

## Request for Records Disposition Authority

Records Schedule Number      DAA-0408-2013-0007  
Schedule Status                Approved

Agency or Establishment      Federal Transit Administration  
Record Group / Scheduling Group    Records of the Federal Transit Administration  
Records Schedule applies to      Major Subdivision  
Major Subdivision                The Office of Civil Rights  
Schedule Subject                Equal Employment Opportunity (EEO)  
Internal agency concurrences will be provided      No

Background Information              This records series includes internal and external files involving EEO.

### 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0408-2013-0007

Sequence Number	
1	Internal EEO Files Disposition Authority Number: DAA-0408-2013-0007-0001
2	External EEO files. Disposition Authority Number: DAA-0408-2013-0007-0002

## Records Schedule Items

Sequence Number	
1	<p><b>Internal EEO Files</b></p> <p>Disposition Authority Number      DAA-0408-2013-0007-0001</p> <p>Employment applications, discriminatory complaints, EEO policies, and promotional documents.</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GRS or Superseded Authority Citation      N1-408-05-1/Item 1430 (1)</p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      Cut off at the end of fiscal year when case file is closed or when no longer needed.</p> <p>Transfer to Inactive Storage          Transfer to FRC three years after cutoff.</p> <p>Retention Period                      Destroy 10 year(s) after transfer.</p> <p><b>Additional Information</b></p> <p>GAO Approval                            Not Required</p>
2	<p><b>External EEO files.</b></p> <p>Disposition Authority Number      DAA-0408-2013-0007-0002</p> <p>Affirmative action records, hiring applications, promotions or upgrading, demotion, transferable documents. Contractual records of FTA applicants, recipients, sub-recipients, contractors, and/or subcontractors policies.</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>

Disposition Instruction

Cutoff Instruction

Cut off at the end of fiscal year when case file is closed or when no longer needed.

Transfer to Inactive Storage

Transfer to FRC three years after cutoff.

Retention Period

Destroy 10 year(s) after transfer.

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
03/28/2013	Certify	Danielle Tyler	Records Officer	Federal transit administration - Information technology (TAD-20)
01/05/2016	Submit for Concurrency	Jim Cassedy	Appraiser	National Archives and Records Administration - Records Management Services
01/07/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
01/07/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
01/08/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist