

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0297-2014-0012

Status: APPROVED
Date Approved: 01/16/2015

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	Communication
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	Predate requirement

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0297-2014-0012

Status: APPROVED
Date Approved: 01/16/2015

Item Count

Total number of disposition items: 16

Number of Temporary disposition items: 9

Number of Permanent disposition items: 7

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 5

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0297-2014-0012

Status: APPROVED
Date Approved: 01/16/2015

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

Item #	Title	Disposition
0001	Speech Files : Librarian's Speech Files	Permanent
0002	Speech Files : Other Significant Speech Files	Permanent
0003	Speech Files : All Other Speech Files	Temporary
0004	News Releases : Record Copies of News Releases	Permanent
0005	News Releases : Other News Release-Related Records	Temporary
0006	Press Clippings	Temporary
0007	Biographies	Temporary
0008	Library Publications : Record Copy of Each Library Publication	Permanent
0009	Library Publications : Background Materials for Library Publications	Temporary
0010	Employee Newsletters : Record Copy of Newsletter	Temporary
0011	Employee Newsletters : Background Materials for Newsletters	Temporary
0012	Still Photography : Significant Photographs	Permanent
0013	Motion Pictures : Significant Recordings : Official Record Set of Recordings	Permanent
0014	Motion Pictures : Significant Recordings : All Other Recording Copies	Temporary
0015	Motion Pictures : Recordings of Internal Library Operations	Temporary
0016	Posters	Permanent

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0297-2014-0012

Status: APPROVED
Date Approved: 01/16/2015

Records Schedule Items

Group Title	Speech Files
Group Description	Speeches, addresses, comments, and remarks made at conferences, formal meetings, special events, public programs, and other events, as well as interviews, concerning Library programs.
DAA-0297-2014-0012-0001	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Librarian's Speech Files
Item Description	a. Record copy of the Librarian's speech files.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	1401a
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 30 years old or at end of appointment, whichever occurs first.
ADDITIONAL INFORMATION	
Current Records Format	Base Migration: Base Migration
Are any of the records covered by this item subject to a FOIA exemption?	
DAA-0297-2014-0012-0002	STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION	
Item Title	Other Significant Speech Files
Item Description	b. Record copy of speeches given by other Library officials documenting Library policies or mission-specific programs.
Is this item media neutral?	Yes

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0297-2014-0012

Status: APPROVED
Date Approved: 01/16/2015

Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	1401b
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-0297-2024-0010-0001 on 12/20/2024.	
Final Disposition	Permanent
Cutoff Instructions	Other: CUTOFF at end of fiscal year in which speech is presented.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff.
ADDITIONAL INFORMATION	
Current Records Format	Base Migration: Base Migration
Are any of the records covered by this item subject to a FOIA exemption?	
DAA-0297-2014-0012-0003	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	All Other Speech Files
Item Description	c. All other speech files.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	1401c
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.

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0297-2014-0012

Status: APPROVED
Date Approved: 01/16/2015

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

Group Title	News Releases
Group Description	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.

DAA-0297-2014-0012-0004 **STATUS: Active**

ITEM GENERAL INFORMATION	
Item Title	Record Copies of News Releases
Item Description	a. Record copies of news releases.
Is this item media neutral?	Yes
Is this item a Big Bucket?	

MANUAL CITATION	
Agency Code	1402a
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.

ADDITIONAL INFORMATION	
Current Records Format	Base Migration: Base Migration
Are any of the records covered by this item subject to a FOIA exemption?	

DAA-0297-2014-0012-0005 **STATUS: Active**

ITEM GENERAL INFORMATION	
Item Title	Other News Release-Related Records
Item Description	b. Other records.
Is this item media neutral?	Yes

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0297-2014-0012

Status: APPROVED
Date Approved: 01/16/2015

Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	1402b
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

DAA-0297-2014-0012-0006	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Press Clippings
Item Description	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.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	1403
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	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0297-2014-0012

Status: APPROVED
Date Approved: 01/16/2015

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

DAA-0297-2014-0012-0007	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Biographies
Item Description	Biographical sketches, CVs, photographs, and related documents concerning leading Library personalities and non-Library personalities of significance to the Library.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	1404
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.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

Group Title	Library Publications
DAA-0297-2014-0012-0008	STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION	
Item Title	Record Copy of Each Library Publication

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0297-2014-0012

Status: APPROVED
Date Approved: 01/16/2015

Item Description	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.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	1405a
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-0297-2024-0010-0002 on 12/20/2024.	
Final Disposition	Permanent
Are there multiple instructions for this item?	No
Transfer Instruction	Other: TRANSFER to NARA when 15 years old.
ADDITIONAL INFORMATION	
Current Records Format	Base Migration: Base Migration
Are any of the records covered by this item subject to a FOIA exemption?	
DAA-0297-2014-0012-0009	
STATUS: INACTIVE - NOT FOR USE	
ITEM GENERAL INFORMATION	
Item Title	Background Materials for Library Publications
Item Description	b. Other records accumulated in editing, printing, and publishing Library publications, including printers' galleys, graphics, working papers, additional copies of publications, and related records.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	1405b

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0297-2014-0012

Status: APPROVED
Date Approved: 01/16/2015

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-0297-2024-0010-0003 on 12/20/2024.	
Final Disposition	Temporary
Cutoff Instructions	Other: CUTOFF at end of fiscal year in which publication is completed.
Retention Period	Destroy 4 year(s) after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

Group Title	Employee Newsletters
Group Description	Documents accumulated in editing, publishing, and distributing Service Unit newsletters. Included are record copies of each publication, notes, editorial materials, and related records.
DAA-0297-2014-0012-0010	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Record Copy of Newsletter
Item Description	a. Record copies of each newsletter maintained by the originating office.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	1406a
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

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0297-2014-0012

Status: APPROVED
Date Approved: 01/16/2015

Retention Period	Other: DESTROY when 5 years old.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No
DAA-0297-2014-0012-0011	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Background Materials for Newsletters
Item Description	b. Background materials.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	1406b
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 1 year old.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

Group Title	Still Photography
DAA-0297-2014-0012-0012	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Significant Photographs
Item Description	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.
Is this item media neutral?	Yes

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0297-2014-0012

Status: APPROVED
Date Approved: 01/16/2015

Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	1409a
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
Cutoff Instructions	Other: CUTOFF at end of calendar year in which photograph is taken.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 5 year(s) after cutoff
ADDITIONAL INFORMATION	
Current Records Format	Base Migration: Base Migration
Are any of the records covered by this item subject to a FOIA exemption?	

Group Title	Motion Pictures : Significant Recordings
Group Description	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.

DAA-0297-2014-0012-0013	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Official Record Set of Recordings
Item Description	(1) The original master sound or video recording or the original film negative and one print of motion picture film.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	1410a1

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0297-2014-0012

Status: APPROVED
Date Approved: 01/16/2015

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
Cutoff Instructions	Other: CUTOFF at end of fiscal year in which recording is created.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 5 year(s) after cutoff
ADDITIONAL INFORMATION	
Current Records Format	Base Migration: Base Migration
Are any of the records covered by this item subject to a FOIA exemption?	
DAA-0297-2014-0012-0014	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	All Other Recording Copies
Item Description	(2) All other copies.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	1410a2
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 recording is created.
Retention Period	Other: DESTROY or TRANSFER to LC Collections when no longer needed for reference.
ADDITIONAL INFORMATION	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0297-2014-0012

Status: APPROVED
Date Approved: 01/16/2015

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

Group Title	Motion Pictures
Group Description	Motion picture films, sound recordings, videotapes, and equivalent or related records created or produced by the Library or acquired from outside sources.

DAA-0297-2014-0012-0015 STATUS: INACTIVE - NOT FOR USE

ITEM GENERAL INFORMATION	
Item Title	Recordings of Internal Library Operations
Item Description	b. Recordings that document internal Library operations. Includes B-roll footage for the press, routine meetings, routine staff award presentations, staff interviews, and training.
Is this item media neutral?	Yes
Is this item a Big Bucket?	

MANUAL CITATION	
Agency Code	1410b
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?	Yes	
GRS disposition authority	Item UUID	Item ID
		DAA-GRS-2016-0005-0006
Justification for GRS Deviation	See Dossier	

DISPOSITION INSTRUCTION	
DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0297-2024-0010-0004 on 12/20/2024.	
Final Disposition	Temporary
Cutoff Instructions	Other: CUTOFF at end of fiscal year in which recording is created.
Retention Period	Other: DESTROY or TRANSFER to LC Collections 6 years and 3 months after cutoff.

ADDITIONAL INFORMATION

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0297-2014-0012

Status: APPROVED
Date Approved: 01/16/2015

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

DAA-0297-2014-0012-0016	STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION	
Item Title	Posters
Item Description	Posters created by the Library that are mission-specific (i.e. those that advertise exhibits or significant events).
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	1411
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-0297-2024-0010-0005 on 12/20/2024.	
Final Disposition	Permanent
Are there multiple instructions for this item?	No
Transfer Instruction	Other: TRANSFER 2 paper copies or 1 electronic copy to NARA immediately.
ADDITIONAL INFORMATION	
Current Records Format	Base Migration: Base Migration
Are any of the records covered by this item subject to a FOIA exemption?	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0297-2014-0012

Status: APPROVED
Date Approved: 01/16/2015

Signatory Information

Action	User	Date
Approve	David Ferriero	01/16/2015