

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0297-2024-0013

Status: APPROVED
Date Approved: 01/22/2025

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	Inspector General - 2024 updates
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	Exempt from requirement - Legislative Branch

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0297-2024-0013

Status: APPROVED
Date Approved: 01/22/2025

Item Count

Total number of disposition items: 8

Number of Temporary disposition items: 5

Number of Permanent disposition items: 3

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0297-2024-0013

Status: APPROVED
Date Approved: 01/22/2025

Outline of Records Schedule Items for DAA-0297-2024-0013

Item #	Title	Disposition
0001	Audit Files : Final Reports : Final Reports through 1987	Temporary
0002	Audit Files : Final Reports : Final Reports from 1988 forward	Permanent
0003	Audit Files : Annual Audit Plans	Temporary
0004	Audit Files : Background Materials for Audit Files	Temporary
0005	Investigative Case Files : Significant Case Files	Permanent
0006	Investigative Case Files : All Other Case Files That Resulted in Investigation	Temporary
0007	Investigative Case Files : Case Files with No Resulting Investigation	Temporary
0008	Semiannual Reports to the Congress	Permanent

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0297-2024-0013

Status: APPROVED
Date Approved: 01/22/2025

Records Schedule Items

Group Title	Audit Files : Final Reports	
DAA-0297-2024-0013-0001	STATUS: Active	
ITEM GENERAL INFORMATION		
Item Title	Final Reports through 1987	
Item Description	Final reports through 1987.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	1801a1	
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SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		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	Superseded Items	
Superseded Item	Item Superseded in Part?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
N1-297-01-1, Item 1	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 reports are completed.	
Retention Period	Destroy 8 year(s) after cutoff	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	
DAA-0297-2024-0013-0002	STATUS: Active	
ITEM GENERAL INFORMATION		
Item Title	Final Reports from 1988 forward	
Item Description	Final Reports from 1988 forward.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	1801a2	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0297-2024-0013

Status: APPROVED
Date Approved: 01/22/2025

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-0297-2014-0016-0001	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Cutoff Instructions	Other: CUTOFF at end of fiscal year in which the reports are completed.	
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	Paper-based textual records:31 cubic feet ; Textual data:700 MB estimate	
Approximate first year of records covered by this authority	1988	
End year of records covered by this authority	Still being created	
Are any of the records covered by this item subject to a FOIA exemption?	No	

Group Title	Audit Files
Group Description	Audit files for audits and evaluations that assist management in resolving program and organizational performance/policy issues, studies of areas of specific concern, and internally generated study initiatives designed to achieve organizational improvement. Audit files also include external audits of contractors, grantees and audit peer review files, which document the conduct of peer reviews of the audit units in other Inspector General Offices by the Library's Office of Inspector General, or of the Library's OIG audit units by an external OIG.
DAA-0297-2024-0013-0003	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Annual Audit Plans

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0297-2024-0013

Status: APPROVED
Date Approved: 01/22/2025

Item Description	Annual Audit Plans	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	1801b	
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-0297-2014-0016-0002	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 the plan is written.	
Retention Period	Destroy 10 year(s) after cutoff.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	
DAA-0297-2024-0013-0004		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Background Materials for Audit Files	
Item Description	Records created or acquired during the course of the audit and the development of the final report. Includes correspondence; notes; attachments; evidence; working papers; preliminary, final and follow-up reports; recommendations, etc. Arranged numerically by project number.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	1801c	
Manual Title	Library of Congress Records Schedule (LRS)	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0297-2024-0013

Status: APPROVED
Date Approved: 01/22/2025

Superseded Items	
Superseded Item	Item Superseded in Part? Explanation
DAA-0297-2014-0016-0003	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 the related audit or evaluation is completed.
Retention Period	Destroy 10 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

Group Title	Investigative Case Files
Group Description	Case files developed during investigations of known or alleged fraud, abuse, and irregularities or violations of laws and regulations. Cases relate to agency personnel, programs, and operations administered or financed by the agency, including contractors and others having a relationship with the agency. Files consist of investigative reports and related documents, such as evidence, correspondence, notes, attachments, and background and working files. This includes investigative files relating to employee and hotline complaints and other miscellaneous complaint files.
DAA-0297-2024-0013-0005	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Significant Case Files
Item Description	Case files of significant value because the case: 1) attracts national media attention; 2) results in a Congressional investigation; 3) results in substantive changes to Library policies and procedures; or 4) involves senior Library officials. Significant cases will be selected by the Library of Congress, Office of the Inspector General, based on the criteria listed in this item.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
MANUAL CITATION	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0297-2024-0013

Status: APPROVED
Date Approved: 01/22/2025

Agency Code	1802a	
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
Supersedes N1-297-01-1, Item 2a	No	
DAA-0297-2014-0016-0004	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Cutoff Instructions	Other: CUTOFF at end of fiscal year in which case file is closed.	
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	Paper-based textual records:30 cubic feet ; Textual data:1 GB estimate	
Approximate first year of records covered by this authority	1997	
End year of records covered by this authority	Still being created	
Are any of the records covered by this item subject to a FOIA exemption?	No	
DAA-0297-2024-0013-0006	STATUS: Active	
ITEM GENERAL INFORMATION		
Item Title	All Other Case Files That Resulted in Investigation	
Item Description	Files containing information or allegations which relate to closed investigations not included in Item 1802a.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	1802b	
Manual Title	Library of Congress Records Schedule (LRS)	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0297-2024-0013

Status: APPROVED
Date Approved: 01/22/2025

Does this item supersede existing disposition authorities?	Yes
Superseded Items	
Superseded Item	Item Superseded in Part? Explanation
Supersedes N1-297-01-1, Item 2a	No
DAA-0297-2014-0016-0005	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 case file is closed.
Retention Period	Destroy 5 year(s) after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No
DAA-0297-2024-0013-0007	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Case Files with No Resulting Investigation
Item Description	All other investigative case files not covered by Items 1802a and 1802b including allegations received that do not result in an investigation.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
MANUAL CITATION	
Agency Code	1802c
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
N1-297-01-1, Item 2b	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0297-2024-0013

Status: APPROVED
Date Approved: 01/22/2025

Cutoff Instructions	Other: CUTOFF at end of fiscal year in which case file is closed.
Retention Period	Destroy 5 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0297-2024-0013-0008		STATUS: Active	
ITEM GENERAL INFORMATION			
Item Title	Semiannual Reports to the Congress		
Item Description	OIG prepares a semiannual report no later than April 30 and October 31 of each year summarizing the activities of the OIG during the immediately preceding six-month periods ending March 31 and September 30. The Librarian is given an opportunity to comment on the report before it is printed by OIG and distributed to Congress by May 30 and November 30.		
Is this item media neutral?	Yes		
Is this item a Big Bucket?	No		
MANUAL CITATION			
Agency Code	1803		
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-0297-2014-0016-0006	No		
Is this item a deviation from the GRS?	No		
DISPOSITION INSTRUCTION			
Final Disposition	Permanent		
Cutoff Instructions	Other: CUTOFF 3 years after publication.		
Are there multiple instructions for this item?	No		
Transfer Instruction	Other: TRANSFER to NARA in 5-year blocks 15 years after cutoff.		
ADDITIONAL INFORMATION			
Current Records Format	Textual data:77 MB		

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0297-2024-0013

Status: APPROVED
Date Approved: 01/22/2025

Approximate first year of records covered by this authority	2014
End year of records covered by this authority	Still being created
Are any of the records covered by this item subject to a FOIA exemption?	No

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0297-2024-0013

Status: APPROVED
Date Approved: 01/22/2025

Signatory Information

Action	User	Date
Approve	Colleen Shogan	01/22/2025