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| REQUEST FOR RECORDS DISPOSITION AUTHORITY | | JOB NUMBER <i>NI-408-12-2</i> | |
| TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001 | | Date received <i>12/13/11</i> | |
| 1. FROM (Agency or establishment) U.S. Department of Transportation (DOT) | | NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. | |
| 2. MAJOR SUBDIVISION Federal Transit Administration (FTA) | | | |
| 3. MINOR SUBDIVISION | | | |
| 4. NAME OF PERSON WITH WHOM TO CONFER Danielle Tyler | 5. TELEPHONE NUMBER (202) 366-5160 | DATE <i>12 Dec 14</i> | ARCHIVIST OF THE UNITED STATES <i>[Signature]</i> |
| 6. 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 on the attached _____ page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested. | | | |
| DATE <i>9-20-11</i> | SIGNATURE OF AGENCY REPRESENTATIVE <i>Danielle Tyler</i> | | TITLE Records Officer |
| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
| 1. | <p>OTrak Application (Oversight tracking system)</p> <p>OTrak assists FTA staff in their responsibilities for managing grantee oversight review activities. OTrak specifically supports review activities with a central repository of oversight data, interfaces with TEAM and OASIS as records of source for certain data, and annual grantee assessment activities, annual review planning activities, grantee review management and finding follow-up activities, and program performance measurements.</p> <p>This record series includes Otrak grantee oversight review records.</p> <p>System documentation will be included in the General Records Schedule (GRS).</p> <p>NOTE: The disposition instructions apply to all the described records regardless of physical media.</p> | | |

a. ~~Input files.~~ Documents from which information and various comments are input to the OTrak System.

~~Disposition: Temporary.~~
Destroy immediately after verification of successful conversion, but longer retention is authorized if required for business use. GRS (New) 4.3, Item 010.

b. Master files.

Disposition: **Temporary.** Cut-off and transfer electronic media (disks, etc.) to FRC at the end of the fiscal year for storage in special electronic storage facilities. Destroy/Delete six years after cut-off.

e. ~~Output files:~~

~~Disposition: Temporary: Destroy when business use ceases GRS (New) 4.3, Item 031~~