

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0297-2024-0009

Status: APPROVED
Date Approved: 06/12/2025

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	Outreach - 2024 updates
Additional Schedule Information	Contains 2024 updates only. See DAA-0297-2014-0011 for unchanged items.
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	Exempt from requirement - Legislative Branch

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Item Count

Total number of disposition items: 3

Number of Temporary disposition items: 2

Number of Permanent disposition items: 1

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0297-2024-0009

Item #	Title	Disposition
0001	Exhibition Production Files : Exhibition Files	Permanent
0002	Exhibition Production Files : Exhibition Project Files	Temporary
0003	Marketing Files	Temporary

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Records Schedule Items

Group Title	Exhibition Production Files	
Group Description	Records related to permanent and temporary exhibits produced by the Library.	
DAA-0297-2024-0009-0001	STATUS: Active	
ITEM GENERAL INFORMATION		
Item Title	Exhibition Files	
Item Description	Includes proposal and approval documentation and agreements, list of exhibit items, label text, brochure, and publicity reports.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	1302a	
Manual Title	Library of Congress Records Schedule (LRS)	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
Superseded Item	Superseded Items	
	Item Superseded in Part?	Explanation
DAA-0297-2014-0011-0002	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Cutoff Instructions	Other: CUTOFF at end of fiscal year in which exhibit closes.	
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	Paper-based textual records:92 cubic feet ; Textual data:unknown	
Approximate first year of records covered by this authority	1872	
End year of records covered by this authority	Still being created	
Are any of the records covered by this item subject to a FOIA exemption?	No	

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DAA-0297-2024-0009-0002		STATUS: Active	
ITEM GENERAL INFORMATION			
Item Title	Exhibition Project Files		
Item Description	Includes copy of proposal for the exhibit, purpose and function, insurance evaluation and agreement of insurance liability of borrowers of the exhibit, requests for loan of the exhibit and approval or disapproval of the request, copy of list of exhibit items, graphics production records, negatives, photographs, research, fundraising, copy of publicity reports, and related records.		
Is this item media neutral?	Yes		
Is this item a Big Bucket?	No		
MANUAL CITATION			
Agency Code	1302b		
Manual Title	Library of Congress Records Schedule (LRS)		
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS			
Does this item supersede existing disposition authorities?	Yes		
	Superseded Items		
Superseded Item	Item Superseded in Part?	Explanation	
DAA-0297-2014-0011-0003	No		
Is this item a deviation from the GRS?	No		
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?	No		
GAO Approval Required	No		

DAA-0297-2024-0009-0003		STATUS: Active	
ITEM GENERAL INFORMATION			
Item Title	Marketing Files		
Item Description	Records relating to broad marketing plans, specific marketing campaigns for products (copies of space ads, direct mail pieces, etc), mail lists and record of sources, and analytical reports.		
Is this item media neutral?	Yes		

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Is this item a Big Bucket?	No
MANUAL CITATION	
Agency Code	1313
Manual Title	Library of Congress Records Schedule (LRS)
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
	Superseded Items
Superseded Item	Item Superseded Explanation in Part?
DAA-0297-2014-0011-0010	No
Is this item a deviation from the GRS?	Yes
	GRS Disposition Authority List
Disposition Authority	Title
DAA-GRS-2016-0005-0003	
DAA-GRS-2017-0002-0002	
Justification for GRS Deviation	This item is a mix of records covered by the GRS and records not covered by the GRS. Deviation originally requested and approved for 6.4, Item 030 after Transmittal 27 issued Jan 2017. LC uses 6.5, 020, but not for marketing files. Only making a minor "pen & ink change" now to remove an internal instruction that does not changed the description or retention.
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: CUTOFF at end of fiscal year in which campaign life cycle ends.
Retention Period	Destroy 4 year(s) after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

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Signatory Information

Action	User	Date
Approve	Marco Rubio (Acting Archivist)	06/12/2025



Office of the Chief
Records Officer for the
U.S. Government

This schedule was signed outside of the ERA system using Standard Form 115.

NARA staff updated ERA to reflect this approval, moving the record schedule into an approved status. The approved status allows for generation of a PDF indicating that the schedule has been approved, and allows an agency to use the schedule in ERA to create transfer requests. The approved date in the system and on the PDF version of the records schedule reflects the system actions.