

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
10 NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON DC 20408		JOB NUMBER <b>N1-473-12-3</b>	
1 FROM (Agency or establishment)  Department of Interior		DATE RECEIVED <b>7/26/12</b>	
2 MAJOR SUBDIVISION Bureau of Safety and Environmental Enforcement (BSEE)		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION Office of Administration-IMD-Capital Planning & Information Policy		DATE <b>8-13</b>	
4 NAME OF PERSON WITH WHOM TO CONFER Brenda C Taylor		ARCHIVIST OF THE UNITED STATES <b>[Signature]</b>	
5 TELEPHONE 703-787-1122			

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		
<input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested		
DATE 6/29/2012	SIGNATURE OF AGENCY REPRESENTATIVE <b>[Signature: Brenda C. Taylor]</b>	TITLE Chief, Capital Planning & Information Policy, Acting Bureau Records Officer

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p><b><u>PROPOSED RETENTION SCHEDULE SUBMISSION FOR:</u></b></p> <p><b><u>BUCKET 3</u></b></p> <p>The Bureau of Safety and Environmental Enforcement (BSEE) 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 BSEE 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 3 Proposed Functional Records Retention Schedule (a.k.a. "Big Buckets")- ANALYSIS AND EVALUATION OF OUTER CONTINENTAL SHELF (OCS) RESOURCES</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.

## BIG BUCKET RECORDS SCHEDULE FOR THE BUREAU OF SAFETY AND ENVIRONMENTAL ENFORCEMENT (BSEE)

**Organization** The Bureau of Safety and Environmental Enforcement (BSEE) is headquartered in the Washington, D C Metropolitan area. BSEE has operational centers and support offices located throughout the United States.

**The Bureau of Safety and Environmental Enforcement (BSEE)** is responsible for safety and environmental oversight of offshore oil and gas operations, including permitting and inspections of offshore oil and gas operations. Its functions include the development and enforcement of safety and environmental regulations, permitting offshore exploration, development and production, inspections, offshore regulatory programs, oil spill response and newly formed training and environmental compliance programs.

**The Office of Administration** is responsible for budget and financial management in addition to all administrative activities of BSEE. The functions of this organization include planning for and using budgetary resources in support of the BSEE'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 BSEE, 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 BSEE 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, BSEE 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.

June 15, 2012

**BSEE - Bucket 3 - Analysis and Evaluation of OCS Resources**

Provides overall management of OCS resource evaluation activities to support OCS program decisions. Analyses include the economic, geological and geophysical, and reservoir management aspects of the programs. Studies are conducted to identify broad areas favorable for the accumulation of hydrocarbons, to assess potential quantities of undiscovered oil and gas resources and other lease-able minerals, to estimate mineral reserves, to ensure the public receives fair market value for OCS mineral development.

Item No	Title and Description	Retention Requested	Old Series
3A	<p><b>Oil and Gas Reservoir Management Agreements (OU)</b>  Reservoir management for agreements is a process by which a Bureau identifies, analyzes, designates, approves, and monitors the geologic, engineering, and economic aspects of Federal and Indian oil and gas interests. This includes establishing spacing involving Federal and Indian lands, diligence reviews on Indian leases, reviewing IMDA agreements, designating, approving and managing unitization, communitization, compensatory royalty, gas storage and other agreements. This activity includes Natural Gas Policy Act (NGPA) well determinations on application. It does not include activities related to drainage resolution.</p>		
3A(1)	<p><b>Conservation Management Requests - Unitization Review (BAA)</b>  All records related to the Bureau of Safety and Environmental Enforcement review and analysis of a proposal to combine or consolidate separately owned leasehold interests for the joint exploration, development, or production of a reservoir or potential oil and/or gas accumulation</p> <ul style="list-style-type: none"> <li>• Unit production and development</li> <li>• Unitization</li> <li>• Receive, review, process and provide comments on Unit Development Plans</li> <li>• Review unitization annual development plans for compliance or non compliance with the unit operators proposal</li> <li>• Review unitization and unit contractions</li> <li>• Review, approve or deny unitization or participating areas</li> <li>• Receive, analyze and approve unitization (exploration and development production and unit amendments</li> <li>• Review and approval of unitization requests (resolve field adjacency issues, receive geologic data, approve unit operator designation identify unit name, working interest percentage and participating areas)</li> </ul>	<p><b>Temporary.</b> Cut off at close of FY or when activity is completed  Retain onsite or at the FRC  Delete/ Destroy 25 years after cutoff</p>	<p>1102-01  1200-07  1703-01  1703-02  1703-04</p>

Item No	Title and Description	Retention Requested	Old Series
3A(2)	<b>Conservation Management – Drainage Issues (BAB)</b> All records related to procedures conducted to protect federal royalty interests or to identify, migrate, or prevent damage to reservoirs due to competitive drainage issues across unit or lease boundary lines <ul style="list-style-type: none"> <li>• Process application for five hundred line waivers and or violations</li> <li>• Determine compensatory royalty</li> <li>• Monitor and assess potential drainage scenarios between variable royalty rate leases</li> <li>• Conduce technical reviews of potential drainage scenarios between variable royalty rate leases</li> <li>• Determine competitive reservoirs</li> <li>• Approve and monitor the requirements of a joint development production plan</li> </ul>	<b>Temporary.</b> Cut off at close of FY or when activity is completed Retain onsite or at the FRC Delete/ Destroy 25 years after cutoff	904-04 1702-03
3A(3)	<b>Conservation Management - Monitor Reservoir Performance and Well Production Rates (DAL)</b> All records related to this work element covers all monitoring activities associated with efficient and proper reservoir management, prudent well production and practical leasehold management <ul style="list-style-type: none"> <li>• Review sensitive reservoir information</li> <li>• After final approval, conduct follow up review for the Conservation Information Document</li> <li>• Review production and development (e g reservoir simulation)</li> <li>• Monitor oil and gas production rate</li> <li>• Review and approve MER, MPR and semi-annual well test reports, sub surface commingling</li> <li>• Receive applications, conduct reviews and make determinations on bottom hole pressure survey and waivers or violations</li> <li>• Reclassify reservoirs</li> <li>• Review and analyze production in paying quantities</li> <li>• Receive and process applications for enhanced oil recovery or violations</li> <li>• Review semi annual well test and violations</li> <li>• Receive and review down hole commingling applications or violations</li> <li>• Process gas flaring requests or violations</li> <li>• Process applications for well potential test or violations</li> <li>• Review and approve MER, MPR, and semi annual well test reports</li> <li>• Process applications for gas flaring and conduct compliance monitoring activities</li> <li>• Conduct inspections</li> <li>• Receive review and approve well potential test reports</li> </ul>		1101-05 1301-01 1301-02 1301-04 1301-05 1301-07 1301-12 1301-14 1301-16 1301-20 1302-02 1701-01 1702-04 1704-01 1704-02 1704-03

Item no	Title and Description	Retention Requested	Old Series
3A(4)	<p><b>Conservation Management - Analytical, Legal, Technical Support (BAC)</b>  All records related to program support activities related to the enhancement of the public benefit or management initiatives which cannot be linked to a specific work element</p> <ul style="list-style-type: none"> <li>• Provide technical expertise in response to unique internal and external stakeholder requests not related to a specific task</li> <li>• Provide analytical support for both internal and external unique projects on as needed basis</li> <li>• Coordinate and implement regional and offshore BSEE initiatives</li> <li>• Provide legal guidance principally to office units that have conservation management</li> </ul>	<p><b>Temporary.</b>  Cutoff at close of FY or when activity is completed  Retain onsite or at the FRC  Delete/Destroy 7 years after cutoff</p>	NEW
3B	<p><b>G&amp;G Data Management (NAC)</b>  All records related to the managing of geological and geophysical (G&amp;G) data and information with regard to acquisition, interpretation, analyses, statistical reporting, archiving, data release, terms of reproduction, development of proprietary terms and other business practices as related to G&amp;G data and information</p> <ul style="list-style-type: none"> <li>• Conduct data management tasks for seismic and well data</li> <li>• Manage G&amp;G data acquisition and conduct data procurement</li> <li>• Perform work related to geophysical data management</li> <li>• Open hole data management (acquisition, security, quality, release and inquiries)</li> <li>• Establish Offshore minerals management wide priority list for funding</li> <li>• Monitor and evaluate G&amp;G contracts</li> <li>• Process data related to lease acquisition and management of G&amp;G data including seismic, velocity and vertical seismic profiles</li> <li>• Provide data related to the management of open hole data including well logs, directional surveys, core analysis and well locations</li> <li>• Receive and provide internal customers with paper files and store, shelve, retrieve and maintain official records</li> </ul>	<p><b>Temporary.</b>  Cutoff at close of FY or when activity is completed  Retain onsite or at the FRC  Delete/Destroy 75 years after cutoff</p>	902-06 1002-01

Item No	Title and Description	Retention Requested	Old Series
3C	<p><b>Information Management and Transfer -Ensure Optimal Value (NAQ)</b>  All records related to information and data related business processes and tasks that should be planned and consistently implemented across BSEE. This work <i>does not include technical information system or application design and development</i></p> <ul style="list-style-type: none"> <li>• Review and edit manuscripts and provide desktop publishing services</li> <li>• Perform records and document management in accordance with National Archives and Records Management Requirements</li> <li>• Manage program office information collection activities and forms requiring OMB approval</li> <li>• Conduct web management and related tasks and activities</li> <li>• Perform oversight and extensible markup language applications, publications, public data sets, Fast Facts of offshore data sets</li> <li>• Ensure quality and consistent content and vocabularies for BSEE information products( intra or Internet publications and documents</li> <li>• Perform data and information quality efforts (version control, verification or validation, especially for public images, graphics or information)</li> <li>• Change data including the conversion of paper to electronic files or electronic files from one format to another</li> <li>• Perform activities (including OMB requirements) related to customer service</li> <li>• Revise and review structure of fair market value determinations</li> </ul>	<p><b>Temporary.</b> Cut off at close of FY or when activity is completed  Retain onsite or at the FRC  Delete/ Destroy 7 yrs after cutoff</p>	NEW





Revised by NARA November 14, 2012

<b>BSEE Bucket 3 Crosswalk-Analysis and Evaluation of OCS Resources</b>					
<b>New Schedule</b>			<b>Former Schedule</b>		
<b>Bucket 3</b> Oil and Gas Reservoir Management Agreements (OU)	<b>Work Element</b>	<b>Series No.</b>	<b>Title</b>	<b>Retention</b>	<b>NARA Authority</b>
<p>Ensuring optimal value is a process by which a Bureau identifies and analyzes the geologic, geophysical, engineering and economic aspects of oil and gas resources. This work activity is performed to receive either optimal or fair value for the public and to provide interpreted data and information to potential bidders and government decision makers</p> <p><b>3A(1) Conservation Management Requests-Unitization Review (BAA)</b> All records related to the Bureau of Safety and Environmental Enforcement review and analysis of a proposal to combine or consolidate separately owned leasehold interests for the joint exploration, development, or production of a reservoir or potential oil and/or gas accumulation.</p> <ul style="list-style-type: none"> <li>• Unit Production and development</li> <li>• Unitization</li> <li>• Receive, Review process and provide comments on Unit Development Plans</li> <li>• Review unitization annual development plans for compliance or non compliance with the unit operators proposal</li> </ul>	BAA	1102-01a1	Oil and Gas Field Development Files/Paper not microfilmed	25 yrs Destroy when Microform has been verified 25 yrs	NC1-57-84-7 1102-01a1 NC1-57-84-1-1102-01a2
		1102-01a2	Paper that has been Converted to Microform		
	BAA	1102-01a3	Silver-Halide Microform	No longer Need	NC1-57-87-7-1102-01a3
	BAA	1102-01b	Other Copies	No Longer Needed	NC1-57-84-7-1102-01b
	BAA	1200-07	Natural Gas Policy Act		NC1-57-84-7-1200-07
	BAA	1703-01a	Unit Proposal Files/Declined Proposals	5	NC1-57-84-7-1703-01a
	BAA	1703-01b	Accepted Proposals	See 1703-02b 25	NC1-57-84-7-1703-01b
	BAA	1703-02a1	Unit or Communitization Agreement Project Files/ Regional Office	7	NC1-57-84-7-1703-02a1
	BAA	1703-02a2b	Royalty Management/Others	2 yrs	NC1-57-88-1-1703-02a2b
	BAA	1703-02a3	Other Offshore Copies		NC1-57-84-7-

<ul style="list-style-type: none"> <li>• Review unitization and unit contractions</li> <li>• Review, approve or deny unitization or participating areas</li> <li>• Receive, analyze and approve unitization (exploration and development production and unit amendments</li> <li>• Review and approval of unitization requests (resolve field adjacency issues, receive geologic data, approve unit operator designation identify unit name, working interest percentage and participating areas)</li> </ul> <p><b>Temporary.</b> Cut off at close of FY or when activity is completed. Retain onsite or at the FRC. Delete/ Destroy 25 years after cutoff.</p>	BAA	1703-04a	Forced Unitization Petition Files/Petitions Resulting in Unit Agreement Other Petitions	See 1703-02a(1)	1703-02A3 NC1-57-84-7-1703-04a
	BAA	1703-04b		8 yrs	1703-04b

<b>BSEE Bucket 3 Crosswalk-Analysis and Evaluation of OCS Resources</b>					
<b>New Schedule</b>			<b>Former Schedule</b>		
<b>Bucket 3</b> Oil and Gas Reservoir Management Agreements (OU)	<b>Work Element</b>	<b>Series No.</b>	<b>Title</b>	<b>Retention</b>	<b>NARA Authority</b>
<b>3A(2) Conservation Management- Drainage Issues (BAB)</b> All records related to procedures conducted to protect federal royalty interests or to identify, migrate, or prevent damage to reservoirs due to competitive drainage issues across unit or lease boundary lines <ul style="list-style-type: none"> <li>• Process application for five hundred line waivers and or violations</li> <li>• Determine compensatory royalty</li> <li>• Monitor and assess potential drainage scenarios between variable royalty rate leases</li> <li>• Conduce technical reviews of potential drainage scenarios between variable royalty rate leases</li> <li>• Determine competitive reservoirs</li> <li>• Approve and monitor the requirements of a joint development production plan</li> </ul> <b>Temporary.</b> Cut off at close of FY or when activity is completed. Retain onsite or at the FRC Delete/ Destroy 25 years after cutoff	BAB  BAB  BAB	1702-03	Field and Reservoir Reserves Estimate (FRRE) System Report Files	3 yrs  1	NC1-57-84-7-1702-03

<b>BSEE Bucket 3 Crosswalk-Analysis and Evaluation of OCS Resources</b>					
<b>New Schedule</b>			<b>Former Schedule</b>		
<b>Bucket 3</b>		<b>Series No.</b>	<b>Title</b>	<b>Retention</b>	<b>NARA Authority</b>
Oil and Gas Reservoir Management Agreements	<b>Work Element</b>				
<b>3A(3)</b> <b>Conservation Management-Monitor Reservoir Performance and Well Production Rates (DAL)</b> All records related to this work element covers all monitoring activities associated with efficient and proper reservoir management, prudent well production and practical leasehold management <ul style="list-style-type: none"> <li>Review sensitive reservoir information</li> <li>After final approval, conduct follow up review for the Conservation Information Document</li> <li>Review Production and development</li> <li>Monitor oil and gas production rate</li> <li>Review and approve MER, MPR and semi-annual well test reports</li> <li>Receive applications, conduct reviews and make determinations on bottom hole pressure survey and waivers or violations</li> <li>Reclassify reservoirs</li> <li>Review and analyze production in paying quantities</li> <li>Receive and process applications for</li> </ul>	DAL	1101-05a	Report of Operations/Regional Office	7 yrs	N1-473-91-1
	DAL	1101-05b	Other Copies	3 yrs	1101-05a
	DAL	1301-01a	Quarterly oil test report/Regional Office	4 yrs	NC1-57-78-1-1101-05b
	DAL	1301-01b	Other Copies	2 yrs	NC1-57-84-7-1301-01a
	DAL	1301-02a	Semi -annual gas test report/Regional Office	4 yrs	NC1-57-84-7-1301-01b
	DAL	1301-02b	Other Copies	2 yrs	NC1-57-84-7-1301-02a
	DAL	1301-04	Monthly report of reservoir overproduction	4 yrs	NC1-57-84-7-1302-02b
	DAL	1301-05a	Approved MER for reservoirs and MPR for wells/Regional Office	4 yrs	NC1-57-84-7-1301-04
	DAL	1301-05b	Other Copies	When Superseded	NC1-57-84-7-1301-05a
	DAL	1301-07a	MER/MPR Reports/Monthly Reports	6 mos	NC1-57-84-7-1301-05b
	DAL	1301-07b	Quarterly Reports	6 mos	NC1-57-84-7-1301-07a
	DAL	1301-12	Gas flaring reports	2 yrs	NC1-57-84-7-1301-07b
					NC1-57-84-7-1301-12

<ul style="list-style-type: none"> <li>enhanced oil recovery or violations</li> <li>• Review semi annual well test and violations</li> <li>• Receive and review down hole commingling applications or violations</li> <li>• Process gas flaring requests or violations</li> <li>• Process applications for well potential test or violations</li> <li>• Review and approve MER, MPR, and semi annual well test reports</li> <li>• Process applications for gas flaring and conduct compliance monitoring activities</li> <li>• Conduct inspections</li> <li>• Receive review and approve well potential test reports</li> </ul>	DAL	1301-14	Clearance Files	When Superseded	NC1-57-84-7-1301-14
	DAL	1301-16	Lease disposition-oil well gas	2 yrs	NC1-57-84-7-1301-16
	DAL	1301-20a	Well potential test report/Regional Office	4yrs	NC1-57-84-7-1301-02a
	DAL	1301-20b	Other Copies	2 yrs	NC1-57-84-7-1301-20b
	DAL	1302-02	Comingling Systems files	7 yrs	NC1-57-84-7-1302-02
	DAL	1701-01	MER geologic and Eng. report map files	50 yrs	NC1-57-84-7-1701-01
	DAL	1702-01a	Reservoir/Field study Files/Project History File	P	NC1-57-84-7-1702-01a
	DAL	1702-01b	Final Maps and Reports	P	NC1-57-84-7-1702-01b
	DAL	1702-01c	Study Workpapers	3 yrs	NC1-57-84-7-1702-01c
	DAL	1704-01	Enhanced recovery and pressure	2 yrs	NC1-57-84-7-1704-01
	DAL	1704-02	Enhanced recovery and pressure	25 yrs	NC1-57-84-7-1704-02
	DAL	1704-03	Temporary storage of casing head	25 yrs	N1-473-88-1-1704-03
<b>BSEE Bucket 3 Crosswalk-Analysis and Evaluation of OCS Resources</b>					

New Schedule		Former Schedule			
Bucket 3	Work Element	Series No.	Title	Retention	NARA Authority
Oil and Gas Reservoir Mgt. Agreements (OU)					
<b>3A(4)</b> <b>Conservation Management –Analytical, Legal, Technical Support (BAC)</b> All records related to program support activities related to the enhancement of the public benefit or management initiatives which cannot be linked to a specific work element. <ul style="list-style-type: none"> <li>• Provide technical expertise to unique internal and external stake holder requests not related to a specific task</li> <li>• Provide analytical support for both internal and external unique projects on as needed basis</li> <li>• Coordinate and implement regional and offshore BSEE initiatives</li> <li>• Provide legal guidance principally to offices that have conservation management</li> </ul> <b>Temporary.</b> Cutoff at close of FY or when activity is completed Retain onsite or at the FRC. Delete/Destroy 7 years after cutoff	BAC	NEW	-  Note: Copied this information from the Bucket 3 – Analysis & Evaluation of OCS Resources Schedule	-	-
<b>BSEE Bucket 3 Crosswalk- Analysis and Evaluation of OCS Resources</b>					

New Schedule		Former Schedule			
Bucket 3	Work Element	Series No.	Title	Retention	NARA Authority
<b>3B G&amp;G Data Management (NAC)</b> All records related to the managing of geological and geophysical (G&G) data and information with regard to acquisition, interpretation, analyses, statistical reporting, archiving, data release, terms of reproduction, development of proprietary terms and other business practices as related to G&G data and information. <ul style="list-style-type: none"> <li>• Conduct data management tasks for seismic and well data</li> <li>• Manage G&amp;G data acquisition and conduct data procurement</li> <li>• Perform work related to geophysical data management</li> <li>• Open hole data management (acquisition, security, quality, release and inquiries</li> <li>• Establish offshore data minerals mgt. wide priority list for funding</li> <li>• Monitor and evaluate G&amp;G contracts</li> <li>• Process data related to lease acquisition and management of G&amp;G data including seismic, velocity and vertical seismic profiles</li> <li>• Provide data related to the management of open hole data including well logs, directional surveys, core analysis and</li> </ul>	NAC	902-06a	Seismic Velocity Information/ Paper not microfilmed	P	NC1-57-84-7-902-06a
	NAC	902-06b	Paper or Tape that has been Converted to Microform	Destroy paper or erase tape when Microform has been verified	NC1-57-84-7-902-06b
	NAC	902-06c	Silver-Halide Microfilm	P	NC1-57-84-7-902-06C
	NAC	902-06d1	Magnetic Tape/Processing	Erase	NC1-57-84-7-902-06d1
	NAC	902-06d2	Master	P	NC1-57-84-7-902-06d2
	NAC	902-06e	Other Copies	When Superseded	NC1-57-84-7-902-06e
	NAC	1002-01	Lease Sale Area-Geological and Geophysical Information	75 yrs	NC1-57-84-7-1002-01

well locations <ul style="list-style-type: none"> <li>• Receive and provide internal customers with paper files and store, shelf, retrieve and maintain official records</li> <li>• Manage and fund G&amp;G contracts</li> </ul> <p><b>Temporary.</b> Cutoff at close of FY or when activity is completed. Retain onsite or at the FRC. Delete/Destroy 75 years after cutoff.</p>					
<b>BSEE Bucket 3 Crosswalk-Analysis and Evaluation of OCS Resources</b>					
<b>New Schedule</b>			<b>Former Schedule</b>		
<b>Bucket 3</b>	<b>Work Element</b>	<b>Series No.</b>	<b>Title</b>	<b>Retention</b>	<b>NARA Authority</b>



<p><b>3C Information Management and Transfer-Ensure Optimal Value (NAQ)</b>  All records related to information and data related business processes and tasks that should be planned and consistently implemented across BSEE. This work <i>does not include technical information system or application design and development.</i></p> <ul style="list-style-type: none"> <li>• Review and Edit Manuscripts and provide desk top publishing services</li> <li>• Perform records and document management in accordance with NARA requirements</li> <li>• Conduct web management and related tasks and activities</li> <li>• Perform oversight and extensible markup language applications</li> <li>• Ensure quality and consistent content and vocabularies for BSEE information products (intra or Internet publications and documents)</li> <li>• Perform data and information quality efforts (version control, verification or validation, especially for public images, graphics or information)</li> <li>• Change data including the conversion of paper to electronic files or electronic files from one format to another</li> <li>• Perform activities (including OMB</li> </ul>	NAQ	NEW	-	-	-
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<p>requirements) related to customer service</p> <ul style="list-style-type: none"> <li>• Revise and review structure of fair market value determinations</li> </ul> <p><b>Temporary.</b> Cut off at close of FY or when activity is completed. Retain onsite or at the FRC. Delete/ Destroy 7 yrs after cutoff</p>					
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