

Request for Records Disposition Authority

Records Schedule Number DAA-0297-2014-0017
Schedule Status Approved

Agency or Establishment Library of Congress
Record Group / Scheduling Group Records of the Library of Congress
Records Schedule applies to Agency-wide
Schedule Subject Copyright
Internal agency concurrences will be provided No

Background Information

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
27	2	25	0

GAO Approval

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

Sequence Number	
1	Copyright Claims Files
1.1	Numbered (Registered) Applications Disposition Authority Number: DAA-0297-2014-0017-0001
1.2	Unnumbered Applications Disposition Authority Number: DAA-0297-2014-0017-0002
2	Copyright Catalog Disposition Authority Number: DAA-0297-2014-0017-0003
3	Copyright Correspondence Pertaining to Copyright Claims and Recordation Disposition Authority Number: DAA-0297-2014-0017-0004
4	"Red File" Copyright Deposit Copies - Published & Unpublished Disposition Authority Number: DAA-0297-2014-0017-0005
5	"Gray File" Copyright Deposit Copies - Unpublished Disposition Authority Number: DAA-0297-2014-0017-0006
6	Recorded Copyright Ownership Document Files Disposition Authority Number: DAA-0297-2014-0017-0007
7	Copyright Deposits
7.1	Published Works Disposition Authority Number: DAA-0297-2014-0017-0008
7.2	Unpublished Works Disposition Authority Number: DAA-0297-2014-0017-0009
7.3	Serials Disposition Authority Number: DAA-0297-2014-0017-0010
8	Copyright Litigation Statement Authorization Files Disposition Authority Number: DAA-0297-2014-0017-0011
9	Online Service Provider Designation of Agent Files Disposition Authority Number: DAA-0297-2014-0017-0012
10	Statements of Account & DART (Digital Audio Recording Technology) Initial Notices Disposition Authority Number: DAA-0297-2014-0017-0013
11	Section 112/114 Notices of Use Disposition Authority Number: DAA-0297-2014-0017-0014
12	Section 115 Notices of Intention Disposition Authority Number: DAA-0297-2014-0017-0015
13	Section 118 Licensing Agreements Disposition Authority Number: DAA-0297-2014-0017-0016

- 14 Mandatory Deposit Records
- 14.1 Special Relief Files
Disposition Authority Number: DAA-0297-2014-0017-0017
- 14.2 Mandatory Deposit Demand Files
Disposition Authority Number: DAA-0297-2014-0017-0018
- 15 Copyright Litigation Files
Disposition Authority Number: DAA-0297-2014-0017-0019
- 16 Copyright Legal Opinions, Policy Statements, Memoranda, Rulemaking and Study Records
- 16.1 Final Documents that are not published in Federal Register.
Disposition Authority Number: DAA-0297-2014-0017-0020
- 16.2 Final Documents that are published in Federal Register and Background Materials.
Disposition Authority Number: DAA-0297-2014-0017-0021
- 17 Copyright Legislation Files
- 17.1 Promulgated Copyright Legislation
Disposition Authority Number: DAA-0297-2014-0017-0022
- 17.2 Proposed Copyright Legislation
Disposition Authority Number: DAA-0297-2014-0017-0023
- 18 Classified Government Cables
Disposition Authority Number: DAA-0297-2014-0017-0024
- 19 Copyright Royalty Board Proceedings Official Case Files
Disposition Authority Number: DAA-0297-2014-0017-0025
- 20 Copyright Royalty Board Rates and Terms Determinations
Disposition Authority Number: DAA-0297-2014-0017-0026
- 21 Royalty Claims and Cue Sheets
Disposition Authority Number: DAA-0297-2014-0017-0027

Records Schedule Items

Sequence Number					
1	<p>Copyright Claims Files</p>				
1.1	<p>Numbered (Registered) Applications</p> <p>Disposition Authority Number DAA-0297-2014-0017-0001</p> <p>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.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? No</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Manual Citation</th> <th style="text-align: left;">Manual Title</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">1901a</td> <td style="padding: 2px;">Library of Congress Records Schedule (LRS)</td> </tr> </tbody> </table> <p>Disposition Instruction</p> <p>Retention Period DESTROY upon expiration of copyright for described items or when no longer needed for reference, whichever is later.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>	Manual Citation	Manual Title	1901a	Library of Congress Records Schedule (LRS)
Manual Citation	Manual Title				
1901a	Library of Congress Records Schedule (LRS)				
1.2	<p>Unnumbered Applications</p> <p>Disposition Authority Number DAA-0297-2014-0017-0002</p> <p>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.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p>				

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

Manual Citation	Manual Title
1901b	Library of Congress Records Schedule (LRS)

Disposition Instruction

Retention Period **DESTROY** when 10 years old or when no longer needed for reference, whichever is later.

