

## Request for Records Disposition Authority

Records Schedule Number      DAA-0571-2014-0004  
Schedule Status                Approved

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               Office of Governmental, International, and Public Affairs  
Schedule Subject                PHG Records Schedule  
Internal agency concurrences will be provided    No

### Background Information

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	2	1	0

### GAO Approval

## Outline of Records Schedule Items for DAA-0571-2014-0004

Sequence Number	
1	Administrative Files Disposition Authority Number: DAA-0571-2014-0004-0001
2	Reports to Congress Disposition Authority Number: DAA-0571-2014-0004-0002
3	Press Releases Disposition Authority Number: DAA-0571-2014-0004-0003

## Records Schedule Items

Sequence Number	
1	<p><b>Administrative Files</b></p> <p>Disposition Authority Number      DAA-0571-2014-0004-0001</p> <p>Miscellaneous sensitive materials: Public Affairs Coop Book, procurement records, and pay rates for officials.</p> <p>Final Disposition                      Temporary</p> <p>Item Status                                Active</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><b>Disposition Instruction</b></p> <p>Cutoff Instruction                        Cut-off at the end of Fiscal/Calendar Year.</p> <p>Retention Period                         Destroy 10 year(s) after cut-off.</p> <p><b>Additional Information</b></p> <p>GAO Approval                              Not Required</p>
2	<p><b>Reports to Congress</b></p> <p>Disposition Authority Number      DAA-0571-2014-0004-0002</p> <p>Reports to Congress. A variety of reports written by PHMSA, concerning pipelines and hazardous materials transportation, and submitted to Congress.</p> <p>Final Disposition                        Permanent</p> <p>Item Status                                Active</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>

Manual Citation	Manual Title
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**Disposition Instruction**

If this item has multiple sections, indicate here records to which this section apply **Non-electronic Textual Records**

Cutoff Instruction **Cut off every 10 years, at end of calendar year.**

Transfer to Inactive Storage **Transfer files with related finding aid to the Washington National Records Center 3 years after cut off. Transfer to the National Archives 15 years after cut off.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 15 year(s) after cut off**

**Additional Information**

First year of records accumulation **1994**

What will be the date span of the initial transfer of records to the National Archives? **From 1994 To 2000**

How frequently will your agency transfer these records to the National Archives? **Every 15 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	2 Cubic feet	.1 Cubic feet
Microform		
Hardcopy or Analog Special Media		

**Disposition Instruction**

If this item has multiple sections, indicate here records to which this section apply **Electronic Records**

Cutoff Instruction **Cut-off at end of Calendar Year.**

Transfer to the National Archives for Accessioning      Transfer to the National Archives 15 year(s) after cut-off.

**Additional Information**

First year of records accumulation      2003

What will be the date span of the initial transfer of records to the National Archives?      From 2000 To 2003

How frequently will your agency transfer these records to the National Archives?      Every 1 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	100 MB	7 MB
Paper		
Microform		
Hardcopy or Analog Special Media		

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**Press Releases**

Disposition Authority Number      DAA-0571-2014-0004-0003

Press Releases, 2003- ongoing, issued by the Pipeline and Hazardous Materials Safety Administration.

Final Disposition      Permanent

Item Status      Active

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

**Disposition Instruction**

Cutoff Instruction      Cut-off at the end of Calendar Year.

Transfer to the National Archives  
for Accessioning

Transfer to the National Archives in 5 year blocks 15  
year(s) after cut-off of final block year.

**Additional Information**

First year of records accumulation 2003

What will be the date span of the  
initial transfer of records to the  
National Archives? From 2003 To 2018

How frequently will your agency  
transfer these records to the  
National Archives? Every 5 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	4 MB	.1 MB
Paper		
Microform		
Hardcopy or Analog Special Media		

## 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
12/24/2013	Certify	Faustine Robinson	Records Officer	Pipeline and Hazardous Materials Safety Administration - Pipeline and Hazardous Materials Safety Administration
03/23/2017	Submit for Concurrence	Jim Cassedy	Appraiser	National Archives and Records Administration - Records Management Services
03/28/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
03/28/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
03/28/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist