

Request for Records Disposition Authority

Records Schedule Number DAA-0297-2014-0007
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 Facilities and Safety
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
20	0	20	0

GAO Approval

Outline of Records Schedule Items for DAA-0297-2014-0007

Sequence Number	
1	Facilities Management Planning Files Disposition Authority Number: DAA-0297-2014-0007-0001
2	Office Requirements Files Disposition Authority Number: DAA-0297-2014-0007-0002
3	Facilities Management Requisition Files Disposition Authority Number: DAA-0297-2014-0007-0003
4	Service Call Work Authorizations
4.1	Suspense Copies Disposition Authority Number: DAA-0297-2014-0007-0004
4.2	Original Records Disposition Authority Number: DAA-0297-2014-0007-0005
5	Work Authorization Files
5.1	Orders Disposition Authority Number: DAA-0297-2014-0007-0006
5.2	Registers Disposition Authority Number: DAA-0297-2014-0007-0007
5.3	Controls Disposition Authority Number: DAA-0297-2014-0007-0008
6	Data Books Disposition Authority Number: DAA-0297-2014-0007-0009
7	Safety Audit and Inspection Files Disposition Authority Number: DAA-0297-2014-0007-0010
8	Environmental Logs and Reports Disposition Authority Number: DAA-0297-2014-0007-0011
9	Employee Exposure Records Disposition Authority Number: DAA-0297-2014-0007-0012
10	Material Safety Data Sheets (MSDS) Disposition Authority Number: DAA-0297-2014-0007-0013
11	Asbestos Removal Records Disposition Authority Number: DAA-0297-2014-0007-0014
12	Environmental Assessments and Other Environmental Studies Disposition Authority Number: DAA-0297-2014-0007-0015
13	Equipment Inventory Calibration Records (alarms, meters, etc) Disposition Authority Number: DAA-0297-2014-0007-0016
14	Safety Training Records

15	Disposition Authority Number: DAA-0297-2014-0007-0017 Safety Management Program Files Disposition Authority Number: DAA-0297-2014-0007-0018
16	Fire Protection Program Files Disposition Authority Number: DAA-0297-2014-0007-0019
17	Industrial Hygiene Program Files Disposition Authority Number: DAA-0297-2014-0007-0020

Records Schedule Items

Sequence Number					
1	<p>Facilities Management Planning Files</p> <p>Disposition Authority Number DAA-0297-2014-0007-0001</p> <p>Records relating to Facilities Management planning work not described elsewhere in this schedule. Included are Facility Plan files and maintenance plan files.</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;">612</td> <td>Library of Congress Records Schedule (LRS)</td> </tr> </tbody> </table> <p>Disposition Instruction</p> <p>Retention Period Destroy 7 year(s) after completion of plan, or when no longer needed for reference, whichever is later.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>	Manual Citation	Manual Title	612	Library of Congress Records Schedule (LRS)
Manual Citation	Manual Title				
612	Library of Congress Records Schedule (LRS)				
2	<p>Office Requirements Files</p> <p>Disposition Authority Number DAA-0297-2014-0007-0002</p> <p>Documents from offices reflecting requirements for and information about services, particularly those of a continuing or nonstandard nature.</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</p>				

electronic format(s) other than e-mail and word processing?

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

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

Disposition Instruction

Retention Period **DESTROY when superseded or obsolete.**

Additional Information

GAO Approval **Not Required**

Facilities Management Requisition Files

Disposition Authority Number **DAA-0297-2014-0007-0003**

Documents accounting for all requisitions initiated or received by FACS, including date received, date completed, action taken, inspection reports, cost data and FACS staff project assignments..

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
614	Library of Congress Records Schedule (LRS)

Disposition Instruction

Cutoff Instruction **CUTOFF at end of fiscal year.**

Transfer to Inactive Storage **TRANSFER to RMS at cutoff.**

Retention Period **Destroy 2 year(s) after cutoff.**

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4	Additional Information					
	GAO Approval	Not Required				
	Service Call Work Authorizations					
	Documents used to record calls for nonreimbursable services and authorize and report completion of work.					
	4.1	Suspense Copies				
		Disposition Authority Number	DAA-0297-2014-0007-0004			
	a. Suspense copies					
	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					
<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td>616a</td> <td>Library of Congress Records Schedule (LRS)</td> </tr> </tbody> </table>			Manual Citation	Manual Title	616a	Library of Congress Records Schedule (LRS)
Manual Citation	Manual Title					
616a	Library of Congress Records Schedule (LRS)					
4.2	Disposition Instruction					
	Retention Period	DESTROY on return of original, reflecting completion of work.				
	Additional Information					
	GAO Approval	Not Required				
	Original Records					
	Disposition Authority Number	DAA-0297-2014-0007-0005				
	b. Originals.					
	Final Disposition	Temporary				
	Item Status	Active				
	Is this item media neutral?	Yes				
Do any of the records covered by this item currently exist in	Yes					

electronic format(s) other than e-mail and word processing?

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

Manual Citation	Manual Title
616b	Library of Congress Records Schedule (LRS)

Disposition Instruction

Cutoff Instruction **CUTOFF at end of fiscal year.**
 Transfer to Inactive Storage **TRANSFER to RMS at cutoff.**
 Retention Period **Destroy 1 year(s) after cutoff.**

Additional Information

GAO Approval **Not Required**

Work Authorization Files

Orders

Disposition Authority Number **DAA-0297-2014-0007-0006**

a. Documents used to authorize, control, and account for work required in managing buildings. Included are requests, justifications, approvals, job orders, work orders, and related records.

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
617a	Library of Congress Records Schedule (LRS)

Disposition Instruction

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5.1

5.2

Cutoff Instruction CUTOFF at end of fiscal year.
Transfer to Inactive Storage TRANSFER to RMS at cutoff.
Retention Period Destroy 2 year(s) after cutoff.

Additional Information

GAO Approval Not Required

Registers

Disposition Authority Number DAA-0297-2014-0007-0007

b. Documents used to record information on the receipt of, work called for by, numbers assigned to, and other data about, job and work orders.

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
617b	Library of Congress Records Schedule (LRS)

Disposition Instruction

Cutoff Instruction CUTOFF when registration sheet or book is filled.
Transfer to Inactive Storage TRANSFER to RMS at cutoff.
Retention Period Destroy 2 year(s) after cutoff.

Additional Information

GAO Approval Not Required

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Controls

Disposition Authority Number DAA-0297-2014-0007-0008

c. Forms, normally maintained by shop supervisors, showing job order estimates by shop and labor and material expended to date.

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
617c	Library of Congress Records Schedule (LRS)

Disposition Instruction

Retention Period DESTROY upon completion of job.

Additional Information

GAO Approval Not Required

Data Books

Disposition Authority Number DAA-0297-2014-0007-0009

Data books composed of documents prescribed by the GSA Handbook, Operation and Maintenance of Real Property (PBS P 5800.18A).

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
618	Library of Congress Records Schedule (LRS)

Disposition Instruction

Retention Period DESTROY when superseded or obsolete.

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Additional Information

GAO Approval Not Required

Safety Audit and Inspection Files

Disposition Authority Number DAA-0297-2014-0007-0010

Deficiency reports and correspondence, corrective action reports, and other related documentation. Maintained in electronic system - Automated Hazard Abatement Program (AHAP).

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
631	Library of Congress Records Schedule (LRS)

Disposition Instruction

Retention Period Destroy 5 year(s) after abatement date.

Additional Information

GAO Approval Not Required

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Environmental Logs and Reports

Disposition Authority Number DAA-0297-2014-0007-0011

Records of the following: Quarterly air reporting, Air testing results, Water reporting input, Water test results, Hazardous Material or Waste Tank inspection logs, Training (when employee departs agency), Environmental Compliance reports, Environmental internal audit reports, Biennial reports, Annual reports, Chemical inventory, Tank inventory, Container accumulation area inspection logs, and Hazardous Waste profiles.

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
632	Library of Congress Records Schedule (LRS)

Disposition Instruction

Cutoff Instruction **CUTOFF at end of calendar year.**
 Transfer to Inactive Storage **TRANSFER to RMS 10 years after cutoff.**
 Retention Period **Destroy 25 year(s) after cutoff.**

Additional Information

GAO Approval **Not Required**

Employee Exposure Records

Disposition Authority Number **DAA-0297-2014-0007-0012**

Environmental monitoring records including personal, area, grab, wipe, or other forms of sampling to assess the exposure of employees to toxic substances or harmful physical agents. Biological monitoring results which directly assess the absorption of a toxic substance or harmful physical agent by body systems.

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
633	Library of Congress Records Schedule (LRS)

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Disposition Instruction

Cutoff Instruction CUTOFF at end of calendar year.
Transfer to Inactive Storage TRANSFER to RMS 3 years after cutoff.
Retention Period Destroy 50 year(s) after cutoff.

Additional Information

GAO Approval Not Required

Material Safety Data Sheets (MSDS)

Disposition Authority Number DAA-0297-2014-0007-0013

Records providing detailed safety information on hazardous chemical products used in the workplace. MSDS records are obtained from chemical manufacturers or distributors.

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
634	Library of Congress Records Schedule (LRS)

Disposition Instruction

Cutoff Instruction CUTOFF at end of calendar year in which chemical is discontinued.
Transfer to Inactive Storage TRANSFER to RMS 3 years after cutoff.
Retention Period Destroy 50 year(s) after cutoff

Additional Information

GAO Approval Not Required

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Asbestos Removal Records

Disposition Authority Number DAA-0297-2014-0007-0014

Records that document activities relating to the safe removal of asbestos in Library facilities.

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
635	Library of Congress Records Schedule (LRS)

Disposition Instruction

Cutoff Instruction CUTOFF at end of calendar year in which project is completed.

Transfer to Inactive Storage TRANSFER to RMS 3 years after cutoff.

Retention Period Destroy 50 year(s) after cutoff.

Additional Information

GAO Approval Not Required

Environmental Assessments and Other Environmental Studies

Disposition Authority Number DAA-0297-2014-0007-0015

Phase 1 Environmental assessments (final reports), Phase 2 ESA (final reports), Notices of Intent (final reports), and Records of Decision (final reports). Environmental Permit reports, Manifests, Land Disposal Restrictions, Bills of Lading, and Exception Reports.

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

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

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

Disposition Instruction

Cutoff Instruction **CUTOFF** at end of calendar year in which report is completed.
 Transfer to Inactive Storage **TRANSFER** to RMS 10 years after cutoff.
 Retention Period **Destroy** 50 year(s) after cutoff.

Additional Information

GAO Approval **Not Required**

Equipment Inventory Calibration Records (alarms, meters, etc)

Disposition Authority Number **DAA-0297-2014-0007-0016**

Inventory and records for calibration of testing equipment.

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
637	Library of Congress Records Schedule (LRS)

Disposition Instruction

Retention Period **DESTROY** when 3 years old.

Additional Information

GAO Approval **Not Required**

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14

Safety Training Records

Disposition Authority Number DAA-0297-2014-0007-0017

Records of employee training including attendance records, records demonstrating competence, and certificates of completion for training mandated by law or Library policy.

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
638	Library of Congress Records Schedule (LRS)

Disposition Instruction

Retention Period Destroy 1 year(s) after end of calendar year in which employee departs Library.

Additional Information

GAO Approval Not Required

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Safety Management Program Files

Disposition Authority Number DAA-0297-2014-0007-0018

Program records not included elsewhere in this schedule.

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

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

Disposition Instruction

Retention Period DESTROY when 3 years old.

Additional Information

GAO Approval Not Required

Fire Protection Program Files

Disposition Authority Number DAA-0297-2014-0007-0019

Program records not included elsewhere in this schedule.

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
640	Library of Congress Records Schedule (LRS)

Disposition Instruction

Cutoff Instruction CUTOFF at end of calendar year in which project is completed.

Transfer to Inactive Storage TRANSFER to RMS 3 years after cutoff.

Retention Period Destroy 5 year(s) after cutoff.

Additional Information

GAO Approval Not Required

17

Industrial Hygiene Program Files

Disposition Authority Number DAA-0297-2014-0007-0020

Program records not included elsewhere in this schedule.

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
641	Library of Congress Records Schedule (LRS)

Disposition Instruction

Cutoff Instruction CUTOFF at end of calendar year.

Transfer to Inactive Storage TRANSFER to RMS 5 years after cutoff.

Retention Period Destroy 10 year(s) after 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
03/07/2014	Return for Revision	Henry Wolfinger	Appraiser	National Archives and Records Administration - Records Management Services
05/07/2014	Submit For Certification	Ashley Davies	Records Management Specialist	OSS - RMS
05/07/2014	Certify	Ashley Davies	Records Management Specialist	OSS - RMS
08/20/2014	Submit for Concurrence	Henry Wolfinger	Appraiser	National Archives and Records Administration - Records Management Services
08/26/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
08/26/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
08/27/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist