

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-571-11-1</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>8-4-11</i>	
1 FROM (Agency or establishment) U S Department of Transportation		NOTIFICATION TO AGENCY  In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION Pipeline & Hazardous Materials Safety Administration (PHMSA)			
3 MINOR SUBDIVISION Office of Pipeline Safety			
4 NAME OF PERSON WITH WHOM TO CONFER John Hess	5 TELEPHONE NUMBER (202)366-4031	DATE <i>11 Oct 12</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
6 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 on the attached <u>  1  </u> page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,  <input type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE <i>8/3/2011</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> FAUSTINE ROBINSON - (202) 366-4744		TITLE Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	<p>The Pipeline and Hazardous Materials Safety Administration (PHMSA) is the agency in the Department with responsibilities to ensure the safe and environmentally sound transportation of hazardous materials by all modes, including pipelines PHMSA operates a robust Continuity of Operations (COOP) Program consisting of alternate facilities, plans for emergency action, and trained staff who are available to perform all of PHMSA's Mission Essential Functions. The PHMSA Continuity Program has provisioned for electronic storage, independent of the Department's Common Operating Environment, and storage of hard copy Emergency Operating Records at its alternate site</p> <p>PHMSA, is the Department's leading Administration for Telework participation and its employees routinely use electronic systems operating records, enabling smooth transition to a continuity situation</p> <p>Record Copy of the PHMSA COOP plan</p> <p><b>DISPOSITION:</b> Reviewed annually. Cutoff when superseded Destroy four years after cutoff.</p>		