAA-0297-2014-0012-0008
5.2	Background Materials for Library Publications Disposition Authority Number: DAA-0297-2014-0012-0009
6	Employee Newsletters
6.1	Record Copy of Newsletter Disposition Authority Number: DAA-0297-2014-0012-0010
6.2	Background Materials for Newsletters Disposition Authority Number: DAA-0297-2014-0012-0011
7	Still Photography
7.1	Significant Photographs Disposition Authority Number: DAA-0297-2014-0012-0012
8	Motion Pictures
8.1	Significant Recordings
8.1.1	Official Record Set of Recordings Disposition Authority Number: DAA-0297-2014-0012-0013
8.1.2	All Other Recording Copies

8.2

Disposition Authority Number: DAA-0297-2014-0012-0014

Recordings of Internal Library Operations

Disposition Authority Number: DAA-0297-2014-0012-0015

9

Posters

Disposition Authority Number: DAA-0297-2014-0012-0016

## Records Schedule Items

Sequence Number					
1	<p><b>Speech Files</b> Speeches, addresses, comments, and remarks made at conferences, formal meetings, special events, public programs, and other events, as well as interviews, concerning Library programs.</p>				
1.1	<p><b>Librarian's Speech Files</b> Disposition Authority Number      DAA-0297-2014-0012-0001</p> <p>a. Record copy of the Librarian's speech files.</p> <p>Final Disposition                      Permanent</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>1401a</td> <td>Library of Congress Records Schedule (LRS)</td> </tr> </tbody> </table> <p><b>Disposition Instruction</b> Transfer to the National Archives for Accessioning      TRANSFER to NARA when 30 years old or at end of appointment, whichever occurs first.</p> <p><b>Additional Information</b> What will be the date span of the initial transfer of records to the National Archives?      Unknown To Be Determined</p> <p>How frequently will your agency transfer these records to the National Archives?      Unknown To Be Determined</p>	Manual Citation	Manual Title	1401a	Library of Congress Records Schedule (LRS)
Manual Citation	Manual Title				
1401a	Library of Congress Records Schedule (LRS)				
1.2	<p><b>Other Significant Speech Files</b></p>				

Disposition Authority Number DAA-0297-2014-0012-0002

b. Record copy of speeches given by other Library officials documenting Library policies or mission-specific programs.

Final Disposition Permanent

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
1401b	Library of Congress Records Schedule (LRS)

**Disposition Instruction**

Cutoff Instruction CUTOFF at end of fiscal year in which speech is presented.

Transfer to Inactive Storage TRANSFER to RMS 5 years after 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

1.3

**All Other Speech Files**

Disposition Authority Number DAA-0297-2014-0012-0003

c. All other speech files.

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
1401c	Library of Congress Records Schedule (LRS)

**Disposition Instruction**

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

**Additional Information**

GAO Approval **Not Required**

**News Releases**

Records created by the releasing offices coordinating with and disseminating information to any public communications media. Included are drafts, clearance actions, copies of the formal news releases, and related records.

**Record Copies of News Releases**

Disposition Authority Number **DAA-0297-2014-0012-0004**

**a. Record copies of news releases.**

Final Disposition **Permanent**

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
1402a	Library of Congress Records Schedule (LRS)

2

2.1

2.2

**Disposition Instruction**

Transfer to the National Archives for Accessioning      **TRANSFER to NARA when 15 years old.**

**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**

**Other News Release-Related Records**

Disposition Authority Number      **DAA-0297-2014-0012-0005**

**b. Other 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
1402b	Library of Congress Records Schedule (LRS)

**Disposition Instruction**

Retention Period      **DESTROY when 3 years old.**

**Additional Information**

GAO Approval      **Not Required**

3

**Press Clippings**

Disposition Authority Number      **DAA-0297-2014-0012-0006**

Press clippings from magazines and newspapers pertaining to the Library maintained by the Library's designated information office. Included are copies and originals of press clippings 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
1403	Library of Congress Records Schedule (LRS)

**Disposition Instruction**

Retention Period DESTROY when no longer needed for reference.

**Additional Information**

GAO Approval Not Required

**Biographies**

Disposition Authority Number DAA-0297-2014-0012-0007

Biographical sketches, CVs, photographs, and related documents concerning leading Library personalities and non-Library personalities of significance to the Library.

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
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4

1404	Library of Congress Records Schedule (LRS)
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Disposition Instruction

Retention Period                      DESTROY when superseded.

Additional Information

GAO Approval                              Not Required

Library Publications

Record Copy of Each Library Publication

Disposition Authority Number      DAA-0297-2014-0012-0008

a. Library produced publications. Includes books, special lists, handbooks, booklets, brochures, the Calendar of Events, the Information Bulletin, the LC Magazine, and The Gazette (Library-wide Newsletter). These publications document the activities and achievements of the Library, and are made available to the public.

Final Disposition                        Permanent

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
1405a	Library of Congress Records Schedule (LRS)

Disposition Instruction

Transfer to Inactive Storage          TRANSFER to RMS upon publication, where RMS will arrange by publication title, and then in chronological order.

Transfer to the National Archives for Accessioning      TRANSFER to NARA when 15 years old.

