

Request for Records Disposition Authority

Records Schedule Number DAA-0571-2015-0001

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 and Hazardous Material Safety Administration

Minor Subdivision Chief Information Office PHA50

Schedule Subject PHMSA Internet and Intranet

Internal agency concurrences will be provided No

Background Information The Pipeline and Hazardous Materials Safety Administration (PHMSA) websites are resources providing information about PHMSA, providing services to the general public, international governments, state and local governments, federal agencies, DOT, internal employees and contractors, and supporting the mission of Agency programs. The objective of PHMSA's mission is to reduce the risk to people, property, and the environment from the transportation of hazardous materials by pipeline and other modes of transportation. This schedule covers records such as software used to maintain the site, the content on the site, site management documentation, and backend systems that are not covered by other schedules. It applies to the internet, intranet and associated portals

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
4	0	4	0

GAO Approval

Outline of Records Schedule Items for DAA-0571-2015-0001

Sequence Number	
1	PHMSA Public Website Disposition Authority Number: DAA-0571-2015-0001-0001
2	External Content Management System Disposition Authority Number: DAA-0571-2015-0001-0002
3	Intranet Disposition Authority Number: DAA-0571-2015-0001-0003
4	Website Logs and Statistical Compilations Disposition Authority Number: DAA-0571-2015-0001-0004

Records Schedule Items

Sequence Number	
1	<p>PHMSA Public Website</p> <p>Disposition Authority Number DAA-0571-2015-0001-0001</p> <p>(www.phmsa.dot.gov) Content files stored on production servers, content files including text, graphical, video, and/or audio content, style sheets, scripts, and code supporting functionality and delivery of content. The type of information PHMSA disseminates through www phmsa dot gov includes: Notices, rulemaking, Orders, public advisories, emergency declarations, strategic plans, organizational charts, grant information, press releases, speeches, congressional testimony, audit reports, EEO policies, fact sheets, research publications, regulations, data and reports, inspections & enforcement, NTSB recommendations, online services, preparedness & response, research & development and State programs & grants. Content (documents and information) published on the website is covered by the records schedule of the component organization that originated the content.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Temporary. Destroy or delete when superseded, obsolete, or no longer needed for agency business.</p> <p>Retention Period Destroy when no longer needed</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>External Content Management System</p> <p>Disposition Authority Number DAA-0571-2015-0001-0002</p> <p>The external content management system (CMS) is where all content managers make their additions, deletions or edits to web pages. Documents are also uploaded here. Once the changes are approved, they get pushed to the public</p>

website. Therefore, the CMS contains everything on the public website plus deleted web pages, revisions and history of web pages.

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 e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Disposition Instruction

Cutoff Instruction DISPOSITON: Temporary. Cutoff at the end of the calendar year. Destroy or delete old versions, history data, and "deleted" files after 3 years.

Retention Period Destroy when no longer needed

Additional Information

GAO Approval Not Required

Intranet

Disposition Authority Number DAA-0571-2015-0001-0003

The intranet website provides information and links to variety of subjects that may be useful to employees in performing their duties, in learning about PHMSA's activities, policies, and services, and in understanding the workplace and employee benefits. a. Collaborative Projects: Team Projects b. All Other Content: The type of information PHMSA disseminates through the intranet includes Administrative polices, employee forms, links to PHMSA web applications, and duplicate information maintained by PHMSA offices/field offices (office of record for the content). Record keeping copies are stored elsewhere.

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 e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

4	Disposition Instruction	
	Cutoff Instruction	Temporary. Destroy or delete when superseded, obsolete, or no longer needed for agency business.
	Retention Period	Destroy when no longer needed
	Additional Information	
	GAO Approval	Not Required
	Website Logs and Statistical Compilations	
	Disposition Authority Number	DAA-0571-2015-0001-0004
	Raw and statistical information about use of the website by visitors (such as number of hits, page views, user sessions, referring URL's and browser type), search result reports (listing search terms entered by website visitors). Also includes user logs, audit logs and internal and external reporting for compliance requirements relating to the Privacy Act, and electronic and information technology accessibility under Section 508 of the Rehabilitation Act.	
	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 e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	DISPOSITION: Temporary. Cutoff when action is completed. Destroy or delete 3 years after cutoff.
	Retention Period	Destroy when no longer needed
	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	By	Title	Organization
10/07/2014	Certify	Faustine Robinson	Records Officer	Pipeline and Hazardous Materials Safety Administration - Pipeline and Hazardous Materials Safety Administration
12/01/2016	Submit for Concurrency	Jim Cassedy	Appraiser	National Archives and Records Administration - Records Management Services
12/05/2016	Return to Submitter	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
12/05/2016	Submit for Concurrency	Jim Cassedy	Appraiser	National Archives and Records Administration - Records Management Services
12/06/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
12/06/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
12/08/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist