

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0297-2014-0006

Status: INACTIVE
Date Approved: 08/14/2014

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	Property and Procurement
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	Predate requirement

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Item Count

Total number of disposition items: 3

Number of Temporary disposition items: 3

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 3

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Outline of Records Schedule Items for DAA-0297-2014-0006

Item #	Title	Disposition
0001	Successful Grant and Funded Cooperative Agreement Files	Temporary
0002	Fellowship Award Files	Temporary
0003	Visa Case Files (Non-Employment)	Temporary

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Records Schedule Items

DAA-0297-2014-0006-0001	STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION	
Item Title	Successful Grant and Funded Cooperative Agreement Files
Item Description	File includes: 1) grant agreement or cooperative agreement as appropriate, project descriptions, budgets and amended grant agreements or cooperative agreements; 2) correspondence, emails and award decisions with Library program offices regarding selection process, awards, budget approvals, and amendments; 3) correspondence (emails) with recipients; and 4) related financial records. The related financial records include: 1) Request for Advance or Reimbursements (OMB SF 270); 2) Automated Standard Application for Payment Account Settlement Report; 3) Federal Financial Reports (OMB SF 425 or prior OMB report forms); 4) budget summaries of line item expenditures; 5) closeout agreements and final reports as specified; 6) organizational documents for non-public recipients; and 7) audit reports, as applicable.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	503
Manual Title	Library of Congress Records Schedule (LRS)
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
DO NOT USE. Inactive because the agency is using GRS 1.2.020 (DAA-GRS2013-00080001). on 07/25/2024.	
Final Disposition	Temporary
Cutoff Instructions	Other: CUTOFF at end of fiscal year in which grant or agreement is closed out.
Retention Period	Destroy 6 year(s) after cutoff
ADDITIONAL INFORMATION	

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Are any of the records covered by this item national security classified?	
GAO Approval Required	No

DAA-0297-2014-0006-0002	STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION	
Item Title	Fellowship Award Files
Item Description	Individual recipient files consisting of signed offer letter and acceptance, award documents printed from the financial system including original obligation, amendments and designated agent request, copies of nonresident alien tax compliance documentation if applicable, and correspondence with program office, recipient, or other Library supporting office as relates to the award. Original applications can be in the individual recipient file or the originating program office.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	505
Manual Title	Library of Congress Records Schedule (LRS)
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0297-2024-0005-0001 on 11/12/2024.	
Final Disposition	Temporary
Cutoff Instructions	Other: CUTOFF 3 years after end of calendar year in which recipient's program ended.
Retention Period	Other: DESTROY at cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

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DAA-0297-2014-0006-0003	STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION	
Item Title	Visa Case Files (Non-Employment)
Item Description	Correspondence, memorandums, reports, forms and other records regarding individual non-immigrant J-1 visa applicants tracked through the Student and Exchange Visitor Information System (SEVIS).
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	506
Manual Title	Library of Congress Records Schedule (LRS)
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0297-2024-0005-0002 on 11/12/2024.	
Final Disposition	Temporary
Cutoff Instructions	Other: CUTOFF 3 years after end of calendar year in which exchange visitor's program ended.
Retention Period	Other: DESTROY at cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

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Signatory Information

Action	User	Date
Approve	David Ferriero	08/14/2014