



REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-589-12-2	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 7/26/13	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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 2</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 2 Proposed Functional Records Retention Schedule (a.k.a. "Big Buckets")- POLICY</u></p>		

Each bucket summarizes a unique mission-essential business function and its related processes. The buckets are divided into sub-buckets. The sub-buckets categorize separate lines of business that warrant a unique and dedicated set of disposition instructions for the records created, received, maintained, preserved or ultimately disposed of within the applicable line of business.

A crosswalk for each bucket is also submitted alongside with the actual bucket schedule.

The submission of the crosswalk for each bucket is for the purpose of providing a cross-reference between the existing NARA-approved MMS schedules - including item numbers, series descriptions and job numbers with the proposed sub-buckets and disposition instructions designated to supersede them.

115-109

NSN 7540-00-634-4064
(REV 3-91)
PREVIOUS EDITION NOT USABLE

STANDARD FORM 115

Prescribed by NARA
36 CFR 1228

BIG BUCKET RECORDS 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 environmentally and economically responsible development of the nation's offshore resources Its functions will include offshore leasing, resource evaluation, review and administration of oil and gas exploration and development plans, renewable energy development, National Environmental Policy Act (NEPA) analysis and environmental 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, format, and produced using any and all tools Records may include, but 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 classification

Litigation Holds and Records 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 by written notice

BOEM- BUCKET 2 - POLICY

The Policy bucket captures and records agency policy development, agency origin and organization (including delegations of authority), and decisions and activities of senior executives. By their very nature, most have historical or other value to warrant their continued preservation by the federal government. The Policy Schedule covers BOEM directives/orders, BOEM decisions (e.g., bid protests, legal opinions, decisions for Congress, decisions on availability and use of appropriated funds, and decisions based on public input), legislative histories, publications, and final products. Publications include BOEM reports, testimonies, etc. This bucket also covers data captured during the rulemaking process including the final rule and the supporting documentation that makes up the administrative record compiled during the due diligence and public commenting period.

The disposition and retention period in the respective buckets and its sub-buckets of the policy schedule is an exception to the General Records Schedule (GRS): GRS16 item 8a, item 8b1, 8b2, 8c, item 14a, item 14b, item 14c, item 14d, item 14e, item 14f

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 indicate in accordance with all Federal Regulations for Records Management including but not limited 36 CFR chapters 1225 and 1226.

Item Number	Title and Description	Disposition Authority	Old Series
2	<p>Management of Public Resources-43</p> <ul style="list-style-type: none"> • Policy Creation and Development • Provision of direction and governance for the achievement of BOEM’s Core Mission 		
2A	<p>Policy Planning and Development Files</p>		
2A(1)	<p>Significant Policy Planning and Development Files: Significant records are those that document the direction of BOEM relating to planning and policy formation, agency origin and organization, and decisions and activities of senior executives. By their very nature, they have historical or other value to warrant their continued preservation by the federal government. Includes but not limited to</p> <ul style="list-style-type: none"> • Policy Creation and Development records • Planning documents • Records describing the direction and governance for the achievement of BOEM’s Core Mission • Strategic Planning • Performance Planning Measurement • Workforce Planning • Organizational Development Evaluations and Management Analysis • Directives and Policy record set • External and internal directives record set • Executive committee decisions • Delegations of authority • Orders of Succession <p>[NOTE FACA – Federal Advisory Committee Act records – see GRS 26) Includes Royalty Policy Committee (RPC), Outer Continental Shelf</p>	<p>PERMANENT Cut off end of the fiscal year <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>	<p>201-02a,b 201-06a, b c1,c2,d, 202-02, 202-03a,b, 202-09a</p>

Item Number	Title and Description	Disposition Authority	Old Series
	Policy Committee (OCSPC), and Outer Continental Shelf Scientific Committee (OCS Science)]		
2A(2)	<p>Short Term Policy Planning and Development Files: All records relating to policy issues that are that do not warrant permanent retention</p> <ul style="list-style-type: none"> • Bureau & DOI Initiatives- (PAF) • President Management Agenda- (PAH) • Provide General Management- (POB),(PPB), (PEB), (SOL) • Provide Statistical Information & Analysis- (PMT) • Economic Policy Analysis (SYE) • Memorandum of Understandings (MOUs) 	<p>TEMPORARY. Cut off at close of FY or when activity is completed Retain onsite or at the FRC Delete/ Destroy 7 yrs after cutoff</p>	<p>201-01a, 201-08a 201-08b 201-08c 20108d 201-08e 201-08f(1),f(2) 202-03c-g, 202-09b,c</p>
2B	<p>Rulemaking, Regulations and Guidance Process/Final Rules as posted in the Federal Register</p>		
2B(1)	<p>Significant Rulemaking, Regulations and Guidance Process/Final Rules as posted in the Federal Register Significant records are those that reflect the process by BOEM develops and issues deregulatory and regulatory documentation and issues regulations that have the force and effect of law They demonstrate how BOEM follows the Administrative Procedure Act and other statutes as well as certain Executive Orders for the rulemaking process All records relating to rules created by BOEM in keeping with responsibilities under</p>	<p>PERMANENT Cut off end of FY in which rule was finalized and put into effect <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>	

Item Number	Title and Description	Disposition Authority	Old Series
	<ul style="list-style-type: none"> • Royalty Simplification and Fairness Act of 1996 Public Law 104-185 (03/07/1997) • Federal Oil & Gas Royalty Management Act of 1982 Public Law 97-451, FOGRMA, <p>Includes but not limited to records of final ruling that ensure all oil and gas originated on public lands and on the outer continental shelf are properly accounted for under the direction of the Secretary of the Interior and for other purposes</p>		
2B(2)	<p>Short-term Rulemaking, Regulations and Guidance Process Files: Administrative Record and Supporting Documentation</p> <p>All records relating to the tracking of the development of Federal Register notices and other general administration involved in rulemaking</p> <ul style="list-style-type: none"> • Develop Regulations and Guidance Compliance Inspections- (DAQ) • Develop Regulations and Guidance – Ensure compliance and Manage Assets/ Minerals Revenues- (HAC) • Develop Regulations and Guidance- Ensure Optimal Value- (NAR) • Develop Regulations and Guidance Process Oil and Gas Reservoir Management Agreements- (BAD) • Develop Alternative Energy Regulations and Guidance- LBB • Energy Bill – LPE, SYE • Prepare Regulations and Federal Register Notices • BOEM Training Development • Industry training programs and implementation of management initiatives 	<p>TEMPORARY. Cut off end of FY in which the rule was finalized and put into effect, or withdrawn DESTROY/DELETE 7 years after cut off</p>	
2C	Congressional Affairs		
2C(1)	<p>Significant Congressional Affairs Files</p> <p>Significant records are those relating to BOEM’s relationship with the House and Senate as manifested by submissions to</p>	<p>PERMANENT Cut off end of the fiscal year <u>Electronic Records</u> Transfer electronic files to the National at three year</p>	

Item Number	Title and Description	Disposition Authority	Old Series
	<p>Congressional committees, responses from the Congress, and testimonies presented to various congressional committees</p> <p>All records relating to Congressional Affairs activities include the evaluation of legislative proposals, to liaison with members of Congress, official communication regarding programs, policies and positions on matters under consideration by the Congress, the preparation and coordination of testimony for BOEM and AS/LM witnesses, and the coordination of arrangements for BOEM'S involvement in congressional meetings and hearings Includes but not limited to</p> <ul style="list-style-type: none"> • Records of activities evaluating of legislative proposals, • Official communications regarding programs, policies and positions on matters under consideration by the Congress, • Documents reflecting the preparation and coordination of testimony for BOEM and AS/LM witnesses, and the coordination of arrangements for BOEM'S involvement in congressional meetings and hearings 	<p>intervals under the instructions in 36CFR 1235 44-50, or whichever transfer guidance is in place at the time of the transfer</p> <p><u>Hardcopy Records</u> Transfer to the FRC 5 years after cut-off</p> <p>Transfer to the National Archives and Records Administration 25 years after cut off</p>	
2C(2)	<p>Short-term Congressional Affairs Files.</p> <p>All supporting records relating to congressional relations that do not warrant permanent retention Includes but not limited to</p> <ul style="list-style-type: none"> • Papers of a temporary nature which cease to have any documentary or evidential value after their contents are incorporated or adequately summarized in other documents, e g , preliminary drafts, shorthand notes, worksheets, etc • Daily, weekly, or monthly, 	<p>TEMPORARY. Cut off at close of FY or when activity is completed</p> <p>Retain onsite or at the FRC Delete/ Destroy 7 yrs after cutoff</p>	

Item Number	Title and Description	Disposition Authority	Old Series
	<p>Congressional “round-ups” published on the agency Intranet for informational purposes, including brief summaries of congressional-related current events</p> <ul style="list-style-type: none"> • Congressional Affairs calendars listing the date, time, event, topic names of BOEM participants, names of other participants, and contacts, and used for internal office purposes, such as statistics and briefings • General information related to committees, members, sessions, etc, which is compiled for informational purposes For example, a slide show that contains photographs of committee members belonging to a particular committee • Congressional correspondence tracking records. 		
2D	Public Affairs		
2D(1)	<p>Significant Public Affairs Files Significant records related to Public Affairs are those that document BOEM’s broad communications strategy and outreach to external customers and stakeholders. The Public Affairs staff works with the news media, intergovernmental and external constituencies on issues affecting the BOEM and provide leadership in efforts to involve the public in BOEM decision making processes. Include, but are not limited to.</p> <ul style="list-style-type: none"> • Master copies of public Information material consisting of press releases, advisories, fact sheets, and remarks released by the Public Affairs 	<p>PERMANENT Cut off end of the fiscal year. <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>	702-03a 702-03b(1)

Item Number	Title and Description	Disposition Authority	Old Series
	<ul style="list-style-type: none"> • Index of Master Copies of Press Releases • External Communication- (EEC),(EEI) • Media Relations- (EMI), (EMR) 		
2D(2)	<p>Short-Term Public Affairs Files. All supporting records relating to congressional relations that do not warrant permanent retention Includes but not limited to</p> <ul style="list-style-type: none"> • Papers of a temporary nature which cease to have any documentary or evidential value after their contents are incorporated or adequately summarized in other documents, e g., preliminary drafts, shorthand notes, worksheets, etc. • Reports, updates, guidance, and status distributed to Public Affairs staff, Department Officials, White House Officials or the press • Records relating to inquiries from the media, organizations, and the general public concerning BOEM, Includes documentation developed to coordinate responses. • Copies of clippings about BOEM published in newspapers, magazines, Internet sites, etc. • Biographies, photographs, and related documents pertaining to leading BOEM officials and personalities used to provide information to various public organizations and groups • Informational material of various types distributed to trade and special-interest organizations, contractor firms, and customers. 	<p>TEMPORARY. Cut off at close of FY or when activity is completed Retain onsite or at the FRC Delete/ Destroy 7 yrs after cutoff</p>	

N1-589-12-2, Bucket 2. POLICY-CROSSWALK

New Schedule	Former Schedule			
Sub-Bucket Description & Retention	Series No.	Title	Retention	NARA Authority
2A Manage Public Resources-43 <ul style="list-style-type: none"> • Policy Creation and Development • Provision of Direction and Governance for the Achievement of BOEM Core Mission 				
2A(1) Significant Policy Planning and Development Files: PERMANENT Cut off end of the fiscal year <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	201-06 a, b, c1, c2 & d 202-02, 202-03a,b, 202-09a	<i>Committee and Conference Records</i> <i>External Directives Record Set</i> <i>External Directives Development History Files</i> <i>Internal Directive Record Set</i>	<i>Permanent</i> <i>Permanent</i> <i>Permanent</i> <i>Permanent</i>	<i>NI-473-88-item 201-06a</i> <i>NC1-57-84-7 item 202-02</i> <i>NC1-57-84-7 item 202-03a & b</i> <i>NC1-57-84-7 item 202-09a</i>
2A(2) Short Term Policy Planning and Development Files: All records relating to policy issues that are that do not warrant permanent retention	201-01a, 201-08a 201-08b 201-08c	<i>Management Objective Files/Plan</i> <i>Policy Procedure and guidance</i> <i>Management control plans</i> <i>Risk Analysis</i>	<i>10 yrs</i> <i>When superseded</i> <i>When superseded</i> <i>When superseded</i>	<i>NC1-57-84-7 item 201-01a</i> <i>GRS16 14a</i> <i>GRS16 14b</i> <i>GRS16 14c</i>

N1-589-12-2, Bucket 2. POLICY-CROSSWALK

New Schedule	Former Schedule			
Sub-Bucket Description & Retention	Series No.	Title	Retention	NARA Authority
TEMPORARY. Cut off at close of FY or when activity is completed Retain onsite or at the FRC Delete/ Destroy 7 yrs after cutoff	201-08d	Annual Reports	Next review cycle	GRS16 14d
	201-08e	Tracking files	1 yr	GRS16 14e
	201-08f(1)	Review files	5 yrs	GRS16 14(f1)
	201-08f(2)	Review file copies	1 yr	GRS16 14(f2)
	202-03c	External Directive Development History Files Internal Directives Record Set/Copies/Review	10 yrs	NC1-57-84-7 item 202-03c
	202-03d		When superseded	NC1-57-84-7 item 202-03d
	202-03e		2 yrs	NC1-57-87-7 item 202-03e
	202-03f		When superseded	N1-473-88-1 item 202-03f
	202-03g		When superseded	-
	202-09b	Comment Files	3 yrs	NC1-57-84-7 item 202-09b
	202-09c		When superseded	N1-473-88-1 Item 202-09c
	201-06 b (GRS 16 8a) c1 (GRS 16 8b1), c2 (GRS 16 8b2) & d (GRS 16 8c)			

N1-589-12-2, Bucket 2. POLICY-CROSSWALK

New Schedule	Former Schedule			
Sub-Bucket Description & Retention	Series No.	Title	Retention	NARA Authority
<p>2B(1) Significant Rulemaking, Regulations and Guidance – Process/Final Rules as posted in the Federal Register</p> <p>PERMANENT Cut off end of the fiscal year <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>	<i>N/A</i>			<i>New</i>
<p>2B(1) Rulemaking, Regulations and Guidance - Process</p> <p>Administrative Record and Supporting Documentation All records relating to the tracking of the development of Federal Register notices and other general administration involved in rulemaking</p> <p>TEMPORARY. Cut off end of FY in which the rule was finalized and put into effect, or withdrawn DESTROY/DELETE 7 years after cut off.</p>	<i>N/A</i>			<i>New</i>

N1-589-12-2, Bucket 2. POLICY-CROSSWALK

New Schedule	Former Schedule			
Sub-Bucket Description & Retention	Series No.	Title	Retention	NARA Authority
<p>2C(1) Significant Congressional Affairs Files Significant records relating to BSEEs work with the House and Senate.</p> <p>PERMANENT. Cut off end of the fiscal year <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>	<i>N/A</i>			<i>New</i>
<p>2C(2) Short Term Congressional Affairs Files</p>	<i>N/A</i>			<i>New</i>
<p>2D(1) Significant Public Affairs Records related to Public Affairs and the broad communications strategy and outreach to external customers and stakeholders.</p>	<p align="center"><i>702-03a</i></p> <p align="center"><i>702-03b1</i></p>	<p align="center"><i>Speeches, Addresses and Comments</i></p> <p align="center"><i>Public Affairs Office and Regional Offices</i></p> <p align="center"><i>Note Items 702-03a & 702-03b1 are under</i></p>	<p align="center"><i>Permanent</i></p> <p align="center"><i>Permanent</i></p>	<p align="center"><i>NC1-57-84-7-702-03a</i></p> <p align="center"><i>NC1-57-84-7-702-03b1</i></p>

N1-589-12-2, Bucket 2. POLICY-CROSSWALK

New Schedule	Former Schedule			
Sub-Bucket Description & Retention	Series No.	Title	Retention	NARA Authority
<p>PERMANENT· Cut off end of the fiscal year <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>		<p><i>Bucket 1 Administration Schedule 1G(2)</i></p>		
<p>2D(2) Short Term Public Affairs</p>	<p><i>N/A</i></p>			<p><i>New</i></p>