

Request for Records Disposition Authority

Records Schedule Number DAA-0297-2014-0008
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 Security
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
4	2	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0297-2014-0008

Sequence Number	
1	Collections Security Monitoring Recordings Disposition Authority Number: DAA-0297-2014-0008-0001
2	Emergency Planning Case Files
2.1	Emergency Plan Disposition Authority Number: DAA-0297-2014-0008-0002
3	Emergency Planning Tests Files
3.1	Emergency Plan Test Result Reports Disposition Authority Number: DAA-0297-2014-0008-0003
4	Non-significant Emergency/Incident Management Files Disposition Authority Number: DAA-0297-2014-0008-0004

Records Schedule Items

Sequence Number					
1	<p>Collections Security Monitoring Recordings</p> <p>Disposition Authority Number DAA-0297-2014-0008-0001</p> <p>Recordings of collection areas in the Library.</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>712</td> <td>Library of Congress Records Schedule (LRS)</td> </tr> </tbody> </table> <p>Disposition Instruction</p> <p>Retention Period DESTROY when no longer needed for business purposes. NOTE: The word "destroy" is used to authorize the destruction of data or information. Erasable media such as audio tape should be reused whenever practical.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>	Manual Citation	Manual Title	712	Library of Congress Records Schedule (LRS)
Manual Citation	Manual Title				
712	Library of Congress Records Schedule (LRS)				
2	<p>Emergency Planning Case Files</p>				
2.1	<p>Emergency Plan</p> <p>Disposition Authority Number DAA-0297-2014-0008-0002</p> <p>b. Record copy of Library's emergency plans.</p> <p>Final Disposition Permanent</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p>				

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
715b	Library of Congress Records Schedule (LRS)

Disposition Instruction

Cutoff Instruction **CUTOFF when superseded.**

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

Transfer to the National Archives for Accessioning **Transfer to the National Archives 15 year(s) after cutoff.**

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **Unknown
To Be Determined**

How frequently will your agency transfer these records to the National Archives? **Unknown
To Be Determined**

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3.1

Emergency Planning Tests Files
Emergency Plan Test Result Reports

Disposition Authority Number **DAA-0297-2014-0008-0003**

b. Consolidated or comprehensive reports reflecting Library-wide results of tests conducted under emergency plans.

Final Disposition **Permanent**

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
716b	Library of Congress Records Schedule (LRS)

Disposition Instruction

Cutoff Instruction **CUTOFF** at end of calendar year.
 Transfer to Inactive Storage **TRANSFER** to RMS at cutoff.
 Transfer to the National Archives for Accessioning **Transfer** to the National Archives 15 year(s) after cutoff.

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **Unknown To Be Determined**
 How frequently will your agency transfer these records to the National Archives? **Unknown To Be Determined**

Non-significant Emergency/Incident Management Files

Disposition Authority Number **DAA-0297-2014-0008-0004**

Includes records relating to emergencies or incidents that do not rise to the level of significant.

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
719	Library of Congress Records Schedule (LRS)

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Disposition Instruction

Retention Period

Destroy 10 year(s) after end of fiscal year in which investigation closes, or when no longer needed for business or reference purposes, whichever is later.

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
05/14/2014	Submit For Certification	Ashley Davies	Records Management Specialist	OSS - RMS
05/14/2014	Certify	Ashley Davies	Records Management Specialist	OSS - RMS
07/15/2014	Submit for Concurrence	Jessica Blessman	Appraisal Archivist	National Archives and Records Administration - Records Management Services
07/16/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
07/22/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
07/22/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist