

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 <i>N1-473-98-1</i>	
1. FROM (Agency or establishment) Department of the Interior		DATE RECEIVED <i>1-28-98</i>	
2. MAJOR SUBDIVISION Minerals Management Service		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Office of Administration and Budget			
4. NAME OF PERSON WITH WHOM TO CONFER  Celeste L. Mullally	5. TELEPHONE  (703) 787-1357	DATE <i>10-20-98</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</i>
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> <b>XX</b> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>1/23/98</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Celeste L. Mullally</i>	TITLE Records Manager	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>The Minerals Management Service disposition schedule is revised. The basic mission of the organization has remained the same. The previously approved dispositions for the attached <del>2</del> series have been changed.</p> <p style="text-align: center;"><i>2</i></p> <p>Attachment 1 reflects a description of the MMS functions.</p> <p>Attachment 2 is the page(s) of the schedule affected by a listing of the series</p>		

OCT 28 1998 *MMR**copy to: Agency, NWMMW*  
*AKH/MD, NIP*

new item

**1001-04 Lease Sale Activity History Files.** General information regarding each lease sale from block selection phase through the acceptance or rejection of bids. Include lists of blocks, copies of notices published in the Federal Register regarding the sale, reports on assignment of responsibility and status of detailed block evaluations. Documents related to prices, interest rates, and tax figures to be used in evaluations; block evaluation estimates; copies of bid recaps and statistical summaries; recommendations for the acceptance or rejection of high bids together with supporting geological, geophysical, and engineering information; reports on sale results; and related documents. Arrange by lease sale number, subdivided by category as appropriate.

- ▶ Cut off at close of fiscal year in which final determination of bid acceptance or rejection is made or final decision is made. Hold 10 years after cutoff and transfer to FRC. Destroy 25 years after cutoff.

**1001-05 Environmental Studies Case Files.** General information regarding management of the program of scientific studies contracted for the prediction, assessment, and management of impacts on the OCS and near shore areas which may be affected by marine mineral resource development. Include regional study plans, national study plans, national study lists, documents defining program priorities, requesting studies, and describing objectives, correspondence, and interim reports on overall program progress. Contract monitoring documents are filed in Item 503-02b. Arrange by geographic location.

- ▶ Cut off at close of fiscal year. Hold 15 years after cutoff and transfer to FRC. Destroy 25 years after cutoff. N1-473-88-1

N1-473-88-1  
authority applies

**1001-06 Environmental Studies Reports.** Results of contracted studies designed to provide information on marine and coastal ecosystems, upon which prediction, assessment, and management of impacts of oil and gas development may be based. Include final reports, maps and scientific and technical data. Arrange by subject. A complete record set is maintained by Headquarters and a record set of regional studies, sponsored by the Region, is maintained by the respective Region.

**1001-06a. Record Sets Together With Pertinent Indexes.**

- ▶ Permanent. Cut off when study is completed. Transfer to FRC 15 years after cutoff. Transfer to NARA 30 years after cutoff. Volume 120 feet. Annual accumulation 12 feet. N1-473-88-1

**1001-06b. Other Copies.**

- ▶ Dispose of when no longer needed for reference. N1-473-88-1

N1-473-88-1  
authority applies

Supersedes Release No.

Date:

## Records Management

MMSM 380.2-H

**1301-03 Multi-Point Back Pressure Tests.** Reports submitted by operators which show the results of tests to determine the theoretical open-flow potential of gas wells. Submitted within 30 days after a well is connected to a pipeline. Arrange by lease, well, field, block, and operator.

- ▶ Cut off inactive file at close of fiscal year.

**1301-03a. Regional Office.**

- ▶ Destroy 4 years after cutoff. NC1-57-84-7

**1301-03b. Other Copies.**

- ▶ Destroy 2 years after cutoff. NC1-57-84-7

NC1-57-84-7 authority applies

New item

→ **1301-04 Request for Reservoir Maximum Efficient Rate (MER).** Form MMS-127 submitted by operators requesting the rate of production from a sensitive reservoir to establish a MER. The request should include the reservoir, location, and rate. Include approval and related correspondence, operator's notification that production from the overproduced reservoir has been balanced with the established MER. Arrange by field.

- ▶ Place in inactive file when production from an over produced reservoir has been balanced. Cut off inactive file at close of fiscal year. Destroy 4 years after cutoff. NC1-57-84-7

withdrawn from this job → NC1-57-84-7 disposition remains in effect.

**1301-05 Approved MER for Reservoirs and MPR for Wells.** Computer printouts or equivalents which show the location by State, area, block, operator, field, and lease; number of reservoirs and wells; the MER for reservoirs; and the MPR for wells. Used to monitor production to ensure economic development and depletion of reservoirs.

- ▶ Cut off at close of fiscal year.

**1301-05a. Regional Office.**

- ▶ Destroy 4 years after cutoff. NC1-57-84-7

**1301-05b. Other Copies.**

- ▶ Destroy when superseding printout is received. NC1-57-84-7

**1301-06 Quarterly Over-/Underproduction Reports.** Quarterly computer printouts showing the production of crude oil and gas for each well and the approved MPR. Used to balance quarterly production. Arrange by operator.

- ▶ Cut off at close of fiscal year. Destroy/erase 4 years after cutoff. NC1-57-84-7

NC1-57-84-7 authority applies

Supersedes Release No.

Date: