

## Request for Records Disposition Authority

Records Schedule Number DAA-0408-2012-0001  
Schedule Status Approved  
  
Agency or Establishment Federal Transit Administration  
Record Group / Scheduling Group Records of the Federal Transit Administration  
Records Schedule applies to Agency-wide  
Schedule Subject National Transit Database (NTD)  
Internal agency concurrences will be provided No

Background Information The National Transit Database (NTD) was established by Congress "to help meet the needs of... the public for information on which to base public transportation service planning." In addition, NTD data supports the annual apportionments by FTA of about \$6 billion in formula funding for urbanized areas. These include the Urbanized Area Formula Program (Section 5307), including the Small Transit Intensive Cities apportionment, and the Fixed Guideway Modernization Program.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	3	0	0

### GAO Approval

## Outline of Records Schedule Items for DAA-0408-2012-0001

Sequence Number	
1	Master Data Files. Disposition Authority Number: DAA-0408-2012-0001-0007
2	Transit System Profiles Disposition Authority Number: DAA-0408-2012-0001-0005
3	National Transit Summaries and Trends reports Disposition Authority Number: DAA-0408-2012-0001-0006

## Records Schedule Items

Sequence Number		
1	<p><b>Master Data Files.</b></p> <p>Disposition Authority Number      DAA-0408-2012-0001-0007</p> <p>Data Tables and Database Files. Summary data for transit system services, equipment, including infrastructure, population served, employees, customers, safety, security, ADA compliance, sources and amount of revenue.</p> <p>Final Disposition                      Permanent</p> <p>Item Status                              Active</p> <p>Is this item media neutral?          No</p> <p>Explanation of limitation            Master datafiles are an electronic database.</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?      Yes</p> <p>GRS or Superseded Authority Citation      N1-408-05-1, Item 1370/1b</p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      Cut-off at the end of the fiscal year.</p> <p>Transfer to the National Archives for Accessioning      Transfer to the National Archives 2 year(s) after cut-off.</p> <p><b>Additional Information</b></p> <p>What will be the date span of the initial transfer of records to the National Archives?      Unknown NARA currently holds records through 2002. RDE will continue to accession records after that time period. An estimated transfer date period is 2003-2012/2013.</p> <p>How frequently will your agency transfer these records to the National Archives?      Every 1 Years</p>	
	Estimated Current Volume	Annual Accumulation
	Electronic/Digital	2 GB
	Paper	

Microform		
Hardcopy or Analog Special Media		

2

**Transit System Profiles**

Disposition Authority Number      DAA-0408-2012-0001-0005

The Transit Profiles are standardized one-page summaries of data submitted to the Annual NTD Module by each of the urbanized area transit providers. One profile is produced for each transit provider.

Final Disposition                      Permanent

Item Status                              Active

Is this item media neutral?          No

Explanation of limitation            Electronic (PDF) copies only.

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?                      Yes

GRS or Superseded Authority Citation      N1-408-05-1 / Item 1370 1c(2)

**Disposition Instruction**

Cutoff Instruction                      Cut-off at the end of the fiscal year.

Transfer to the National Archives for Accessioning      Transfer to the National Archives 2 year(s) after cut-off.

**Additional Information**

First year of records accumulation      1990

What will be the date span of the initial transfer of records to the National Archives?      From 1990 To 2011

How frequently will your agency transfer these records to the National Archives?      Every 1 Years

	Estimated Current Volume	Annual Accumulation
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Electronic/Digital	30 MB	3 MB
Paper		
Microform		
Hardcopy or Analog Special Media		

3

**National Transit Summaries and Trends reports**

Disposition Authority Number DAA-0408-2012-0001-0006

This is an annual PDF format report summarizing the results of that year's NTD Annual Reports for transit providers across the nation and comparing this year's results to prior years. It is a summary document designed for a general audience.

Final Disposition Permanent

Item Status Active

Is this item media neutral? No

Explanation of limitation Electronic (PDF) copies only.

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

GRS or Superseded Authority Citation N1-408-95-1 item 1370/1c1

**Disposition Instruction**

Cutoff Instruction Cut-off at the end of Fiscal Year

Transfer to the National Archives for Accessioning Transfer to the National Archives 2 year(s) after cut-off.

**Additional Information**

First year of records accumulation 1998

What will be the date span of the initial transfer of records to the National Archives? From 1998 To 2011

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	5 MB	.5 MB
Paper		
Microform		
Hardcopy or Analog Special Media		

### 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
07/13/2012	Certify	Danielle Tyler	Records Officer	Federal transit administration - Information technology (TAD-20)
03/17/2015	Submit for Concurrency	Jim Cassedy	Appraiser	National Archives and Records Administration - Records Management Services
03/19/2015	Concur	Margaret - Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
03/19/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
03/23/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist