

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0297-2024-0003

Status: APPROVED
Date Approved: 12/20/2024

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	Mission and Organization - 2024 updates
Additional Schedule Information	Contains 2024 updates only. See DAA-0297-2014-0001 Mission and Organization for unchanged items.
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	No - the records covered by this schedule do not implicate Tribal interests

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Item Count

Total number of disposition items: 14

Number of Temporary disposition items: 6

Number of Permanent disposition items: 8

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0297-2024-0003

Item #	Title	Disposition
0001	Librarian, Deputy Librarian, Chief Operating Officer and Chief of Staff Program and Policy Records	Permanent
0002	Correspondence of the Librarian, Deputy Librarian, Chief Operating Officer and Chief of Staff : Substantive Correspondence	Permanent
0003	Program Subject Files : Substantive Program Subject Files	Permanent
0004	Program Subject Files : All Other Program Subject Files	Temporary
0005	Organizational Files : Record Copies of Organizational Files	Permanent
0006	Meeting Records : Meetings of Senior Library Officials	Permanent
0007	Meeting Records : Meetings of Directorates and Divisions/Offices	Temporary
0008	Annual Reports : Record Copy of Annual Reports	Permanent
0009	Annual Reports : Background Materials for Annual Reports	Temporary
0010	Planning Files : Record Copy of Final Plan	Permanent
0011	Planning Files : Background Materials	Temporary
0012	Program Performance Assessment Files	Temporary
	Committee, Task Force, Board, and Working Group Files	
0013	Committee, Task Force, Board, and Working Group Files : Library-sponsored Committees, Task Forces, Boards, and Working Groups Overseeing Substantive Issues : Official Committee Records	Permanent
0014	Committee, Task Force, Board, and Working Group Files : Library-sponsored Committees, Task Forces, Boards, and Working Groups Overseeing Substantive Issues : Routine Administrative Committee Records	Temporary

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Records Schedule Items

DAA-0297-2024-0003-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Librarian, Deputy Librarian, Chief Operating Officer and Chief of Staff Program and Policy Records	
Item Description	Schedules of daily activities, memoranda, reports, forms, and other records accumulated by the above listed officials, their deputies, and assistants which provide substantive information relating to policymaking decisions or significant program management functions.	
	Note: Calendars in email accounts are covered by LRS Item 1138a (GRS 6.1, Item 010).	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	101	
Manual Title	Library of Congress Records Schedule (LRS)	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
DAA-0297-2014-0001-0001	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 related work is completed.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives 20 year(s) after cutoff	
ADDITIONAL INFORMATION		
Current Records Format	Base Migration: Base Migration	
End year of records covered by this authority	Still being created	

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Are any of the records covered by this item subject to a FOIA exemption?	No
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Group Title	Correspondence of the Librarian, Deputy Librarian, Chief Operating Officer and Chief of Staff	
DAA-0297-2024-0003-0002	STATUS: Active	
ITEM GENERAL INFORMATION		
Item Title	Substantive Correspondence	
Item Description	a. Correspondence between the Librarian, Deputy Librarian, Chief Operating Officer or Chief of Staff and parties inside or outside of LC, finding aids, and other related records.	
	Note: Correspondence in email accounts is covered by LRS Item 1138a (GRS 6.1, Item 010).	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	102a	
Manual Title	Library of Congress Records Schedule (LRS)	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
DAA-0297-2014-0001-0002	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Cutoff Instructions	There is no cutoff instruction	
Are there multiple instructions for this item?	No	
Transfer Instruction	Other: TRANSFER to NARA when 30 years old, or (for Librarian's Correspondence) at end of appointment, whichever occurs first.	
ADDITIONAL INFORMATION		
Current Records Format	Base Migration: Base Migration	

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Are any of the records covered by this item subject to a FOIA exemption?	No
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Group Title	Program Subject Files
Group Description	Correspondence, memoranda, reports, forms, and other records accumulated by Library staff in managing and carrying out assigned functions.

DAA-0297-2024-0003-0003	STATUS: Active
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ITEM GENERAL INFORMATION	
Item Title	Substantive Program Subject Files
Item Description	a. Records that document policymaking decisions or significant (Library mission-specific) program functions.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No

MANUAL CITATION	
Agency Code	103a
Manual Title	Library of Congress Records Schedule (LRS)

SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
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Does this item supersede existing disposition authorities?	Yes
Superseded Items	
Superseded Item	Item Superseded in Part? Explanation
DAA-0297-2014-0001-0004	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 related work is completed.
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?	No

DAA-0297-2024-0003-0004	STATUS: Active
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ITEM GENERAL INFORMATION	
Item Title	All Other Program Subject Files
Item Description	b. All other Program Subject Files that are not covered by Item 103a.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
MANUAL CITATION	
Agency Code	103b
Manual Title	Library of Congress Records Schedule (LRS)
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
	Superseded Items
Superseded Item	Item Superseded in Part? Explanation
DAA-0297-2014-0001-0005	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 related work is completed.
Retention Period	Destroy 7 year(s) after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

Group Title	Organizational Files
Group Description	Organizational charts and reorganization studies. Records and graphics that provide a detailed description and illustration of the arrangement, administrative structure, and geographic boundaries of the functional units of the Library. Reorganization studies may include final recommendations, proposals, and staff evaluations.
DAA-0297-2024-0003-0005	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Record Copies of Organizational Files
Item Description	a. Record copies.

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Is this item media neutral?	Yes
Is this item a Big Bucket?	No
MANUAL CITATION	
Agency Code	104a
Manual Title	Library of Congress Records Schedule (LRS)
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
	Superseded Items
Superseded Item	Item Superseded in Part? Explanation
DAA-0297-2014-0001-0006	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 related work is completed.
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?	No

Group Title	Meeting Records
Group Description	Agendas, minutes of meetings, and related records documenting Library meetings.
DAA-0297-2024-0003-0006	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Meetings of Senior Library Officials
Item Description	a. Meetings held by the Librarian, Deputy Librarian, Chief Operating Officer or Chief of Staff, and Service Unit Heads.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
MANUAL CITATION	
Agency Code	106a
Manual Title	Library of Congress Records Schedule (LRS)

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SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?		Yes
Superseded Items		
Superseded Item	Item Superseded in Part?	Explanation
DAA-0297-2014-0001-0009	No	
Is this item a deviation from the GRS?		No
DISPOSITION INSTRUCTION		
Final Disposition		Permanent
Cutoff Instructions		Other: CUTOFF at end of fiscal year.
Are there multiple instructions for this item?		No
Transfer Instruction		Transfer to the National Archives 20 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?		No
DAA-0297-2024-0003-0007		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title		Meetings of Directorates and Divisions/Offices
Item Description		b. Meetings held by Directorates and Divisions/Offices.
Is this item media neutral?		Yes
Is this item a Big Bucket?		No
MANUAL CITATION		
Agency Code		106b
Manual Title		Library of Congress Records Schedule (LRS)
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?		Yes
Superseded Items		
Superseded Item	Item Superseded in Part?	Explanation
DAA-0297-2014-0001-0010	No	
Is this item a deviation from the GRS?		No
DISPOSITION INSTRUCTION		
Final Disposition		Temporary

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Cutoff Instructions	Cut off at end of Fiscal year.
Retention Period	Destroy 7 year(s) after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

Group Title	Annual Reports	
DAA-0297-2024-0003-0008	STATUS: Active	
ITEM GENERAL INFORMATION		
Item Title	Record Copy of Annual Reports	
Item Description	a. Record copies of the Annual Report of the Librarian of Congress, Service Unit annual reports, and Directorate and Division/Office annual reports.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	111a	
Manual Title	Library of Congress Records Schedule (LRS)	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
DAA-0297-2014-0001-0011	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Cutoff Instructions	There is no cutoff instruction	
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?	No	

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DAA-0297-2024-0003-0009		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Background Materials for Annual Reports	
Item Description	b. Background materials.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	111b	
Manual Title	Library of Congress Records Schedule (LRS)	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
DAA-0297-2014-0001-0012	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: CUTOFF at end of fiscal year.	
Retention Period	Destroy 2 year(s) after cutoff.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

Group Title	Planning Files	
DAA-0297-2024-0003-0010		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Record Copy of Final Plan	
Item Description	a. Record copy of final plan. Examples include Service Unit Strategic Plan, LC Strategic Plan, Implementation or Management Plan, and LC Annual Plan.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	112a	
Manual Title	Library of Congress Records Schedule (LRS)	

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SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?		Yes
Superseded Items		
Superseded Item	Item Superseded in Part?	Explanation
DAA-0297-2014-0001-0013	No	
DAA-0297-2014-0001-0015	No	
DAA-0297-2014-0001-0017	No	
DAA-0297-2014-0001-0019	No	
Is this item a deviation from the GRS?		No
DISPOSITION INSTRUCTION		
Final Disposition		Permanent
Cutoff Instructions		Cut off after a new plan is issued.
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?		No
DAA-0297-2024-0003-0011		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title		Background Materials
Item Description		b. Correspondence, memoranda, working papers, and other records pertaining to developing, implementing, and monitoring each plan.
Is this item media neutral?		Yes
Is this item a Big Bucket?		No
MANUAL CITATION		
Agency Code		112b
Manual Title		Library of Congress Records Schedule (LRS)
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?		Yes
Superseded Items		
Superseded Item	Item Superseded in Part?	Explanation

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DAA-0297-2014-0001-0014	No
DAA-0297-2014-0001-0016	No
DAA-0297-2014-0001-0018	No
DAA-0297-2014-0001-0020	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Cut off after a new plan is issued.
Retention Period	Destroy 5 year(s) after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0297-2024-0003-0012	STATUS: Active	
ITEM GENERAL INFORMATION		
Item Title	Program Performance Assessment Files	
Item Description	Record set of program review reports, working papers, correspondence, meeting records, and documents developed and maintained by the Strategic Planning Office used to formally brief the Librarian on major program activities.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	116	
Manual Title	Library of Congress Records Schedule (LRS)	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
DAA-0297-2014-0001-0021	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Cut off at end of Fiscal year.	

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Retention Period	Destroy 10 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

Group Title	Committee, Task Force, Board, and Working Group Files : Library-sponsored Committees, Task Forces, Boards, and Working Groups Overseeing Substantive Issues
Group Description	a. Records created by Library-sponsored committees, task forces, boards, and working groups dealing with substantive policy/programmatic issues such as: developing or revising Library programs; implementing new legislation, regulations, policies, or programs; reviewing Library programs and projects; and coordinating research internally and externally with or for other agencies, institutions, and international library programs. Includes committees where the Library is the designated sponsor or coordinating agency with official governing, policy, or recordkeeping responsibilities. Official files are those of the Secretary, or in instances where the Chair serves the dual function of recording secretary or designated recordkeeper, the Chair. The files of other members are considered duplicates of official records.

DAA-0297-2024-0003-0013 STATUS: Active

ITEM GENERAL INFORMATION

Item Title	Official Committee Records
Item Description	(1) Charter, agendas, minutes, studies, reports, and related records of the Secretary or designated recordkeeper.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No

MANUAL CITATION

Agency Code	121a1
Manual Title	Library of Congress Records Schedule (LRS)

SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS

Does this item supersede existing disposition authorities?	Yes
	Superseded Items
Superseded Item	Item Superseded Explanation in Part?

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DAA-0297-2014-0001-0024	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	There is no cutoff instruction
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 15 year(s) after termination of committee.
ADDITIONAL INFORMATION	
Current Records Format	Base Migration: Base Migration
Are any of the records covered by this item subject to a FOIA exemption?	No
DAA-0297-2024-0003-0014	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Routine Administrative Committee Records
Item Description	(2) Records created in support of committee functions such as mailing or distribution, meeting room reservations, and similar routine administrative functions.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
MANUAL CITATION	
Agency Code	121a2
Manual Title	Library of Congress Records Schedule (LRS)
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
	Superseded Items
Superseded Item	Item Superseded Explanation in Part?
DAA-0297-2014-0001-0025	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Cut off at end of Fiscal year.
Retention Period	Destroy 3 year(s) after cutoff.
ADDITIONAL INFORMATION	

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GAO Approval Required	No

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Signatory Information

Action	User	Date
Approve	Colleen Shogan	12/20/2024