

Request for Records Disposition Authority

Records Schedule Number **DAA-0571-2020-0008**
Schedule Status **Modified Approved Version**

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 Pipeline Safety**
Schedule Subject **Inspection Files**
Internal agency concurrences will be provided **No**

Background Information

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

Outline of Records Schedule Items for DAA-0571-2020-0008

Sequence Number	
1	Inspection Files –Construction/OQ Files Disposition Authority Number: DAA-0571-2020-0008-0001
2	Inspection Files – IMP (Gas and Liquid) Disposition Authority Number: DAA-0571-2020-0008-0002

Records Schedule Items

Sequence Number	
1	<p>Inspection Files –Construction/OQ Files</p> <p>Disposition Authority Number DAA-0571-2020-0008-0001</p> <p>Reports detailing the results of pipeline safety inspections, including documents or information gathered during the inspection.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</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GRS or Superseded Authority Citation DAA-0571-2015-0019-0001 in part</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off files 3 years after the case is closed.</p> <p>Retention Period Destroy 10 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Inspection Files – IMP (Gas and Liquid)</p> <p>Disposition Authority Number DAA-0571-2020-0008-0002</p> <p>Reports detailing the results of pipeline safety inspections, including documents or information gathered during inspection</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</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>

Do any of the records covered by this item exist as structured electronic data?	Yes
GRS or Superseded Authority Citation	DAA-0571-2015-0019-0001 in part
Disposition Instruction	
Cutoff Instruction	Cut off files 3 years after the case is closed
Retention Period	Destroy 10 year(s) 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
05/04/2020	Certify	Faustine Robinson	Records Officer	Pipeline and Hazardous Materials Safety Administration - Pipeline and Hazardous Materials Safety Administration
09/23/2020	Submit for Concurrency	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
10/06/2020	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/07/2020	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
10/08/2020	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist