

Request for Records Disposition Authority

Records Schedule Number DAA-0571-2019-0003

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 The office of Pipeline Safety (PHP-5)

Schedule Subject Oil Spill Preparedness and Emergency Support Division

Internal agency concurrences will be provided No

Background Information Manages the pipeline safety program's emergency response planning and drills, incident response, and security operations; and coordinates continuity plans and operations for the agency.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0571-2019-0003

Sequence Number

1

Incident Notifications Summaries

Disposition Authority Number: DAA-0571-2019-0003-0002

Records Schedule Items

Sequence Number	
1	<p>Incident Notifications Summaries</p> <p>Disposition Authority Number DAA-0571-2019-0003-0002</p> <p>Emails summarizing information pertaining incidents/accidents of PHMSA regulated entities.</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 5 years(s) after expiration of approval or when no longer need for reference, 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
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