

# WITHDRAWN-RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0571-2014-0010

## Request for Records Disposition Authority

Records Schedule Number      DAA-0571-2014-0010  
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 and Hazardous Materials Safety Administration  
Minor Subdivision               PH-2  
Schedule Subject                 Deputy Administrator Files PH-2  
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	1

### GAO Approval

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Request for Records Disposition Authority

Records Schedule: DAA-0571-2014-0010

## Outline of Records Schedule Items for DAA-0571-2014-0010

Sequence Number
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1
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Schedule of Daily Activities
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Disposition Authority Number: DAA-0571-2014-0010-0001
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Records Schedule: DAA-0571-2014-0010

## Records Schedule Items

Sequence Number	
1	<p><b>Schedule of Daily Activities</b></p> <p>Disposition Authority Number      DAA-0571-2014-0010-0001</p> <p>Records documenting meetings, appointments, telephone calls, trips, visits, and other activities of the Administrator and the Deputy Administrator.</p> <p>Final Disposition                      Temporary</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Item Status                                Withdrawn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><b>Disposition Instruction</b></p> <p>Cutoff Instruction                        Cutoff when the official departs office. Destroy 3 years after cutoff.</p> <p>Retention Period                         Destroy 3 year(s) after Cutoff</p> <p><b>Additional Information</b></p> <p>GAO Approval                              Not Required</p>

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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
07/01/2014	Certify	Faustine Robinson	Records Officer	Pipeline and Hazardous Materials Safety Administration - Pipeline and Hazardous Materials Safety Administration
08/20/2018	Return Without Action	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services

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