

Request for Records Disposition Authority

Records Schedule Number DAA-0408-2013-0004
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 General Financial Records not covered by GRS 1.1, Items 010 and 020.

Internal agency concurrences will be provided No

Background Information This schedule provides disposition for two items not included under General Records Schedule 1.1, Financial Management and Reporting Records, Item 010- Financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting, and 020, Records supporting compilation of agency financial statements and related audit, and all records of all other reports. These two items include GAO Exception files, and accountable officer designee files. The schedule was reviewed and approved by NARA's GRS Team in July 2016.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

Outline of Records Schedule Items for DAA-0408-2013-0004

Sequence Number	
1	GAO exceptions files Disposition Authority Number: DAA-0408-2013-0004-0005
2	Accountable officer designee files. Disposition Authority Number: DAA-0408-2013-0004-0009

Records Schedule Items

Sequence Number	
1	<p>GAO exceptions files</p> <p>Disposition Authority Number DAA-0408-2013-0004-0005</p> <p>GAO notices of exception (formal or informal) and related correspondence.</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? No</p> <p>GRS or Superseded Authority Citation 408-05-1</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff after the exception is reported as cleared by GAO.</p> <p>Retention Period Destroy 1 year(s) after exception is cleared.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Accountable officer designee files.</p> <p>Disposition Authority Number DAA-0408-2013-0004-0009</p> <p>Records relating to the designation and revocation of accountable officers.</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? No</p> <p>Disposition Instruction</p> <p>Retention Period Destroy 4 year(s) after revocation, provided GAO clears the account.</p>

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
11/09/2012	Certify	Danielle Tyler	Records Officer	Federal transit administration - Information technology (TAD-20)
11/28/2016	Submit for Concurrency	Jim Cassedy	Appraiser	National Archives and Records Administration - Records Management Services
11/29/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
11/29/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
12/01/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist