

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0297-2024-0004

Status: APPROVED
Date Approved: 12/20/2024

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	Budget, Accounting, and Financial Management - 2024 updates
Additional Schedule Information	Contains 2024 updates only. See DAA-0297-2014-0005 Budget, Accounting, and Financial Management 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-0297-2024-0004

Item #	Title	Disposition
0001	Budget Estimates and Justifications	Permanent
0002	Gift Fund and Trust Fund Files : Acceptance of Gifts	Temporary
0003	Gift Fund and Trust Fund Files : Investment of Funds	Temporary

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Records Schedule Items

DAA-0297-2024-0004-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Budget Estimates and Justifications	
Item Description	Budget estimates and justifications produced by the Budget Office.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	402	
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SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		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	Superseded Items	
Superseded Item	Item Superseded in Part?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-0297-2014-0005-0002	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Cutoff Instructions	Other: CUTOFF at end of fiscal year covered by budget.	
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	Textual data:20 MB	
Are any of the records covered by this item subject to a FOIA exemption?	No	

Group Title	Gift Fund and Trust Fund Files	
DAA-0297-2024-0004-0002	STATUS: Active	
ITEM GENERAL INFORMATION		
Item Title	Acceptance of Gifts	

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Item Description	Documents related to the acceptance of gifts by the Librarian and/or the Trust Fund Board for the benefit of the Library. Materials include: correspondence, gift instruments, resolutions, formal acceptance, and financial reports.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	405a	
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-0297-2014-0005-0004	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: CUTOFF at end of fiscal year in which fund is closed.	
Retention Period	Destroy 6 year(s) after cutoff	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	
DAA-0297-2024-0004-0003	STATUS: Active	
ITEM GENERAL INFORMATION		
Item Title	Investment of Funds	
Item Description	Documents related to the investment of the gift and trust funds.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	405b	
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		

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Superseded Item	Item Superseded in Part?	Explanation
DAA-0297-2014-0005-0005	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Cut off at end of Fiscal year.	
Retention Period	Destroy 6 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	Colleen Shogan	12/20/2024