Records Schedule Number: DAA-0297-2014-0001 Status: APPROVED Date Approved: 08/27/2014

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	Mission and Organization
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	Predate requirement

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Records Schedule Number: DAA-0297-2014-0001 Status: APPROVED Date Approved: 08/27/2014

Item Count

Total number of disposition items: 25

Number of Temporary disposition items: 14 Number of Permanent disposition items: 11

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 23

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Records Schedule Number: DAA-0297-2014-0001

Status: APPROVED Date Approved: 08/27/2014

Outline of Records Schedule Items for DAA-0297-2014-0001

Item #	Title	Disposition
0001	Librarian, Deputy Librarian, Chief Operating Officer and Chief of Staff Program and Policy Records	Permanent
0002	Correspondence of the Librarian, Deputy Librarian, Chief Operating Officer and Chief of Staff : Substantive Correspondence	Permanent
0003	Correspondence of the Librarian, Deputy Librarian, Chief Operating Officer and Chief of Staff : All Other Correspondence	Temporary
0004	Program Subject Files : Substantive Program Subject Files	Permanent
0005	Program Subject Files : All Other Program Subject Files	Temporary
0006	Organizational Files : Record Copy of Organizational Files	Permanent
0007	Organizational Files : Working Files of Organizational Files	Temporary
0008	Organizational Files : All Other Copies of Organizational Files	Temporary
0009	Meeting Records: Meetings of Senior Library Officials	Permanent
0010	Meeting Records : Meetings of Directorates and Divisions/Offices	Temporary
0011	Annual Reports : Record Copy of Annual Reports	Permanent
0012	Annual Reports : Background Materials for Annual Reports	Temporary
0013	Service Unit Strategic Planning Files : Record Copy of Service Unit Strategic Plan	Permanent
0014	Service Unit Strategic Planning Files : Background Materials for Service Unit Strategic Plan	Temporary
0015	LC Strategic Planning Files : Record Copy of LC Strategic Plan	Permanent
0016	LC Strategic Planning Files : Background Materials for LC Strategic Plan	Temporary
0017	LC Implementation : Management Planning Files : Record Copy of LC Implementation or Management Plan	Permanent
0018	LC Implementation : Management Planning Files : Background Materials for LC Implementation or Management Plan	Temporary

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Records Schedule Number: DAA-0297-2014-0001

Status: APPROVED Date Approved: 08/27/2014

0019	LC Annual Planning Files: Record Copy of LC Annual Plan	Permanent
0020	LC Annual Planning Files: Background Materials for the LC Annual Plan	Temporary
0021	Program Performance Assessment Files	Temporary
0022	Customer Feedback Files : Customer Feedback Case Files	Temporary
0023	Customer Feedback Files : Customer Feedback Correspondence Committee, Task Force, Board, and Working Group Files	Temporary
0024	Committee, Task Force, Board, and Working Group Files: Library-sponsored Committees, Task Forces, Boards, and Working Groups Overseeing Substantive Issues: Official Committee Records	Permanent
0025	Committee, Task Force, Board, and Working Group Files: Library-sponsored Committees, Task Forces, Boards, and Working Groups Overseeing Substantive Issues: Routine Administrative Committee Records	Temporary

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Records Schedule Number: DAA-0297-2014-0001 Status: APPROVED Date Approved: 08/27/2014

Records Schedule Items

DAA-0297-2014-0001-0001	STATUS: INACTIVE - NOT FOR
	USE
ITEM GENERAL INFORMATION	0,52
Item Title	Librarian, Deputy Librarian, Chief Operating Officer and Chief
	of Staff Program and Policy Records
Item Description	Schedules of daily activities, memoranda, reports, forms, and other records accumulated by the above listed officials, their deputies, and assistants which provide substantive information relating to policymaking decisions or significant program management functions.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	101
Manual Title	Library of Congress Records Schedule (LRS)
SUPERSEDED AGENCY DISPOSIT	ION AUTHORITIES AND GRS DEVIATIONS
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
DO NOT USE. This item is inactive becau	se it was superseded by New Disposition Authority Number:
DAA-0297-2024-0003-0001 on 12/20/2024.	
Final Disposition	Permanent
Cutoff Instructions	Other: CUTOFF at end of fiscal year in which related work is completed.
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	Base Migration: Base Migration
End year of records covered by	Still being created
this authority	
Are any of the records covered by	
this item subject to a FOIA	
exemption?	

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Records Schedule Number: DAA-0297-2014-0001 Status: APPROVED Date Approved: 08/27/2014

Group Title	Correspondence of the Librarian, Deputy Librarian, Chief
	Operating Officer and Chief of Staff
DAA-0297-2014-0001-0002	STATUS: INACTIVE - NOT FOR
	USE
ITEM GENERAL INFORMATION	
Item Title	Substantive Correspondence
Item Description	a. Correspondence between the Librarian, Deputy Librarian,
•	Chief Operating Officer or Chief of Staff and parties inside or
	outside of LC, finding aids, and other related records.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	102a
Manual Title	Library of Congress Records Schedule (LRS)
SUPERSEDED AGENCY DISPOSIT	ION AUTHORITIES AND GRS DEVIATIONS
Does this item supersede existing	No
disposition authorities?	
Is this item a deviation from the	No
GRS?	
DISPOSITION INSTRUCTION	
DO NOT USE. This item is inactive because	se it was superseded by New Disposition Authority Number:
DAA-0297-2024-0003-0002 on 12/20/2024.	
Final Disposition	Permanent
Are there multiple instructions for	No
this item?	
Transfer Instruction	
Transfer instruction	Other: TRANSFER to NARA 30 years after cutoff, or (for
Transfer instruction	Librarian's Correspondence) at end of appointment, whichever
	•
ADDITIONAL INFORMATION	Librarian's Correspondence) at end of appointment, whichever
ADDITIONAL INFORMATION Current Records Format	Librarian's Correspondence) at end of appointment, whichever
ADDITIONAL INFORMATION	Librarian's Correspondence) at end of appointment, whichever occurs first.
ADDITIONAL INFORMATION Current Records Format Are any of the records covered by this item subject to a FOIA	Librarian's Correspondence) at end of appointment, whichever occurs first.
ADDITIONAL INFORMATION Current Records Format Are any of the records covered by this item subject to a FOIA exemption?	Librarian's Correspondence) at end of appointment, whichever occurs first. Base Migration: Base Migration
ADDITIONAL INFORMATION Current Records Format Are any of the records covered by this item subject to a FOIA exemption? DAA-0297-2014-0001-0003	Librarian's Correspondence) at end of appointment, whichever occurs first.
ADDITIONAL INFORMATION Current Records Format Are any of the records covered by this item subject to a FOIA exemption? DAA-0297-2014-0001-0003 ITEM GENERAL INFORMATION	Librarian's Correspondence) at end of appointment, whichever occurs first. Base Migration: Base Migration
ADDITIONAL INFORMATION Current Records Format Are any of the records covered by this item subject to a FOIA exemption? DAA-0297-2014-0001-0003 ITEM GENERAL INFORMATION Item Title	Librarian's Correspondence) at end of appointment, whichever occurs first. Base Migration: Base Migration STATUS: Active All Other Correspondence
ADDITIONAL INFORMATION Current Records Format Are any of the records covered by this item subject to a FOIA exemption? DAA-0297-2014-0001-0003 ITEM GENERAL INFORMATION	Librarian's Correspondence) at end of appointment, whichever occurs first. Base Migration: Base Migration STATUS: Active All Other Correspondence b. Correspondence items that have no historic value. Includes
ADDITIONAL INFORMATION Current Records Format Are any of the records covered by this item subject to a FOIA exemption? DAA-0297-2014-0001-0003 ITEM GENERAL INFORMATION Item Title Item Description	Librarian's Correspondence) at end of appointment, whichever occurs first. Base Migration: Base Migration STATUS: Active All Other Correspondence b. Correspondence items that have no historic value. Includes received holiday cards and unaccepted social invitations.
ADDITIONAL INFORMATION Current Records Format Are any of the records covered by this item subject to a FOIA exemption? DAA-0297-2014-0001-0003 ITEM GENERAL INFORMATION Item Title	Librarian's Correspondence) at end of appointment, whichever occurs first. Base Migration: Base Migration STATUS: Active All Other Correspondence b. Correspondence items that have no historic value. Includes

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Records Schedule Number: DAA-0297-2014-0001 Status: APPROVED Date Approved: 08/27/2014

MANUAL CITATION		
Agency Code	102b	
Manual Title	Library of Congress Records Schedule (LRS)	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing	No	
disposition authorities?		
Is this item a deviation from the	No	
GRS?		
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Retention Period	Other: DESTROY when 3 years old or when no longer needed	
	for reference, whichever occurs first.	
ADDITIONAL INFORMATION		
Are any of the records covered by		
this item national security		
classified?		
GAO Approval Required	No	

Group Title	Program Subject Files	
Group Description	Correspondence, memoranda, reports, forms, and other records	
	accumulated by Library staff in managing and carrying out	
	assigned functions.	
DAA-0297-2014-0001-0004	STATUS: INACTIVE - NOT FOR	
	USE	
ITEM GENERAL INFORMATION		
Item Title	Substantive Program Subject Files	
Item Description	a. Records that document policymaking decisions or significant	
	(Library mission-specific) program functions.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
MANUAL CITATION		
Agency Code	103a	
Manual Title	Library of Congress Records Schedule (LRS)	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing	No	
disposition authorities?		
Is this item a deviation from the	No	
GRS?		
DISPOSITION INSTRUCTION		

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Records Schedule Number: DAA-0297-2014-0001 Status: APPROVED Date Approved: 08/27/2014

	se it was superseded by New Disposition Authority Number:
DAA-0297-2024-0003-0003 on 12/20/2024. Final Disposition	Permanent
Cutoff Instructions	Other: CUTOFF at end of fiscal year in which related work is
	completed.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff.
ADDITIONAL INFORMATION	• \/
Current Records Format	Base Migration: Base Migration
Are any of the records covered by	
this item subject to a FOIA	
exemption?	
DAA-0297-2014-0001-0005	STATUS: INACTIVE - NOT FOR
	USE
ITEM GENERAL INFORMATION	
Item Title	All Other Program Subject Files
Item Description	b. All other Program Subject Files that are not covered by Item
	103a.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	103b
Manual Title	Library of Congress Records Schedule (LRS)
SUPERSEDED AGENCY DISPOSIT	ION AUTHORITIES AND GRS DEVIATIONS
Does this item supersede existing	No
disposition authorities?	
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
	se it was superseded by New Disposition Authority Number:
DAA-0297-2024-0003-0004 on 12/20/2024.	
Final Disposition	Temporary
Cutoff Instructions	Other: CUTOFF at end of fiscal year in which related work is
	completed.
Retention Period	Destroy 7 year(s) after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by	
this item national security	
classified?	

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Records Schedule Number: DAA-0297-2014-0001 Status: APPROVED Date Approved: 08/27/2014

Group Title Organizational Files Group Description Organizational charts and reorganization studies. Records and graphics that provide a detailed description and illustration of the arrangement, administrative structure, and geographic boundaries of the functional units of the Library. Reorganization studies may include final recommendations, proposals, and staff evaluations. DAA-0297-2014-0001-0006 STATUS: INACTIVE - NOT FOR USE ITEM GENERAL INFORMATION Item Title Record Copy of Organizational Files Item Description a. Record copies. Is this item a Big Bucket? Yes Is this item a Big Bucket? MANUAL CITATION Agency Code 104a Manual Title Library of Congress Records Schedule (LRS) SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS Does this item supersede existing disposition authorities? Is this item a deviation from the GRS? DISPOSITION INSTRUCTION DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0297-2024-0003-0005 on 12/20/2024. Final Disposition Permanent Cutoff Instructions Other: CUTOFF at end of fiscal year in which related work is completed. Are there multiple instructions for this item? Transfer Instruction Transfer to the National Archives 15 year(s) after cutoff. ADDITIONAL INFORMATION Current Records Format Are any of the records covered by this item subject to a FOIA exemption? DAA-0297-2014-0001-0007 STATUS: Active	GAO Approval Required	No
Group Description Group Description Graphics that provide a detailed description and illustration of the arrangement, administrative structure, and geographic boundaries of the functional units of the Library. Reorganization studies may include final recommendations, proposals, and staff evaluations. DAA-0297-2014-0001-0006 TEM GENERAL INFORMATION Item Title Record Copy of Organizational Files a. Record Copies. Is this item media neutral? As this item a Big Bucket? MANUAL CITATION Agency Code Agency		
graphics that provide a detailed description and illustration of the arrangement, administrative structure, and geographic boundaries of the functional units of the Library. Reorganization studies may include final recommendations, proposals, and staff evaluations. DAA-0297-2014-0001-0006 TEM GENERAL INFORMATION Item Title Record Copy of Organizational Files Item Description Record Copies. Is this item adia neutral? Yes Is this item a Big Bucket? MANUAL CITATION Agency Code Manual Title Library of Congress Records Schedule (LRS) SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS Does this item supersede existing disposition authorities? Is this item a deviation from the GRS? DISPOSITION INSTRUCTION DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0297-2024-0003-0005 on 12/20/2024. Final Disposition Permanent Cutoff Instructions Other: CUTOFF at end of fiscal year in which related work is completed. Are there multiple instructions for this item? Transfer Instruction Transfer to the National Archives 15 year(s) after cutoff. ADDITIONAL INFORMATION Current Records Format Are any of the records covered by this item subject to a FOIA exemption? DAA-0297-2014-0001-0007 STATUS: Active	Group Title	Organizational Files
graphics that provide a detailed description and illustration of the arrangement, administrative structure, and geographic boundaries of the functional units of the Library. Reorganization studies may include final recommendations, proposals, and staff evaluations. DAA-0297-2014-0001-0006 DAA-0297-2014-0001-0006 STATUS: INACTIVE - NOT FOR USE ITEM GENERAL INFORMATION Item Title Record Copy of Organizational Files Item Description a. Record copies. Is this item media neutral? Yes Is this item a Big Bucket? MANUAL CITATION Agency Code 104a Manual Title Library of Congress Records Schedule (LRS) SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS Does this item supersede existing disposition authorities? Is this item a deviation from the GRS? DISPOSITION INSTRUCTION DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0297-2024-0003-0005 on 12/20/2024. Final Disposition Permanent Cutoff Instructions Other: CUTOFF at end of fiscal year in which related work is completed. Are there multiple instructions for this item? Transfer Instruction Transfer to the National Archives 15 year(s) after cutoff. ADDITIONAL INFORMATION Current Records Format Base Migration: Base Migration Are any of the records covered by this item subject to a FOIA exemption? DAA-0297-2014-0001-0007 STATUS: Active	Group Description	Organizational charts and reorganization studies. Records and
boundaries of the functional units of the Library. Reorganization studies may include final recommendations, proposals, and staff evaluations. DAA-0297-2014-0001-0006 DEFINITION STATUS: INACTIVE - NOT FOR USE ITEM GENERAL INFORMATION Item Title Record Copy of Organizational Files Item Description Item Title Record copies. Is this item media neutral? Yes Is this item a Big Bucket? MANUAL CITATION Agency Code Inough Title Reapency Code Manual Title Library of Congress Records Schedule (LRS) SUPENSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS Does this item supersede existing disposition authorities? Is this item a deviation from the GRS? DISPOSITION INSTRUCTION DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0297-2024-0003-0005 on 12/20/2024 Final Disposition Permanent Cutoff Instructions Other: CUTOFF at end of fiscal year in which related work is completed. Are there multiple instructions for this item? Transfer Instructions Transfer to the National Archives 15 year(s) after cutoff. ADDITIONAL INFORMATION Current Records Format Are any of the records covered by this item subject to a FOIA exemption? DAA-0297-2014-0001-0007 STATUS: Active	•	graphics that provide a detailed description and illustration of the
DAA-0297-2014-0001-0006 DAA-0297-2014-0001-0006 Item Title Item Title Item Description Is this item a Big Bucket? MANUAL CITATION Agency Code Manual Title Library of Congress Records Schedule (LRS) SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS Does this item supersede existing disposition authorities? Is this item a deviation from the GRS? DISPOSITION INSTRUCTION DO NOT USE. This item is inactive because: it was superseded by New Disposition Authority Number: DAA-0297-2024-0003-0005 on 12/20/2024- Final Disposition Are there multiple instructions for this item? Transfer Instruction Are any of the records covered by this item superised covered by this item? DAA-0297-2014-0001-0007 STATUS: Active		arrangement, administrative structure, and geographic
DAA-0297-2014-0001-0006 DAA-0297-2014-0001-0006 DESTATUS: INACTIVE - NOT FOR USE ITEM GENERAL INFORMATION Item Title Item Description Item Description Item Big Bucket? MANUAL CITATION Agency Code Ananual Title Library of Congress Records Schedule (LRS) SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS Does this item supersede existing disposition authorities? Is this item a deviation from the GRS? DISPOSITION INSTRUCTION DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0297-2024-0003-0005 on 12/20/2024- Final Disposition Are there multiple instructions for this item? Transfer Instruction Are there multiple instructions for this item? Transfer Instruction Are any of the records covered by this item subject to a FOIA exemption? DAA-0297-2014-0001-0007 STATUS: Active		boundaries of the functional units of the Library. Reorganization
DAA-0297-2014-0001-0006 DAA-0297-2014-0001-0006 USE ITEM GENERAL INFORMATION Item Title Record Copy of Organizational Files Item Description Item Title Record Copies. Is this item media neutral? Yes Is this item a Big Bucket? MANUAL CITATION Agency Code Manual Title Library of Congress Records Schedule (LRS) SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS Does this item supersede existing disposition authorities? Is this item a deviation from the GRS? DISPOSITION INSTRUCTION DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0297-2024-0003-0005 on 12/20/2024. Final Disposition Permanent Cutoff Instructions Other: CUTOFF at end of fiscal year in which related work is completed. Are there multiple instructions for this item? Transfer Instruction Transfer to the National Archives 15 year(s) after cutoff. ADDITIONAL INFORMATION Current Records Format Are any of the records covered by this item subject to a FOIA exemption? DAA-0297-2014-0001-0007 STATUS: Active		studies may include final recommendations, proposals, and staff
ITEM GENERAL INFORMATION Item Title Record Copy of Organizational Files Item Description a. Record copies. Is this item media neutral? Yes Is this item a Big Bucket? MANUAL CITATION Agency Code 104a Manual Title Library of Congress Records Schedule (LRS) SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS Does this item supersede existing disposition authorities? Is this item a deviation from the GRS? DISPOSITION INSTRUCTION DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0297-2024-0003-0005 on 12/20/2024. Final Disposition Permanent Cutoff Instructions Permanent Are there multiple instructions for this item? Transfer Instruction Transfer to the National Archives 15 year(s) after cutoff. ADDITIONAL INFORMATION Current Records Format Base Migration: Base Migration Are any of the records covered by this item subject to a FOIA exemption? DAA-0297-2014-0001-0007 STATUS: Active		evaluations.
ITEM GENERAL INFORMATION Item Title Record Copy of Organizational Files Item Description a. Record copies. Is this item media neutral? Yes Is this item a Big Bucket? MANUAL CITATION Agency Code 104a Manual Title Library of Congress Records Schedule (LRS) SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS Does this item supersede existing disposition authorities? Is this item a deviation from the GRS? DISPOSITION INSTRUCTION DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0297-2024-0003-0005 on 12/20/2024. Final Disposition Permanent Cutoff Instructions Other: CUTOFF at end of fiscal year in which related work is completed. Are there multiple instructions for this item? Transfer Instruction Transfer to the National Archives 15 year(s) after cutoff. ADDITIONAL INFORMATION Current Records Format Base Migration: Base Migration Are any of the records covered by this item subject to a FOIA exemption? DAA-0297-2014-0001-0007 STATUS: Active	DAA-0297-2014-0001-0006	STATUS: INACTIVE - NOT FOR
ITEM GENERAL INFORMATION Item Title Record Copy of Organizational Files Item Description a. Record copies. Is this item media neutral? Yes Is this item a Big Bucket? MANUAL CITATION Agency Code 104a Manual Title Library of Congress Records Schedule (LRS) SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS Does this item supersede existing disposition authorities? Is this item a deviation from the GRS? DISPOSITION INSTRUCTION DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0297-2024-0003-0005 on 12/20/2024. Final Disposition Permanent Cutoff Instructions Other: CUTOFF at end of fiscal year in which related work is completed. Are there multiple instructions for this item? Transfer Instruction Transfer to the National Archives 15 year(s) after cutoff. ADDITIONAL INFORMATION Current Records Format Base Migration: Base Migration Are any of the records covered by this item subject to a FOIA exemption? DAA-0297-2014-0001-0007 STATUS: Active		USE
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disposition authorities? Is this item a deviation from the GRS? DISPOSITION INSTRUCTION DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0297-2024-0003-0005 on 12/20/2024. Final Disposition Permanent Cutoff Instructions Other: CUTOFF at end of fiscal year in which related work is completed. Are there multiple instructions for this item? Transfer Instruction Transfer to the National Archives 15 year(s) after cutoff. ADDITIONAL INFORMATION Current Records Format Base Migration: Base Migration Are any of the records covered by this item subject to a FOIA exemption? DAA-0297-2014-0001-0007 STATUS: Active		, ,
disposition authorities? Is this item a deviation from the GRS? DISPOSITION INSTRUCTION DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0297-2024-0003-0005 on 12/20/2024. Final Disposition Permanent Cutoff Instructions Other: CUTOFF at end of fiscal year in which related work is completed. Are there multiple instructions for this item? Transfer Instruction Transfer to the National Archives 15 year(s) after cutoff. ADDITIONAL INFORMATION Current Records Format Base Migration: Base Migration Are any of the records covered by this item subject to a FOIA exemption? DAA-0297-2014-0001-0007 STATUS: Active	Does this item supersede existing	No
Is this item a deviation from the GRS? DISPOSITION INSTRUCTION DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0297-2024-0003-0005 on 12/20/2024. Final Disposition Permanent Cutoff Instructions Other: CUTOFF at end of fiscal year in which related work is completed. Are there multiple instructions for this item? Transfer Instruction Transfer to the National Archives 15 year(s) after cutoff. ADDITIONAL INFORMATION Current Records Format Base Migration: Base Migration Are any of the records covered by this item subject to a FOIA exemption? DAA-0297-2014-0001-0007 STATUS: Active	_	
DISPOSITION INSTRUCTION DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0297-2024-0003-0005 on 12/20/2024. Final Disposition Permanent Cutoff Instructions Other: CUTOFF at end of fiscal year in which related work is completed. Are there multiple instructions for this item? Transfer Instruction Transfer to the National Archives 15 year(s) after cutoff. ADDITIONAL INFORMATION Current Records Format Base Migration: Base Migration Are any of the records covered by this item subject to a FOIA exemption? DAA-0297-2014-0001-0007 STATUS: Active	-	No
DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0297-2024-0003-0005 on 12/20/2024. Final Disposition Permanent Cutoff Instructions Other: CUTOFF at end of fiscal year in which related work is completed. Are there multiple instructions for this item? Transfer Instruction Transfer to the National Archives 15 year(s) after cutoff. ADDITIONAL INFORMATION Current Records Format Base Migration: Base Migration Are any of the records covered by this item subject to a FOIA exemption? DAA-0297-2014-0001-0007 STATUS: Active	GRS?	
Permanent Cutoff Instructions Cutoff Instructions Other: CUTOFF at end of fiscal year in which related work is completed. Are there multiple instructions for this item? Transfer Instruction Transfer to the National Archives 15 year(s) after cutoff. ADDITIONAL INFORMATION Current Records Format Are any of the records covered by this item subject to a FOIA exemption? DAA-0297-2014-0001-0007 STATUS: Active	DISPOSITION INSTRUCTION	
Permanent Cutoff Instructions Cutoff Instructions Other: CUTOFF at end of fiscal year in which related work is completed. Are there multiple instructions for this item? Transfer Instruction Transfer to the National Archives 15 year(s) after cutoff. ADDITIONAL INFORMATION Current Records Format Are any of the records covered by this item subject to a FOIA exemption? DAA-0297-2014-0001-0007 STATUS: Active	DO NOT USE. This item is inactive becaus	se it was superseded by New Disposition Authority Number:
Cutoff Instructions Other: CUTOFF at end of fiscal year in which related work is completed. Are there multiple instructions for this item? Transfer Instruction Transfer to the National Archives 15 year(s) after cutoff. ADDITIONAL INFORMATION Current Records Format Are any of the records covered by this item subject to a FOIA exemption? DAA-0297-2014-0001-0007 STATUS: Active		
completed. Are there multiple instructions for this item? Transfer Instruction ADDITIONAL INFORMATION Current Records Format Are any of the records covered by this item subject to a FOIA exemption? DAA-0297-2014-0001-0007 completed. No No Transfer to the National Archives 15 year(s) after cutoff. Base Migration: Base Migration STATUS: Active	Final Disposition	Permanent
Are there multiple instructions for this item? Transfer Instruction Transfer to the National Archives 15 year(s) after cutoff. ADDITIONAL INFORMATION Current Records Format Are any of the records covered by this item subject to a FOIA exemption? DAA-0297-2014-0001-0007 STATUS: Active	Cutoff Instructions	Other: CUTOFF at end of fiscal year in which related work is
this item? Transfer Instruction ADDITIONAL INFORMATION Current Records Format Are any of the records covered by this item subject to a FOIA exemption? DAA-0297-2014-0001-0007 Transfer to the National Archives 15 year(s) after cutoff. Base Migration: Base Migration Base Migration: Base Migration STATUS: Active		completed.
Transfer Instruction Transfer to the National Archives 15 year(s) after cutoff. ADDITIONAL INFORMATION Current Records Format Base Migration: Base Migration Are any of the records covered by this item subject to a FOIA exemption? DAA-0297-2014-0001-0007 STATUS: Active	Are there multiple instructions for	No
ADDITIONAL INFORMATION Current Records Format Are any of the records covered by this item subject to a FOIA exemption? DAA-0297-2014-0001-0007 STATUS: Active	this item?	
Current Records Format Are any of the records covered by this item subject to a FOIA exemption? DAA-0297-2014-0001-0007 Base Migration: Base Migration Base Migration: Base Migration STATUS: Active	Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff.
Are any of the records covered by this item subject to a FOIA exemption? DAA-0297-2014-0001-0007 STATUS: Active	ADDITIONAL INFORMATION	
this item subject to a FOIA exemption? DAA-0297-2014-0001-0007 STATUS: Active	Current Records Format	Base Migration: Base Migration
exemption? STATUS: Active	Are any of the records covered by	
DAA-0297-2014-0001-0007 STATUS: Active	this item subject to a FOIA	
	exemption?	
ITEM GENERAL INFORMATION	DAA-0297-2014-0001-0007	STATUS: Active
	ITEM GENERAL INFORMATION	

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Records Schedule Number: DAA-0297-2014-0001 Status: APPROVED Date Approved: 08/27/2014

Item Title	Working Files of Organizational Files
Item Description	b. Working files.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	104b
Manual Title	Library of Congress Records Schedule (LRS)
SUPERSEDED AGENCY DISPOSITI	ION AUTHORITIES AND GRS DEVIATIONS
Does this item supersede existing	No
disposition authorities?	
Is this item a deviation from the	No
GRS?	
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Retention Period	Other: DESTROY when no longer needed for reference.
ADDITIONAL INFORMATION	
Are any of the records covered by	
this item national security	
classified?	
GAO Approval Required	No
DAA-0297-2014-0001-0008	CTATHE, INACTIVE MOTEOD
DAA-0297-2014-0001-0006	STATUS: INACTIVE - NOT FOR
DAA-0297-2014-0001-0008	USE
ITEM GENERAL INFORMATION	
ITEM GENERAL INFORMATION	USE
ITEM GENERAL INFORMATION Item Title	USE All Other Copies of Organizational Files
ITEM GENERAL INFORMATION Item Title Item Description	All Other Copies of Organizational Files c. Copies maintained in other offices.
ITEM GENERAL INFORMATION Item Title Item Description Is this item media neutral?	All Other Copies of Organizational Files c. Copies maintained in other offices.
ITEM GENERAL INFORMATION Item Title Item Description Is this item media neutral? Is this item a Big Bucket?	All Other Copies of Organizational Files c. Copies maintained in other offices.
ITEM GENERAL INFORMATION Item Title Item Description Is this item media neutral? Is this item a Big Bucket? MANUAL CITATION	All Other Copies of Organizational Files c. Copies maintained in other offices. Yes
ITEM GENERAL INFORMATION Item Title Item Description Is this item media neutral? Is this item a Big Bucket? MANUAL CITATION Agency Code Manual Title	All Other Copies of Organizational Files c. Copies maintained in other offices. Yes
ITEM GENERAL INFORMATION Item Title Item Description Is this item media neutral? Is this item a Big Bucket? MANUAL CITATION Agency Code Manual Title	All Other Copies of Organizational Files c. Copies maintained in other offices. Yes 104c Library of Congress Records Schedule (LRS)
ITEM GENERAL INFORMATION Item Title Item Description Is this item media neutral? Is this item a Big Bucket? MANUAL CITATION Agency Code Manual Title SUPERSEDED AGENCY DISPOSITION	All Other Copies of Organizational Files c. Copies maintained in other offices. Yes 104c Library of Congress Records Schedule (LRS) ION AUTHORITIES AND GRS DEVIATIONS
ITEM GENERAL INFORMATION Item Title Item Description Is this item media neutral? Is this item a Big Bucket? MANUAL CITATION Agency Code Manual Title SUPERSEDED AGENCY DISPOSITED Does this item supersede existing	All Other Copies of Organizational Files c. Copies maintained in other offices. Yes 104c Library of Congress Records Schedule (LRS) ION AUTHORITIES AND GRS DEVIATIONS
ITEM GENERAL INFORMATION Item Title Item Description Is this item media neutral? Is this item a Big Bucket? MANUAL CITATION Agency Code Manual Title SUPERSEDED AGENCY DISPOSITE Does this item supersede existing disposition authorities?	All Other Copies of Organizational Files c. Copies maintained in other offices. Yes 104c Library of Congress Records Schedule (LRS) ION AUTHORITIES AND GRS DEVIATIONS No
ITEM GENERAL INFORMATION Item Title Item Description Is this item media neutral? Is this item a Big Bucket? MANUAL CITATION Agency Code Manual Title SUPERSEDED AGENCY DISPOSITE Does this item supersede existing disposition authorities? Is this item a deviation from the	All Other Copies of Organizational Files c. Copies maintained in other offices. Yes 104c Library of Congress Records Schedule (LRS) ION AUTHORITIES AND GRS DEVIATIONS No
ITEM GENERAL INFORMATION Item Title Item Description Is this item media neutral? Is this item a Big Bucket? MANUAL CITATION Agency Code Manual Title SUPERSEDED AGENCY DISPOSITE Does this item supersede existing disposition authorities? Is this item a deviation from the GRS? DISPOSITION INSTRUCTION	All Other Copies of Organizational Files c. Copies maintained in other offices. Yes 104c Library of Congress Records Schedule (LRS) ION AUTHORITIES AND GRS DEVIATIONS No
ITEM GENERAL INFORMATION Item Title Item Description Is this item media neutral? Is this item a Big Bucket? MANUAL CITATION Agency Code Manual Title SUPERSEDED AGENCY DISPOSITE Does this item supersede existing disposition authorities? Is this item a deviation from the GRS? DISPOSITION INSTRUCTION DO NOT USE. Agency reported they have accordingly. on 01/21/2025.	All Other Copies of Organizational Files c. Copies maintained in other offices. Yes 104c Library of Congress Records Schedule (LRS) ION AUTHORITIES AND GRS DEVIATIONS No No
ITEM GENERAL INFORMATION Item Title Item Description Is this item media neutral? Is this item a Big Bucket? MANUAL CITATION Agency Code Manual Title SUPERSEDED AGENCY DISPOSITE Does this item supersede existing disposition authorities? Is this item a deviation from the GRS? DISPOSITION INSTRUCTION DO NOT USE. Agency reported they have	All Other Copies of Organizational Files c. Copies maintained in other offices. Yes 104c Library of Congress Records Schedule (LRS) ION AUTHORITIES AND GRS DEVIATIONS No No

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Records Schedule Number: DAA-0297-2014-0001 Status: APPROVED Date Approved: 08/27/2014

