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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0571-2013-0002

Request for Records Disposition Authority

Records Schedule Number DAA-0571-2013-0002

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 for Temporary Records

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	5

GAO Approval

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Records Schedule: DAA-0571-2013-0002

Outline of Records Schedule Items for DAA-0571-2013-0002

Sequence Number	
1	State Grant Files Disposition Authority Number: DAA-0571-2013-0002-0001
2	State Certification, Monitoring and Evaluation Files. Disposition Authority Number: DAA-0571-2013-0002-0002
3	Compliance Progress Files Disposition Authority Number: DAA-0571-2013-0002-0003
4	Response Plans. Disposition Authority Number: DAA-0571-2013-0002-0004
5	Hazardous Materials Emergency Preparedness Grant Program. Disposition Authority Number: DAA-0571-2013-0002-0005

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Records Schedule: DAA-0571-2013-0002

Records Schedule Items

Sequence Number	
1	<p data-bbox="363 421 594 453">State Grant Files</p> <p data-bbox="363 470 1127 502">Disposition Authority Number DAA-0571-2013-0002-0001</p> <p data-bbox="363 523 1406 704">Headquarters and Regional Offices This series contains planning and training grant files arranged in alphabetical order by state seeking aid to plan and train pipeline safety operations personnel. Files contain proposed state safety plan, program summary, correspondence, names and addresses of gas companies, description of facilities and funds required to operate program.</p> <p data-bbox="363 721 906 753">Final Disposition Temporary</p> <p data-bbox="363 772 906 804">Item Status Withdrawn</p> <p data-bbox="363 823 813 855">Is this item media neutral? Yes</p> <p data-bbox="363 874 813 995">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 data-bbox="363 1015 813 1102">Do any of the records covered by this item exist as structured electronic data? Yes</p> <p data-bbox="363 1121 1019 1176">GRS or Superseded Authority Citation N1-467-97-1-11A/B</p> <p data-bbox="363 1215 662 1247">Disposition Instruction</p> <p data-bbox="363 1266 1036 1298">Cutoff Instruction Cut off files annually.</p> <p data-bbox="363 1317 1360 1349">Transfer to Inactive Storage Transfer to FRC when five years after cut off.</p> <p data-bbox="363 1368 1154 1400">Retention Period Destroy 15 years after cut off.</p> <p data-bbox="363 1440 659 1472">Additional Information</p> <p data-bbox="363 1491 938 1523">GAO Approval Not Required</p>
2	<p data-bbox="363 1555 1049 1587">State Certification, Monitoring and Evaluation Files.</p> <p data-bbox="363 1604 1127 1636">Disposition Authority Number DAA-0571-2013-0002-0002</p> <p data-bbox="363 1655 1458 1836">This series contains information on states' application for grant assistance and required documentation as listed in 49 CFR Part 110.30. After grants are awarded a designated project manager must monitor performance of activities to assure compliance, including final performance reports and any problems that arise between reports.</p> <p data-bbox="363 1855 906 1887">Final Disposition Temporary</p>

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3	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	N1-467-97-1-12
	Disposition Instruction	
	Cutoff Instruction	Cut off files annually.
	Transfer to Inactive Storage	Transfer files with related finding aid to FRC three years after cut off.
	Retention Period	Destroy 15 years after cut off.
	Additional Information	
	GAO Approval	Not Required
	Compliance Progress Files	
	Disposition Authority Number	DAA-0571-2013-0002-0003
	This series contains compliance status reports on facilities that have violated OPS regulations. These reports document the required actions PHMSA deemed necessary for remedying an OPS violation.	
	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	N1-467-97-1-13
Disposition Instruction		
Cutoff Instruction	Cut off closed cases after at end of year.	

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4	Transfer to Inactive Storage	Transfer cases with related finding aid to the FRC ten years after cut off.
	Retention Period	Destroy 15 years after cut off.
	Additional Information	
	GAO Approval	Not Required
	Response Plans.	
	Disposition Authority Number	DAA-0571-2013-0002-0004
	This series contains response plans by operators of onshore petroleum pipeline facilities as required under 49 CFR Part 194.3. The Response Plans Officer reviews and approves the plans or notifies the operator of deficiencies. The plans are reviewed and updated every three years unless conditions warrant changes to the plan prior to the three year review. The review cycle is subject to change.	
	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	N1-467-97-1-18
	Disposition Instruction	
Cutoff Instruction	Cut off files when new plan is submitted.	
Retention Period	Destroy superseded plans ten years after cut off.	
Additional Information		
GAO Approval	Not Required	
5	Hazardous Materials Emergency Preparedness Grant Program.	
	Disposition Authority Number	DAA-0571-2013-0002-0005
This series of office records are located in the Office of Hazardous Materials Planning and Analysis (OHMPA). The office is responsible for supporting PHMSA'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		

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state and local hazardous materials emergency planning and training pursuant to the Hazardous Materials Emergency Preparedness (HMEP) Grants 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. 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.

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 N1-467-01-1-1A

Disposition Instruction

Cutoff Instruction Cut off files annually.

Transfer to Inactive Storage Transfer files with related finding aids to the Federal Records Center (Suitland, MD) three years after cutoff.

Retention Period Destroy ten years after cut-off date.

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

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