

## Request for Records Disposition Authority

Records Schedule Number      DAA-0571-2020-0006

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 Hazardous Materials Safety

Schedule Subject      PROGRAM DEVELOPMENT – PHH-60

Internal agency concurrences will be provided      No

Background Information      The Program Development provides integrated planning, development, and evaluation of programmatic activities for the Associate Administrator for Hazardous Materials Safety. Program Development PHH- 60 is responsible for obtaining reports of incidents, conducting risk assessment, collect and report findings, provides data analysis. Records are currently maintained in the Hazmatics system, but this schedule applies to records in previous or subsequent systems that document hazardous materials release incidents.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

### GAO Approval

## Outline of Records Schedule Items for DAA-0571-2020-0006

Sequence Number	
1	Accidents/Incident Reports Disposition Authority Number: DAA-0571-2020-0006-0001

## Records Schedule Items

Sequence Number								
1	<p><b>Accidents/Incident Reports</b></p> <p>Disposition Authority Number      <b>DAA-0571-2020-0006-0001</b></p> <p>Accident/Incident reporting (5800.1) received from shipper or carriers containing information about unintentional hazardous material releases during transportation. Reports include company information, materials spilled, quantity released, incident site, and similar data about the incident.</p> <p>Final Disposition      <b>Permanent</b></p> <p>Item Status      <b>Active</b></p> <p>Is this item media neutral?      <b>No</b></p> <p>Explanation of limitation      <b>Electronic records only</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>Yes</b></p> <p>Do any of the records covered by this item exist as structured electronic data?      <b>Yes</b></p> <p>GRS or Superseded Authority Citation      <b>N1-467-93-3 / 1</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction      <b>Cutoff annually</b></p> <p>Transfer to the National Archives for Accessioning      <b>Transfer to the National Archives 15 year(s) after cutoff</b></p> <p><b>Additional Information</b></p> <p>First year of records accumulation      <b>2002</b></p> <p>What will be the date span of the initial transfer of records to the National Archives?      <b>From 2002 To 2006</b></p> <p>How frequently will your agency transfer these records to the National Archives?      <b>Every 1 Years</b></p> <table border="1"> <thead> <tr> <th></th> <th>Estimated Current Volume</th> <th>Annual Accumulation</th> </tr> </thead> <tbody> <tr> <td><b>Electronic/Digital</b></td> <td><b>30 MB</b></td> <td><b>2 MB</b></td> </tr> </tbody> </table>			Estimated Current Volume	Annual Accumulation	<b>Electronic/Digital</b>	<b>30 MB</b>	<b>2 MB</b>
	Estimated Current Volume	Annual Accumulation						
<b>Electronic/Digital</b>	<b>30 MB</b>	<b>2 MB</b>						

Paper		
Microform		
Hardcopy or Analog Special Media		

## 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
05/04/2020	Certify	Faustine Robinson	Records Officer	Pipeline and Hazardous Materials Safety Administration - Pipeline and Hazardous Materials Safety Administration
10/06/2020	Submit for Concurrence	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
11/23/2020	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
12/01/2020	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
12/01/2020	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist