

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0297-2014-0015

Status: APPROVED  
Date Approved: 11/13/2014

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## 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	General Counsel
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: 16

Number of Temporary disposition items: 11

Number of Permanent disposition items: 5

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 13

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Outline of Records Schedule Items for DAA-0297-2014-0015

Item #	Title	Disposition
0001	Legal Opinions and Memoranda : Significant Legal Opinions and Memoranda	Permanent
0002	Legal Opinions and Memoranda : All Other Legal Advice and Opinions	Temporary
0003	Legal Opinions and Memoranda : OGC Action Approvals	Temporary
0004	Library of Congress Authorities : Enacted Legislation	Permanent
0005	Library of Congress Authorities : Issued Federal Register Notices and Code of Federal Regulations	Temporary
0006	Library of Congress Authorities : Library of Congress Regulations and Manual : Issued Library of Congress Regulations and Library of Congress Manual	Permanent
0007	Library of Congress Authorities : Library of Congress Regulations and Manual : Background Materials	Temporary
0008	Library of Congress Authorities : Directives and Technical Guidance	Temporary
0009	Library of Congress Authorities : Proposed Legislation or Regulations	Temporary
0010	Litigation Case Files : Significant Cases	Permanent
0011	Litigation Case Files : All Other Case Files	Temporary
0012	Financial Disclosure Reporting Files	Temporary
0013	Negotiated Agreements to Resolve Conflicts of Interest	Temporary
0014	Library of Congress Trust Fund Board Records	Permanent
0015	Agreement Files	Temporary
0016	Attorneys' Background Papers and Working Files	Temporary

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Records Schedule Items

Group Title	Legal Opinions and Memoranda
DAA-0297-2014-0015-0001	STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION	
Item Title	Significant Legal Opinions and Memoranda
Item Description	a. Materials selected by the OGC that set precedent, address issues of first impression, or have significant effect upon the function of the Library as a whole.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	1701a
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-0297-2024-0002-0001 on 06/12/2025.</b>	
Final Disposition	Permanent
Cutoff Instructions	Other: CUTOFF at end of fiscal year in which opinion issued.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 20 year(s) after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by this item subject to a FOIA exemption?	
DAA-0297-2014-0015-0002	STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION	
Item Title	All Other Legal Advice and Opinions

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Item Description	b. Arranged chronologically. Routine opinions and memoranda responding to requests for legal advice and opinions relating to a variety of issues that are not precedential and do not have significant effect upon the Library as a whole.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>MANUAL CITATION</b>	
Agency Code	1701b
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-0297-2024-0002-0002 on 06/12/2025.</b>	
Final Disposition	Temporary
Cutoff Instructions	Other: CUTOFF at end of fiscal year in which opinion issued.
Retention Period	Destroy 6 year(s) after cutoff.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No
DAA-0297-2014-0015-0003	
<b>STATUS: INACTIVE - NOT FOR USE</b>	
<b>ITEM GENERAL INFORMATION</b>	
Item Title	OGC Action Approvals
Item Description	c. Includes, for example, routine approvals of contract awards and case files, travel authorizations, record requests under LC FOIA, Touhy, determinations regarding claims arising under the FTCA, and approvals of Federal Register notices issued by the Copyright Office.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>MANUAL CITATION</b>	
Agency Code	1701c
Manual Title	Library of Congress Records Schedule (LRS)
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	

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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-0297-2024-0002-0003 on 06/12/2025.</b>	
Final Disposition	Temporary
Cutoff Instructions	Other: CUTOFF at end of fiscal year in which matter closed.
Retention Period	Destroy 6 year(s) after cutoff.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

Group Title	Library of Congress Authorities
DAA-0297-2014-0015-0004	<b>STATUS: INACTIVE - NOT FOR USE</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Enacted Legislation
Item Description	a. Legislation and background information pertaining to the Library's authorizing and appropriations statutes.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>MANUAL CITATION</b>	
Agency Code	1702a
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-0297-2024-0002-0004 on 06/12/2025.</b>	
Final Disposition	Permanent
Cutoff Instructions	Other: CUTOFF at end of fiscal year.
Are there multiple instructions for this item?	No

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Transfer Instruction	Transfer to the National Archives 20 year(s) after cutoff.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item subject to a FOIA exemption?	
DAA-0297-2014-0015-0005	STATUS: INACTIVE - NOT FOR USE
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Issued Federal Register Notices and Code of Federal Regulations
Item Description	b. Final text and background information related to Library notices published in the Federal Register and Library regulations codified in the Code of Federal Regulations. OGC review and approval of notices and regulations issued by the Copyright Office are filed under Legal Opinions and Memoranda - OGC Action Approvals.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>MANUAL CITATION</b>	
Agency Code	1702b
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-0297-2024-0002-0005 on 06/12/2025.</b>	
Final Disposition	Temporary
Cutoff Instructions	Other: CUTOFF at end of fiscal year.
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

Group Title	Library of Congress Authorities : Library of Congress Regulations and Manual
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DAA-0297-2014-0015-0006		STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION		
Item Title	Issued Library of Congress Regulations and Library of Congress Manual	
Item Description	(1) Final regulation or manual package includes: cover sheet (transmittal), final document, redline, comments, and resolution of comments.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
MANUAL CITATION		
Agency Code	1702c1	
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-0297-2024-0002-0006 on 06/12/2025.</b>		
Final Disposition	Permanent	
Cutoff Instructions	Other: CUTOFF at publication of regulation.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives 20 year(s) after cutoff.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item subject to a FOIA exemption?		
DAA-0297-2014-0015-0007		STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION		
Item Title	Background Materials	
Item Description	(2) Background papers related to the drafting, review and publication of Library of Congress Regulations and Library of Congress Manual.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
MANUAL CITATION		



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Agency Code	1702c2
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-0297-2024-0002-0007 on 06/12/2025.</b>	
Final Disposition	Temporary
Cutoff Instructions	Other: CUTOFF at publication of regulation.
Retention Period	Destroy 6 year(s) after cutoff.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

Group Title	Library of Congress Authorities
DAA-0297-2014-0015-0008	<b>STATUS: INACTIVE - NOT FOR USE</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Directives and Technical Guidance
Item Description	d. Final text and background papers related to the drafting, review and publication of Directives and Technical Guidance. Special announcements and any other policy guidance.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>MANUAL CITATION</b>	
Agency Code	1702d
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-0297-2024-0002-0008 on 06/12/2025.</b>	

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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
<b>DAA-0297-2014-0015-0009 STATUS: Active</b>	
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Proposed Legislation or Regulations
Item Description	e. Draft legislative or regulatory text, memoranda, testimonies, reports, hearing reports, legislative analysis, and other materials prepared in connection with proposed legislation or regulations that may affect the Library. Includes materials prepared by the OGC, other Library offices, or by other Federal Agencies upon which the Library was asked to comment. If legislation is enacted or regulations are issued, include materials in categories above.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>MANUAL CITATION</b>	
Agency Code	1702e
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 each Congress.
Retention Period	Other: DESTROY at cutoff 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

Group Title	Litigation Case Files
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DAA-0297-2014-0015-0010		STATUS: INACTIVE - NOT FOR USE
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Significant Cases	
Item Description	a. Arranged by case name. Case files, including briefs, motions, opinions, depositions, or other records, selected by the OGC because the case established legal precedent, addressed issues of first impression, received widespread attention due to considerable public interest, or related to significant Library programs, events, or prominent individuals.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
<b>MANUAL CITATION</b>		
Agency Code	1703a	
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-0297-2024-0002-0009 on 06/12/2025.</b>		
Final Disposition	Permanent	
Cutoff Instructions	Other: CUTOFF at end of fiscal year in which final resolution of case reached.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives 20 year(s) after cutoff.	
<b>ADDITIONAL INFORMATION</b>		
Are any of the records covered by this item subject to a FOIA exemption?		
DAA-0297-2014-0015-0011		STATUS: INACTIVE - NOT FOR USE
<b>ITEM GENERAL INFORMATION</b>		
Item Title	All Other Case Files	
Item Description	b. All Other Case Files.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		

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<b>MANUAL CITATION</b>	
Agency Code	1703b
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-0297-2024-0002-0010 on 06/12/2025.</b>	
Final Disposition	Temporary
Cutoff Instructions	Other: CUTOFF at end of fiscal year in which case closed.
Retention Period	Destroy 6 year(s) after cutoff.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

<b>DAA-0297-2014-0015-0012</b>	<b>STATUS: INACTIVE - NOT FOR USE</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Financial Disclosure Reporting Files
Item Description	Financial disclosure reports (including statements, periodic transaction reports, and job negotiation reports) submitted by individuals pursuant to the Ethics in Government Act of 1978, as amended, and related records, including records of late filing fee payments or requests for public reporting waivers of late filing fees and responses; comment sheets by report reviewers and filer responses; filing extension requests and determinations; and copies of applications for public release of financial disclosure report.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>MANUAL CITATION</b>	
Agency Code	1704
Manual Title	Library of Congress Records Schedule (LRS)
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	

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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-0297-2024-0002-0011 on 06/12/2025.</b>	
Final Disposition	Temporary
Cutoff Instructions	Other: CUTOFF at end of fiscal year.
Retention Period	Destroy 6 year(s) after cutoff unless documents are needed in an ongoing investigation; then retain until no longer needed in the investigation.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

DAA-0297-2014-0015-0013	STATUS: Active
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Negotiated Agreements to Resolve Conflicts of Interest
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>MANUAL CITATION</b>	
Agency Code	1705
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 in which agreement signed.
Retention Period	Other: DESTROY when individual no longer employed by the Library or when conflict is no longer relevant.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	

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GAO Approval Required	No
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DAA-0297-2014-0015-0014		STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION		
Item Title	Library of Congress Trust Fund Board Records	
Item Description	Documents related to the operation, organization and decisions of the Library of Congress Trust Fund Board including, for example, bylaws, resolutions, meeting minutes, the work of subcommittees, and the appointment of new members.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
MANUAL CITATION		
Agency Code	1706	
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-0297-2024-0002-0012 on 06/12/2025.</b>		
Final Disposition	Permanent	
Cutoff Instructions	Other: CUTOFF at end of fiscal year.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives 20 year(s) after cutoff.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item subject to a FOIA exemption?		

DAA-0297-2014-0015-0015		STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION		
Item Title	Agreement Files	
Item Description	Files associated with agreements, including any instruments produced. Excluded are agreements described elsewhere in this schedule.	

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Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	1707
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-0297-2024-0002-0013 on 06/12/2025.</b>	
Final Disposition	Temporary
Cutoff Instructions	Other: CUTOFF at end of fiscal year in which agreement is closed.
Retention Period	Destroy 6 year(s) after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

DAA-0297-2014-0015-0016	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Attorneys' Background Papers and Working Files
Item Description	Records created and maintained by individual attorneys in the course of their daily work. Includes, for example, drafts of legal opinions and instruments, reference material, duplicates of official correspondence found in other files, temporary transitory emails, and other background materials not described elsewhere in the schedule.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	1708
Manual Title	Library of Congress Records Schedule (LRS)
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
Cutoff Instructions	Other: CUTOFF at end of fiscal year.
Retention Period	Other: DESTROY at cutoff or when no longer needed.
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	11/13/2014