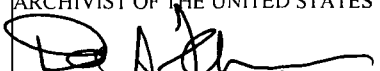
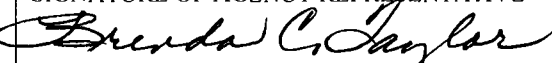


REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-589-12-1	DATE RECEIVED 7/26/2012
1 FROM (Agency or establishment) Department of Interior		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Bureau of Ocean Energy Management (BOEM)			
3 MINOR SUBDIVISION Office of Administration-IMD-Capital Planning & Information Policy			
4 NAME OF PERSON WITH WHOM TO CONFER Brenda C. Taylor	5 TELEPHONE 703-787-1122	DATE 14 July 2013	ARCHIVIST OF THE UNITED STATES 

6 AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in the matters pertaining to the disposition of its records and that the records proposed for disposal attached 5 separate buckets respectively are not 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 6/29/2012	SIGNATURE OF AGENCY REPRESENTATIVE 	TITLE Chief, Capital Planning & Information Policy, Acting Bureau Records Officer
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7 ITEM NO.	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p><u>PROPOSED RETENTION SCHEDULE SUBMISSION FOR:</u></p> <p><u>BUCKET 1</u></p> <p>The Bureau of Ocean Energy Management (BOEM) is submitting the attached proposed retention schedules for review and appraisal. The design of each schedule is premised on a functional or "Big Bucket" format in lieu of the traditional organizational format for federal records retention scheduling.</p> <p>The disposition instructions have been developed in correlation with the BOEM lines of business functions and processes as they have been reported to the OMB and populated in the Department Enterprise Architecture Repository. The basic mission of the organization has remained the same. This schedule is written to authorize the disposition of the records in any media format (media neutral).</p> <p><u>Attachment 1 Proposed Functional Records Retention Schedule (a k a "Big Buckets") – ADMINISTRATIVE RECORDS</u></p>		

BIG BUCKET RETENTION SCHEDULE FOR THE BUREAU OF OCEAN ENERGY MANAGEMENT (BOEM)

Organization The Bureau of Ocean Energy Management (BOEM) is headquartered in the Washington, D C Metropolitan area BOEM has operational centers and support offices located throughout the United States

The Bureau of Ocean Energy Management (BOEM) is responsible for managing the environmentally and economically responsible development of the nation's offshore resources Its functions include offshore leasing, resource evaluations, review and administration of oil and gas exploration and development plans, renewable energy development, and National Environmental Policy Act (NEPA) analyses and studies

The Office of Administration is responsible for budget and financial management in addition to all administrative activities of BOEM The functions of this organization include planning for and using budgetary resources in support of the BOEM's varied operating and support programs, e g management analysis, records and paperwork management, human resources, safety and health programs, procurement, property and space management, and information management

Office of Policy and Analysis is responsible for providing policy review and coordinated program and policy positions on all matters relating to the BOEM, for providing a review and assessment capability within the Bureau, managing the strategic planning and quality improvement processes, and evaluating programs through economic and programmatic policy analyses

Office(s) of Record refers to the office holding the official record copy of a specific record when multiple copies are used across offices Most typically, this is the office that creates and maintains the record, although specific offices may be designated to hold official records generated across Program Offices

Media. This schedule covers records in all media, formats, and produced using any and all tools Records may include, but are not limited to, paper, word processing documents, presentation materials, statistical data, spreadsheets, databases, e-mail, photographic materials, audio, film, video, drawings, and any other electronic formats that fall within the unstructured, semi-structured, or structured classifications

Litigation Holds and Freezes: This schedule is subject to the orders of the court to preserve any and all program records deemed potentially responsive in a legal proceeding where BOEM or its authorized agents are named parties to an applicable proceeding, regardless of media format In accordance with such a court order, or, by direction of the Department of Justice or the Solicitor of the Department of the Interior, BOEM will fully suspend all retention schedule disposition instructions in their entirety, indefinitely, until instructed to do so otherwise by these same authorities through written notice.

BUCKET 1 - ADMINISTRATION - BOEM

The Administrative Schedule covers support and administrative program management functions carried out across the agency that support BOEM's mission and routine operations, but do not directly document the performance of mission functions. Administrative records relate to common agency-wide functions such as budget and finance, communications, information technology and services, payroll and benefits, personnel, procurement and supply, public and congressional relations - including FOIA, security, support, protective services, and travel. This records schedule covers administrative support records represented and not represented by the General Records Schedules (GRS), and covers records in all formats.

The disposition and retention period indicated in the respective buckets and sub-buckets of the administrative schedule is an exception to the General Record Schedule (GRS)

GRS 16 item 12, GRS 5 item 3b, item 4, item 2, item 1, GRS 2 item 6b, GRS 23 item 1, GRS 1 item 18a, item 2b, item 6, item 5, item 33m, item 32, item 23, item 7a, item 13, item 12, item 2a(b), item 29a(2), GRS 25b, GRS 1 item 25, item 31, item 21b; GRS 3 item a(1), GRS 1 item 1(a), items a & b, item 1b, item 21a, item 21(a)2; GRS 5, item 1, GRS 2 item 8, item 22, item 1a, item 1, item 15, , item 16, item 17, GRS 7 item 1, item 2, item 3, GRS 6 item 1a, GRS 2 item 1b, GRS 23 item 9, item 3c, item 3(a)1a, item a1(b), item 9b, GRS 6 item 1a, GRS 3 item 3c, item 1a, item 3a (1)a, item 3a(1)b, item 3a(1), item 3a(2), item 3(c), item 5, item 13, item 14, item 8a, item 4a, item 9a; GRS 18 item 15a,, GRS 4 item 2, GRS 23 item 1, GRS 11 item 3, GRS 12 item 5, GRS 11 item 4b, GRS 12 item 7, item 6, item 8, GRS 13 item 4a, item 6, item 5a, GRS 11 item 2a, item 1, GRS 18 item 17, item 8, item 9, item 10, item 11, item 21, item 22, item 23, item 24a, item 5a, item 5b, item 12, item 16a, item 16b, item 14, item 7, GRS 9 item 3, item 4b, item 1a, item 1b, item 1c, item 1d, item 1e, item 2; GRS 10 item 1a, item 2, item 5, item 1, item 6, item 4, item 7, GRS 16, item 2, item 7, item 10, item 4, item 7, GRS 14 item 15, item 11, item 21, item 22, item 23, item 24, item 25, item 26; GRS 23 item 6a, item 7, item 8, item 1, item 10a, item 10b; GRS 16 item 1a, item 1b, item 5, item 3a, item 3b, item 6, item 5, item 2b, item 7, item 13a, item 13b; GRS 14 item 3; GRS 18 item 26; GRS 1 item 26, item 31, GRS 25 item 1a, GRS 25 item 2, item 3, item 4, item 5, item 6, item 7, item 8, item 9, GRS 1 item 25, item 30; GRS 20 item 1; GRS 24 item 1a, item 2, item 3a, item 4a, item 8, item 5, item 6, item , GRS 16 item 9, GRS 24 item 9

The disposition for some of the records is longer than the GRS because the official records are integrated in to the electronic systems and coordinated retention periods are necessary to implement the schedule within these systems. The 7 year represents the longest retention in the GRS period.

The records covered by this schedule are considered to be media neutral unless indicated otherwise. The Bureau of Ocean Energy Management (BOEM) agrees to maintain these records regardless of format for the entire retention periods indicated in accordance with all Federal Regulations for Records Management including but not limited to 36 CFR Chapter 1225 and 1226

Item Number	Title and Description	Retention & Disposition Instructions	Superseded MMS Schedule Items
1A	<p>Budget Duties (60) All records relating to budget development, formulation and execution that support the organization as a whole. Records include but not limited to: analysis, preparation, submission, justification, monitoring of budget data and other related functions and records of the following work elements.</p> <ul style="list-style-type: none"> • Perform Budget Duties- POA, PPA, PAA • Provide Budget Support- SB1 • Provide General Support Services Budget- SB2, SOB • Budget Formulation & Justification- SB5 • Budget Execution & Performance Management- SB6 • Perform Budget Management- SB7 	<p>TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off. DELETE/DESTROY 7 years after cut off.</p>	<p>201-04 202-13 301-01 301-02a(1) 301-02a(2) 301-02a(3) 301-02b 301-05 301-06 301-07</p>
1B	<p>Human Resources (61) All records relating to developing and implementing policies and procedures and providing guidance. It includes records that have to deal with but not limited operations such as job fairs, and providing personnel services to bureau and department employees and supervisors and records generated in activities of the following work elements:</p> <ul style="list-style-type: none"> • Human Resources Actions- PAJ • HR Administration Services- SAD, SMT, SOP • Quality of Work Life – SEQ • Process Positions- SE1 • Benefits and Benefits Review- SEB • Classify Positions- SEC • Advise/Train on Ethics- SEE • Maintain FPPS Security- SEF • Staff Positions- SES • Provide Employee Relations- SER 	<p>TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off. DELETE/DESTROY 7 years after cut off.</p>	<p>302-06a,b 504-15 601-01b, c 601-02 601-03 601-04a,b,c 602-01 602-02b 602-04 602-05- a,b,c2,d,e,f1,f2b,f3 & f4 602-07 602-08 602-10 a,b1,b2,b3,c,d & e 603-01 603-02a,b,c 603-03 603-04 605-01 605-02a-c 605-07 605-08</p>

Item Number	Title and Description	Retention & Disposition Instructions	Superseded MMS Schedule Items
	<ul style="list-style-type: none"> Delegating Examining Unit (DEU) Contracts – SAO, SOF, SWR 		606-01a,b 607-01a 607-01b
1B(1)	<i>Official Personnel Management</i> All records created in accordance with OPM rules for official employee personnel files. For other items related to personnel and covered by GRS 1.	Follow: GRS 1.1	
1B(1)a	Official Personnel Files—Transferred Employees	See Chapter 7 of <i>The Guide to Personnel Recordkeeping</i> for instructions (GRS 1.1 a)	601-01a(2) 602-02(a)
1B(1)b	Official Personnel Files—Separated Employees	Transfer folder to National Personnel Records Center (NPRC), St. Louis, MO 30 days after latest separation. NPRC will destroy 65 years after separation from Federal Service (GRS 1.1 b)	601-01a(1)
1B(2)	Employee Medical Files—Long term medical records as defined in 5 CFR Part 293, Sub part E	GRS 1.21	
1B(2)a	Transferred employees	See 5 CFR Part 293, Subpart E for instructions GRS 1.21a	605-08a(2)
1B(2)b	Separated employees	Transfer to NPRC, St. Louis, MO, 30 days after separation. NPRC will destroy 75 years after birth date of employee; 60 years after date of the earliest document in the folder, if the date of birth cannot be ascertained, or 30 years after latest separation, whichever is later (GRS 1.21 b)	605-08a(1)
1C	Financial Management Operations (62) All records relating to financial activities that support the organization as a whole such as paying bills, collecting receivables, compiling and analyzing financial data, preparing internal (bureau) reports, maintaining general ledger, and	TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off	302-01 302-02 302-03 302-04a,b,c 302-05a 302-07a,b,c 302-08a,b 302-09

Item Number	Title and Description	Retention & Disposition Instructions	Superseded MMS Schedule Items
	<p>planning, developing, implementing and maintaining accounting and mixed financial systems. Included also are records generated for work elements listed here:</p> <ul style="list-style-type: none"> • Payroll Administration- SEP • Record Obligations- SF0 • Invoice -Implement Competitive Sourcing- PAG • Administration- SPB, SF1 • Manage Accounts Receivable- SF8 • Provide Management for Finance- SFM • Support FBMS – FBM • Administrative Support Finance – SF2 • Support Accounting Systems – SF3 • Implement Activity Based Cost Codes – SZA • Manage Travel Charge Card – SF4 • Manage SGL Accounts – SF5 • Support CFO/External Reports – SF6 • Develop Policies/Procedures for Finance-SF9 • Finance A-123 - SFA 		<p>302-10 303-01 303-02 303-03 303-04a 303-04b</p>
1C(1)	<p>Other Payroll Administration- Individual Pay Record containing pay data on each employee within BOEM</p>	<p>LONG TERM TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed Transfer to the FRC 3 years after the cut off DELETE/DESTROY 56 years after cut off</p>	<p><i>GRS 2, 1b</i></p>
1D	<p>Procurement Services (63) All records relating to operations and administration of acquisition and procurement functions, administration of acquisition systems (such as IDEAs) and purchase card programs that support the organization as a whole. Records generated for the following work</p>	<p>TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off</p>	<p>501-01 501-02 502-01 502-02 502-03a 502-03b 502-03c 502-03d</p>

Item Number	Title and Description	Retention & Disposition Instructions	Superseded MMS Schedule Items
	<p>elements are also included</p> <ul style="list-style-type: none"> • Implement Competitive Sourcing-PAG • Provide Procurement Operations and Policy- SPO • Plan and Administer Contracts & Agreements (Coastal Impact Assistance Program)- SPA • Acquisition Information Systems - SPI • Aviation Planning - DAF • Procurement/Acquisition COR Training – SPT, SPC • Other Procurement Services – S63 • Alaskan In-house Studies Logistics-ABK • Telecommunications Contract 		<p>502-06a 502-06b 502-07 502-08 503-01a(1) 503-01a(2) 503-01b 503-02a(1) 503-02a(2) 503-02b,c,d 503-03a,03b(1), 03b(2)a, 03b(2)b, 03c(1),03c(2),03d 503-04 503-05 504-01 504-02 504-03 504-04 504-05 504-10 504-11 504-12 504-13 504-14</p>
ID(1)	<p>Other Procurement Files- Geological and Geophysical Contracting Files maintained by the sponsoring offshore office</p>	<p>LONG TERM TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 25 years after cut off</p>	503-02e
1E	<p>Facilities & Space Management Services (64) All records relating to the overall operation of the Support Services providing a wide range of services, functions including include records generated for the following work elements and functions</p> <ul style="list-style-type: none"> • Occupational Health & Safety Management- SX4 • Provide Facilities Management- SX5 • Property Management- SX2 	<p>TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off</p>	<p>401-01 401-02a-c 401-06 401-07 401-08a-g 401-09 402-01 402-02 402-03 402-04 403-01 403-02 404-01a,b</p>

Item Number	Title and Description	Retention & Disposition Instructions	Superseded MMS Schedule Items
	<ul style="list-style-type: none"> • Maintenance and Support Services- SX6 • General Support Services – SX7 • Security Services – SS1 • Personnel Security – SS2 • Homeland Security – SS3 • Printing and publication management – SX3 • Administering the transportation of goods and materials program for BOEM • Providing mail management, shuttle operations, mail and courier services • Shipping and receiving functions • Motor Vehicle Program Management • Provide Physical Security- SS1 • Routine Surveillance Tapes 		<p>404-02 404-03a-d 404-04a 404-05 404-06 404-07 404-08 404-09a,b,c 404-10 404-11a-b 40413a,b 404-14 404-15a-b 404-16a-c 404-17 405-01 405-02a,b 405-03 406-01a-e 406-03 407-01 407-02a,b 407-03 407-04 407-05 407-06 407-07</p>
1F	<p>Information Management and Files (65) All records relating to Information Management and used to report all work related to IT information resources as well as Central Files, Mailrooms, and Library/Information Services for developing, coordinating, and implementing policies, standards, guidelines, reporting, and providing related technical assistance Reporting for this activity occurs throughout the lifecycle of information, records, data files and inclusive of the following work elements and functions</p> <ul style="list-style-type: none"> • Delivery of Official Public 	<p>TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off.</p>	<p>202-07a1,a2,b 202-08 202-11 202-14a,b 202-17a,b 202-18 703-03b 705-02 705- 16a1,a2a,a2b, a3a,a3b,16b 705-17a,b 705-18 705-19 705-20a1,2a,a2b, a3a,a3b,b 705-21a,b,c</p>

Item Number	Title and Description	Retention & Disposition Instructions	Superseded MMS Schedule Items
	<p>Information- POD</p> <ul style="list-style-type: none"> • The Federal Records Act and Records Management Initiatives; Forms /Reports, Library/Information Services - PAR • The Privacy Act and Privacy Initiatives • Privacy Impact Assessments and Records Management Impact Assessments • Data analysis for privacy and records management classification and impacts • Freedom of Information Act (FOIA) request analysis and non-reimbursed fulfillment costs - PAE • FOIA and Privacy Act Appeals • Section 508 of the Rehabilitation Act of 1973, as Amended • Information Collection, Renewals and Quality Guidelines • Establishment and operation of program functions or offices for privacy, Records Management, FOIA, Section 508, and Web • Compliance monitoring and reporting • Awareness and training for privacy, Records Management, FOIA, Section 508, and Web • Operational Data Administration including maintenance, storage, information dissemination, use, control and disposal • Perform Internal Control Review Package for OMB-SZI (OEMM), SZO (MRM) • Records Management (WASC) – SQR 		<p>705-22 705-23a,b 705-24 705-25 706-01 706-02</p>
1G	<p>Administrative Support Services (66) All records relating to general</p>	TEMPORARY: Cut off at the	

Item Number	Title and Description	Retention & Disposition Instructions	Superseded MMS Schedule Items
	<p>administrative functions and accumulated by the individual offices on a wide variety of subjects.</p> <p>. Included also are labor and operations records of safety awareness programs, health units, Employee Assistance Programs, personal property, moving services, vehicle fleet management, and any other administrative functions and records involving activities of the following work elements</p> <ul style="list-style-type: none"> • CIAP (A&B) – SCI • Provide General Admin Support – PPC, PEB, SOL, POB • Implement Bureau & DOI initiatives-PAF, PAH 	<p>end of the fiscal year, or when activity is completed Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off.</p>	
IG(1)	<p>Administrative Function Files/ Audits and Investigation Files</p> <p>All records relating to administrative functions Mission files created and maintained in offices whose primary function involves support activities such as personnel, procurement, property, transportation, travel, communication, budget and similar internal management functions and audit/investigation files relating to internal audits, investigative and evaluation records conducted in the review of BOEM business process. These records include but are not limited to final audit or evaluation reports, initiation papers, audit methodology and guidelines, rebuttals and other comments on the reports and case files relating to special investigations that may have resulted in a referral to another agency or significant enforcement action (AMAR/IQCR/Congressional Committee...)</p>	<p>TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 10 years after cut off.</p>	<p><i>102-01b,d,e</i> <i>102-02</i> <i>103-01a,b</i> <i>104-01a,b</i> <i>201-03</i> <i>201-05a,b</i> <i>201-07c</i> <i>201-08d,e,f1,f2</i> <i>201-09a,b</i> <i>201-10</i> <i>202-04a,b</i> <i>202-05</i> <i>202-06</i> <i>202-10</i> <i>202-12</i> <i>202-15</i> <i>202-16a,b</i> <i>203-01a,b</i> <i>304-01 a,b</i> <i>408-01 a,b</i> <i>505-01 a,b</i> <i>605-01a,b</i> <i>608-01 a,b</i> <i>701-01</i> <i>701-02 a,b</i> <i>702-01</i> <i>702-03b(2)</i> <i>703-01</i></p>

Item Number	Title and Description	Retention & Disposition Instructions	Superseded MMS Schedule Items
			703-02a(3),b 704-01 705-01a-c 708-01a,b 802-12a,b
1G(2)	<p>Director's General Correspondence Files and Bureau History Files All records of a central file of the chronological records and outgoing correspondences of the BOEM Director. Surname copy, and files documenting significant BOEM events created, received and maintained during the normal course of business</p>	<p>PERMANENT. Cut off at close of FY, or when activity is completed <u>Electronic Records</u> Transfer electronic files to the National at three year intervals under the instructions in 36CFR 1235 44-50, or whichever transfer guidance is in place at the time of the transfer <u>Hardcopy Records</u> Transfer to the FRC 5 years after cut-off Transfer to the National Archives and Records Administration 25 years after cut off</p>	102-01c 201-07a,b 702-02 702-03a 702-03b(1) 703-02a(1) 703-02a(2) 703-02a(4) 703-03a
1H	<p>Planning (67) All working draft and support documents relating to the activities of strategic planning, performance planning measurement and reporting, workforce planning, organizational development, evaluations, COOP plans, and management analysis for the organization as a whole Includes supervision, management, and general administrative support of these functions Includes Emergency Management and COOP Planning- SX1</p>	<p>TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off</p>	404-12a 404-12b
1I	<p>Provide Central Leadership (68) All records relating to costs of executives, senior executives and immediate offices These costs include administration and implementation of activity based cost management programs.</p>	<p>TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 10 years after cut off</p>	New Item

Item Number	Title and Description	Retention & Disposition Instructions	Superseded MMS Schedule Items
1J	<p>Process Litigation for Indian Trust (70) All records relating to litigation- the formal process in a court or administrative agency in which legal rights and obligations are contested by the parties and decided by a judge. This activity covers any and all work associated with administrative or judicial litigation related to Indian Trust other than probate. It also includes litigation support provided by the bureaus and offices, legal representation provided by the Office of the Solicitor, and adjudications provided by the Office of Hearings and Appeals records generated in activities of the following work elements:</p> <ul style="list-style-type: none"> • Perform Indian related alternate dispute resolution activities - ADR • Prepare Indian Appeals Decision Documents • Review case files and pleadings • Perform factual investigations and legal research • Prepare legal documents, testimony and exhibits • Respond to discovery requests • Review judicial orders and decisions • Interior Board of Land Appeals (IBLA) 	<p>Temporary Cut off at the end of the fiscal year in which claim, matter or appeal is disallowed, withdrawn, settled or issued Transfer to the FRC 5 years after cut off Dispose-off 20 years after transfer</p>	707-04
1K	<p>Performance and Financial Management Reports (73) All records relating to the preparation of reports for entities external to the bureaus, such as the Annual Performance and Accountability Report, Submissions to the Department, FACTS II and the Statement of Accountability and/or Statement of Transactions (SF-224 or SF-1219/1220).</p>	<p>TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off</p>	

Item Number	Title and Description	Retention & Disposition Instructions	Superseded MMS Schedule Items
1L	<p>Process Litigation - Resource Use(74)</p> <ul style="list-style-type: none"> • All records relating to the use of resources including records that are generated in the activities of these work elements • Perform Federal related alternate dispute resolution activities – ADR • Prepare Federal Appeals Decision Documents • Maintain Automated Appeals Docketing System 	<p>TEMPORARY: Cut off at the end of the fiscal year in which claim, matter or appeal is disallowed, withdrawn or settled DELETE/DESTROY 7 years after cut off</p>	<p>707-01 707-02 707-03 707-05 707-06</p>
1M	<p>Employee and Labor Relations (76) All records relating to the provision of guidance and assistance to management and employees regarding all work associated with Employee Relations (ER)/Labor Relations (LR) issues, including grievances, disciplinary and performance-based actions, unfair labor practices and negotiations, Inspector General and other administrative investigations Work activities also include processing incentive awards; conducting personnel security, determining employee suitability, and managing the employee assistance program, ethics program and performance management system.</p> <ul style="list-style-type: none"> • Informal Counsel/ADR/Mediation – SIA • Formal Complaints – SIB • Employee Assistance Program – SIG • Manage Labor Relations - SEL 	<p>TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 25 years after cut off</p>	<p>604-01a(1),a(2),b, 605-04 605-07 607-01a,b 607-02 a,b,c1c2 607-03 607-04 607-05a,b 607-06a,b 607-07a,b 607-08a,b 607-09</p>
1N	<p>Civil Rights – External and Internal (77/78) All records relating to costs of monitoring, evaluating and adjudicating civil rights compliance and enforcement functions covering equal opportunity and</p>	<p>TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 25 years after cut off</p>	<p>605-03a,b,c,d1, d2,e,f1,f2,f3,f4,g 605-06a-b</p>

Item Number	Title and Description	Retention & Disposition Instructions	Superseded MMS Schedule Items
	<p>federally funded/assisted education and training programs with State and local governments. These elements are not limited to the work of EEO employees, but also include the work of any Office of Bureau employees engaged in responding to and resolving civil rights and equal opportunity complaints. Also includes the cost of settlement agreements.</p> <ul style="list-style-type: none"> • Internal Civil Rights captures all costs to implement 29 C.F.R. 1614 and EEOC management Directive 715. Costs are not limited to the work of EEO employees, but also include the work of any Office of Bureau employees engaged in responding to and resolving civil rights and equal opportunity complaints. EEO Program – SIC, SID • EEO Program Special Projects Funding - SIS • Sexual Harassment – SIE • Civil Rights - SIH 		
10	<p>Plan IT Investments (80) All records relating to planning for new IT investments, the planning and modernization or major enhancement of existing IT investments, and all work related to IT prototypes. Records generated in the process of the following work elements are also included:</p> <ul style="list-style-type: none"> • Project management and planning related to IT development, development and major enhancement • Life cycle costs analysis and planning • Organizational impacts of IT investment and analysis • Evaluation of software and hardware options and methods • Development and submission of 	<p>TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7years after cut off.</p>	New Item

Item Number	Title and Description	Retention & Disposition Instructions	Superseded MMS Schedule Items
	<p>CPIC documents for the preselect and select phases</p> <ul style="list-style-type: none"> • Analysis of requirements based on business process re-engineering, including necessary policy and procedures, information/data, security, architecture and infrastructure • Project feasibility determination 		
1P	<p>Acquire IT Investments (81) All records relating the full acquisition of an IT investment. Other records include but not limited to the procurement and implementation of an IT investment or useful segments/modules, Exhibit 300 parts 1,2 or 4 of exhibit 53, the control and evaluation phases of CPIC and investment control process. The following work elements' records are also included:</p> <ul style="list-style-type: none"> • Finalized reports on cost benefit analysis (CBA/BCA) • Development of software applications and incremental reviews • Testing of user acceptability, functionality and interoperability reports • Implementation and testing, training procedures • Installation of hardware/software • Analysis of technical user requirements and logical and physical design reports • Data conversion in to new systems • Acquisition Information Systems - SPI <p>All other records directly related to acquisition</p>	<p>TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off.</p>	New Item
1Q	<p>Operation, Maintenance, and Management of IT Investments (82) All records relating to Operation,</p>	<p>TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed. Transfer</p>	<p>401-03a,b,c,d1,d2,e 401-04a,b</p>

Item Number	Title and Description	Retention & Disposition Instructions	Superseded MMS Schedule Items
	<p>Maintenance, and Management of IT Investments portraying when an IT investment is operational (steady state) after formal acceptance. This means the IT investment or useful segment/module of an IT investment has been delivered, deployed, and is performing the mission. Tasks required managing an investment in operations and maintenance is reported under this activity, including performance monitoring and reporting performed by an operational analysis. This activity includes retirement/disposal costs of the investment, which is the final phase in the life cycle of the investment. These work elements are also included:</p> <ul style="list-style-type: none"> • Operational analysis and network infrastructure • Administrative, technical, telecom support functions • Training of users, administrators <p>Maintenance and system support service</p> <ul style="list-style-type: none"> • Customer support services, systems and database backups • COTR and contract functions • Upgrades, maintenance, replacement, disposal functions • Project management functions directly related to IT • Program Source Files • Web and Data Management • Application Development Files 	<p>to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off.</p>	<p>800-02a,b 800-04a,b 800-05 800-06b 800-08 800-09- 800-11 801-01a-c 802-01a,b 802-02 802-03a,b1,b2 802-04a1,a2,b 802-08a,b,c 802-10a,b 802-11a,b,c</p>
1R	<p>IT Security (83) All records relating to Secure IT - performing work to achieve and maintain compliance with OMB security policies and NIST guidance, including compliance with the Federal Information Security Management Act, including all IT security program records and records for securing individual IT systems, applications, and infrastructure. These work elements are also included:</p>	<p>TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off.</p>	<p>802-05a,b 802-06a,b 802-07</p>

Item Number	Title and Description	Retention & Disposition Instructions	Superseded MMS Schedule Items
	<ul style="list-style-type: none"> • IT security training and awareness • IT security Policies and Procedures • Monitoring and testing • Life cycle cost analysis and planning • Risk and vulnerability assessment • Security controls, authentications • All other records directly tied to IT security 		
1S	<p>IT Architecture (84) All records relating the development, coordination and implementation of policies, standards, guidelines and provision of related assistance for Enterprise Architecture. (EA) Records created by the Interior Enterprise Architecture (IEA) and bureau architecture teams in the course of the development, management and utilization of the enterprise architecture. Work elements that highlight the records under EA are:</p> <ul style="list-style-type: none"> • Establishment and Operation of IT Architecture • Conducting functions directly related to operation of architecture tools (DEAR, BEAR) • Analysis and maintenance of business processes • Data Modeling • Architecture analysis and compliance reports • Creation, maintenance and modernization blueprints of target architectures • All training records • All other records directly related to EA 	<p>TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off.</p>	<p><i>201-11 800-01a,b</i></p>
IT	<p>Capital Planning and Project Management (85) All records generated in the course of IT Capital Planning and Investment Control on the portfolio of IT investments in</p>	<p>TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the</p>	<p><i>802-09a,b,c</i></p>

Item Number	Title and Description	Retention & Disposition Instructions	Superseded MMS Schedule Items
	<p>accordance with OMB's requirements including all program reports for portfolio management and project management not attributable to individual IT projects or investments. Work elements for activity 85 also include:</p> <ul style="list-style-type: none"> • Management and review submission of BOEM Business Cases (Exhibit 300s) to DOI and the Office of Management and Budget; • Developing the Bureau's IT Portfolio of investments (Exhibit 53); • Policies and Procedures • CPIC and Project Management evaluations and QC reports • Determination of Organizational impacts of CPIC • All other records directly related to Capital Planning and Project Management for IT 	<p>cut-off DELETE/DESTROY 7 years after cut off.</p>	

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New Schedule		Former Schedule		
Sub-Bucket Description & Retention	Series No.	Title	Retention	NARA Authority
1A Budget Duties (60) All records relating to budget development, formulation and execution that support the organization as a whole. Records include but not limited to: analysis, preparation, submission, justification, monitoring of budget data and other related functions and records of the following work elements: <ul style="list-style-type: none"> • Perform Budget Duties- POA, PPA, PAA • Provide Budget Support- SB1 • Provide General Support Services Budget- SB2, SOB • Budget Formulation & Justification- SB5 • Budget Execution & Performance Management- SB6 • Perform Budget Management- SB7 	201-04	<i>Management Statistical Hourly Report Files</i>	2 yrs	<i>NC1-57-84-7-201-04</i>
	202-13	<i>Information Collection Budget Files</i>	7 yrs	<i>GRS16.12</i>
	301-01	<i>Budget Development and Admin Files</i>	6 yrs	<i>NC1-57-84-7-301-01</i>
	301-02a(1)	<i>Monthly Budget Status Report Files/Magnetic Tapes</i>	Erasure	<i>NC1-57-84-7-301-02a(1)</i>
	301-02a(2)	<i>Monthly Budget Report/Paper</i>	Destroy paper when Microfilm has been verified	<i>N1-473-88-1-301-02a(2)</i>
	301-02a(3)	<i>All Other Copies</i>	3 yrs	<i>GRS5.3b</i>
	301-02b	<i>Other Copies</i>	When superseded	<i>N1-473-88-1-302-02b</i>
	301-05	<i>Budget Apportionment Files</i>	2 yrs	<i>GRS5.4</i>
	301-06	<i>Budget Background Records</i>	2 yrs	<i>GRS5.2</i>
	301-07	<i>Budget Correspondence Files</i>	2 yrs	<i>GRS5 1</i>
TEMPORARY: Cut off at the end the fiscal year or when activity is completed. Transfer to FRC 3 years after the cut-off. DELETE/DESTROY/Destroy 7 years after cut off.				
1B Human Resources (61) All records relating to developing and implementing policies and procedures and	302-06a	<i>Leave Application Files</i>	Destroy at end of pay period	<i>GRS2.6a</i>
	302-06,b		3 yrs	<i>GRS2.6b</i>

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New Schedule	Former Schedule			
Sub-Bucket Description & Retention	Series No.	Title	Retention	NARA Authority
providing guidance. It includes records that have to deal with but not limited operations such as job fairs, and providing personnel services to bureau and department employees and supervisors and records generated in activities of the following work elements: <ul style="list-style-type: none"> • Human Resources Actions- PAJ • HR Administration Services- SAD, SMT, SOP • Quality of Work Life – SEQ • Process Positions- SE1 • Benefits and Benefits Review- SEB • Classify Positions- SEC • Advise/Train on Ethics- SEE • Maintain FPPS Security- SEF • Staff Positions- SES • Provide Employee Relations- SER • Delegating Examining Unit (DEU) Contracts – SAO, SOF, SWR TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off.	504-15	<i>Employee Exit Clearance Report</i>	2 yrs	GRS23.1
	601-01b	<i>Supervisor's Personnel Files and other copies</i>	1 yr	GRS 1.18a
	601-01c	<i>Staffing and Classification Files</i>	2 yrs	NC1-57-84-7-601-01c
	601-02	<i>Employee Record Cards</i>	3 yrs	GRS1.2b
	601-03	<i>Employee Locator Files</i>	<i>When superseded</i>	GRS1.6
	601-04a	<i>Personnel Action Report Files</i>		<i>Destroy paper when Microfilm has been verified</i>
	601-04b		<i>Erasure</i>	NI-473-88-1-601-04a
	601-04c			NI-473-88-1-601-04b
	602-01	<i>OPM Certificates</i>	2 yrs	GRS1.16
	602-02b	<i>Pending /unsuccessful application</i>	2 yrs	GRS1.5
	602-04	<i>Merit Promotion Files</i>	2 yrs	GRS1.33m
	602-05a	<i>Employee Performance File System Records</i>	2 yrs	GRS1.32
	602-05b		1 yr	GRS1.23a1
	602-05c(2)		<i>When superseded</i>	GRS1.23a2
	602-05d		4 yrs	GRS1.23a3b
	602-05e		4 yrs	GRS1.23a4
	602-05f(1)		4 yrs	GRS1.23a5
	602-05f(2)b		<i>When superseded</i>	GRS1.23b1
	602-05f(3)		5 yrs	GRS1.23b2b
	602-05f(4)	<i>Position Description Files</i>	5 yrs	GRS1.23b3
602-07	<i>Incentive Award Program Files</i>	5 yrs	GRS1.7a	
602-08	<i>Employee Award Files</i>	3 yrs	GRS1.13	
602-10a		2 yrs	GRS1.12a1	
602-10b(1)		1 yr	GRS1.12b	
602-10b(2)		<i>When no longer</i>	NI-473-88-	

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New Schedule	Former Schedule			
Sub-Bucket Description & Retention	Series No.	Title	Retention	NARA Authority
	602-10b(3)		<i>needed</i> 2 yrs	1-602-10b2 N1-473-88- 1-602-10b3
	602-10c		2 yrs	GRS1.12c
	602-10d		<i>When superseded</i>	GRS1.12d
	602-10e		<i>When no longer</i>	-
	603-01	<i>Training Authorization Controls</i>	<i>needed</i> 5 yrs	GRS29b
	603-02a	<i>Training Record History Files</i>	5 yrs	GRS1.29b
	603-02b		<i>Destroy after the</i> <i>information has</i> <i>been converted</i>	N1-473-88- 1-603-02b
	603-02c		5 yrs	N1-473-88- 1-603-02c
	603-03	<i>Training Reports</i>	3 yrs	GRS1.29a2
	603-04	<i>Training Records</i>	5 yrs	GRS1.29a2
	605-01	<i>Employee Confidential Files</i>	6 yrs	GRS25b
	605-02a	<i>Financial Disclosure Reports</i>	1 yr	GRS1.25a1
	605-02b		6 yrs	GRS1.25a2
	605-02c	<i>Personal Injury Files</i>	6 yrs	GRS1.25.2b2
	605-07	<i>EMF-Temporary short term records</i>	3 yrs	GRS1.31
	605-08b	<i>Temporary Help Services Use History Files</i>	1 yr	GRS1.21b
	606-01a		6 yrs 3 mos	GRS3.3(a)1a
	606-01b		<i>Destroy upon</i> <i>termination</i>	GRS3.3a1c
	607-01a	<i>Ethics Program Implementation, Counseling and Development Files</i>	3 yrs	GRS25.1a
	607-01b		6 yrs	GRS25.1b

Note: 607-01a & b are on the Bucket 1 Schedule
– Administration under item 1M.

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New Schedule	Former Schedule			
Sub-Bucket Description & Retention	Series No.	Title	Retention	NARA Authority
1B(1) Official Personnel Management All records created in accordance with OPM rules for official employee personnel files. For other items related to personnel and covered by GRS1. FOLLOW GRS1.1		Note: On the Bucket 1 Schedule – Administration items 1B1, 1B(1)a, 1B1b, 1B2, 1B2a, 1B2b are cross off on the Schedule because they are already covered by the GRS.		
1B1(a) Official Personnel Files See Chapter 7 of <i>The Guide to Personnel Recordkeeping</i> for instructions (GRS 1.1 a)	601-01a(2) 602-02(a)	<i>Transferred Employees Application for Employment-Successful Applicants</i>	<i>See FPM for transfer to an agency</i>	<i>GRS1.1a GRS1.a and b</i>
1B1(b) Official Personnel Files	601-01a(1)	<i>Separated Employees</i>	65 YRS	<i>GRS1.1b</i>
1B(2) Employee Medical Files Long-term medical records as defined in 5 CFR Part 293, Sub part E				
1B(2)a Employee Medical Files-Separated Employees	605-08a(2)	<i>Separated Employees</i>	75 yrs	<i>GRS1.21a</i>
1B(2)b Employee Medical Files-Transferred Employees	605-08a(1)	<i>Transferred Employees</i>	See 5CFR part 293 Subpart E for instructions	<i>GRS1.21a(2)</i>
1C Financial Management Operations (62) All records relating to financial activities that support the organization as a whole such as paying bills, collecting receivables, compiling	302-01 302-02 302-03	<i>Time and Attendance Source Records Time and Attendance Input Records Pay Differential Approval & Authorization Files</i>	6 yrs 6 yrs 3 yrs	<i>GRS2.7 GRS2.8 N1-473-88-1-302-03</i>

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New Schedule	Former Schedule				
Sub-Bucket Description & Retention	Series No.	Title	Retention	NARA Authority	
and analyzing financial data, preparing internal (bureau) reports, maintaining general ledger, and planning, developing, implementing and maintaining accounting and mixed financial systems. Included also are records generated for work elements listed here: <ul style="list-style-type: none"> • Payroll Administration- SEP • Record Obligations- SF0 • Invoice -Implement Competitive Sourcing- PAG • Administration- SPB, SF1 • Manage Accounts Receivable- SF8 • Provide Management for Finance- SFM • Support FBMS – FBM • Administrative Support Finance – SF2 • Support Accounting Systems – SF3 • Implement Activity Based Cost Codes – SZA • Manage Travel Charge Card – SF4 • Manage SGL Accounts – SF5 • Support CFO/External Reports – SF6 • Develop Policies/Procedures for Finance – SF9 • Finance A-123 – SFA 	302-04a	<i>Payroll System Report Files</i>	2 yrs	GRS2.22a	
	302-04b		2 yrs	GRS2.22b	
	302-04c		3 yrs	GRS2.22c	
	302-05a	<i>Individual Employee Pay Record</i>	Update	GRS2.1a	
	302-07a	<i>Savings Bond Purchase Files</i>	When superseded	GRS2.14a	
	302-07b		4 mos.	GRS2.14b	
	302-07c		4 mos.	GRS2.14c	
	302-08a	<i>Combined Federal Campaign & other Allotment Authorizations</i>	3 yrs	GRS2.15a	
	302-08b		3 yrs	GRS2.15b	
	302-09	<i>Thrift Savings Plan election Form</i>	When superseded	GRS2.16	
	302-10	<i>Direct Deposit Signup Form</i>	When Superseded	GRS2.17	
	303-01	<i>Expenditure Files General Correspondence & Subject Files</i>	2 yrs	GRS7.1	
	303-02	<i>General Accounting Ledgers</i>	6yrs 3 mo	GRS7.2	
	303-03	<i>Appropriation Allotment Files</i>	6yrs 3mo	GRS7.3	
	303-04a	<i>Accountable Officers Files-Finance</i>	6 yrs 3 mo	GRS6.1a	
	303-04b	<i>Accountable Officers Files-Other</i>	2 yrs	NC1-57-84-7-303-04b	
	TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off				

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New Schedule	Former Schedule			
Sub-Bucket Description & Retention	Series No.	Title	Retention	NARA Authority
DELETE/DESTROY 7 years after cut off.				
<p>1C (1) Other Payroll Administration – Individual Pay Record containing pay data on each employee within BOEM</p> <p>LONG TERM TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 56years after cut off</p>	302-05b	<i>Individual Employee Pay Record</i>	56 yrs	GRS2.1b
<p>1D Procurement Services (63) All records relating to operations and administration of acquisition and procurement functions, administration of acquisition systems (such as IDEAs) and purchase card programs that support the organization as a whole. Records generated for the following work elements are also included:</p> <ul style="list-style-type: none"> • Implement Competitive Sourcing- PAG • Provide Procurement Operations and Policy- SPO • Plan and Administer Contracts & Agreements (Coastal Impact Assistance Program)- SPA • Acquisition Information Systems - SPI 	501-01	<i>Vendor Reference Materials</i>	<i>When superseded</i>	NC1-57-84-7-501-01
	501-02	<i>Equip Tech Manuals, Operating Inst.</i>	<i>When superseded</i>	NC1-57-84-7-501-02
	502-01	<i>Purchase Transaction Funding Aids</i>	<i>Destroy or delete with the related records</i>	GRS23.9
	502-02	<i>Purchase Transaction Index Files</i>	<i>Destroy upon termination</i>	GRS3.3c
	502-03a	<i>Purchase Order/Requisitions –After7/3/95</i>	6 yrs 3 mos.	GRS3.3a1a
	502-03b	<i>Purchase Order/Requisitions-Before7/3/95</i>	3yrs	GRS3.3a1b
	502-03c	<i>Copies</i>	2 yrs	NC1-57-84-7-502-03c
502-03d	<i>ADP equipment Approvals</i>	3 yrs	GRS3.9b	
502-06a	<i>Recurring Invoice Accountable Officers'</i>	6 yrs 3 mo	GRS6.1a	
502-06b	<i>Recurring Service Invoice Files/Other</i>	2 yrs	NC1-57-84-7-502-06b	

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New Schedule	Former Schedule			
Sub-Bucket Description & Retention	Series No.	Title	Retention	NARA Authority
<ul style="list-style-type: none"> • Aviation Planning - DAF • Procurement/Acquisition COR Training – SPT, SPC • Other Procurement Services – S63 • Alaskan In-house Studies Logistics-ABK • Telecommunications Contract <p>Note: These description are on the Bucket 1 Administration Schedule.</p> <p>TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off.</p>	502-07	<i>Receiving Report Certification</i>	<i>Destroy upon termination</i>	<i>GRS3.3c</i>
	502-08	<i>Real property Files</i>	10 yrs	<i>GRS3.1a</i>
	503-01a(1)	<i>Transaction > 25,000</i>	6 yrs 3 mos.	<i>GRS3.3a1a</i>
	503-01a(2)	<i>Transaction < 25,000</i>	3 yrs	<i>GRS3.3a1b</i>
	503-01b	<i>Other Copies</i>	<i>When no longer needed</i>	<i>NC1-57-84-7-503-01b</i>
	503-02a(1)	<i>Contract/Grant Monitoring Files < 25,000</i>	6 yrs 3 mos	<i>GRS3.3a1a</i>
	503-02a(2)	<i>Transactions without dollar amount</i>	3 yrs	<i>GRS3.3a1b</i>
	503-02b,c,d	<i>Contracting Officer/Related /Other copies</i>	<i>Destroy upon termination</i>	<i>GRS3.3c</i>
	503-03a	<i>Solicited and Unsolicited Bids</i>	<i>Destroy with related contract case files</i>	<i>GRS3 5a</i>
	503-03b(1)		1 yr	<i>GRS3.5b1</i>
	503-03b(2)a		<i>Destroy with related contract case files</i>	<i>GRS3.5b2a</i>
	503-03b(2)b		<i>Destroy with related contract case files</i>	<i>GRS3.5b2b</i>
	503-03c(1)		5 yrs	<i>GRS3.5c1</i>
	503-03c(2)		<i>Return to bidder</i>	<i>GRS3.5c2</i>
	503-03d		<i>When superseded</i>	<i>GRS3.5d</i>
503-04	<i>Unsuccessful Grant Application files</i>	3 yrs	<i>GRS3.13</i>	
503-05	<i>Grant Admin Files</i>	2 yrs	<i>GRS3.14</i>	
504-01	<i>Supply & Property FEDSTRIP Requisition Files</i>	3 yrs	<i>GRS3.8a</i>	
504-02	<i>Publication or Forms Requisition Files</i>	<i>Destroy upon termination</i>	<i>GRS3.3c</i>	

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New Schedule	Former Schedule			
Sub-Bucket Description & Retention	Series No.	Title	Retention	NARA Authority
	504-03	<i>Receiving Reports</i>	2 yrs	<i>GRS3.4a</i>
	504-04	<i>Supply Room Requests</i>	2 yrs	<i>GRS3.8a</i>
	504-05	<i>Publication or Forms Inventory Lists</i>	2 yrs	<i>GRS3.9a</i>
		<i>Accountability Files</i>		
	504-10	<i>Excess Personal Property Files</i>	3 yrs	<i>GRS18.15a</i>
	504-11	<i>Personal Property Accountability Number</i>	3 yrs	<i>GRS4.2</i>
	504-12	<i>Files</i>	2 yrs	<i>GRS23.1</i>
		<i>Survey Board Reports</i>		
	504-13	<i>Property Management ADP Files</i>	2 yrs	<i>GRS18.15b</i>
	504-14		2 yrs	<i>GRS23.1</i>
1D(1) Other Procurement Files- Geological and Geophysical Contracting Files maintained by the sponsoring offshore office LONG TERM TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 25 years after cut off	503-02e	<i>Geological and Geophysical Contracting Files</i>	35 yrs	<i>N1-473-88-1-503-02e</i>
1E Facilities & Space Management Services (64) All records relating to the overall operation of the Support Services providing a wide range of services, functions including records generated for the following work elements and functions <ul style="list-style-type: none"> • Occupational Health & Safety 	401-01 401-02a 401-02b 401-02c 401-06	<i>Communication Files/Directory Files</i> <i>Post Office and Private Mail Records</i> <i>Credentials Files-Receipts, Indexes</i>	2 mos 1 yr 1 yr 1 yr <i>Destroy after listed credentials</i>	<i>GRS11.3</i> <i>GRS12.5a</i> <i>GRS12.5b</i> <i>GRS12.5c</i> <i>GRS11.4b</i>

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New Schedule	Former Schedule			
Sub-Bucket Description & Retention	Series No.	Title	Retention	NARA Authority
Management- SX4			<i>are accounted for</i>	
• Provide Facilities Management- SX5	401-07	<i>Metered Mail Files</i>	6 yrs	GRS12.7
• Property Management- SX2	401-08a	<i>Mail and Delivery service Control Files</i>	1 yr	GRS12.6a
• Maintenance and Support Services- SX6	401-08b		6 mos	GRS12.6b
• General Support Services – SX7	401-08c		6 mos	GRS12.6c
• Security Services – SS1	401-08d		1 yr	GRS12.6d
• Personnel Security – SS2	401-08e		1 yr	GRS12.6e
• Homeland Security – SS3	401-08f		6 mos	GRS12.6f
• Printing and Publication Management – SX3	401-08g		1 yr	GRS12.6g
	401-09	<i>Postal Irregularities File</i>	3 yrs	GRS12.8
• Administering the transportation of goods and materials program for BOEM	402-01	<i>Printing-Project Files</i>	1 yr	GRS13.2a
	402-02	<i>Mailing Lists</i>	3 mos	GRS13.4a
• Providing Mail Management, Shuttle Operations, Mail and Courier Services	402-03	<i>Internal Management Files</i>	2 yrs	GRS13.6
	402-04	<i>Joint Committee on Printing Files</i>	3 yrs	GRS13.5a
• Shipping and Receiving Functions	403-01	<i>BOEM Space Files</i>	3 yrs	GRS11.2a
• Motor Vehicle Program Management	403-02	<i>Space and Maintenance Correspondences</i>	2yrs	GRS11.1
• Provide Physical Security- SS!	404-01a	<i>Security and Maintenance Correspondences</i>	2 yrs	GRS18.17a
• Routine Surveillance Tapes	404-01b	<i>Security-Visitor Control Files</i>	5 yrs	GRS18.17b
	404-02	<i>Credential Files</i>	2 yrs	GRS11.4a
	404-02		2 yrs	GRS18.1
	404-03a	<i>Classified Document Files</i>	3 mos	GRS18.2
	404-03b		2 yrs	GRS18.4
	404-03c		2 yrs	GRS18-3
	404-03d		2 yrs	GRS18.8
	404-04a	<i>Security and Protective Service Files</i>	2 yrs	N1-473-88-
	404-04b	<i>Facilities Security Plans</i>	2 yrs	1-404-04b
			<i>When superseded</i>	GRS18.9
				GRS18.10
				GRS18.11
	404-05	<i>Survey and Inspection Files/Govt</i>	3 yrs	GRS18.21

TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off
DELETE/DESTROY 7 years after cut off.

N1-589-12-1, BOEM Bucket 1. ADMINISTRATION-CROSSWALK

New Schedule	Former Schedule			
Sub-Bucket Description & Retention	Series No.	Title	Retention	NARA Authority
	404-06	<i>Survey and Inspection Files/Pvt</i>	4 yrs	GRS18.22a GRS18.22b
	404-07	<i>Investigative Files</i>	2 yrs	
	404-08	<i>Security Clearance Admin Files</i>	2 yrs	
	404-09a	<i>Personnel Security Clearance (a)??</i>	5 yrs	GRS18.22c
	404-09b		<i>Destroy accordance with the investigating agency instructions</i>	GRS18.23 GRS18.24a GRS18.24b GRS18.5a GRS18.5b
	404-09c		<i>Destroy with related case file</i>	GRS18.12
	404-10	<i>Personnel Security Clearance Status</i>	<i>When superseded</i>	GRS18.16a GRS18.16b
	404-11a	<i>Security Violations/Serious</i>	5 yrs	GRS18.14a GRS18.14b
	404-11b	<i>Security Violations/Other</i>	2 yrs	GRS18.14c
	404-13a	<i>Top Secret Files/Registers/Docs</i>	5 yrs	
	404-13b	<i>Forms Accompanying Documents</i>	<i>Destroy when related document is downgraded</i>	GRS18.7 GRS9.4a GRS9.3a NC1-57-84- 7-405-02b
	404-14	<i>Property Pass Files</i>	3 mos	GRS9.4b
	404-15a	<i>Key Accountability Files/Max Security Areas</i>	3 yrs	GRS9.1a GRS9.1b

N1-589-12-1, BOEM Bucket 1. ADMINISTRATION-CROSSWALK

New Schedule	Former Schedule			
Sub-Bucket Description & Retention	Series No.	Title	Retention	NARA Authority
	404-15b	<i>Other Areas</i>	6 mos	GRS9.1c GRS9.1d
	404-16a	<i>Security Incidence Reports</i>	3 yrs	
	404-16b		2 yrs	GRS9.1e GRS9.2
	404-16c		1 yr	GRS10.1 GRS10.2a
	404-17	<i>Classified Document Container Files</i>	When superseded	GRS10.2b
	405-01	<i>General Travel and Transportation Files</i>	2 yrs	GRS10.5 GRS10.1
	405-02a	<i>Travel Reimbursement Files</i>	6 yrs	GRS10.6 GRS10.4
	405-02b		2 yrs	GRS10.7
	405-03	<i>Accountability Records</i>	1 yr	
	406-01a	<i>Commercial Freight and Passenger Files- Original Vouchers</i>	6 yrs	
	406-01b	<i>Freight-Payment Records</i>	10 yrs	
	406-01c	<i>Issuing Office Copies</i>	6 yrs	
	406-01d	<i>Obligation Copy of Commercial...</i>	Destroy when funds are obligated	
	406-01e	<i>Unused Ticker Redemption Forms</i>	3 yrs	

N1-589-12-1, BOEM Bucket 1. ADMINISTRATION-CROSSWALK

New Schedule	Former Schedule			
Sub-Bucket Description & Retention	Series No.	Title	Retention	NARA Authority
	406-03	<i>Lost or Damaged Shipment Files</i>	6 yrs	
	407-01	<i>Motor Vehicle Correspondence Files</i>	2 yrs	
	407-02a	<i>Motor Vehicle Operating Files</i>	1 yr	
	407-02b		3 mos	
	407-03	<i>Motor Vehicle Accident Files</i>	1 yr	
	407-04	<i>Motor Vehicle Correspondence Files</i>	6 yrs	
	407-05	<i>Motor Vehicle Release Files</i>	2 yrs	
	407-06	<i>Motor Vehicle Report Files</i>	4 yrs	
	407-07	<i>Motor Vehicle Operator Files</i>	3 yrs	
1F Information Management and Files (65) All records relating to Information Management and used to report all work related to IT information resources as well as Central Files, Mailrooms, and Library/Information Services for developing, coordinating, and implementing policies, standards, guidelines, reporting, and providing related technical assistance. Reporting for this activity occurs throughout the lifecycle of information, records, data files and inclusive	202-07a1	<i>Records Disposition Lists</i>	2 yrs	<i>GRS16.2a1</i>
	202-07a2		6 yrs	<i>GRS16.2a2</i>
	202-07b		2 yrs	<i>GRS16.2b</i>
	202-08	<i>Files Inventory and Disposition Plans</i>	3 yrs	<i>NI-473-88-1-202-08</i>
	202-11	<i>Microform Management</i>	6 yrs	<i>GRS16.7</i>
	202-14a	<i>Microform Inspection Records</i>	1 yr	<i>GRS16.10a</i>
	202-14b		2 yrs	
			3 yrs	<i>GRS16.10b</i>
			1 yr	<i>GRS16.4a</i>

N1-589-12-1, BOEM Bucket 1. ADMINISTRATION-CROSSWALK

New Schedule	Former Schedule			
Sub-Bucket Description & Retention	Series No.	Title	Retention	NARA Authority
of the following work elements and functions: <ul style="list-style-type: none"> • Delivery of Official Public Information-POD • The Federal Records Act and Records Management Initiatives; Forms /Reports; Library/Information Services - PAR • The Privacy Act and Privacy Initiatives • Privacy Impact Assessments and Records Management Impact Assessments • Data analysis for privacy and records management classification and impacts • Freedom of Information Act (FOIA) request analysis and non-reimbursed fulfillment costs - PAE • FOIA and Privacy Act Appeals • Section 508 of the Rehabilitation Act of 1973, as Amended • Information Collection, Renewals and Quality Guidelines • Establishment and operation of program functions or offices for privacy, Records Management, FOIA, Section 508, and Web • Compliance monitoring and reporting • Awareness and training for privacy, Records Management, FOIA, Section 508, and Web • Operational Data Administration including maintenance, storage, 	202-17a	<i>Records Holding Files</i>	6 yrs	GRS16.4b
	202-17b		1 yr	GRS16.7
	202-18	<i>Records Management Files</i>	2 yrs	GRS21.1
	703-03b	<i>Photograph Files</i>	2 yrs	GRS14.15
	705-02	<i>Cope Fee Collection Register</i>	2 yrs	GRS14.11a1
	705-16a1	<i>FOIA Files</i>	6 yrs	
			6 yrs	GRS14.11a2
	705-16a2a		6 yrs	a
	705-16a2b		-	GRS14.11a2
	705-16a3a		6 yrs	b
	705-16a3b			GRS14.11a3
	705-16b		-	a
	705-17a	<i>FOIA Appeal Files</i>	2 yrs	GRS14 11a3
			2 yrs	b
	705-17b		2 yrs	GRS14.11b
	705-18	<i>FOIA Report Files</i>	2 yrs	GRS14.12a
	705-19	<i>FOIA Admin Files</i>	<i>Destroy as</i>	GRS14.12b
	705-20a1	<i>Privacy Act Request Files</i>	<i>authorized under</i>	GRS14.14
	705-20a2a		<i>item 705-21</i>	GRS14.15
	705-20a2b		5 yrs	GRS14.21a1
		<i>Destroy as</i>	GRS14.21a2	
		<i>authorized under</i>	a	
705-20a3a		<i>item 705-21</i>	GRS14.21a2	
705-20a3b		-	b	
		4 yrs		
705-20b		4 yrs	GRS14.21a3	
		3 yrs	a	
705-21a	<i>Privacy Act amendment Files</i>	5 yrs	GRS14.21a3	
705-21b		5 yrs	b	

N1-589-12-1, BOEM Bucket 1. ADMINISTRATION-CROSSWALK

New Schedule	Former Schedule			
Sub-Bucket Description & Retention	Series No.	Title	Retention	NARA Authority
information dissemination, use, control and disposal • Perform Internal Control Review Package for OMB-SZI (OEMM), SZO (MRM) • Records Management (WASC) – SQR TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off.	705-21c		5 yrs	
	705-22	<i>Privacy Act Accounting Files</i>	2 yrs	
	705-23a	<i>Privacy Act Control Files</i>	2 yrs	GRS14.21b
	705-23b		1 yr	
	705-24	<i>Privacy Act Report Files</i>		GRS14.22a
	705-25	<i>Privacy Act Admin Files</i>	6 mos	GRS14.22b
	706-01	<i>Technical Publication Controls\Technical</i>		GRS14.22c
	706-02	<i>Publication Background Files</i>		GRS14.23
				GRS14.24a
				GRS14.24b
				GRS14.25
				GRS14.26
				NC1-57-84-706-01
				NC1-57-84-7-706-02
1G Administrative Support Services (66) All records relating to general administrative functions and accumulated by the individual offices on a wide variety of subjects.		Note: No crosswalk items for item 1G.		

N1-589-12-1, BOEM Bucket 1. ADMINISTRATION-CROSSWALK

New Schedule	Former Schedule			
Sub-Bucket Description & Retention	Series No.	Title	Retention	NARA Authority
<p>. Included also are labor and operations records of safety awareness programs, health units, Employee Assistance Programs, personal property, moving services, vehicle fleet management, and any other administrative functions and records involving activities of the following work elements:</p> <ul style="list-style-type: none"> • CIAP (A&B) – SCI • Provide General Admin Support – PPC, PEB, SOL, POB • Implement Bureau & DOI initiatives- PAF, PAH <p>TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off.</p>				
<p>1G(1) Administrative Function Files/ Audits and Investigation Files All records relating to administrative functions. Mission files created and maintained in offices whose primary function involves support activities such as personnel, procurement, property, transportation, travel, communication, budget and similar internal management functions and audit/investigation files relating to internal audits, investigative and evaluation records conducted in the review of BOEM business process. These records include but are</p>	<i>102-01b</i>	<i>Administrative Functions</i>	6 yrs	<i>NCI-57-84-7-102-01</i>
	<i>102-01d</i>	<i>Director's Chron Files</i>	5 yrs	<i>N1-473-88-1-102-01d</i>
	<i>102-01e</i>	<i>Other Copies</i>	2 yrs	<i>N1-473-88-1-102-01e</i>
	<i>102-02</i>	<i>Office Administrative Files</i>	2 yrs	<i>GRS23.1</i>
	<i>103-01a</i>	<i>Schedule of Daily Activities-High Level</i>	20 yrs	<i>N1-473-88-1-103-01a</i> <i>GRS23.5b</i>

N1-589-12-1, BOEM Bucket 1. ADMINISTRATION-CROSSWALK

New Schedule	Former Schedule			
Sub-Bucket Description & Retention	Series No.	Title	Retention	NARA Authority
<p>not limited to final audit or evaluation reports, initiation papers, audit methodology and guidelines, rebuttals and other comments on the reports and case files relating to special investigations that may have resulted in a referral to another agency or significant enforcement action. (AMAR/IQCR/Congressional Committee ...)</p> <p>TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 10 years after cut off.</p> <p>Note: Copied over the retention from the Bucket 1 Administration Schedule.</p>	103-01b	<i>Schedule of Daily Activities-Low Level</i>	<i>When no longer needed 180 days Destroy/Delete</i>	<i>GRS23.10a N1-473-88-1 GRS23.10b</i>
	104-01a	<i>Electronic Mail and Word Processing Copies</i>	3 yrs	<i>NC1-57-84-7-201-03</i>
	104-01b	<i>Other Copies</i>	3 yrs	<i>NC1-57-84-7-201-05a</i>
	201-03	<i>Management Survey Background Files</i>	10 yrs	<i>NC1-57-84-7-201-05b</i>
	201-05a	<i>Management Information Report Files/Weekly</i>	2 yrs	<i>N1-473-88-1-201-07c</i>
	201-05b	<i>Management Information Report Files/Annual</i>	Destroy after next review cycle	<i>GRS16.14d</i>
	201-07c	<i>Organizational Files-Other Copies</i>	1 yr	<i>GRS16.14e</i>
	201-08d	<i>Management Control Records-Annual</i>	5 yrs	<i>GRS16.14f1</i>
	201-08e	<i>Tracking Files</i>	1 yr	<i>GRS16.14f2</i>
	201-08f(1)	<i>Review Files/Office with Responsibility</i>	1 yr	<i>GRS16.1a</i>
			5 yrs	<i>GRS16.1b</i>
			When superseded Destroy when issuance is destroyed	<i>GRS16.5</i>
			1 yr	<i>GRS16.3a</i>
			5 yrs	<i>GRS16.3b</i>
			When superseded	<i>GRS16.6</i>
			2 yrs	<i>GRS16.5</i>
				<i>GRS16.1a</i>

N1-589-12-1, BOEM Bucket 1. ADMINISTRATION-CROSSWALK

New Schedule	Former Schedule			
Sub-Bucket Description & Retention	Series No.	Title	Retention	NARA Authority
	201-08f(2)	<i>Review Files Copies</i>	1 yr	<i>NI-473-88-1-202-12</i>
	201-09a	<i>Administrative Issuances-Notices</i>	<i>When superseded</i>	<i>GRS16.14</i>
	201-09b	<i>Administrative Issuances-Case Files</i>		<i>GRS16.13a</i>
			1 yr	<i>GRS16.13b</i>
				<i>GRS16.15a</i>
				<i>GRS16.15b</i>
	201-10	<i>Project Control Files</i>	7 yrs	<i>GRS6.12a</i>
			1 yr	<i>GRS6.12b</i>
	202-04a	<i>Forms Files-Record Copy</i>		<i>GRS12.9a</i>
			2 yrs	<i>GRS12.9b</i>
	202-04b	<i>Background Materials</i>		
			180 days	<i>GRS3.18a</i>
	202-05	<i>Reports Control Files</i>		
			<i>Destroy/Delete</i>	<i>GRS3.18b</i>
	202-06	<i>Project Control Files</i>		-
			180 days	
	202-10	<i>Bulletin and Numbered Memorandums</i>		-
			<i>Destroy/Delete</i>	<i>GRS1.43a</i>
	202-12	<i>Memorandum of Understanding Files</i>	180 days	
				<i>GRS/1/43b</i>
	202-15	<i>IRM Triennial Reports</i>		<i>NC1-57-84-7-701-01</i>
			180 days	<i>NC1-57-84-</i>
	202-16a	<i>Federal Register Notices</i>	<i>Destroy/Delete</i>	<i>7-701-02a</i>
			180 days	<i>NC1-57-84-</i>
	202-16b	<i>Semiannual Regulatory Agenda</i>		<i>7-701-02b</i>
			<i>Destroy/Delete</i>	<i>GRS14.3</i>
	203-01a	<i>Electronic Mail and Word Processing</i>	180 days	<i>NI-473-91-</i>

N1-589-12-1, BOEM Bucket 1. ADMINISTRATION-CROSSWALK

New Schedule	Former Schedule			
Sub-Bucket Description & Retention	Series No.	Title	Retention	NARA Authority
<p>Note; Item 605-01is on the Bucket 1 – Administration Schedule added these items to the Crosswalk Spreadsheet.</p>		<i>Files/Other Copies</i>	<i>Destroy/Delete 10 yrs</i>	<i>1-702-03b2 GRS21.6</i>
	203-01b	<i>Other Copies</i>	<i>5 yrs</i>	<i>NC1-57-84- 1-703-02a3</i>
	304-01a	<i>Electronic Mail and Word Processing Files/Other Copies</i>	<i>2 yrs</i>	<i>N1-473-88- 1-703-02b</i>
	304-01b		<i>3 mos</i>	<i>GRS23.9</i>
	408-01a	<i>Electronic Mail and Word Processing Files/ Other Copies</i>	<i>2 yrs</i>	
	408-01b		<i>1 yr</i>	<i>N1-473-88- 1-705-01a</i>
	505-01a	<i>Electronic Mail and Word Processing Files Other Copies</i>	<i>5 yrs</i>	<i>N1-473-88- 1-705-01b</i>
	505-01b		<i>1 yr</i>	<i>N1-473-88- 1-705-01c</i>
	605-01a	<i>Electronic Mail and Word Processing Files Other Copies</i>	<i>Destroy/Delete When superseded</i>	<i>-</i>
	605-01b			<i>-</i>
	608-01a	<i>Electronic Mail and Word Processing Files/ Other Copies</i>	<i>When has been verified</i>	<i>-</i>
	608-01b		<i>When superseded</i>	<i>-</i>
	701-01	<i>Congressional Committee Investigation Hearing Files</i>	<i>180 days</i>	<i>-</i>
	701-02a	<i>Legislative Programs/BOEM Program</i>	<i>Destroy/Delete</i>	
	701-02b		<i>180 days</i>	
702-01	<i>Informational Publication Files/Press Service</i>			
702-03b(2)	<i>PR Files-Other Copies</i>	<i>Destroy/Delete</i>		

N1-589-12-1, BOEM Bucket 1. ADMINISTRATION-CROSSWALK

New Schedule	Former Schedule			
Sub-Bucket Description & Retention	Series No.	Title	Retention	NARA Authority
	703-01 703-02a(3)	<i>Visuals, Exhibits, Graphic Files Duplicate Recordings</i>		
	703-02b	<i>Films from outside sources</i>		
	704-01	<i>Library Catalog Cards and Finding Aids</i>		
	705-01a	<i>Public Information Offices Records</i>		
	705-01b			
	705-01c			
	708-01a	<i>Electronic Mail and Word Processing Files/Other Copies</i>		
	708-01b			
	802-12a			
	802-12b	<i>Electronic Mail and Word Processing Files/Other Copies</i>		
1G(2)-Director's General Correspondence/Bureau History Files: All records of a central file of the chronological records and outgoing correspondences of the	102-1c	<i>Director's General Files</i>	<i>Permanent</i>	<i>N1-57-84-7- 102-01c</i>
	201-07a	<i>Organizational Files</i>	<i>Permanent</i>	<i>NC1-57-84-7 201-07a</i>
	201-07b		<i>Permanent</i>	<i>NC1-57-84-</i>

N1-589-12-1, BOEM Bucket 1. ADMINISTRATION-CROSSWALK

New Schedule	Former Schedule			
Sub-Bucket Description & Retention	Series No.	Title	Retention	NARA Authority
<p>BOEM Director. Surname copy, and files documenting significant BOEM events created, received and maintained during the normal course of business</p> <p>PERMANENT. Cut off at close of FY, or when activity is completed. <u>Electronic Records:</u> Transfer electronic files to the National at three year intervals under the instructions in 36 CFR 1235.44-50, or whichever transfer guidance is in place at the time of the transfer. <u>Hardcopy Records:</u> Retain on-site or at the FRC. Transfer legal ownership to NARA 25 years after cutoff.</p>	702-02	<i>Informational Publication Master Files</i>	<i>Permanent</i>	7-201-07b NC1-57-84-7 702-02
	702-03a	<i>PR Files-Speeches, Addresses and Comments</i>	<i>Permanent</i>	NC1-57-84-7 702-03
	702-03b(1)	<i>PR-News Releases-Public Affairs</i>	<i>Permanent</i>	NC1-57-84-7 702-03b1
	703-02a(1)	<i>Video Recordings</i>	<i>Permanent</i>	NC1-57-84-7 703-02a1
	703-02a(2)	<i>Motion Picture Films</i>	<i>Permanent</i>	NC1-57-84-7 703-02a2
	703-02a(4)	<i>Finding Aids & Production Documentation</i>	<i>Permanent</i>	NC1-57-84-7 703-02a4
	703-03a	<i>Photographs of MMS Officials</i>	<i>Permanent</i>	NC1-57-84-7 703-03a
<p>1H Planning (67)</p> <p>All records relating to the activities of strategic planning, performance planning measurement and reporting, workforce planning, organizational development, evaluations, COOP plans, and management analysis for the organization as a whole. Includes supervision, management, and general administrative support of these functions.</p> <ul style="list-style-type: none"> Emergency Management and COOP Planning- SX1 	404-12a	<i>Emergency Planning Records-Correspondence Files Relating to Admin and Ops</i>	2 yrs	GRS18.26
	404-12b	<i>Continuity of Operation Plan (COOP)(ADP)</i>	<i>When superseded</i>	N1-473-88-1-404-12b

N1-589-12-1, BOEM Bucket 1. ADMINISTRATION-CROSSWALK

New Schedule	Former Schedule			
Sub-Bucket Description & Retention	Series No.	Title	Retention	NARA Authority
<p><i>Note: Description is different from the Bucket 1-Administration Schedule. I copied over Description from the Schedule to the crosswalk spreadsheet</i></p> <p>TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off</p>				
<p>1I Provide Central Leadership (68) All records relating to costs of executives, senior executives and immediate offices. These costs include administration and implementation of activity based cost management programs.</p> <p>TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 10 years after cut off.</p>				New item
<p>1J Process Litigation for Indian Trust (70) All records relating to litigation- the formal process in a court or administrative agency in which legal rights and obligations are contested by the parties and decided by a judge. This activity covers any and all work associated with administrative or judicial litigation related to</p>	707-04	<i>Interior Board of Land Appeals</i>	<i>Permanent</i>	<i>NC1-57-84-7-707-04</i>

N1-589-12-1, BOEM Bucket 1. ADMINISTRATION-CROSSWALK

New Schedule	Former Schedule			
Sub-Bucket Description & Retention	Series No.	Title	Retention	NARA Authority
<p>Indian Trust other than probate. It also includes litigation support provided by the bureaus and offices, legal representation provided by the Office of the Solicitor, and adjudications provided by the Office of Hearings and Appeals records generated in activities of the following work elements:</p> <ul style="list-style-type: none"> • Perform Indian related alternate dispute resolution activities - ADR • Prepare Indian Appeals Decision Documents • Review case files and pleadings • Perform factual investigations and legal research • Prepare legal documents, testimony and exhibits • Respond to discovery requests • Review judicial orders and decisions • Interior Board of Land Appeals (IBLA) <p>PERMANENT: Cut off at the end of the fiscal year in which claim, matter or appeal is disallowed, withdrawn, settled or issued.</p> <p><u>Electronic Records:</u> Transfer electronic files to the National at three year intervals under the instructions in 36 CFR 1235.44-50, or whichever transfer guidance is in place at the time of the transfer. <u>Hardcopy Records:</u> Transfer to the FRC 5 years after cot</p>				

N1-589-12-1, BOEM Bucket 1. ADMINISTRATION-CROSSWALK

New Schedule	Former Schedule			
Sub-Bucket Description & Retention	Series No.	Title	Retention	NARA Authority
off. Transfer to NARA when 20 years old				
<p>1K Performance and Financial Management Reports (73) All records relating to the preparation of reports for entities external to the bureaus, such as the Annual Performance and Accountability Report, Submissions to the Department, FACTS II and the Statement of Accountability and/or Statement of Transactions (SF-224 or SF-1219/1220).</p> <p>TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off.</p>		Note: No crosswalk items for item 1K.		
<p>1L Non-Indian Process Litigation for Resource Use(74) All records relating to litigation- the formal process in a court or administrative agency in which legal rights and obligations are contested by the parties and decided by a judge. This activity covers any and all work associated with administrative or judicial litigation involving oil, gas, geothermal and non-energy mineral leasing, regulating resource use, hydropower licensing, appeals of enforcement actions, citizens' complaints and related issues of litigation other than Indian Trust. <i>Federal Records Signed by the Assistant</i></p>	707-01	<i>BOEM Appeals Files</i>	10 yrs	NC1-57-84-7-707-01
	707-02	<i>Waiver/Departure Requests</i>	2 yrs	NC1-57-84-7-707-02
	707-03	<i>Mineral Leasing Claims/Federal</i>	10 yrs	NC1-57-84-7-707-03
	707-05	<i>Hearing Files</i>	25 yrs	NC1-57-84-7-707-05
	707-06	<i>Fishermen's Fund</i>	5 yrs	N1-473-88-1-707-06

N1-589-12-1, BOEM Bucket 1. ADMINISTRATION-CROSSWALK

New Schedule	Former Schedule			
Sub-Bucket Description & Retention	Series No.	Title	Retention	NARA Authority
<p><i>Secretary of BLM are also included under this Bucket.</i></p> <ul style="list-style-type: none"> • All records relating to the use of resources including records that are generated in the activities of these work elements: • Perform Federal related alternate dispute resolution activities – ADR • Prepare Federal Appeals Decision Documents • Maintain Automated Appeals Docketing System <p>TEMPORARY: Cut off at the end of the fiscal year in which claim, matter or appeal is disallowed, withdrawn or settled. DELETE/DESTROY 7 years after cut off.</p>		<p>Note: Copy the description and the retention over from the Bucket 1 Administration Schedule.</p>		
<p><i>1L(2) Process Litigation-</i></p> <p>PERMANENT: Cut off at the end of the fiscal year in which claim, matter or appeal is disallowed, withdrawn, settled or issued Transfer to the FRC 3 years after cut-off.</p> <p>Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed between the United States Department</p>	707-04	<p><i>Interior Board of Land Appeals (IBLA)</i></p> <p>Note: This item was on the Crosswalk spreadsheet. I think this can be deleted from the schedule and the crosswalk. See item 1J on the Bucket 1 Administration Schedule.</p>	<i>Permanent</i>	<i>NC1-57-84-7-707-04</i>

N1-589-12-1, BOEM Bucket 1. ADMINISTRATION-CROSSWALK

New Schedule	Former Schedule				
Sub-Bucket Description & Retention	Series No.	Title	Retention	NARA Authority	
of the Interior and the National Archives and Records					
<p>1M Employee and Labor Relations (76)</p> <p>All records relating to the provision of guidance and assistance to management and employees regarding all work associated with Employee Relations (ER)/Labor Relations (LR) issues, including grievances, disciplinary and performance-based actions, unfair labor practices and negotiations, Inspector General and other administrative investigations. Work activities also include processing incentive awards; conducting personnel security; determining employee suitability; and managing the employee assistance program, ethics program and performance management system.</p> <ul style="list-style-type: none"> • Informal Counsel/ADR/Mediation – SIA • Formal Complaints – SIB • Employee Assistance Program – SIG • Manage Labor Relations - SEL <p><i>Note: Description is different from the Bucket 1-Administration Schedule. I copied the Description Schedule to the crosswalk spreadsheet</i></p> <p>TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 25 years after cut off.</p>	604-01a1	<i>Labor Management Relations Files</i>	5 yrs	GRS1.28a1	
	604-01a2		<i>When superseded</i>	GRS1.28a2	
	604-01b			5 yrs	GRS1.28b
	605-04	<i>Personnel Counseling Records</i>	3 yrs	GRS1.26a	
	605-07	<i>Personal Injury Files</i>	3 yrs	GRS1.31	
	607-01a	<i>Ethics Program/Attendance Files/Others</i>	3yrs	GRS25.1a	
	607-01b		6 yrs	GRS25.1b	
	607-02a	<i>Financial Disclosure Report Files</i>	6 yrs	GRS25.2a2	
	607-02b		6 yrs	GRS25.2b2	
	607-02c1		1 yr	GRS25.2c1	
	607-02c2		6 yrs	GRS25.2c2	
	607-03	<i>Ethics Agreement Files</i>	6 yrs	GRS25.3	
	607-04	<i>Notification of Violation of Criminal Conflict of Interest Files</i>	6 yrs	GRS25.4	
	607-05a	<i>Non-Federally Funded Travel Files Ethics</i>	3yrs	GRS25.5a	
	607-05b		1 yr	GRS25.5b	
607-06a	<i>Ethics Program Review Files</i>	6 yrs	GRS25.6a		
607-06b		1 yr	GRS25.6b		
607-07a	<i>Ethics Questionnaires/Other Files</i>	3 yrs	GRS25.7a		
607-07b		1 yr	GRS25.7b		
607-08a	<i>Ethics program training Files</i>	6 yrs	GRS25.8a		
607-08b		6 yrs	GRS25.8b		
607-09	<i>Ethics Program Procedures</i>	6 yrs	GRS25.9		

N1-589-12-1, BOEM Bucket 1. ADMINISTRATION-CROSSWALK

New Schedule	Former Schedule			
Sub-Bucket Description & Retention	Series No.	Title	Retention	NARA Authority
<p>1N Civil Rights – External and Internal (77/78) All records related to all costs of monitoring, evaluating and adjudicating civil rights compliance and enforcement functions covering equal opportunity and federally funded/assisted education and training programs with State and local governments. These elements are not limited to the work of EEO employees, but also include the work of any Office of Bureau employees engaged in responding to and resolving civil rights and equal opportunity complaints. Also includes settlement agreements.</p> <p>Internal Civil Rights captures all costs to implement 29 C.F.R. 1614 and EEOC management Directive 715. Costs are not limited to the work of EEO employees, but also include the work of any Office of Bureau employees engaged in responding to and resolving civil rights and equal opportunity complaints. Also includes the cost of settlement agreements.</p> <ul style="list-style-type: none"> • EEO Program – SIC, SID • EEO Program Special Projects Funding - SIS • Sexual Harassment – SIE • Civil Rights - SIH 	605-03a	<i>Equal Employment Opportunity Files</i>	4 yrs	<i>GRS1.25a</i>
	605-03b		1 yr	<i>GRS1.25b</i>
	605-03c		2 yrs	<i>GRS1.25c1</i>
	605-03d(1)		7 yrs	<i>GRS1.25d1</i>
	605-03d2		3 yrs	<i>GRS1.25d2</i>
	605-03e		5 yrs	<i>GRS1.25f</i>
	605-03f(1)		5 yrs	<i>GRS1.25h1</i>
	605-03f(2)		5 yrs	<i>GRS1.25h2</i>
	605-03f(3)		5 yrs	<i>GRS1.25h3</i>
	605-03f(4)		5 yrs	<i>GRS1.25h4</i>
	605-03g	3 yrs	<i>N1-473-88-1-605-03g</i>	
	605-06a-	<i>Grievance Appeals Files</i>	7 yrs	<i>GRS1.30a</i>
	605-06b		7 yrs	<i>GRS1.30b</i>

N1-589-12-1, BOEM Bucket 1. ADMINISTRATION-CROSSWALK

New Schedule	Former Schedule			
Sub-Bucket Description & Retention	Series No.	Title	Retention	NARA Authority
<p>TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 25 years after cut off.</p>				
<p>10 Plan IT Investments (80) All records relating to planning for new IT investments, the planning and modernization or major enhancement of existing IT investments, and all work related to IT prototypes. Records generated in the process of the following work elements are also included:</p> <ul style="list-style-type: none"> • Project management and planning related to IT development, development and major enhancement • Life cycle costs analysis and planning • Organizational impacts of IT investment and analysis • Evaluation of software and hardware options and methods • Development and submission of CPIC documents for the preselect and select phases • Analysis of requirements based on business process re-engineering, including necessary policy and procedures, information/data, security, architecture and infrastructure 		<p><i>Note: No crosswalk items for item 10.</i></p>		

N1-589-12-1, BOEM Bucket 1. ADMINISTRATION-CROSSWALK

New Schedule	Former Schedule			
Sub-Bucket Description & Retention	Series No.	Title	Retention	NARA Authority
<ul style="list-style-type: none"> • Project feasibility determination <p>TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7years after cut off.</p>				
<p>1P Acquire IT Investments (81) All records relating the full acquisition of an IT investment. Other records include but not limited to the procurement and implementation of an IT investment or useful segments/modules, Exhibit 300 parts 1,2 or 4 of exhibit 53, the control and evaluation phases of CPIC and investment control process. The following work elements' records are also included:</p> <ul style="list-style-type: none"> • Finalized reports on cost benefit analysis (CBA/BCA) • Development of software applications and incremental reviews • Testing of user acceptability, functionality and interoperability reports • Implementation and testing, training procedures • Installation of hardware/software • Analysis of technical user requirements 		<p><i>Note: No crosswalk items for item 1P.</i></p>		

N1-589-12-1, BOEM Bucket 1. ADMINISTRATION-CROSSWALK

New Schedule	Former Schedule			
Sub-Bucket Description & Retention	Series No.	Title	Retention	NARA Authority
<p>and logical and physical design reports</p> <ul style="list-style-type: none"> Data conversion in to new systems Acquisition Information Systems - SPI <p>All other records directly related to acquisition</p> <p>TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off.</p>				
<p>1Q Operation, Maintenance, and Management of IT Investments (82) -IAM</p> <p>All records relating to Operation, Maintenance, and Management of IT Investments portraying when an IT investment is operational (steady state) after formal acceptance. This means the IT investment or useful segment/module of an IT investment has been delivered, deployed, and is performing the mission. Tasks required managing an investment in operations and maintenance is reported under this activity, including performance monitoring and reporting performed by an operational analysis. This activity includes retirement/disposal costs of the investment, which is the final phase in the life cycle of the investment.</p>	<p>401.03a</p> <p>401-03b</p> <p>401-03c</p> <p>401-03d(1)</p> <p>401-03d(2)</p> <p>401-03e</p> <p>401-04a</p> <p>401-04b</p> <p>800-02a</p> <p>800-02b</p> <p>800-04a</p> <p>800-04b</p>	<p><i>Communication Correspondence, Reports and Reference Files</i></p> <p><i>Telecommunications Operational Files</i></p> <p><i>System Documentatton Files</i></p> <p><i>Source Documents</i></p>	<p>2 yrs</p> <p>3 yrs</p> <p>1 yr</p> <p>1 yr</p> <p>3 yrs</p> <p>2 yrs</p> <p>6 mos</p> <p>2 yrs</p> <p><i>Destroy when related data have been destroyed</i></p> <p>10 yrs</p> <p>1 yr</p> <p><i>Return to user</i></p>	<p>GRS12.2a</p> <p>GRS12.2b</p> <p>GRS12.2c</p> <p>GRS12.2d1</p> <p>GRS12.2d2</p> <p>GRS12.2e</p> <p>GRS12.3a</p> <p>GRS12.3b</p> <p>N1-473-88-1-800-02a</p> <p>N1-473-88-1-800-02b</p> <p>NC1-57-84-7800-04a</p> <p>NC1-57-84-</p>

N1-589-12-1, BOEM Bucket 1. ADMINISTRATION-CROSSWALK

New Schedule	Former Schedule			
Sub-Bucket Description & Retention	Series No.	Title	Retention	NARA Authority
<p>These work elements are also included:</p> <ul style="list-style-type: none"> • Operational analysis and network infrastructure • Administrative, technical, telecom support functions • Training of users, administrators <p>Maintenance and system support service</p> <ul style="list-style-type: none"> • Customer support services, systems and database backups • COTR and contract functions • Upgrades, maintenance, replacement, disposal functions • Project management functions directly related to IT • Program Source Files • Web and Data Management • Application Development Files <p>TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off</p>	800-05	<i>Error/Edit Listing Files</i>	<i>Destroy after corrections</i>	7-800-04b NC1-57-84-7 800-05
	800-06b	<i>ADP Source Program Files</i>	<i>Destroy individual listing</i>	NC1-57-84-7 800-06b
	800-08	<i>Raw Data Magnetic Tapes</i>	<i>Erasure</i>	NC1-57-84-7 800-08
	800-09	<i>Print and Plotter Tapes</i>	<i>Erasure</i>	NC1-57-84-7 800-09
	800-11	<i>Data Processing Control Records</i>	<i>1 yr</i>	NC1-57-84-7 800-11
	801-01a	<i>Creation, Use and Maintenance Files</i>	<i>Destroy/Delete Delete after information has been transferred</i>	GRS20.1a
	801-01b			GRS20.1b
	801-01c		<i>Destroy/Delete</i>	GRS20.1c
	802-01a	<i>Oversight and Compliance Files</i>	<i>5 yrs</i>	GRS24.1a
	802-01b		<i>3 yrs</i>	GRS24.1b
	802-02	<i>IT Facility Site Management, Equipment</i>	<i>3 yrs</i>	GRS24.2
	802-03a	<i>IT Asset and Configuration Management</i>	<i>1 yr</i>	GRS24.3a
	802-03b1		<i>1 yr</i>	GRS24.3b1
	802-03b2		<i>3 yrs</i>	GRS24.3b2
	802-04a(1)	<i>System Backup and Tape Library Records</i>	<i>Destroy/Delete</i>	GRS24.4a1
	802-04a(2)		<i>Destroy/Delete</i>	GRS24.4a2
	802-04b		<i>Destroy/Delete</i>	GRS24.4b
	802-08a	<i>IT Operation Records</i>	<i>1 yr</i>	GRS24.8a
	802-08b		<i>1 yr</i>	GRS24.8b
	802-08c		<i>3 yrs</i>	GRS24.8c
802-10a	<i>IT Customer Service Files</i>	<i>1 yr</i>	GRS24.10a	
802-10b		<i>1 yr</i>	GRS24.10b	

N1-589-12-1, BOEM Bucket 1. ADMINISTRATION-CROSSWALK

New Schedule	Former Schedule			
Sub-Bucket Description & Retention	Series No.	Title	Retention	NARA Authority
	802-11a	<i>IT Infrastructure Design and Implementation Files</i>	1yr	<i>GRS24.11a</i>
	802-11b		5 yrs	<i>GRS24.11b</i>
	802-11c		3 yrs	<i>GRS24.11c</i>
<p>1R IT Security (83) - IAI All records relating to Secure IT - performing work to achieve and maintain compliance with OMB security policies and NIST guidance, including compliance with the Federal Information Security Management Act, including all IT security program records and records for securing individual IT systems, applications, and infrastructure. These work elements are also included:</p> <ul style="list-style-type: none"> • IT security training and awareness • IT security Policies and Procedures • Monitoring and testing • Life cycle cost analysis and planning • Risk and vulnerability assessment • Security controls, authentications <p>All other records directly tied to IT security</p> <p>TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off</p>	802-05a 802-05b 802-06a 802-06b 802-07	<p><i>Maintenance of Security of Systems and Data</i></p> <p><i>User Identification, Profiles, Password Files</i></p> <p><i>Computer Security Incident Handling</i></p>	<p>1 yr</p> <p>1 yr</p> <p>6 yrs</p> <p><i>Destroy/Delete</i></p> <p>3 yrs</p>	<p><i>GRS24.5a</i></p> <p><i>GRS24.5b</i></p> <p><i>GRS24.6a</i></p> <p><i>See 801-01c</i></p> <p><i>GRS24.7</i></p>

N1-589-12-1, BOEM Bucket 1. ADMINISTRATION-CROSSWALK

New Schedule	Former Schedule			
Sub-Bucket Description & Retention	Series No.	Title	Retention	NARA Authority
<p>IS IT Architecture (84) All records relating the development, coordination and implementation of policies, standards, guidelines and provision of related assistance for Enterprise Architecture. (EA) Records created by the Interior Enterprise Architecture (IEA) and bureau architecture teams in the course of the development, management and utilization of the enterprise architecture. Work elements that highlight the records under EA are:</p> <ul style="list-style-type: none"> • Establishment and Operation of IT Architecture • Conducting functions directly related to operation of architecture tools (DEAR, BEAR) • Analysis and maintenance of business processes • Data Modeling • Architecture analysis and compliance reports • Creation, maintenance and modernization blueprints of target architectures • All training records • All other records directly related to EA <p>TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed. Transfer</p>	<p>201-11 800-01a</p> <p>800-01b</p>	<p><i>Feasibility Studies</i> <i>System Feasibility Files</i></p>	<p>5 yrs 5yrs</p> <p>5 yrs</p>	<p><i>GRS16.9</i> <i>NCI-57-84-7-800-01a</i> <i>NCI-57-84-7-800-01b</i></p>

N1-589-12-1, BOEM Bucket 1. ADMINISTRATION-CROSSWALK

New Schedule	Former Schedule			
Sub-Bucket Description & Retention	Series No.	Title	Retention	NARA Authority
<p>to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off</p>				
<p>IT Capital Planning and Project Management (85) All records generated in the course of IT Capital Planning and Investment Control on the portfolio of IT investments in accordance with OMB's requirements including all program reports for portfolio management and project management not attributable to individual IT projects or investments. Work elements for activity 85 also include:</p> <ul style="list-style-type: none"> • Management and review submission of BOEM Business Cases (Exhibit 300s) to DOI and the Office of Management and Budget; • Developing the Bureau's IT Portfolio of investments (Exhibit 53); • Policies and Procedures • CPIC and Project Management evaluations and QC reports • Determination of Organizational impacts of CPIC • All other records directly related to Capital Planning and Project Management for IT <p>TEMPORARY: Cut off at the end of the fiscal</p>	<p>802-09a 802-09b 802-09c</p>	<p><i>Financing IT Resources and Services</i></p> <p><i>Note: Description is different from the Bucket 1- Administration Schedule. I copied over the Description from the Schedule to the crosswalk spreadsheet</i></p>	<p>3 yrs 3 yrs 3 yrs</p>	<p>GRS24.9a GRS24.9b GRS24.9c</p>

N1-589-12-1, BOEM Bucket 1. ADMINISTRATION-CROSSWALK

New Schedule	Former Schedule			
Sub-Bucket Description & Retention	Series No.	Title	Retention	NARA Authority
year, or when activity is completed. Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off				