

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0297-2024-0007

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	Information Technology - 2024 updates
Additional Schedule Information	Contains 2024 updates only. See DAA-0297-2014-0009 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: 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: 0

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Outline of Records Schedule Items for DAA-0297-2024-0007

Item #	Title	Disposition
0001	Social Media Records	Temporary

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Records Schedule Items

DAA-0297-2024-0007-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Social Media Records	
Item Description	<p>Social media is a way that the Library communicates with the public on collections and events. Social media at the Library includes many technologies. Examples include social networking websites (e.g., Twitter and Facebook); publishing websites (e.g., wikis and blogs); and file sharing websites (e.g., photo and video libraries such as YouTube and Flickr).</p> <p>Only posts that contain original content are considered to be records; posts that contain content reposted from elsewhere for informational purposes are non-record materials. Optimally Library social media records are collected by capture tools. The capture tool will collect records that include information from the original system such as date, posted content, and comments. Any social media records that are not captured will remain stored in their original systems. If however, a record must be deleted from a system before capture occurs, or, if not captured, made inaccessible prior to the end of the required retention period, it must be saved manually in electronic format.</p> <p>Note: Temporary social media records remaining in their original systems do not need to be deleted at the end of the scheduled retention period. Any permanent social media records, such as guest blog posts by members of the Executive Committee, must be retained in accordance with LRS Item 101 or Item 103a. Spam messages received in social media are non-record materials and may be destroyed at any time without authorization.</p>	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	1137	
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-0297-2014-0009-0007	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 capture occurs.	
Retention Period	Other: DESTROY 3 years 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	11/12/2024