

Request for Records Disposition Authority

Records Schedule Number	DAA-0571-2012-0002
Schedule Status	Approved
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 & Hazardous Materials Safety Administration (PHMSA)
Minor Subdivision	Office of Pipeline Safety
Schedule Subject	The Safety Monitoring and Reporting Tool (SMART)
Internal agency concurrences will be provided	Yes

Background Information

The Safety Monitoring and Reporting Tool (SMART) is an information technology application system which provides PHMSA Office of Pipeline Safety (OPS) with an integrated information source for identifying pipeline safety trends (through analysis of incident/accident information), targeting solutions (through analysis of inspection and resource data using a resource allocation module), and measuring performance (to determine if the resource allocation, budgeting, and regulations are working). It is used as a webbased tool, integrating all aspects of existing pipeline information systems, as well as new business processes with a "pipe-centric" focus. It improves oversight of the pipeline industry by providing an easy-to-use single point of access to pipeline information, reducing the reporting burden on pipeline operators by fully implementing electronic data collection where possible using the Internet, and sharing that information with state pipeline safety agencies and other Federal agencies. It enables better management decisions by integrating geospatial data from the National Pipeline Mapping System (NPMS) with pipeline incident, compliance, inspection, and other pipeline safety information. Both gas and hazardous liquid pipeline safety regulations include requirements for operators to periodically perform certain actions, and maintain accurate and thorough records of those actions. OPS currently conduct standard inspections on every pipeline every two to three years. The Pipeline Safety Enforcement Program is designed to monitor and enforce compliance with pipeline safety regulations and confirm

operators are meeting PHMSA expectations for safe, reliable, and environmentally sound operation of their facilities

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0571-2012-0002

Sequence Number

1

Master File

Disposition Authority Number: DAA-0571-2012-0002-0001

Records Schedule Items

Sequence Number	
1	<p data-bbox="362 401 513 432">Master File</p> <p data-bbox="362 453 1130 485">Disposition Authority Number DAA-0571-2012-0002-0001</p> <p data-bbox="362 506 1474 863">Records include: inspection component information; enforcement component information; and Safety Related Condition Report (SRCR) component information. In general the inspection component information contains; inspection type, the names of inspectors, the time spent, and findings/violations, regulations cited, operator and unit information. In general the enforcement component information contains; inspection type, type violation(s), penalties, regulations cited, operator information, steps or history of events post initial violation, open and close cases dates. In general the SRCR component information contains; safety issue location, dates discovered, date reported, region and inspector assigned, all follow up dates and information, date and concurrence of closure.</p> <p data-bbox="362 884 906 915">Final Disposition Temporary</p> <p data-bbox="362 936 841 968">Item Status Active</p> <p data-bbox="362 989 813 1020">Is this item media neutral? Yes</p> <p data-bbox="362 1041 797 1073">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p data-bbox="362 1188 662 1220">Disposition Instruction</p> <p data-bbox="362 1251 1425 1314">Cutoff Instruction Maintain in system until SMART is superseded or terminated.</p> <p data-bbox="362 1335 1458 1398">Retention Period Destroy 3 year(s) after verification of transfer to new system or last entry, whichever is sooner/later.</p> <p data-bbox="362 1440 659 1472">Additional Information</p> <p data-bbox="362 1493 938 1524">GAO Approval Not Required</p>

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
03/12/2012	Certify	Faustine Robinson	Records Officer	Pipeline and Hazardous Materials Safety Administration - Pipeline and Hazardous Materials Safety Administration
01/17/2014	Submit for Concurrency	Jim Cassedy	Appraiser	National Archives and Records Administration - Records Management Services
01/28/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
01/28/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
01/29/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist