

## Request for Records Disposition Authority

Records Schedule Number      DAA-0399-2015-0002  
 Schedule Status                Approved

Agency or Establishment      Federal Railroad Administration  
 Record Group / Scheduling Group    Records of the Federal Railroad Administration  
 Records Schedule applies to      Agency-wide  
 Schedule Subject                Social Media  
 Internal agency concurrences will be provided      No

**Background Information**

Social Media applications are web-based applications that provide enhanced information sharing and collaboration by facilitating horizontal communications among multiple users. Examples of Social Media applications include social networking sites/platforms, video sharing sites/platforms and blogs. Social Networking sites/platforms such as Facebook, YouTube, and Twitter, provide information to registered users and may also be used to promote communication and collaboration among users.

Note: All three subsets of the record serie described below may have comments. Comments inconsistent with FRA's policies will be captured and retained off-line for the duration of the time frames outlined below while the original comment will be deleted.

**Item Count**

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

**GAO Approval**

## Outline of Records Schedule Items for DAA-0399-2015-0002

Sequence Number	
1	Social Media Records
	Disposition Authority Number: DAA-0399-2015-0002-0001

## Records Schedule Items

Sequence Number	
1	<p><b>Social Media Records</b></p> <p>Disposition Authority Number      DAA-0399-2015-0002-0001</p> <p>Social Media Records include the following types of records: Social Media Postings: Information posted by agency staff via agency accounts on social media sites/platforms. The types of content posted to the FRA's social media sites may include, but is not limited to: announcements promoting FRA events or policies; links to FRA press releases; articles; historical information; and photos and videos from rail-road related events. Social Media Videos: Postings to agency accounts on video sharing sites (i.e. YouTube) of videos regarding FRA operations and programs intended for public distribution Note: (Record copies of videos, maintained by originating FRA offices, are covered under disposition authority DAA-0399-2013-0002/9 and are Permanent). Blogs: Blog entries by agency staff via agency accounts promoting FRA's mission critical activities for both internal and external audiences.</p> <p>Final Disposition                      Temporary</p> <p>Item Status                                Active</p> <p>Is this item media neutral?            No</p> <p>Explanation of limitation              All items are electronic in nature</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> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                        Cutoff files at the end of the calendar year.</p> <p>Retention Period                         Destroy 3 year(s) after cutoff or when no longer relevant to the Agency's mission occurs, whichever is later</p> <p><b>Additional Information</b></p> <p>GAO Approval                              Not Required</p>

### 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
09/10/2015	Certify	Kim Toone	Records Management Officer	Department of Transportation - Federal Railroads Administration
09/24/2015	Return for Revision	Jim Cassidy	Appraiser	National Archives and Records Administration - Records Management Services
09/28/2015	Submit For Certification	Tracey Schut	Records Analyst	Department of Transportation - Federal Railroad Administration
09/28/2015	Certify	Kim Toone	Records Management Officer	Department of Transportation - Federal Railroads Administration
02/03/2016	Submit for Concurrence	Jim Cassidy	Appraiser	National Archives and Records Administration - Records Management Services
02/03/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
02/04/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
02/05/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist