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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0571-2013-0001

Request for Records Disposition Authority

Records Schedule Number DAA-0571-2013-0001

Schedule Status Returned Without Action

Agency or 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 Material Safety Administration

Minor Subdivision PHMSA

Schedule Subject PHMSA Records Schedule

Internal agency concurrences will be provided No

Background Information Records of the former Research and Special Programs Administration (predecessor agency to Pipeline & Hazardous Material Safety Administration (PHMSA))

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	10

GAO Approval

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Outline of Records Schedule Items for DAA-0571-2013-0001

Sequence Number	
1	6. PIPELINE SAFETY RULEMAKINGS AND PETITIONS FILES 6A. Office of Pipeline Safety (OPS) Rulemaking Dockets, also called Public Dockets. Disposition Authority Number: DAA-0571-2013-0001-0001
2	6B. OPS' Staff Rulemaking Files. Disposition Authority Number: DAA-0571-2013-0001-0002
3	6C. OPS Interpretations Files. Disposition Authority Number: DAA-0571-2013-0001-0003
4	7. Pipeline Safety Advisory Committee and Organizations. Disposition Authority Number: DAA-0571-2013-0001-0004
5	14A&B. Accident/Incident Reports Information Disposition Authority Number: DAA-0571-2013-0001-0005
6	14C. Reports/Cases that do not warrant permanent retention Disposition Authority Number: DAA-0571-2013-0001-0006
7	14D. Annual and Other Required Reports Disposition Authority Number: DAA-0571-2013-0001-0007
8	2A. Exemption Files. Disposition Authority Number: DAA-0571-2013-0001-0008
9	2B. Exemptions Confidential Files. Disposition Authority Number: DAA-0571-2013-0001-0009
10	2C. Exemptions Background Working Files Disposition Authority Number: DAA-0571-2013-0001-0010

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Records Schedule: DAA-0571-2013-0001

Records Schedule Items

Sequence Number	
1	<p>6. PIPELINE SAFETY RULEMAKINGS AND PETITIONS FILES 6A. Office of Pipeline Safety (OPS) Rulemaking Dockets, also called Public Dockets.</p> <p>Disposition Authority Number DAA-0571-2013-0001-0001</p> <p>Arranged by OPS-Docket number. Current volume is 30 cubic feet. Annual accumulation is five cubic feet. This series contains copies of the published Federal Register' Notices for Proposed Rulemaking, all comments received, exhibits, speeches, verbatim transcripts and the final published regulation. The verbatim transcripts from public hearings, conferences and meetings document the development or status of an OPS regulation. Interfiled with the transcripts are oversized bound reports and exhibits submitted for the official docket. Most of the docket consists of text files with supporting technical drawings, blueprints and random photographic items. These files are located in RSPA's Public Docket Room starting with OPS docket number 1, dated 1968. Beginning February 1, 1997, all new docketed documents will be scanned into the new DOT Automated Dockets Management System. No back scanning of older docketed material is planned. Most of the dockets opened before January 1, 1994, are closed. However, some dockets that were opened before that time are still active.</p> <p>Final Disposition Permanent</p> <p>Item Status Withdrawn</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? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>GRS or Superseded Authority Citation N1-467-01-1</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Disposition for items 6A--6C: Permanent. Cut off files every ten years.</p> <p>Transfer to Inactive Storage Transfer files with related finding aid to the PRC three years after cut off.</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives 10 years after cut off.</p>

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Additional Information

What will be the date span of the initial transfer of records to the National Archives? From 1968 To 2005

How frequently will your agency transfer these records to the National Archives? Every 10 Years

6B. OPS' Staff Rulemaking Files.

Disposition Authority Number DAA-0571-2013-0001-0002

Arranged by OPS-Docket number. Current volume is 25 cubic feet and annual accumulation is two cubic feet. This series contains internal concurrences and copies of final rules as published in the Federal Register. This series also contains OPS' review and analysis of the pending rule and documents OPS' role in the creation, development, modification, and history of a regulation. Included in the files are briefing memos, contact with industry, studies, reports and recommendations and some analyses of comments received from the public. This series is located in the OPS office and contains no public comments.

Final Disposition Permanent

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? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

GRS or Superseded Authority Citation N1-467-01-1

Disposition Instruction

Cutoff Instruction Disposition for items 6A--6C: Permanent. Cut off files every ten years.

Transfer to Inactive Storage Transfer files with related finding aid to the PRC three years after cut off.

Transfer to the National Archives for Accessioning Transfer to the National Archives to years after cut off.

Additional Information

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What will be the date span of the initial transfer of records to the National Archives? From 1968 To 2005

How frequently will your agency transfer these records to the National Archives? Every 10 Years

6C. OPS Interpretations Files.

Disposition Authority Number DAA-0571-2013-0001-0003

Arranged by CPR section number in chronological order. Current volume is 20 cubic feet and annual accumulation is one cubic feet. These files contain incoming letters requesting interpretations of the pipeline safety regulations and background materials. It also contains OPS' responses to these interpretation requests, studies, reports and recommendations, and documents OPS' role in the modification and history of a regulation.

Final Disposition Permanent

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? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

GRS or Superseded Authority Citation N1-467-01-1

Disposition Instruction

Cutoff Instruction Cut off files every ten years.

Transfer to Inactive Storage Transfer files with related finding aid to the PRC three years after cut off.

Transfer to the National Archives for Accessioning Transfer to the National Archives to years after cut off.

Additional Information

What will be the date span of the initial transfer of records to the National Archives? From 1968 To 2005

How frequently will your agency transfer these records to the National Archives? Every 10 Years

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7. Pipeline Safety Advisory Committee and Organizations.

Disposition Authority Number DAA-0571-2013-0001-0004

Arranged by committee in chronological order. Current volume is five cubic ft. Annual accumulation is one cubic foot. This series contains documentation accumulated by OPS' Advisory Committees that review pipeline safety regulations for technical feasibility, reasonableness, and practicability. The main advisory committees are: the Technical Pipeline Safety Standards Committee, and the Technical Hazardous Liquid Pipeline Safety Standards Committee. The records contain minutes, agendas, information on individual members, briefing books, informational papers, reports and recommendations. OPS staff also represent PHMSA at national organizations 'such as the National Association of Regulatory Utility Commissioners and, the National Association of Pipeline Safety Representatives working group and Subcommittee meetings. The records contain minutes, agendas, information on individual members, briefing books, informational papers, reports and recommendations.

Final Disposition Permanent

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? Yes

Do any of the records covered
by this item exist as structured
electronic data? Yes

GRS or Superseded Authority
Citation N1-467-01-1

Disposition Instruction

Cutoff Instruction Cut off files every five years.

Transfer to Inactive Storage Transfer files with related finding aid to the PRC three
years after cut off.

Transfer to the National Archives
for Accessioning Transfer to the National Archives 10 years after cut
off.

Additional Information

What will be the date span of the
initial transfer of records to the
National Archives? From 1968 To 2005

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How frequently will your agency transfer these records to the National Archives? Every 10 Years

14A&B. Accident/Incident Reports Information

Disposition Authority Number DAA-0571-2013-0001-0005

Information on the release of gas from a pipeline or liquefied natural gas as required to be reported to RSPA as cited in 49 CFR 191 and 195. Telephonic notices as well as written reports are required from operators for each incident on Federal land. 14A. Headquarters 14B. Regional Offices Significant Cases. Significant accidents and incidents that warrant permanent retention because of the following criteria: 1. Cases that result in precedential actions that significantly interpret legislation or regulation. Cases that result in legal opinions that establishes policies, regulations, directives and legislation. 2. Cases that gain state, regional or national attention due to volume of product spilled; economic or environmental impact; number of injuries or loss of life; or amount of property damages or other outstanding criteria as selected by RSPA staff.

Final Disposition Permanent

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? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

GRS or Superseded Authority Citation N1-467-01-1

Disposition Instruction

Cutoff Instruction Cut off files every 10 years

Transfer to Inactive Storage Transfer files with related finding aid to the Federal Records Center three years after cut off

Transfer to the National Archives for Accessioning Transfer to the National Archives 10 years after cut-off.

Additional Information

What will be the date span of the initial transfer of records to the National Archives? From 1968 To 2005

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	How frequently will your agency transfer these records to the National Archives?	Every 10 Years
6	14C. Reports/Cases that do not warrant permanent retention	
	Disposition Authority Number	DAA-0571-2013-0001-0006
	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?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	GRS or Superseded Authority Citation	N1-467-01-1
	Disposition Instruction	
	Cutoff Instruction	. Cut off files when reports are closed or superseded.
	Transfer to Inactive Storage	Transfer with related finding aids to FRC three years after cut off.
	Retention Period	Destroy 15 years after cut off.
	Additional Information	
	GAO Approval	Not Required
7	14D. Annual and Other Required Reports	
	Disposition Authority Number	DAA-0571-2013-0001-0007
	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?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes

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GRS or Superseded Authority Citation	N1-467-01-1
Disposition Instruction	
Cutoff Instruction	Cut off files when reports are closed or superseded.
Transfer to Inactive Storage	Transfer with related finding aids to FRC three years after cut off.
Retention Period	Destroy 15 years after cut off.
Additional Information	
GAO Approval	Not Required
2A. Exemption Files.	
Disposition Authority Number	DAA-0571-2013-0001-0008
<p>This series of exemption application case files contains original documentation on why the applicant is seeking relief from a regulation as required by 49 CFR Chapter 1 Subpart B 101.1. The exemption and any renewal terminates in two years after the date of issuance unless exemption is terminated under special circumstances. Exemptions are either granted, denied, closed with cause, or withdrawn.</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?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes
GRS or Superseded Authority Citation	N1-467-01-1
Disposition Instruction	
Cutoff Instruction	. [Actions initiated before October 1, 1996]: Cut off files two years after date of last official action, and scan items (excluding exemptions confidential files) into RSPA's optical disk system.
Transfer to Inactive Storage	Transfer files (excluding exemption confidential files) with related finding aid to the FRC two years after cut off.

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9	Retention Period	Destroy seven years after cut off. [Actions initiated on or after October 1, 1996]: For files scanned into the DOT/OST optical disk system, OST will verify accuracy of optically-scanned information and destroy hard copy files.
	Additional Information	
	GAO Approval	Not Required
	2B. Exemptions Confidential Files.	
	Disposition Authority Number	DAA-0571-2013-0001-0009
	This series may contain confidential (proprietary supporting documents) information submitted by the petitioner to support their exemption request. This file is maintained as a separate series-not releasable to the public.	
	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?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	GRS or Superseded Authority Citation	N1-467-01-1
	Disposition Instruction	
	Cutoff Instruction	Cut off closed files two years after last official action.
Transfer to Inactive Storage	Transfer files with related finding aid (docket log) to FRC.	
Retention Period	Destroy seven years after cut off.	
Additional Information		
GAO Approval	Not Required	
10	2C. Exemptions Background Working Files	
	Disposition Authority Number	DAA-0571-2013-0001-0010
	This series includes background working papers (duplicate copies of originals) used by staff to review and evaluate an exemption request including the recommendation for action.	

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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?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes
GRS or Superseded Authority Citation	N1-467-01-1
Disposition Instruction	
Retention Period	Destroy files when no longer needed.
Additional Information	
GAO Approval	Not Required

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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
04/01/2013	Certify	Faustine Robinson	Records Officer	Pipeline and Hazardous Materials Safety Administration - Pipeline and Hazardous Materials Safety Administration
09/29/2016	Return Without Action	Jim Cassedy	Appraiser	National Archives and Records Administration - Records Management Services