

## Request for Records Disposition Authority

Records Schedule Number      DAA-0571-2015-0018  
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 (PHMSA)  
Minor Subdivision               Office of Hazardous Materials Safety  
Schedule Subject                ASSOCIATE ADMINISTRATOR - PHH-1 International Correspondence Files  
  
Internal agency concurrences will be provided      No

Background Information                PHMSA's international standards coordinator participates in a number of international standards setting bodies relevant to the transport of hazardous materials and is responsible for drafting position papers on issues considered at these meetings. While all papers are maintained online by the various international groups responsible for these meetings, the international standards coordinator also maintains a copy of all papers submitted by PHMSA.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

### GAO Approval

### Outline of Records Schedule Items for DAA-0571-2015-0018

Sequence Number	
1	International Correspondence Files Disposition Authority Number: DAA-0571-2015-0018-0001

## Records Schedule Items

Sequence Number	
1	<p data-bbox="360 412 1437 455"><b>International Correspondence Files</b></p> <p data-bbox="360 455 1437 497">Disposition Authority Number      DAA-0571-2015-0018-0001</p> <p data-bbox="360 497 1437 540"><b>U.S. Position, Decisions and International Correspondence Papers.</b></p> <p data-bbox="360 540 1437 583">Final Disposition                      Temporary</p> <p data-bbox="360 583 1437 625">Item Status                              Active</p> <p data-bbox="360 625 1437 668">Is this item media neutral?          Yes</p> <p data-bbox="360 668 1437 710">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 data-bbox="360 710 1437 753">Do any of the records covered by this item exist as structured electronic data?                      Yes</p> <p data-bbox="360 753 1437 795"><b>Disposition Instruction</b></p> <p data-bbox="360 795 1437 838">Retention Period                      Destroy 3 year(s) after closure, or when no longer needed for Agency business, whichever is later.</p> <p data-bbox="360 838 1437 880"><b>Additional Information</b></p> <p data-bbox="360 880 1437 923">GAO Approval                            Not Required</p>

### 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
04/29/2015	Certify	Faustine Robinson	Records Officer	Pipeline and Hazardous Materials Safety Administration - Pipeline and Hazardous Materials Safety Administration
12/14/2017	Submit for Concurrence	Jim Cassedy	Appraiser	National Archives and Records Administration - Records Management Services
12/19/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
12/19/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
12/21/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist