

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 Subdivsion

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

Yes

be provided

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 egulations 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.

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The Pipeline Safety Enforcement Program is designed to monitor and enforce compliance with pipeline safety regulations and confirm



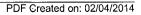


operators are meeting PHMSA expectations for safe, reliable, and environmentally sound operation of their facilities

Item Count

Number of Total Disposition Items]	Number of 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

Master File

Disposition Authority Number DA

DAA-0571-2012-0002-0001

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.

Final Disposition

Temporary

Item Status

Active

Is this item media neutral?

Yes

Do any of the records covered by this item currently exist in electronic format(s) other than email and word processing?

No

Disposition Instruction

Cutoff Instruction

Maintain in system until SMART is superseded or

terminated.

Retention Period

Destroy 3 year(s) after verification of transfer to new

system or last entry, whichever is sooner/later.

Additional Information

GAO Approval

Not Required





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	Ву	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 Concur rence	Jim Cassedy	Appraiser	National Archives and Records Administration - Records Management Services
01/28/2014	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - Records Management Services
01/28/2014	Concur	Laurence Brewer	Director, National R ecords Management Program	National Archives and Records Administration - National Records Management Program
01/29/2014	Approve	David Ferriero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist