

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0297-2014-0013

Status: INACTIVE  
Date Approved: 09/02/2014

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## 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	Development
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: 2

Number of Temporary disposition items: 1

Number of Permanent disposition items: 1

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 2

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

<b>Item #</b>	<b>Title</b>	<b>Disposition</b>
0001	Development Program Files	Permanent
0002	Development Administrative Files	Temporary

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Records Schedule Items

DAA-0297-2014-0013-0001		STATUS: INACTIVE - NOT FOR USE
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Development Program Files	
Item Description	Documents accumulated in recording official actions of the Library's donor groups and other fundraising activities.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
<b>MANUAL CITATION</b>		
Agency Code	1501	
Manual Title	Library of Congress Records Schedule (LRS)	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
<b>DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0297-2024-0011-0001 on 10/09/2024.</b>		
Final Disposition	Permanent	
Cutoff Instructions	Other: CUTOFF in 5 year blocks.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Other: TRANSFER to NARA in 5-year blocks 15 years after cutoff.	
<b>ADDITIONAL INFORMATION</b>		
Are any of the records covered by this item subject to a FOIA exemption?		

DAA-0297-2014-0013-0002		STATUS: INACTIVE - NOT FOR USE
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Development Administrative Files	
Item Description	Tracking information for donations to the Library.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
<b>MANUAL CITATION</b>		

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Agency Code	1502
Manual Title	Library of Congress Records Schedule (LRS)
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
<b>DO NOT USE. Inactive because the agency is using GRS 4.1.010 on 10/20/2024.</b>	
Final Disposition	Temporary
Retention Period	Destroy 7 year(s) after the end of the fiscal year in which donation is made.
<b>ADDITIONAL INFORMATION</b>	
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	09/02/2014