

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0408-2020-0002

Status: APPROVED
Date Approved: 04/11/2024

General Information

Agency or Establishment	Federal Transit Administration
Record/Scheduling Group	0408 - Records of the Federal Transit Administration
Records Schedule Applies To	Agency Subdivision
Major Subdivision	The Office of Information Technology
Schedule Subject	WebApps/GSS (Web Applications/General Support Systems)
Additional Schedule Information	The WebApps/GSS (Web Applications/General Support Systems) supports FTA's Office of Administration's (TAD) Office of Information Technology (TAD-20) group in providing complete and comprehensive web-based application development and maintenance, and the related infrastructure, security, Section 508 and WCAG compliance, training and helpdesk support.
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	No- The records covered by this schedule do not implicate Tribal interests

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Item Count

Total number of disposition items: 2

Number of Temporary disposition items: 2

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Records Schedule Number: DAA-0408-2020-0002

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Outline of Records Schedule Items for DAA-0408-2020-0002

Item #	Title	Disposition
0004	Electronic Flow (eFlow)	Temporary
0010	Charter Reporting	Temporary

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Records Schedule Items

DAA-0408-2020-0002-0004		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Electronic Flow (eFlow)	
Item Description	Allows all FTA users to submit, manage, and track a request through any kind of approval process within FTA. Users have the option to add tasks, select a task flow type, upload documents, or refer to a link where the document is stored to the request.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cutoff closed tickets at the end of the Fiscal Year.	
Retention Period	Destroy 6 year(s) after cutoff	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

DAA-0408-2020-0002-0010		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Charter Reporting	
Item Description	Charter Reporting is a tool which will be available for the purposes of submitting and searching reports that are required to be uploaded quarterly by Charter Bus recipients. The tool will be accessible to the public for searching reports. It will be accessible to FTA employees for purposes of administration, including but not limited to accepting or declining user applications, creating new user accounts, editing user accounts, and uploading reports and searching reports.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		

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Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff the final charter report at the end of the Fiscal Year.
Retention Period	Destroy 6 year(s) after cutoff or when when no longer needed occurs, whichever is later
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

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Signatory Information

Action	User	Date
Accept	Data Migration	11/02/2021
Approve	Colleen Shogan	04/11/2024