

Request for Records Disposition Authority

Records Schedule Number: DAA-0571-2014-0006
Schedule Status: Returned Without Action
Agency or Establishment: Pipeline and Hazardous Materials Safety Administration
Records Group / Scheduling Group: Records of the Pipeline and Hazardous Materials Safety Administration
Records Schedule applies to: Major Subdivision
Major Subdivision: Pipeline and Hazardous Materilas Safety Administration
Minor Subdivision: Office of the Administrator
Schedule Subject: PH1 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	2

GAO Approval

Returned Without Action

Outline of Records Schedule Items for DAA-0571-2014-0006

Sequence Number	
1	Correspondence Files Disposition Authority Number: DAA-0571-2014-0006-0001
2	Schedule of Daily Activities Disposition Authority Number: DAA-0571-2014-0006-0002

Returned Without Action

Records Schedule Items

Sequence Number	
1	<p>Correspondence Files</p> <p>Disposition Authority Number DAA-0571-2014-0006-0001</p> <p>Originals and photocopies of incoming correspondence and memoranda with copies of all final rules, decisions on appeals, and reconsideration decisions replies from the Administrator.</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Item Status Withdrawn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>Disposition Instruction</p> <p>Cutoff Instruction Cutoff files at the end of calendar year.</p> <p>Transfer to Inactive Storage Transfer to the Washington National Records Center after 5 years. Transfer to the National Archives when 10 years old. If the records are in electronic format, transfer directly to NARS when 5 years old.</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives 5 year(s) after Creation</p> <p>Additional Information</p> <p>What will be the date span of the initial transfer of records to the National Archives? From 2009 To 2014</p> <p>How frequently will your agency transfer these records to the National Archives? Every 5 Years</p>
2	<p>Schedule of Daily Activities</p> <p>Disposition Authority Number DAA-0571-2014-0006-0002</p>

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Records documenting meetings, appointments, telephone calls, trips, visits, and other activities of the Administrator. Without handwritten notes.

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

Disposition Instruction

Cutoff Instruction Temporary

Transfer to inactive storage Cutoff when the official departs office.

Retention Period Destroy 3 year(s) after Cutoff

Additional Information

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
07/01/2014	Certify	Faustine Robinson	Records Officer	Pipeline and Hazardous Materials Safety Administration - Pipeline and Hazardous Materials Safety Administration
02/12/2015	Return Without Action	Jim Cassedy	Appraiser	National Archives and Records Administration - Records Management Services

Returned Without Action