

Request for Records Disposition Authority

Records Schedule Number **DAA-0408-2020-0003**

Schedule Status **Approved**

Agency or Establishment **Federal Transit Administration**

Record Group / Scheduling Group **Records of the Federal Transit Administration**

Records Schedule applies to **Major Subdivision**

Major Subdivision **Office of Planning and Environment**

Schedule Subject **Simplified Trips on Project Software (STOPS) geospatial information**

Internal agency concurrences will
be provided **No**

Background Information **Geospatial data is information that is tied to a location on the Earth, including by identifying the geographic location and characteristics of natural or constructed features and boundaries on the Earth, and that is generally represented in vector datasets by points, lines, polygons, or other complex geographic features or phenomena.**

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of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

Outline of Records Schedule Items for DAA-0408-2020-0003

Sequence Number	
1	Master File Disposition Authority Number: DAA-0408-2020-0003-0001
2	Reports Disposition Authority Number: DAA-0408-2020-0003-0002

Records Schedule Items

Sequence Number	
1	<p>Master File</p> <p>Disposition Authority Number DAA-0408-2020-0003-0001</p> <p>US Census Transportation Planning Products (CTPP) data and other census data, Metropolitan Planning Organization (MPO) data, transit boarding count data and General Transit Feed Specification (GTFS) data, which contains geospatial information.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation Electronic records only.</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>Disposition Instruction</p> <p>Cutoff Instruction cutoff when new data is available.</p> <p>Transfer to Inactive Storage Inactive storage will be a network drive on the FTA platform.</p> <p>Retention Period Destroy when no longer needed</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Reports</p> <p>Disposition Authority Number DAA-0408-2020-0003-0002</p> <p>Reports on the CIG (Capital Investment Grant) projects</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>Disposition Instruction</p>

Cutoff Instruction	Cutoff inactive files at the close of the project.
Retention Period	Destroy 5 year(s) after cutoff or when no longer needed. 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
01/27/2021	Certify	Danielle Higgs	Records Officer	Office of Administration - Office of Information Technology
08/05/2021	Return for Revision	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
10/13/2021	Submit For Certification	Danielle Higgs	Records Officer	Office of Administration - Office of Information Technology
10/13/2021	Certify	Danielle Higgs	Records Officer	Office of Administration - Office of Information Technology
08/19/2022	Submit for Concurrence	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
08/23/2022	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/24/2022	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
08/31/2022	Approve	Debra Wall	Deputy Archivist	National Archives and Records Administration - ND Archives I Office