

# WITHDRAWN RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0408-2013-0005

## Request for Records Disposition Authority

Records Schedule Number DAA-0408-2013-0005  
Schedule Status Returned Without Action  
  
Agency or Establishment Federal Transit Administration  
Record Group / Scheduling Group Records of the Federal Transit Administration  
Records Schedule applies to Agency-wide  
Schedule Subject Travel Records  
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	2

### GAO Approval

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Records Schedule: DAA-0408-2013-0005

## Outline of Records Schedule Items for DAA-0408-2013-0005

Sequence Number	
1	Employee travel files Disposition Authority Number: DAA-0408-2013-0005-0001
2	Passport files Disposition Authority Number: DAA-0408-2013-0005-0002

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Records Schedule: DAA-0408-2013-0005

## Records Schedule Items

Sequence Number	
1	<p><b>Employee travel files</b></p> <p>Disposition Authority Number      DAA-0408-2013-0005-0001</p> <p>These records series includes correspondence, requests, travel authorizations and orders, itineraries, administrative shipping records and related material.</p> <p>Final Disposition                      Temporary</p> <p>Item Status                              Withdrawn</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GRS or Superseded Authority Citation      408-05-1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><b>Disposition Instruction</b></p> <p>Retention Period                      Destroy 2 year(s) after file is inactive.</p> <p><b>Additional Information</b></p> <p>GAO Approval                          Not Required</p>
2	<p><b>Passport files</b></p> <p>Disposition Authority Number      DAA-0408-2013-0005-0002</p> <p>The Office responsible for securing passports and visas for official foreign travel will preserve request for passport actions, notifications for passport services, clearances, correspondence, and related papers generated in obtaining passports for FTA personnel performing foreign travel.</p> <p>Final Disposition                      Temporary</p> <p>Item Status                              Withdrawn</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><b>Disposition Instruction</b></p>

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Retention Period	Destroy when employee is seperated from the agency, or 3 years when passport has expired without request for renewal, whichever is earlier.
Additional Information	
GAO Approval	Not Required

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## 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
11/14/2012	Certify	Danielle Tyler	Records Officer	Federal transit administration - Information technology (TAD-20)
07/13/2015	Return Without Action	Jim Cassedy	Appraiser	National Archives and Records Administration - Records Management Services

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