

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0297-2014-0011

Status: APPROVED  
Date Approved: 09/02/2014

---

## 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   | Outreach                                  |
| Is There a Classified Version of This Schedule?                    | No  |
| Is consultation and coordination with Tribal Governments required? | Predate requirement                       |

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0297-2014-0011

Status: APPROVED  
Date Approved: 09/02/2014

---

## Item Count

Total number of disposition items: 10

Number of Temporary disposition items: 9

Number of Permanent disposition items: 1

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 3

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0297-2014-0011

Status: APPROVED  
Date Approved: 09/02/2014

---

Outline of Records Schedule Items for DAA-0297-2014-0011

| Item # | Title  | Disposition |
|--------|--|-------------|
| 0001   | Tour and Visitor Service Files                             | Temporary   |
| 0002   | Exhibition Production Files : Exhibition Files             | Permanent   |
| 0003   | Exhibition Production Files : Exhibition Project Files     | Temporary   |
| 0004   | Exhibition Production Files : Photographic Security Copies | Temporary   |
| 0005   | Event Planning Files                                       | Temporary   |
| 0006   | Conference Exhibition Files                                | Temporary   |
| 0007   | Sales Program Planning and Management Files                | Temporary   |
| 0008   | Sales Inventory Records                                    | Temporary   |
| 0009   | Order Fulfillment Records                                  | Temporary   |
| 0010   | Marketing Files  | Temporary   |

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0297-2014-0011

Status: APPROVED  
Date Approved: 09/02/2014

Records Schedule Items

|   |  |                       |
|---|--|-----------------------|
| <b>DAA-0297-2014-0011-0001</b>  |  | <b>STATUS: Active</b> |
| <b>ITEM GENERAL INFORMATION</b>   |  |                       |
| Item Title  | Tour and Visitor Service Files   |                       |
| Item Description  | Records accumulated in arranging tours for student groups, professional organizations, and other interested groups. Includes lists of groups, program outlines, and related records. |                       |
| Is this item media neutral?   | Yes  |                       |
| Is this item a Big Bucket?  |  |                       |
| <b>MANUAL CITATION</b>  |  |                       |
| Agency Code   | 1301   |                       |
| Manual Title  | Library of Congress Records Schedule (LRS)   |                       |
| <b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>       |  |                       |
| Does this item supersede existing disposition authorities?                | No   |                       |
| Is this item a deviation from the GRS?                                    | No   |                       |
| <b>DISPOSITION INSTRUCTION</b>  |  |                       |
| Final Disposition   | Temporary  |                       |
| Retention Period  | Other: DESTROY when 2 years old.   |                       |
| <b>ADDITIONAL INFORMATION</b>   |  |                       |
| Are any of the records covered by this item national security classified? |  |                       |
| GAO Approval Required   | No   |                       |

|                                 |   |                                       |
|---------------------------------|---|---------------------------------------|
| Group Title                     | Exhibition Production Files   |                                       |
| Group Description               | Records related to permanent and temporary exhibits produced by the Library.  |                                       |
| <b>DAA-0297-2014-0011-0002</b>  |   | <b>STATUS: INACTIVE - NOT FOR USE</b> |
| <b>ITEM GENERAL INFORMATION</b> |   |                                       |
| Item Title                      | Exhibition Files  |                                       |
| Item Description                | a. Includes proposal and approval documentation and agreements, list of exhibit items, label text, brochure, and publicity reports. |                                       |
| Is this item media neutral?     | Yes   |                                       |
| Is this item a Big Bucket?      |   |                                       |
| <b>MANUAL CITATION</b>          |   |                                       |

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0297-2014-0011

Status: APPROVED  
Date Approved: 09/02/2014

|  |  |
|--|--|
| Agency Code  | 1302a  |
| Manual Title   | Library of Congress Records Schedule (LRS)   |
| <b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>  |  |
| Does this item supersede existing disposition authorities?   | No   |
| Is this item a deviation from the GRS?   | No   |
| <b>DISPOSITION INSTRUCTION</b>   |  |
| <b>DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0297-2024-0009-0001 on 06/12/2025.</b> |  |
| Final Disposition  | Permanent  |
| Cutoff Instructions  | Other: CUTOFF at end of fiscal year in which exhibit closes.   |
| Are there multiple instructions for this item?   | No   |
| Transfer Instruction   | Transfer to the National Archives 15 year(s) after cutoff  |
| <b>ADDITIONAL INFORMATION</b>  |  |
| Current Records Format   | Base Migration: Base Migration   |
| Are any of the records covered by this item subject to a FOIA exemption?   |  |
| DAA-0297-2014-0011-0003  |  |
| STATUS: INACTIVE - NOT FOR USE   |  |
| <b>ITEM GENERAL INFORMATION</b>  |  |
| Item Title   | Exhibition Project Files   |
| Item Description   | b. Includes copy of proposal for the exhibit, purpose and function, insurance evaluation and agreement of insurance liability of borrowers of the exhibit, requests for loan of the exhibit and approval or disapproval of the request, copy of list of exhibit items, graphics production records, negatives, photographs, research, fundraising, copy of publicity reports, and related records. |
| Is this item media neutral?  | Yes  |
| Is this item a Big Bucket?   |  |
| <b>MANUAL CITATION</b>   |  |
| Agency Code  | 1302b  |
| Manual Title   | Library of Congress Records Schedule (LRS)   |
| <b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>  |  |
| Does this item supersede existing disposition authorities?   | No   |

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0297-2014-0011

Status: APPROVED  
Date Approved: 09/02/2014

|  |   |
|--|---|
| Is this item a deviation from the GRS?   | No  |
| <b>DISPOSITION INSTRUCTION</b>   |   |
| <b>DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0297-2024-0009-0002 on 06/12/2025.</b> |   |
| Final Disposition  | Temporary   |
| Retention Period   | Other: DESTROY when no longer needed for reference.   |
| <b>ADDITIONAL INFORMATION</b>  |   |
| Are any of the records covered by this item national security classified?  |   |
| GAO Approval Required  | No  |
| DAA-0297-2014-0011-0004 STATUS: Active   |   |
| <b>ITEM GENERAL INFORMATION</b>  |   |
| Item Title   | Photographic Security Copies  |
| Item Description   | c. Records accumulated by the custodial office that are created as security copies of Library holdings that are on exhibit or loan. Includes black and white or color negatives, prints, transparencies, and photographs. |
| Is this item media neutral?  | Yes   |
| Is this item a Big Bucket?   |   |
| <b>MANUAL CITATION</b>   |   |
| Agency Code  | 1302c   |
| Manual Title   | Library of Congress Records Schedule (LRS)  |
| <b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>  |   |
| Does this item supersede existing disposition authorities?   | No  |
| Is this item a deviation from the GRS?   | No  |
| <b>DISPOSITION INSTRUCTION</b>   |   |
| Final Disposition  | Temporary   |
| Retention Period   | Other: DESTROY when superseded or obsolete.   |
| <b>ADDITIONAL INFORMATION</b>  |   |
| Are any of the records covered by this item national security classified?  |   |
| GAO Approval Required  | No  |

|  |  |
|--|--|
| DAA-0297-2014-0011-0005 STATUS: Active |  |
| <b>ITEM GENERAL INFORMATION</b>        |  |

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0297-2014-0011

Status: APPROVED  
Date Approved: 09/02/2014

|   |  |
|---|--|
| Item Title  | Event Planning Files   |
| Item Description  | Records pertaining to the logistics of planning, scheduling, and managing events.            |
| Is this item media neutral?   | Yes  |
| Is this item a Big Bucket?  |  |
| <b>MANUAL CITATION</b>  |  |
| Agency Code   | 1303   |
| Manual Title  | Library of Congress Records Schedule (LRS)   |
| <b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>       |  |
| Does this item supersede existing disposition authorities?                | No   |
| Is this item a deviation from the GRS?                                    | No   |
| <b>DISPOSITION INSTRUCTION</b>  |  |
| Final Disposition   | Temporary  |
| Retention Period  | Other: DESTROY when 3 years old, or when no longer needed for reference, whichever is later. |
| <b>ADDITIONAL INFORMATION</b>   |  |
| Are any of the records covered by this item national security classified? |  |
| GAO Approval Required   | No   |

|   |   |
|---|---|
| DAA-0297-2014-0011-0006   | STATUS: Active  |
| <b>ITEM GENERAL INFORMATION</b>                                     |   |
| Item Title  | Conference Exhibition Files   |
| Item Description  | Records accumulated in the preparation and scheduling of conference exhibitions. Information includes: titles of conferences, purpose(s) for attendance, arrangements for booth(s) and shipment(s) of materials, and lists or samples of materials displayed. |
| Is this item media neutral?   | Yes   |
| Is this item a Big Bucket?  |   |
| <b>MANUAL CITATION</b>  |   |
| Agency Code   | 1304  |
| Manual Title  | Library of Congress Records Schedule (LRS)  |
| <b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b> |   |
| Does this item supersede existing disposition authorities?          | No  |

