

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0297-2024-0010

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	Communication - 2024 updates
Additional Schedule Information	Contains 2024 updates only. See DAA-0297-2014-0012 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: 5

Number of Temporary disposition items: 2

Number of Permanent disposition items: 3

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-0297-2024-0010

Item #	Title	Disposition
0001	Speech Files : Other Significant Speech Files	Permanent
0002	Library Publications : Record Copy of Each Library Publication	Permanent
0003	Library Publications : Background Materials for Library Publications	Temporary
0004	Motion Pictures : Recordings of Internal Library Operations	Temporary
0005	Posters	Permanent

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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-0297-2024-0010-0001	STATUS: Active	
ITEM GENERAL INFORMATION		
Item Title	Other Significant Speech Files	
Item Description	Record copy of speeches given by other Library officials documenting Library policies or mission-specific programs.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
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SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		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?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
DAA-0297-2014-0012-0002	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 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	Textual data:396 MB ; Paper-based textual records:3 cubic feet	
Approximate first year of records covered by this authority	1977	
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	Library Publications
DAA-0297-2024-0010-0002	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Record Copy of Each Library Publication
Item Description	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?	No
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?	Yes
	Superseded Items
Superseded Item	Item Superseded Explanation in Part?
DAA-0297-2014-0012-0008	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	Paper-based textual records:174 cubic feet ; Textual data:3 GB
Approximate first year of records covered by this authority	1902
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
DAA-0297-2024-0010-0003 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Background Materials for Library Publications
Item Description	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?	No
MANUAL CITATION	
Agency Code	1405b
Manual Title	Library of Congress Records Schedule (LRS)
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
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 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?	No
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-0297-2024-0010-0004 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Recordings of Internal Library Operations

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Item Description	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?	No	
MANUAL CITATION		
Agency Code	1409b	
Manual Title	Library of Congress Records Schedule (LRS)	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
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	As noted in deviation request that was approved by GRS Team after Transmittal 27, we use this GRS series for our temporary photographs. We can't use it for our temporary motion pictures as our current approved disposition is to either destroy or transfer them to the LC Collections.	
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 6 years after cutoff.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

DAA-0297-2024-0010-0005	STATUS: Active
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?	No

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MANUAL CITATION		
Agency Code	1410	
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-0297-2014-0012-0016	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	Textual data:420 MB	
Approximate first year of records covered by this authority	2001	
End year of records covered by this authority	Still being created	
Are any of the records covered by this item subject to a FOIA exemption?	No	

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Signatory Information

Action	User	Date
Approve	Colleen Shogan	12/20/2024