

Request for Records Disposition Authority

Records Schedule Number DAA-0571-2015-0012

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 Materials Safety Administration

Minor Subdivision Office of Pipeline Safety

Schedule Subject Enforcement Files PHP-60

Internal agency concurrences will be provided No

Background Information Manages, develops and implements OPS policy and procedures on enforcement matters for application by Federal and State Pipeline safety programs.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0571-2015-0012

Sequence Number	
1	Compliance Progress File (CPF) Disposition Authority Number: DAA-0571-2015-0012-0001

Records Schedule Items

Sequence Number	
1	<p>Compliance Progress File (CPF)</p> <p>Disposition Authority Number DAA-0571-2015-0012-0001</p> <p>Compliance Progress File (CPF) is an historical record of enforcement activities; it details activities taken place from the date the case is opened until the date the case is officially closed. A "Closure Letter" officially closed each Enforcement PHP-60 CPF case file.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation There are no electronic media limitations. However, Enforcement PHP-60 record case files are maintained electronically on the PHMSA SMART database. Disk storage space on the PHMSA SMART database is depended on the PHMSA Server. Enforcement PHP-60 CPF case file are temporary records and are not transfer to NARA. Enforcement PHP-60 case file record can be destroy 99 years after case is closed.</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 Cut off date for Enforcement PHP-60 case file record is the 'date the case is closed'. Case file record can be destroyed 99 years after the case is closed.</p> <p>Retention Period Destroy immediately after 99 years</p> <p>Additional Information</p> <p>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
04/29/2015	Certify	Faustine Robinson	Records Officer	Pipeline and Hazardous Materials Safety Administration - Pipeline and Hazardous Materials Safety Administration
05/17/2019	Return for Revision	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
05/22/2019	Submit For Certification	Faustine Robinson	Records Officer	Pipeline and Hazardous Materials Safety Administration - Pipeline and Hazardous Materials Safety Administration
05/22/2019	Certify	Faustine Robinson	Records Officer	Pipeline and Hazardous Materials Safety Administration - Pipeline and Hazardous Materials Safety Administration
09/25/2019	Submit for Concurrence	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
09/30/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/01/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration

10/02/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist
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