
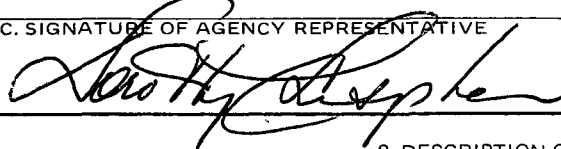


REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. N1-47391-2	DATE RECEIVED 3-4-91
1. FROM (Agency or establishment) Minerals Management Service		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION (U.S. Department of the Interior)		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Dorothy Christopher Records Manager	5. TELEPHONE EXT. 787-1239	DATE 7/22/91	ARCHIVIST OF THE UNITED STATES 

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 2/27/91	C. SIGNATURE OF AGENCY REPRESENTATIVE 	D. TITLE Records Manager
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7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
	<p>The Minerals Management Service schedule for Mineral Resource Conservation Records, Chapter 17 is revised as follows:</p> <ul style="list-style-type: none"> Delete 1702-01 in its entirety. (See attachment 1). 1705-01 change disposition from 1 year to 25 years. 1702-04 new series "Competitive Reservoir Files". (See attachment 3) 		

Copies sent to agency, NNA, NN-W, NNT 7/25/92

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1701-01	<p style="text-align: center;">CHAPTER 17. MINERAL RESOURCE CONSERVATION RECORDS</p> <p>The records described in this chapter relate to efforts to ensure prevention of waste, conservation of natural resources, and protection of correlative rights. Efforts include studies and mapping of the extent and size of oil and gas fields and reservoirs, calculation of amounts of hydrocarbons in those fields and reservoirs, identification of competitive reservoirs, and determination of maximum efficient rates of production.</p> <p><u>PROPRIETARY INFORMATION/DATA</u> includes electric logs, core descriptions and analyses, seismic record sections, and other geological, geophysical, and engineering information, maps, reports, and correspondence based on or containing information that is not available to the public. This data is furnished by industry sources to the MMS in compliance with the terms of leases, permits, regulations, and contracts. PROPRIETARY INFORMATION/DATA IS NOT AVAILABLE TO THE PUBLIC. SEE CHAPTER 7, SPECIAL INSTRUCTIONS, PAGE 7-1, OF THIS HANDBOOK.</p> <p style="text-align: center;">SECTION 1. MAXIMUM EFFICIENT RATE (MER) GEOLOGIC AND ENGINEERING FILES</p> <p><u>MER Geologic and Engineering Report and Map Files.</u> Documents accumulated in reviewing and recommending approval or rejection of initial and revised MER requests submitted by oil and gas lease operators. Include approved Form MMS-1866; PVT, gas analysis, capillary pressure, relative permeability data; geologic structure and isopach maps; average reservoir pressures, various plots of production, and pressure data; and related papers and correspondence. Arrange by area, thereunder by field name, then reservoir.</p> <p>MER geologic and engineering data that apply more to the field than to individual reservoir in that field, e.g., geology structure maps on a field basis that transgress several reservoirs, are filed by field name preceding the reservoir MER data files for that field.</p>	<p>Cut off every 5 years at close of fiscal year. Hold 15 years and transfer to FRC. Destroy 50 years after cutoff. NC1-57-84-7</p>

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These records have repetitive and multiple applications in field studies and reservoir analyses to support MER determinations, reserve estimates, and lease offering programs. See Items 1301-05 through -08 for other MER records.

SECTION 2. RESERVOIR/FIELD STUDY FILES

1702-01 Reserved.

1702-02 Field and Reservoir Reserves Estimate Study Files.
Studies performed to determine the area extent of oil and gas reservoir/fields. Records are used to calculate and update individual reservoir/field reserves and total remaining reserves in place.

a. Final Reports and Maps. Include the final study report or unpublished manuscript of report containing summary and conclusions of the study and final geologic maps and cross-sections.

Permanent. Cut off at close of fiscal year in which study is completed. Hold 5 years and retire to FRC. Transfer to National Archives 50 years after cutoff. Volume 58 feet. Annual accumulation 3 feet.
NC1-57-84-7

b. Study Workpapers. Preliminary or intermediate technical and scientific data, duplicated or sufficiently summarized in final reports and maps, and minor administrative papers unnecessary to an adequate history of the study.

Cut off at close of fiscal year in which study is completed. Destroy 3 years after cutoff. NC1-57-84-7

1702-03 Field and Reservoir Reserves Estimates (FRRE) System Report Files. Computer printouts of periodic and special reports containing statistical data on production, recoverable reserves, and remaining reserves of oil and gas by field, reservoir, and lease; and identification of types of estimates (e.g., volumetric, material balance, production decline), best estimate, date made, and reservoir parameters and cumulative production. Arrange chronologically by report title.

Cut off when superseded or obsolete. Destroy/erase 1 year after cutoff.

Documents accumulated in reviewing and recommending action on operator proposals for competitive reservoir determinations. Includes proposal, supporting subsurface mapping, and engineering reports used to determine volumes in place and reservoir performance. Arrange by area and thereunder by block number.

- ➔ 1702-04
- a. Declined proposals
Cut off at close of fiscal year in which final determination of competitiveness is made. Destroy 25 years after cutoff.
 - b. Proposals resulting in a Unit Agreement
File in appropriate Unit Geology and Engineering File, Item 1703-02b, when unit designation is approved.
 - c. Proposals Resulting in Joint Plan of Development/Production
Place in inactive file when joint plan is terminated. Cut off inactive file at close of fiscal year. Destroy 25 years after cutoff.
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1703-01	<p style="text-align: center;">SECTION 3. UNITIZATION PROGRAM RECORDS</p> <p>The records described in this section relate to the initiation of unitization of prospective or producing oil and gas reservoirs, fields, or areas and to the administration and supervision of operations in unitized areas. See Item 1702-01a for unitization study project files.</p> <p><u>Unit Proposal Files.</u> Documents accumulated in reviewing and recommending action on unitization proposals. Include proposal, supporting geologic and engineering reports and maps, and evaluation documentation. Arrange by area and thereunder by block number.</p> <p>a. <u>Declined Proposals.</u></p> <p>b. <u>Accepted Proposals.</u></p>	<p>Cut off at close of fiscal year in which final determination is made. Destroy 5 years after cutoff. EXCEPT: Technical reports and maps which are of continuing value for future research should be removed. File this technical data with MER Geologic and Engineering Reports and Maps Files and dispose in accordance with Item 1701-01. NC1-57-84-7</p> <p>File in appropriate Unit Geology and Engineering file. Item 1703-02b, when unit area designation is approved. NC1-57-84-7</p>
1703-02	<p><u>Unit or Communitization Agreement Project Files.</u> The records described below relate to the initiation, review, approval, and monitoring of agreements to conduct development and/or production operations for a prospective or producing oil and gas reservoir, field, or area under a unitization or communitization plan. The agreement provides for exploration, development, and operation of the property by a single operator and for allocation of costs and benefits if more than one lessee or operator is involved. Arrange by State and thereunder by unit name; e.g., Eugene Island Block 276, R Sand, Res A.</p>	

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Records Management

MMSM 380.2-H

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p>a. <u>Unit or Communitization Agreement Documents Files.</u> Include the application of area designation, proposed form of agreement, and letter approval; the approved agreement, approval 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. Subdivide by subject as appropriate; e.g., Agreement, Operating Agreement, Participating Area, Plans of Development.</p> <p>(1) <u>Regional Office.</u></p> <p>(2) <u>Royalty Management.</u></p> <p>A. INDIAN LAND RECORDS</p> <p>B. OTHERS</p> <p>(3) <u>Other Offshore Copies.</u></p> <p>b. <u>Unit Geology and Engineering Files.</u> Geological maps, cross-sections, reports and engineering data, reports pertaining to producing or potential structures upon which the unit area is established, and related documents. Include information submitted in support of the original unitization proposal, plans of development and/or operation, and applications to initiate secondary/tertiary recovery and pressure maintenance operations.</p>	<p>Place in inactive file when agreement is terminated. Cut off inactive file at close of fiscal year. Hold 5 years and transfer to FRC. Destroy 25 years after cutoff. NC1-57-84-7</p> <p>Cut off when agreement is terminated. Transfer to FRC 1 year after cutoff. These records will be maintained indefinitely. N1-473-88-1</p> <p>Cut off when agreement is terminated. Transfer to FRC 1 year after cutoff. Destroy 7 years after cutoff. N1-473-88-1</p> <p>Cut off when agreement is terminated. Destroy 2 years after cutoff. NC1-57-84-7</p>

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ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p>(1) <u>Regional Office.</u></p> <p>(2) <u>Other Copies.</u></p>	<p>Place in inactive file when agreement is terminated. Cut off inactive file at close of fiscal year. Hold 5 years and transfer to FRC. Destroy 50 years after cutoff. NC1-57-84-7</p> <p>Cut off when agreement is terminated. Destroy 5 years after cutoff or when no longer needed for reference, whichever is earlier. NC1-57-84-7</p>
1703-03	<u>Reserved.</u>	
1703-04	<p><u>Forced Unitization Petition Files.</u> Documents accumulated in evaluating operator and lessee petitions regarding forced unitization of competitive reservoirs when the operators or lessees have been unable to voluntarily effect unitization. Include operator and lessee submittals, conference notes and reports, evaluation reports on petitions, documents reflecting decisions and appeals, and related documents. Arrange by State and thereunder by unit name; e.g., Eugene Island Block 276, R Sand, Res A.</p> <p>a. <u>Petitions Resulting in Unit Agreements.</u></p> <p>b. <u>Other Petitions.</u></p> <p>SECTION 4. ENHANCED RECOVERY AND PRESSURE MAINTENANCE PROJECT RECORDS</p> <p>The documents described in this section relate to the review, approval, and monitoring of projects to maximize oil and gas recovery from a producing formation</p>	<p>File in appropriate unit agreement case file and dispose in accordance with Item 1703-02a(1). NC1-57-84-7</p> <p>Cut off at close of fiscal year in which final determination is made. Destroy 8 years after cutoff. NC1-57-84-7</p>

through gas injection, water injection, and other enhanced recovery operation.

- 1704-01 Enhanced Recovery and Pressure Maintenance Project Request Files. Operator requests to conduct enhanced recovery and pressure maintenance projects and documents reflecting review of the proposal and approval of rejection. This is a convenience file used to prepare statistical reports. Subdivide by enhancement type (e.g., secondary/tertiary). Official file copies are placed in the appropriate lease or well file for nonunit projects. Cut off at close of fiscal year. Destroy 25 years after cutoff.
- 1704-02 Enhanced Recovery and Pressure Maintenance Report Files. Monthly reports submitted by operators on approved pressure and maintenance or enhanced recovery projects, and related documents. Reports include information on number of days and volume of water or gas injected and volume of oil, gas, and water produced. Used in reservoir analyses and field studies as well as in monitoring individual injection projects to ensure maximum recovery of oil or gas. Subdivide by enhancement type (e.g., secondary/tertiary). Arrange chronologically by geographic area and thereunder by company, field name, and reservoir. Cut off at close of fiscal year in which project is terminated. Hold 3 years and transfer to the FRC. Destroy 25 years after cutoff. NC1-57-84-7
- 1704-03 Temporary Storage of Casinghead Gas for Conservation Purposes. Documents accumulated in evaluating operators' requests for temporary storage of casinghead gas. Include letter requests, with information such as operator's name, leases involved, storage reservoir name, geologic and engineering data; projected timeframe for the project; and documents reflecting review, approval or rejection, and royalty disposition of the injected gas. The temporary storage is required because of such reasons as lack of gas market, pipeline failures, gas curtailment, etc. In the interest of conservation, these projects allow the production of oil without flaring of gas being reproduced. Used to provide accurate account of all current storage projects. Arrange by operator name. Cut off at close of the fiscal year in which the project is terminated. Destroy 25 years after cutoff. N1-473-88-1

SECTION 5. DRAINAGE INVESTIGATION RECORDS

- 1705-01 Drainage Investigations of Varied Royalty Leases. These files relate to evaluations of drainage situations which could impact royalty determinations. The Cut off upon termination of lease. Destroy 25 years after cutoff.

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	<p>evaluations delineate reservoirs on varied royalty or State/Federal leases and consider planned production and development activities. Include copies of records filed elsewhere in the lease management and operations files, as well as the evaluation reports, any updates, recommendations, and correspondence with involved companies.</p>	

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