

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0297-2014-0014

Status: INACTIVE  
Date Approved: 09/04/2014

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## 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	Congressional Relations
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: 1

Number of Temporary disposition items: 1

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 1

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

<b>Item #</b>	<b>Title</b>	<b>Disposition</b>
0001	Congressional Member Files	Temporary

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Records Schedule Items

DAA-0297-2014-0014-0001	STATUS: INACTIVE - NOT FOR USE
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Congressional Member Files
Item Description	Copies of incoming and outgoing Congressional correspondence and related background materials maintained by the office responsible for preparing and coordinating the response.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>MANUAL CITATION</b>	
Agency Code	1601
Manual Title	Library of Congress Records Schedule (LRS)
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
<b>DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0297-2024-0012-0001 on 11/12/2024.</b>	
Final Disposition	Temporary
Cutoff Instructions	Other: CUTOFF file of departing member at end of Congressional session in which member leaves Congress.
Retention Period	Destroy 20 year(s) after cutoff.
<b>ADDITIONAL INFORMATION</b>	
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	09/04/2014