

Request for Records Disposition Authority

Records Schedule Number **DAA-0297-2014-0013**
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 **Development**
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	1	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0297-2014-0013

Sequence Number	
1	Development Program Files Disposition Authority Number: DAA-0297-2014-0013-0001
2	Development Administrative Files Disposition Authority Number: DAA-0297-2014-0013-0002

Records Schedule Items

Sequence Number						
1	<p>Development Program Files</p> <p>Disposition Authority Number DAA-0297-2014-0013-0001</p> <p>Documents accumulated in recording official actions of the Library's donor groups and other fundraising activities.</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 style="text-align: center;">1501</td> <td>Library of Congress Records Schedule (LRS)</td> </tr> </tbody> </table> <p>Disposition Instruction</p> <p>Cutoff Instruction CUTOFF in 5 year blocks.</p> <p>Transfer to Inactive Storage TRANSFER to RMS at cutoff.</p> <p>Transfer to the National Archives for Accessioning TRANSFER to NARA in 5-year blocks 15 years after cutoff.</p> <p>Additional Information</p> <p>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	1501	Library of Congress Records Schedule (LRS)
Manual Citation	Manual Title					
1501	Library of Congress Records Schedule (LRS)					
2	<p>Development Administrative Files</p> <p>Disposition Authority Number DAA-0297-2014-0013-0002</p>					

Tracking information for donations 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
1502	Library of Congress Records Schedule (LRS)

Disposition Instruction

Retention Period Destroy 7 year(s) after the end of the fiscal year in which donation is made.

Additional Information

GAO Approval Not Required

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
05/05/2014	Return for Revision	Henry Wolfinger	Appraiser	National Archives and Records Administration - Records Management Services
06/26/2014	Submit For Certification	Ashley Davies	Records Management Specialist	OSS - RMS
06/26/2014	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