Additional Information

GAO Approval **Not Required**

Copyright Catalog

Disposition Authority Number **DAA-0297-2014-0017-0003**

Index to copyright registrations, assignments, and other copyright-related records.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

Manual Citation	Manual Title
1902	Library of Congress Records Schedule (LRS)

Disposition Instruction

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Retention Period DESTROY upon expiration of copyright for described items or when no longer needed for reference, whichever is later.

Additional Information

GAO Approval Not Required

Copyright Correspondence Pertaining to Copyright Claims and Recordation

Disposition Authority Number DAA-0297-2014-0017-0004

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.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? No

Manual Citation	Manual Title
1903	Library of Congress Records Schedule (LRS)

Disposition Instruction

Retention Period DESTROY when 30 years old.

Additional Information

GAO Approval Not Required

"Red File" Copyright Deposit Copies - Published & Unpublished

Disposition Authority Number DAA-0297-2014-0017-0005

Deposit copies that are part of correspondence cases that were closed without registration due to rejection.

Final Disposition Temporary

Item Status Active

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Is this item media neutral? **Yes**
 Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**
 Do any of the records covered by this item exist as structured electronic data? **No**

Manual Citation	Manual Title
1904	Library of Congress Records Schedule (LRS)

Disposition Instruction

Retention Period **DESTROY or TRANSFER to LC Collections when 30 years old.**

Additional Information

GAO Approval **Not Required**

"Gray File" Copyright Deposit Copies - Unpublished

Disposition Authority Number **DAA-0297-2014-0017-0006**

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.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

Manual Citation	Manual Title
1905	Library of Congress Records Schedule (LRS)

Disposition Instruction

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Retention Period **DESTROY or TRANSFER to LC Collections when 30 years old.**

Additional Information

GAO Approval **Not Required**

Recorded Copyright Ownership Document Files

Disposition Authority Number **DAA-0297-2014-0017-0007**

Copies of assignments, licenses, notices of termination of transfer, wills, affidavits, agreements or contracts, and other documents pertaining to copyright ownership.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

Manual Citation	Manual Title
1906	Library of Congress Records Schedule (LRS)

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7.1

Disposition Instruction

Retention Period **DESTROY upon expiration of copyright for described items or when no longer needed for reference, whichever is later.**

Additional Information

GAO Approval **Not Required**

Copyright Deposits

Published Works

Disposition Authority Number **DAA-0297-2014-0017-0008**

a. Physical and electronic deposit copies submitted for a copyright registration, including deposits that were not forwarded to the Library collections.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**
 Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**
 Do any of the records covered by this item exist as structured electronic data? **No**

Manual Citation	Manual Title
1907a	Library of Congress Records Schedule (LRS)

Disposition Instruction

Transfer to Inactive Storage **RETAIN** in office, or **TRANSFER** to LC Collections or another institution if selected by the Library.
 Retention Period **If not selected earlier, DESTROY or TRANSFER** to LC Collections or another institution when 20 years old. 17 USC 704(d)

Additional Information

GAO Approval **Not Required**

Unpublished Works

Disposition Authority Number **DAA-0297-2014-0017-0009**

b. Physical and electronic deposit copies submitted for a copyright registration.

Final Disposition **Temporary**
 Item Status **Active**
 Is this item media neutral? **Yes**
 Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**
 Do any of the records covered by this item exist as structured electronic data? **No**

Manual Citation	Manual Title
1907b	Library of Congress Records Schedule (LRS)

7.2

7.3

Disposition Instruction

Transfer to Inactive Storage **RETAIN** in office, or **RETAIN** facsimile as record if selected and transferred to LC Collections.

Retention Period If not selected earlier, **DESTROY** or **TRANSFER** to LC Collections or another institution when 120 years old. 17 USC 704(d)

Additional Information

GAO Approval Not Required

Serials

Disposition Authority Number **DAA-0297-2014-0017-0010**

c. Serials deposits submitted for copyright registration.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

Manual Citation	Manual Title
1907c	Library of Congress Records Schedule (LRS)

Disposition Instruction

Transfer to Inactive Storage **TRANSFER** single print serial issues, and group newspaper and newsletter microfilm deposits to LC Collections if selected when registration process is complete.

Retention Period **DESTROY** non-selected print or microfilm serials or alternate deposit material when registration process is complete.

Additional Information

GAO Approval Not Required

Copyright Litigation Statement Authorization Files

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Disposition Authority Number DAA-0297-2014-0017-0011

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.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? No

Manual Citation	Manual Title
1908	Library of Congress Records Schedule (LRS)

Disposition Instruction

Retention Period DESTROY when 10 years old.

Additional Information

GAO Approval Not Required

Online Service Provider Designation of Agent Files

Disposition Authority Number DAA-0297-2014-0017-0012

Designations of agents to receive notice of claimed infringement.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? No

Manual Citation	Manual Title

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1909	Library of Congress Records Schedule (LRS)
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Disposition Instruction

Retention Period **DESTROY 75 years from date received or when no longer needed for reference, whichever is later.**

Additional Information

GAO Approval **Not Required**

Statements of Account & DART (Digital Audio Recording Technology) Initial Notices

Disposition Authority Number **DAA-0297-2014-0017-0013**

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.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

Manual Citation	Manual Title
1910	Library of Congress Records Schedule (LRS)

Disposition Instruction

Cutoff Instruction **CUTOFF at close of fund year account.**

Retention Period **Destroy 30 year(s) after cutoff.**

Additional Information

GAO Approval **Not Required**

Section 112/114 Notices of Use

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11

Disposition Authority Number **DAA-0297-2014-0017-0014**

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.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

Manual Citation	Manual Title
1911	Library of Congress Records Schedule (LRS)

Disposition Instruction

Retention Period **DESTROY 75 years from date received or when no longer needed for reference, whichever is later.**

Additional Information

GAO Approval **Not Required**

Section 115 Notices of Intention

Disposition Authority Number **DAA-0297-2014-0017-0015**

Notices of intention to obtain a compulsory license for making and distributing phonorecords embodying nondramatic musical works.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

Manual Citation	Manual Title
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1912	Library of Congress Records Schedule (LRS)
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Disposition Instruction

Retention Period DESTROY 75 years from date received or when no longer needed for reference, whichever is later.

Additional Information

GAO Approval Not Required

Section 118 Licensing Agreements

Disposition Authority Number DAA-0297-2014-0017-0016

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.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? No

Manual Citation	Manual Title
1913	Library of Congress Records Schedule (LRS)

Disposition Instruction

Cutoff Instruction CUTOFF at expiration of license.

Retention Period Destroy 20 year(s) after cutoff.

Additional Information

GAO Approval Not Required

Mandatory Deposit Records

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

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14.1

Special Relief Files

Disposition Authority Number **DAA-0297-2014-0017-0017**

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.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

Manual Citation	Manual Title
1914a	Library of Congress Records Schedule (LRS)

Disposition Instruction

Retention Period **Destroy 10 year(s) after agreement has expired.**

Additional Information

GAO Approval **Not Required**

14.2

Mandatory Deposit Demand Files

Disposition Authority Number **DAA-0297-2014-0017-0018**

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.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

Manual Citation	Manual Title
1914b	Library of Congress Records Schedule (LRS)

Disposition Instruction

Retention Period **Destroy 10 year(s) after case is closed.**

Additional Information

GAO Approval **Not Required**

Copyright Litigation Files

Disposition Authority Number **DAA-0297-2014-0017-0019**

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.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

Manual Citation	Manual Title
1915	Library of Congress Records Schedule (LRS)

Disposition Instruction

Retention Period **Destroy 10 year(s) after case is closed.**

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16	<p>Additional Information</p> <p>GAO Approval Not Required</p> <p>Copyright Legal Opinions, Policy Statements, Memoranda, Rulemaking and Study Records</p>				
16.1	<p>Final Documents that are not published in Federal Register.</p> <p>Disposition Authority Number DAA-0297-2014-0017-0020</p> <p>Office practices, memoranda, and studies and other final documents that are not published in the Federal Register.</p> <p>Final Disposition Permanent</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? No</p> <table border="1" data-bbox="386 1073 1515 1218"> <thead> <tr> <th data-bbox="386 1073 951 1123">Manual Citation</th> <th data-bbox="951 1073 1515 1123">Manual Title</th> </tr> </thead> <tbody> <tr> <td data-bbox="386 1123 951 1218">1916a</td> <td data-bbox="951 1123 1515 1218">Library of Congress Records Schedule (LRS)</td> </tr> </tbody> </table>	Manual Citation	Manual Title	1916a	Library of Congress Records Schedule (LRS)
Manual Citation	Manual Title				
1916a	Library of Congress Records Schedule (LRS)				
	<p>Disposition Instruction</p> <p>Transfer to the National Archives for Accessioning TRANSFER to NARA when 15 years old, or when no longer needed for reference, whichever is later.</p> <p>Additional Information</p> <p>What will be the date span of the initial transfer of records to the National Archives? Unknown To Be Determined</p> <p>How frequently will your agency transfer these records to the National Archives? Unknown To Be Determined</p>				
16.2	<p>Final Documents that are published in Federal Register and Background Materials.</p> <p>Disposition Authority Number DAA-0297-2014-0017-0021</p>				

Policy statements, rulemakings, and other records that are published in the Federal Register. Also includes background materials for all unpublished and published documents.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? No

Manual Citation	Manual Title
1916b	Library of Congress Records Schedule (LRS)

Disposition Instruction

Retention Period DESTROY when 10 years old.

Additional Information

GAO Approval Not Required

Copyright Legislation Files

Promulgated Copyright Legislation

Disposition Authority Number DAA-0297-2014-0017-0022

a. Records pertaining to promulgated copyright legislation, including testimony, correspondence, drafts and background information.

Final Disposition Permanent

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? No

Manual Citation	Manual Title
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17.1

1917a	Library of Congress Records Schedule (LRS)
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Disposition Instruction

Transfer to the National Archives for Accessioning **TRANSFER** to NARA when 15 years old, or when no longer needed for reference, whichever is later.

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **Unknown**
To Be Determined

How frequently will your agency transfer these records to the National Archives? **Unknown**
To Be Determined

Proposed Copyright Legislation

Disposition Authority Number **DAA-0297-2014-0017-0023**

b. Records pertaining to proposed copyright legislation, including memoranda, reports, hearing reports, and legislative analysis.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

Manual Citation	Manual Title
1917b	Library of Congress Records Schedule (LRS)

Disposition Instruction

Cutoff Instruction **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.

17.2

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Additional Information

GAO Approval **Not Required**

Classified Government Cables

Disposition Authority Number **DAA-0297-2014-0017-0024**

Copies of U.S. State Department cables that have been identified as "classified" under Executive Order 13526 and maintained under secure circumstances.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

Manual Citation	Manual Title
1919	Library of Congress Records Schedule (LRS)

Disposition Instruction

Retention Period **DESTROY when 10 years old.**

Additional Information

GAO Approval **Not Required**

19

Copyright Royalty Board Proceedings Official Case Files

Disposition Authority Number **DAA-0297-2014-0017-0025**

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).

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in **Yes**

electronic format(s) other than e-mail and word processing?

Do any of the records covered by this item exist as structured electronic data? **No**

Manual Citation	Manual Title
1931	Library of Congress Records Schedule (LRS)

Disposition Instruction

Cutoff Instruction **CUTOFF** at end of calendar year in which case reaches final disposition, including appeals, and when all funds are distributed.

Transfer to Inactive Storage **TRANSFER** to RMS 2 years after cutoff.

Retention Period **Destroy 25 year(s)** after cutoff.

Additional Information

GAO Approval **Not Required**

Copyright Royalty Board Rates and Terms Determinations

Disposition Authority Number **DAA-0297-2014-0017-0026**

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).

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

Manual Citation	Manual Title
1932	Library of Congress Records Schedule (LRS)

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Disposition Instruction

Cutoff Instruction CUTOFF at publication of determination, or, if appealed, at conclusion of appeals process.
 Transfer to Inactive Storage TRANSFER to RMS 2 years after cutoff.
 Retention Period Destroy 25 year(s) after cutoff.

Additional Information

GAO Approval Not Required

Royalty Claims and Cue Sheets

Disposition Authority Number DAA-0297-2014-0017-0027

Claims to royalty funds, and cue sheets listing the nondramatic performances of musical compositions on PBS and NPR programs. Relevant to royalty payments.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? No

Manual Citation	Manual Title
1933	Library of Congress Records Schedule (LRS)

Disposition Instruction

Retention Period Destroy 2 year(s) after all funds are distributed.

Additional Information

GAO Approval Not Required

Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
01/27/2014	Certify	John Nave	Chief, Office System Services	OSS - OSS
03/07/2014	Return for Revision	Henry Wolfinger	Appraiser	National Archives and Records Administration - Records Management Services
11/26/2014	Submit For Certification	Ashley Davies	Records Management Specialist	OSS - RMS
11/26/2014	Certify	Ashley Davies	Records Management Specialist	OSS - RMS
03/03/2015	Submit for Concurrence	Henry Wolfinger	Appraiser	National Archives and Records Administration - Records Management Services
03/04/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
03/04/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
03/08/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist