

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>21-297-06-1</i>	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>3-6-2006</i>	
1 FROM (Agency or establishment) Library of Congress, Congressional Research Service		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION		In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE NUMBER	DATE	ARCHIVIST OF THE UNITED STATES
Daniel P. Mulhollan, Director	202-707-5484	<i>3/28/06</i>	<i>Allen W. ...</i>
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 <u>3</u> page(s) are not needed now for the business for 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, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE	SIGNATURE OF AGENCY REPRESENTATIVE		TITLE
February 28, 2006	<i>Daniel P. Mulhollan</i>		Director, Congressional Research Service
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>Please See Attached</p> <p>Temporary</p> <p>Including</p> <ol style="list-style-type: none"> 1) Training Materials 2) Tracking Records 3) Research/Background Files 4) Senior and Other CRS Staff Policy Records <p>Permanent</p> <p>Including</p> <ol style="list-style-type: none"> 1) Office of the Director Policy Records 2) Intellectual Content - Products <p>Signatures of other CRS Officials</p> <p><i>Angela M. ...</i> <i>Greg M. ...</i></p> <p><i>C.P. Agency New, NARA</i></p>		

POLICY RECORDS

As these records may be maintained in different media and formats, this schedule is written to authorize the disposition of the records in any media (media neutral) Records that are designated for permanent retention and are created and maintained electronically will be transferred to NARA in an approved electronic format

1.1 Records of High Level Officials

A Office of the Director

Records of the Director and Deputy Director which document the activities conducted in managing the Congressional Research Service. These records consist of, but are not limited to, correspondence, memoranda and related materials concerning policy, procedures and operations of the Office; briefing and agenda materials for internal and external meetings; reports to Congress; statistical reports from all Offices and Divisions within the Service; CRS Annual Reports; management retreats; budget and progress reports; testimony to Congress on various subjects related to the Service; participation in professional organizations and foundations; and calendars and appointment books. (Files for previous Directors date back to 1970 and were sent to LC/OSS/Records Management Section)

Disposition: PERMANENT: Cut off files at the end of each Congress. Transfer to the Legislative Archives 30 years after Director leaves Office.

B. Senior and Other CRS Staff

Records relating to specific program areas that lead to development of correspondence or memoranda which goes out under the Director or Deputy Director's signature. Includes, but is not limited to, background research information, and drafts of statistical reports, policies and procedures; briefing materials and reports to Congress.

Disposition: Cut off at the end of each Congress. Delete/Destroy 7 years after cut-off or when no longer needed, whichever is later.

MISSION-SPECIFIC RECORDS

As these records may be maintained in different media and formats, this schedule is written to authorize the disposition of the records in any media (media neutral) Records that are designated for permanent retention and are created and maintained electronically will be transferred to NARA in an approved electronic format At this point in time, item 1.2.A is not a media neutral item because the records are maintained in an electronic format

1.2 INTELLECTUAL CONTENT

A. Products

These records include products prepared to address specific issues of concern to Congress. The products may include, but are not limited to, policy analyses, statistical reviews, economic studies, and fact sheets which are widely distributed to the Congress.

Disposition: PERMANENT: Cut off at the end of each Congress. Transfer electronic snapshot to the National Archives at the end of each Congress per 36 CFR 1228.270 and appropriate regulations/guidance in place at the time of transfer.

Note: Access Restrictions - Access to records is restricted for 30 years after transfer to the National Archives.

B. Training Materials

Records consist of documentation created for presentation at briefings, seminars and workshops on a variety of subjects for Members of Congress and their Staff. Examples include, but are not limited to, public policy issues, the legislative process, congressional office operations, committee matters, general orientation, issues of current interest and developments in federal law updates. Types of records include, but not limited to: handouts, attendance rosters and lists, evaluation forms, status reports, audio and video recordings, and brochures.

Disposition: TEMPORARY: Delete/Destroy when superseded or no longer needed for administrative purposes.

C. Tracking Records

Electronic monitor of response status to congressional requests. Produces statistical data for ad hoc reports.

Disposition: TEMPORARY: Input Sheets - Delete/Destroy when data are entered into the database

Database/AdHoc Reports - Delete/Destroy when no longer needed for agency business

D. Research/Background Files

Research/background materials used to create mission-specific reports, issue briefs, memoranda, briefings, seminars, and training.. Files consist of the CRS web records (content, technical documentation, drafts), product working drafts, and final, pre-publication versions of products

Disposition: TEMPORARY· Delete/Destroy when no longer needed for agency business.

4/25/06