

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
10 NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>N1-408-95-1</i>	DATE RECEIVED <i>2/7/95</i>
1. FROM (Agency or establishment) U.S. Department of Transportation		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Federal Transit Administration		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3. MINOR SUBDIVISION Office of Management Information Systems			
4 NAME OF PERSON WITH WHOM TO CONFER Karen Shaw	5. TELEPHONE (202) 366-9537	DATE <i>4-3-95</i>	ARCHIVIST OF THE UNITED STATES <i>Archie Ludman Peters</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 2 page(s) are not now needed for the business of 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,

is not required; is attached; or has been requested.

DATE 2/1/95	SIGNATURE OF AGENCY REPRESENTATIVE <i>Karen Shaw</i>	TITLE Admin. Spec., FTA/TAD-20
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See attached description and proposed disposition of the Grant Management Information System (GMIS) Files and Documentation.		

Copies sent to agency, NNE, NNT, NSX, NIA, NCF 4/6/95

REQUEST FOR RECORDS DISPOSITION AUTHORITY--CONTINUATION

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Job Number M1-408-95-1

ITEM NO. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

1. GRANT MANAGEMENT INFORMATION SYSTEM (GMIS).

The Grant Management Information System consists of Federal Transit Administration's historical records of fiscal budgets, grant awards and post grant management activities. GMIS supports the planning and management of grants and major capital projects by providing information on project budget, activities, expenditures and schedules. GMIS covers national records that are maintained for statistical reporting to the United States Congress and Office of Management and Budget. GMIS superseded the Management Accounting Control System (MACS). Information from the MACS was input into GMIS, thus there are data dated as early as 1962 in GMIS.

- A. GMIS Grant/Contract File. The records include data covering account activity; amendment summary information; budget line item milestone tracking information; and grant/contract basic information.

Inclusive Dates: 1986 and thereafter

Sort Statement: The files are sorted by project number.

Statement of Restrictions (FOIA): There are no public access restrictions.

Current Volume: 1 Cartridge

Estimate of Annual Accumulation: 1 Cartridge

Disposition: **Permanent**. Cutoff annually at the end of the fiscal year. Transfer a copy to the National Archives 3 months after the cutoff.

- B. GMIS Fiscal Budget File. The records include data covering formula apportionment; holds pending amount until authorized; and operating budget.

Inclusive Dates: 1986 and thereafter

Sort Statement: The files are sorted by fiscal year and thereunder by appropriation number.

Statement of Restrictions (FOIA): There are no public access restrictions.

Current Volume: 1 Cartridge

Estimate of Annual Accumulation: 1 Cartridge

Disposition: **Permanent**. Cutoff annually at the end of the fiscal year. Transfer a copy to the National Archives 3 months after the cutoff.

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Job Number NI-408-95-1

ITEM NO. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

- C. GMIS Recipient [Grantee] File. The records include data covering grantee audit; certification information; civil rights certification; congressional district; geographic location codes; and triennial review.

Inclusive Dates: 1986 and thereafter

Sort Statement: The files are sorted numerically by grantee code.

Statement of Restrictions (FOIA): There are no public access restrictions.

Current Volume: 1 Cartridge

Estimate of Annual Accumulation: 1 Cartridge

Disposition: **Permanent**. Cutoff annually at the end of the fiscal year. Transfer a copy to the National Archives 3 months after the cutoff.

- D. GMIS Documentation. Systems specifications, file specifications, codebooks, record layouts, users guides, output specifications, and final reports (regardless of medium).

Inclusive Dates: 1986 and thereafter.

Arrangement: There is no special arrangement.

Statement of Restrictions (FOIA): There are no public access restrictions.

Current Volume: Less than 1 Cubic Foot

Estimate of Annual Accumulation: Less than 1 Cubic Foot

Disposition: **Permanent**. Transfer copy of documentation with GMIS Files (Grant/Contract, Fiscal Budget and Recipient [Grantee]). Transfer updates and changes annually with subsequent transfer of the GMIS Files.