

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-408-11-26</i>	
TO NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>7-28-11</i>	
1 FROM (Agency or establishment) U S Department of Transportation (DOT)		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION Federal Transit Administration (FTA)			
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Danielle Tylei	5 TELEPHONE NUMBER (202) 366-5160	DATE <i>4/24/12</i>	ARCHIVIST OF THE UNITED STATES <i>WITHDRAWN</i>
6 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 on the attached _____ page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input type="checkbox"/> is not required <input type="checkbox"/> is attached or <input type="checkbox"/> has been requested			
DATE <i>6-30-11</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Danielle Tylei</i>		TITLE Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	<p>PRISM Application (Procurement system)</p> <p>PRISM is a comprehensive, acquisition tracking system that automates each step of the procurement process. PRISM enables FTA to fulfill a governmental mandate of transparency and transition from a manual procurement process to an automated process.</p> <p>This record series includes PRISM application records.</p> <p>System documentation will be included in the General Records Schedule (GRS).</p> <p>NOTE The disposition instructions apply to all the described records regardless of physical media.</p> <p>a. <u>Input files</u> Procurement related information such as vendor information, payment information, solicitations, statement of work, and Independent</p>		

	<p>Government Cost Estimate (IGCE)</p> <p>Disposition. Temporary. Destroy 5 years after date of close-out</p> <p>b <u>Master files</u> Requisitions, solicitations, bid evaluations, automatic milestone plan updates, status notifications, and file routing for approval</p> <p>Disposition. Permanent. Cut-off and transfer to NARA at the end of the fiscal year</p> <p>c <u>Output files.</u> Files are accessible for obligating documents, control purchase orders, generating reports, and tables</p> <p>Disposition. Temporary. Delete when the Agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes</p>		
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