Schedule Number: N1-297-01-001

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of:**06/25/2020**

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

Item 1 is still active.
Item 2a is still active.

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 2a is superseded by DAA-0297-2014-0016-0004 and DAA-0297-2014-0016-0005.
Item 3a is superseded by GRS 5.2, item 010 (DAA-GRS-2017-0003-0001).
Item 3b is superseded by GRS 5.2, item 010 (DAA-GRS-2017-0003-0001).
Item 4 is superseded by GRS 5.1, item 020 (DAA-GRS-2016-0016-0002).

NWML

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1 FROM (Agency or establishment)

Library of Congress

2 MAJOR SUBDIVISION

Integrated Support Services

3 MINOR SUBDIVISION

Office Systems Services

4 NAME OF PERSON WITH WHOM TO CONFER: James A. Kepler

5 TELEPHONE: (202)707-6526

LEAVE BLANK (NARA use only)

JOB NUMBER: N1-297-01-1

DATE RECEIVED: 3/2/01

NOTIFICATION TO AGENCY

DATE: 9-25-01

ARCHIVIST OF THE UNITED STATES: [signature]

6 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 on the attached 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and ~~that~~ written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of ~~Federal Agencies~~,

[X] is not required, [ ] is attached, or [ ] has been requested

DATE: 2/26/01

SIGNATURE OF AGENCY REPRESENTATIVE: [signature]

TITLE: Records Officer for the Library of Congress

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Office of the Librarian Office of the Inspector General		
1	**Audit Case Files.** Case files of internal audits of agency programs, operations, and of external audits of contractors and grantees. Includes correspondence, notes, attachments, evidence, working papers, preliminary, final and follow-up reports, recommendations, etc. Arranged numerically by case number. TEMPORARY. CUTOFF at the end of fiscal year in which case is closed. DESTROY 8 years after cutoff		
2	**Closed Investigative Files** a. Case files developed during investigations of known or alleged fraud, abuse and irregularities and violations of laws and regulations, consisting of final investigative report and correspondence, forms, reports, notes, and working files relating to the development of the final report. Cases relate to LC		

cc: Agency

NWML

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
2	**Closed Investigative Files** (Cont'd) personnel and programs and operations administered or financed by LC, including contractors and others having a relationship with LC. TEMPORARY Cutoff closed files at end of fiscal year DESTROY 5 years after cutoff. b. Files containing information or allegations of an investigative nature that do not result in establishment of a formal case file The files include anonymous or vague allegations not warranting an investigation, matters referred to constituents or other agencies for handling and support files providing general information which may prove use ful in Inspector General investigations CUTOFF annually. DESTROY 5 years after closing		
3	**Logs** Logs, registers, print-outs, or lists that control and track the status of correspondence, reports, or other records relating to audit and investigative cases a. Electronic files. Update or delete as needed for current agency business b. Hard copy files Destroy along with related records		
4	**Electronic Mail and Word Processing Records** Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by this item. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination. UPDATE and DELETE as needed for current agency business		