

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0571-2024-0001

Status: APPROVED  
Date Approved: 07/10/2024

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## General Information

Agency or Establishment	Pipeline and Hazardous Materials Safety Administration
Record/Scheduling Group	0571 - Records of the Pipeline and Hazardous Materials Safety Administration
Records Schedule Applies To	Agency Subdivision
Major Subdivision	Pipeline and Hazardous Materials Safety Administration
Minor Subdivision	Office of the Chief Information Officer (OCIO)
Schedule Subject	Training and Qualification Learning Management (TQLMS)
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	No - the records covered by this schedule do not implicate Tribal interests

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## Item Count

Total number of disposition items: 1

Number of Temporary disposition items: 1

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0571-2024-0001

<b>Item #</b>	<b>Title</b>	<b>Disposition</b>
0001	Training and Qualification Learning Management System	Temporary

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Records Schedule Items

<b>DAA-0571-2024-0001-0001</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Training and Qualification Learning Management System	
Item Description	PHMSA Training & Qualification Learning Management System (TQLMS) is a Software as a Service (SaaS) offering that provides a learning management system (LMS) for the administration, documentation, tracking, reporting, and delivery of electronic educational technology (e-learning) courses or training programs. Proof of training and qualifications are retained, personally identifiable information (PII) collected include email address, First and Last name, organization name, course and date of completion, grade and status received.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Temporary	
Cutoff Instructions	Cut off at end of Calendar year when the last training was taken	
Retention Period	Destroy 55 year(s) after cutoff	
<b>ADDITIONAL INFORMATION</b>		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

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### Signatory Information

<b>Action</b>	<b>User</b>	<b>Date</b>
Accept	Richard Green	03/07/2024
Approve	Colleen Shogan	07/10/2024