

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0408-2021-0001

Status: APPROVED
Date Approved: 05/09/2024

General Information

Agency or Establishment	Federal Transit Administration
Record/Scheduling Group	0408 - Records of the Federal Transit Administration
Records Schedule Applies To	Agency-wide
Schedule Subject	The Transit Integrated Appian Development (TrIAD) platform update
Additional Schedule Information	<p>The Transit Integrated Appian Development (TrIAD) platform enables FTA to manage transit grants and oversee the use of grant funds by State and local transit agencies. The TrIAD platform modules are created and managed in the cloud-based Commercial off the Shelf (COTS) Appian Platform as a Service (PaaS), which resides in the Amazon Web Services (AWS) GovCloud Region. The Appian platform hosts all modules in the same PaaS environment to leverage common resources and components across the modules. The TrIAD modules are presented in a unified web-based graphical user interface (GUI), and used by FTA employees and contractors, and organization and external users. Organization users include officials of State and local transit agencies. External users include auditors, contractors, and US Department of Labor (DOL) offices charged with oversight of transit agency compliance with federal labor laws.</p>
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	No- The records covered by this schedule do not implicate Tribal interests

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Item Count

Total number of disposition items: 3

Number of Temporary disposition items: 3

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-0408-2021-0001

Item #	Title	Disposition
0001	COVID 19 Transit Agency Data	Temporary
0002	Bureau of Transportation Statistics (BTS)	Temporary
0006	State Safety Oversight Reporting (SSOR)	Temporary

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Records Schedule Items

DAA-0408-2021-0001-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	COVID 19 Transit Agency Data	
Item Description	Data collected from transit agencies to track impacts (sicknesses and deaths) due to the COVID-19 Pandemic. Data were published in COVID 19 Weekly Transportation Statistics and Week in Transportation.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cutoff at end of the calendar year of the final review actions	
Retention Period	Other: Destroy no sooner than 3 years(s) after final reveiw action but longer retention is authorized	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

DAA-0408-2021-0001-0002		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Bureau of Transportation Statistics (BTS)	

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Item Description	<p>"The Bureau of Transportation Statistics (BTS) module enables grantee organizations to review the opportunity to provide links to their publicly-available transit map data, including stops, routes, and schedules, for use in the National Transit Map (NTM). The module enables grantees to authorize or decline a Creative Commons (CC) Attribute 3.0 US license to their transit map data. After the grantee user assents or declines to grant the CC license, the TrIAD BTS module compiles the data in transmissible format, and sends an email with the loaded links to the DOT Office of Research and Technology (OST-R) Bureau of Transportation Statistics (BTS). The TrIAD BTS module uses the grantee's TrIAD NTD ID for grantee user identification. The TrIAD BTS module does not store any information related to the event.</p> <p>After receiving the TrIAD BTS email, the OST-R BTS uploads the related grantee transit maps and map data and consolidates it in their National Transportation Atlas Database (NTAD) and NTM. The CC license is necessary to permit OST-R BTS to obtain and share the local transit mapping data in the NTM and NTAD. The OST-R BTS resources are outside the TrIAD system boundary. "</p>
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff inactive file at the end of the calendar year,
Retention Period	Other: Destroy no sooner than 3 years(s) after cutoff but longer retention is authorized
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0408-2021-0001-0006	STATUS: Active
ITEM GENERAL INFORMATION	

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Item Title	State Safety Oversight Reporting (SSOR)
Item Description	The State Safety Oversight Reporting (SSOR) module supports the business processes surrounding data collection, submission, and review of the annual safety report. The primary users of the module are representatives from the State Safety Oversight Agencies (SSOAs). The SSOR module will ensure compliance with 49 C.F.R. Part 674.39, which states that safety data “must be submitted electronically through a reporting system specified by FTA.” The annual safety report supplies an overview of safety related events, policies, and compliance for all Rail Transit Agencies (RTA) that operate within the SSOA’s jurisdiction. There are several forms included in the report: Agency Profile, Contacts, Corrective Action Plans (CAPs), SSOA Triennial Audits of RTA (STARs), Internal Audits, Hazards, and Events. SSOAs collect this data per RTA they oversee, and enter it into SSOR throughout the year.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Cut off at end of Fiscal year.
Retention Period	Other: Destroy no sooner than 10 years(s) after the report is finalized but longer retention is authorized
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
Accept	Data Migration	10/28/2021
Approve	Colleen Shogan	05/09/2024