

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0297-2014-0014**  
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                      **Congressional Relations**  
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>

### GAO Approval

## Outline of Records Schedule Items for DAA-0297-2014-0014

Sequence Number	
1	Congressional Member Files Disposition Authority Number: DAA-0297-2014-0014-0001

## Records Schedule Items

Sequence Number		
1	<p><b>Congressional Member Files</b></p> <p>Disposition Authority Number      <b>DAA-0297-2014-0014-0001</b></p> <p><b>Copies of incoming and outgoing Congressional correspondence and related background materials maintained by the office responsible for preparing and coordinating the response.</b></p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                                <b>Active</b></p> <p>Is this item media neutral?            <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?        <b>Yes</b></p> <p>Do any of the records covered by this item exist as structured electronic data?                            <b>No</b></p>	
	Manual Citation	Manual Title
	1601	Library of Congress Records Schedule (LRS)
	<p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      <b>CUTOFF file of departing member at end of Congressional session in which member leaves Congress.</b></p> <p>Transfer to Inactive Storage          <b>TRANSFER to RMS 4 years after cutoff.</b></p> <p>Retention Period                        <b>Destroy 20 year(s) after cutoff.</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                             <b>Not Required</b></p>	

### 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
09/03/2014	Submit for Concurrence	Jessica Blessman	Appraisal Archivist	National Archives and Records Administration - Records Management Services
09/03/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
09/03/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
09/04/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist