

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI 473-88-1

DATE RECEIVED

9/8/88

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

NOTIFICATION TO AGENCY

1. FROM (Agency or establishment)

Minerals Management Service

2. MAJOR SUBDIVISION

(U.S. Department of the Interior)

3. MINOR SUBDIVISION

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

4. NAME OF PERSON WITH WHOM TO CONTACT

Dorothy Christopher
Records Manager

5. TELEPHONE EXT.

435-6213

DATE

ARCHIVIST OF THE UNITED STATES

11/29/88
Claudia J. Meier

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 _____ page(s) are not now 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE

8/3/88

C. SIGNATURE OF AGENCY REPRESENTATIVE

Dorothy Christopher

D. TITLE

Records Manager

7. ITEM NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARS USE ONLY)

The Minerals Management Service disposition schedule was approved by the NARA on October 20, 1986 (Job No. NC-1-57-84-7). While the basic mission of the organization has remained the same, close to 100 series of the schedule have needed revision for reasons ranging from regulatory requirements affecting release of certain geological and geo-physical information and data, to broader or more specific records description needs, to accommodation of electronic media.

Attachment 1 reflects a description of the organizational functions.

Attachment 2 are the pages of the schedule affected by the changes; items changed are denoted by opening and closing arrows. (Runover pages are provided where added.)

Copies sent to Reginald NDE, NNA, NMX, NN, NN-W 11/30/88

Attachment 1

The Minerals Management Service (MMS) is headquartered in the Washington, D.C. metropolitan area with operational centers and support offices located throughout the United States.

Royalty Management is responsible for the collection of all royalty payments, rentals, bonus payments, fines, penalties and assessments, and other revenues due to the Federal Government and Indian lessors as monies or royalties-in-kind from the extraction of mineral resources from Federal and Indian lands onshore, and from the leasing and extraction of mineral resources on the Outer Continental Shelf (OCS).

Offshore Minerals Management is responsible for resource evaluation and classification, environmental review, leasing activities (including public liaison and planning functions), lease management, and inspection and enforcement programs for OCS lands.

Administrative functions include human resource management and training, safety and health program management, procurement and property management, personnel and physical security, information resources management, and financial and administrative management, including management analysis, records and paperwork, office services, and space.

Programmatic functions include assuring that the MMS's management resources are utilized effectively, planning for and utilizing budgetary resources in support of varied operating and support programs; delineating general, strategic and long-range goals and objectives; developing and evaluating policy initiatives; determining the effectiveness of management and internal controls in meeting program goals and objectives; and adjudicating appeals arising from the decisions of operating officials.