

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	101-473-98-2
1. FROM (Agency or establishment) Department of the Interior		DATE RECEIVED	1-28-98
2. MAJOR SUBDIVISION Minerals Management Service		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Office of Administration and Budget		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Celeste L. Mullally	(703) 787-1357	10-20-98	<i>John W. Paul</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,

is not required; is attached; or has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
1/23/98	<i>Celeste L. Mullally</i>	Records Manager

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 GRS OR SUPERSEDED JOB CITATION	10.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. The basic mission of the organization has remained the same. Six new series have been developed.</p> <p>Attachment 1 reflects a description of the MMS functions.</p> <p>Attachment 2 is the page(s) of the schedule affected by a listing of new series.</p>		

OCT 28 1998 *MAT*

Copy to: Agency, NR

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). Responsibility 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 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 the Associate Director for Budget are responsible for administrative activities of the MMS and budget and financial management respectively. The Associate Director's are 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. In carrying out these responsibilities the Associate Director's and program implementation is carried out by four 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 following is a list of all the new proposed series for NARA's approval. A contact name and number is provided for assistance.

~~902-04c~~ **Digital Seismic Data Reloaded on Magnetic Tape**
Contact: ~~Robert Zainey (504) 756-2513~~

~~1101-02a.(5)~~ **Environmental Analysis Files**
Contact: ~~Richard Wilhelmsen (805) 389-7800~~

withdrawn

withdrawn

1101-07 a.-d. **Financial Responsibility Files.**
Contact: Ginny Morgan (703) 787-1689

1302-07 **Gas Meter Reports**
Contact: Janice Hall (805) 389-7621

1706-01 a.-c. **Applications for Deepwater Royalty Relief Files**
Contact: Mary Carter (504) 736-2675

1706-02 a.-b. **Net Revenue Share Royalty Relief Application**
Contact: Mary Carter (504) 736-2675

902-03a. Preliminary Maps.

- ▶ Destroy upon receipt or completion of final drafted map. NC1-57-84-7

902-03b. Final Drafted Maps.**902-03b.(1) Master Copies.**

- ▶ Permanent. Hold 25 years and transfer to FRC. Transfer to NARA 75 years after cutoff. Volume 86 feet. Annual accumulation 14 feet. NC1-57-84-7

902-03b.(2) Other Copies.

- ▶ 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

NC1-57-84-7
authority applies

902-04 Common Depth Point (CDP) (Deep Penetration) Seismic Records Sections. 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.

- ▶ 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.

902-04a. Vellum or Sepia/Film Masters.

- ▶ Permanent. Hold 15 years and transfer to FRC. Transfer to NARA 75 years after cutoff. Volume 3,356 feet. Annual accumulation 196 feet. N1-473-88-1

902-04b. Blackline Sepia Paper Prints.

- ▶ 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 902-04a are applicable. N1-473-88-1

N1-473-88-1
authority applies

902-04c. Digital Seismic Data Recorded on Magnetic Tape.

- ▶ Permanent. Transfer to Center for Electronic Records with system documentation 30 years after cutoff.

withdrawn
per discussion
with agency.

Supersedes Release No.

Date:

6/3/98 YKW

new item



1101-02a.(4)(b) Other Copies.

- ▶ Destroy 5 years after cutoff. NC1-57-84-7

1101-02a.(4)(c) Royalty Management.

- ▶ Cut off at end of fiscal year.

1101-02a.(4)(c)1. Paper Not Microfilmed.

- ▶ Destroy 7 years after cutoff. N1-473-88-1

1101-02a.(4)(c)2. Magnetic Tape. These tapes contain data for calculating assessments.

- ▶ Destroy 7 years after date of last payment. N1-473-88-1

1101-02a.(4)(c)3. Microform.

- ▶ Destroy 7 years after cutoff. N1-473-91-1

*listed authorities
continue to
apply*

ew item



1101-02a.(5) Environmental Analysis Files. 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.

- ▶ Transfer to FRC 5 years after cutoff. Destroy 75 years after cutoff.

*withdrawn per letter
dated
8/6/98*

1101-02b. Well Files. 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.

- ▶ Cut off when lease is terminated.

1101-02b.(1) Regional Office.

- ▶ Transfer to FRC 5 years after cutoff or when no longer needed for reference, whichever is earlier. Destroy 75 years after cutoff. NC1-57-84-7

1101-02b.(2) Other Copies.

- ▶ Destroy 5 years after cutoff. NC1-57-84-7

*NC1-57-84-7
authority applies*

Supersedes Release No.

Date:

1101-05b. Other Copies.

- ▶ Destroy when superseding report is received. N1-473-91-1

1101-06 Billing Index. Form MMS-1181 containing information on pipeline rental payments, rates, and county distribution. Used for posting annual payments received for pipeline rental. Arrange by lease number.

- ▶ Destroy when superseded or obsolete. N1-473-91-1

*N1-473-91-1
authority applies*

new item
 **1101-07 Financial Responsibility Files.** Includes documentation of evidence of financial capabilities to clean up spills and pay for associated damages to offshore facilities and leases, and recommendations for penalties. Filed by company/guarantor.

1101-07a. Company Files.

- ▶ Cut off when lessee/operator certificate terminates. Destroy 10 years after cutoff.

1101-07b. Civil Penalties.

- ▶ Cut off at close of fiscal year. Destroy 6 years after cutoff.

1101-07c. Annual Financial Data.

- ▶ Cut off when 2 years old. Destroy 6 years after cutoff.

1101-07d. General Files.

- ▶ Cut off at close of fiscal year. Destroy 6 years after cutoff.

Supersedes Release No.

Date:

~~1302-06 Calibration Charts--Tank Tables.~~ Charts which show the volume of storage tanks by foot and inch. Used in the audit of run tickets from tank storage batteries. Arrange by operator, area, and tank.

- ▶ Place in inactive file when tank is destroyed or permanently removed from service. Cut off inactive file at close of fiscal year. Destroy 3 years after cutoff.

NC1-57-84-7

*NC1-57-84-7
authority applies*

Jew item
➔ **1302-07 Gas Meter Reports.** Gas volume statements, charts, and computer printouts used to calculate volume of production measured through a sales meter. Arrange by system area and operator or by lease.

- ▶ Destroy when superseded or obsolete.

Supersedes Release No.

Date:

Records Management

MMSM 380.2-H

1704-03 Temporary Storage of Casinghead Gas for Conservation Purposes. Documents accumulated in evaluating operators' requests for temporary storage of casinghead gas. Include 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 fiscal year in which project is terminated. Destroy 25 years after cutoff. N1-473-88-1

*N1-473-88-1
authority applies*

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 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.

- ▶ Cut off upon termination of lease. Destroy 25 years after cutoff. N1-473-91-2

*N1-473-91-2
authority applies*

Section 6. ROYALTY RELIEF FILES

New item

1706-01 Applications for Deepwater Royalty Relief Files. Files consists of applications for royalty relief from lease operator with supporting data which includes: (1) administrative information and relief justification; (2) geological and geophysical report; (3) cost report; (4) engineering report; and (5) economic report. Files are arranged by deepwater field name (geographic location).

1706-01a. Approved Applications.

- ▶ Cut off at close of fiscal year in which production volume is reached and royalty payments are due. Retire to FRC 8 years after cutoff. Destroy 25 years after cutoff.

1706-01b. Denied Applications.

- ▶ Cut off at close of fiscal year in which application is denied. Destroy 8 years after cutoff.

Supersedes Release No.

Date:

Records Management

MMSM 380.2-H

1706-01c. Incomplete Applications. Include letters of applications from lease operator and MMS letters documenting return of application.

- ▶ Cut off at close of fiscal year in which application is returned. Destroy 8 years after cutoff.

New item

→ **1706-02 End of Life Royalty Relief Applications.** Files consists of applications for net revenue share royalty relief from lease operator with supporting data which includes administrative, geological, engineering, economic, or geophysical data to support requests. Filed by OCS lease number.

1706-02a. Approved Applications.

- ▶ Cut off at close of fiscal year in which project reserves are depleted or approved time frame expires. Retire to FRC 8 years after cutoff. Destroy 25 years after cutoff.

1706-02b. Denied Applications.

- ▶ Cut off at close of fiscal year in which application is denied. Destroy 8 years after cutoff.

Supersedes Release No.

Date: