

## Request for Records Disposition Authority

Records Schedule Number           DAA-0571-2016-0004

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       Agency-wide

Schedule Subject                   PHMSA Records Schedule covers records from Office of Pipeline Safety and Office of Hazardous Materials Safety

Internal agency concurrences will be provided   No

  

Background Information            Records of the former Research and Special Programs Administration, predecessor agency to Pipeline & Hazardous Material Safety Administration (PHMSA). Schedule includes records from Office of Pipeline Safety and Office of Hazardous Material Safety.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
10	5	5	0

### GAO Approval

## Outline of Records Schedule Items for DAA-0571-2016-0004

Sequence Number	
1	PIPELINE SAFETY RULEMAKINGS AND PETITIONS FILES Office of Pipeline Safety (OPS) Rulemaking Dockets, also called Public Dockets. (PHP 30) Disposition Authority Number: DAA-0571-2016-0004-0001
2	Office of Pipeline Safety Staff Rulemaking Files. (PHP 30) Disposition Authority Number: DAA-0571-2016-0004-0002
3	Office of Pipeline Safety Interpretations Files. (PHP 30) Disposition Authority Number: DAA-0571-2016-0004-0003
4	Pipeline Safety Advisory Committee and Organizations. (PHP 30) Disposition Authority Number: DAA-0571-2016-0004-0004
5	Accident/Incident Reports Information (PHP 6) Disposition Authority Number: DAA-0571-2016-0004-0005
6	State Waivers, Special Permits and Accident/Incident Reports/Cases that do not warrant permanent retention Disposition Authority Number: DAA-0571-2016-0004-0006
7	Regulated Industry Annual and Other Required Reports Disposition Authority Number: DAA-0571-2016-0004-0007
8	Exemption Files. Disposition Authority Number: DAA-0571-2016-0004-0008
9	Exemptions Confidential Files. Disposition Authority Number: DAA-0571-2016-0004-0009
10	Exemptions Background Working Files Disposition Authority Number: DAA-0571-2016-0004-0010



	Estimated Current Volume	Annual Accumulation
Electronic/Digital	5 GB	250 MB
Paper	23 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

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**Office of Pipeline Safety Staff Rulemaking Files. (PHP 30)**

Disposition Authority Number      DAA-0571-2016-0004-0002

Arranged by OPS-Docket number. This series contains internal concurrences and copies of final rules as published in the Federal Register. This series also contains OPS' review and analysis of the pending rule and documents OPS' role in the creation, development, modification, and history of a regulation. Included in the files are briefing memos, contact with industry, studies, reports and recommendations and some analyses of comments received from the public. This series contains no public comments. This series became electronic in 2005. Include web site case lists as finding aids with transfer.

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

GRS or Superseded Authority Citation      N1-467-97-1/6B

**Disposition Instruction**

Cutoff Instruction                      Cut off files every ten years at end of calendar year

Transfer to the National Archives for Accessioning      Transfer to the National Archives in 10 year blocks 15 years after cut off. (Transfer 2002-2012 in 2028.)

**Additional Information**

First year of records accumulation **1968**

What will be the date span of the initial transfer of records to the National Archives? **From 2002 To 2012**

How frequently will your agency transfer these records to the National Archives? **Every 10 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	1.25 GB	100 MB
Paper	26 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

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**Office of Pipeline Safety Interpretations Files. (PHP 30)**

Disposition Authority Number **DAA-0571-2016-0004-0003**

Arranged by CFR section number in chronological order. These files contain incoming letters requesting interpretations of the pipeline safety regulations and background materials. It also contains OPS' responses to these interpretation requests, studies, reports and recommendations, and documents OPS' role in the modification and history of a regulation. Series became electronic in 2005. Include web site case file lists as finding aids with transfer.

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**

GRS or Superseded Authority Citation **N1-467-97-1/6C**

Disposition Instruction



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**

GRS or Superseded Authority Citation **N1-467-97-1/7**

**Disposition Instruction**

Cutoff Instruction **Cut off files every five years at end of calendar year.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives in 5 year blocks 15 year(s) after cutoff**

**Additional Information**

First year of records accumulation **1968**

What will be the date span of the initial transfer of records to the National Archives? **From 2005 To 2010**

How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	1.0 GB	50 MB
Paper	1 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

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**Accident/Incident Reports Information (PHP 6)**

Disposition Authority Number **DAA-0571-2016-0004-0005**

Information on the release of gas from a pipeline or liquefied natural gas as required to be reported to RSPA or PHMSA as cited in 49 CFR 191 and 195.

Telephonic notices as well as written reports are required from operators for each

incident on Federal land. 14A. Headquarters 14B. Regional Offices Significant Cases. Significant accidents and incidents that warrant permanent retention because of the following criteria: 1. Cases that result in precedential actions that significantly interpret legislation or regulation. Cases that result in legal opinions that establishes policies, regulations, directives and legislation. 2. Cases that gain state, regional or national attention due to volume of product spilled; economic or environmental impact; number of injuries or loss of life; or amount of property damages or other outstanding criteria as selected by former RSPA or PHMSA staff. Series became electronic in 2005. Include web site case file lists as finding aids with transfer.

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

GRS or Superseded Authority Citation N1-467-97-1/14A  
N1-467-97-1/14B1  
N1-467-97-1/14B2

Disposition Instruction

Cutoff Instruction Cut off closed files every 10 years at end of calendar year

Transfer to the National Archives for Accessioning Transfer to the National Archives in 10 year blocks 15 year(s) after cutoff

Additional Information

First year of records accumulation 1968

What will be the date span of the initial transfer of records to the National Archives? From 1978 To 2005

How frequently will your agency transfer these records to the National Archives? Every 10 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	1.0 GB	100 MB
Paper	26 Cubic feet	

Microform		
Hardcopy or Analog Special Media		

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**State Waivers, Special Permits and Accident/Incident Reports/Cases that do not warrant permanent retention**

Disposition Authority Number      DAA-0571-2016-0004-0006

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

GRS or Superseded Authority Citation      N1-467-97-1/14C  
N1-467-97-1/8A  
N1-467-97-1/8B

**Disposition Instruction**

Cutoff Instruction                      Cut off files when reports are closed or superseded.

Transfer to Inactive Storage          Transfer with related finding aids to off site storage three years after cut off.

Retention Period                      Destroy 15 year(s) after cutoff

**Additional Information**

GAO Approval                          Not Required

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**Regulated Industry Annual and Other Required Reports**

Disposition Authority Number      DAA-0571-2016-0004-0007

**Annual and other required reports received from regulated companies or entities.**

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
	GRS or Superseded Authority Citation	N1-467-97-1/14D
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cut off files when reports are closed or superseded.
	Transfer to Inactive Storage	Transfer with related finding aids to off site storage three years after cut off.
	Retention Period	Destroy 15 year(s) after cutoff
	<b>Additional Information</b>	
	GAO Approval	Not Required
8	<b>Exemption Files.</b>	
	Disposition Authority Number	DAA-0571-2016-0004-0008
	This series of exemption application case files contains original documentation on why the applicant is seeking relief from a regulation as required by 49 CFR Chapter 1 Subpart B 101.1. The exemption and any renewal terminates in two years after the date of issuance unless exemption is terminated under special circumstances. Exemptions are either granted, denied, closed with cause, or withdrawn.	
	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
	GRS or Superseded Authority Citation	N1-467-00-1/1 N1-467-02-1/1
	<b>Disposition Instruction</b>	

9	Cutoff Instruction	Cut off files two years after date of last official action, and scan items (excluding exemptions confidential files) into optical disk system.
	Transfer to Inactive Storage	Transfer files (excluding exemption confidential files) with related finding aid to off site storage two years after cut off.
	Retention Period	Destroy 7 year(s) after cutoff
	<b>Additional Information</b>	
	GAO Approval	Not Required
	<b>Exemptions Confidential Files.</b>	
	Disposition Authority Number	DAA-0571-2016-0004-0009
	This series may contain confidential (proprietary supporting documents) information submitted by the petitioner to support their exemption request. This file is maintained as a separate series-not releasable to the public.	
	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	
GRS or Superseded Authority Citation	N1-467-97-1/2B	
<b>Disposition Instruction</b>		
Cutoff Instruction	Cut off closed files two years after last official action.	
Transfer to Inactive Storage	Transfer files with related finding aid (docket log) to off site storage.	
Retention Period	Destroy 7 year(s) after cutoff	
<b>Additional Information</b>		
GAO Approval	Not Required	
<b>Exemptions Background Working Files</b>		
Disposition Authority Number	DAA-0571-2016-0004-0010	

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This series includes background working papers (duplicate copies of originals) used by staff to review and evaluate an exemption request including the recommendation for action.

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
GRS or Superseded Authority Citation	N1-467-97-1/2C
Disposition Instruction	
Retention Period	Destroy when no longer needed
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
10/04/2016	Certify	Faustine Robinson	Records Officer	Pipeline and Hazardous Materials Safety Administration - Pipeline and Hazardous Materials Safety Administration
11/16/2020	Submit for Concurrency	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
11/23/2020	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
12/01/2020	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
12/01/2020	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist