

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-473-93-3	DATE RECEIVED 1-5-93
1. FROM (Agency or establishment) Department of the Interior		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Minerals Management Service		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Office of Administration Records and Mail Management Section			
4. NAME OF PERSON WITH WHOM TO CONFER Robert H. Pope	5. TELEPHONE (703) 787-1018	DATE 8-22-94	ARCHIVIST OF THE UNITED STATES WITHDRAWN
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached ___ 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 12/30/92	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE Records Officer	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	The Minerals Management Service disposition schedule is revised. The basic mission of the organization has remained the same. The previously approved disposition for 1 electronic series has been changed to permanent, the transfer date from cutoff has change for five electronic series, 3 new electronic series were developed (2 with dispositions "maintain indefinitely"). See Attachment 1. Attachment 2 are the pages of the schedule affected by the changes.	WITHDRAWN	

Minerals Management Service Organization Structure

Basic Organization Concept. The Minerals Management Service (MMS) is headquartered in the Washington, D.C. metropolitan area with royalty management functions headquartered in Lakewood, Colorado. The MMS has operational centers and support offices located throughout the United States.

Royalty Management Functions. The Associate Director for Royalty Management is responsible for the collection and distribution of all royalty payments, rentals, bonus payments, fines, penalties and assessments, and other revenues due the Federal Government and Indian lessors (Tribal and allotted) 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). These responsibilities are shared with three Deputy Associate Directors, and program implementation is carried out through six divisions and five audit offices.

Offshore Minerals Management Functions. The Associate Director for Offshore Minerals Management is responsible for all offshore activities which include resource evaluation, environmental review, leasing activities (including public liaison and planning functions), lease management, and inspection and enforcement programs under MMS's jurisdiction. Responsibility is shared with two Program Directors and two Deputy Associate Directors, and program implementation is carried out through four staff divisions and four line regional field organizations.

Administration, Budget, and Finance Functions. The Associate Director for Administration and Budget is responsible for budget and financial management, as well as all administrative activities of the MMS. The Associate Director for Administration and Budget is responsible for assuring that MMS's management resources are used effectively in support of its delegated responsibilities. The functions of this organization include planning for and using budgetary resources in support of the MMS's varied operating and support programs. The administrative functions include management analysis; records and paperwork management; human resource management and training; safety and health program management; procurement; property and space management; office services; personnel and physical security; distribution of publications; printing; and information resources management functions such as automated data processing (ADP) and related activities, i.e., ADP security, data telecommunications, office automation, and data administration. In carrying out these responsibilities the Associate Director is supported by two Deputy Associate Directors, and program implementation is carried out by six headquarters divisions and two Administrative Service Centers.

Policy and Management Improvement Functions. The Associate Director for Policy and Management Improvement is responsible for providing policy review and coordinated program and policy positions on all matters relating to the MMS; for providing a review and assessment capability within the Bureau; for managing the Bureau's strategic planning and quality improvement processes; and for evaluating MMS programs through economic and programmatic policy analyses. The Associate Director is also responsible for managing the Bureau's appeals activities and the alternative dispute resolution and litigation support programs. In carrying out these responsibilities, the Associate Director is supported by two Deputy Associate Directors and five divisions.

Changes to the MMS Records Management Handbook
(Electronic Records)

. 902-01c	Disposition, now permanent.
. 902-03b(1)	Disposition changed, now hold <u>30</u> years.
902-04a	Disposition changed, now hold <u>30</u> years.
902-04c	New series, Digital Seismic Data Recorded on Magnetic Tape."
902-06d(2)	Disposition changed, now hold <u>30</u> years.
903-06a(3) and (4)b	Disposition changed, now hold <u>30</u> years.
903-07a	Disposition changed, now hold <u>30</u> years.
1101-02	New series - "a(4)(c)2.4. "Indian Land Records."
1101-05	New series - "c. Indian Land Records."

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
902-01 (con't)	c. <u>Magnetic Tapes</u> . High-resolution seismic profiles in analog form collected and submitted by contractors.	<u>Permanent</u> . Hold 30 years and transfer to Center for Electronic Records with system documentation.
902-02	<u>Shallow Seismic Shot-Point Location Maps Record Set</u> . Official file copy of each of the base maps, usually at a scale of 1" = 4,000', or digital magnetic navigation tapes, which shows the location of high-resolution (shallow) seismic shot points. Include contractor maps/tapes showing coverage of individual contracts and index maps/tapes showing all high-resolution seismic coverage. Arrange by adjacent State, survey area, company, map number, or OCS number.	Destroy/erase tapes when all related seismic records have been destroyed. NC1-57-84-7
902-03	<p><u>High-Resolution (Shallow) Geophysical Interpretive Maps</u>. Interpretations of high-resolution geophysical data in terms of subsurface geology and engineering applications. Include bathymetric maps, shallow structure maps, and hazard maps (also called anomaly or geomorphic maps). Arrange by company and survey area mapped.</p> <p>a. <u>Preliminary Maps</u>.</p> <p>b. <u>Final Drafted Maps</u>.</p> <p>(1) <u>Master Copies</u></p> <p>(2) <u>Other Copies</u>.</p>	<p>Cut off when all information required by related permit, lease, or contract is submitted. Release to public as follows: for information from permit, 25 years after date of issuance of permit, lease, or contract; from lease, 60 days after submission.</p> <p>Destroy upon receipt or completion of final drafted map. NC1-57-84-7</p> <p><u>Permanent</u>. Hold 30 years and transfer to Center for Electronic Records with system documentation. Transfer to National Archives 75 years after cutoff. Volume 86 feet. Annual accumulation 14 feet.</p> <p>Destroy 15 years after cutoff. EXCEPT: If additional significant interpretive data is added to these copies and not placed on the master disposal instructions for Item 902-03b(1) are applicable. NC1-57-84-7</p>

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
902-04	<p><u>Common Depth Point (CDP) (Deep Penetration) Seismic Records Sections.</u> Records of deep penetration CDP seismic surveys which depict the configuration and time to subsurface geological formations. These data are purchased from contractors or obtained under MMS prelease permits or applications for permit to drill in support of the hazards report. Used primarily to support the identification and evaluation of the mineral potential of subsurface formations for block evaluation. Arrange by type and scale, i.e., full-scale and half-scale bright spot record sections, and thereunder by adjacent State, company, area surveyed, and line number.</p> <p>a. <u>Vellum or Sepia/Film Masters.</u></p> <p>b. <u>Blackline Sepia Paper Prints.</u></p> <p>c. <u>Digital Seismic Data Recorded on Magnetic Tape.</u></p>	<p>Cut off when all information required by related permit, lease, or contract has been submitted. Release to public as follows: for information from permit, 25 years after date of submission; from lease, 10 years after date of submission or upon termination of lease.</p> <p><u>Permanent.</u> Hold 30 years and transfer to National Archives. Volume 3,356 feet. Annual accumulation 196 feet.</p> <p>Destroy 15 years after cutoff. EXCEPT: If additional significant interpretive data is added to these copies and not placed on the master disposal instructions for Item 902-04a are applicable. N1-473-88-1</p> <p><u>Permanent.</u> Transfer to Center for Electronic Records with system documentation 30 years after cutoff.</p>
902-05	<p><u>Deep Seismic Shot-Point Location Record Set and Magnetic Tape.</u> Official file copy of each of the base maps, usually at a scale of 1" = 4,000' or digital magnetic navigation tapes, which cover a majority of the blocked acreage showing the location of seismic shot points for CDP coverage. Include permittee/lessee maps/tapes showing locations for individual surveys and MMS maps/tapes summarizing locations for all coverage. Used as an index to available deep seismic record sections and as base maps for compiling detailed seismic interpretive maps. Arrange by adjacent State, survey area, company, map number, or permit number.</p>	<p>Destroy individual maps and erase tapes when all related seismic records have been destroyed. Release tapes to public as follows: from permit, 25 years after date of submission; from lease, 10 years after submission or upon termination of lease. N1-473-88-1</p>

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
903-05 (con't)	<p>washed well samples which identify zonal guide fossils by depth to establish the position of "tops" of successive biostratigraphic zones penetrated. These data are obtained from well completion and other reports submitted by operators, purchased from paleo data contractors, or prepared by MMS on the basis of samples submitted by operators. Used primarily in long-distance correlations using biostratigraphic zones and for constructing paleoenvironmental maps. Arrange by area, block, lease, and well number.</p> <p>a. <u>Detailed Reports.</u></p> <p>b. <u>Summary Reports.</u></p>	<p>place in inactive file reports which are superseded or obsolete. Cut off inactive file at close of fiscal year. Where the contract does not prohibit release, release to public as follows: information from permit, 10 years after submission; information from lease, 10 years after date of submission.</p> <p><u>Permanent.</u> Hold 30 years and transfer to FRC. Transfer to National Archives 75 years after cutoff. Volume 55 feet. Annual accumulation 6 ft.</p> <p>Destroy 30 years after cutoff. NI-473-88-1</p>
903-06	<p><u>Logs.</u> Records made by well logging devices during or after drilling of wells and test holes which furnish reports of geologic formations and fluids penetrated. These logs yield information on lithologic characteristics, porosity saturation, density, and other data used in geological correlation of the strata from well to well and in detection and evaluation of possible productive horizons. Include electrical logs, which record resistivities of subsurface formations and spontaneous potentials generated in the borehole, induction-electrical logs, laserlogs, micrologs, caliper logs, temperature logs, formation density logs, routine lithologic logs or descriptions of the geophysical properties of each formation penetration, and dipmeters. Arrange by area, block, lease, and well number.</p> <p>a. <u>Record Set.</u> Official file copy maintained in the Regional Office.</p> <p>(1) <u>Paper Not Converted to Microform.</u></p>	<p>Cut off and stamp "Expired" when lease is expired, relinquished, or terminated. Release data to public 2 years after date of submission.</p> <p><u>Permanent.</u> Hold 30 years and transfer to FRC. Transfer to National Archives 75 years after cutoff. Volume 916 feet. Annual accumulation 169 feet.</p>

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
903-06 (con't)	<p>(2) <u>Paper Converted to Microform.</u></p> <p>(3) <u>Silver-Halide Microform.</u></p> <p>(4) <u>Magnetic Tape.</u></p> <p>(a) <u>Processing.</u></p> <p>(b) <u>Master.</u> See Chapter 6 of this handbook.</p> <p>b. <u>Other Copies.</u></p>	<p>Destroy paper when microform has been verified in accordance with Chapter 6 of this handbook. N1-473-88-1</p> <p><u>Permanent.</u> Hold 30 years and transfer to National Archives. Volume 5 feet. Annual accumulation 1 foot.</p> <p>Erase when superseded. N1-473-88-1</p> <p><u>Permanent.</u> Hold 30 years and transfer to Center for Electronic Records with system documentation. Volume 2 feet. Annual accumulation 1 foot.</p> <p>Destroy 5 years after cutoff. NCl-57-84-7</p>
903-07	<p><u>Directional Surveys.</u> Surveys of directionally drilled finished hole of each well. These surveys measure the degree of departure from the vertical and the direction of departure at various depths in the well. Arrange by lease number and thereunder by well number.</p> <p>a. <u>Record Set.</u> Official file copy (hard copy, magnetic tape, or floppy diskette) maintained in the Regional Office.</p> <p>b. <u>Other Copies.</u></p>	<p>Cut off when lease is canceled, relinquished, or terminated.</p> <p>Hold 30 years and transfer to FRC. Destroy 75 years after cutoff.</p> <p>Destroy 5 years after cutoff. NCl-57-84-7</p>
903-08	<p><u>Well Log Card Index.</u> These cards serve as an index to the various types of logs (electric, radiation, directional survey, etc.) available for each well for both active and expired leases. The cards show lease number, State, area, well number, block, company or operator, and types of logs and surveys available. Arrange by geographical area and thereunder by block number and well number.</p>	<p><u>Permanent.</u> Cut off when well is expired, relinquished or terminated. Place in inactive file. Transfer to FRC 30 years after cutoff. Transfer to National Archives 75 years after cutoff. Volume 6 feet. Annual accumulation 1 foot.</p>

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	<p>The records contained in this chapter may be microfilmed. Destroy paper 4 months after verification of microfilm. See Chapter 6 of this handbook for microfilming records.</p> <p>If disposal instructions are not described for automated records, determine which medium will be the <u>record copy</u> and follow the disposition described for the series. The other copies destroy when 2 years old or sooner.</p> <p>For record series which do not identify disposal instructions for <u>other copies</u>, destroy when 2 years old or sooner. Simply add a "b" or next available letter to the series number.</p> <p style="text-align: center;">Section 1. LEASE RECORDS</p>	
1101-01	<p><u>Undeveloped Lease Files.</u> Copies of lease instruments and related correspondence on leases for which no plan of development, plan of exploration, or Form MMS-123 has been received. Arrange numerically by lease number.</p>	<p>Cut off inactive file at close of fiscal year. <u>Undeveloped leases:</u> cut off in 5-year blocks, destroy 10 years after cutoff. When Form MMS-123 or equivalent is received, transfer to project case file, Item 1101-02. NCI-57-84-7</p>
1101-02	<p><u>Lease Management Project Files.</u> Records which document supervision of activities on a specific lease and the wells drilled on that lease. THESE DETAILED FILES REPRESENT ONE OF THE LARGEST AND MOST IMPORTANT FILE SERIES IN MMS. Thus, these files must be carefully arranged and maintained. Arrange by lease number.</p> <p>ã. <u>Lease History Files.</u> Records which reflect a continuing history of each lease from issuance to relinquishment. Because of the quantity of material accumulated on most active leases, standardized breakdowns have been established. Subdivide as follows if volume warrants.</p>	<p>Cut off when lease is canceled, relinquished, or terminated. Destroy 75 years after cutoff.</p>

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1101-02 (con't)	<p>2. <u>Magnetic Tape</u>. These tapes contain data for calculating assessments.</p> <p>3. <u>Microform</u>.</p> <p>4. <u>Indian Land Records</u>.</p> <p>(5) <u>Environmental Analysis Files</u>. Data and proposed plans of action submitted by lessees, permittees, and operators; checklist, analyses, reports, and correspondence with lessee, permittees, or operators and other Federal Agencies. These plans are selected for analysis because of the magnitude and importance of proposed activities on the environment. Maintained by the Region or office responsible for environmental analysis by location and principal.</p> <p>b. <u>Well Files</u>. Records documenting supervision of operations for each individual well drilled on the lease. Include Forms MMS-123, -124, and -125; geologic and engineering data supporting operator submittals, such as sidewall core analyses, formation tests, bottomhole pressure test reports, well potential reports, packer tests; maps, plats, specifications, and drawings pertaining to individual wells; documents reflecting geological, geophysical, and engineering review and evaluation of operator submittals; and requests and approvals of waivers which pertain to an individual well number. See Items 903-01 through -09 for well samples, logs, and reports.</p> <p>(1) <u>Regional Office</u>.</p> <p>(2) <u>Other Copies</u>.</p> <p>c. <u>Bond Files</u>. Lists of State and nationwide bonds, decisions regarding bonds, and correspondence. Arrange alphabetically by company name.</p>	<p>Destroy 7 years cutoff.</p> <p>Destroy 7 years after cutoff.</p> <p>Transfer to FRC 1 year after cutoff. These records will be maintained indefinitely.</p> <p>Cut off when lease is canceled, relinquished, or terminated.</p> <p>Transfer to FRC 5 years after cutoff. Destroy 75 years after cutoff. NCl-57-84-7</p> <p>Destroy 5 years after cutoff. NCl-57-84-7</p> <p>Place in inactive file when lease is terminated. Cut off inactive file at close of fiscal year. Destroy 10 years after cutoff.</p>

Supersedes Release No. 187

Date:

C-88