

Request for Records Disposition Authority

Records Schedule Number DAA-0297-2014-0001
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 Mission and Organization
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
25	11	14	0

GAO Approval

Outline of Records Schedule Items for DAA-0297-2014-0001

Sequence Number	
1	Librarian, Deputy Librarian, Chief Operating Officer and Chief of Staff Program and Policy Records Disposition Authority Number: DAA-0297-2014-0001-0001
2	Correspondence of the Librarian, Deputy Librarian, Chief Operating Officer and Chief of Staff
2.1	Substantive Correspondence Disposition Authority Number: DAA-0297-2014-0001-0002
2.2	All Other Correspondence Disposition Authority Number: DAA-0297-2014-0001-0003
3	Program Subject Files
3.1	Substantive Program Subject Files Disposition Authority Number: DAA-0297-2014-0001-0004
3.2	All Other Program Subject Files Disposition Authority Number: DAA-0297-2014-0001-0005
4	Organizational Files
4.1	Record Copy of Organizational Files Disposition Authority Number: DAA-0297-2014-0001-0006
4.2	Working Files of Organizational Files Disposition Authority Number: DAA-0297-2014-0001-0007
4.3	All Other Copies of Organizational Files Disposition Authority Number: DAA-0297-2014-0001-0008
5	Meeting Records
5.1	Meetings of Senior Library Officials Disposition Authority Number: DAA-0297-2014-0001-0009
5.2	Meetings of Directorates and Divisions/Offices Disposition Authority Number: DAA-0297-2014-0001-0010
6	Annual Reports
6.1	Record Copy of Annual Reports Disposition Authority Number: DAA-0297-2014-0001-0011
6.2	Background Materials for Annual Reports Disposition Authority Number: DAA-0297-2014-0001-0012
7	Service Unit Strategic Planning Files
7.1	Record Copy of Service Unit Strategic Plan Disposition Authority Number: DAA-0297-2014-0001-0013
7.2	Background Materials for Service Unit Strategic Plan

	Disposition Authority Number: DAA-0297-2014-0001-0014
8	LC Strategic Planning Files
8.1	Record Copy of LC Strategic Plan Disposition Authority Number: DAA-0297-2014-0001-0015
8.2	Background Materials for LC Strategic Plan Disposition Authority Number: DAA-0297-2014-0001-0016
9	LC Implementation/Management Planning Files
9.1	Record Copy of LC Implementation or Management Plan Disposition Authority Number: DAA-0297-2014-0001-0017
9.2	Background Materials for LC Implementation or Management Plan Disposition Authority Number: DAA-0297-2014-0001-0018
10	LC Annual Planning Files
10.1	Record Copy of LC Annual Plan Disposition Authority Number: DAA-0297-2014-0001-0019
10.2	Background Materials for the LC Annual Plan Disposition Authority Number: DAA-0297-2014-0001-0020
11	Program Performance Assessment Files Disposition Authority Number: DAA-0297-2014-0001-0021
12	Customer Feedback Files
12.1	Customer Feedback Case Files Disposition Authority Number: DAA-0297-2014-0001-0022
12.2	Customer Feedback Correspondence Disposition Authority Number: DAA-0297-2014-0001-0023
13	Committee, Task Force, Board, and Working Group Files
13.1	Library-sponsored Committees, Task Forces, Boards, and Working Groups Over seeing Substantive Issues
13.1.1	Official Committee Records Disposition Authority Number: DAA-0297-2014-0001-0024
13.1.2	Routine Administrative Committee Records Disposition Authority Number: DAA-0297-2014-0001-0025

Records Schedule Items

Sequence Number		
1	<p>Librarian, Deputy Librarian, Chief Operating Officer and Chief of Staff Program and Policy Records</p> <p>Disposition Authority Number : DAA-0297-2014-0001-0001</p> <p>Schedules of daily activities, memoranda, reports, forms, and other records accumulated by the above listed officials, their deputies, and assistants which provide substantive information relating to policymaking decisions or significant program management functions.</p> <p>Final Disposition Permanent</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>	
	Manual Citation	Manual Title
	101	Library of Congress Records Schedule (LRS)
	<p>Disposition Instruction</p> <p>Cutoff Instruction CUTOFF at end of fiscal year in which related work is completed.</p> <p>Transfer to Inactive Storage TRANSFER to Records Management Section (RMS) 5 years after cutoff.</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives 20 year(s) after cutoff</p> <p>Additional Information</p> <p>What will be the date span of the initial transfer of records to the National Archives? Unknown To be determined.</p> <p>How frequently will your agency transfer these records to the National Archives? Unknown To be determined.</p>	

2

Correspondence of the Librarian, Deputy Librarian, Chief Operating Officer and Chief of Staff

2.1

Substantive Correspondence

Disposition Authority Number **DAA-0297-2014-0001-0002**

a. Correspondence between the Librarian, Deputy Librarian, Chief Operating Officer or Chief of Staff and parties inside or outside of LC, finding aids, and other related records.

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
102a	Library of Congress Records Schedule (LRS)

Disposition Instruction

Transfer to Inactive Storage **TRANSFER to Correspondence Control Unit (CCU).**

Transfer to the National Archives for Accessioning **TRANSFER to NARA 30 years after cutoff, or (for Librarian's Correspondence) at end of appointment, whichever occurs first.**

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.**

2.2

All Other Correspondence

Disposition Authority Number **DAA-0297-2014-0001-0003**

b. Correspondence items that have no historic value. Includes received holiday cards and unaccepted social invitations.

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
102b	Library of Congress Records Schedule (LRS)

Disposition Instruction

Retention Period DESTROY when 3 years old or when no longer needed for reference, whichever occurs first.

Additional Information

GAO Approval Not Required

Program Subject Files

Correspondence, memoranda, reports, forms, and other records accumulated by Library staff in managing and carrying out assigned functions.

Substantive Program Subject Files

Disposition Authority Number DAA-0297-2014-0001-0004

a. Records that document policymaking decisions or significant (Library mission-specific) program functions.

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

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3.1

Manual Citation	Manual Title
103a	Library of Congress Records Schedule (LRS)

Disposition Instruction

Cutoff Instruction CUTOFF at end of fiscal year in which related work is completed.

Transfer to Inactive Storage TRANSFER to RMS 5 years after 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

3.2

All Other Program Subject Files

Disposition Authority Number DAA-0297-2014-0001-0005

b. All other Program Subject Files that are not covered by Item 103a.

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
103b	Library of Congress Records Schedule (LRS)

Disposition Instruction

	Cutoff Instruction	CUTOFF at end of fiscal year in which related work is completed.				
	Transfer to Inactive Storage	TRANSFER to RMS 3 years after cutoff.				
	Retention Period	Destroy 7 year(s) after cutoff.				
	Additional Information					
	GAO Approval	Not Required				
4	Organizational Files					
	Organizational charts and reorganization studies. Records and graphics that provide a detailed description and illustration of the arrangement, administrative structure, and geographic boundaries of the functional units of the Library. Reorganization studies may include final recommendations, proposals, and staff evaluations.					
4.1	Record Copy of Organizational Files					
	Disposition Authority Number	DAA-0297-2014-0001-0006				
	a. Record copies.					
	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				
	<table border="1"> <thead> <tr> <th>Manual Citation</th> <th>Manual Title</th> </tr> </thead> <tbody> <tr> <td>104a</td> <td>Library of Congress Records Schedule (LRS)</td> </tr> </tbody> </table>		Manual Citation	Manual Title	104a	Library of Congress Records Schedule (LRS)
Manual Citation	Manual Title					
104a	Library of Congress Records Schedule (LRS)					
	Disposition Instruction					
	Cutoff Instruction	CUTOFF at end of fiscal year in which related work is completed.				
	Transfer to Inactive Storage	TRANSFER to RMS 3 years after 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**

4.2

Working Files of Organizational Files

Disposition Authority Number **DAA-0297-2014-0001-0007**

b. Working files.

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
104b	Library of Congress Records Schedule (LRS)

Disposition Instruction

Retention Period **DESTROY when no longer needed for reference.**

Additional Information

GAO Approval **Not Required**

4.3

All Other Copies of Organizational Files

Disposition Authority Number **DAA-0297-2014-0001-0008**

c. Copies maintained in other offices.

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
104c	Library of Congress Records Schedule (LRS)

Disposition Instruction

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

Additional Information

GAO Approval **Not Required**

Meeting Records

Agendas, minutes of meetings, and related records documenting Library meetings.

Meetings of Senior Library Officials

Disposition Authority Number **DAA-0297-2014-0001-0009**

a. Meetings held by the Librarian, Deputy Librarian, Chief Operating Officer or Chief of Staff, and Service Unit Heads.

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
106a	Library of Congress Records Schedule (LRS)

Disposition Instruction

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

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

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5.1

5.2	Transfer to the National Archives for Accessioning	Transfer to the National Archives 20 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				
	Meetings of Directorates and Divisions/Offices					
	Disposition Authority Number	DAA-0297-2014-0001-0010				
	b. Meetings held by Directorates and Divisions/Offices.					
	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"> <thead> <tr> <th data-bbox="371 1282 949 1325">Manual Citation</th> <th data-bbox="949 1282 1534 1325">Manual Title</th> </tr> </thead> <tbody> <tr> <td data-bbox="371 1325 949 1433">106b</td> <td data-bbox="949 1325 1534 1433">Library of Congress Records Schedule (LRS)</td> </tr> </tbody> </table>		Manual Citation	Manual Title	106b	Library of Congress Records Schedule (LRS)
Manual Citation	Manual Title					
106b	Library of Congress Records Schedule (LRS)					
	Disposition Instruction					
	Cutoff Instruction	CUTOFF at end of fiscal year.				
	Transfer to Inactive Storage	TRANSFER to RMS 3 years after cutoff.				
	Retention Period	Destroy 7 year(s) after cutoff.				
	Additional Information					
	GAO Approval	Not Required				
6	Annual Reports					
6.1	Record Copy of Annual Reports					

Disposition Authority Number **DAA-0297-2014-0001-0011**

a. Record copies of the Annual Report of the Librarian of Congress, Service Unit annual reports, and Directorate and Division/Office annual reports.

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
111a	Library of Congress Records Schedule (LRS)

Disposition Instruction

Transfer to Inactive Storage **TRANSFER to RMS upon completion of report.**

Transfer to the National Archives for Accessioning **TRANSFER to NARA when 15 years old.**

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**

Background Materials for Annual Reports

Disposition Authority Number **DAA-0297-2014-0001-0012**

b. Background materials.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in

6.2

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
111b	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.**

Additional Information

GAO Approval **Not Required**

Service Unit Strategic Planning Files

Record Copy of Service Unit Strategic Plan

Disposition Authority Number **DAA-0297-2014-0001-0013**

a. Record copy of Service Unit Strategic Plan.

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
112a	Library of Congress Records Schedule (LRS)

Disposition Instruction

Transfer to Inactive Storage **TRANSFER 1 record copy to RMS upon publication.**

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7.1

Transfer to the National Archives for Accessioning TRANSFER to NARA when 15 years old.

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

7.2

Background Materials for Service Unit Strategic Plan

Disposition Authority Number DAA-0297-2014-0001-0014

b. Correspondence, memoranda, working papers, and other records pertaining to developing, implementing, and monitoring the SU Strategic Plan which contains SU goals, outcomes, and result statements.

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
112b	Library of Congress Records Schedule (LRS)

Disposition Instruction

Cutoff Instruction CUTOFF after a new plan is issued.

Transfer to Inactive Storage TRANSFER to RMS at cutoff.

Retention Period Destroy 5 year(s) after cutoff.

Additional Information

GAO Approval Not Required

LC Strategic Planning Files

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8.1

Copies of the LC Strategic Plan, correspondence, memoranda, working papers, and other records pertaining to developing, implementing, and monitoring the LC Strategic Plan which contains LC-wide goals, outcomes, and result statements.

Record Copy of LC Strategic Plan

Disposition Authority Number DAA-0297-2014-0001-0015

a. Record copy of the LC Strategic Plan.

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
113a	Library of Congress Records Schedule (LRS)

Disposition Instruction

Cutoff Instruction CUTOFF after a new plan is issued.

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

8.2

Background Materials for LC Strategic Plan

Disposition Authority Number DAA-0297-2014-0001-0016

b. Background materials.

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
113b	Library of Congress Records Schedule (LRS)

Disposition Instruction

Cutoff Instruction **CUTOFF after a new plan is issued.**
 Transfer to Inactive Storage **TRANSFER to RMS at cutoff.**
 Retention Period **Destroy 5 year(s) after cutoff.**

Additional Information

GAO Approval **Not Required**

LC Implementation/Management Planning Files

Copies of the Implementation or Management Plan, correspondence, memoranda, working papers, and other records pertaining to developing and managing the Implementation or Management Plan.

Record Copy of LC Implementation or Management Plan

Disposition Authority Number **DAA-0297-2014-0001-0017**

a. Record copy of the LC Implementation or Management Plan.

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
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9

9.1

114a	Library of Congress Records Schedule (LRS)
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Disposition Instruction

Cutoff Instruction CUTOFF after a new Implementation or Management Plan is issued.

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

9.2

Background Materials for LC Implementation or Management Plan

Disposition Authority Number DAA-0297-2014-0001-0018

b. Background materials.

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
114b	Library of Congress Records Schedule (LRS)

Disposition Instruction

Cutoff Instruction CUTOFF after a new plan is issued.

Transfer to Inactive Storage TRANSFER to RMS at cutoff.

10

Retention Period Destroy 5 year(s) after cutoff.

Additional Information

GAO Approval Not Required

LC Annual Planning Files

Copies of the LC-wide Annual Plan, correspondence, memoranda, working papers, and other records pertaining to developing and managing the LC-wide Annual Plan.

10.1

Record Copy of LC Annual Plan

Disposition Authority Number DAA-0297-2014-0001-0019

a. Record copy of the LC-wide Annual Plan.

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
115a	Library of Congress Records Schedule (LRS)

Disposition Instruction

Cutoff Instruction CUTOFF after a new Annual Plan is issued.

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

10.2

Background Materials for the LC Annual Plan

Disposition Authority Number DAA-0297-2014-0001-0020

b. Background materials.

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
115b	Library of Congress Records Schedule (LRS)

Disposition Instruction

Cutoff Instruction CUTOFF after a new plan is issued.

Transfer to Inactive Storage TRANSFER to RMS at cutoff.

Retention Period Destroy 5 year(s) after cutoff.

Additional Information

GAO Approval Not Required

11

Program Performance Assessment Files

Disposition Authority Number DAA-0297-2014-0001-0021

Record set of program review reports, working papers, correspondence, meeting records, and documents developed and maintained by the Strategic Planning Office used to formally brief the Librarian on major program activities.

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
116	Library of Congress Records Schedule (LRS)

Disposition Instruction

Cutoff Instruction **CUTOFF at end of fiscal 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**

Customer Feedback Files

Customer Feedback Case Files

Disposition Authority Number **DAA-0297-2014-0001-0022**

a. Case files related to developing, administering, evaluating the effectiveness of questionnaires, focus groups, and telephone/in-person interviews, and evaluating feedback from customer information collection.

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
118a	Library of Congress Records Schedule (LRS)

Disposition Instruction

Cutoff Instruction **CUTOFF upon completion of analysis.**
 Transfer to Inactive Storage **TRANSFER to RMS at cutoff.**

12
12.1

12.2

Retention Period Destroy 3 year(s) after cutoff.

Additional Information

GAO Approval Not Required

Customer Feedback Correspondence

Disposition Authority Number DAA-0297-2014-0001-0023

b. Records related to addressing customers' comments, compliments, suggestions, and complaints. Includes: original incoming correspondence, comment forms, records of non-written communications, copies of replies, and related supporting materials.

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
118b	Library of Congress Records Schedule (LRS)

Disposition Instruction

Retention Period DESTROY when 3 years old.

Additional Information

GAO Approval Not Required

13

Committee, Task Force, Board, and Working Group Files

13.1

Library-sponsored Committees, Task Forces, Boards, and Working Groups Overseeing Substantive Issues

a. Records created by Library-sponsored committees, task forces, boards, and working groups dealing with substantive policy/programmatic issues such as: developing or revising Library programs; implementing new legislation, regulations, policies, or programs; reviewing Library programs and projects; and coordinating research internally and externally with or for other agencies, institutions, and international library programs. Includes committees where the Library is the designated sponsor or coordinating agency with official governing, policy, or

13.1.1

recordkeeping responsibilities. Official files are those of the Secretary, or in instances where the Chair serves the dual function of recording secretary or designated recordkeeper, the Chair. The files of other members are considered duplicates of official records.

Official Committee Records

Disposition Authority Number **DAA-0297-2014-0001-0024**

(1) Charter, agendas, minutes, studies, reports, and related records of the Secretary or designated recordkeeper.

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
121a1	Library of Congress Records Schedule (LRS)

Disposition Instruction

Cutoff Instruction **CUTOFF at discretion of Secretary or designated recordkeeper.**

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 termination of committee.**

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**

13.1.2

Routine Administrative Committee Records

Disposition Authority Number **DAA-0297-2014-0001-0025**

(2) Records created in support of committee functions such as mailing or distribution, meeting room reservations, and similar routine administrative functions.

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
121a2	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 3 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
08/19/2014	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