

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0571-2025-0003

Status: APPROVED
Date Approved: 04/22/2026

General Information

Agency or Establishment	Pipeline and Hazardous Materials Safety Administration
Record/Scheduling Group	0571 - Records of the Pipeline and Hazardous Materials Safety Administration
Records Schedule Applies To	Agency-wide
Schedule Subject	Accident/Incident Reports
Additional Schedule 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, collecting and reporting findings, and providing 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.
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	No - the records covered by this schedule do not implicate Tribal interests

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Item Count

Total number of disposition items: 1

Number of Temporary disposition items: 0

Number of Permanent disposition items: 1

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0571-2025-0003

Item #	Title	Disposition
0001	Accident/Incident Reports	Permanent

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Records Schedule Items

DAA-0571-2025-0003-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Accident/Incident Reports	
Item Description	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.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
DAA-0571-2020-0006-0001	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Cutoff Instructions	Cut off at end of Fiscal year.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff	
ADDITIONAL INFORMATION		
Current Records Format	Born Digital - Textual Data:30MB	
End year of records covered by this authority	Year: 2002	
Frequency of transfer	1	
Are any of the records covered by this item subject to a FOIA exemption?	No	

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Signatory Information

Action	User	Date
Approve	Edward Forst (Acting Archivist)	04/22/2026



Office of the Chief
Records Officer for the
U.S. Government

This schedule was signed outside of the ERA system using Standard Form 115.

NARA staff updated ERA to reflect this approval, moving the record schedule into an approved status. The approved status allows for generation of a PDF indicating that the schedule has been approved, and allows an agency to use the schedule in ERA to create transfer requests. The approved date in the system and on the PDF version of the records schedule reflects the system actions.