

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0408-2025-0001

Status: APPROVED
Date Approved: 04/22/2026

General Information

Agency or Establishment	Federal Transit Administration
Record/Scheduling Group	0408 - Records of the Federal Transit Administration
Records Schedule Applies To	Agency-wide
Schedule Subject	Social Media
Additional Schedule Information	Social Media applications are web-based applications that provide enhanced information sharing and collaboration by facilitating horizontal communications among multiple users. Examples of Social Media applications include social networking sites/platforms, video sharing sites/platforms and blogs. Social Networking sites/platforms such as Facebook, YouTube, and Twitter, provide information to registered users and may also be used to promote communication and collaboration among users.
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: 1

Number of Temporary disposition items: 1

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0408-2025-0001

Item #	Title	Disposition
0001	Social Media Records	Temporary

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Records Schedule Items

DAA-0408-2025-0001-0001	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Social Media Records
Item Description	Social Media Records include the following types of records: Social Media Postings: Information posted by agency staff via agency accounts on social media sites/platforms. The types of content posted to the FTA's social media sites may include, but is not limited to: announcements promoting FTA events or policies; links to press releases; articles; historical information; and photos and videos from transit related events. Social Media Videos: Postings to agency accounts on video sharing sites (i.e. YouTube) of videos regarding FTA operations and programs intended for public distribution via agency accounts promoting FTA's mission critical activities.
Is this item media neutral?	No
Media limitation	Digital only
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	Cut off at end of Calendar year.
Retention Period	Destroy 3 year(s) after cutoff
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
Approve	Edward Forst (Acting Archivist)	04/22/2026



Office of the Chief
Records Officer for the
U.S. Government

This schedule was signed outside of the ERA system using Standard Form 115.

NARA staff updated ERA to reflect this approval, moving the record schedule into an approved status. The approved status allows for generation of a PDF indicating that the schedule has been approved, and allows an agency to use the schedule in ERA to create transfer requests. The approved date in the system and on the PDF version of the records schedule reflects the system actions.