

WITHDRAWN - RETURN WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0048-2013-0003

Request for Records Disposition Authority

Records Schedule Number: DAA-0048-2013-0003
Schedule Status: Returned Without Action
Agency or Establishment: Department of the Interior
Record Group / Scheduling Group: Records of the Office of the Secretary of the Interior
Records Schedule applies to: Agency-wide
Schedule Subject: Minerals Revenue Financial Management
Internal agency concurrences will be provided: No

WITHDRAWN

Background Information: The Financial Management business function performs the collection, accounting, and disbursement of the Federal and Indian mineral lease revenues to the appropriate recipients consistent with all applicable laws, regulations, and lease terms.

The records covered by this schedule are considered media neutral unless indicated otherwise. The Office of Natural Resources Revenue agrees to maintain these records regardless of format for the entire retention periods indicated in compliance with Title 44 U.S.C. Chapters 21, 29, 31, and 33, and Title 36 CFR, Parts 1220 through 1238, Records Management.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	23

GAO Approval

WITHDRAWN - RETURN WITHOUT ACTION

Outline of Records Schedule Items for DAA-0048-2013-0003

Sequence Number	Description
1	Financial Management Program Administration Disposition Authority Number: DAA-0048-2013-0003-0001
2	Financial Reports/Summaries
2.1	Financial Reports/Summaries - Native American-Related Disposition Authority Number: DAA-0048-2013-0003-0002
2.2	Financial Reports/Summaries - Federal Disposition Authority Number: DAA-0048-2013-0003-0003
3	Minerals Revenue Distribution & Disbursement Files
3.1	Minerals Revenue Distribution & Disbursement Files - Native American-Related Disposition Authority Number: DAA-0048-2013-0003-0004
3.2	Minerals Revenue Distribution & Disbursement Files - Federal Disposition Authority Number: DAA-0048-2013-0003-0005
4	Payor Account Reconciliation
4.1	Payor Account Reconciliation - Native American-Related Disposition Authority Number: DAA-0048-2013-0003-0006
4.2	Payor Account Reconciliation - Federal Disposition Authority Number: DAA-0048-2013-0003-0007
5	Debt Collection
5.1	Debt Collection - Native American-Related Disposition Authority Number: DAA-0048-2013-0003-0008
5.2	Debt Collection - Federal Disposition Authority Number: DAA-0048-2013-0003-0009
6	Reference Data - Leases, Agreements, Mines & Facility Measurement Points
6.1	Reference Data - Leases, Agreements, Mines & Facility Measurement Points - Native American-Related Disposition Authority Number: DAA-0048-2013-0003-0010
6.2	Reference Data - Leases, Agreements, Mines & Facility Measurement Points - Federal Disposition Authority Number: DAA-0048-2013-0003-0011
7	Billing & Invoices
7.1	Billing & Invoices - Native American-Related Disposition Authority Number: DAA-0048-2013-0003-0012
7.2	Billing & Invoices - Federal Disposition Authority Number: DAA-0048-2013-0003-0013

WITHDRAWN

WITHDRAWN - RETURN WITHOUT ACTION

- 8 Refunds & Other Documentation
 - 8.1 Refunds & Other Documentation - Native American-Related
Disposition Authority Number: DAA-0048-2013-0003-0014
 - 8.2 Refunds and Other Documentation - Federal
Disposition Authority Number: DAA-0048-2013-0003-0015
 - 8.3 Check Processing
 - 8.3.1 Check Image - Native American-Related
Disposition Authority Number: DAA-0048-2013-0003-0017
 - 8.3.2 Check Image - Federal
Disposition Authority Number: DAA-0048-2013-0003-0018
- 9 Reporter Training & Guidance
 - 9.1 Reporter Training & Guidance - Native American Related
Disposition Authority Number: DAA-0048-2013-0003-0019
 - 9.2 Reporter Training & Guidance - Federal
Disposition Authority Number: DAA-0048-2013-0003-0020
- 10 Royalty Reporting
 - 10.1 Royalty Reporting - Native American-Related
Disposition Authority Number: DAA-0048-2013-0003-0021
 - 10.2 Royalty Reporting - Federal
Disposition Authority Number: DAA-0048-2013-0003-0022
- 11 Investment Files
 - 11.1 Investment Files - Native American-Related
Disposition Authority Number: DAA-0048-2013-0003-0023
 - 11.2 Investment Files - Federal
Disposition Authority Number: DAA-0048-2013-0003-0024

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Records Schedule Items

Sequence Number	
1	<p>Financial Management Program Administration</p> <p>Disposition Authority Number DAA-0048-2013-0003-0001</p> <p>All records created related to the general management of the Minerals Revenue Financial Management Program. May include mission-direct files such as: • A-123 reviews, • Audit Coordinator files • Workplans and revisions • Financial Management Training development/implementation, • Operational manuals or procedures • Program specific IT project support and testing, • Other project or program support, • Implementation of new laws, regulations, or policy, and • General management reports and decisions.</p> <p>Final Disposition Temporary</p> <p>Item Status Withdrawn</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>Cutoff Instruction Cut off at close of the fiscal year or at the end of the fiscal year in which activity is completed.</p> <p>Transfer to Inactive Storage Retire to records repository 2 years after cut off.</p> <p>Retention Period Destroy 10 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Financial Reports/Summaries</p> <p>Reports and/or summaries related to reconciling subsidiary and control accounts, monitoring and analyzing daily accounting journal entries to subsidiary ledgers and the balance sheet and other financial management reports.</p>
2.1	<p>Financial Reports/Summaries - Native American-Related</p> <p>Disposition Authority Number DAA-0048-2013-0003-0002</p> <p>Includes summaries of data from the MRMSS Financial Sub-System documenting daily revenue management activities. Includes but not limited to: • Program</p>

WITHDRAWN

WITHDRAWN - RETURN WITHOUT ACTION

Management Summaries • Fiscal Accounting Summaries • Production Accounting Summaries • Exception Identification Summaries • Statistical Reporting Summaries • System Assurance Summaries Note: Any documentation related to systems developed, used, upgraded or other that administer Indian Fiduciary Trust Records and/or Trust data such as MRMSS should use this item.

Final Disposition Permanent
 Item Status Withdrawn
 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? Yes
 GRS or Superseded Authority Citation NC1-57-84-7, 1801-03A

Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply Electronic Records
 Cutoff Instruction Cut off at close of fiscal year in which summary or report is updated or replaced.
 Transfer to the National Archives for Accessioning Transfer electronic files to the National Archives at three year intervals under the instructions in 36 CFR 1235.44 – 50, or whichever transfer guidance is in place at the time of the transfer.

Additional Information

First year of records accumulation 1982
 What will be the date span of the initial transfer of records to the National Archives? From 1982 To 2009
 How frequently will your agency transfer these records to the National Archives? Every 3 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	400 GB	70 GB
Paper		

WITHDRAWN - RETURN WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: **DAA-0048-2013-0003**

Microform		
Hardcopy or Analog Special Media		

Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply

Non-electronic Textual Records

Cutoff Instruction

Cut off at close of fiscal year in which summary or report is updated or replaced.

Transfer to Inactive Storage

Retire to records repository 2 years after cut off.

Transfer to the National Archives for Accessioning

Transfer to the National Archives 25 year(s) after cutoff

Additional Information

First year of records accumulation 1982

What will be the date span of the initial transfer of records to the National Archives?

From 1982 To 1987

How frequently will your agency transfer these records to the National Archives?

Every 1 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	300 Cubic feet	15 Cubic feet
Microform		
Hardcopy or Analog Special Media		

2.2

Financial Reports/Summaries - Federal

Disposition Authority Number

DAA-0048-2013-0003-0003

WITHDRAWN - RETURN WITHOUT ACTION

Includes summaries of data from the MRMSS Financial Sub-System documenting daily revenue management activities. Includes but not limited to: • Program Management Summaries • Fiscal Accounting Summaries • Production Accounting Summaries • Exception Identification Summaries • Statistical Reporting Summaries • System Assurance Summaries Note: Any documentation related to systems developed, used, upgraded or other that administer Indian Fiduciary Trust Records and/or Trust data such as MRMSS should use the Native American-Related item. All other documentation should use this item.

Final Disposition Temporary

Item Status Withdrawn

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? Yes

GRS or Superseded Authority Citation NC1-57-84-7, 1801-03B

Disposition Instruction

Cutoff Instruction Cut off at close of fiscal year in which summary or report is updated or replaced.

Transfer to Inactive Storage Retire to records repository 2 years after cut off.

Retention Period Destroy 10 year(s) after cutoff

Additional Information

GAO Approval Not Required

3 Minerals Revenue Distribution & Disbursement Files
All records created or received documenting the receipt and processing of Federal and Indian mineral revenues. Processing revenues (rents, royalties and bonuses) includes processing payor-submitted reports, reconciling errors and processing receipts. Includes disbursement of revenues and related information to U.S. Treasury, States, Office of Trust Fund Management/Bureau of Indian Affairs for Indian tribes, and Indian allottees, as well as, billings for the collection of funds due from rental and royalty payors. Includes summaries of data from the MRMSS Financial Sub-System documenting daily revenue management activities.

3.1 Minerals Revenue Distribution & Disbursement Files - Native American-Related

Disposition Authority Number DAA-0048-2013-0003-0004

WITHDRAWN - RETURN WITHOUT ACTION

Includes but not limited to: • TPAY (Treasury Payment) Creation Form • Forms SF-1081, SF-1166, and correspondence supporting the distribution and disbursement of royalty and rental funds • Windfall Profit Tax Returns • Revenue management information collection forms documenting data collected from operators and payors used to report mineral royalties, rentals, sales and bonuses, etc. • Forms MMS-4025 (Payor Information Form), MMS-2014 (Report of Sales and Royalty Remittance), MMS-4430 (Solid Mineral Production and Royalty Report), CMP-2014s, CMP P&Rs, MMS-4444 (Addressee of Record Designation for Service of Official Correspondence) or equivalents • Checklist/approval form
Note: Any documentation related to systems developed, used, upgraded or other that administer Indian Fiduciary Trust Records and/or Trust data such as MRMSS should use item 3a. All other documentation should use item 3b.

Final Disposition Permanent

Item Status Withdrawn

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? No

GRS or Superseded Authority Citation NC1-57-84-7, 1801-04A

Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply Non-electronic Textual Records

Cutoff Instruction Cut off at close of fiscal year in which funds are disbursed.

Transfer to Inactive Storage Retire to records repository 2 years after cut off.

Transfer to the National Archives for Accessioning Transfer to the National Archives 25 year(s) after cutoff

Additional Information

First year of records accumulation 1982

What will be the date span of the initial transfer of records to the National Archives? From 1982 To 1987

How frequently will your agency transfer these records to the National Archives? Every 1 Years

	Estimated Current Volume	Annual Accumulation
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WITHDRAWN - RETURN WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0048-2013-0003

Electronic/Digital		
Paper	1650 Cubic feet	25 Cubic feet
Microform		
Hardcopy or Analog Special Media		

Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply **Electronic Records**

Cutoff Instruction **Cut off at close of fiscal year in which funds are disbursed.**

Transfer to the National Archives for Accessioning **Transfer electronic files to the National Archives at three year intervals under the instructions in 36 CFR 1235.44 – 50, or whichever transfer guidance is in place at the time of the transfer.**

Additional Information

First year of records accumulation **1982**

What will be the date span of the initial transfer of records to the National Archives? **From 1982 To 2009**

How frequently will your agency transfer these records to the National Archives? **Every 3 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	1 TB	175 GB
Paper		
Microform		
Hardcopy or Analog Special Media		

WITHDRAWN - RETURN WITHOUT ACTION

WITHDRAWN - RETURN WITHOUT ACTION

3.2

Minerals Revenue Distribution & Disbursement Files - Federal

Disposition Authority Number DAA-0048-2013-0003-0005

Includes but not limited to: • TPAY (Treasury Payment) Creation Form • Forms SF-1081, SF-1166, and correspondence supporting the distribution and disbursement of royalty and rental funds • Windfall Profit Tax Returns • Revenue management information collection forms documenting data collected from operators and payors used to report mineral royalties, rentals, sales and bonuses, etc. • Forms MMS-4025 (Payor Information Form), MMS-2014 (Report of Sales and Royalty Remittance), MMS-4430 (Solid Mineral Production and Royalty Report), CMP-2014s, CMP P&Rs, MMS-4444 (Addressee of Record Designation for Service of Official Correspondence) or equivalents • Checklist/approval form
Note: Any documentation related to systems developed, used, upgraded or other that administer Indian Fiduciary Trust Records and/or Trust data such as MRMSS should use item 3a. All other documentation should use item 3b.

Final Disposition Temporary

Item Status Withdrawn

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? No

GRS or Superseded Authority Citation NC1-57-84-7, 1801-04B

Disposition Instruction

Cutoff Instruction Cut off at close of fiscal year in which funds are disbursed.

Transfer to Inactive Storage Retire to records repository 2 years after cut off. Transfer to the National Archives 25 years after cut off.

Retention Period Destroy 10 year(s) after cutoff

Additional Information

GAO Approval Not Required

4

Payor Account Reconciliation

All records created or received including correspondence, memoranda, reports, and email that document the reconciliation, application, and collection of payments to receivables for Federal and Indian Royalty in Value Solids & Geothermal, Oil & Gas and Federal Royalty in Kind Oil & Gas. Includes the matching, application, reapplication and/or movement of monies. Includes summaries of data from the MRMSS Financial Sub-System documenting daily revenue management activities.

WITHDRAWN - RETURN WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0048-2013-0003

4.1

Payor Account Reconciliation - Native American-Related

Disposition Authority Number DAA-0048-2013-0003-0006

Includes but not limited to: • Input coding forms that are used for entry into the electronic accounting system • Lease Account Status (LAS) reviews • History of Timely Payments (HTPs) • Open Account Balance files • Cash Application files • Cash Re-application files • Statement of Account Records • Open Account Balance Reconciliation • 120-180 day account files • Accounting Advice Data Verification General Ledger (GL) packages including Accounting Advices • Intergovernmental Payment and Collection (IPAC) • Forms MMS-4001, MMS-4005, MMS-4006, MMS-4012, MMS-4019, or equivalents Note: Any documentation related to systems developed, used, upgraded or other that administer Indian Fiduciary Trust Records and/or Trust data such as MRMSS should use item 4a. All other documentation should use item 4b.

Final Disposition Permanent

Item Status Withdrawn

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? Yes

GRS or Superseded Authority Citation NC1-57-84-7, 1801-01, 1801-02, 1801-02(1)A, 1801-04A

Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply Electronic Records

Cutoff Instruction Cut off at close of fiscal year in which all entries have been verified.

Transfer to the National Archives for Accessioning Transfer electronic files to the National Archives at three year intervals under the instructions in 36 CFR 1235.44 – 50, or whichever transfer guidance is in place at the time of the transfer.

Additional Information

First year of records accumulation 1982

What will be the date span of the initial transfer of records to the National Archives? From 1982 To 2009

WITHDRAWN - RETURN WITHOUT ACTION

WITHDRAWN - RETURN WITHOUT ACTION

How frequently will your agency transfer these records to the National Archives? **Every 3 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	1.2 TB	200 GB
Paper		
Microform		
Hardcopy or Analog Special Media		

Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply **Non-electronic Textual Records**

Cutoff Instruction **Cut off at close of fiscal year in which all entries have been verified.**

Transfer to Inactive Storage **Retire to records repository 2 years after cut off.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 25 year(s) after cutoff**

Additional Information

First year of records accumulation **1982**

What will be the date span of the initial transfer of records to the National Archives? **From 1982 To 1987**

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	1650 Cubic feet	30 Cubic feet
Microform		

WITHDRAWN - RETURN WITHOUT ACTION

Hardcopy or Analog Special Media		
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4.2

Payor Account Reconciliation - Federal

Disposition Authority Number DAA-0048-2013-0003-0007

Includes but not limited to: • Input coding forms that are used for entry into the electronic accounting system • Lease Account Status (LAS) reviews • History of Timely Payments (HTPs) • Open Account Balance files • Cash Application files • Cash Re-application files • Statement of Account Records • Open Account Balance Reconciliation • 120-180 day account files • Accounting Advice Data Verification General Ledger (GL) packages including Accounting Advices • Intergovernmental Payment and Collection (IPAC) • Forms MMS-4001, MMS-4005, MMS-4006, MMS-4012, MMS-4019, or equivalents Note: Any documentation related to systems developed, used, upgraded or other that administer Indian Fiduciary Trust Records and/or Trust data such as MRMSS should use item 4a. All other documentation should use item 4b

Final Disposition Temporary

Item Status Withdrawn

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? No

GRS or Superseded Authority Citation NC1-57-84-7, 1801-01, 1801-02, 1801-04B

Disposition Instruction

Cutoff Instruction Cut off at close of fiscal year in which all entries have been verified.

Transfer to Inactive Storage Retire to records repository 2 years after cut off.

Retention Period Destroy 10 year(s) after cutoff

Additional Information

GAO Approval Not Required

5

Debt Collection

All records created or received including correspondence, memoranda, reports, and email that document debt collection efforts. Includes summaries of data from the MRMSS Financial Sub-System documenting daily revenue management activities.

5.1

Debt Collection - Native American-Related

WITHDRAWN - RETURN WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0048-2013-0003

Disposition Authority Number DAA-0048-2013-0003-0008

Includes but not limited to: • Coordination with Office of Enforcement • Debt Collection Letters and Bills • Past Due Bills or Notices • Bills forwarded to Treasury for collection • Payment Documentation • Documentation of contact with Treasury or customers regarding disputes • Debt Management Reports • Other (OTH) Bills and checklist • Assessment Fees Note: Any documentation related to systems developed, used, upgraded or other that administer Indian Fiduciary Trust Records and/or Trust data such as MRMSS should use item 5a. All other documentation should use item 5b.

Final Disposition Permanent

Item Status Withdrawn

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? Yes

GRS or Superseded Authority Citation NC1-57-84-7, 1801-11A

Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply Electronic Records

Cutoff Instruction Cut off at close of fiscal year in which the bill is paid.

Transfer to the National Archives for Accessioning Transfer electronic files to the National Archives at three year intervals under the instructions in 36 CFR 1235.44 – 50, or whichever transfer guidance is in place at the time of the transfer.

Additional Information

First year of records accumulation 1982

What will be the date span of the initial transfer of records to the National Archives? From 1982 To 2009

How frequently will your agency transfer these records to the National Archives? Every 3 Years

	Estimated Current Volume	Annual Accumulation
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WITHDRAWN - RETURN WITHOUT ACTION

WITHDRAWN - RETURN WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0048-2013-0003

Electronic/Digital	500 GB	25 GB
Paper		
Microform		
Hardcopy or Analog Special Media		

Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply

Non-electronic Textual Records

Cutoff Instruction

Cut off at close of fiscal year in which the bill is paid.

Transfer to Inactive Storage

Retire to records repository 2 years after cut off.

Transfer to the National Archives for Accessioning

Transfer to the National Archives 25 year(s) after cutoff

Additional Information

First year of records accumulation 1982

What will be the date span of the initial transfer of records to the National Archives?

From 1982 To 1987

How frequently will your agency transfer these records to the National Archives?

Every 1 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	565 Cubic feet	20 Cubic feet
Microform		
Hardcopy or Analog Special Media		

5.2

Debt Collection - Federal

WITHDRAWN - RETURN WITHOUT ACTION

WITHDRAWN - RETURN WITHOUT ACTION

Disposition Authority Number DAA-0048-2013-0003-0009

Includes but not limited to: • Coordination with Office of Enforcement • Debt Collection Letters and Bills • Past Due Bills or Notices • Bills forwarded to Treasury for collection • Payment Documentation • Documentation of contact with Treasury or customers regarding disputes • Debt Management Reports • Other (OTH) Bills and checklist • Assessment Fees Note: Any documentation related to systems developed, used, upgraded or other that administer Indian Fiduciary Trust Records and/or Trust data such as MRMSS should use item 5a. All other documentation should use item 5b.

Final Disposition Temporary

Item Status Withdrawn

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? Yes

GRS or Superseded Authority Citation NC1-57-84-7, 1801-11B

Disposition Instruction

Cutoff Instruction Cut off at close of fiscal year in which the bill is paid.

Transfer to Inactive Storage Retire to records repository 2 years after cut off.

Retention Period Destroy 10 year(s) after cutoff

Additional Information

GAO Approval Not Required

6 Reference Data - Leases, Agreements, Mines & Facility Measurement Points
All records created or received documenting contracts (non-Royalty-in-Kind), mines and well actions including undeveloped lease files and pre-lease documentation. Includes all lease issuance records, correspondence, memoranda, reports, and email that document Royalty-in-Value oil and gas, geothermal and solids, and other energy resource leases and agreements. Includes summaries of data from the MRMSS Financial Sub-System documenting daily revenue management activities.

6.1 Reference Data - Leases, Agreements, Mines & Facility Measurement Points - Native American-Related

Disposition Authority Number DAA-0048-2013-0003-0010

WITHDRAWN - RETURN WITHOUT ACTION

WITHDRAWN - RETURN WITHOUT ACTION

Includes but not limited to: • Unit or Communitization Agreement Files • IMDA Leases & Agreements • Lease Instruments • NEPA (National Energy Protection Act) Analysis • Parcel descriptions • Lease sales, issuance, renewals, readjustments and exchanges • Contract, profit sharing agreement, joint venture, or other agreement issued or approved by the United States under a mineral or energy resource leasing law that authorizes exploration, development, extraction or removal of lease products • Solid Mineral Coal Contracts • Application for area designation • Transmittal or Approval letters • Operating Agreements • Copies of Plats • Development and/or Operation Plans • Terminations or Full or Partial Relinquishments • Bonds or bond coverage memorandums or decisions • Cross agreements with States on disputed lands • Designations of operators or agents. • Assignment of lease interest/Record Title Assignments • Mergers or Name Changes • Permit Management Files • Rights-of-way, use, or easement • Logical Mining Unit Files • Royalty Rate Reductions • Segregations • Modifications • Suspension of Operations • Requests to review draft leases or Indian Mineral Development Act (IMDA) leases Note: Any documentation related to systems developed, used, upgraded or other that administer Indian Fiduciary Trust Records and/or Trust data such as MRMSS should use item 6a. All other documentation should use item 6b.

Final Disposition Permanent

Item Status Withdrawn

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? Yes

GRS or Superseded Authority Citation NC1-57-84-7, 1703-02a(2)A, 1803-04A

Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply Electronic Records

Cutoff Instruction Cut off at close of fiscal year in which agreement or contract terminates.

Transfer to the National Archives for Accessioning Transfer electronic files to the National Archives at three year intervals under the instructions in 36 CFR 1235.44 – 50, or whichever transfer guidance is in place at the time of the transfer.

Additional Information

WITHDRAWN - RETURN WITHOUT ACTION

WITHDRAWN - RETURN WITHOUT ACTION

First year of records accumulation **1982**
 What will be the date span of the initial transfer of records to the National Archives? **From 1982 To 2009**
 How frequently will your agency transfer these records to the National Archives? **Every 3 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	100 GB	10 GB
Paper		
Microform		
Hardcopy or Analog Special Media		

Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply **Non-electronic Textual Records**
 Cutoff Instruction **Cut off at close of fiscal year in which agreement or contract terminates.**
 Transfer to Inactive Storage **Retire to records repository 2 years after cut off.**
 Transfer to the National Archives for Accessioning **Transfer to the National Archives 25 year(s) after cutoff**

Additional Information

First year of records accumulation **1982**
 What will be the date span of the initial transfer of records to the National Archives? **From 1982 To 1987**
 How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		

WITHDRAWN - RETURN WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0048-2013-0003

Paper	25 Cubic feet	4 Cubic feet
Microform		
Hardcopy or Analog Special Media		

6.2

Reference Data - Leases, Agreements, Mines & Facility Measurement Points - Federal

Disposition Authority Number: DAA-0048-2013-0003-0011

Includes but not limited to: • Unit or Communitization Agreement Files • IMDA Leases & Agreements • Lease Instruments • NEPA (National Energy Protection Act) Analysis • Parcel descriptions • Lease sales, issuance, renewals, readjustments and exchanges • Contract, profit sharing agreement, joint venture, or other agreement issued or approved by the United States under a mineral or energy resource leasing law that authorizes exploration, development, extraction or removal of lease products • Solid Mineral Coal Contracts • Application for area designation • Transmittal or Approval letters • Operating Agreements • Copies of Plats • Development and/or Operation Plans • Terminations or Full or Partial Relinquishments • Bonds or bond coverage memorandums or decisions • Cross agreements with States on disputed lands • Designations of operators or agents • Assignment of lease interest/Record Title Assignments • Mergers or Name Changes • Permit Management Files • Rights-of-way, use, or easement • Logical Mining Unit Files • Royalty Rate Reductions • Segregations • Modifications • Suspension of Operations • Requests to review draft leases or Indian Mineral Development Act (IMDA) leases Note: Any documentation related to systems developed, used, upgraded or other that administer Indian Fiduciary Trust Records and/or Trust data such as MRMSS should use item 6a. All other documentation should use item 6b.

Final Disposition: Temporary

Item Status: Withdrawn

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? Yes

GRS or Superseded Authority Citation: NC1-57-84-7: 1101-01, 1101-02a(4)(a), 1101-02a(4)(c), 1803-04B; NC1-473-88-1: 1703-02a(2)B

WITHDRAWN - RETURN WITHOUT ACTION

WITHDRAWN - RETURN WITHOUT ACTION

	Disposition Instruction	
	Cutoff Instruction	Cut off at close of fiscal year in which agreement or contract terminates.
	Transfer to Inactive Storage	Retire to records repository 2 years after cut off.
	Retention Period	Destroy 10 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
7	Billing & Invoices	
	All records created or received associated with invoicing. Includes summaries of data from the MRMSS Financial Sub-System documenting daily revenue management activities.	
7.1	Billing & Invoices - Native American-Related	
	Disposition Authority Number	DAA-0048-2013-0003-0012
	<ul style="list-style-type: none"> • The collection of payment of interest on Federal and Indian Solids and Geothermal, Oil & Gas, and/or other energy resources due to underpayment or overpayment • Research, preparation and processing of Federal and Indian Solids and Geothermal, Oil & Gas, and/or other energy resource invoices manually that cannot otherwise be input into MRMSS Financial Sub-System. • The collection of Federal and Indian Solids and Geothermal, Oil & Gas, and/or other energy resource financial lease terms such as rent, minimum royalty, right-of-way, deferred bonuses, gas storage, etc. • The collection of over-recouped Indian monies. Note: Any documentation related to systems developed, used, upgraded or other that administer Indian Fiduciary Trust Records and/or Trust data such as MRMSS should use item 7a. All other documentation should use item 7b. 	
	Final Disposition	Permanent
	Item Status	Withdrawn
	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?	Yes
	GRS or Superseded Authority Citation	NC1-57-84-7, 1801-11A
	Disposition Instruction	

WITHDRAWN - RETURN WITHOUT ACTION

WITHDRAWN - RETURN WITHOUT ACTION

If this item has multiple sections, indicate here records to which this section apply

Electronic Records

Cutoff Instruction

Cut off at close of fiscal year in which payment is received.

Transfer to the National Archives for Accessioning

Transfer electronic files to the National Archives at three year intervals under the instructions in 36 CFR 1235.44 – 50, or whichever transfer guidance is in place at the time of the transfer.

Additional Information

First year of records accumulation 1982

What will be the date span of the initial transfer of records to the National Archives? From 1982 To 2009

How frequently will your agency transfer these records to the National Archives? Every 3 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	500 GB	25 GB
Paper		
Microform		
Hardcopy or Analog Special Media		

Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply

Non-electronic Textual Records

Cutoff Instruction

Cut off at close of fiscal year in which payment is received.

Transfer to Inactive Storage

Retire to records repository 2 years after cut off.

Transfer to the National Archives for Accessioning

Transfer to the National Archives 25 year(s) after cutoff

Additional Information

WITHDRAWN - RETURN WITHOUT ACTION

First year of records accumulation 1982

What will be the date span of the initial transfer of records to the National Archives? From 1982 To 1987

How frequently will your agency transfer these records to the National Archives? Every 1 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	565 Cubic feet	20 Cubic feet
Microform		
Hardcopy or Analog Special Media		

7.2

Billing & Invoices - Federal

Disposition Authority Number DAA-0048-2013-0003-0013

- The collection of payment of interest on Federal and Indian Solids and Geothermal, Oil & Gas, and/or other energy resources due to underpayment or overpayment
- Research, preparation and processing of Federal and Indian Solids and Geothermal, Oil & Gas, and/or other energy resource invoices manually that cannot otherwise be input into MRMSS Financial Sub-System.
- The collection of Federal and Indian Solids and Geothermal, Oil & Gas, and/or other energy resource financial lease terms such as rent, minimum royalty, right-of-way, deferred bonuses, gas storage, etc.
- The collection of over-recouped Indian monies. Note: Any documentation related to systems developed, used, upgraded or other that administer Indian Fiduciary Trust Records and/or Trust data such as MRMSS should use item 7a. All other documentation should use item 7b.

Final Disposition Temporary

Item Status Withdrawn

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? Yes

WITHDRAWN - RETURN WITHOUT ACTION

	GRS or Superseded Authority Citation	NC1-57-84-7, 1801-11B
	Disposition Instruction	
	Cutoff Instruction	Cut off at close of fiscal year in which payment is received.
	Transfer to Inactive Storage	Retire to records repository 2 years after cut off.
	Retention Period	Destroy 10 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
8	Refunds & Other Documentation	All records created or received documenting receipt of refunds or other transactions. Includes summaries of data from the MRMSS Financial Sub-System documenting daily revenue management activities.
8.1	Refunds & Other Documentation - Native American-Related	
	Disposition Authority Number	DAA-0048-2013-0003-0014
		Includes but not limited to: • Electronic fund transfer notices • Form SF-215 and support documents such as check stubs, • Deposit Tickets • Debit Vouchers • Forms MMS-4149 and MMS-4158 • Account for Refund on behalf of Allottees • Refunds or overpayment files including: # Company refund requests # Internal refund memoranda # General Ledger vendor request forms # Other correspondence between ONRR and company # Screen shots # Copies of checks or wires # Other documentation required to support the processing of a refund Note: Any documentation related to systems developed, used, upgraded or other that administer Indian Fiduciary Trust Records and/or Trust data such as MRMSS should use item 8a. All other documentation should use item 8b.
	Final Disposition	Permanent
	Item Status	Withdrawn
	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?	Yes
	GRS or Superseded Authority Citation	NC1-57-84-7, 1801-08A
	Disposition Instruction	

WITHDRAWN - RETURN WITHOUT ACTION

WITHDRAWN - RETURN WITHOUT ACTION

If this item has multiple sections, indicate here records to which this section apply

Electronic Records

Cutoff Instruction

Cut off at close of fiscal year in which payment is received.

Transfer to the National Archives for Accessioning

Transfer electronic files to the National Archives at three year intervals under the instructions in 36 CFR 1235.44 – 50, or whichever transfer guidance is in place at the time of the transfer.

Additional Information

First year of records accumulation 1982

What will be the date span of the initial transfer of records to the National Archives?

From 1982 To 2009

How frequently will your agency transfer these records to the National Archives?

Every 3 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	80 GB	20 GB
Paper		
Microform		
Hardcopy or Analog Special Media		

Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply

Non-electronic Textual Records

Cutoff Instruction

Cut off at close of fiscal year in which payment is received.

Transfer to Inactive Storage

Retire to records repository 2 years after cut off.

Transfer to the National Archives for Accessioning

Transfer to the National Archives 25 year(s) after cutoff

Additional Information

WITHDRAWN - RETURN WITHOUT ACTION

First year of records accumulation 1982

What will be the date span of the initial transfer of records to the National Archives? From 1982 To 1987

How frequently will your agency transfer these records to the National Archives? Every 1 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	120 Cubic feet	7 Cubic feet
Microform		
Hardcopy or Analog Special Media		

8.2

Refunds and Other Documentation - Federal

Disposition Authority Number DAA-0048-2013-0003-0015

Includes but not limited to: • Electronic fund transfer notices • Form SF-215 and support documents such as check stubs, • Deposit Tickets • Debit Vouchers • Forms MMS-4149 and MMS-4158 • Account for Refund on behalf of Allottees • Refunds or overpayment files including: # Company refund requests # Internal refund memoranda # General Ledger vendor request forms # Other correspondence between ONRR and company # Screen shots # Copies of checks or wires # Other documentation required to support the processing of a refund
Note: Any documentation related to systems developed, used, upgraded or other that administer Indian Fiduciary Trust Records and/or Trust data such as MRMS should use item 8a. All other documentation should use item 8b.

Final Disposition Temporary

Item Status Withdrawn

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? Yes

WITHDRAWN - RETURN WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0048-2013-0003

	GRS or Superseded Authority Citation	NC1-57-84-7, 1801-08B
	Disposition Instruction	
	Cutoff Instruction	Cut off at close of fiscal year in which payment is received.
	Transfer to Inactive Storage	Retire to records repository 2 years after cut off.
	Retention Period	Destroy 10 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
8.3	Check Processing	
	Original payment used to create the new legal document, called the substitute check, which can be used for proof of payment or for any other reasons that might require an original check.	
8.3.1	Check Image - Native American-Related	
	Disposition Authority Number	DAA-0048-2013-0003-0017
	Original check image, which can be used as proof of payment or for any other reasons that might require an original check.	
	Final Disposition	Permanent
	Item Status	Withdrawn
	Is this item media neutral?	No
	Explanation of limitation	Electronic Only
	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	
	If this item has multiple sections, indicate here records to which this section apply	Electronic Records
	Cutoff Instruction	Cut off at close of fiscal year in which payment is received.
	Transfer to the National Archives for Accessioning	Transfer electronic files to the National Archives at three year intervals under the instructions in 36 CFR

WITHDRAWN - RETURN WITHOUT ACTION

WITHDRAWN - RETURN WITHOUT ACTION

1235.44 – 50, or whichever transfer guidance is in place at the time of the transfer.

Additional Information

First year of records accumulation 2013

What will be the date span of the initial transfer of records to the National Archives? Unknown
2013 is first year of accumulation of record series.

How frequently will your agency transfer these records to the National Archives? Every 3 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	200 MB	30 MB
Paper		
Microform		
Hardcopy or Analog Special Media		

Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply Non-electronic Textual Records

Cutoff Instruction Cut off at close of fiscal year in which payment is received.

Transfer to Inactive Storage Retire to records repository 2 years after cut off.

Transfer to the National Archives for Accessioning Transfer to the National Archives 25 year(s) after cutoff

Additional Information

First year of records accumulation 2013

What will be the date span of the initial transfer of records to the National Archives? Unknown
This is the first year this record series is being accumulated

How frequently will your agency transfer these records to the National Archives? Every 1 Years

WITHDRAWN - RETURN WITHOUT ACTION

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	12 Cubic feet	1 Cubic feet
Microform		
Hardcopy or Analog Special Media		

8.3.2

Check Image - Federal

Disposition Authority Number: DAA-0048-2013-0003-0018

Original check image, which can be used as proof of payment or for any other reasons that might require an original check.

Final Disposition: Temporary

Item Status: Withdrawn

Is this item media neutral? No

Explanation of limitation: Electronic Only

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: Cut off at close of fiscal year in which payment is received.

Transfer to Inactive Storage: Date has Changed to Tuesday Retire to records repository 2 years after cut off.

Retention Period: Destroy 10 year(s) after cutoff

Additional Information

GAO Approval: Not Required

9

Reporter Training & Guidance

Records related to the development and presentation including training materials for reporter training to provide advice and assistance. Includes summaries of data

WITHDRAWN - RETURN WITHOUT ACTION

9.1

from the MRMSS Financial Sub-System documenting daily revenue management activities.

Reporter Training & Guidance - Native American Related

Disposition Authority Number DAA-0048-2013-0003-0019

Includes but not limited to: • Reporter letters • Reporting Handbooks • Presentations (paper, DVD, web) • Reporter policy and/or guidelines • Reporter contact & guidance Note: Any documentation related to systems developed, used, upgraded or other that administer Indian Fiduciary Trust Records and/or Trust data such as MRMSS should use item 9a. All other documentation should use item 9b. (NOTE: Use appropriate Administrative codes for logistics and travel related records related to Reporter Training.)

Final Disposition Permanent

Item Status Withdrawn

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? Yes

Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply Electronic Records

Cutoff Instruction Cut off at close of fiscal year in which training is completed.

Transfer to the National Archives for Accessioning Transfer electronic files to the National Archives at three year intervals under the instructions in 36 CFR 1235.44 – 50, or whichever transfer guidance is in place at the time of the transfer.

Additional Information

First year of records accumulation 2010

What will be the date span of the initial transfer of records to the National Archives? From 2010 To 2012

How frequently will your agency transfer these records to the National Archives? Every 3 Years

WITHDRAWN - RETURN WITHOUT ACTION

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	25 GB	3 GB
Paper		
Microform		
Hardcopy or Analog Special Media		

Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply **Non-electronic Textual Records**

Cutoff Instruction **Cut off at close of fiscal year in which training is completed.**

Transfer to Inactive Storage **Retire to records repository 2 years after cut off.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 25 year(s) after cutoff**

Additional Information

First year of records accumulation **2010**

What will be the date span of the initial transfer of records to the National Archives? **From 2010 To 2012**

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	15 Cubic feet	3 Cubic feet
Microform		

WITHDRAWN - RETURN WITHOUT ACTION

Hardcopy or Analog Special Media		
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9.2

Reporter Training & Guidance - Federal

Disposition Authority Number DAA-0048-2013-0003-0020

Includes but not limited to: • Reporter letters • Reporting Handbooks • Presentations (paper, DVD, web) • Reporter policy and/or guidelines • Reporter contact & guidance Note: Any documentation related to systems developed, used, upgraded or other that administer Indian Fiduciary Trust Records and/or Trust data such as MRMSS should use item 9a. All other documentation should use item 9b. (NOTE: Use appropriate Administrative codes for logistics and travel related records related to Reporter Training.)

Final Disposition Temporary

Item Status Withdrawn

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? Yes

Disposition Instruction

Cutoff Instruction Cut off at close of fiscal year in which training is completed.

Transfer to Inactive Storage Retire to records repository 2 years after cut off.

Retention Period Destroy 10 year(s) after cutoff

Additional Information

GAO Approval Not Required

10

Royalty Reporting

All records created or received, including correspondence, memoranda, reports, and email, that document royalty reporting and verification. Includes summaries of data from the MRMSS Financial Sub-System documenting daily revenue management activities.

10.1

Royalty Reporting - Native American-Related

Disposition Authority Number DAA-0048-2013-0003-0021

WITHDRAWN - RETURN WITHOUT ACTION

• Royalty report errors • Royalty reports and errors – Report of Sales and Royalty Remittance, Form MMS-2014 • Delete Memos • Terminator Reports Note: Any documentation related to systems developed, used, upgraded or other that administer Indian Fiduciary Trust Records and/or Trust data such as MRMSS should use item 10a. All other documentation should use item 10b.

Final Disposition Permanent

Item Status Withdrawn

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? Yes

Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply Electronic Records

Cutoff Instruction Cut off at close of fiscal year in which reporting and verification, errors and/or exceptions are resolved or completed.

Transfer to the National Archives for Accessioning Transfer electronic files to the National Archives at three year intervals under the instructions in 36 CFR 1235.44 – 50, or whichever transfer guidance is in place at the time of the transfer.

Additional Information

First year of records accumulation 2010

What will be the date span of the initial transfer of records to the National Archives? From 2010 To 2012

How frequently will your agency transfer these records to the National Archives? Every 3 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	20 GB	5 GB
Paper		

WITHDRAWN - RETURN WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0048-2013-0003

Microform		
Hardcopy or Analog Special Media		

Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply

Non-electronic Textual Records

Cutoff Instruction

Cut off at close of fiscal year in which reporting and verification, errors and/or exceptions are resolved or completed.

Transfer to Inactive Storage

Retire to records repository 2 years after cut off.

Transfer to the National Archives for Accessioning

Transfer to the National Archives 25 year(s) after cutoff

Additional Information

First year of records accumulation 2010

What will be the date span of the initial transfer of records to the National Archives?

From 2010 To 2012

How frequently will your agency transfer these records to the National Archives?

Every 1 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	25 Cubic feet	5 Cubic feet
Microform		
Hardcopy or Analog Special Media		

10.2

Royalty Reporting - Federal

Disposition Authority Number

DAA-0048-2013-0003-0022

WITHDRAWN - RETURN WITHOUT ACTION

WITHDRAWN - RETURN WITHOUT ACTION

• Royalty report errors • Royalty reports and errors – Report of Sales and Royalty Remittance, Form MMS-2014 • Delete Memos • Terminator Reports Note: Any documentation related to systems developed, used, upgraded or other that administer Indian Fiduciary Trust Records and/or Trust data such as MRMSS should use item 10a. All other documentation should use item 10b.

Final Disposition Temporary

Item Status Withdrawn

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? Yes

Disposition Instruction

Cutoff Instruction Cut off at close of fiscal year in which reporting and verification, errors and/or exceptions are resolved or completed.

Transfer to Inactive Storage Retire to records repository 2 years after cut off.

Retention Period Destroy 10 year(s) after cutoff

Additional Information

GAO Approval Not Required

11

Investment Files

All records created or received documenting the establishment of investments accounts; maintenance of existing accounts; receipt of funds for purchase of new securities; distribution of funds including interest payments, refunds or transfers to US Treasury, Department of Commerce, Company or other entity as appropriate; and all other documents capturing and tracking investment portfolio activities. Includes summaries of data from the MRMSS Financial Sub-System documenting daily revenue management activities.

11.1

Investment Files - Native American-Related

Disposition Authority Number DAA-0048-2013-0003-0023

Includes but not limited to: • Environmental Improvement and Restoration Fund (EIRF) • Kuukpik Escrow Fund • Offshore Bonus Revenue Note: Any documentation related to systems developed, used, upgraded or other that administer Indian Fiduciary Trust Records and/or Trust data such as MRMSS should use item 11a. All other documentation should use item 11b.

Final Disposition Permanent

WITHDRAWN - RETURN WITHOUT ACTION

WITHDRAWN - RETURN WITHOUT ACTION

Item Status **Withdrawn**

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? **Yes**

Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply **Electronic Records**

Cutoff Instruction **Cut off at close of fiscal year in which investment is completed.**

Transfer to the National Archives for Accessioning **Transfer electronic files to the National Archives at three year intervals under the instructions in 36 CFR 1235.44 – 50, or whichever transfer guidance is in place at the time of the transfer.**

Additional Information

First year of records accumulation **2010**

What will be the date span of the initial transfer of records to the National Archives? **From 2010 To 2012**

How frequently will your agency transfer these records to the National Archives? **Every 3 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	20 GB	4 GB
Paper		
Microform		
Hardcopy or Analog Special Media		

Disposition Instruction

WITHDRAWN - RETURN WITHOUT ACTION

WITHDRAWN - RETURN WITHOUT ACTION

If this item has multiple sections, indicate here records to which this section apply

Non-electronic Textual Records

Cutoff Instruction

Cut off at close of fiscal year in which investment is completed.

Transfer to Inactive Storage

Retire to records repository 2 years after cut off.

Transfer to the National Archives for Accessioning

Transfer to the National Archives 25 year(s) after cutoff

Additional Information

First year of records accumulation 2010

What will be the date span of the initial transfer of records to the National Archives? From 2010 To 2012

How frequently will your agency transfer these records to the National Archives? Every 1 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	20 Cubic feet	5 Cubic feet
Microform		
Hardcopy or Analog Special Media		

11.2

Investment Files - Federal

Disposition Authority Number DAA-0048-2013-0003-0024

Includes but not limited to: • Environmental Improvement and Restoration Fund (EIRF) • Kuukpik Escrow Fund • Offshore Bonus Revenue Note: Any documentation related to systems developed, used, upgraded or other that administer Indian Fiduciary Trust Records and/or Trust data such as MRMSS should use item 11a. All other documentation should use item 11b.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in Yes

WITHDRAWN - RETURN WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0048-2013-0003

electronic format(s) other than e-mail and word processing?

Do any of the records covered by this item exist as structured electronic data? Yes

Disposition Instruction

Cutoff Instruction

Cut off at close of fiscal year in which investment is completed.

Transfer to Inactive Storage

Retire to records repository 2 years after cut off.

Retention Period

Destroy 10 year(s) after cutoff

Additional Information

GAO Approval

Not Required

WITHDRAWN - RETURN WITHOUT ACTION

WITHDRAWN - RETURN WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0048-2013-0003

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
04/01/2013	Certify	David Alspach	Records Officer DOI Office Of the Secretary	Office of the Secretary - Records Group 048
09/04/2014	Return for Revision	Mark Ferguson	Appraiser	National Archives and Records Administration - Records Management Services
07/23/2015	Return Without Action	Mark Ferguson	Appraiser	National Archives and Records Administration - Records Management Services

WITHDRAWN - RETURN WITHOUT ACTION