

REQUEST FOR RECORDS DISPOSITION AUTHORITY		71-473-05-2	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED 12-21-2004	
1. FROM (Agency or establishment) Department of the Interior		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked Adisposition not approved or Awithdrawn in column 10.	
2. MAJOR SUBDIVISION Minerals Management Service			
3. MINOR SUBDIVISION Minerals Revenue Management			
4. NAME OF PERSON WITH WHOM TO CONFER Nola A. Freeman	5. TELEPHONE (303) 231-3078	DATE 3/8/07	ARCHIVIST OF THE UNITED STATES Jill Carter
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>1</u> page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO manual for Guidance of Federal Agencies, is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 12/8/04	SIGNATURE OF AGENCY REPRESENTATIVE <i>Virginia V. Morgan</i>	TITLE <i>Acting MMS RECORDS OFFICER</i>	
7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)

Please See Attachment.

8/3/07 Copies sent to Agency, NR

707-03

Mineral Leasing Claims and Litigation Files

Documents relating to claims or actual legal proceedings involving mineral leasing activities or lease operations on the OCS or on Federal and Indian lands in which MMS has an interest. Include advisory reports, investigation reports, litigation reports, bankruptcies, statement of claims, copies of processes and pleadings, support documents including indices, and related correspondence.

A. Indian Records.

Permanent. Cut off at close of fiscal year in which claim is settled or disallowed or in which the case is closed. Maintain in office 1 year after cut off and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of the Interior and the National Archives and Records Administration.

B. Federal Records.

Temporary. Cut off at close of fiscal year in which claim is settled or disallowed or in which the case is closed. Transfer to FRC 1 year after cutoff. Destroy 10 years after cutoff.