

Request for Records Disposition Authority

Records Schedule Number: DAA-0049-2013-0002
Schedule Status: Approved

Agency or Establishment: Bureau of Land Management
Record Group / Scheduling Group: Records of the Bureau of Land Management
Records Schedule applies to: Major Subdivision
Major Subdivision: National Operations Center
Schedule Subject: Oil and Gas Production Accountability Review Files
Internal agency concurrences will be provided: No

Background Information

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	1	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0049-2013-0002

Sequence Number	
1	Oil and gas production accountability review files
1.1	Oil and Gas Production Accountability Review Files – Federal Lands Disposition Authority Number: DAA-0049-2013-0002-0001
1.2	Oil and Gas Production Accountability Review Files – Indian Trust Lands Disposition Authority Number: DAA-0049-2013-0002-0002

Records Schedule Items

Sequence Number					
1	<p>Oil and gas production accountability review files Oil and gas production accountability reviews are completed to ensure that oil and gas production on Public and Tribal lands is properly reported to the federal government.</p>				
1.1	<p>Oil and Gas Production Accountability Review Files – Federal Lands Disposition Authority Number DAA-0049-2013-0002-0001</p> <p>Completed reviews include, but are not limited to, a final narrative and synopsis of the review, correspondence with operators, and supporting documents such as reports, logs, state commission documents, field maps, diagrams, and documentation of violations.</p> <p>Final Disposition Temporary Item Status Active 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? No</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td>BLM/4/27H/1</td> <td>Oil and Gas Leasing Files (3100)--Oil and Gas Production Accountability Reviews for Federal Lands</td> </tr> </tbody> </table> <p>Disposition Instruction Cutoff Instruction Cutoff EOFY in which the review is completed. Transfer to Inactive Storage Transfer completed review files to FRC 3 years after cutoff. Retention Period Destroy 8 year(s) after cutoff</p> <p>Additional Information GAO Approval Not Required</p>	Manual Citation	Manual Title	BLM/4/27H/1	Oil and Gas Leasing Files (3100)--Oil and Gas Production Accountability Reviews for Federal Lands
Manual Citation	Manual Title				
BLM/4/27H/1	Oil and Gas Leasing Files (3100)--Oil and Gas Production Accountability Reviews for Federal Lands				
1.2	<p>Oil and Gas Production Accountability Review Files – Indian Trust Lands</p>				

Disposition Authority Number **DAA-0049-2013-0002-0002**

Completed reviews include, but are not limited to, a final narrative and synopsis of the review, correspondence with operators, and supporting documents such as reports, logs, state commission documents, field maps, diagrams, and documentation of violations.

Final Disposition **Permanent**

Item Status **Active**

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? **No**

Manual Citation	Manual Title
BLM/4/27H/2	Oil and Gas Leasing Files (3100)-- Oil and Gas Production Accountability Reviews for Tribal Lands

Disposition Instruction

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

Cutoff Instruction **Cutoff EOFY in which the review is completed.**

Transfer to Inactive Storage **Transfer completed review files to FRC 3 years after cutoff.**

Transfer to the National Archives for Accessioning **Subsequent legal transfer of the records will be as jointly agreed to between DOI and NARA, after resolution of all issues arising from litigation, claim, negotiation, audit, appeals, or other such actions.**

Additional Information

First year of records accumulation **2010**

What will be the date span of the initial transfer of records to the National Archives? **Unknown
Cannot be determined at this time due to potential for litigation, claim, negotiation, audit, and/or appeal.**

How frequently will your agency transfer these records to the National Archives? **Unknown
Cannot be determined at this time due to potential for litigation, claim, negotiation, audit, and/or appeal.**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	60 Cubic feet	15 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 **Cutoff EOFY in which the review is completed.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 3 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 2011**

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

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	21 GB	15 GB
Paper		
Microform		
Hardcopy or Analog Special Media		

Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
05/21/2013	Certify	William Mills	Records Administrator	Records Management - Freedom of Information Act
11/19/2013	Return for Revision	Mark Ferguson	Appraiser	National Archives and Records Administration - Records Management Services
11/19/2013	Submit For Certification	Dea Tovar	Records Manager	Bureau of Land Management - National Operations Center
11/19/2013	Certify	Dea Tovar	Records Manager	Bureau of Land Management - National Operations Center
03/04/2014	Submit for Concurrence	Mark Ferguson	Appraiser	National Archives and Records Administration - Records Management Services
03/11/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
03/12/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
03/18/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist