

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2015-0003

Status: APPROVED
Date Approved: 02/17/2016
Last Modified: 11/04/2024

General Information

Agency or Establishment	General Records Schedules (National Archives and Records Administration)
Record/Scheduling Group	GRS - General Records Schedules
Records Schedule Applies To	Government-wide All agencies except:
Schedule Subject	GRS 4.4: Library Records
Additional Schedule Information	<p>Note: This schedule was modified after approval in ERA Base. If information regarding the modifications was created in ERA Base it will be found in the Revision Notes in NARA only attachments.</p> <p>Agency library and information centers collect material related to their agency's mission or focus. This schedule only applies to library or information centers within agencies, not agencies that are themselves libraries. Library services include administering the program, collecting data and information, and transferring collected data and information to the end customer. This schedule covers records that document agency library and information center administration and daily operations.</p> <p>Exclusions:</p> <ol style="list-style-type: none">1. Records of standalone libraries such as the Presidential libraries, the Library of Congress, the National Agricultural Library, the National Library of Education, the National Library of Medicine, and the National Transportation Library.2. Non-record material such as library and museum material agencies make or acquire and preserve solely for reference or exhibition purposes, extra copies of documents agencies preserve only for convenient reference, and stocks of publications and processed documents.3. Unique or special collections of data, technical information, or other records, which agencies must schedule based on their content.
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: 3

Number of Temporary disposition items: 3

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-GRS-2015-0003

Item #	Title	Disposition
0001	Library administrative records.	Temporary
0002	Library operations records.	Temporary
0003	Inter Library-Loan (ILL) requests	Temporary

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Records Schedule Items

DAA-GRS-2015-0003-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Library administrative records.	
Item Description	<p>Records documenting a library's planning and management. Records may document library policies, procedures, and statistics. Includes records such as:</p> <ul style="list-style-type: none">strategic plans, project planspolicies and procedures for developing collections, acquisitions, patron privacy, loans, and restricting library materialpromotional material describing library services and resourcescorrespondence and records on library staffing and relations with other librariesquick guides to library databases and resources , topical or customized reading lists, and bibliographies <p>Note: For records on purchasing licenses, subscriptions, vendor services, or interagency agreements, see GRS 1.1, Financial Management and Reporting Records.</p>	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
MANUAL CITATION		
Agency Code	GRS 4.4 item 010	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Retention Period	Other: Temporary. Destroy when 3 years old or 3 years after superseded or obsolete, whichever is applicable. Longer retention is authorized for business use.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	

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DAA-GRS-2015-0003-0002		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Library operations records.	
Item Description	Records documenting the daily activities of running a library. Includes: <ul style="list-style-type: none">• reference inquiries and responses• correspondence and records about normal cataloging, circulation, and document delivery activities• visitor logs, sign-in sheets, computer sign-up sheets, and equipment or facility registration forms• photocopying and digitization requests	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
MANUAL CITATION		
Agency Code	GRS 4.4 item 020	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Retention Period	Other: Destroy when business use ceases.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	

DAA-GRS-2015-0003-0003		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Inter Library-Loan (ILL) requests	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
MANUAL CITATION		
Agency Code	GRS 4.4 item 030	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	

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Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Retention Period	Other: Destroy 5 years after completing the transaction.
ADDITIONAL INFORMATION	
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	02/17/2016