

Request for Records Disposition Authority

Records Schedule Number DAA-0571-2015-0018
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 (PHMSA)
Minor Subdivision Office of Hazardous Materials Safety
Schedule Subject ASSOCIATE ADMINISTRATOR - PHH-1 International Correspondence Files
Internal agency concurrences will be provided No

Background Information PHMSA's international standards coordinator participates in a number of international standards setting bodies relevant to the transport of hazardous materials and is responsible for drafting position papers on issues considered at these meetings. While all papers are maintained online by the various international groups responsible for these meetings, the international standards coordinator also maintains a copy of all papers submitted by PHMSA.

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of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |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-0571-2015-0018

| Sequence Number |
|-----------------|
|-----------------|

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| 1 |
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| International Correspondence Files |
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| Disposition Authority Number: DAA-0571-2015-0018-0001 |
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Records Schedule Items

| Sequence Number | |
|-----------------|--|
| 1 | <p>International Correspondence Files</p> <p>Disposition Authority Number DAA-0571-2015-0018-0001</p> <p>U.S. Position, Decisions and International Correspondence Papers.</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>Retention Period Destroy 3 year(s) after closure, or when no longer needed for Agency business, whichever is later.</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 |
| 12/14/2017 | Submit for Concurrence | Jim Cassedy | Appraiser | National Archives and Records Administration - Records Management Services |
| 12/19/2017 | Concur | Margaret Hawkins | Director of Records Management Services | National Records Management Program - ACNR Records Management Services |
| 12/19/2017 | Concur | Margaret Hawkins | Director of Records Management Services | National Records Management Program - ACNR Records Management Services |
| 12/21/2017 | Approve | David Ferriero | Archivist of the United States | Office of the Archivist - Office of the Archivist |