

24 Nov 1982

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)
Department of the Interior

2. MAJOR SUBDIVISION
US Geological Survey

3. MINOR SUBDIVISION
Minerals Management Service (Cons. Div.)

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL. EXT.

Gerri Wilson

860-7211

LEAVE BLANK

JOB NO.

NC1-57-82-6

DATE RECEIVED

March 29, 1982

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

SIGNATURE OF THE ARCHIVIST IS NOT REQUIRED FOR APPROVAL OF PERMANENT RETENTION OF RECORDS

Date

Archivist of the United States

6. CERTIFICATE OF AGENCY REPRESENTATIVE.

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE <i>3/2/82</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>G. A. Wilson</i>	E. TITLE <i>Paperwork Management Officer</i>
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p>Disposition Authority is requested for a one time disposal of the proprietary records described below created from 1971 to present and for which no magnetic tape exists. An SF 115 will be submitted scheduling the magnetic tape, documentation, COM, and printouts in the near future.</p> <p>The above records are summaries of monthly reports received by field offices on various forms from leasing companies, the field offices subsequently forward the data to Headquarters. The field offices maintain copies of these records under item nos. 2605-01, 1301-06, 1301-10, 1101-05 2601-01, 1601-01, 2605-04, and 2605-05, Conservation Division Records Control Schedule.</p> <p><u>ROYALTY ACCOUNTING SCHEDULE</u></p> <p>Computer printouts for which no magnetic tape exists containing royalty accounting information and production statistics for leases on Federal and Indian lands by calendar and fiscal year. Leases are identified by number, company, area or field. Data includes statistics on the</p>		<i>2 items</i>

115-107 to agency 6/15/82
to NNS, NNF, NCW, NNB - 6/16/82

*Mass Data Change Sheet Not Required
Closed Out: 6-30-82: K.T.D. Copy to NNS, NNF, NNB, NCW
Agency*

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
2	<p>quantity and value of lease production, royalty value and unit production. Data is used to manage and evaluate royalty accounts. Volume 1 cu. ft. per year. Total 11 cu ft. Arranged by year, or hereunder by lease.</p> <p>Cut off at the end of calendar or fiscal year. Retire entire. <i>PERMANENT collection</i> to FARC immediately <i>upon approval of this schedule.</i> Destroy 20 years after cutoff. <i>Offer to NARS at end of CY 1985.</i></p> <p><u>Royalty Accounting Schedule.</u> Magnetic tapes containing royalty accounting data and production statistics for leases on Federal and Indian lands by calendar and fiscal year. Leases are identified by number, company, area, or field. Data include statistics on the quantity and value of lease production, royalty value, and unit production. Data is used to manage and evaluate royalty accounts. 2 tapes per year.</p> <p>Cut off at end of calendar or fiscal year, as appropriate. Retire to FARC immediately after cutoff. Destroy 20 years after cutoff.</p> <p><i>Permanent. Cut off at end of calendar year or fiscal year, whichever is appropriate. Transfer to the National Archives at that time, with appropriate documentation.</i></p>		<p><i>RTB CW 4/28/82 + 5/12/82</i></p> <p><i>RTB CW 4/28/82 + 5/12/82</i></p>