

WITHDRAWN - RETURN WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0048-2013-0005

Request for Records Disposition Authority

Records Schedule Number: DAA-0048-2013-0005
 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 Asset Management
 Internal agency concurrences will be provided: No

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Background Information: Asset Sales and Asset Valuation Programs are responsible for addressing the feasibility of establishing Royalty-in-Kind as an option to manage the Nation's Royalty assets and product valuation of the minerals produced on the Outer Continental Shelf (OCS) and on Federal and Indian lands. Program components include the small refiner program, Strategic Petroleum Reserve (SPR) fill, commercial natural gas and crude oil sales, and cooperative energy commodity sales with states. This includes establishing the fair market value of commodities, issuing royalty valuation determinations, and authorizing adjustments to the valuation base used for royalty calculations.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	11

GAO Approval

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Outline of Records Schedule Items for DAA-0048-2013-0005

Sequence Number	Description
1	Asset Management Program Administration. Disposition Authority Number: DAA-0048-2013-0005-0001
2	Economic Analysis and Market Research.
2.1	Economic Analysis and Market Research - Native American-Related Disposition Authority Number: DAA-0048-2013-0005-0002
2.2	Economic Analysis and Market Research - Federal Disposition Authority Number: DAA-0048-2013-0005-0003
3	Valuation Determinations and Agreements.
3.1	Valuation Determinations and Agreements - Native American-Related Disposition Authority Number: DAA-0048-2013-0005-0004
3.2	Valuation Determinations and Agreements - Federal Disposition Authority Number: DAA-0048-2013-0005-0005
4	Allowance Files.
4.1	Allowance Files - Native American-Related Disposition Authority Number: DAA-0048-2013-0005-0006
4.2	Allowance Files - Federal Disposition Authority Number: DAA-0048-2013-0005-0007
5	Asset Management Sales or Exchanges. Disposition Authority Number: DAA-0048-2013-0005-0008
6	Credit Assurance. Disposition Authority Number: DAA-0048-2013-0005-0009
7	Asset Management Service Agreements. Disposition Authority Number: DAA-0048-2013-0005-0010
8	Asset Accounting and Verification. Disposition Authority Number: DAA-0048-2013-0005-0011

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Records Schedule Items

Sequence Number	
1	<p>Asset Management Program Administration.</p> <p>Disposition Authority Number DAA-0048-2013-0005-0001</p> <p>All records created or received related to the general management of the Minerals Revenue Asset Management Program. May include mission-direct files such as: • A-123 reviews • Audit Coordinator files • Workplans and revisions • Asset Management Training development/implementation • Program specific IT project support and testing • Other project or program support • Implementation of new laws, regulations, or policy • 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>Economic Analysis and Market Research.</p> <p>All records created or received documenting the research and analysis of market conditions and determination of fair market value and actual Royalty-in-Kind (RIK) revenue receipts for measuring RIK sales performance. Market analysis includes research and documentation of market factors impacting the royalty value of production from Federal and Indian leases and establishing the fair market value of production. Also provides analysis and documentation in preparation for sale of oil and/or gas. This also includes information contained in the Minerals Revenue Management Support System (MRMSS) RIK Sub-system.</p>

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2.1

Economic Analysis and Market Research - Native American-Related

Disposition Authority Number DAA-0048-2013-0005-0002

Includes but not limited to: • Lease information • Production characteristics • Transportation infrastructure • Processing options and plant factors • Transportation and processing rates • Published and contract prices for market areas • Current commercial price structures, and general market conditions impacting fair market value • Oil pricing database • RIK sales receipts • Documentation establishing fair market value benchmarks for RIK sales • Documentation describing performance model assumptions • Field or area transportation and processing costs • Oil quality bank information • Production flow data • Spreadsheets detailing all steps of model calculations and adjustment factors • RIV and RIK administrative cost calculations • Time value of money calculations 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 2a. All other documentation should use item 2b.

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 N1-473-05-1/5, N1-473-05-1/2

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

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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	150 MB	25 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 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

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	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	6 Cubic feet	1 Cubic feet

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Microform		
Hardcopy or Analog Special Media		

2.2

Economic Analysis and Market Research - Federal

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

Includes but not limited to: • Lease information • Production characteristics • Transportation infrastructure • Processing options and plant factors • Transportation and processing rates • Published and contract prices for market areas • Current commercial price structures, and general market conditions impacting fair market value • Oil pricing database • RIK sales receipts • Documentation establishing fair market value benchmarks for RIK sales • Documentation describing performance model assumptions • Field or area transportation and processing costs • Oil quality bank information • Production flow data • Spreadsheets detailing all steps of model calculations and adjustment factors • RIV and RIK administrative cost calculations • Time value of money calculations 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 2a. All other documentation should use item 2b.

