

Request for Records Disposition Authority

Records Schedule Number **DAA-0297-2014-0006**
Schedule Status **Approved**

Agency or Establishment **Library of Congress**
Record Group / Scheduling Group **Records of the Library of Congress**
Records Schedule applies to **Agency-wide**
Schedule Subject **Property and Procurement**
Internal agency concurrences will be provided **No**

Background Information

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	0	3	0

GAO Approval

Outline of Records Schedule Items for DAA-0297-2014-0006

Sequence Number	
1	Successful Grant and Funded Cooperative Agreement Files Disposition Authority Number: DAA-0297-2014-0006-0001
2	Fellowship Award Files Disposition Authority Number: DAA-0297-2014-0006-0002
3	Visa Case Files (Non-Employment) Disposition Authority Number: DAA-0297-2014-0006-0003

Records Schedule Items

Sequence Number					
1	<p>Successful Grant and Funded Cooperative Agreement Files</p> <p>Disposition Authority Number DAA-0297-2014-0006-0001</p> <p>File includes: 1) grant agreement or cooperative agreement as appropriate, project descriptions, budgets and amended grant agreements or cooperative agreements; 2) correspondence, emails and award decisions with Library program offices regarding selection process, awards, budget approvals, and amendments; 3) correspondence (emails) with recipients; and 4) related financial records. The related financial records include: 1) Request for Advance or Reimbursements (OMB SF 270); 2) Automated Standard Application for Payment Account Settlement Report; 3) Federal Financial Reports (OMB SF 425 or prior OMB report forms); 4) budget summaries of line item expenditures; 5) closeout agreements and final reports as specified; 6) organizational documents for non-public recipients; and 7) audit reports, as applicable.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? No</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">503</td> <td>Library of Congress Records Schedule (LRS)</td> </tr> </tbody> </table> <p>Disposition Instruction</p> <p>Cutoff Instruction CUTOFF at end of fiscal year in which grant or agreement is closed out.</p> <p>Transfer to Inactive Storage TRANSFER to RMS at cutoff.</p> <p>Retention Period Destroy 6 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>	Manual Citation	Manual Title	503	Library of Congress Records Schedule (LRS)
Manual Citation	Manual Title				
503	Library of Congress Records Schedule (LRS)				

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Fellowship Award Files

Disposition Authority Number DAA-0297-2014-0006-0002

Individual recipient files consisting of signed offer letter and acceptance, award documents printed from the financial system including original obligation, amendments and designated agent request, copies of nonresident alien tax compliance documentation if applicable, and correspondence with program office, recipient, or other Library supporting office as relates to the award. Original applications can be in the individual recipient file or the originating program office.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? No

Manual Citation	Manual Title
505	Library of Congress Records Schedule (LRS)

Disposition Instruction

Cutoff Instruction CUTOFF 3 years after end of calendar year in which recipient's program ended.

Transfer to Inactive Storage TRANSFER to RMS at cutoff.

Retention Period DESTROY at cutoff.

Additional Information

GAO Approval Not Required

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Visa Case Files (Non-Employment)

Disposition Authority Number DAA-0297-2014-0006-0003

Correspondence, memorandums, reports, forms and other records regarding individual non-immigrant J-1 visa applicants tracked through the Student and Exchange Visitor Information System (SEVIS).

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? No

Manual Citation	Manual Title
506	Library of Congress Records Schedule (LRS)

Disposition Instruction

Cutoff Instruction CUTOFF 3 years after end of calendar year in which exchange visitor's program ended.

Transfer to Inactive Storage TRANSFER to RMS at cutoff.

Retention Period DESTROY at cutoff.

Additional Information

GAO Approval Not Required

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
01/27/2014	Certify	John Nave	Chief, Office System Services	OSS - OSS
05/05/2014	Return for Revision	Henry Wolfinger	Appraiser	National Archives and Records Administration - Records Management Services
06/19/2014	Submit For Certification	Ashley Davies	Records Management Specialist	OSS - RMS
06/19/2014	Certify	Ashley Davies	Records Management Specialist	OSS - RMS
08/07/2014	Submit for Concurrence	Jessica Blessman	Appraisal Archivist	National Archives and Records Administration - Records Management Services
08/08/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
08/11/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
08/14/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist