

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0297-2024-0002

Status: APPROVED  
Date Approved: 06/12/2025

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 - 2024 updates
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: 13

Number of Temporary disposition items: 8

Number of Permanent disposition items: 5

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-0297-2024-0002

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: Issued Library of Congress Regulations	Permanent
0007	Library of Congress Authorities : Library of Congress Regulations: Background Materials	Temporary
0008	Library of Congress Authorities : Library of Congress Directives and Technical Guidance	Temporary
0009	Litigation Case Files : Significant Cases	Permanent
0010	Litigation Case Files : All Other Case Files	Temporary
0011	Financial Disclosure Reporting Files	Temporary
0012	Library of Congress Trust Fund Board Records	Permanent
0013	Agreement Files	Temporary

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Records Schedule Items

Group Title	Legal Opinions and Memoranda
DAA-0297-2024-0002-0001	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Significant Legal Opinions and Memoranda
Item Description	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?	No
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?	Yes
	Superseded Items
Superseded Item	Item Superseded    Explanation in Part?
DAA-0297-2014-0015-0001	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 opinion issued.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 20 year(s) after cutoff.
ADDITIONAL INFORMATION	
Current Records Format	Paper-based textual records:6 cubic feet ; Textual data:500 MB
Approximate first year of records covered by this authority	1979
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
DAA-0297-2024-0002-0002	STATUS: Active

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ITEM GENERAL INFORMATION		
Item Title	All Other Legal Advice and Opinions	
Item Description	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?	No	
MANUAL CITATION		
Agency Code	1701b	
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-0297-2014-0015-0002	No	
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 opinion issued.	
Retention Period	Destroy 20 year(s) after cutoff.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	
DAA-0297-2024-0002-0003		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	OGC Action Approvals	
Item Description	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?	No	
MANUAL CITATION		

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Agency Code	1701c
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-0297-2014-0015-0003	No
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 matter closed.
Retention Period	Destroy 6 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	Library of Congress Authorities
DAA-0297-2024-0002-0004	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Enacted Legislation
Item Description	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?	No
MANUAL CITATION	
Agency Code	1702a
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-0297-2014-0015-0004	No

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Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Permanent
Cutoff Instructions	Cut off 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
<b>ADDITIONAL INFORMATION</b>	
Current Records Format	Paper-based textual records:1 cubic foot ; Textual data:500 MB
Approximate first year of records covered by this authority	1972
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
DAA-0297-2024-0002-0005 STATUS: Active	
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Issued Federal Register Notices and Code of Federal Regulations
Item Description	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?	No
<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?	Yes
	Superseded Items
Superseded Item	Item Superseded Explanation in Part?
DAA-0297-2014-0015-0005 No	
Is this item a deviation from the GRS?	Yes
GRS Disposition Authority List	

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Disposition Authority	Title	
DAA-GRS-2017-0012-0004		
Justification for GRS Deviation	Copyright Office uses GRS 5.7, Item 070 as written (LRS 1916b). Office of General Counsel supersedes GRS 5.7, Item 070 in LRS 1702b so they can use "superseded or obsolete" instead.	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Temporary	
Cutoff Instructions	Cut off 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?	No	
GAO Approval Required	No	
DAA-0297-2024-0002-0006		STATUS: Active
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Library of Congress Regulations: Issued Library of Congress Regulations	
Item Description	Final regulation 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?	No	
<b>MANUAL CITATION</b>		
Agency Code	1702c(1)	
Manual Title	Library of Congress Records Schedule (LRS)	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
DAA-0297-2014-0015-0006	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Permanent	
Cutoff Instructions	Other: CUTOFF at publication of regulation.	
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>		
Current Records Format	Textual data:62 MB ; Paper-based textual records:16 cubic feet	
Approximate first year of records covered by this authority	1951	
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	
DAA-0297-2024-0002-0007		STATUS: Active
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Library of Congress Regulations: Background Materials	
Item Description	Background papers related to the drafting, review, and publication of Library of Congress Regulations	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
<b>MANUAL CITATION</b>		
Agency Code	1702c(2)	
Manual Title	Library of Congress Records Schedule (LRS)	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
DAA-0297-2014-0015-0007	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</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?	No	
GAO Approval Required	No	
DAA-0297-2024-0002-0008		STATUS: Active
<b>ITEM GENERAL INFORMATION</b>		

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Item Title	Library of Congress Directives and Technical Guidance	
Item Description	Final text and background papers related to the drafting, review, and publication of Library of Congress Directives and other technical guidance. Includes special announcements and any other policy guidance.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	1702d	
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-0297-2014-0015-0008	No	
Is this item a deviation from the GRS?	Yes	
	GRS Disposition Authority List	
Disposition Authority	Title	
DAA-GRS-2017-0008-0003		
Justification for GRS Deviation	Deviation already approved by NARA when GRS was first created. Office of General Counsel requires flexibility and consistency of retention with other similar series.	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	There is no cutoff instruction	
Retention Period	Other: DESTROY when superseded, obsolete, or no longer needed for business, whichever is later.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

Group Title	Litigation Case Files
DAA-0297-2024-0002-0009	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Significant Cases

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Item Description	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?	No	
<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?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
DAA-0297-2014-0015-0010	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</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>		
Current Records Format	Paper-based textual records:22 cubic feet ; Textual data:500 MB	
Approximate first year of records covered by this authority	1982	
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?	Yes	
FOIA Exemption(s)	Other	
DAA-0297-2024-0002-0010		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	All Other Case Files	
Item Description	All Other Case Files.	

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Is this item media neutral?	Yes
Is this item a Big Bucket?	No
MANUAL CITATION	
Agency Code	1703b
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-0297-2014-0015-0011	No
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 case closed.
Retention Period	Destroy 6 year(s) after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0297-2024-0002-0011	STATUS: Active
ITEM GENERAL INFORMATION	
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?	No
MANUAL CITATION	
Agency Code	1704

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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-0297-2014-0015-0012	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Cut off at end of Fiscal year.	
Retention Period	Other: DESTROY 6 years after cutoff unless documents are needed in an ongoing investigation; then retain until no longer needed in the investigation.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

DAA-0297-2024-0002-0012	STATUS: Active	
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?	No	
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?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation

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DAA-0297-2014-0015-0014	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Permanent
Cutoff Instructions	Cut off 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.
<b>ADDITIONAL INFORMATION</b>	
Current Records Format	Textual data:4 MB ; Paper-based textual records:46 cubic feet
Approximate first year of records covered by this authority	1921
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

DAA-0297-2024-0002-0013		STATUS: Active	
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.	
Is this item media neutral?		Yes	
Is this item a Big Bucket?		No	
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?		Yes	
		Superseded Items	
Superseded Item		Item Superseded in Part?	Explanation
DAA-0297-2014-0015-0015		No	
Is this item a deviation from the GRS?		No	
DISPOSITION INSTRUCTION			

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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?	No
GAO Approval Required	No

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Signatory Information

Action	User	Date
Approve	Marco Rubio (Acting Archivist)	06/12/2025





Office of the Chief  
Records Officer for the  
U.S. Government

This schedule was signed outside of the ERA system using Standard Form 115.

NARA staff updated ERA to reflect this approval, moving the record schedule into an approved status. The approved status allows for generation of a PDF indicating that the schedule has been approved, and allows an agency to use the schedule in ERA to create transfer requests. The approved date in the system and on the PDF version of the records schedule reflects the system actions.