

## Request for Records Disposition Authority

Records Schedule Number           DAA-0571-2016-0001

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

Schedule Subject                  Program Directives/Policies

Internal agency concurrences will be provided   No

Background Information            Program Directive Files: Records of policy standards and technical guidance with related changes, including policies and procedures , (original copy kept in PHMSA headquarters; these are internal PHMSA directives and only for PHMSA use).

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	1	1	0

### GAO Approval

## Outline of Records Schedule Items for DAA-0571-2016-0001

Sequence Number	
1	Records Set of Program Directives Disposition Authority Number: DAA-0571-2016-0001-0001
2	Background/Clearance Files for Program Directives Disposition Authority Number: DAA-0571-2016-0001-0002

## Records Schedule Items

Sequence Number		
1	<p><b>Records Set of Program Directives</b></p> <p>Disposition Authority Number      <b>DAA-0571-2016-0001-0001</b></p> <p><b>Directives establishing policies and procedures for PHMSA programs such as inspection guidelines, incident reporting procedures, or safety procedures when on site.</b></p> <p>Final Disposition                      <b>Permanent</b></p> <p>Item Status                                <b>Active</b></p> <p>Is this item media neutral?            <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>Yes</b></p> <p>Do any of the records covered by this item exist as structured electronic data?                              <b>No</b></p> <p><b>Disposition Instruction</b></p> <p>If this item has multiple sections, indicate here records to which this section apply                      <b>Electronic Records</b></p> <p>Cutoff Instruction                        <b>Cut off files at end of calendar year in which superseded or obsolete.</b></p> <p>Transfer to Inactive Storage            <b>Transfer to offsite storage if appropriate after 10 years.</b></p> <p>Transfer to the National Archives for Accessioning      <b>Transfer to the National Archives in 10 year blocks 15 year(s) after block closes</b></p> <p><b>Additional Information</b></p> <p>First year of records accumulation    <b>2005</b></p> <p>What will be the date span of the initial transfer of records to the National Archives?                      <b>From 2005 To 2015</b></p> <p>How frequently will your agency transfer these records to the National Archives?                      <b>Every 10 Years</b></p>	
	Estimated Current Volume	Annual Accumulation

Electronic/Digital	40 MB	5 MB
Paper		
Microform		
Hardcopy or Analog Special Media		

2

**Background/Clearance Files for Program Directives**

Disposition Authority Number      **DAA-0571-2016-0001-0002**

Final Disposition                      **Temporary**

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 when directive is cancelled or superseded.**

Retention Period                        **Destroy immediately after cutoff**

**Additional Information**

GAO Approval                            **Not Required**

## 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
10/27/2015	Certify	Faustine Robinson	Records Officer	Pipeline and Hazardous Materials Safety Administration - Pipeline and Hazardous Materials Safety Administration
07/10/2020	Submit for Concurrency	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
07/13/2020	Return to Submitter	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
07/13/2020	Submit for Concurrency	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
08/04/2020	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/05/2020	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
08/05/2020	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist