

Request for Records Disposition Authority

Records Schedule Number: DAA-0571-2014-0007
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 and Hazardous Materilas Safety Administration
Minor Subdivision: Office of the Administrator
Schedule Subject: PH1 Records Schedule
Internal agency concurrences will be provided

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of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

Returned Without Action

Outline of Records Schedule Items for DAA-0571-2014-0007

Sequence Number	
1	Correspondence Files Disposition Authority Number: DAA-0571-2014-0007-0001
2	Schedule of Daily Activities Disposition Authority Number: DAA-0571-2014-0007-0002
3	OIG SEMI-ANNUAL REPORTS TO THE CONGRESS Disposition Authority Number: DAA-0571-2014-0007-0003
4	Speeches of the Administrator Disposition Authority Number: DAA-0571-2014-0007-0004
5	Testimonies and Speeches of the Administrator Disposition Authority Number: DAA-0571-2014-0007-0005

Retained Without Action

Records Schedule Items

Sequence Number	
1	<p>Correspondence Files</p> <p>Disposition Authority Number DAA-0571-2014-0007-0001</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Item Status Withdrawn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-0571-2014-0007-0002</p>

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

OIG SEMI-ANNUAL REPORTS TO THE CONGRESS

Disposition Authority Number DAA-0571-2014-0007-0003

Record copy of reports prepared by the Office of Inspector General and submitted to Congress. The reports summarize the activities of the OIG for six-month periods ending March 31 and September 30.

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

Disposition Instruction

Cutoff Instruction Cutoff file upon transmission to Congress.

Transfer to Inactive Storage Transfer one copy of each report to the National Archives in 5 year blocks when 10 years old.

Retained Without Action

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Transfer to the National Archives for Accessioning Transfer to the National Archives 10 year(s) after 5 Year Block

Additional Information

What will be the date span of the initial transfer of records to the National Archives? From 2009 To 2019

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

Speeches of the Administrator

Disposition Authority Number DAA-0571-2014-0007-0004

Master set of the Administrator's speeches.

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

Disposition Instruction

Cutoff Instruction 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 NARA when 5 years old.

Transfer to the National Archives for Accessioning Transfer to the National Archives 10 year(s) after 5

Additional Information

What will be the date span of the initial transfer of records to the National Archives? From 2009 To 2019

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

Returned Without Action

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Testimonies and Speeches of the Administrator

Disposition Authority Number DAA-0571-2014-0007-0005

This record series contains speeches prepared for delivery while representing PHMSA at DOT/PHMSA sponsored meetings, and government, and professional conferences and meetings. It also contains copies of Congressional testimony and expert testimony. Final copies of speeches or testimony are covered by this record series.

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

Disposition Instruction

Cutoff Instruction Cutoff files at end of each Congress. 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 NARA when 5 years old.

Transfer to the National Archives for Accessioning Transfer to the National Archives 10 year(s) after 5

Additional Information

What will be the date span of the initial transfer of records to the National Archives? From 2009 To 2019

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

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
02/25/2015	Return Without Action	Jim Cassedy	Appraiser	National Archives and Records Administration - Records Management Services

Returned Without Action