

Request for Records Disposition Authority

Records Schedule Number DAA-0408-2013-0008
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 Web Applications
Internal agency concurrences will be provided No

Background Information FTA's Webapps are derived from FTA's Applications Development and Maintenance Team (ADMT), which is part of the Office of Information Technology (TAD-20) under the Office of Administration (TAD). Webapps consist of all the web base applications created by FTA.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
9	0	9	0

GAO Approval

Outline of Records Schedule Items for DAA-0408-2013-0008

Sequence Number	
1	Administrative Management Expense System (AMES) Disposition Authority Number: DAA-0408-2013-0008-0001
2	Change Tracking System (CTS) Disposition Authority Number: DAA-0408-2013-0008-0002
3	Charter Registration Disposition Authority Number: DAA-0408-2013-0008-0003
4	Contact Us Tool Disposition Authority Number: DAA-0408-2013-0008-0004
5	Discretionary Grants System (DGS) Disposition Authority Number: DAA-0408-2013-0008-0005
6	Fast Track Disposition Authority Number: DAA-0408-2013-0008-0006
7	Innovative Practices for Increase Ridership (IPIR) Disposition Authority Number: DAA-0408-2013-0008-0007
8	Operations and Staff Information System (OASIS) Disposition Authority Number: DAA-0408-2013-0008-0008
9	Program Guidance (ProGuide) Disposition Authority Number: DAA-0408-2013-0008-0009

Records Schedule Items

Sequence Number	
1	<p>Administrative Management Expense System (AMES)</p> <p>Disposition Authority Number DAA-0408-2013-0008-0001</p> <p>a web-based application by which the Administrative Budget execution process can be displayed electronically through these four basic accounting steps: Allocating, Budgeting, Obligating, and Invoicing.</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> <p>Cutoff Instruction 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>
2	<p>Change Tracking System (CTS)</p> <p>Disposition Authority Number DAA-0408-2013-0008-0002</p> <p>a web-based application that documents all software change requests (SCRs) made to agency applications and tracks configuration change requests (CCRs) that relate to security, infrastructure, and network resources.</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> <p>Cutoff Instruction At the end of the fiscal year</p>

3

Retention Period Destroy 6 year(s) after cut-off or when no longer needed for reference occurs, whichever is later

Additional Information

GAO Approval Not Required

Charter Registration

Disposition Authority Number DAA-0408-2013-0008-0003

is a system to support FTA's effort to electronically register private charter operators so that FTA grant recipients can notify those companies when the grant recipient receives a request for charter service. In addition, this information is available to individuals and groups in the general public who wish to find private charter operators in their area. FTA has found that grant recipients are by-passing private charter operators, which is a violation of FTA's regulations.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Disposition Instruction

Cutoff Instruction At the end of the fiscal year.

Retention Period Destroy 6 year(s) after cut-off or when no longer need for reference occurs, whichever is later

Additional Information

GAO Approval Not Required

4

Contact Us Tool

Disposition Authority Number DAA-0408-2013-0008-0004

a web-based application that supports FTA's continuous improvement effort by measuring FTA responsiveness and customer satisfaction in answering inquiries submitted through the FTA Public website and to promote accountability of FTA staff. The goal of this tool is to provide accurate and timely responses to inquiries and to provide stakeholders with a comprehensive and easy to navigate list of FAQs to reduce unnecessary burden to FTA staff. The Contact Us tool is accessible to designated Program Office Contacts (POCs) who are responsible for responding to inquiries submitted through the Public tool.

Final Disposition Temporary

	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	Disposition Instruction	
	Cutoff Instruction	At the end of the fiscal year.
	Retention Period	Destroy 6 year(s) after cut-off or when no longer needed for reference occurs, whichever is later
	Additional Information	
	GAO Approval	Not Required
5	Discretionary Grants System (DGS)	
	Disposition Authority Number	DAA-0408-2013-0008-0005
	a centralized and secured web-based application that allows FTA to effectively collect and evaluate discretionary grant applications submitted through Grants.Gov. The system contains the submitted applications (SF424, attachments and FTA's Supplemental form) and information related to the evaluation process (projects, evaluations and recommendations).	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	Disposition Instruction	
	Cutoff Instruction	At the end of the fiscal year.
	Retention Period	Destroy 6 year(s) after cut-off or when no longer needed for reference occurs, whichever is later
	Additional Information	
	GAO Approval	Not Required
6	Fast Track	
	Disposition Authority Number	DAA-0408-2013-0008-0006

FTA's primary resource for tracking Section 5309 New Starts projects. It is an enterprise wide FTA system, allowing TPE to monitor applications for projects, ratings, and priority recommendations for funding, and hand off projects to TPM. Both offices then monitor projects to completion and beyond. The History feature allows users to analyze trends over time: from planning, to design, construction, and opening.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Disposition Instruction

Cutoff Instruction At the end of the fiscal year.

Retention Period Destroy 6 year(s) after cut-off or when no longer needed for reference occurs, whichever is later

Additional Information

GAO Approval Not Required

Innovative Practices for Increase Ridership (IPIR)

Disposition Authority Number DAA-0408-2013-0008-0007

a web-based application for collecting and sharing ridership innovative practices. This application allows transit agencies to share ideas and successful implementations which have increased ridership. The general public can submit innovative practices; FTA evaluates the submissions and authorizes them to be available for viewing through the Public Tool. The Public tool is available to all users, including the general public.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Disposition Instruction

Cutoff Instruction At the end of the fiscal year.

8	Retention Period	Destroy 6 year(s) after cut-off or when no longer needed for reference occurs, whichever is later
	Additional Information	
	GAO Approval	Not Required
	Operations and Staff Information System (OASIS)	
	Disposition Authority Number	DAA-0408-2013-0008-0008
	a tool for tracking FTA's employee data - specifically work and personal contact information - in a centralized repository. OASIS also handles various employee business processes for New, Separated, Transferred, Detailed, and Shared employees as well as Name Changes and Moves within an FTA program office. OASIS allows each FTA user to update their own personal information, including emergency contacts.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
Disposition Instruction		
Cutoff Instruction	At the end of the fiscal year.	
Retention Period	Destroy 6 year(s) after cut-off or when no longer needed for reference occurs, whichever is later	
Additional Information		
GAO Approval	Not Required	
9	Program Guidance (ProGuide)	
	Disposition Authority Number	DAA-0408-2013-0008-0009
	is a web-based application designed to support FTA's effort to track guidance and ensure it is disseminated consistently throughout FTA. Program Analyst and Tool Administrators will be able to edit submissions and add guidance to these inquiries. Only guidance approved by Tool Administrators will be available for the rest of FTA to access.	
	Final Disposition	Temporary
	Item Status	Active
Is this item media neutral?	Yes	

Do any of the records covered
by this item currently exist in
electronic format(s) other than e-
mail and word processing?

No

Disposition Instruction

Cutoff Instruction

At the end of the fiscal year.

Retention Period

Destroy 6 year(s) after cut-off or when no longer
needed for reference 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
04/09/2013	Certify	Danielle Tyler	Records Officer	Federal transit administration - Information technology (TAD-20)
05/16/2016	Submit for Concurrency	Jim Cassedy	Appraiser	National Archives and Records Administration - Records Management Services
05/20/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/20/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
05/27/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist