

Request for Records Disposition Authority

Records Schedule Number	DAA-0571-2018-0008
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	Controlled Correspondence Management
Internal agency concurrences will be provided	No
Background Information	<p>The Controlled Correspondence is used to log, maintain, track, assign action, and retrieve all incoming correspondence.</p> <p>Cover all correspondence in any media (media neutral) that is received or sent by the Pipeline and Hazardous Materials Safety Administration in any format. These files accumulate as a result of a wide-range of correspondence, inquiries and complaints from public, Congressional staff,, pipelines, state and local government staff, etc. that are received by Pipeline and Hazardous Materials Safety Administration headquarters and regional offices. Pipeline and Hazardous Materials Safety Administration headquarters and/or regional offices may decide to keep the official recordkeeping copy within an electronic system. The records are in PDF form and filed on the network drive. The disposition instructions below are for the record keeping copy, whether paper or electronic.</p> <p>This refers to (1): substantive correspondence that significantly documents program activities and was processed under special handling control procedures because of the importance of the correspondence, time requirements of replies, or was received from offices of special interest to the Agency; and (2): general correspondence files, reading files, or other transitory information files maintained by program offices to document the common activities and management of the program. Controlled correspondence is correspondence that requires a record of receipt and a timely reply.</p> <p>Note: Inputs, Outputs, and System Documentation are covered under GRS.</p>

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0571-2018-0008

Sequence Number	
1	Correspondence - Major - Senior Staff Disposition Authority Number: DAA-0571-2018-0008-0001
2	Correspondence - All Other Disposition Authority Number: DAA-0571-2018-0008-0002

Records Schedule Items

Sequence Number	
1	<p data-bbox="342 380 889 411">Correspondence - Major - Senior Staff</p> <p data-bbox="342 432 1149 464">Disposition Authority Number DAA-0571-2018-0008-0001</p> <p data-bbox="342 485 1520 1129">This series includes both signed controlled and uncontrolled major correspondence. This correspondence significantly documents program activities and is usually processed under special handling control procedures because of the importance of the subject or time requirements of replies. This correspondence may document the development, implementation, and/or administration of plans and policies pertaining to the mission or function of Pipeline and Hazardous Materials Safety Administration. Records consist of copies of incoming correspondence, PHMSA's responses, and enclosures. Controlled correspondence is correspondence that requires a record of receipt and a timely reply Major correspondence generated by senior officials and assistants to those officials. Senior Staff included but not limited to: Administrator, Deputy Administrator, Executive Director, Associate Administrators, Deputy Associate Administrators, Chief Counsel, Deputy Chief Counsel, Chief Financial Officer, Special Assistant to the Administrator, Senior Advisor to the Administrator, Director of Governmental, International and Public Affairs, Supervisory EEO Specialist/ Civil Rights Director, and equivalent, including other officials when acting in those capacities.</p> <p data-bbox="342 1150 922 1182">Final Disposition Permanent</p> <p data-bbox="342 1203 850 1234">Item Status Active</p> <p data-bbox="342 1255 818 1287">Is this item media neutral? Yes</p> <p data-bbox="342 1308 818 1339">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="342 1360 805 1392">Do any of the records covered by this item exist as structured electronic data? No</p> <p data-bbox="342 1581 662 1612">Disposition Instruction</p> <p data-bbox="342 1644 1435 1675">Cutoff Instruction Cut-off inactive records at end of calendar year.</p> <p data-bbox="342 1696 1507 1770">Transfer to the National Archives for Accessioning Transfer to the National Archives in 5 year blocks 15 year(s) after block closes</p> <p data-bbox="342 1812 656 1843">Additional Information</p> <p data-bbox="342 1875 834 1906">First year of records accumulation 2005</p>

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	3 GB	200 MB
Paper		
Microform		
Hardcopy or Analog Special Media		

2

Correspondence - All Other

Disposition Authority Number **DAA-0571-2018-0008-0002**

Including incoming and outgoing correspondence. Includes, but is not limited to, the following types of correspondence: Programmatic correspondence generated by all other staff. Correspondences - Minor/Routine: Records, such as correspondence, memorandums, forms, reports and other data, documenting day-to-day operations and routine administrative matters.

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? **Yes**

Disposition Instruction

Cutoff Instruction **Close inactive records at end of fiscal year.**

Retention Period **Destroy 5 year(s) after closure or when no longer needed for Agency business occurs, whichever is later**

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
04/03/2018	Certify	Faustine Robinson	Records Officer	Pipeline and Hazardous Materials Safety Administration - Pipeline and Hazardous Materials Safety Administration
12/07/2021	Submit for Concurrency	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
12/13/2021	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
12/13/2021	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
12/14/2021	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist