· REQUEST FOR RECORDS SPOSITION AUTHORITY LEAVE BLANK (See Instructions on reverse) JOB NO NC1-398-81-5 TO GENERAL SERVICES ADMINISTRATION, NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408 DATE RECEIVED 1. FROM (AGENCY OR ESTABLISHMENT) July 31, 1981 Research and Special Programs Administration NOTIFICATION TO AGENCY 2. MAJOR SUBDIVISION In accordance with the provisions of 44 U.S.C. 3303a the disposal re-Office of Facilitation quest, including amendments, is approved except for items that may 3. MINOR SUBDIVISION be stamped "disposal not approved" or "withdrawn" in column 10

Information Services Division

4. NAME OF PERSON WITH WHOM TO CONFER

Ellen Butler

426-4486

5. TEL EXT

9-8-81

Guardinated States

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of _______ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

B Request for disposal after a specified period of time or request for permanent

retention.

C. DATE D. SIGNATURE OF AGENCY REPRESENTATIVE E. TITLE

7/23/8/ Carol A. Sutton OST Records Management Officer

8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)

8. DESCRIPTION OF ITEM SAMPLE OR JOB NO ACTION TAKEN

INFORMATION SERVICES DIVISION

The Information Services Division is located in the Office of Facilitation, Research and Special Programs Administration and is responsible for administering a program to gather, store, retrieve and publish transportation data and technical information in support of Research and Special Programs Administration (RSPA) programs. As such, the Division obtains information about hazardous materials transportation incidents, pipeline incidents and the annual reports from pipeline operators.

HAZARDOUS MATERIALS INCIDENT FORMS
Material containing information on the

A Request for immediate disposal.

Material containing information on the nature of the transportation accident or hazardous materials release. Some of the information recorded includes the time and date of the incident, the number of deaths and injuries and the amount of damages, the names of the shipper, consignee and the transportation carrier involved.

Transfer to Federal Records Center when three years old. FRC destroy when seven years old.

6 Tems

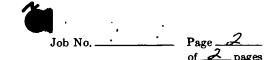
Closed Out: 9-11-81: R.T.D. Copy to Agency, NNF & NCW

STANDARD FORM 115 Revised April, 1975 Prescribed by General Services

Administration FPMR (41 CFR) 101-11 4

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REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
2	LEAK REPORTS - LIQUID PIPELINE OPERATOR		
	Material similar in content to the hazardous materials incident form. Contains information on the time, date, location, cause and consequences of a pipeline leak.		
	Transfer to Federal Records Center when three years old. FRC destroy when seven years old.		
3	ANNUAL REPORT - GAS TRANSMISSION AND GATHERING SYSTEMS		
	Material submitted once a year which gives statistics on the type of pipe installed, mileage information, and accident statistics involving that particular pipeline company.	r 	
	Transfer to Federal Records Center when three years old. FRC destroy when seven years old.		
4	ANNUAL REPORT - DISTRIBUTION SYSTEM		
	Material similar to the Gas transmission Report above, containing statistics on pipeline mileage, accidents and company repair practices.		
	Transfer to Federal Records Center when three years old. FRC destroy when seven years old.		
5	LEAK REPORT - GAS TRANSMISSION AND GATHERING SYSTEMS		
	Material similar to the leak report for liquid pipeline operators which documents the time, date, location, cause and consequences of a pipeline leak for a natural gas transmission company.		
	Transfer to Federal Records Center when three years old. FRC destroy when seven years old.		
6	LEAK REPORT - GAS DISTRIBUTION SYSTEMS Material similar in content to the other leak reports, form to be filed by gas distribution operator.		
	Transfer to Federal Records Center when three years old. FRC Destroy when seven years old.		