

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0571-2015-0013**

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      **INSPECTOR TRAINING AND QUALIFICATION FILES PHP-70**

Internal agency concurrences will be provided      **No**

Background Information      **Implements pipeline safety training and qualification policies and programs for Federal, State, and tribal governments, and industry personnel**

### Item Count

| Number of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |
|-----------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <b>1</b>                          | <b>0</b>                              | <b>1</b>                              | <b>0</b>                              |

GAO Approval

## Outline of Records Schedule Items for DAA-0571-2015-0013

| Sequence Number |   |
|-----------------|---|
| 1               | Training Course and State-Hosted Seminar Records<br>Disposition Authority Number: DAA-0571-2015-0013-0001 |

## Records Schedule Items

| Sequence Number |   |
|-----------------|---|
| 1               | <p><b>Training Course and State-Hosted Seminar Records</b></p> <p>Disposition Authority Number      <b>DAA-0571-2015-0013-0001</b></p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                              <b>Active</b></p> <p>Is this item media neutral?          <b>Yes</b></p> <p>Do any of the records covered<br/>by this item currently exist in<br/>electronic format(s) other than e-<br/>mail and word processing?      <b>Yes</b></p> <p>Do any of the records covered<br/>by this item exist as structured<br/>electronic data?                      <b>Yes</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      <b>Cut off files at end of calendar year.</b></p> <p>Retention Period                      <b>Destroy 10 year(s) after cut off or when no longer<br/>needed for reference, whichever is later.</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                              <b>Not Required</b></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 |
| 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   |