

Request for Records Disposition Authority

Records Schedule Number DAA-0571-2014-0008
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 and Hazardous Materials 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	2	0	0

GAO Approval

Outline of Records Schedule Items for DAA-0571-2014-0008

Sequence Number	
1	OIG SEMI-ANNUAL REPORTS TO THE CONGRESS Disposition Authority Number: DAA-0571-2014-0008-0003
2	Testimonies and Speeches of the Administrator Disposition Authority Number: DAA-0571-2014-0008-0005

Records Schedule Items

Sequence Number											
1	OIG SEMI-ANNUAL REPORTS TO THE CONGRESS										
	Disposition Authority Number	DAA-0571-2014-0008-0003									
	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	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?	No									
	Disposition Instruction										
	Cutoff Instruction	Cutoff file upon transmission to Congress.									
	Transfer to Inactive Storage	Transfer to off site storage in 5 year blocks if volume requires.									
	Transfer to the National Archives for Accessioning	Transfer to the National Archives in 5 year blocks 15 year(s) after block closes									
	Additional Information										
	First year of records accumulation	2004									
	What will be the date span of the initial transfer of records to the National Archives?	From 2004 To 2009									
	How frequently will your agency transfer these records to the National Archives?	Every 5 Years									
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;"></th> <th style="width: 25%;">Estimated Current Volume</th> <th style="width: 25%;">Annual Accumulation</th> </tr> </thead> <tbody> <tr> <td>Electronic/Digital</td> <td></td> <td></td> </tr> <tr> <td>Paper</td> <td>2 Cubic feet</td> <td>0.1 Cubic feet</td> </tr> </tbody> </table>			Estimated Current Volume	Annual Accumulation	Electronic/Digital			Paper	2 Cubic feet	0.1 Cubic feet
	Estimated Current Volume	Annual Accumulation									
Electronic/Digital											
Paper	2 Cubic feet	0.1 Cubic feet									

Microform		
Hardcopy or Analog Special Media		

2

Testimonies and Speeches of the Administrator

Disposition Authority Number DAA-0571-2014-0008-0005

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 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? No

Disposition Instruction

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

Cutoff Instruction Cutoff files at end of each Congress. Transfer to the Washington National Records Center after 5 years.

Transfer to the National Archives for Accessioning Transfer to the National Archives in 6 year blocks 15 year(s) after block closes

Additional Information

First year of records accumulation 2004

What will be the date span of the initial transfer of records to the National Archives? From 2004 To 2010

How frequently will your agency transfer these records to the National Archives? Every 6 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	2 Cubic feet	0.1 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

Cutoff files at end of each Congress.

Transfer to the National Archives for Accessioning

Transfer to the National Archives in 6 year blocks 15 year(s) after block closes

Additional Information

What will be the date span of the initial transfer of records to the National Archives?

Unknown
Records will be scanned to archival standards in future.

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

Every 6 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	100 MB	10 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
01/15/2014	Certify	Faustine Robinson	Records Officer	Pipeline and Hazardous Materials Safety Administration - Pipeline and Hazardous Materials Safety Administration
04/05/2019	Submit for Concurrence	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
04/16/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
04/17/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
04/18/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist