

INACTIVE -- ALL ITEMS SUPERSEDED

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: **DAA-0408-2013-0007**

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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>Internal EEO Files</p> <p>Disposition Authority Number DAA-0408-2013-0007-0001</p> <p>Employment applications, discriminatory complaints, EEO policies, and promotional documents.</p> <p>Final Disposition Temporary</p> <p>Item Status Inactive</p> <p>Is this item media neutral? Yes</p> <p>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>Inactive Status Explanation This item is inactive because it was superseded by New Disposition Authority Number: DAA-GRS-2018-0002-0001 New Disposition Authority Number: DAA-GRS-2018-0002-0007 New Disposition Authority Number: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>Disposition Instruction</p> <p>Cutoff Instruction Cut off at the end of fiscal year when case file is closed or when no longer needed.</p> <p>Transfer to Inactive Storage Transfer to FRC three years after cutoff.</p> <p>Retention Period Destroy 10 year(s) after transfer.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>External EEO files.</p> <p>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

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