

Request for Records Disposition Authority

Records Schedule Number DAA-0571-2016-0001

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 Materials Safety Administration

Schedule Subject Program Directives/Policies

Internal agency concurrences will be provided No

Background Information Program Directive Files: Records of policy standards and technical guidance with related changes, including policies and procedures , (original copy kept in PHMSA headquarters; these are internal PHMSA directives and only for PHMSA use).

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	1	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0571-2016-0001

Sequence Number	
1	Records Set of Program Directives Disposition Authority Number: DAA-0571-2016-0001-0001
2	Background/Clearance Files for Program Directives Disposition Authority Number: DAA-0571-2016-0001-0002

Records Schedule Items

Sequence Number					
1	<p>Records Set of Program Directives</p> <p>Disposition Authority Number DAA-0571-2016-0001-0001</p> <p>Directives establishing policies and procedures for PHMSA programs such inspection guidelines, incident reporting procedures, or safety procedures when on site.</p> <p>Final Disposition Permanent</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? No</p> <p>Disposition Instruction</p> <p>If this item has multiple sections, indicate here records to which this section apply Electronic Records</p> <p>Cutoff Instruction Cut off files at end of calendar year in which superseded or obsolete.</p> <p>Transfer to Inactive Storage Transfer to offsite storage if appropriate after 10 years.</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives in 10 year blocks 15 year(s) after block closes</p> <p>Additional Information</p> <p>First year of records accumulation 2005</p> <p>What will be the date span of the initial transfer of records to the National Archives? From 2005 To 2015</p> <p>How frequently will your agency transfer these records to the National Archives? Every 10 Years</p> <table border="1"> <tr> <td></td> <td>Estimated Current Volume</td> <td>Annual Accumulation</td> </tr> </table>			Estimated Current Volume	Annual Accumulation
	Estimated Current Volume	Annual Accumulation			

Electronic/Digital	40 MB	5 MB
Paper		
Microform		
Hardcopy or Analog Special Media		

2

Background/Clearance Files for Program Directives

Disposition Authority Number DAA-0571-2016-0001-0002

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? No

Disposition Instruction

Cutoff Instruction Cutoff when directive is cancelled or superseded.

Retention Period Destroy immediately after cutoff

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
10/27/2015	Certify	Faustine Robinson	Records Officer	Pipeline and Hazardous Materials Safety Administration - Pipeline and Hazardous Materials Safety Administration
07/10/2020	Submit for Concurrence	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
07/13/2020	Return to Submitter	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
07/13/2020	Submit for Concurrence	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
08/04/2020	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/05/2020	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
08/05/2020	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist