

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-473-08-1	DATE RECEIVED 12/26/2007
1. FROM (Agency or establishment) Minerals Management Service		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Administration & Budget			
3. MINOR SUBDIVISION Information Management Division			
4. NAME OF PERSON WITH WHOM TO CONFER Brian McCauley	5. TELEPHONE 703.787.1939	DATE	ARCHIVIST OF THE UNITED STATES WITHDRAWN

6. AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in the matters pertaining to the disposition of its records and that the records proposed for disposal attached 8 page(s) are not needed 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.

is not required; is attached; or has been requested.

DATE 12/20/07	SIGNATURE OF AGENCY REPRESENTATIVE <i>Brian B. McCauley</i>	TITLE MMS Records Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
See 1. Attached	<p>The Minerals Management Service (MMS) is submitting the attached proposed retention schedules for review and appraisal. The design of each schedule is premised on a functional or "Big Bucket" format in lieu of the traditional organizational format for federal records retention scheduling. The disposition instructions have been developed in correlation with the MMS lines of business functions and processes as they have been reported to the OMB and populated in the Department Enterprise Architecture Repository. The basic mission of the organization has remained the same. This schedule is written to authorize the disposition of the records in any media format (media neutral).</p> <p><u>Attachment 1: Proposed Functional Records Retention Schedules (a.k.a "Big Buckets")</u> Each bucket summarizes a unique mission-essential business function and its related processes. The buckets are divided into sub-buckets. The sub-buckets categorize separate lines of business that warrant a unique and dedicated set of disposition instructions for the records created, received, maintained, preserved or ultimately disposed of within the applicable line of business.</p> <p><u>Attachment 2. Sub-Bucket Crosswalks</u> The sub-bucket crosswalk is being submitted for the purpose of providing a cross-reference between the existing NARA-approved MMS schedules - including item numbers, series descriptions and job numbers with the proposed sub-buckets and disposition instructions designated to complement or supersede them.</p>	See Attached	withdrew 10/20/2008

BUCKET 1 - ADMINISTRATION

The Administrative Schedule covers common housekeeping and administrative program management functions carried out across the agency that support MMS's mission and routine operations, but do not directly document the performance of mission functions. Administrative records relate to common agency-wide functions such as: budget and finance, communications, information technology and services, payroll and benefits, personnel, procurement and supply, public and congressional relations - including FOIA, security, support, protective services, and travel. This records schedule covers administrative support records represented and not represented by the General Records Schedules (GRS), and covers records in all formats.

Item Number	Title and Description	Disposition Authority
1.	Administration	
A.	<p>Administrative Support Records:</p> <p>Includes general administrative records including those covered by the General Records Schedule (GRS).</p> <p>These records include (Exclusions/Exceptions are noted):</p> <ul style="list-style-type: none"> • Administrative Office – General • Building, Grounds and Space Management • Non-executive Committees • Congressional Affairs- – internal documentation and work papers • Contract/Grants • Ethics Programs, Training and Education • Equal Employment Opportunity • Finance and Accounting • Freedom of Information (FOIA)/Public Information • Human Resources Management (Excluding Official Personnel and records) • Information Assets/Records • Information Collection: Administrative Records • Information Collection Renewals • Information Services/Libraries • Information Systems/Technology • Inspector General • Mail and Couriers • Management Objectives and Performance Records • Payroll and Benefits 	<p>TEMPORARY: Cut off at the end of the fiscal year. Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off.</p>

	<ul style="list-style-type: none"> • Personnel Appeals • Planning & Management • Privacy Records • Procurement • Property Management • Public Affairs – internal documentation and work papers <p><i>Note. please refer to sub-bucket 1(E) – Administrative History Records of MMS, for additional disposition authority guidance.</i></p> <ul style="list-style-type: none"> • Publication, Graphic & Video Services – internal documentation and work papers (Excluding historically significant information) <p><i>Note. please refer to sub-bucket 1(E) - Administrative History Records of MMS, for additional disposition authority guidance.</i></p> <ul style="list-style-type: none"> • Safety • Security • Special Investigations – internal documentation and work papers (Excluding official investigative and auditing records) <p><i>Note. please refer to sub-bucket 1(D) - Audits and Investigation Files, For additional disposition authority guidance.</i></p> <ul style="list-style-type: none"> • Support Services • Telecommunications • Temporary Help • Training • Travel • Vehicle Management 	
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1.	Administration	
C.	<p>Budget Administration Records:</p> <p>These are budget records relating to the overall MMS budget administration, including decisions affecting agency expenditures. The records are comprised of correspondence, memoranda, reports, budget projects and planning documents, subject files, changes (including reprogramming and supplemental budgets), status reports on appropriation accounts or apportionment, and other materials.</p>	<p>TEMPORARY: Cut off end of the FY. Transfer to the FRC 3 years after the cut-off. DELETE/DESTROY 25 years after cut off.</p>

Item Number	Title and Description	Disposition Authority
1.	Administration	
D.	<p>Audits and Investigation Files:</p> <p>Inspector General, Special Investigations, AMAR (Administrative Management Assistance Review); IQCR (Internal Quality Control Review); Congressional Committee Hearing Files.</p> <p>These include internal audit, investigative and evaluation records conducted in the review of MMS business processes. These records include, but are not limited to, final audit or evaluation reports, initiation papers, audit methodology and guidelines, rebuttals and other comments on the reports and case files relating to special investigations that may have resulted in a referral to another agency or significant enforcement action.</p>	<p>TEMPORARY: Cut off end of the FY. Transfer to the FRC 3 years after the cut-off. DESTROY 25 years after cut off.</p>

Item Number	Title and Description	Disposition Authority
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E.	<p>Administrative History Files Includes records that document significant events of MMS created, received and maintained during the normal course of business. These records document the essential events of the MMS mission. Their preservation is deemed necessary to accurately reflect events for the purposes of research and educational value.</p> <ul style="list-style-type: none"> • Budget Submission and testimony • Congressional Affairs – official reports to Congress • Economic Evaluations; Reservoir Simulations and Geologic Modeling • Executive-Level General Files • Executive-Level Speeches, Addresses and Comments • Information Publications (masters) • Minutes – Executive-Level Committees • Minutes – Decision-making committees • Mission Training • Motion Picture Films, Videos and related Finding Aids • News Releases • Organizational charts, studies and Illustrations • Photographs – MMS Officials • Public Affairs – Press Releases • Publication, Graphic & Video Services – MMS publications, posters, and historically significant audio-visual records 	<p>PERMANENT: Cut off at the end of the Fiscal year. Transfer to the FRC 5 years after cut off. Transfer to the National Archives 25 years after cut off.</p>