

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0297-2024-0008

Status: APPROVED
Date Approved: 01/21/2025

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	Library, Archives, and Research - 2024 updates
Additional Schedule Information	Contains 2024 updates only. See DAA-0297-2014-0010 for unchanged items.
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	Exempt from requirement - Legislative Branch

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Item Count

Total number of disposition items: 12

Number of Temporary disposition items: 12

Number of Permanent disposition items: 0

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-0297-2024-0008

Item #	Title	Disposition
	Acquisitions Documentation Files	
0001	Acquisitions Documentation Files : Files for Materials Acquired Through Purchase : Files Concerning Purchases \$1,000 or More	Temporary
0002	Acquisitions Documentation Files : Files for Materials Acquired Through Purchase : Files Concerning Purchases \$999.99 or Less	Temporary
0003	Acquisitions Documentation Files : Files for Materials Acquired through Non-Purchase Means (Gift, Exchange, Deposit) : Non-Routine Gifts and Other Types of Non-Purchase Items (i.e. Exchange and Deposit)	Temporary
0004	Acquisitions Documentation Files : Files for Materials Acquired through Non-Purchase Means (Gift, Exchange, Deposit) : Routine Gifts	Temporary
0005	Collection Documentation Files	Temporary
0006	Inventory Control Records : Collection Finding Aids	Temporary
0007	Preservation Project Case Files	Temporary
0008	Reader Application Forms : Readers Registering to Use Special Collections	Temporary
0009	Reader Application Forms : Readers Registering to Use All Other Collections	Temporary
0010	Reader Registration Logs : Logs Documenting Special Collections Access	Temporary
0011	Call Slips : Call Slips for Special Collections Items	Temporary
0012	Collection Loan Agreement Files	Temporary

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Records Schedule Items

Group Title	Acquisitions Documentation Files : Files for Materials Acquired Through Purchase	
Group Description	a. Files associated with the purchase of materials by the Library of Congress from commercial and non-commercial firms and organizations. These files include requests for acquisition, memoranda of recommendation, deduction letters, business guidelines, and shipping guidelines.	
DAA-0297-2024-0008-0001	STATUS: Active	
ITEM GENERAL INFORMATION		
Item Title	Files Concerning Purchases \$1,000 or More	
Item Description	(1) See LCR 2-210, Section 6: Acquisition of Collection Materials by Purchase. The recommending officer shall prepare a written memorandum of recommendation to purchase materials valued at a \$1000 or more.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	1201a1	
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-0297-2014-0010-0001	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Retention Period	Other: DESTROY at end of fiscal year in which Library deaccessions item, or when no longer needed for reference, whichever is later.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	

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GAO Approval Required	No
DAA-0297-2024-0008-0002	
STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Files Concerning Purchases \$999.99 or Less
Item Description	(2) See LCR 2-210, Section 6: Acquisition of Collection Materials by Purchase. The recommending officer shall also prepare a written memorandum of recommendation to purchase materials valued at less than \$1000 when required by the Chief of the appropriate acquisition division.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
MANUAL CITATION	
Agency Code	1201a2
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-0297-2014-0010-0002	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 6 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	Acquisitions Documentation Files : Files for Materials Acquired through Non-Purchase Means (Gift, Exchange, Deposit)
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Group Description	<p>b. Files associated with materials procured by the Library of Congress through gift, exchange and deposit. Included are memoranda of recommendation, vendor correspondence, background papers, original deeds, instruments of gifts, and exchange agreements. These documents describe commitments assumed in accepting gifts, such as processing work, storage space, preservation treatment, packing/shipping and administration of terms or conditions associated with a gift. Also included are correspondence and legal documents between the Library and commercial firms, universities and other libraries, and government agencies concerning restrictions and conditions for exchange, gift and deposit agreements.</p>	
DAA-0297-2024-0008-0003		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Non-Routine Gifts and Other Types of Non-Purchase Items (i.e. Exchange and Deposit)	
Item Description	<p>(1) See LCR 2-230: Acquisition of Collection Materials by Exchange and LCR 2-240: Acquisition of Collection Materials by Deposit. Per LCR 2-220: Acquisition of Collection Materials by Gift, any gift requiring a formal written agreement is "non-routine." The Library's recommending officer must prepare a memorandum recommending acceptance of non-routine gifts. All non-routine gifts with terms or conditions attached are to be memorialized in a gift agreement signed by all parties. The chief of the U.S./Anglo Division acknowledges all non-routine gifts with a letter of appreciation.</p>	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	1201b1	
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-0297-2014-0010-0003	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		

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Final Disposition	Temporary
Retention Period	Other: DESTROY at end of fiscal year in which Library deaccessions item, or when no longer needed for reference, whichever is later.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No
DAA-0297-2024-0008-0004	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Routine Gifts
Item Description	(2) Per LCR 2-220: Acquisition of Collection Materials by Gift, "routine" gifts are those that have little or no impact on the collections in terms of access restrictions, organization/processing work, storage space, preservation treatment, etc., from the geographic or subject areas covered by their divisions/offices.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
MANUAL CITATION	
Agency Code	1201b2
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-0297-2014-0010-0004	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 6 year(s) after cutoff.
ADDITIONAL INFORMATION	

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

DAA-0297-2024-0008-0005		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Collection Documentation Files	
Item Description	Records created to document collection items. Includes case files accumulated in soliciting, promoting, and administering collection items, if records are not included in Acquisitions Documentation Files; project files for individual archival or collection projects including documentation of history, provenance, access, automation, and publication; and other related records.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	1206	
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-0297-2014-0010-0005	No	
DAA-0297-2014-0009-0004	No	
DAA-0297-2014-0009-0005	No	
DAA-0297-2014-0009-0006	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Retention Period	Other: DESTROY at end of fiscal year in which Library deaccessions item, or when no longer needed for reference, whichever is later. May OFFER to recipient at Library's discretion after RM obtains written approval from NARA per 36 CFR 1226.26.	
ADDITIONAL INFORMATION		

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

Group Title	Inventory Control Records
DAA-0297-2024-0008-0006	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Collection Finding Aids
Item Description	b. Library catalog entries, bibliographic/reference reports, and other finding aids.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
MANUAL CITATION	
Agency Code	1207b
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-0297-2014-0010-0007	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Retention Period	Other: DESTROY at end of fiscal year in which Library deaccessions described items, or when no longer needed for reference, whichever is later.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0297-2024-0008-0007	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Preservation Project Case Files

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Item Description	Case files that document preservation projects undertaken for individual items, selected groupings, or whole collections of accessioned materials.	
	Included are: preservation or conservation assessment, evaluation, housing, and treatment proposals and plans; conservators' condition reports and treatment reports; housing and storage documentation; photographs and digital images; forms used to document work completed; stabilization work for exhibitions and digital projects; reports on special consultations; copies of contracts; and records related to special projects, pilots, and feasibility studies and research studies other than those managed by the Preservation Research and Testing Division (PRTD).	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	1214	
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-0297-2014-0010-0012	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Retention Period	Other: DESTROY at end of fiscal year in which Library deaccessions described items, or when no longer needed for reference, whichever is later.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

Group Title	Reader Application Forms
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DAA-0297-2024-0008-0008		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Readers Registering to Use Special Collections	
Item Description	a. For readers registering to use Special Collections.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	1221a	
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-0297-2014-0010-0014	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		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	
DAA-0297-2024-0008-0009		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Readers Registering to Use All Other Collections	
Item Description	b. For readers registering to use all other Collections.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	1221b	
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	

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Superseded Item	Item Superseded in Part?	Explanation
DAA-0297-2014-0010-0015	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 5 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	Reader Registration Logs	
DAA-0297-2024-0008-0010	STATUS: Active	
ITEM GENERAL INFORMATION		
Item Title	Logs Documenting Special Collections Access	
Item Description	a. Documenting Special Collections access.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	1222a	
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-0297-2014-0010-0016	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		

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

Group Title	Call Slips	
DAA-0297-2024-0008-0011	STATUS: Active	
ITEM GENERAL INFORMATION		
Item Title	Call Slips for Special Collections Items	
Item Description	a. For Special Collections items.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	1223a	
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-0297-2014-0010-0018	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		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

DAA-0297-2024-0008-0012	STATUS: Active	
ITEM GENERAL INFORMATION		
Item Title	Collection Loan Agreement Files	
Item Description	Files associated with contractual agreements the Library of Congress has to loan collections. Does not include inter-library loan records.	
Is this item media neutral?	Yes	

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Is this item a Big Bucket?	No
MANUAL CITATION	
Agency Code	1225
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-0297-2014-0010-0020	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Retention Period	Other: DESTROY at end of fiscal year in which Library deaccessions described items, or when no longer needed for reference, whichever is later.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

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Signatory Information

Action	User	Date
Approve	Colleen Shogan	01/21/2025