Additional Information

5  
5.1

5.2

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**

**Background Materials for Library Publications**

Disposition Authority Number **DAA-0297-2014-0012-0009**

**b. Other records accumulated in editing, printing, and publishing Library publications, including printers' galleys, graphics, working papers, additional copies of publications, 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
1405b	Library of Congress Records Schedule (LRS)

**Disposition Instruction**

Cutoff Instruction **CUTOFF at end of fiscal year in which publication is completed.**

Transfer to Inactive Storage **TRANSFER to RMS at cutoff.**

Retention Period **Destroy 4 year(s) after cutoff.**

**Additional Information**

GAO Approval **Not Required**

6

**Employee Newsletters**

**Documents accumulated in editing, publishing, and distributing Service Unit newsletters. Included are record copies of each publication, notes, editorial materials, and related records.**

6.1

**Record Copy of Newsletter**

Disposition Authority Number      **DAA-0297-2014-0012-0010**

**a. Record copies of each newsletter maintained by the originating office.**

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
1406a	Library of Congress Records Schedule (LRS)

**Disposition Instruction**

Retention Period                      **DESTROY when 5 years old.**

**Additional Information**

GAO Approval                          **Not Required**

6.2

**Background Materials for Newsletters**

Disposition Authority Number      **DAA-0297-2014-0012-0011**

**b. Background materials.**

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

1406b	Library of Congress Records Schedule (LRS)
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Disposition Instruction

Retention Period                      DESTROY when 1 year old.

Additional Information

GAO Approval                              Not Required

Still Photography

Significant Photographs

Disposition Authority Number        DAA-0297-2014-0012-0012

a. Photographs which depict significant events, personalities, and other subjects relating to the mission and activities of the Library. Included are official portraits of Senior Library Officials, and photographs of dedication ceremonies and official events, visits from officials and significant citizens, and major program activities.

Final Disposition                        Permanent

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
1409a	Library of Congress Records Schedule (LRS)

Disposition Instruction

Cutoff Instruction                        CUTOFF at end of calendar year in which photograph is taken.

Transfer to the National Archives for Accessioning        Transfer to the National Archives 5 year(s) after cutoff

Additional Information

7  
7.1

8	What will be the date span of the initial transfer of records to the National Archives? Unknown To Be Determined				
8	How frequently will your agency transfer these records to the National Archives? Unknown To Be Determined				
8.1	<b>Motion Pictures</b> Motion picture films, sound recordings, videotapes, and equivalent or related records created or produced by the Library or acquired from outside sources.				
8.1.1	<b>Significant Recordings</b> a. Recordings that document the Library's mission, programs, and activities. Includes Library-sponsored productions intended for public distribution such as lectures, poetry readings, conferences, symposiums, significant award ceremonies, press conferences, concerts, official or event interviews, documentaries, public service announcements, and other productions created to disseminate information to the public regarding Library operations and programs.				
8.1.1.1	<b>Official Record Set of Recordings</b> Disposition Authority Number <b>DAA-0297-2014-0012-0013</b> (1) The original master sound or video recording or the original film negative and one print of motion picture film. Final Disposition <b>Permanent</b> Item Status <b>Active</b> Is this item media neutral? <b>Yes</b> Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? <b>Yes</b> Do any of the records covered by this item exist as structured electronic data? <b>No</b>				
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Manual Citation	Manual Title				
1410a1	Library of Congress Records Schedule (LRS)				
<b>Disposition Instruction</b> Cutoff Instruction <b>CUTOFF at end of fiscal year in which recording is created.</b>					

8.1.2

Transfer to the National Archives for Accessioning      Transfer to the National Archives 5 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

**All Other Recording Copies**

Disposition Authority Number      DAA-0297-2014-0012-0014

**(2) All other copies.**

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
1410a2	Library of Congress Records Schedule (LRS)

**Disposition Instruction**

Cutoff Instruction      CUTOFF at end of fiscal year in which recording is created.

Retention Period      DESTROY or TRANSFER to LC Collections when no longer needed for reference.

**Additional Information**

GAO Approval      Not Required

8.2

**Recordings of Internal Library Operations**

Disposition Authority Number      DAA-0297-2014-0012-0015

b. Recordings that document internal Library operations. Includes B-roll footage for the press, routine meetings, routine staff award presentations, staff interviews, and training.

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
1410b	Library of Congress Records Schedule (LRS)

GRS or Superseded Authority Citation GRS 21, Item 20

Disposition Instruction

Cutoff Instruction CUTOFF at end of fiscal year in which recording is created.

Retention Period DESTROY or TRANSFER to LC Collections 6 years and 3 months after cutoff.

Additional Information

GAO Approval Not Required

**Posters**

Disposition Authority Number DAA-0297-2014-0012-0016

Posters created by the Library that are mission-specific (i.e. those that advertise exhibits or significant events).

Final Disposition Permanent

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

9

Do any of the records covered by this item exist as structured electronic data? **No**

Manual Citation	Manual Title
1411	Library of Congress Records Schedule (LRS)

**Disposition Instruction**

Transfer to Inactive Storage **TRANSFER 2 paper copies or 1 electronic copy to RMS upon production.**

Transfer to the National Archives for Accessioning **TRANSFER 2 paper copies or 1 electronic copy to NARA immediately.**

**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**

## 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	Jessica Blessman	Appraisal Archivist	National Archives and Records Administration - Records Management Services
10/08/2014	Submit For Certification	Ashley Davies	Records Management Specialist	OSS - RMS
10/08/2014	Certify	Ashley Davies	Records Management Specialist	OSS - RMS
11/18/2014	Return for Revision	Jessica Blessman	Appraisal Archivist	National Archives and Records Administration - Records Management Services
11/25/2014	Submit For Certification	Ashley Davies	Records Management Specialist	OSS - RMS
11/25/2014	Certify	Ashley Davies	Records Management Specialist	OSS - RMS
01/14/2015	Submit for Concurrence	Jessica Blessman	Appraisal Archivist	National Archives and Records Administration - Records Management Services
01/15/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
01/15/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
01/16/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist