

## Request for Records Disposition Authority

Records Schedule Number: DAA-0571-2012-0001  
 Schedule Status: Returned Without Action  
 Agency Establishment: Pipeline and Hazardous Materials Safety Administration  
 Record Group/Scheduling Group: Records of the Pipeline and Hazardous Materials Safety Administration  
 Records Schedule applies to: Major Subdivision  
 Major Subdivision: Pipeline & Hazardous Materials Safety Administration (PHMSA)  
 Minor Subdivision: Office of Hazardous Materials Safety  
 Schedule Subject: Hazardous Materials Information System (HMIS)  
 Internal agency concurrences will be provided: No

**Background Information**

HMIS is a web-based application that maintains and provides access to comprehensive information on hazardous materials incidents, exemptions and approvals, enforcement actions, and other elements that support PHMSA's regulatory program. The types of information fall within one of the following categories: incidents involving hazardous materials, approvals and special permits pertaining to safety regulations, outreach services, enforcement of hazardous materials regulation, and registration of carriers/shippers. The application also serves as a document management system for processing special permit applications and oversight of active special permits.

**Item Count**

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	1

GAO Approval

Outline of Records Schedule Items for DAA-0571-2012-0001

Sequence Number

Master File

Disposition Authority Number: DAA-0571-2012-0001-0001

**Returned Without Action**

Records Schedule Items

Sequence Number															
1	<p data-bbox="375 415 532 447">Master File</p> <p data-bbox="375 468 1144 499">Disposition Authority Number      DAA-0571-2012-0001-0001</p> <p data-bbox="375 520 1490 1276">Included are incident reports that contain information and images related to hazardous materials incidents submitted to PHMSA on US DOT Form 5800 as required under the Hazardous Materials Regulations (HMR). Telephonics stores information on hazardous materials related incidents provided by the National Response Center (NRC) on a daily basis. Approvals include information and workflow management that are used to manage the hazardous material approval process set forth in the HMR. Special Permits includes information and workflow management that are used to manage the special permits process set forth in the HMR. Standards is used by the OHMS Standards and Rulemaking Division in developing, reviewing and revising the HMR and performing regulatory functions. Enforcement is used by the OHMSA Special Investigations Division to help monitor, track and manage the various activities that relate to an enforcement case. The information collected by this system is also used as a data source for planning purposes, program evaluation and requests for information. Registration module is used to manage and process registration applications. RAM Certification module is used to assist OHMS's Engineering and Research Division in cataloging, reviewing, revising and issuing design certifications for packages containing radioactive materials and special form radioactive materials. The Publications module is used OHMS's Outreach, Training and Grants Division to track and manage requests and orders for hazardous material safety publications and training materials.</p> <table data-bbox="375 1297 922 1575"><tr><td data-bbox="375 1297 747 1329">Final Disposition</td><td data-bbox="771 1297 922 1329">Temporary</td></tr><tr><td data-bbox="375 1350 747 1381">Item Status</td><td data-bbox="771 1350 922 1381">Withdrawn</td></tr><tr><td data-bbox="375 1402 747 1434">Is this item media neutral?</td><td data-bbox="771 1402 828 1434">Yes</td></tr><tr><td data-bbox="375 1455 747 1575">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</td><td data-bbox="771 1455 820 1486">No</td></tr></table> <p data-bbox="375 1606 678 1638">Disposition Instruction</p> <table data-bbox="375 1659 1490 1837"><tr><td data-bbox="375 1659 747 1690">Cutoff Instruction</td><td data-bbox="771 1659 1490 1732">Maintain in system until HMIS is migrated into new system.</td></tr><tr><td data-bbox="375 1753 747 1785">Transfer to Inactive Storage</td><td data-bbox="771 1753 1356 1785">Delete /Destroy after verification of transfer.</td></tr><tr><td data-bbox="375 1806 747 1837">Retention Period</td><td data-bbox="771 1806 1356 1837">Delete /Destroy after verification of transfer.</td></tr></table> <p data-bbox="375 1869 673 1900">Additional Information</p>	Final Disposition	Temporary	Item Status	Withdrawn	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	Cutoff Instruction	Maintain in system until HMIS is migrated into new system.	Transfer to Inactive Storage	Delete /Destroy after verification of transfer.	Retention Period	Delete /Destroy after verification of transfer.
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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														
Cutoff Instruction	Maintain in system until HMIS is migrated into new system.														
Transfer to Inactive Storage	Delete /Destroy after verification of transfer.														
Retention Period	Delete /Destroy after verification of transfer.														

Returned Without Action

GAO Approval

Not Required

**Returned Without Action**

### 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
03/12/2012	Certify	Faustine Robinson	Records Officer	Pipeline and Hazardous Materials Safety Administration - Pipeline and Hazardous Materials Safety Administration
02/12/2015	Return Without Action	Jim Cassidy	Appraiser	National Archives and Records Administration - Records Management Services