

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-473-97-001

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

N1-473-97-001 Item 1004-01 is superseded by N1-473-12-005 Item 5K(1) and N1-589-12-005 Item 5C(1)

N1-473-97-001 Item 1004-02a is superseded by N1-473-12-004 Item 4D, N1-473-12-005 Item 5F(1)b, and N1-589-12-005 Item 5D(1)

N1-473-97-001 Item 1004-02b is superseded by N1-473-12-004 Item 4D

N1-473-97-001 Item 1004-02c is superseded by N1-473-12-004 Item 4D

N1-473-97-001 Item 1004-03 is superseded by N1-473-12-005 Item 5K(1) and N1-589-12-005 Item 5C(1)

N1-473-97-001 Item 1004-04 is superseded by N1-589-12-004 Item 4N(3)

N1-473-97-001 Item 1004-05 is superseded by N1-473-12-004 Item 4D

N1-473-97-001 Item 1004-06 is superseded by N1-589-12-004 Item 4N(4)

N1-473-97-001 Item 1004-07 is superseded by N1-589-12-004 Item 4E(1)(b)

Date Reported: 1/26/2022

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REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-473-97-1	
1. FROM (Agency or establishment) Department of the Interior		DATE RECEIVED 9/30/96	
2. MAJOR SUBDIVISION Minerals Management Service		NOTIFICATION TO AGENCY 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Management Services and Security Division			
4. NAME OF PERSON WITH WHOM TO CONFER Celeste L. Mullally	5. TELEPHONE (703) 787-1357	DATE 11-20-97	ARCHIVIST OF THE UNITED STATES <i>John W. Cal</i>
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 9/27/96	SIGNATURE OF AGENCY REPRESENTATIVE <i>Celeste L. Mullally</i>	TITLE <i>Records Manager</i>	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>The Minerals Management Service disposition schedule is revised. While the basic mission of the organization has remained the same, 4 new series were developed for International and Marine Minerals Activities.</p> <p>Attachment 1 reflects a description of the MMS functions.</p> <p>Attachment 2 is the page of the schedule affected by a listing of new series.</p>		

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, CO. 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' 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 is responsible for assuring that MMS' 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' 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.

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.

United States Department of the Interior
Minerals Management Service
International and Marine Minerals Activities (INTERMAR)
Attachment to SF 115

1004-01 International Training Files. The international training program assists countries in resource management, evaluations, mineral assessment, filing systems, and royalty management. Documents relating to international training include requests for training, certificates, technical manuals, and training proposals.

Disposition: TEMPORARY. Cut off at close of the fiscal year. Destroy 5 years after cutoff.

1004-02 International Cooperative Agreements.

a. MMS has cooperative agreements with several countries to exchange information relating to minerals management. Documents relating to cooperative agreements include memoranda of understanding, letters of agreement, and official information.

Disposition: TEMPORARY. Cut off at the end of the fiscal year in which the MOU or letter of agreement is finalized. Destroy when superseded or rescinded.

b. Copies of office administrative files, i.e. trip reports, travel records, conference and workshop information.

Disposition: TEMPORARY. Cut off at close of the fiscal year. Destroy when 2 years old or no longer needed for current business, whichever is sooner. GRS 23.1

c. Draft copies of MOU and letters of agreement.

Disposition: TEMPORARY. Destroy six months after verification of final document.

1004-03 Department of State Technical Assistance Files. MMS provides technical support to the Department of State on the formulation, interpretation, and policy decisions regarding treaties relating to minerals management. Documents relating to the Department of State Technical Assistance files include treaty convention files (Law of the Sea Treaty, Marine Pollution Treaty, etc.), international boundaries issues, Arctic Counsel files (Arctic Environmental Protection Strategy), and UN committee files.

Disposition: TEMPORARY. Cut off at close of the fiscal year. Destroy 10 years after cutoff or when no longer needed for current business, whichever is later.

1004-04 State Cooperative Agreements. These files document cooperative efforts with the States to study and evaluate the feasibility of offering negotiated agreements of lease/sales for public works projects (i.e. beach renewal, wetlands restoration, etc.).

Disposition: TEMPORARY. Cut off at the end of the fiscal year. Destroy 5 years after termination of cooperative agreements.

1004-05 Negotiated Agreements. These files document the process of state by state negotiation of mineral use for public works projects.

Disposition: TEMPORARY. Cut off at the end of the fiscal year. Destroy 10 years after cutoff.

1004-06 Competitive Lease/Sales. The competitive lease process is initiated by a state or private company that wishes to embark on a specific mining venture for commercial purposes. These files document the case by case competitive lease/sale process.

Disposition: TEMPORARY. Cut off at the end of the fiscal year. Destroy 10 years after cutoff.

1004-07 Marine Mineral Technology Centers Files. Originally the responsibility of the Bureau of Mines, these Centers collect, compile, and analyze nonenergy mineral resource development. The centers conduct special studies on the effects of potential technologic developments on resource availability. There are three centers, located in Mississippi, Hawaii, and Alaska. All are affiliated with universities. These files consist of documents related to the centers.

Disposition: TEMPORARY. Cut off at the close of the fiscal year. Destroy 10 years after cutoff.