

INACTIVE -- ALL ITEMS SUPERSEDED

Request for Records Disposition Authority

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

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of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

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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

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Records Schedule Items

Sequence Number	
1	<p data-bbox="345 380 607 411">Internal EEO Files</p> <p data-bbox="345 432 1149 464">Disposition Authority Number DAA-0408-2013-0007-0001</p> <p data-bbox="345 485 1343 558">Employment applications, discriminatory complaints, EEO policies, and promotional documents.</p> <p data-bbox="345 579 915 611">Final Disposition Temporary</p> <p data-bbox="345 632 873 663">Item Status Inactive</p> <p data-bbox="345 684 818 716">Is this item media neutral? Yes</p> <p data-bbox="345 737 802 768">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 data-bbox="345 884 1474 1377">Inactive Status Explanation This item is inactive because it was superseded by New Disposition Authority Number: DAA-GRS-2018-0002-0001 New Disposition Authority Number: DAA-GRS-2018-0002-0007 New Disposition Authority Number: DAA-GRS-2018-0002-0008 New Disposition Authority Number: DAA-GRS-2018-0002-0012 New Disposition Authority Number: DAA-GRS-2018-0002-0013 New Disposition Authority Number: DAA-GRS-2018-0002-0014</p> <p data-bbox="345 1419 659 1451">Disposition Instruction</p> <p data-bbox="345 1472 1435 1545">Cutoff Instruction Cut off at the end of fiscal year when case file is closed or when no longer needed.</p> <p data-bbox="345 1566 1321 1598">Transfer to Inactive Storage Transfer to FRC three years after cutoff.</p> <p data-bbox="345 1619 1219 1650">Retention Period Destroy 10 year(s) after transfer.</p> <p data-bbox="345 1692 656 1724">Additional Information</p> <p data-bbox="345 1745 948 1776">GAO Approval Not Required</p>
2	<p data-bbox="345 1808 607 1839">External EEO files.</p> <p data-bbox="345 1860 1149 1892">Disposition Authority Number DAA-0408-2013-0007-0002</p>

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Affirmative action records, hiring applications, promotions or upgrading, demotion, transferable documents. Contractual records of FTA applicants, recipients, sub-recipients, contractors, and/or subcontractors policies.

Final Disposition Temporary

Item Status Inactive

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Inactive Status Explanation This item is inactive because it was superseded by New Disposition Authority Number: DAA-GRS-2018-0002-0007
New Disposition Authority Number: DAA-GRS-2018-0002-0008
New Disposition Authority Number: DAA-GRS-2018-0002-0012
New Disposition Authority Number: DAA-GRS-2018-0002-0001
New Disposition Authority Number: DAA-GRS-2018-0002-0013
New Disposition Authority Number: DAA-GRS-2018-0002-0014

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

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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
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