

WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0571-2015-0007

Request for Records Disposition Authority

Records Schedule Number: DAA-0571-2015-0007
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 & Hazardous Materials Safety Administration (PHMSA)
Minor Subdivision: Office of Hazardous Materials Safety
Schedule Subject: Hazardous Materials Information System (HMIS)
Internal agency concurrences will be provided: No

Background Information
HMIS is a web-based application that maintains and provides access to comprehensive information on hazardous materials incidents, exemptions and approvals, enforcement actions, and other elements that support PHMSA's regulatory program. The types of information fall within one of the following categories: incidents involving hazardous materials, approvals and special permits pertaining to safety regulations, outreach services, enforcement of hazardous materials regulations and registration of carriers/shippers. The application also serves as a document management system for processing special permit applications and oversight of active special permits.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	8

GAO Approval

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Outline of Records Schedule Items for DAA-0571-2015-0007

Sequence Number	
1	Incident Report Disposition Authority Number: DAA-0571-2015-0007-0001
2	Telephonics Disposition Authority Number: DAA-0571-2015-0007-0002
3	Approvals Disposition Authority Number: DAA-0571-2015-0007-0003
4	Special Permits Disposition Authority Number: DAA-0571-2015-0007-0004
5	Enforcement Disposition Authority Number: DAA-0571-2015-0007-0006
6	Registration: Disposition Authority Number: DAA-0571-2015-0007-0007
7	RAM Certification Disposition Authority Number: DAA-0571-2015-0007-0008
8	Publications Disposition Authority Number: DAA-0571-2015-0007-0009

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Records Schedule Items

Sequence Number	
1	<p>Incident Report</p> <p>Disposition Authority Number DAA-0571-2015-0007-0001</p> <p>Hazardous Materials Incident Reporting System (HMIRS). The Hazardous Materits Incident Reports System (HMRS) was established in 1971 to meet the requirements of the Hazardous Materials Control Act of 1970. HMIRS contains information on unintentional hazardous materials releases, during transportation, that have been reported to the Department of Transportation (DOT) since 1971. This report contains company information, materials spilled, quantity released, when and where the incident occured, etc. HMIRS is one of the sub-systems of the Hazardous Materials Information System (HMIS)</p> <p>Final Disposition Permanent</p> <p>Item Status Withdrawn</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation Electronic records only.</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>GRS or Superseded Authority Citation N1-467-93-3 item 1</p> <p>Disposition Instruction</p> <p>Transfer to the National Archives for Accessioning Transfer records dating 2001 - 2012 upon approval of schedule. Transfer records dating 2013 - 2018 in 2018 (after system is migrated to new platform). Records are public.</p> <p>Additional Information</p> <p>First year of records accumulation 2001</p> <p>What will be the date span of the initial transfer of records to the National Archives? From 2001 To 2012</p> <p>How frequently will your agency transfer these records to the National Archives? Unknown</p>

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Initial transfer of records will take place upon approval of the schedule.

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	666.3 MB	15 MB
Paper		
Microform		
Hardcopy or Analog Special Media		

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Telephonics

Disposition Authority Number DAA-0571-2015-0007-0002

Stores information on hazardous material related incidents provided by the National Response Center (NRC) on a daily basis. This information is used to reconcile incidents reported by carriers and shippers Dates: 1998 to present

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 Maintain in system until HMIS is migrated into new system.

Retention Period Delete/Destroy after verification of transfer.

Additional Information

GAO Approval Not Required

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Approvals

Disposition Authority Number DAA-0571-2015-0007-0003

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Records Schedule: DAA-0571-2015-0007

A management information and workflow module used for the hazardous materials approvals process set forth in the HMR. Dates 1992 to present

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 Maintain in system until HMIS is migrated into new system.

Retention Period Delete/Destroy after verification of transfer.

Additional Information

GAO Approval Not Required

Special Permits

Disposition Authority Number DAA-0571-2015-0007-0004

A management information and workflow module used for the hazardous materials special permits process set forth in the HMR. Dates 1992 to present

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 Maintain in system until HMIS is migrated into new system

Retention Period Delete/Destroy after verification of transfer.

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Additional Information

GAO Approval Not Required

Enforcement

Disposition Authority Number DAA-0571-2015-0007-0006

This module is used by OHMS's Special Investigations Division to help monitor, track and manage the various activities that relate to an enforcement case. The information collected by this system is also used as a data source for planning purposes, program evaluation and requests for information. Dates: 1992 to present

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 Maintain in system until HMIS is migrated into new system.

Retention Period Delete/Destroy after verification of transfer.

Additional Information

GAO Approval Not Required

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Registration:

Disposition Authority Number DAA-0571-2015-0007-0007

Businesses/persons engaged in the transportation of hazardous materials have been required to submit an annual registration statement and pay a fee since 1992. This module is used to manage and process registration applications. Dates: 1992 to present

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

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7	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Maintain in system until HMIS is migrated into new system.
	Retention Period	Delete/Destroy after verification of transfer.
	Additional Information	
	GAO Approval	Not Required
	RAM Certification	
	Disposition Authority Number	DAA-0571-2015-0007-0008
	This module is used to assist OHMS's Engineering and Research Division in cataloging, reviewing, revising and issuing design certifications for packages containing radioactive materials and special form radioactive materials. Dates: 2005 to present .	
	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
8	Disposition Instruction	
	Cutoff Instruction	Maintain in system until HMIS is migrated into new system.
	Retention Period	Delete/Destroy after verification of transfer.
	Additional Information	
	GAO Approval	Not Required
	Publications	
	Disposition Authority Number	DAA-0571-2015-0007-0009
	This module is used OHMS's Outreach, Training and Grants Division to track and manage requests and orders for hazardous material safety publications and training materials. Dates: 1995 to present	

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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?	No
Disposition Instruction	
Cutoff Instruction	Maintain in system until HMIS is migrated into new system.
Retention Period	Delete/Destroy after verification of transfer.
Additional Information	
GAO Approval	Not Required

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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
02/13/2015	Certify	Faustine Robinson	Records Officer	Pipeline and Hazardous Materials Safety Administration - Pipeline and Hazardous Materials Safety Administration
03/26/2018	Return Without Action	Jim Cassedy	Appraiser	National Archives and Records Administration - Records Management Services