

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0297-2024-0006

Status: APPROVED  
Date Approved: 11/12/2024

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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	Facilities and Safety - 2024 updates
Additional Schedule Information	Contains 2024 updates only. See DAA-0297-2014-0007 Facilities and Safety 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: 8

Number of Temporary disposition items: 8

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-0297-2024-0006

<b>Item #</b>	<b>Title</b>	<b>Disposition</b>
0001	Environmental Logs and Reports	Temporary
0002	Employee Exposure Records	Temporary
0003	Material Safety Data Sheets (MSDS)	Temporary
0004	Asbestos Removal Records	Temporary
0005	Environmental Assessments and Other Environmental Studies	Temporary
0006	Safety Training Records	Temporary
0007	Fire Protection Program Files	Temporary
0008	Industrial Hygiene Program Files	Temporary

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Records Schedule Items

DAA-0297-2024-0006-0001		STATUS: Active
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Environmental Logs and Reports	
Item Description	Records of the following: Quarterly air reporting, Air testing results, Water reporting input, Water test results, Hazardous Material or Waste Tank inspection logs, Training (when employee departs agency), Environmental Compliance reports, Environmental internal audit reports, Biennial reports, Annual reports, Chemical inventory, Tank inventory, Container accumulation area inspection logs, and Hazardous Waste profiles.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
<b>MANUAL CITATION</b>		
Agency Code	632	
Manual Title	Library of Congress Records Schedule (LRS)	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
DAA-0297-2014-0007-0011	No	
Is this item a deviation from the GRS?	Yes	
	GRS Disposition Authority List	
Disposition Authority	Title	
DAA-GRS-2017-0010-0004		
DAA-GRS-2017-0010-0005		
DAA-GRS-2017-0010-0006		
DAA-GRS-2017-0010-0007		
Justification for GRS Deviation	Deviation already approved. This change is only to remove an internal instruction, and does not change retention.	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Temporary	
Cutoff Instructions	Other: CUTOFF at end of calendar year.	
Retention Period	Destroy 25 year(s) after cutoff.	
<b>ADDITIONAL INFORMATION</b>		

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

DAA-0297-2024-0006-0002	STATUS: Active
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Employee Exposure Records
Item Description	Environmental monitoring records including personal, area, grab, wipe, or other forms of sampling to assess the exposure of employees to toxic substances or harmful physical agents. Biological monitoring results which directly assess the absorption of a toxic substance or harmful physical agent by body systems.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>MANUAL CITATION</b>	
Agency Code	633
Manual Title	Library of Congress Records Schedule (LRS)
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	Yes
	Superseded Items
Superseded Item	Item Superseded    Explanation in Part?
DAA-0297-2014-0007-0012	No
Is this item a deviation from the GRS?	Yes
	GRS Disposition Authority List
Disposition Authority	Title
DAA-GRS-2017-0010-0004	
DAA-GRS-2017-0010-0005	
DAA-GRS-2017-0010-0006	
DAA-GRS-2017-0010-0007	
Justification for GRS Deviation	Deviation already approved. This is only being submitted to remove an internal instruction, and does not change the retention.
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	Other: CUTOFF at end of calendar year.
Retention Period	Destroy 50 year(s) after cutoff.
<b>ADDITIONAL INFORMATION</b>	

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

<b>DAA-0297-2024-0006-0003</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Material Safety Data Sheets (MSDS)	
Item Description	Records providing detailed safety information on hazardous chemical products used in the workplace. MSDS records are obtained from chemical manufacturers or distributors.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
<b>MANUAL CITATION</b>		
Agency Code	634	
Manual Title	Library of Congress Records Schedule (LRS)	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
DAA-0297-2014-0007-0013	No	
Is this item a deviation from the GRS?	Yes	
	GRS Disposition Authority List	
Disposition Authority	Title	
DAA-GRS-2017-0010-0008		
Justification for GRS Deviation	Deviation already approved. This change only removes an internal instruction, and does not change the retention.	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Temporary	
Cutoff Instructions	Other: CUTOFF at end of calendar year in which chemical is discontinued.	
Retention Period	Destroy 50 year(s) after cutoff	
<b>ADDITIONAL INFORMATION</b>		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

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<b>DAA-0297-2024-0006-0004</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Asbestos Removal Records	
Item Description	Records that document activities relating to the safe removal of asbestos in Library facilities.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
<b>MANUAL CITATION</b>		
Agency Code	635	
Manual Title	Library of Congress Records Schedule (LRS)	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
DAA-0297-2014-0007-0014	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Temporary	
Cutoff Instructions	Other: CUTOFF at end of calendar year in which project is completed.	
Retention Period	Destroy 50 year(s) after cutoff.	
<b>ADDITIONAL INFORMATION</b>		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

<b>DAA-0297-2024-0006-0005</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Environmental Assessments and Other Environmental Studies	
Item Description	Phase 1 Environmental assessments (final reports), Phase 2 ESA (final reports), Notices of Intent (final reports), and Records of Decision (final reports). Environmental Permit reports, Manifests, Land Disposal Restrictions, Bills of Lading, and Exception Reports.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	

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<b>MANUAL CITATION</b>		
Agency Code	636	
Manual Title	Library of Congress Records Schedule (LRS)	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
DAA-0297-2014-0007-0015	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Temporary	
Cutoff Instructions	Other: CUTOFF at end of calendar year in which report is completed.	
Retention Period	Destroy 50 year(s) after cutoff.	
<b>ADDITIONAL INFORMATION</b>		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

DAA-0297-2024-0006-0006	STATUS: Active
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Safety Training Records
Item Description	Records of employee training including attendance records, records demonstrating competence, and certificates of completion for training mandated by law or Library policy.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>MANUAL CITATION</b>	
Agency Code	638
Manual Title	Library of Congress Records Schedule (LRS)
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	Yes
	Superseded Items
Superseded Item	Item Superseded in Part? Explanation



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DAA-0297-2014-0007-0017	No
Is this item a deviation from the GRS?	Yes
<b>GRS Disposition Authority List</b>	
Disposition Authority	Title
DAA-GRS-2017-0010-0003	
Justification for GRS Deviation	Deviation already approved. This change has a minor edit to the retention language that does not change the meaning or the retention period.
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	There is no cutoff instruction
Retention Period	Other: DESTROY 1 year after end of calendar year in which employee separates.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0297-2024-0006-0007	<b>STATUS: Active</b>	
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Fire Protection Program Files	
Item Description	Program records not included elsewhere in this schedule.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
<b>MANUAL CITATION</b>		
Agency Code	640	
Manual Title	Library of Congress Records Schedule (LRS)	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	Yes	
<b>Superseded Items</b>		
Superseded Item	Item Superseded in Part?	Explanation
DAA-0297-2014-0007-0019	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Temporary	

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Cutoff Instructions	Other: CUTOFF at end of calendar year in which project is completed.
Retention Period	Destroy 5 year(s) after cutoff.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0297-2024-0006-0008		STATUS: Active	
<b>ITEM GENERAL INFORMATION</b>			
Item Title	Industrial Hygiene Program Files		
Item Description	Program records not included elsewhere in this schedule.		
Is this item media neutral?	Yes		
Is this item a Big Bucket?	No		
<b>MANUAL CITATION</b>			
Agency Code	641		
Manual Title	Library of Congress Records Schedule (LRS)		
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>			
Does this item supersede existing disposition authorities?	Yes		
	Superseded Items		
Superseded Item	Item Superseded in Part?	Explanation	
DAA-0297-2014-0007-0020	No		
Is this item a deviation from the GRS?	No		
<b>DISPOSITION INSTRUCTION</b>			
Final Disposition	Temporary		
Cutoff Instructions	Other: CUTOFF at end of calendar year.		
Retention Period	Destroy 10 year(s) after cutoff.		
<b>ADDITIONAL INFORMATION</b>			
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