

Request for Records Disposition Authority

Records Schedule Number DAA-0408-2013-0009

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 TEAM Application (Grants system)

Internal agency concurrences will be provided No

Background Information TEAM is a grants management application that was developed in 1998 to fulfill government mandates which allowed the public increased accessibility to Federal Assistance Programs by replacing paper-laden processes with electronic processes. Emerging technology allowed for increased accessibility and TEAM-Web was developed and released in October, 2001. Currently, TEAM supports FTA in its mission to manage the application, review, approval, award, notification, management, and closure of grants. It also processes cooperative agreements and non-administrative procurements.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0408-2013-0009

Sequence Number	
1	TEAM Master Files Disposition Authority Number DAA-0408-2013-0009-0001

Records Schedule Items

Sequence Number	
1	<p>TEAM Master Files</p> <p>Disposition Authority Number DAA-0408-2013-0009-0001</p> <p>Records relating to applicants for and recipients of FTA financial assistance, financial assistance awards from FTA (i.e. grants, cooperative agreements, contracts, interagency agreements, and loans), information about FTA's management of projects funded by the agency, oversight of recipients of federal financial assistance, FTA budgets, apportionments, allocations, user information, and any other record that is entered into TEAM but not specifically referenced</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>GRS or Superseded Authority Citation N1-408-92-001</p> <p>Disposition Instruction</p> <p>Cutoff Instruction At the 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>Additional Information</p> <p>GAO Approval Not Required</p>

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)
07/24/2013	Submit for Concurrence	Jim Cassedy	Appraiser	National Archives and Records Administration - Records Management Services
08/06/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
08/06/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
08/07/2013	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist