

Request for Records Disposition Authority

Records Schedule Number DAA-0399-2015-0002

Schedule Status Approved

Agency or Establishment Federal Railroad Administration

Record Group / Scheduling Group Records of the Federal Railroad Administration

Records Schedule applies to Agency-wide

Schedule Subject Social Media

Internal agency concurrences will be provided No

Background Information Social Media applications are web-based applications that provide enhanced information sharing and collaboration by facilitating horizontal communications among multiple users. Examples of Social Media applications include social networking sites/platforms, video sharing sites/platforms and blogs. Social Networking sites/platforms such as Facebook, YouTube, and Twitter, provide information to registered users and may also be used to promote communication and collaboration among users.

Note: All three subsets of the record serie described below may have comments. Comments inconsistent with FRA's policies will be captured and retained off-line for the duration of the time frames outlined below while the original comment will be deleted.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0399-2015-0002

Sequence Number	
1	Social Media Records Disposition Authority Number: DAA-0399-2015-0002-0001

Records Schedule Items

Sequence Number																			
1	<p data-bbox="370 417 665 446">Social Media Records</p> <p data-bbox="370 470 1130 500">Disposition Authority Number DAA-0399-2015-0002-0001</p> <p data-bbox="370 523 1471 953">Social Media Records include the following types of records: Social Media Postings: Information posted by agency staff via agency accounts on social media sites/platforms. The types of content posted to the FRA's social media sites may include, but is not limited to: announcements promoting FRA events or policies; links to FRA press releases; articles; historical information; and photos and videos from rail-road related events. Social Media Videos: Postings to agency accounts on video sharing sites (i.e. YouTube) of videos regarding FRA operations and programs intended for public distribution Note: (Record copies of videos, maintained by originating FRA offices, are covered under disposition authority DAA-0399-2013-0002/9 and are Permanent). Blogs: Blog entries by agency staff via agency accounts promoting FRA's mission critical activities for both internal and external audiences.</p> <table data-bbox="370 974 1192 1406"> <tr> <td>Final Disposition</td><td>Temporary</td></tr> <tr> <td>Item Status</td><td>Active</td></tr> <tr> <td>Is this item media neutral?</td><td>No</td></tr> <tr> <td>Explanation of limitation</td><td>All items are electronic in nature</td></tr> <tr> <td>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</td><td>Yes</td></tr> <tr> <td>Do any of the records covered by this item exist as structured electronic data?</td><td>No</td></tr> </table> <p data-bbox="370 1442 665 1472">Disposition Instruction</p> <table data-bbox="370 1495 1471 1655"> <tr> <td>Cutoff Instruction</td><td>Cutoff files at the end of the calendar year.</td></tr> <tr> <td>Retention Period</td><td>Destroy 3 year(s) after cutoff or when no longer relevant to the Agency's mission occurs, whichever is later</td></tr> </table> <p data-bbox="370 1691 662 1721">Additional Information</p> <table data-bbox="370 1744 938 1774"> <tr> <td>GAO Approval</td><td>Not Required</td></tr> </table>	Final Disposition	Temporary	Item Status	Active	Is this item media neutral?	No	Explanation of limitation	All items are electronic in nature	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes	Do any of the records covered by this item exist as structured electronic data?	No	Cutoff Instruction	Cutoff files at the end of the calendar year.	Retention Period	Destroy 3 year(s) after cutoff or when no longer relevant to the Agency's mission occurs, whichever is later	GAO Approval	Not Required
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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
09/10/2015	Certify	Kim Toone	Records Management Officer	Department of Transportation - Federal Railroads Administration
09/24/2015	Return for Revision	Jim Cassedy	Appraiser	National Archives and Records Administration - Records Management Services
09/28/2015	Submit For Certification	Tracey Schut	Records Analyst	Department of Transportation - Federal Railroad Administration
09/28/2015	Certify	Kim Toone	Records Management Officer	Department of Transportation - Federal Railroads Administration
02/03/2016	Submit for Concurrence	Jim Cassedy	Appraiser	National Archives and Records Administration - Records Management Services
02/03/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
02/04/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
02/05/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist