

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER 71-467-01-1	DATE RECEIVED 8-24-2001
1. FROM (Agency or establishment) Research and Special Programs Administration (RSPA)		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Associate Administrator for Hazardous Materials Safety		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Office of Hazardous Materials Planning and Analysis (DHM-60)			
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Beverly Whitfield, Records Officer	(202) 366-8928	10-16-02	<i>John W. Paul</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 <u>2</u> page(s) are not now needed for the business of 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 checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 8/20/01	SIGNATURE OF AGENCY REPRESENTATIVE <i>Jesse L. Dobbs</i> JESSE L. DOBBS	TITLE Chief, Administrative Services Division	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	See attached sheet for description of records		
<i>Agency, Name</i>			

**The Office of Hazardous Materials Planning and Analysis
(DHIM-60)**

This series of office records are located in the Office of Hazardous Materials Planning and Analysis (OHMPA). The office is responsible for supporting RSPA's mission activities and identifies emerging, broad-based safety issues with emphasis on a strategic perspective. OHMPA coordinates the development of programmatic plans and accompanying budget documents. Provides financial and technical assistance as well as national direction and guidance to enhance state and local hazardous materials emergency planning and training pursuant to the Hazardous Materials Emergency Preparedness (HMEP) Grants Program.

1. Hazardous Materials Emergency Preparedness Grant Program. Federal Hazardous Materials Transportation Law authorizes the Department of Transportation to provide assistance to public sector employees through training and planning grants to States, Territories, and Native American tribes for emergency response. The purpose of the grants program is to increase State, Territorial, Tribal, and local effectiveness in safely and efficiently handling hazardous materials accidents and incidents, enhance implementation of the Emergency Planning and Community Right-to-Know Act of 1988 (EPCRA), and encourage a comprehensive approach to emergency training and planning by incorporating the unique challenge of responses to transportation situations. One application is completed each year for each of the 50 States, District of Columbia, 5 Territories and several Native American tribes. Total accumulation is 42 feet, from 1993 to 2000. Annual accumulation is 6 feet.
 - A. Hazardous Materials Emergency Preparedness (HMEP) Grant Application Kit Case Files. **Paper Records.** The kit consists of a general grant guidance, progress reporting information, closeout and payment guidance, application for assistance, programmatic certification documents and administrative certification documents.

Disposition: Temporary. Cut off files annually. Transfer files with related finding aids to the Federal Records Center (Suitland, MD) three years after cutoff. Destroy ten years after cut off date.
 - B. Selected grant application files that are scanned into the DOT/OST's optical disk system.

Disposition: Temporary. Destroy paper files upon verification that the record copy information has been fully and accurately converted to optical disk. Destroy/Delete Optical Disk copy ten years after cut off date.
2. Word Processing and Electronic Record Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to

generate a record keeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

- A. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other directories on hard disk or network drives, and copies on shared network drives that are used only to produce the record keeping copy.

Disposition: Destroy/delete within 180 days after the record keeping copy has been produced.

- B. Copies used for dissemination, revision, or updating that are maintained in addition to the record keeping copy.

Disposition: Destroy/delete when dissemination, revision, or updating is completed.

NOTE: Some Hazardous Materials Emergency Preparedness (HMEP) Grant Application Kit case file records may be worthy of permanent retention if they significantly interpret HMEP regulations, reflect significant developments, or attract extensive public attention. These should be brought to the attention of NARA via a SF-115, Request for Disposition Authority, so that they can be appraised and appropriate disposition authorized. The appraisal process of these records will include a determination of the appropriate medium for transfer of any records determined to be permanent.