

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
		JOB NUMBER <i>71-473-06-3</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		Date Received <i>6-14-2006</i>	
1. FROM (Agency or establishment)  DEPARTMENT OF THE INTERIOR		NOTIFICATION TO AGENCY  In accordance with the provisions of 44 U.S.C 3303a, the disposition request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUB DIVISION  MINERALS MANAGEMENT SERVICE			
3. MINOR SUBDIVISION  OFFSHORE			
4. NAME OF PERSON WITH WHOM TO CONFER  Grace Hawayek			
		DATE <i>12/14/06</i> 03/07/2006	ARCHIVIST OF THE UNITED STATES <i>Alber...</i>
6. 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 on the attached <u>2</u> (two) page(s) are not needed now for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,  <input checked="" type="checkbox"/> is not required      _____ is attached; or      _____ has been requested			
DATE <i>6.11.06</i>	SIGNATURE OF AGENCY REPRESENTATIVE Brian B. McCauley <i>Brian B. McCauley</i>		TITLE MMS Records Officer
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
See Attached Documentation			

115-109

PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)  
PRESCRIBED BY NARA 36 CFR 1228*RM ... copies sent to Agency, NWMD, NWMW, NR*

## Description of Records

As these records may be maintained in different media and formats, this schedule is written to authorize the disposition of the records in any media (media neutral). Records that are designated for permanent retention and are created and maintained electronically will be transferred to NARA in an approved electronic format.

These records do not contain Indian Fiduciary Trust related information.

### Item No:

**1101-02b. Well Files.** Records documenting supervision of operations for each individual well drilled on the lease. Includes such forms as Application for Permit to Drill (APD); Supplemental Application for Permit to Drill; Application for Permit to Modify (APM); Well Activity Report (WAR); and End of Operations Report (EOR) and geologic and engineering data supporting operator submittals, such as sidewall core analyses, formation tests, bottom-hole pressure test reports, well potential test reports, packer tests; maps, plats, specifications, and drawings pertaining to individual wells; documents reflecting geological, geophysical, and engineering review and evaluation of operator submittals; and requests and approvals of waivers which pertain to an individual well number.

- a) **Record Set:** Official file which is maintained by the Regional District Offices and/or Regional Program Offices.

**Disposal Instructions: Temporary. Cut off at end of fiscal year in which lease is terminated and/or expired. Transfer to records center 3 years after cut off. Delete / Destroy 75 years after MMS has determined that the Agency no longer needs the information. (Supersedes NC1-57-84-7)**

- b) **Non-record Copies:** Media-neutral copies that are convenience or reference copies of the Program and or District Offices. These are duplicate copies.

**Disposal Instructions: Temporary.** MMS may maintain non-record copies of technical data and reports of continuing usefulness for future research as reference material until no longer needed. (Supersedes NC1-57-84-7).

- ~~c) **Electronic Mail and Word Processing System Copies:**~~

~~Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by this schedule.~~

~~**Disposal Instructions: Temporary.** Delete after recordkeeping copy has been created.~~

GRS 20, Item 13