

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

NCO 2920814

TO **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
Research and Special Programs Administration

2. MAJOR SUBDIVISION
Office of Facilitation

3. MINOR SUBDIVISION
Information Services Division

4. NAME OF PERSON WITH WHOM TO CONFER

Ellen Butler

5. TEL EXT

426-4486

LEAVE BLANK

JOB NO

NCL-398-81-5

DATE RECEIVED

July 31, 1981

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

9-8-81 *Edward Ueldon*
Date *acting* Archivist of the United States

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE <i>7/23/81</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Carol A. Sutton</i> Carol A. Sutton	E. TITLE OST Records Management Officer
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1	<p align="center"><u>INFORMATION SERVICES DIVISION</u></p> <p>The Information Services Division is located in the Office of Facilitation, Research and Special Programs Administration and is responsible for administering a program to gather, store, retrieve and publish transportation data and technical information in support of Research and Special Programs Administration (RSPA) programs. As such, the Division obtains information about hazardous materials transportation incidents, pipeline incidents and the annual reports from pipeline operators.</p> <p><u>HAZARDOUS MATERIALS INCIDENT FORMS</u> Material containing information on the nature of the transportation accident or hazardous materials release. Some of the information recorded includes the time and date of the incident, the number of deaths and injuries and the amount of damages, the names of the shipper, consignee and the transportation carrier involved.</p> <p>Transfer to Federal Records Center when three years old. FRC destroy when seven years old.</p>		<i>6 items</i>

*Closed Out: 9-11-81: R.T.D.
Copy to Agency, NNF, NCV*

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
2	<p><u>LEAK REPORTS - LIQUID PIPELINE OPERATOR</u></p> <p>Material similar in content to the hazardous materials incident form. Contains information on the time, date, location, cause and consequences of a pipeline leak.</p> <p>Transfer to Federal Records Center when three years old. FRC destroy when seven years old.</p>		
3	<p><u>ANNUAL REPORT - GAS TRANSMISSION AND GATHERING SYSTEMS</u></p> <p>Material submitted once a year which gives statistics on the type of pipe installed, mileage information, and accident statistics involving that particular pipeline company.</p> <p>Transfer to Federal Records Center when three years old. FRC destroy when seven years old.</p>		
4	<p><u>ANNUAL REPORT - DISTRIBUTION SYSTEM</u></p> <p>Material similar to the Gas transmission Report above, containing statistics on pipeline mileage, accidents and company repair practices.</p> <p>Transfer to Federal Records Center when three years old. FRC destroy when seven years old.</p>		
5	<p><u>LEAK REPORT - GAS TRANSMISSION AND GATHERING SYSTEMS</u></p> <p>Material similar to the leak report for liquid pipeline operators which documents the time, date, location, cause and consequences of a pipeline leak for a natural gas transmission company.</p> <p>Transfer to Federal Records Center when three years old. FRC destroy when seven years old.</p>		
6	<p><u>LEAK REPORT - GAS DISTRIBUTION SYSTEMS</u></p> <p>Material similar in content to the other leak reports, form to be filed by gas distribution operator.</p> <p>Transfer to Federal Records Center when three years old. FRC Destroy when seven years old.</p>		