

Request for Records Disposition Authority

Records Schedule Number DAA-0571-2020-0006

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

Minor Subdivision Office of Hazardous Materials Safety

Schedule Subject PROGRAM DEVELOPMENT – PHH-60

Internal agency concurrences will be provided No

Background Information The Program Development provides integrated planning, development, and evaluation of programmatic activities for the Associate Administrator for Hazardous Materials Safety. Program Development PHH- 60 is responsible for obtaining reports of incidents, conducting risk assessment, collect and report findings,provides data analysis. Records are currently maintained in the Hazmatics system, but this schedule applies to records in previous or subsequent systems that document hazardous materials release incidents.

Item Count

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of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |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

GAO Approval

Outline of Records Schedule Items for DAA-0571-2020-0006

| Sequence Number |
|-----------------|
|-----------------|

| |
|---|
| 1 |
|---|

| |
|----------------------------|
| Accidents/Incident Reports |
|----------------------------|

| |
|---|
| Disposition Authority Number: DAA-0571-2020-0006-0001 |
|---|

Records Schedule Items

| Sequence Number | | | | | | | | |
|---------------------------|---|---------------------|--|--------------------------|---------------------|---------------------------|--------------|-------------|
| 1 | <p>Accidents/Incident Reports</p> <p>Disposition Authority Number DAA-0571-2020-0006-0001</p> <p>Accident/Incident reporting (5800.1) received from shipper or carriers containing information about unintentional hazardous material releases during transportation. Reports include company information, materials spilled, quantity released, incident site, and similar data about the incident.</p> <p>Final Disposition Permanent</p> <p>Item Status Active</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 / 1</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff annually</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after cutoff</p> <p>Additional Information</p> <p>First year of records accumulation 2002</p> <p>What will be the date span of the initial transfer of records to the National Archives? From 2002 To 2006</p> <p>How frequently will your agency transfer these records to the National Archives? Every 1 Years</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;"></th> <th style="width: 25%;">Estimated Current Volume</th> <th style="width: 25%;">Annual Accumulation</th> </tr> </thead> <tbody> <tr> <td>Electronic/Digital</td> <td>30 MB</td> <td>2 MB</td> </tr> </tbody> </table> | | | Estimated Current Volume | Annual Accumulation | Electronic/Digital | 30 MB | 2 MB |
| | Estimated Current Volume | Annual Accumulation | | | | | | |
| Electronic/Digital | 30 MB | 2 MB | | | | | | |

| | | |
|----------------------------------|--|--|
| Paper | | |
| Microform | | |
| Hardcopy or Analog Special Media | | |

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 |
|------------|------------------------|-------------------|---|---|
| 05/04/2020 | Certify | Faustine Robinson | Records Officer | Pipeline and Hazardous Materials Safety Administration - Pipeline and Hazardous Materials Safety Administration |
| 10/06/2020 | 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 |