

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0297-2024-0005

Status: APPROVED
Date Approved: 11/12/2024

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	Grant Management [was Property and Procurement] - 2024 updates
Additional Schedule Information	Contains 2024 updates only. See DAA-0297-2014-0006 Property and Procurement 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: 2

Number of Temporary disposition items: 2

Number of Permanent disposition items: 0

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-0297-2024-0005

Item #	Title	Disposition
0001	Fellowship Award Files	Temporary
0002	Visa Case Files (Non-Employment)	Temporary

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Records Schedule Items

DAA-0297-2024-0005-0001		STATUS: Active
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?	No	
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SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		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?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
DAA-0297-2014-0006-0002	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
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?	No	
GAO Approval Required	No	

DAA-0297-2024-0005-0002	STATUS: Active
ITEM GENERAL INFORMATION	

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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?	No	
MANUAL CITATION		
Agency Code	504	
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-0297-2014-0006-0003	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
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?	No	
GAO Approval Required	No	

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Signatory Information

Action	User	Date
Approve	Colleen Shogan	11/12/2024