

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIRA)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)

Department of Transportation

2. MAJOR SUBDIVISION

Federal Transit Administration

3. MINOR SUBDIVISION

Office of Management Systems

4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE

Karen Shaw

202-366-9537

LEAVE BLANK (NARA use only)

JOB NUMBER

N1-408-95-2

DATE RECEIVED

5-11-95

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE

AUG 10 1995

ARCHIVIST OF THE UNITED STATES

Ed W. Carl

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

5/4/95

SIGNATURE OF AGENCY REPRESENTATIVE

Karen Shaw

TITLE

Administrative Specialist, FTA/ TAD-20

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 GRS OR SUPERSEDED JOB CITATION	10.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 National Transit Database (NTD) Files and Documentation.		

Copies sent to Agency, NNE, NNT, N.S.V, NIA 8/25/95

REQUEST FOR RECORDS DISPOSITION AUTHORITY--CONTINUATION

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Job Number 11-408-95-2

ITEM NO. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

1. NATIONAL TRANSIT DATABASE (NTD) FILES [Previously known as SECTION 15]. The National Transit Database records consist of detailed summaries of financial and operating data submitted to the Federal Transit Administration by the nation's mass transit systems. Extensive data are provided by approximately 600 of the nation's mass transit systems, including systems operated and/or administered by transit authorities, states, city departments and private operators under contract to public agencies. All applicants and direct beneficiaries of Federal assistance under Section 9 of the UMT Act are subject to the reporting system and the uniform system of accounts and records. The purpose of the NTD to assist in meeting the needs for information on which to base planning for public transportation services and to make public sector investment decisions at all levels of government.

A. Inputs/Source Records. *GPS 20, item 2a*
Inclusive Dates: July 1978 and thereafter
Arrangement/Sort Statement: There is no special arrangement.
Privacy Act Restrictions: There are no restrictions.

Disposition: Temporary. Destroy (paper records) after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the master/history file, whichever is later.

Disposition: Temporary. Delete (electronic records) when data have been entered into the master file or data base and verified, or when no longer required to support reconstruction of, or serve as back-up to, a master/history file or data base, whichever is later.

B. Master/History Files

Inclusive Dates: July 1978 and thereafter.
Arrangement/Sort Statement: The files are arranged by region and thereunder by transit identification number.
Statement of Restrictions (FOIA): There are no public access restrictions.
Current Volume: 15 Reels
Estimate of Annual Accumulation: 1 Reel
Disposition: Permanent. Cutoff Annually. Transfer a copy to the National Archives 24 months after the cutoff.

REQUEST FOR RECORDS DISPOSITION AUTHORITY--CONTINUATION

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Job Number NI-408-95-2

ITEM NO. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

- C. Documentation. Systems specifications, file specifications, codebooks, record layouts, users guides, output specifications, and final reports (regardless of medium) relating to NTD Files.

Inclusive Dates: July 1978 and thereafter.

Arrangement/Sort Statement: There is no special arrangement.

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

Current Volume: 1 Cubic Foot

Estimate of Annual Accumulation: Less than 1 Cubic Foot

Disposition: Permanent. Transfer copy of documentation with NTD Files. Transfer updates and changes annually with subsequent transfer of the NTD Files.