

## Request for Records Disposition Authority

Records Schedule Number DAA-0408-2013-0008

Schedule Status Approved

Agency or Establishment Federal Transit Administration

Record Group / Scheduling Group Records of the Federal Transit Administration

Records Schedule applies to Agency-wide

Schedule Subject Web Applications

Internal agency concurrences will be provided No

Background Information FTA's Webapps are derived from FTA's Applications Development and Maintenance Team (ADMT), which is part of the Office of Information Technology (TAD-20) under the Office of Administration (TAD). Webapps consist of all the web base applications created by FTA.

### Item Count

| Number of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |
|-----------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| 9                                 | 0                                     | 9                                     | 0                                     |

### GAO Approval

## Outline of Records Schedule Items for DAA-0408-2013-0008

| Sequence Number |   |
|-----------------|---|
| 1               | Administrative Management Expense System (AMES)<br>Disposition Authority Number: DAA-0408-2013-0008-0001    |
| 2               | Change Tracking System (CTS)<br>Disposition Authority Number: DAA-0408-2013-0008-0002                       |
| 3               | Charter Registration<br>Disposition Authority Number: DAA-0408-2013-0008-0003                               |
| 4               | Contact Us Tool<br>Disposition Authority Number: DAA-0408-2013-0008-0004                                    |
| 5               | Discretionary Grants System (DGS)<br>Disposition Authority Number: DAA-0408-2013-0008-0005                  |
| 6               | Fast Track<br>Disposition Authority Number: DAA-0408-2013-0008-0006   |
| 7               | Innovative Practices for Increase Ridership (IPIR)<br>Disposition Authority Number: DAA-0408-2013-0008-0007 |
| 8               | Operations and Staff Information System (OASIS)<br>Disposition Authority Number: DAA-0408-2013-0008-0008    |
| 9               | Program Guidance (ProGuide)<br>Disposition Authority Number: DAA-0408-2013-0008-0009                        |

## Records Schedule Items

| Sequence Number |  |
|-----------------|--|
| 1               | <p><b>Administrative Management Expense System (AMES)</b></p> <p>Disposition Authority Number      DAA-0408-2013-0008-0001</p> <p>a web-based application by which the Administrative Budget execution process can be displayed electronically through these four basic accounting steps: Allocating, Budgeting, Obligating, and Invoicing.</p> <p>Final Disposition                      Temporary</p> <p>Item Status                              Active</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><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      End of the Fiscal year.</p> <p>Retention Period                      Destroy 6 year(s) after cut-off or when no longer needed for reference occurs, whichever is later</p> <p><b>Additional Information</b></p> <p>GAO Approval                          Not Required</p> |
| 2               | <p><b>Change Tracking System (CTS)</b></p> <p>Disposition Authority Number      DAA-0408-2013-0008-0002</p> <p>a web-based application that documents all software change requests (SCRs) made to agency applications and tracks configuration change requests (CCRs) that relate to security, infrastructure, and network resources.</p> <p>Final Disposition                      Temporary</p> <p>Item Status                              Active</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><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      At the end of the fiscal year</p>   |

|   |  |   |
|---|--|---|
| 3 | Retention Period   | Destroy 6 year(s) after cut-off or when no longer needed for reference occurs, whichever is later |
|   | Additional Information   |   |
|   | GAO Approval   | Not Required  |
|   | Charter Registration   |   |
|   | Disposition Authority Number   | DAA-0408-2013-0008-0003   |
|   | is a system to support FTA's effort to electronically register private charter operators so that FTA grant recipients can notify those companies when the grant recipient receives a request for charter service. In addition, this information is available to individuals and groups in the general public who wish to find private charter operators in their area. FTA has found that grant recipients are by-passing private charter operators, which is a violation of FTA's regulations.  |   |
|   | Final Disposition  | Temporary   |
|   | Item Status  | Active  |
|   | 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  |
| 4 | Disposition Instruction  |   |
|   | Cutoff Instruction   | At the end of he fiscal year.   |
|   | Retention Period   | Destroy 6 year(s) after cut-off or when no longer need for reference occurs, whichever is later   |
|   | Additional Information   |   |
|   | GAO Approval   | Not Required  |
|   | Contact Us Tool  |   |
|   | Disposition Authority Number   | DAA-0408-2013-0008-0004   |
|   | a web-based application that supports FTA's continuous improvement effort by measuring FTA responsiveness and customer satisfaction in answering inquiries submitted through the FTA Public website and to promote accountability of FTA staff. The goal of this tool is to provide accurate and timely responses to inquiries and to provide stakeholders with a comprehensive and easy to navigate list of FAQs to reduce unnecessary burden to FTA staff. The Contact Us tool is accessible to designated Program Office Contacts (POCs) who are responsible for responding to inquiries submitted through the Public tool. |   |
|   | Final Disposition  | Temporary   |
|   |  |   |

|   |   |   |
|---|---|---|
| 5 | Item Status   | Active  |
|   | 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  |
|   | Disposition Instruction   |   |
|   | Cutoff Instruction  | At the end of the fiscal year.  |
|   | Retention Period  | Destroy 6 year(s) after cut-off or when no longer needed for reference occurs, whichever is later |
|   | Additional Information  |   |
|   | GAO Approval  | Not Required  |
|   | Discretionary Grants System (DGS)   |   |
|   | Disposition Authority Number  | DAA-0408-2013-0008-0005   |
| 6 | a centralized and secured web-based application that allows FTA to effectively collect and evaluate discretionary grant applications submitted through Grants.Gov. The system contains the submitted applications (SF424, attachments and FTA's Supplemental form) and information related to the evaluation process (projects, evaluations and recommendations). |   |
|   | Final Disposition   | Temporary   |
|   | Item Status   | Active  |
|   | 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  |
|   | Disposition Instruction   |   |
|   | Cutoff Instruction  | At the end of the fiscal year.  |
|   | Retention Period  | Destroy 6 year(s) after cut-off or when no longer needed for reference occurs, whichever is later |
|   | Additional Information  |   |
|   | GAO Approval  | Not Required  |
| 6 | Fast Track  |   |
|   | Disposition Authority Number  | DAA-0408-2013-0008-0006   |

FTA's primary resource for tracking Section 5309 New Starts projects. It is an enterprise wide FTA system, allowing TPE to monitor applications for projects, ratings, and priority recommendations for funding, and hand off projects to TPM. Both offices then monitor projects to completion and beyond. The History feature allows users to analyze trends over time: from planning, to design, construction, and opening.

Final Disposition Temporary

Item Status Active

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

#### Disposition Instruction

Cutoff Instruction At the end of the fiscal year.

Retention Period Destroy 6 year(s) after cut-off or when no longer needed for reference occurs, whichever is later

#### Additional Information

GAO Approval Not Required

#### Innovative Practices for Increase Ridership (IPIR)

Disposition Authority Number DAA-0408-2013-0008-0007

a web-based application for collecting and sharing ridership innovative practices. This application allows transit agencies to share ideas and successful implementations which have increased ridership. The general public can submit innovative practices; FTA evaluates the submissions and authorizes them to be available for viewing through the Public Tool. The Public tool is available to all users, including the general public.

Final Disposition Temporary

Item Status Active

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

#### Disposition Instruction

Cutoff Instruction At the end of the fiscal year.

|   |   |   |
|---|---|---|
| 8 | Retention Period  | Destroy 6 year(s) after cut-off or when no longer needed for reference occurs, whichever is later |
|   | Additional Information  |   |
|   | GAO Approval  | Not Required  |
|   | Operations and Staff Information System (OASIS)   |   |
|   | Disposition Authority Number  | DAA-0408-2013-0008-0008   |
|   | a tool for tracking FTA's employee data - specifically work and personal contact information - in a centralized repository. OASIS also handles various employee business processes for New, Separated, Transferred, Detailed, and Shared employees as well as Name Changes and Moves within an FTA program office. OASIS allows each FTA user to update their own personal information, including emergency contacts. |   |
|   | Final Disposition   | Temporary   |
|   | Item Status   | Active  |
|   | 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  |
| 9 | Disposition Instruction   |   |
|   | Cutoff Instruction  | At the end of the fiscal year.  |
|   | Retention Period  | Destroy 6 year(s) after cut-off or when no longer needed for reference occurs, whichever is later |
|   | Additional Information  |   |
|   | GAO Approval  | Not Required  |
|   | Program Guidance (ProGuide)   |   |
|   | Disposition Authority Number  | DAA-0408-2013-0008-0009   |
|   | is a web-based application designed to support FTA's effort to track guidance and ensure it is disseminated consistently throughout FTA. Program Analyst and Tool Administrators will be able to edit submissions and add guidance to these inquiries. Only guidance approved by Tool Administrators will be available for the rest of FTA to access.   |   |
|   | Final Disposition   | Temporary   |
|   | Item Status   | Active  |
|   | 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

**Disposition Instruction**

Cutoff Instruction

At the end of the fiscal year.

Retention Period

Destroy 6 year(s) after cut-off or when no longer  
needed for reference occurs, whichever is later

**Additional Information**

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   |
|------------|------------------------|------------------|---|--|
| 04/09/2013 | Certify                | Danielle Tyler   | Records Officer                               | Federal transit administration - Information technology (TAD-20)                   |
| 05/16/2016 | Submit for Concurrence | Jim Cassedy      | Appraiser                                     | National Archives and Records Administration - Records Management Services         |
| 05/20/2016 | Concur                 | Margaret Hawkins | Director of Records Management Services       | National Records Management Program - ACNR Records Management Services             |
| 05/20/2016 | Concur                 | Laurence Brewer  | Director, National Records Management Program | National Archives and Records Administration - National Records Management Program |
| 05/27/2016 | Approve                | David Ferriero   | Archivist of the United States                | Office of the Archivist - Office of the Archivist                                  |