

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N11-473-08-6	
1. FROM (Agency or establishment) Minerals Management Service		DATE RECEIVED 12/26/2007	
2. MAJOR SUBDIVISION Minerals Revenue Management		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Information Technology Center			
4. NAME OF PERSON WITH WHOM TO CONFER Michael Autobee	5. TELEPHONE 303.231.3282	DATE	ARCHIVIST OF THE UNITED STATES <del>WITHDRAWN</del>

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 12/24/07	SIGNATURE OF AGENCY REPRESENTATIVE <i>Ben B. McClary</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 GRS OR SUPERSEDED JOB CITATION	10.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 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 6 - FINANCIAL MANAGEMENT (FM)

Provides overall management of activities to support FM program decisions and regulatory compliance. FM is responsible for receiving, processing and disbursing mineral revenues on federal and Indian leased lands. FM documents are accumulated to document all financial transactions on federal and Indian leased lands.

Item Number	Title and Description	Disposition Authority
6(A)	<b>Account Reconciliations: Automated Systems Inputs</b>	
6(A)(1)	<p><b>Automated Systems Input Coding Forms</b>            Originals of input coding forms on which data extracted from other sources are written and then used for entry into the automated accounting systems. Used to directly update and verify system entries and/or for internal audit purposes. Arrange by form number or chronologically by month.</p>	<p><b>TEMPORARY:</b> Cut off when all entries have been verified. Destroy 1 year after cutoff.</p>
6(A)(2)	<p><b>Automated Systems Input Verification Printouts</b>            Computer printouts produced by automated accounting systems for data input verification and internal audit purposes. Arrange chronologically by report identification number or name.</p>	<p><b>PERMANENT:</b> Cut off at the end of the fiscal year. Maintain in office 1 year after cut off and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed between the United States Department of the Interior and the National Archives and Records Administration.</p>

Item Number	Title and Description	Disposition Authority
6(B)	<b>Account Reconciliations: Management Information Collection Forms</b>	
6(B)(1)	<p><b>Automated System Output Summaries</b>  Summaries of data documenting daily revenue management activities including program management, fiscal or production accounting, exception identification, statistical reporting, or system assurance. Each report is classified into one of the following categories and maintained chronologically there under by summary identification number or name.</p> <ol style="list-style-type: none"> <li>1. Program Management Summaries</li> <li>2. Fiscal Accounting Summaries</li> <li>3. Production Accounting Summaries</li> <li>4. Exception Identification Summaries</li> <li>5. Statistical Reporting Summaries</li> <li>6. System Assurance Summaries</li> </ol>	<p>a Indian (see next page) Perm</p> <p>b Non Indian Temp (see next page)</p>
6(B)(2)	<p><b>Revenue Management Information Collection Forms</b>  Forms document the data collected from lessees, operators, and payors which are used to manage mineral royalties, rentals, sales, bonuses, and production, processing, transportation on Federal and Indian lands. Include Forms MMS-4025, -2014, or equivalent and all transportation allowance forms. Arrange alphabetically by company, reporter name, or lease or operator number.</p>	<p>a. Indian Perm.</p> <p>b Non Indian Temp. see next page</p> <p>(will be corrected by agency - during appraisal)</p>

6(B)(2)(a)	(1) Indian	<b>PERMANENT:</b> Cut off at the end of the fiscal year. Maintain in office 1 year after cut off and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed between the United States Department of the Interior and the National Archives and Records Administration.
6(B)(2)(b)	(2) Federal  <i>move to previous page as items a. &amp; b. under both item headings</i>	<b>TEMPORARY:</b> Cut off at the end of the fiscal year. Maintain in office 1 year after cut off and then retire to records center. Destroy 10 years after cut off.

Item Number	Title and Description	Disposition Authority
6(C)	<b>Federal Government Disbursements</b>	
6(C)(1)	<b>Distribution and Disbursement Files</b> Documents including SF-1081, SF-1166, and correspondence supporting the distribution and disbursement of royalty and rental funds to other Government offices. Arrange chronologically.	
6(C)(1)(a)	(1) Indian	<b>PERMANENT:</b> Cut off at the end of the fiscal year. Maintain in office 1 year after cut off and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed between the United States Department of the Interior and the National Archives and Records Administration.
6(C)(1)(b)	(2) Federal	<b>TEMPORARY:</b> Cut off at the end of the fiscal year. Maintain in office 1 year after cut off and then retire to records center. Destroy 10 years after cut off.

Item Number	Title and Description	Disposition Authority
6(D)	<b>Processed Checks and Documents</b>	
6(D)(1)	<p><b>Fund Deposit Files</b>  Copies of checks, money orders, electronic fund transfer notices, SF 215 and support documents such as check stubs, Forms MMS-4149 and -4158. Used to document receipt of payments due the Government under the terms of Federal and Indian mineral leases, laws, and regulations for internal audit purposes. Arrange by deposit ticket number.</p>	
6(D)(1)(a)	(1) Indian	<p><b>PERMANENT:</b> Cut off at the close of the reporting period. Maintain in office 1 year after cut off and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed between the United States Department of the Interior and the National Archives and Records Administration.</p>
6(D)(1)(b)	(2) Federal	<p><b>TEMPORARY:</b> Cut off at the close of the reporting period. Maintain in office 1 year after cut off and then retire to records center. Destroy 10 years after cut off.</p>

Item Number	Title and Description	Disposition Authority
6(E)	<b>Resolved Errors &amp; Exceptions</b>	
6(E)(1)	<p><b>Exception Identification Summaries</b>  Summaries of data documenting daily revenue management activities including exception identification. Each report is maintained chronologically there under by summary identification number or name.</p>	
6(E)(1)(a)	(1) Indian	<p><b>PERMANENT:</b> Cut off at the end of the fiscal year. Maintain in office 1 year after cut off and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed between the United States Department of the Interior and the National Archives and Records Administration.</p>
6(E)(1)(b)	(2) Federal	<p><b>TEMPORARY:</b> Cut off at the end of the fiscal year. Maintain in office 1 year after cut off and then retire to records center. Destroy 10 years after cut off.</p>

Item Number	Title and Description	Disposition Authority
6(F)	<b>Leases, Agreements and Well Actions: Leases, Sale Agreements, CA, UA &amp; LAS</b>	
6(F)(1)	<b>Sale Agreements and Contracts</b> Initial and amending oil or condensate sale agreements, gas sale contracts, and/or gas processing agreement documents and solid minerals sales contracts, related Federal Price Code dockets and proceedings and correspondence. Arrange by agreement type and alphabetically by company name.	<i>see next page            add on            a. Indian            b. Non Indian            to all of these</i>
6(F)(2)	<b>Lease Rental, Minimum Royalty, and Royalty Project Files</b> Consists of records that document the supervision of activities on a specific lease and the wells drilled on that lease, including documents and correspondence relating to payment of the rentals and minimum royalty.	
6(F)(3)	<b>Lease Account Status</b> Records pertaining to processing of Lease Account Status (LAS) requests. Records include the original request, MMS response,, checklist, screen prints, spreadsheets, system generated reports, bills, e-mail messages, telephone logs, fax transmittals, and correspondence.	
6(F)(4)	<b>Unit or Communitization Agreement Files</b> Files include the application of area designation, proposed form of agreement, and letter approval; the approved agreement, approved memorandum, and letter transmitting the approved agreement, and operating agreement; all participating area applications, schedules, and approvals; the official plat of the area; all plans of development and/or operations and approvals; and requests for termination of agreement	



6(F)(a)	(1) Indian	<p><b>PERMANENT:</b> Cut off when agreement is terminated. Maintain in office 1 year after cut off and then retire to records center.</p> <p>Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed between the United States Department of the Interior and the National Archives and Records Administration.</p>
6(F)(b)	(2) Federal	<p><b>TEMPORARY:</b> Cut off when agreement is terminated. Maintain in office 1 year after cut off and then retire to records center. Destroy 10 years after cut off.</p>

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Item Number	Title and Description	Disposition Authority
6(G)	<b>Processed Invoices</b>	
6(G)(1)	<p><b>Collection Files</b>  Billings for the collection of funds due from rental and royalty payors. Arrange by bill number and index by payor code number, company name, and issue date.</p>	
6(G)(1)(a)	(1) Indian	<p><b>PERMANENT:</b> Cut off at the close of the quarter. Maintain in office 1 year after cut off and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed between the United States Department of the Interior and the National Archives and Records Administration.</p>
6(G)(1)(b)	(2) Federal	<p><b>TEMPORARY:</b> Cut off at the close of the quarter. Maintain in office 1 year after cut off and then retire to records center. Destroy 10 years after cut off.</p>

Item Number	Title and Description	Disposition Authority
6(H)	<b>Company Case Files</b>	
6(H)(1)	<p><b>Company Case Files</b> Documents, including correspondence, created while monitoring the operations of a specific company, payor, or reporter while performing related mineral revenue management activities. Company files may be created, maintained, and used for audits, collection, distribution, disbursement, refunds, valuation, production, or legal purposes and activities (notice of noncompliance, appeal, surety, settlement enforcement actions, etc.).</p> <p>Use this series only when no specific records series exists. Arrange by fiscal year, case number, alphabetically by company name or operator/payor number.</p>	
6(H)(1)(a)	(1) Indian	<p><b>PERMANENT:</b> Cut off at the end of the fiscal year. Maintain in office 1 year after cut off and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed between the United States Department of the Interior and the National Archives and Records Administration.</p>
6(H)(1)(b)	(2) Federal	<p><b>TEMPORARY:</b> Cut off at the end of the fiscal year. Maintain in office 1 year after cut off and then retire to records center. Destroy 10 years after cut off.</p>