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 N1-473-05-1/5, N1-473-05-1/2

Disposition Instruction

Cutoff Instruction Cut off at close of fiscal year in which 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

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3	Additional Information	
	GAO Approval	Not Required
3.1	Valuation Determinations and Agreements. All records created or received that supports ONRR unit value calculations and valuation methodologies for valuation determinations and negotiations related to the establishment of royalty values and documentation of advice and assistance given to royalty reporters in valuing production under 30 CFR 1206. Includes information contained in the Minerals Revenue Management Support System (MRMSS) Financial and Data Warehouse Sub-system.	
	Valuation Determinations and Agreements - Native American-Related	
	Disposition Authority Number	DAA-0048-2013-0005-0004
	Includes but not limited to: • Methodology Reports • Royalty Rate Reduction Program Files • Copies of Future Valuation Agreements and consultation and negotiation documentation • BLM or BIA requests • ONRR Orders • ONRR responses • Correspondence • Checklists • Spreadsheets • Screen prints • Copies of receivables and payables • Bills • System generated reports • Email messages • Fax transmittals • Appeals documentation • Settlement Agreements 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?	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, 1803-01A
	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 determination or agreement 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	

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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	40 GB	8 GB
Paper		
Microform		
Hardcopy or Analog Special Media	WITHDRAWN	

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

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	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	40 Cubic feet	3 Cubic feet
Microform		
Hardcopy or Analog Special Media		

3.2

Valuation Determinations and Agreements - Federal

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

Includes but not limited to: • Methodology Reports • Royalty Rate Reduction Program Files • Copies of Future Valuation Agreements and consultation and negotiation documentation • BLM or BIA requests • ONRR Orders • ONRR responses • Correspondence • Checklists • Spreadsheets • Screen prints • Copies of receivables and payables • Bills • System generated reports • Email messages • Fax transmittals • Appeals documentation • Settlement Agreements 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? 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, 1803-01B

Disposition Instruction

Cutoff Instruction Cut off at close of fiscal year in which the determination or agreement is completed.

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

Retention Period Destroy 10 year(s) after cutoff

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	Additional Information	
	GAO Approval	Not Required
4	Allowance Files. All records created or received associated with the deduction in determining value for royalty purposes. Processing Allowance is for the reasonable, actual costs of processing gas. Transportation Allowance is for the reasonable, actual costs of moving unprocessed gas, residue gas, or gas plant products to a point of sale or delivery off the lease, unit area, communitized area, or away from a processing plant. Includes information contained in the Minerals Revenue Management Support System (MRMSS) Financial and Data Warehouse Sub-system.	
4.1	Allowance Files - Native American-Related	
	Disposition Authority Number	DAA-0048-2013-0005-0006
	Processing Allowance Files includes but not limited to: • Copy of the gas processing agreement (contract) along with any subsequent amendments • Form MMS-4109 Gas Processing Allowance Form • Solids Processing Information • Documentation related to requests to exceed allowance limits (Form MMS-4393) • ONRR approval or disapproval • Requests for advice and assistance in determining an appropriate allowance under 30 CFR 1206. Transportation Allowance Files includes but not limited to: • Copy of the transportation contract • Form MMS-4295 Gas Transportation Allowance Form or Form MMS-4110 Oil Transportation Form • Solids Transportation Information • Documentation related to requests to exceed allowance limits (company may use Form MMS-4393) • ONRR approval or disapproval • Requests for advice and assistance in determining an appropriate allowance under 30 CFR 1206. 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, 1803-02A, 1803-03A
	Disposition Instruction	

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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 review was completed and the case is closed.

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

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	Estimated Current Volume	Annual Accumulation
Electronic/Digital	350 MB	50 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 the review was completed and the case is closed.

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

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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	16 Cubic feet	2 Cubic feet
Microform		
Hardcopy or Analog Special Media	WITHDRAWN	

4.2

Allowance Files - Federal

Disposition Authority Number **DAA-0048-2013-0005-0007**

Processing Allowance Files includes but not limited to: • Copy of the gas processing agreement (contract) along with any subsequent amendments • Form MMS-4109 Gas Processing Allowance Form • Solids Processing Information • Documentation related to requests to exceed allowance limits (Form MMS-4393)

• ONRR approval or disapproval • Requests for advice and assistance in determining an appropriate allowance under 30 CFR 1206. Transportation Allowance Files includes but not limited to: • Copy of the transportation contract • Form MMS-4295 Gas Transportation Allowance Form or Form MMS-4110 Oil Transportation Form • Solids Transportation Information • Documentation related to requests to exceed allowance limits (company may use Form MMS-4393) • ONRR approval or disapproval • Requests for advice and assistance in determining an appropriate allowance under 30 CFR 1206. 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 **Yes**

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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

GRS or Superseded Authority Citation NC1-57-84-7, 1803-02B, 1803-03B

Disposition Instruction

Cutoff Instruction Cut off at close of fiscal year in which the review was completed and the case is closed.

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

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Asset Management Sales or Exchanges.

Disposition Authority Number DAA-0048-2013-0005-0008

All records created or received documenting the conversion or reversion of properties to or from in kind, created with organizations for sale of oil or gas, and the sale or exchange of oil or gas that has been taken in kind under a Federal lease. These sales or exchanges are associated with small refiners, States, Strategic Petroleum Reserve (SPR) fill or are unrestricted oil or gas sales. This includes records created or documenting contracts and leases for Bureau of Land Management (BLM) natural gas sales from the Helium Reserve and records related to Low Income Home Energy Assistance Program (LIHEAP) or other similar exchange programs. Includes information contained in the MRMSS RIK Sub-system. Includes but not limited to: • Conversion analysis and approval • Termination analysis and approval • RIK Base contracts (Oil General Terms and Conditions, North American Energy Standards Board (NAESB) • Current market assessments and evaluations • Master Property List • Invitation for Offers (IFO) • Offers/Bids • Criteria for bid selection • Written summaries of sales • Sales Procedures • Transaction Confirmations • Dear Operator Letters (for conversion or reversion) • Correspondence (Note: This series is only for SALES related records. Use Item 7 for all service related contracts or agreements.)

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

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Do any of the records covered by this item exist as structured electronic data?	Yes
GRS or Superseded Authority Citation	N1-473-05-1/3, N1-473-05-1/1
Disposition Instruction	
Cutoff Instruction	Cut off at the close of fiscal year in which all activities for the sale, exchange, or purchase is completed. For Base Sales Contract, cut off at the close of fiscal year in which the base contract is terminated. For Dear Operator letters, cut off at the close of fiscal year in which the property is reverted to in value.
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
Credit Assurance.	
Disposition Authority Number	DAA-0048-2013-0005-0009
All records created or received related to calculating credit exposure and initiating, monitoring surety, and guaranty agreements and records documenting the determination and monitoring of counterparty creditworthiness of energy entities that are currently participating or proposing to participate in the RIK program. Includes but not limited to: • Letters of Credit • Bonds or other surety instruments • Monthly credit exposure reports (electronic) • Correspondence to companies requesting additional secured credit • Credit scoring analyses and approval • Credit notifications • Financial statements • Parent company guarantees	
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	N1-473-05-1/4, N1-473-05-1/6
Disposition Instruction	

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Cutoff Instruction	Cut off at the close of fiscal year in which the determination is made and/or after the term of the sale.
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
Asset Management Service Agreements.	
Disposition Authority Number	DAA-0048-2013-0005-0010
All records created or received documenting contracts or agreements for services and with organizations for transporting oil or gas on pipelines or to permit processing of natural gas to remove gas liquids and any other related agreements. Contains information in the MRMSS RIK sub-system. Includes but not limited to: • Copies of Service Contracts or Agreement • COTR Files • Economic Analysis • Copies of Statements of Work • Correspondence • Reports • Email • RIK Transportation & Processing cost and pricing analysis and documentation • Technical support services • Subscription and Price Services (Note: Official Service Contract or Agreement files are maintained by the Designated ONRR Contracting Officer.)	
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	N1-473-05-1/7, N1-473-05-1/8
Disposition Instruction	
Cutoff Instruction	Cut off no later than the close of fiscal year in which the contract or agreement is terminated.
Transfer to Inactive Storage	Retire to records repository 2 years after cut off.
Retention Period	Destroy 10 year(s) after cutoff
Additional Information	

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GAO Approval Not Required

Asset Accounting and Verification.

Disposition Authority Number DAA-0048-2013-0005-0011

All records created or received for invoicing sales of RIK crude oil and natural gas include all documentation for sales prices, pricing calculations, price adjustments, delivered sales volumes, transportation and processing fees, and RIK system records. Includes information contained in the Minerals Revenue Management Support System (MRMSS) Financial and Data Warehouse Sub-system. Includes but not limited to: • Final System Invoices including detail page • Any invoice settlement spreadsheet to determine accuracy of calculations • Final invoice reconciliation documentation from company (actual fax documents or emails) • Any invoice third-party document received (i.e., pipeline statements, plant statements, processing statements, or other third party documentation) • Copies of applicable transportation invoices (if included with Sales invoice as part of purchaser/shipper contract) • Applicable oil/gas pricing data • Gas Keepwhole calculation • Fuel Calculation spreadsheet • 2014 and ONRR worksheets • Netback System 2014 and allocation printouts • Electronic Bulletin Board (EBB) printouts and volume spreadsheets • Checklists, if applicable • Nomination documentation for SPR • SPR market center and/or DOE reconciliation reports and settlement documentation • Other supporting documentation as necessary, including supporting emails or fax documents • Cash application or proof of payment to ONRR • Payable documentation and cash application form for payables when netted against another invoice/2014 document

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, 1803-01B

Disposition Instruction

Cutoff Instruction Cut off at close of fiscal year in which the determination or agreement is completed.

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

Retention Period Destroy 10 year(s) after cutoff

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0048-2013-0005

Additional Information

GAO Approval

Not Required

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0048-2013-0005

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

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