

(See Instructions on reverse)

1. FROM (Agency or establishment)

Research and Special Programs Administration (RSPA)

2. MAJOR SUBDIVISION

Associate Administrator for Hazardous Materials Safety

3. MINOR SUBDIVISION

Office of Hazardous Materials Planning and Analysis (DHM-60)

4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE
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Bevelyn Whitfield, Records Officer

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 2 page(s) are not now needed for the business of 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,



is not required;

is attached; or

has been requested.

DATE _____

8/20/01

SIGNATURE OF AGENCY REPRESENTATIVE

JESSE B. DOBBS

TITLE

Chief, Administrative Services Division

7.
ITEM
NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

**9. GRS OR
SUPERSEDED
JOB CITATION**

10. ACTION
TAKEN (NARA
USE ONLY)

1. See attached sheet for description of records

Agency, New Mexico

**The Office of Hazardous Materials Planning and Analysis
(DHIM-60)**

This series of office records are located in the Office of Hazardous Materials Planning and Analysis (OHMPA). The office is responsible for supporting RSPA's mission activities and identifies emerging, broad-based safety issues with emphasis on a strategic perspective. OHMPA coordinates the development of programmatic plans and accompanying budget documents. Provides financial and technical assistance as well as national direction and guidance to enhance state and local hazardous materials emergency planning and training pursuant to the Hazardous Materials Emergency Preparedness (HMEP) Grants Program.

1. Hazardous Materials Emergency Preparedness Grant Program. Federal Hazardous Materials Transportation Law authorizes the Department of Transportation to provide assistance to public sector employees through training and planning grants to States, Territories, and Native American tribes for emergency response. The purpose of the grants program is to increase State, Territorial, Tribal, and local effectiveness in safely and efficiently handling hazardous materials accidents and incidents, enhance implementation of the Emergency Planning and Community Right-to-Know Act of 1988 (EPCRA), and encourage a comprehensive approach to emergency training and planning by incorporating the unique challenge of responses to transportation situations. One application is completed each year for each of the 50 States, District of Columbia, 5 Territories and several Native American tribes. Total accumulation is 42 feet, from 1993 to 2000. Annual accumulation is 6 feet.

- A. Hazardous Materials Emergency Preparedness (HMEP) Grant Application Kit Case Files. **Paper Records.** The kit consists of a general grant guidance, progress reporting information, closeout and payment guidance, application for assistance, programmatic certification documents and administrative certification documents.

Disposition: Temporary. Cut off files annually. Transfer files with related finding aids to the Federal Records Center (Suitland, MD) three years after cutoff. Destroy ten years after cut off date.

- B. Selected grant application files that are scanned into the DOT/OST's optical disk system.

Disposition: Temporary. Destroy paper files upon verification that the record copy information has been fully and accurately converted to optical disk. Destroy/Delete Optical Disk copy ten years after cut off date.

2. Word Processing and Electronic Record Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to

generate a record keeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

- A. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other directories on hard disk or network drives, and copies on shared network drives that are used only to produce the record keeping copy.

Disposition: Destroy/delete within 180 days after the record keeping copy has been produced.

- B. Copies used for dissemination, revision, or updating that are maintained in addition to the record keeping copy.

Disposition: Destroy/delete when dissemination, revision, or updating is completed.

NOTE: Some Hazardous Materials Emergency Preparedness (HMEP) Grant Application Kit case file records may be worthy of permanent retention if they significantly interpret HMEP regulations, reflect significant developments, or attract extensive public attention. These should be brought to the attention of NARA via a SF-115, Request for Disposition Authority, so that they can be appraised and appropriate disposition authorized. The appraisal process of these records will include a determination of the appropriate medium for transfer of any records determined to be permanent.