

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
.O NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-473-08-8	DATE RECEIVED 12/26/2007
1. FROM (Agency or establishment) Minerals Management Service		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Minerals Revenue Management			
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 TELEPHONE 303.231.3282	DATE	ARCHIVIST OF THE UNITED STATES WITHDRAWN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>Ben B. McCarty</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 GRS OR SUPERSEDED JOB CITATION	10.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	Withdrawn 10/20/2008

Bucket 8 - ROYALTY-IN-KIND (RIK)

Provides overall management of activities to support RIK program decisions and regulatory compliance. RIK documents are accumulated that address the feasibility of establishing Royalty-in-Kind as an option to manage the Nation's Royalty assets. These documents include technical assessments conducted by federal or contractor staff that were utilized to evaluate the effectiveness of the RIK option and/or to suggest improvements to the program.

Item Number	Title and Description	Disposition Authority
8(A)	General Programmatic Records	
8(A)(1)	<p>Dear Operator Letters Letters to industry personnel (production or operational) informing them about MMS interaction at the lease level (conversion RIV/RIK, change of delivery point, etc.).</p>	<p>TEMPORARY: 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>
8(A)(2)	<p>RIK/RIV Decision Basis These records relate to the decision to convert properties from RIV to RIK or vice versa.</p>	<p>TEMPORARY: 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>

Bucket 8 - ROYALTY-IN-KIND (RIK)

Item Number	Title and Description	Disposition Authority
8(B).	Royalty in Kind Sale or Exchange Files	
8(B)(1)	<p>Royalty in Kind Sale or Exchange Files Records that document the sale or exchange of oil or gas that has been taken in kind under a Federal lease. These sales or exchanges are associated with small refiners, states, the Strategic Petroleum Reserve or are unrestricted. <i>Each file will be divided into sections utilizing the subject areas below as applicable. The files will be maintained chronologically by product types, then by pipeline or purchaser. (Note: Begin using January 1, 1995)</i></p> <ol style="list-style-type: none"> 1. Sales Information 2. Accounting Records 3. Reconciliation Records 4. Research/Evaluation 5. Invitation for Offers (IFO) 6. Offers/Bids 7. Transaction Confirmations 8. Correspondence 	<p>TEMPORARY: 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
8(C)	Company Credit & Secured Credit	
8(C)(1)	<p>Secured Credit Records in this series also includes: Letters of Credit, bonds, other surety instruments and correspondence to companies requesting additional secured credit.</p>	<p>TEMPORARY: Maintain for the term of the sale. Cut off after term of sale. Make photocopies from RIK documentation and return originals to the company. Destroy copies 10 years after cut off.</p>
8(C)(2)	<p>RIK Counterparty Credit Worthiness Determinations The records in this series include credit scoring analyses, credit notifications, financial statements including balance sheets, income statements, statements of cash flow, shareholder equity financial statements, parent company guarantees and related correspondence of energy entities that are currently participating or proposing to participate in the RIK program.</p>	<p>TEMPORARY: Cut off at the end of the fiscal year. Transfer to the FRC 5 years after cutoff. Destroy 10 years after cut off.</p>

Item Number	Title and Description	Disposition Authority
8(D)	Exposure Monitoring and Determinations	
8(D)(1)	<p>Exposure Monitoring and Determinations</p> <p>These records include the monthly calculations that are performed to determine the amount of exposure that the RIK Program has, if any, by comparing the 60-day value of product being sold to the company against the company's amount of unsecured credit plus the amount of the secured credit the company provides via letters of credit, bonds, and prepayments. For companies making prepayments, these are monthly calculations that are performed to determine the following month's estimated exposure and the amount of prepayment that is required. These calculations can carry over from expiring contracts to subsequent contracts.</p>	<p>TEMPORARY: retain on-site for 2 years after the cut-off date, (end of fiscal year) and DESTROY.</p>

Item Number	Title and Description	Disposition Authority
8(E).	Contracts	
8(E)(1)	<p>Base Contracts These are umbrella agreements between MMS and the potential buyers of gas and/or oil. They are the terms and conditions that will prevail in individual sales transactions.</p>	<p>TEMPORARY: 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>
8(E)(2)	<p>Contracts (includes Transportation and Gas Processing Contracts) Includes contracts for moving oil or gas on pipelines or to permit gas plants processing natural gas to remove gas liquids.</p>	<p>TEMPORARY: 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>