

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0297-2014-0017

Status: APPROVED  
Date Approved: 03/08/2015

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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	Copyright
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	Predate requirement

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National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0297-2014-0017

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## Item Count

Total number of disposition items: 27

Number of Temporary disposition items: 25

Number of Permanent disposition items: 2

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 24

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0297-2014-0017

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Outline of Records Schedule Items for DAA-0297-2014-0017

Item #	Title	Disposition
0001	Copyright Claims Files : Numbered (Registered) Applications	Temporary
0002	Copyright Claims Files : Unnumbered Applications	Temporary
0003	Copyright Catalog	Temporary
0004	Copyright Correspondence Pertaining to Copyright Claims and Recordation	Temporary
0005	“Red File” Copyright Deposit Copies - Published & Unpublished	Temporary
0006	“Gray File” Copyright Deposit Copies - Unpublished	Temporary
0007	Recorded Copyright Ownership Document Files	Temporary
0008	Copyright Deposits : Published Works	Temporary
0009	Copyright Deposits : Unpublished Works	Temporary
0010	Copyright Deposits : Serials	Temporary
0011	Copyright Litigation Statement Authorization Files	Temporary
0012	Online Service Provider Designation of Agent Files	Temporary
0013	Statements of Account & DART (Digital Audio Recording Technology) Initial Notices	Temporary
0014	Section 112/114 Notices of Use	Temporary
0015	Section 115 Notices of Intention	Temporary
0016	Section 118 Licensing Agreements	Temporary
0017	Mandatory Deposit Records : Special Relief Files	Temporary
0018	Mandatory Deposit Records : Mandatory Deposit Demand Files	Temporary
0019	Copyright Litigation Files	Temporary
0020	Copyright Legal Opinions, Policy Statements, Memoranda, Rulemaking and Study Records : Final Documents that are not published in Federal Register.	Permanent
0021	Copyright Legal Opinions, Policy Statements, Memoranda, Rulemaking and Study Records : Final Documents that are published in Federal Register and Background Materials.	Temporary
0022	Copyright Legislation Files : Promulgated Copyright Legislation	Permanent
0023	Copyright Legislation Files : Proposed Copyright Legislation	Temporary
0024	Classified Government Cables	Temporary
0025	Copyright Royalty Board Proceedings Official Case Files	Temporary

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0297-2014-0017

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---

0026	Copyright Royalty Board Rates and Terms Determinations	Temporary
0027	Royalty Claims and Cue Sheets	Temporary

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0297-2014-0017

Status: APPROVED  
Date Approved: 03/08/2015

Records Schedule Items

<b>Group Title</b>	<b>Copyright Claims Files</b>
DAA-0297-2014-0017-0001	<b>STATUS: INACTIVE - NOT FOR USE</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Numbered (Registered) Applications
Item Description	a. Numbered (Registered) applications for copyright registration and other legal actions, such as renewal, correction, claims in mask works, restoration of copyright, vessel hull design, etc.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>MANUAL CITATION</b>	
Agency Code	1901a
Manual Title	Library of Congress Records Schedule (LRS)
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
<b>DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0297-2024-0001-0001 on 12/19/2024.</b>	
Final Disposition	Temporary
Retention Period	Other: DESTROY upon expiration of copyright for described items or when no longer needed for reference, whichever is later.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No
DAA-0297-2014-0017-0002	<b>STATUS: INACTIVE - NOT FOR USE</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Unnumbered Applications
Item Description	b. Unnumbered applications for copyright registration and other legal actions, such as renewal, correction, claims in mask works, restoration of copyright, vessel hull design, etc.
Is this item media neutral?	Yes

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0297-2014-0017

Status: APPROVED  
Date Approved: 03/08/2015

Is this item a Big Bucket?	
<b>MANUAL CITATION</b>	
Agency Code	1901b
Manual Title	Library of Congress Records Schedule (LRS)
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
<b>DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0297-2024-0001-0002 on 12/19/2024.</b>	
Final Disposition	Temporary
Retention Period	Other: DESTROY when 10 years old or when no longer needed for reference, whichever is later.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

DAA-0297-2014-0017-0003	<b>STATUS: INACTIVE - NOT FOR USE</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Copyright Catalog
Item Description	Index to copyright registrations, assignments, and other copyright-related records.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>MANUAL CITATION</b>	
Agency Code	1902
Manual Title	Library of Congress Records Schedule (LRS)
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
<b>DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0297-2024-0001-0003 on 12/19/2024.</b>	

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0297-2014-0017

Status: APPROVED  
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Final Disposition	Temporary
Retention Period	Other: DESTROY upon expiration of copyright for described items or when no longer needed for reference, whichever is later.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

DAA-0297-2014-0017-0004		<b>STATUS: INACTIVE - NOT FOR USE</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Copyright Correspondence Pertaining to Copyright Claims and Recordation	
Item Description	Correspondence and other related records pertaining to claims that were registered and correspondence pertaining to documents submitted for recordation. Includes registration appeal decisions and Copyright Application Unfinished Business Files.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
<b>MANUAL CITATION</b>		
Agency Code	1903	
Manual Title	Library of Congress Records Schedule (LRS)	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
<b>DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0297-2024-0001-0004 on 12/19/2024.</b>		
Final Disposition	Temporary	
Retention Period	Other: DESTROY when 30 years old.	
<b>ADDITIONAL INFORMATION</b>		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0297-2014-0017

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Date Approved: 03/08/2015

DAA-0297-2014-0017-0005	STATUS: INACTIVE - NOT FOR USE
<b>ITEM GENERAL INFORMATION</b>	
Item Title	“Red File” Copyright Deposit Copies - Published & Unpublished
Item Description	Deposit copies that are part of correspondence cases that were closed without registration due to rejection.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>MANUAL CITATION</b>	
Agency Code	1904
Manual Title	Library of Congress Records Schedule (LRS)
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
<b>DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0297-2024-0001-0009 on 12/19/2024.</b>	
Final Disposition	Temporary
Retention Period	Other: DESTROY or TRANSFER to LC Collections when 30 years old.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

DAA-0297-2014-0017-0006	STATUS: INACTIVE - NOT FOR USE
<b>ITEM GENERAL INFORMATION</b>	
Item Title	“Gray File” Copyright Deposit Copies - Unpublished
Item Description	Deposit copies that are part of correspondence cases that were closed without registration when the applicant did not reply to Copyright Office correspondence. Mailed back to submitters but returned undeliverable.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>MANUAL CITATION</b>	
Agency Code	1905



National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0297-2014-0017

Status: APPROVED  
Date Approved: 03/08/2015

Manual Title	Library of Congress Records Schedule (LRS)
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
<b>DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0297-2024-0001-0010 on 12/19/2024.</b>	
Final Disposition	Temporary
Retention Period	Other: DESTROY or TRANSFER to LC Collections when 30 years old.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

DAA-0297-2014-0017-0007	<b>STATUS: INACTIVE - NOT FOR USE</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Recorded Copyright Ownership Document Files
Item Description	Copies of assignments, licenses, notices of termination of transfer, wills, affidavits, agreements or contracts, and other documents pertaining to copyright ownership.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>MANUAL CITATION</b>	
Agency Code	1906
Manual Title	Library of Congress Records Schedule (LRS)
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
<b>DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0297-2024-0001-0005 on 12/19/2024.</b>	
Final Disposition	Temporary

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0297-2014-0017

Status: APPROVED  
Date Approved: 03/08/2015

Retention Period	Other: DESTROY upon expiration of copyright for described items or when no longer needed for reference, whichever is later.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

<b>Group Title</b>	<b>Copyright Deposits</b>
DAA-0297-2014-0017-0008	<b>STATUS: INACTIVE - NOT FOR USE</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Published Works
Item Description	a. Physical and electronic deposit copies submitted for a copyright registration, including deposits that were not forwarded to the Library collections.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>MANUAL CITATION</b>	
Agency Code	1907a
Manual Title	Library of Congress Records Schedule (LRS)
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
<b>DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0297-2024-0001-0006 on 12/19/2024.</b>	
Final Disposition	Temporary
Retention Period	Other: If not selected earlier, DESTROY or TRANSFER to LC Collections or another institution when 20 years old. 17 USC 704(d)
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0297-2014-0017

Status: APPROVED  
Date Approved: 03/08/2015

DAA-0297-2014-0017-0009	STATUS: INACTIVE - NOT FOR USE
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Unpublished Works
Item Description	b. Physical and electronic deposit copies submitted for a copyright registration.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>MANUAL CITATION</b>	
Agency Code	1907b
Manual Title	Library of Congress Records Schedule (LRS)
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
<b>DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0297-2024-0001-0007 on 12/19/2024.</b>	
Final Disposition	Temporary
Retention Period	Other: If not selected earlier, DESTROY or TRANSFER to LC Collections or another institution when 120 years old. 17 USC 704(d)
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No
DAA-0297-2014-0017-0010	STATUS: INACTIVE - NOT FOR USE
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Serials
Item Description	c. Serials deposits submitted for copyright registration.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>MANUAL CITATION</b>	
Agency Code	1907c
Manual Title	Library of Congress Records Schedule (LRS)
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0297-2014-0017

Status: APPROVED  
Date Approved: 03/08/2015

Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
<b>DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0297-2024-0001-0008 on 12/19/2024.</b>	
Final Disposition	Temporary
Retention Period	Other: DESTROY non-selected print or microfilm serials or alternate deposit material when registration process is complete.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

<b>DAA-0297-2014-0017-0011</b>	<b>STATUS: INACTIVE - NOT FOR USE</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Copyright Litigation Statement Authorization Files
Item Description	Requests of individuals who in the course of actual or pending litigation request copies of registration records or deposits that were submitted by a claimant as part of his or her registration application.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>MANUAL CITATION</b>	
Agency Code	1908
Manual Title	Library of Congress Records Schedule (LRS)
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
<b>DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0297-2024-0001-0012 on 12/19/2024.</b>	
Final Disposition	Temporary
Retention Period	Other: DESTROY when 10 years old.
<b>ADDITIONAL INFORMATION</b>	

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0297-2014-0017

Status: APPROVED  
Date Approved: 03/08/2015

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

DAA-0297-2014-0017-0012	STATUS: INACTIVE - NOT FOR USE
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Online Service Provider Designation of Agent Files
Item Description	Designations of agents to receive notice of claimed infringement.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>MANUAL CITATION</b>	
Agency Code	1909
Manual Title	Library of Congress Records Schedule (LRS)
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
<b>DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0297-2024-0001-0013 on 12/19/2024.</b>	
Final Disposition	Temporary
Retention Period	Other: DESTROY 75 years from date received or when no longer needed for reference, whichever is later.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

DAA-0297-2014-0017-0013	STATUS: INACTIVE - NOT FOR USE
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Statements of Account & DART (Digital Audio Recording Technology) Initial Notices

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0297-2014-0017

Status: APPROVED  
Date Approved: 03/08/2015

Item Description	Statements of account filed by owners of cable systems pursuant to 17 U.S.C. 111 (d) (1) and owners of satellite carriers pursuant to 17 U.S.C. 119(b) (1); and statements of account and initial notices filed by importers/manufacturers of digital audio recording devices/media pursuant to 17 U.S.C.1003.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>MANUAL CITATION</b>	
Agency Code	1910
Manual Title	Library of Congress Records Schedule (LRS)
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
<b>DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0297-2024-0001-0014 on 12/19/2024.</b>	
Final Disposition	Temporary
Cutoff Instructions	Other: CUTOFF at close of fund year account.
Retention Period	Destroy 30 year(s) after cutoff.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

<b>DAA-0297-2014-0017-0014</b>	<b>STATUS: INACTIVE - NOT FOR USE</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Section 112/114 Notices of Use
Item Description	Notices of Use for public performance of sound recordings by means of digital audio transmission (114). These are sister licenses which use the same form.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>MANUAL CITATION</b>	
Agency Code	1911
Manual Title	Library of Congress Records Schedule (LRS)
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0297-2014-0017

Status: APPROVED  
Date Approved: 03/08/2015

Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
<b>DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0297-2024-0001-0015 on 12/19/2024.</b>	
Final Disposition	Temporary
Retention Period	Other: DESTROY 75 years from date received or when no longer needed for reference, whichever is later.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

<b>DAA-0297-2014-0017-0015</b>	<b>STATUS: INACTIVE - NOT FOR USE</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Section 115 Notices of Intention
Item Description	Notices of intention to obtain a compulsory license for making and distributing phonorecords embodying nondramatic musical works.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>MANUAL CITATION</b>	
Agency Code	1912
Manual Title	Library of Congress Records Schedule (LRS)
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
<b>DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0297-2024-0001-0016 on 12/19/2024.</b>	
Final Disposition	Temporary
Retention Period	Other: DESTROY 75 years from date received or when no longer needed for reference, whichever is later.
<b>ADDITIONAL INFORMATION</b>	

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0297-2014-0017

Status: APPROVED  
Date Approved: 03/08/2015

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

DAA-0297-2014-0017-0016	<b>STATUS: INACTIVE - NOT FOR USE</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Section 118 Licensing Agreements
Item Description	Voluntary licensing agreements between: (1) Copyright owners of published nondramatic musical works and published pictorial, graphic, and sculptural works and public broadcasting entities; and (2) copyright owners of nondramatic literary works and public broadcasting entities.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>MANUAL CITATION</b>	
Agency Code	1913
Manual Title	Library of Congress Records Schedule (LRS)
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
<b>DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0297-2024-0001-0017 on 12/19/2024.</b>	
Final Disposition	Temporary
Cutoff Instructions	Other: CUTOFF at expiration of license.
Retention Period	Destroy 20 year(s) after cutoff.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

Group Title	Mandatory Deposit Records
Group Description	Records documenting compliance with the Mandatory Deposit provision of copyright law.



National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0297-2014-0017

Status: APPROVED  
Date Approved: 03/08/2015

DAA-0297-2014-0017-0017	STATUS: INACTIVE - NOT FOR USE
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Special Relief Files
Item Description	a. Includes correspondence from publisher/author requesting and outlining the reasons for Special Relief regarding compliance to the Mandatory Deposit provision of the copyright law; written agreements releasing, modifying, or reinforcing publisher responsibilities; and records of voluntary deposits for materials not demanded but sent to CAD in fulfillment of section 407 requirement.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>MANUAL CITATION</b>	
Agency Code	1914a
Manual Title	Library of Congress Records Schedule (LRS)
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
<b>DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0297-2024-0001-0020 on 12/19/2024.</b>	
Final Disposition	Temporary
Retention Period	Destroy 10 year(s) after agreement has expired.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No
DAA-0297-2014-0017-0018	STATUS: INACTIVE - NOT FOR USE
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Mandatory Deposit Demand Files

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0297-2014-0017

Status: APPROVED  
Date Approved: 03/08/2015

Item Description	b. Includes written recommendations for acquisition to the Copyright Acquisitions Division initiating the review and demand of published works in fulfillment of the Mandatory Deposit provision of the copyright law or congressional demand; compiled correspondence, transactions, forms, receipts and supporting documentation detailing the process from initiation to compliance of acquiring works; and associated lists.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>MANUAL CITATION</b>	
Agency Code	1914b
Manual Title	Library of Congress Records Schedule (LRS)
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
<b>DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0297-2024-0001-0020 on 12/19/2024.</b>	
Final Disposition	Temporary
Retention Period	Destroy 10 year(s) after case is closed.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

<b>DAA-0297-2014-0017-0019</b>	<b>STATUS: INACTIVE - NOT FOR USE</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Copyright Litigation Files
Item Description	Litigation files involving the Copyright Office. Includes briefs, motions, opinions or other related records. Includes all correspondence, court proceedings, receipts and forms related to the legal pursuit of publishers who have failed to deposit demanded material after receiving a Final Notice for Mandatory Deposit.
Is this item media neutral?	Yes
Is this item a Big Bucket?	

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0297-2014-0017

Status: APPROVED  
Date Approved: 03/08/2015

<b>MANUAL CITATION</b>	
Agency Code	1915
Manual Title	Library of Congress Records Schedule (LRS)
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
<b>DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0297-2024-0001-0021 on 12/19/2024.</b>	
Final Disposition	Temporary
Retention Period	Destroy 10 year(s) after case is closed.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

Group Title	Copyright Legal Opinions, Policy Statements, Memoranda, Rulemaking and Study Records
DAA-0297-2014-0017-0020	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Final Documents that are not published in Federal Register.
Item Description	Office practices, memoranda, and studies and other final documents that are not published in the Federal Register.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>MANUAL CITATION</b>	
Agency Code	1916a
Manual Title	Library of Congress Records Schedule (LRS)
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Permanent

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0297-2014-0017

Status: APPROVED  
Date Approved: 03/08/2015

Are there multiple instructions for this item?	No
Transfer Instruction	Other: TRANSFER to NARA when 15 years old, or when no longer needed for reference, whichever is later.
<b>ADDITIONAL INFORMATION</b>	
Current Records Format	Base Migration: Base Migration
Are any of the records covered by this item subject to a FOIA exemption?	
DAA-0297-2014-0017-0021	STATUS: Active
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Final Documents that are published in Federal Register and Background Materials.
Item Description	Policy statements, rulemakings, and other records that are published in the Federal Register. Also includes background materials for all unpublished and published documents.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>MANUAL CITATION</b>	
Agency Code	1916b
Manual Title	Library of Congress Records Schedule (LRS)
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Retention Period	Other: DESTROY when 10 years old.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

Group Title	Copyright Legislation Files
DAA-0297-2014-0017-0022	STATUS: Active
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Promulgated Copyright Legislation

National Archives and Records Administration  
 REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0297-2014-0017

Status: APPROVED  
 Date Approved: 03/08/2015

Item Description	a. Records pertaining to promulgated copyright legislation, including testimony, correspondence, drafts and background information.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>MANUAL CITATION</b>	
Agency Code	1917a
Manual Title	Library of Congress Records Schedule (LRS)
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Permanent
Are there multiple instructions for this item?	No
Transfer Instruction	Other: TRANSFER to NARA when 15 years old, or when no longer needed for reference, whichever is later.
<b>ADDITIONAL INFORMATION</b>	
Current Records Format	Base Migration: Base Migration
Are any of the records covered by this item subject to a FOIA exemption?	
DAA-0297-2014-0017-0023	<b>STATUS: INACTIVE - NOT FOR USE</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Proposed Copyright Legislation
Item Description	b. Records pertaining to proposed copyright legislation, including memoranda, reports, hearing reports, and legislative analysis.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>MANUAL CITATION</b>	
Agency Code	1917b
Manual Title	Library of Congress Records Schedule (LRS)
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0297-2014-0017

Status: APPROVED  
Date Approved: 03/08/2015

Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
<b>DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0297-2024-0001-0022 on 12/19/2024.</b>	
Final Disposition	Temporary
Cutoff Instructions	Other: CUTOFF at end of each Congress, and RETAIN in office.
Retention Period	Destroy 6 year(s) after cutoff or when no longer needed for reference, whichever is later.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

<b>DAA-0297-2014-0017-0024</b>	<b>STATUS: INACTIVE - NOT FOR USE</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Classified Government Cables
Item Description	Copies of U.S. State Department cables that have been identified as "classified" under Executive Order 13526 and maintained under secure circumstances.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>MANUAL CITATION</b>	
Agency Code	1919
Manual Title	Library of Congress Records Schedule (LRS)
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
<b>DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0297-2024-0001-0024 on 12/19/2024.</b>	
Final Disposition	Temporary
Retention Period	Other: DESTROY when 10 years old.
<b>ADDITIONAL INFORMATION</b>	

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0297-2014-0017

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

DAA-0297-2014-0017-0025	<b>STATUS: INACTIVE - NOT FOR USE</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Copyright Royalty Board Proceedings Official Case Files
Item Description	Official case files from royalty distribution proceedings and rates and terms determination proceedings, including originals of officially filed pleadings, written testimony, exhibits, transcripts, orders, determinations, reports, and related papers. Includes files from the Copyright Royalty Tribunal (CRT) and the Copyright Arbitration Royalty Panel (CARP).
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>MANUAL CITATION</b>	
Agency Code	1931
Manual Title	Library of Congress Records Schedule (LRS)
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
<b>DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0297-2024-0001-0025 on 12/19/2024.</b>	
Final Disposition	Temporary
Cutoff Instructions	Other: CUTOFF at end of calendar year in which case reaches final disposition, including appeals, and when all funds are distributed.
Retention Period	Destroy 25 year(s) after cutoff.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0297-2014-0017

Status: APPROVED  
Date Approved: 03/08/2015

DAA-0297-2014-0017-0026		STATUS: INACTIVE - NOT FOR USE
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Copyright Royalty Board Rates and Terms Determinations	
Item Description	Issued final determinations of rates and terms. Final determination package includes: cover sheet (transmittal), final document, redline or draft versions showing substantive changes in the drafting process. Includes files from the Copyright Royalty Tribunal (CRT) and the Copyright Arbitration Royalty Panel (CARP).	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
<b>MANUAL CITATION</b>		
Agency Code	1932	
Manual Title	Library of Congress Records Schedule (LRS)	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
<b>DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0297-2024-0001-0025 on 12/19/2024.</b>		
Final Disposition	Temporary	
Cutoff Instructions	Other: CUTOFF at publication of determination, or, if appealed, at conclusion of appeals process.	
Retention Period	Destroy 25 year(s) after cutoff.	
<b>ADDITIONAL INFORMATION</b>		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	

DAA-0297-2014-0017-0027		STATUS: INACTIVE - NOT FOR USE
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Royalty Claims and Cue Sheets	
Item Description	Claims to royalty funds, and cue sheets listing the nondramatic performances of musical compositions on PBS and NPR programs. Relevant to royalty payments.	



National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0297-2014-0017

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Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>MANUAL CITATION</b>	
Agency Code	1933
Manual Title	Library of Congress Records Schedule (LRS)
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
<b>DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0297-2024-0001-0026 on 12/19/2024.</b>	
Final Disposition	Temporary
Retention Period	Destroy 2 year(s) after all funds are distributed.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0297-2014-0017

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Signatory Information

Action	User	Date
Approve	David Ferriero	03/08/2015