ADDITIONAL INFORMATION		
Are any of the records covered by		
this item national security		
classified?		
GAO Approval Required	No	
Group Title	Meeting Records	

Group Title	Meeting Records
Group Description	Agendas, minutes of meetings, and related records documenting Library meetings.
DAA-0297-2014-0001-0009	STATUS: INACTIVE - NOT FOR
	USE
ITEM GENERAL INFORMATION	
Item Title	Meetings of Senior Library Officials
Item Description	a. Meetings held by the Librarian, Deputy Librarian, Chief Operating Officer or Chief of Staff, and Service Unit Heads.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	106a
Manual Title	Library of Congress Records Schedule (LRS)
SUPERSEDED AGENCY DISPOSIT	ON AUTHORITIES AND GRS DEVIATIONS
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
DO NOT USE. This item is inactive because	se it was superseded by New Disposition Authority Number:
DAA-0297-2024-0003-0006 on 12/20/2024.	
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	
Current Records Format	Base Migration: Base Migration
Are any of the records covered by	
this item subject to a FOIA	
exemption?	
DAA-0297-2014-0001-0010	STATUS: INACTIVE - NOT FOR
	USE

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Records Schedule Number: DAA-0297-2014-0001 Status: APPROVED Date Approved: 08/27/2014

ITEM GENERAL INFORMATION	
Item Title	Meetings of Directorates and Divisions/Offices
Item Description	b. Meetings held by Directorates and Divisions/Offices.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	106b
Manual Title	Library of Congress Records Schedule (LRS)
SUPERSEDED AGENCY DISPOSIT	ION AUTHORITIES AND GRS DEVIATIONS
Does this item supersede existing	No
disposition authorities?	
Is this item a deviation from the	No
GRS?	
DISPOSITION INSTRUCTION	
DO NOT USE. This item is inactive because	se it was superseded by New Disposition Authority Number:
DAA-0297-2024-0003-0007 on 12/20/2024.	
Final Disposition	Temporary
Cutoff Instructions	Other: CUTOFF at end of fiscal year.
Retention Period	Destroy 7 year(s) after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by	
this item national security	
classified?	
GAO Approval Required	No

Group Title	Annual Reports
DAA-0297-2014-0001-0011	STATUS: INACTIVE - NOT FOR
	USE
ITEM GENERAL INFORMATION	
Item Title	Record Copy of Annual Reports
Item Description	a. Record copies of the Annual Report of the Librarian of
	Congress, Service Unit annual reports, and Directorate and
	Division/Office annual reports.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	111a
Manual Title	Library of Congress Records Schedule (LRS)
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	

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Records Schedule Number: DAA-0297-2014-0001 Status: APPROVED Date Approved: 08/27/2014

Does this item supersede existing	No
disposition authorities?	
Is this item a deviation from the	No
GRS?	
DISPOSITION INSTRUCTION	
	e it was superseded by New Disposition Authority Number:
DAA-0297-2024-0003-0008 on 12/20/2024.	
Final Disposition	Permanent
Are there multiple instructions for	No
this item?	
Transfer Instruction	Other: TRANSFER to NARA when 15 years old.
ADDITIONAL INFORMATION	
Current Records Format	Base Migration: Base Migration
Are any of the records covered by	
this item subject to a FOIA	
exemption?	
DAA-0297-2014-0001-0012	STATUS: INACTIVE - NOT FOR
	USE
ITEM GENERAL INFORMATION	
Item Title	Background Materials for Annual Reports
Item Description	b. Background materials.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	111b
Manual Title	Library of Congress Records Schedule (LRS)
SUPERSEDED AGENCY DISPOSITI	ON AUTHORITIES AND GRS DEVIATIONS
Does this item supersede existing	No
disposition authorities?	
Is this item a deviation from the	No
GRS?	
DISPOSITION INSTRUCTION	
DO NOT USE. This item is inactive becaus	e it was superseded by New Disposition Authority Number:
DAA-0297-2024-0003-0009 on 12/20/2024.	
Final Disposition	Temporary
Cutoff Instructions	Other: CUTOFF at end of fiscal year.
Retention Period	Destroy 2 year(s) after cutoff.
ADDITIONAL INFORMATION	

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Records Schedule Number: DAA-0297-2014-0001 Status: APPROVED Date Approved: 08/27/2014

Are any of the records covered by	ру	
this item national security		
classified?		
GAO Approval Required	No	

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Records Schedule Number: DAA-0297-2014-0001 Status: APPROVED Date Approved: 08/27/2014

Item Description	b. Correspondence, memoranda, working papers, and other records pertaining to developing, implementing, and monitoring the SU Strategic Plan which contains SU goals, outcomes, and result statements.
Is this item media neutral?	Yes
Is this item a Big Bucket?	103
MANUAL CITATION	
Agency Code	112b
Manual Title	Library of Congress Records Schedule (LRS)
	ION AUTHORITIES AND GRS DEVIATIONS
Does this item supersede existing disposition authorities?	No No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
DO NOT USE. This item is inactive because	se it was superseded by New Disposition Authority Number:
DAA-0297-2024-0003-0011 on 12/20/2024.	
Final Disposition	Temporary
Cutoff Instructions	Other: CUTOFF after a new plan is issued.
Retention Period	Destroy 5 year(s) after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by	
this item national security	
classified?	
GAO Approval Required	No
C my	LCC Di
Group Title	LC Strategic Planning Files
Group Description	Copies of the LC Strategic Plan, correspondence, memoranda, working papers, and other records pertaining to developing, implementing, and monitoring the LC Strategic Plan which contains LC-wide goals, outcomes, and result statements.
DAA-0297-2014-0001-0015	STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION	5~2
Item Title	Record Copy of LC Strategic Plan
Item Description	a. Record copy of the LC Strategic Plan.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	113a
1.50.10 0000	

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Records Schedule Number: DAA-0297-2014-0001 Status: APPROVED Date Approved: 08/27/2014

Manual Title	Library of Congress Records Schedule (LRS)
SUPERSEDED AGENCY DISPOSIT	ION AUTHORITIES AND GRS DEVIATIONS
Does this item supersede existing	No
disposition authorities?	
Is this item a deviation from the	No
GRS?	
DISPOSITION INSTRUCTION	
DO NOT USE. This item is inactive because	se it was superseded by New Disposition Authority Number:
DAA-0297-2024-0003-0010 on 12/20/2024.	
Final Disposition	Permanent
Cutoff Instructions	Other: CUTOFF after a new plan is issued.
Are there multiple instructions for	No
this item?	
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff.
ADDITIONAL INFORMATION	
Current Records Format	Base Migration: Base Migration
Are any of the records covered by	
this item subject to a FOIA	
exemption?	
DAA-0297-2014-0001-0016	STATUS: INACTIVE - NOT FOR
	USE
ITEM GENERAL INFORMATION	
Item Title	Background Materials for LC Strategic Plan
Item Description	b. Background materials.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	113b
Manual Title	Library of Congress Records Schedule (LRS)
SUPERSEDED AGENCY DISPOSIT	ION AUTHORITIES AND GRS DEVIATIONS
Does this item supersede existing	No
disposition authorities?	
Is this item a deviation from the	No
GRS?	
DISPOSITION INSTRUCTION	
DO NOT USE. This item is inactive because	se it was superseded by New Disposition Authority Number:
DAA-0297-2024-0003-0011 on 12/20/2024.	
Final Disposition	Temporary
	Temporary Other: CUTOFF after a new plan is issued.

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Records Schedule Number: DAA-0297-2014-0001 Status: APPROVED Date Approved: 08/27/2014

ADDITIONAL INFORMATION	
Are any of the records covered by	
this item national security	
classified?	
GAO Approval Required	No
Group Title	LC Implementation : Management Planning Files
Group Description	Copies of the Implementation or Management Plan,
1 1	correspondence, memoranda, working papers, and other records
	pertaining to developing and managing the Implementation or
	Management Plan.
DAA-0297-2014-0001-0017	STATUS: INACTIVE - NOT FOR
	USE
ITEM GENERAL INFORMATION	
Item Title	Record Copy of LC Implementation or Management Plan
Item Description	a. Record copy of the LC Implementation or Management Plan.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	114a
Manual Title	Library of Congress Records Schedule (LRS)
SUPERSEDED AGENCY DISPOSITI	ION AUTHORITIES AND GRS DEVIATIONS
Does this item supersede existing	No
disposition authorities? Is this item a deviation from the	No
GRS?	NO
DISPOSITION INSTRUCTION	
	2 '4 2 and add by New Dianogition Authority Number
DAA-0297-2024-0003-0010 on 12/20/2024.	se it was superseded by New Disposition Authority Number:
Final Disposition	Permanent
Cutoff Instructions	Other: CUTOFF after a new Implementation or Management
	Plan is issued.
Are there multiple instructions for	No
this item?	
TD C T	Transfer to the National Archives 15 year(s) after cutoff.
Transfer Instruction	Transfer to the Transfer Them tes 13 year(s) after eatern.
ADDITIONAL INFORMATION	Transfer to the Transmar Frenit es 13 year(s) after eators.
	Base Migration: Base Migration

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this item subject to a FOIA

exemption?

Records Schedule Number: DAA-0297-2014-0001 Status: APPROVED Date Approved: 08/27/2014

DAA-0297-2014-0001-0018	STATUS: INACTIVE - NOT FOR
	USE
ITEM GENERAL INFORMATION	
Item Title	Background Materials for LC Implementation or Management
	Plan
Item Description	b. Background materials.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	114b
Manual Title	Library of Congress Records Schedule (LRS)
SUPERSEDED AGENCY DISPOSIT	ION AUTHORITIES AND GRS DEVIATIONS
Does this item supersede existing	No
disposition authorities?	
Is this item a deviation from the	No
GRS?	
DISPOSITION INSTRUCTION	
DO NOT USE. This item is inactive because	se it was superseded by New Disposition Authority Number:
DAA-0297-2024-0003-0011 on 12/20/2024.	
Final Disposition	Temporary
Cutoff Instructions	Other: CUTOFF after a new plan is issued.
Retention Period	Destroy 5 year(s) after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by	
this item national security	
classified?	
GAO Approval Required	No

Group Title	LC Annual Planning Files
Group Description	Copies of the LC-wide Annual Plan, correspondence,
	memoranda, working papers, and other records pertaining to
	developing and managing the LC-wide Annual Plan.
DAA-0297-2014-0001-0019	STATUS: INACTIVE - NOT FOR
	USE
ITEM GENERAL INFORMATION	
Item Title	Record Copy of LC Annual Plan
Item Description	a. Record copy of the LC-wide Annual Plan.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	

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Records Schedule Number: DAA-0297-2014-0001 Status: APPROVED Date Approved: 08/27/2014

Cutoff Instructions	Other: CUTOFF after a new plan is issued.
Final Disposition	Temporary Other CUTOEF often a new plan is issued
	Tomporory
DAA-0297-2024-0003-0011 on 12/20/2024.	e it was superseded by New Disposition Authority Number:
DISPOSITION INSTRUCTION	24 mars and all has North Discovery A. A. A. M. M. N. M.
GRS?	
Is this item a deviation from the	No
disposition authorities?	
Does this item supersede existing	No
	ON AUTHORITIES AND GRS DEVIATIONS
Manual Title	Library of Congress Records Schedule (LRS)
Agency Code	115b
MANUAL CITATION	
Is this item a Big Bucket?	
Is this item media neutral?	Yes
Item Description	b. Background materials.
Item Title	Background Materials for the LC Annual Plan
ITEM GENERAL INFORMATION	
	USE
DAA-0297-2014-0001-0020	STATUS: INACTIVE - NOT FOR
exemption?	
this item subject to a FOIA	
Are any of the records covered by	
Current Records Format	Base Migration: Base Migration
ADDITIONAL INFORMATION	
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff.
this item?	
Are there multiple instructions for	No
Cutoff Instructions	Other: CUTOFF after a new Annual Plan is issued.
Final Disposition	Permanent
DAA-0297-2024-0003-0010 on 12/20/2024.	The state of the s
	e it was superseded by New Disposition Authority Number:
DISPOSITION INSTRUCTION	
GRS?	140
disposition authorities? Is this item a deviation from the	No
Does this item supersede existing	No
	ON AUTHORITIES AND GRS DEVIATIONS
Manual Title	Library of Congress Records Schedule (LRS)
Agency Code	115a

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Records Schedule Number: DAA-0297-2014-0001 Status: APPROVED Date Approved: 08/27/2014

Retention Period	Destroy 5 year(s) after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by	
this item national security	
classified?	
GAO Approval Required	No

DAA-0297-2014-0001-0021	STATUS: INACTIVE - NOT FOR	
	USE	
ITEM GENERAL INFORMATION		
Item Title	Program Performance Assessment Files	
Item Description	Record set of program review reports, working papers,	
	correspondence, meeting records, and documents developed and	
	maintained by the Strategic Planning Office used to formally	
	brief the Librarian on major program activities.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
MANUAL CITATION		
Agency Code	116	
Manual Title	Library of Congress Records Schedule (LRS)	
SUPERSEDED AGENCY DISPOSIT	ION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing	No	
disposition authorities?		
Is this item a deviation from the	No	
GRS?		
DISPOSITION INSTRUCTION		
DO NOT USE. This item is inactive because	se it was superseded by New Disposition Authority Number:	
DAA-0297-2024-0003-0012 on 12/20/2024.		
Final Disposition	Temporary	
Cutoff Instructions	Other: CUTOFF at end of fiscal year.	
Retention Period	Destroy 10 year(s) after cutoff.	
ADDITIONAL INFORMATION		
Are any of the records covered by		
this item national security		
classified?		
GAO Approval Required	No	

Group Title	Customer Feedback Files	
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Records Schedule Number: DAA-0297-2014-0001 Status: APPROVED Date Approved: 08/27/2014

DAA-0297-2014-0001-0022	STATUS: INACTIVE - NOT FOR		
	USE		
ITEM GENERAL INFORMATION			
Item Title	Customer Feedback Case Files		
Item Description	a. Case files related to developing, administering, evaluating the effectiveness of questionnaires, focus groups, and telephone/in-person interviews, and evaluating feedback from customer information collection.		
Is this item media neutral?	Yes		
Is this item a Big Bucket?			
MANUAL CITATION			
Agency Code	118a		
Manual Title	Library of Congress Records Schedule (LRS)		
SUPERSEDED AGENCY DISPOSIT	ION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No		
Is this item a deviation from the GRS?	No		
DISPOSITION INSTRUCTION			
DO NOT USE. Agency is using GRS 6.5, I	tem 010 (DAA-GRS-2017-0002-0001). NARA inactivated this		
item accordingly. on 01/21/2025.			
Final Disposition	Temporary		
Cutoff Instructions	Other: CUTOFF upon completion of analysis.		
Retention Period	Destroy 3 year(s) after cutoff.		
ADDITIONAL INFORMATION			
Are any of the records covered by			
this item national security			
classified?			
GAO Approval Required	No		
DAA-0297-2014-0001-0023	STATUS: INACTIVE - NOT FOR		
	USE		
ITEM GENERAL INFORMATION			
Item Title	Customer Feedback Correspondence		
Item Description	b. Records related to addressing customers' comments,		
	compliments, suggestions, and complaints. Includes: original		
	incoming correspondence, comment forms, records of non-		
	written communications, copies of replies, and related supporting materials.		
Is this item media neutral?	Yes		
Is this item a Big Bucket?			

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Records Schedule Number: DAA-0297-2014-0001 Status: APPROVED Date Approved: 08/27/2014

MANUAL CITATION		
Agency Code	118b	
Manual Title	Library of Congress Records Schedule (LRS)	
	ION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing	No	
disposition authorities?		
Is this item a deviation from the	No	
GRS?		
DISPOSITION INSTRUCTION		
DO NOT USE. Agency is using GRS 6.5, It	tem 010 (DAA-GRS-2017-0002-0001). NARA inactivated this	
item accordingly. on 01/21/2025.		
Final Disposition	Temporary	
Retention Period	Other: DESTROY when 3 years old.	
ADDITIONAL INFORMATION		
Are any of the records covered by		
this item national security		
classified?		
GAO Approval Required	No	
C T'41	Committee Tests France Board and Washing Committee	
Group Title	Committee, Task Force, Board, and Working Group Files:	
	Library-sponsored Committees, Task Forces, Boards, and	
Cassa Description	Working Groups Overseeing Substantive Issues	
Group Description	a. Records created by Library-sponsored committees, task forces, boards, and working groups dealing with substantive	
	policy/programmatic issues such as: developing or revising	
	Library programs; implementing new legislation, regulations,	
	policies, or programs; reviewing Library programs and projects;	
	and coordinating research internally and externally with or for	
	other agencies, institutions, and international library programs.	
	Includes committees where the Library is the designated sponsor	
	or coordinating agency with official governing, policy, or	
	recordkeeping responsibilities. Official files are those of the	
	Secretary, or in instances where the Chair serves the dual	
	function of recording secretary or designated recordkeeper, the	
	Chair. The files of other members are considered duplicates of	
	official records.	
DAA-0297-2014-0001-0024	STATUS: INACTIVE - NOT FOR	
	USE	
ITEM GENERAL INFORMATION		
Item Title	Official Committee Records	

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Records Schedule Number: DAA-0297-2014-0001 Status: APPROVED Date Approved: 08/27/2014

Item Description	(1) Charter, agendas, minutes, studies, reports, and related records of the Secretary or designated recordkeeper.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
MANUAL CITATION		
Agency Code	121a1	
Manual Title	Library of Congress Records Schedule (LRS)	
SUPERSEDED AGENCY DISPOSITI	ON AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing	No	
disposition authorities?		
Is this item a deviation from the	No	
GRS?		
DISPOSITION INSTRUCTION		
DO NOT USE. This item is inactive becaus	e it was superseded by New Disposition Authority Number:	
DAA-0297-2024-0003-0013 on 12/20/2024.		
Final Disposition	Permanent	
Cutoff Instructions	Other: CUTOFF at discretion of Secretary or designated	
	recordkeeper.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives 15 year(s) after termination of committee.	
ADDITIONAL INFORMATION		
Current Records Format	Base Migration: Base Migration	
Are any of the records covered by		
this item subject to a FOIA		
exemption?		
DAA-0297-2014-0001-0025	STATUS: INACTIVE - NOT FOR	
	USE	
ITEM GENERAL INFORMATION		
Item Title	Routine Administrative Committee Records	
Item Description	(2) Records created in support of committee functions such as	
1	mailing or distribution, meeting room reservations, and similar	
	routine administrative functions.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
MANUAL CITATION		
Agency Code	121a2	
Manual Title	Library of Congress Records Schedule (LRS)	
SUPERSEDED AGENCY DISPOSITI	ON AUTHORITIES AND GRS DEVIATIONS	

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Records Schedule Number: DAA-0297-2014-0001 Status: APPROVED Date Approved: 08/27/2014

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Does this item supersede existing	No	
disposition authorities?		
Is this item a deviation from the	No	
GRS?		
DISPOSITION INSTRUCTION		
DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number:		
DAA-0297-2024-0003-0014 on 12/20/2024.		
Final Disposition	Temporary	
Cutoff Instructions	Other: CUTOFF at end of fiscal year.	
Retention Period	Destroy 3 year(s) after cutoff.	
ADDITIONAL INFORMATION		
Are any of the records covered by		
this item national security		
classified?		
GAO Approval Required	No	

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Records Schedule Number: DAA-0297-2014-0001 Status: APPROVED Date Approved: 08/27/2014

Signatory Information

Action	User	Date
Approve	David Ferriero	08/27/2014

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