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0297-2014-0011

Status: APPROVED  
Date Approved: 09/02/2014

|   |                                  |
|---|----------------------------------|
| Is this item a deviation from the GRS?                                    | No                               |
| <b>DISPOSITION INSTRUCTION</b>  |                                  |
| Final Disposition   | Temporary                        |
| Retention Period  | Other: DESTROY when 4 years old. |
| <b>ADDITIONAL INFORMATION</b>   |                                  |
| Are any of the records covered by this item national security classified? |                                  |
| GAO Approval Required   | No                               |

|   |  |                |
|---|--|----------------|
| DAA-0297-2014-0011-0007   |  | STATUS: Active |
| <b>ITEM GENERAL INFORMATION</b>   |  |                |
| Item Title  | Sales Program Planning and Management Files  |                |
| Item Description  | Records accumulated for the purpose of developing purchasing history and records related to sales history, sales promotions, and product development specifications. |                |
| Is this item media neutral?   | Yes  |                |
| Is this item a Big Bucket?  |  |                |
| <b>MANUAL CITATION</b>  |  |                |
| Agency Code   | 1311   |                |
| Manual Title  | Library of Congress Records Schedule (LRS)   |                |
| <b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>       |  |                |
| Does this item supersede existing disposition authorities?                | No   |                |
| Is this item a deviation from the GRS?                                    | No   |                |
| <b>DISPOSITION INSTRUCTION</b>  |  |                |
| Final Disposition   | Temporary  |                |
| Retention Period  | Other: DESTROY when superseded or obsolete.  |                |
| <b>ADDITIONAL INFORMATION</b>   |  |                |
| Are any of the records covered by this item national security classified? |  |                |
| GAO Approval Required   | No   |                |

|                                 |                         |                |
|---------------------------------|-------------------------|----------------|
| DAA-0297-2014-0011-0008         |                         | STATUS: Active |
| <b>ITEM GENERAL INFORMATION</b> |                         |                |
| Item Title                      | Sales Inventory Records |                |
| Is this item media neutral?     | Yes                     |                |



National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0297-2014-0011

Status: APPROVED  
Date Approved: 09/02/2014

|   |  |
|---|--|
| Is this item a Big Bucket?  |  |
| <b>MANUAL CITATION</b>  |  |
| Agency Code   | 1312                                       |
| Manual Title  | Library of Congress Records Schedule (LRS) |
| <b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>       |  |
| Does this item supersede existing disposition authorities?                | No   |
| Is this item a deviation from the GRS?                                    | No   |
| <b>DISPOSITION INSTRUCTION</b>  |  |
| Final Disposition   | Temporary                                  |
| Retention Period  | Other: DESTROY when 3 years old.           |
| <b>ADDITIONAL INFORMATION</b>   |  |
| Are any of the records covered by this item national security classified? |  |
| GAO Approval Required   | No   |

|   |   |
|---|---|
| DAA-0297-2014-0011-0009   | STATUS: Active  |
| <b>ITEM GENERAL INFORMATION</b>                                     |   |
| Item Title  | Order Fulfillment Records   |
| Item Description  | Records documenting customer orders for products and services, and related reports and summaries. Records document order entry, order fulfillment tracking, and payment. Includes orders placed at "point of sale" (walk-in), by phone, fax, and mail, and those received online. |
| Is this item media neutral?   | Yes   |
| Is this item a Big Bucket?  |   |
| <b>MANUAL CITATION</b>  |   |
| Agency Code   | 1313  |
| Manual Title  | Library of Congress Records Schedule (LRS)  |
| <b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b> |   |
| Does this item supersede existing disposition authorities?          | No  |
| Is this item a deviation from the GRS?                              | No  |
| <b>DISPOSITION INSTRUCTION</b>                                      |   |
| Final Disposition   | Temporary   |
| Cutoff Instructions   | Other: CUTOFF at end of fiscal year.  |
| Retention Period  | Destroy 3 year(s) after cutoff.   |

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0297-2014-0011

Status: APPROVED  
Date Approved: 09/02/2014

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

|  |  |                                |
|--|--|--------------------------------|
| DAA-0297-2014-0011-0010  |  | STATUS: INACTIVE - NOT FOR USE |
| ITEM GENERAL INFORMATION   |  |                                |
| Item Title   | Marketing Files  |                                |
| Item Description   | Records relating to broad marketing plans, specific marketing campaigns for products (copies of space ads, direct mail pieces, etc), mail lists and record of sources, and analytical reports. |                                |
| Is this item media neutral?  | Yes  |                                |
| Is this item a Big Bucket?   |  |                                |
| MANUAL CITATION  |  |                                |
| Agency Code  | 1314   |                                |
| Manual Title   | Library of Congress Records Schedule (LRS)   |                                |
| 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  |  |                                |
| <b>DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0297-2024-0009-0003 on 06/12/2025.</b> |  |                                |
| Final Disposition  | Temporary  |                                |
| Cutoff Instructions  | Other: CUTOFF at end of fiscal year in which campaign life cycle ends.   |                                |
| Retention Period   | Destroy 4 year(s) after cutoff.  |                                |
| ADDITIONAL INFORMATION   |  |                                |
| Are any of the records covered by this item national security classified?  |  |                                |
| GAO Approval Required  | No   |                                |

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0297-2014-0011

Status: APPROVED  
Date Approved: 09/02/2014

---

Signatory Information

| Action  | User           | Date       |
|---------|----------------|------------|
| Approve | David Ferriero | 09/02/2014 |