

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

N.C.D.

LEAVE BLANK	
JOB NO	NC1 57 78 1
DATE RECEIVED	2 NOV 1977
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>6-20-78</i> Date	<i>James B. Rhoads</i> Archivist of the United States

**GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)

U.S. Department of the Interior

2. MAJOR SUBDIVISION

U.S. Geological Survey, Conservation Division

3. MINOR SUBDIVISION

Field Offices

4. NAME OF PERSON WITH WHOM TO CONFER

Kenneth Petty

5. TEL EXT FTS

928-7591

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 190 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
<i>10/20/77</i>	<i>Harold L. Humphrey</i>	Acting Chief, Conservation Division

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
01-01 thru 2606-03	<p>The records covered by the attached records control schedule are created by the U.S. Geological Survey, Conservation Division field offices, including Regional, Area, and District Offices located throughout the United States.</p> <p>The records control schedule is included as an appendix to a Files Maintenance and Records Disposition Handbook which establishes an integrated system designed to provide procedures for the management of Conservation Division field office records from creation through disposition. The schedule items describe each series of records which has accumulated and will continue to accumulate. Instructions are provided for the cutoff, retirement to an FARC, destruction, or permanent retention of each series.</p> <p>The authority granted by the approval of this request will supersede that provided by Job No. NC1-57-76-1 dated 1-6-77, and by Job II-NNA-1078, Items 106, 108, 109 - 113, 117, 118, 123, 127</p> <p>Any records series created subsequent to, and/or not disposable by, this schedule will be covered by supplementary records disposition authority to be obtained from the National Archives and Records Service.</p>	<p><i>NC1-57-76-1, all items</i></p> <p><i>II-NNA-1078, Items 106, 108, 109 - 113, 115, 117, 118, 123, 127</i></p> <p><i>(see attached conversion table)</i></p>	

15-107

*TO: NCW, INC, 2NC, 7NC, 8NC, 9NC-S, 9NC-L, 10NC, NCPC,
NNE, NNB, NNR, NNV, NNTS 7/13/78*

(Pat Borders of 7NR will send approved job to agency)

425 items

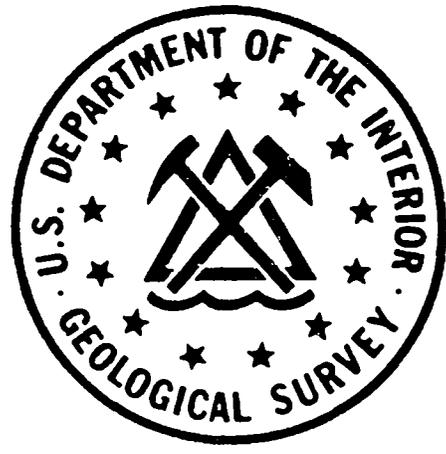
CONVERSION TABLE FOR JOB NUMBER NCI-57-78-1

NCI-57-78-1 supersedes Jobs NCI-57-76-1 (entire job) and II-NVA-1078 (RCS/2), Items 106, 108 through 113, 115, 117, 118, 123, 127. Items scheduled under these two superseded jobs can be converted as follows:

1. NCI-57-76-1: ALL items in this schedule retain the same item number in NCI-57-78-1. For example--records previously scheduled under Item 102-01 of NCI-57-76-1 would now be re-coded as Item 102-01 of NCI-57-78-1.
2. II-NVA-1078: (RCS/2)
 - Item 106 = Item 102-01a & b of NCI-57-78-1
 - Item 108 = Item 201-05a & b of NCI-57-78-1
 - Item 109 = Items 2203-05a or 2204-03a, whichever is applicable, of NCI-57-78-1
 - Item 110 = These records are no longer created. If you have records retired under this item, notify Rosanne Butler, Records Disposition Division, 8-724-1068
 - Item 111 = Item 2103-01 of NCI-57-78-1
 - Item 112 = Items 2103-02 or 2103-03, whichever is applicable, of NCI-57-78-1
 - Item 113 = See Chapters 9 and 22 of NCI-57-78-1 for appropriate item. If you have questions, call Rosanne Butler, Records Disposition Division, 8-724-1068
 - Item 115 = Items 1101-02a(1) or 2401-06a & b, whichever is applicable, of NCI-57-78-1
 - Item 117 = Items 1101-02b(1) or 2402-01a & b, whichever is applicable, of NCI-57-78-1
 - Item 118 = Items 2404-02 or 1703-02a(1), whichever is applicable, of NCI-57-78-1
 - Item 123 = Items 2605-03, 2605-05, 1601-01, or 1601-05, whichever is applicable, of NCI-57-78-1. If you have questions, call Rosanne Butler, Records Disposition Division, 8-724-1068
 - Item 127 = Items 2402-03 or 1102-01b, whichever is applicable, of NCI-57-78-1.

NOI-51-18-1
(annotated)
2/7/78

FILES MAINTENANCE AND RECORDS DISPOSITION HANDBOOK



APPENDIX III-A. RECORDS DISPOSITION SCHEDULES

Chapter 1. RECORDS COMMON TO MOST OFFICES

- Section 1. Nonrecord Material
- Section 2. General Correspondence (Subject) Files

Chapter 2. PLANNING AND MANAGEMENT RECORDS

- Section 1. Program Planning and Management
- Section 2. Paperwork Management

Chapter 3. FINANCIAL MANAGEMENT RECORDS

- Section 1. Budget and Fiscal Accounting Files
- Section 2. Payroll Files

Chapter 4. GENERAL ADMINISTRATIVE SUPPORT RECORDS

- Section 1. Communications Files
- Section 2. Printing, Reproduction, and Distribution Files
- Section 3. Buildings, Grounds, and Space Management Files
- Section 4. Security Files
- Section 5. Travel and Passenger Transportation Files
- Section 6. Freight Transportation Files
- Section 7. Motor Vehicles Files

Chapter 5. PROCUREMENT, SUPPLY, AND PERSONAL PROPERTY MANAGEMENT RECORDS

- Section 1. General
- Section 2. Purchase Transaction Files
- Section 3. Contract/Grant Administration Records
- Section 4. Supply and Property Management Records

Chapter 6. PERSONNEL MANAGEMENT RECORDS

- Section 1. General Personnel Program Files
- Section 2. Employment, Performance, and Classification Files
- Section 3. Training Files
- Section 4. Labor Management Relations Files

Chapter 7. INFORMATION SERVICES AND PUBLIC RELATIONS RECORDS

- Section 1. Congressional Relations Records
- Section 2. Informational Publication and Promotion Records
- Section 3. Art, Graphics, and Photograph Files
- Section 4. Technical Library Records
- Section 5. Public Information Records
- Section 6. Technical Publications Management
- Section 7. Formal Appeals and Litigation Records

Chapter 8. ADP MANAGEMENT

Chapter 9. OCS MINERAL RESOURCE INVENTORY AND EVALUATION RECORDS

- Section 1. Exploration Permit Records
- Section 2. OCS Geophysical Survey Data and Maps
- Section 3. OCS Well Logs and Sample Analysis Records
- Section 4. General Subsurface Geologic Interpretations and Maps

Chapter 10. OFFSHORE MINERAL LEASE SALE RECORDS

- Section 1. Lease Sale Activity Records
- Section 2. OCS Tract Evaluation Files
- Section 3. Post-Sale Evaluation Records

Chapter 11. GENERAL OCS LEASE MANAGEMENT RECORDS

- Section 1. Lease Records
- Section 2. OCS Oil and Gas Field Records
- Section 3. OCS Base Maps and Finding Aids

Chapter 12. OCS DRILLING OPERATIONS SUPERVISION RECORDS

Chapter 13. OCS PRODUCTION OPERATIONS SUPERVISION RECORDS

- Section 1. OCS Production Rate Files
- Section 2. OCS Production Measurement Files

Chapter 14. OUTER CONTINENTAL SHELF SAFETY AND POLLUTION CONTROL RECORDS

- Section 1. OCS Accidents
- Section 2. Pollution Control

Chapter 15. STRUCTURE INSTALLATION, REVIEW, AND ANALYSIS RECORDS

- Section 1. Installation Review Records
- Section 2. OCS Pipeline Files
- Section 3. OCS Structure Design and Failure Engineering Analysis Records

Chapter 16. OCS ROYALTY ACCOUNTING RECORDS

- Section 1. OCS Accounts and Collections Files
- Section 2. OCS Gas Extraction Monitoring Files
- Section 3. OCS Gas Processing
- Section 4. OCS Royalty-in-Kind Oil Contracting Files

Chapter 17. OCS MINERAL RESOURCE CONSERVATION RECORDS

- Section 1. MER (Maximum Efficiency Rate) Geologic and Engineering Files

- Section 2. OCS Reservoir/Field Study Files
- Section 3. OCS Unitization Program Records
- Section 4. OCS Secondary Recovery and Pressure Maintenance Project Records

Chapter 18. RESERVED

Chapter 19. RESERVED

Chapter 20. RESERVED

Chapter 21. MINERAL AND WATER LAND CLASSIFICATION RECORDS

- Section 1. Mineral Land Classification Records
- Section 2. Water Resources Classification Records
- Section 3. Cooperative Mineral and Water Land Classification and Interim Use Reports Records
- Section 4. Leasing and Prospective Area Determination Records

Chapter 22. ONSHORE MINERAL AND WATERPOWER RESOURCE INVENTORY AND EVALUATION RECORDS

- Section 1. Geophysical Data and Maps
- Section 2. Well and Corehole Survey Data and Reports
- Section 3. Mineral Resources Investigation and Mapping Files
- Section 4. Water Resources Investigation and Mapping Files
- Section 5. Base Maps and Related Materials

Chapter 23. ONSHORE MINERAL LEASING RECORDS

- Section 1. Mineral Lease/Permit Application Records
- Section 2. Onshore Competitive Lease Sale Records

Chapter 24. ONSHORE LEASE/PERMIT MANAGEMENT RECORDS

- Section 1. General Onshore Lease Management Records
- Section 2. Onshore Oil and Gas Lease Management Records
- Section 3. Geothermal Lease Management Records
- Section 4. Onshore Oil and Gas/Geothermal Resources Communitization and Unitization Records
- Section 5. Mining Lease/Permit Management Records
- Section 6. Oil Shale Lease Management

Chapter 25. ACCIDENT AND POLLUTION CONTROL

Chapter 26. ROYALTY ACCOUNTING FILES

- Section 1. Oil and Gas Royalty Accounts
- Section 2. Geothermal Royalty Accounting
- Section 3. Mining Royalty Accounting Records

Section 4. Oil Shale Royalty Accounting
Section 5. Automated Royalty Accounting Systems Files
Section 6. Collection Files

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p data-bbox="431 266 1110 294">CHAPTER 1. RECORDS COMMON TO MOST OFFICES</p> <p data-bbox="350 332 1205 463">This chapter is a grouping of two types of file material: nonrecord or extra copy files of convenience or reference material; and general correspondence (subject) files.</p> <p data-bbox="512 497 995 525">SECTION 1. NONRECORD MATERIAL</p> <p data-bbox="350 563 1205 1013">This section defines the types of material which are considered nonrecord and provides standards for disposing of such material in all Conservation Division field activities. Nonrecord materials have no documentary or evidential value usually because they are: (1) duplicate copies of an original maintained by a separate office of primary interest which serves as the official record; (2) printed or processed materials of which only the master copy is considered official; or (3) papers of a transitory 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, work sheets, etc.</p> <p data-bbox="350 1051 1225 1402">This type of material accumulates in offices as a convenience to personnel, but should be kept to a minimum. Nonrecord material is often found interfiled with official papers -- this is a poor files maintenance practice. Retention of nonrecord material is not required. Ideally, much of this material should be destroyed <u>without filing</u>. This reduces the volume of material in the files and makes files more serviceable. If, however, nonrecord material is filed, it should be kept separately from official records.</p>	

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p>The following standards cover nonrecord material normally created or accumulated as a result of responsibilities and activities common to all offices.</p>	
101-01	<p><u>Files Maintenance and Disposition Plans.</u> Documents such as USGS Form 9-1933 which reflect file categories, disposal instructions, and other information about the files accumulated at an individual file station.</p>	<p>Destroy upon receipt of a revised plan or discontinuance of the plan.</p>
101-02	<p><u>Reading or Chronological Files.</u> Extra copies of correspondence prepared and maintained by the originating office, used solely as a reading or reference file for the convenience of personnel.</p>	<p>Cut off at close of fiscal year. Destroy 1 year after cutoff or after reference value has been exhausted, whichever is sooner.</p>
101-03	<p><u>Suspense Files.</u> Papers arranged in chronological order as a reminder that an action is required on a given date; a reply to action is expected and if not received, should be traced on a given date; or a transitory paper being held for reference which may be destroyed on a given date. Examples of papers in suspense files are:</p> <ol style="list-style-type: none"> a. A note or other reminder to submit a report or to take some other action. b. The file copy, or an extra copy of an outgoing communication, filed by the date on which a reply is expected. c. Papers which may be destroyed in 30 days or less as being without further value. 	<p>Destroy after action is taken.</p> <p>Withdraw papers when reply is received. If suspense copy is an extra copy, destroy it; if it is the file copy, incorporate it with other papers for file.</p> <p>Destroy on date under which suspended.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
101-04	<p><u>Policy and Precedent Reference Files.</u> Copies of documents establishing policy or precedents pertinent to future and continuing actions. Normally, policy and precedent files are maintained at operating levels and consist of extra copies of operating procedures, statements of policy or procedure, examples of typical cases, and other documents duplicated in official files. Original or official record copies will NOT be placed in this file. This file consists of nonrecord copies maintained only for convenience of reference.</p>	<p>Destroy when organizational unit is discontinued or when documents become obsolete or are no longer needed for operating or reference purposes.</p>
101-05	<p><u>Transitory Files.</u> Papers of short term interest which have no documentary or evidential value and normally need not be kept more than 90 days. Examples of transitory correspondence are shown below:</p> <ol style="list-style-type: none"> <li data-bbox="358 828 1215 1021">a. <u>Requests for Information or Publications.</u> Routine requests for information or publications and copies of replies which require no administrative action, no policy decision, and no special compilation or research for reply, such as requests for publications or other printed material. <li data-bbox="358 1051 1215 1151">b. <u>Letters of Transmittal.</u> Letters of transmittal that do not add any information to that contained in the transmitted material. <li data-bbox="358 1182 1215 1344">c. <u>Quasi-Official Notices.</u> Memoranda and other papers that do not serve as the basis of official actions, such as notices of holidays or charity and welfare fund appeals, bond campaigns, and similar papers. 	<p>Cut off monthly. Destroy 3 months after cutoff.</p>

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	<p>Recordkeepers shall combine the types of temporary material shown above into one transitory file arranged chronologically. If the volume warrants using more than one folder, four folders labeled as follows may be used:</p> <p style="padding-left: 40px;">Transitory (JAN - MAY - SEP) Transitory FEB - JUN - OCT) Transitory (MAR - JUL - NOV) Transitory (APR - AUG - DEC)</p> <p>A folder is used for each month. At the beginning of each month, the folder used the previous month is placed behind the other three, until all four folders have been used. At the beginning of the fifth month, the contents of the folder containing the oldest material are destroyed and the folder reused for the current month.</p>	
101-06	<p><u>Routine Control Files.</u> Papers used to facilitate or control work in progress, such as job control records, status cards, routing slips, work processing sheets, and records which control work flow and record action taken or serve as receipts for records chargeout.</p>	<p>Destroy when work is completed or when no longer needed for operating purposes.</p>
101-07	<p><u>Agency Directives and Publications - Reference Copies.</u> Extra copies of local internal and external regulations, directives, and publications; Conservation Division, U.S. Geological Survey, and Department of Interior manual releases, bulletins, circulars, pamphlets, and public relations material.</p>	<p>Keep copies at minimum necessary for official reference use. Destroy when superseded, obsolete, or no longer needed for reference.</p>
101-08	<p><u>Publications of Other Government Agencies.</u> Copies of Congressional documents, OMB Circulars, Code of Federal Regulations, Federal Register, GSA publications, etc.</p>	<p>Destroy when superseded, obsolete, or in the case of bound volumes, when not needed for library purposes</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
101-09	<p><u>Non-Government Publications.</u> Publications of commercial firms, private institutions, and vendors, including catalogs, brochures, price lists, and similar publications.</p>	<p>Destroy when superseded or obsolete.</p>
101-10	<p><u>Library Materials.</u> Excess copies of books, pamphlets, journals, and similar materials.</p>	<p>Destroy when superseded, obsolete, or no longer needed for reference. Refer items of potential value to librarian for disposition.</p>
101-11	<p><u>Technical Reference Material.</u> Copies of reports, studies, special compilation of data, drawings, periodicals, clippings, etc., which are needed for reference and information purposes but are not made a part of official files. Prepared internally and externally.</p> <p>SECTION 2. GENERAL CORRESPONDENCE (SUBJECT) FILES</p> <p>The records described below consist of originals or copies of correspondence, reports, forms, and other materials of a general nature on a wide variety of subjects. These materials are arranged according to the Subject Classification System contained in Appendix II-A of this handbook.</p>	<p>Review at least annually. Destroy material of no further reference value.</p>
102-01	<p><u>"Mission" Correspondence Files.</u> Mission correspondence files document the functions and responsibilities for which an office is primarily responsible.</p> <p>a. Mission files created and maintained in offices whose primary function directly relates to Federal leasing programs, mineral resource evaluation and classification, maintenance of royalty accounts, or supervision of operations on mineral</p>	<p>Cut off at close of fiscal year. Transfer to FARC 3 years after cutoff. Destroy 30 years after cutoff.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
102-02	<p>leases.</p> <p>b. Mission files created and maintained in offices whose primary function involves administrative support activities such as personnel, procurement, property, transportation, travel, communications, and similar internal administrative management functions.</p> <p><u>"Non-Mission" Correspondence Files.</u> Non-mission correspondence files include correspondence, reports, forms, and other papers which are accumulated in an office but do not directly relate to the function or mission for which the office exists. They generally include: (1) copies of papers relating to subjects for which another office is responsible for documentation and (2) papers relating to routine internal management or general administration (i.e., "house-keeping" functions) of the office.</p>	<p>Cut off at close of fiscal year. Transfer to FARC 2 years after cutoff. Destroy 6 years after cutoff.</p> <p>Cut off at close of fiscal year. Destroy 2 years after cutoff.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p style="text-align: center;">CHAPTER 2. PLANNING AND MANAGEMENT RECORDS</p> <p>The records described in this chapter relate to the general management, planning, organization, and direction of Conservation Division field activities. They are created in the course of developing plans, policies, and programs; management surveys; management improvement functions; and paperwork management activities.</p> <p style="text-align: center;">SECTION 1. PROGRAM PLANNING AND MANAGEMENT</p> <p>201-01 <u>Management Objective Files.</u> Documents that accumulate from the process of establishing and reporting on short-, mid-, and long-range management objectives for regional and area offices. Includes, but is not limited to, directorial, divisional, and local monitored objectives. Papers reflect the establishment of schedules to accomplish objectives, reports on progress, major problems, and accomplishments in meeting the management objectives established by the plans, fact sheets, and related documents and correspondence.</p> <p>a. Office responsible for consolidation and submission of the plan to Conservation Division Headquarters.</p> <p>b. Contributing, commenting, or coordinating offices.</p> <p>201-02 <u>Management Survey Case Files.</u> Consist of staff studies or management improvement projects regarding</p>	<p>Cut off at close of fiscal year in which plan is superseded. Destroy 10 years after cutoff.</p> <p>Cut off at close of fiscal year in which plan is superseded. Destroy 2 years after cutoff or when no longer needed for reference, whichever is earlier.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p>analyses of administrative policies and procedures, manpower surveys, organization and methods studies, paperwork studies, work simplification and standardization studies, workload and work distribution analyses, and similar studies. Includes papers authorizing the project and describing its scope, purpose, and objectives; intermediate progress reports and correspondence; final survey report and documentation of actions taken as a direct result of the survey.</p> <p>a. Office conducting the survey or office sponsoring a contract to perform survey services.</p> <p>b. Offices surveyed.</p>	
201-03	<p><u>Management Survey Background Files.</u> Papers accumulated in the collection of data for or during a management survey or staff study. Includes notes, statistical data, feeder reports, working papers, copies of directives and local operating procedures, charts, personnel data and similar material collected for fact-finding or back-up purposes.</p>	<p>Cut off at close of fiscal year in which action is completed on survey. Destroy 10 years after cutoff.</p> <p>Destroy on completion of next comparable survey or when no longer needed for reference.</p> <p>Cut off at close of fiscal year in which survey is completed. Destroy when no longer needed for reference or 3 years after cutoff, whichever is earlier.</p>
201-04	<p><u>Management Statistical Hourly Report Files.</u> These files consist of computer printouts containing statistical data arranged by project number on employee hours and percent of hours spent in the various budgetary categories. This management information is used for comparison and decision-making in budget and manpower planning. Arranged chronologically by pay period.</p>	<p>Cut off at close of fiscal year. Destroy 2 years after cutoff or when no longer needed for reference, whichever is earlier.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
201-05	<p><u>Monthly/Annual Management Information Reports Files.</u> Papers created in the preparation, coordination, and consolidation of monthly and annual reports to Conservation Division headquarters. Reports include narrative information on program activities, personnel, and management activities in each region as well as statistical data, such as number of active leases, permits, lease sale activities, and inspection statistics.</p> <p>These files are maintained by the Regional Office or GM OCS Operations Office responsible for consolidation, publication, and submission of the report. other Conservation Division field offices maintain information copies of these reports as nonrecord reference material in accordance with item 101-07.</p> <p>a. Monthly reports.</p> <p>b. Annual reports.</p> <p style="text-align: center;">SECTION 2. PAPERWORK MANAGEMENT</p>	<p>Cut off at close of fiscal year in which report is issued. Destroy 3 years after cutoff.</p> <p>Cut off at close of fiscal year. Destroy 10 years after cutoff.</p>
202-01 <i>3/4 cu. ft. yr.</i>	<p><u>Local Internal Directives Record Set.</u> Consists of the official file copy of each formal policy and procedure issuance published by a field office of the Conservation Division. Includes supporting case file, if any, containing documents relating to the preparation, review, clearance, publications, and distribution of each internal directive. Arranged by type of directive and thereunder by directive identification. See item number 101-07 for sets of directives maintained for reference.</p>	<p><u>Permanent.</u> Place in inactive file when canceled or superseded. Cut off inactive files in 5-year blocks. If volume is sufficient (at least 1 cubic foot), retire to FARC 3 years after cutoff. Offer to the National Archives 20 years after cutoff.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
202-02 1 ca. A./yr.	<p>Conservation Division External Directives and Regulations Record Set. Consists of the official file copy of each external issuance published to provide policies and procedural instructions or direction for lessees, permittees, or operators. Includes all formal external issuances, such as OCS Regulations and Orders, Notices to Lessees and Operators, Geothermal Resource Orders, General Mining Orders, and Safety Alert Notices. This standard applies to the master set maintained by the regional or area office staff responsible for preparation or coordination of external directives. Arranged by directive type and thereunder by directive identification. See item number 101-07 for reference sets of external issuances maintained by other offices.</p>	<p>Permanent. Place in inactive file when canceled or superseded. Cut off inactive files in 5-year blocks. If volume is sufficient (at least 1 cubic foot), retire to FARC 3 years after cutoff. Offer to the National Archives 20 years after cutoff.</p>
202-03	<p>External Directives Development Case History Files. Documents relating to the utilization, preparation, review, clearance, publication, and distribution of Orders, Notices to Lessees, and Safety Alerts and revisions of Orders, Notices, and Safety Alerts. Includes a copy of each draft; material regarding clearance of and concurrence in draft directives and other coordinating actions; comments by outside organizations, lessees, permittees, and operators; and a copy of the final issuance. Maintained by issuing office. Arranged by type of issuance and thereunder by issuance identification.</p> <p>a. Orders and revisions to Orders.</p>	<p>Place in inactive file when Order is rescinded, superseded, or obsolete. Cut off inactive files in 5-year blocks. If volume is sufficient, retire to FARC 3 years after cutoff. Destroy 20 years after cutoff.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p>b. Notices to lessees.</p> <p>c. Safety Alerts.</p>	<p>Place in inactive file when Notice is rescinded, superseded, or obsolete. Cut off inactive files in 5-year blocks. If volume is sufficient, retire to FARC 3 years after cutoff. Destroy 10 years after cutoff.</p> <p>Place in inactive file when Safety Alert is rescinded, superseded, or obsolete. Cut off inactive files in 5-year blocks. Destroy 6 years after cutoff.</p>
202-04	<p><u>Regional Forms Development File.</u> Consists of copies of locally developed forms or revisions of forms and copies of USGS Form 9-1216, Request for USGS Forms Action, supporting data, local clearances, and the related procedures for use of the instituted or revised form. Maintained by the Paperwork Liaison Officer. Arranged by title of form.</p>	<p>Destroy upon notification of approval or rejection of form.</p>
202-05	<p><u>Reports Control Case Files.</u> Case files maintained for each locally required report created, canceled, or superseded. Included are documents which reflect actions taken in approving and controlling specific reports, copies of pertinent forms and directives, and related correspondence, evaluations, and similar type papers. Filed by title or reports control symbol.</p>	<p>Cut off at close of fiscal year in which report is discontinued. Destroy 2 years after cutoff.</p>
202-06	<p><u>Reports Control Record Cards.</u> Card files showing pertinent information about each locally required report such as dates initiated, approved, discontinued; frequency; office of primary interest; preparing element; specific recipients; and similar data. Filed by title or reports control symbol.</p>	<p>Cut off when report is discontinued, canceled, or superseded. Destroy 1 year after cutoff.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
202-07	<p>Records Retirement Lists. Papers maintained by the Regional Paperwork Management Officer, records liaison officers, and files custodians documenting the retirement of files to Federal Archives and Records Centers or similar storage areas. Included are Standard Forms 135 or similar lists and related papers.</p>	<p>Destroy after all records listed thereon have been destroyed or when no longer needed for reference.</p>
202-08	<p>Files Maintenance and Disposition Plans. Documents such as USGS Form 9-1933, Files Maintenance and Disposition Plan, which reflect file categories, disposal instructions, and other information about the files accumulated in individual file stations. This series is maintained by the Regional Paperwork Management Officer. Individual office file copies of USGS Form 9-1933 are maintained under item 101-01.</p>	<p>Destroy upon receipt of a revised plan or discontinuance of the plan.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p style="text-align: center;">CHAPTER 3. FINANCIAL MANAGEMENT RECORDS</p> <p>Records described in this chapter reflect the development and application of management control over all budgeting, dispersing, and internal accounting of Conservation Division field offices, excluding royalty accounting records described in chapters 16 and 26. They are for the most part retained copies of documents transmitted to or received from higher administrative levels including USGS, Administrative Division, Branch of Financial Management.</p> <p style="text-align: center;">SECTION 1. BUDGET AND FISCAL ACCOUNTING FILES</p>	
301-01	<p><u>Budget Development and Administrative Files.</u> Documents accumulated in the preparation of annual and long-range budget forecasts and estimates and financial programs submitted to higher administrative levels in Conservation Division for review, approval, and incorporation. Included are copies of budget estimates for each Conservation Division Regional Cost Center, project funding recommendations, analyses, supporting documents, and related papers. Arranged chronologically by fiscal year covered by budget program. These files are maintained by the staff office responsible for preparation and submission of consolidated regional cost estimates. Other offices should maintain materials of this type in non-mission subject files and destroy in accordance with item 102-02.</p>	<p>Cut off at close of fiscal year covered by budget program. Destroy 6 years after cutoff.</p>
301-02	<p><u>Monthly Budget Status Report Files.</u> Consist of USGS Financial Management System computer printouts not described elsewhere in this chapter. These reports furnish information on budget status by project</p>	<p>Cut off at close of fiscal year. Destroy 1 year after cutoff.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
301-03	<p>(account) number, object class, and fund for each regional cost center. Includes monthly status of projects by source of funding, monthly project data file detail listing and summary, and monthly object class summary. Arranged chronologically by month and thereunder by report number.</p> <p><u>Monthly Status of Available Funds Reports.</u> Consists of computer printouts listing in detail for each cost center all transactions which have entered into the financial system for each account number with cumulative totals to date by object class-sector. These reports are used for administrative control over obligation of funds, to determine unobligated balances available for obligation, to analyze and project rate of obligation, and to analyze obligations by object class. Arranged chronologically by month.</p> <p>a. End of Fiscal Year reports.</p> <p>b. All other reports.</p>	<p>Cut off at close of fiscal year. Destroy 2 years after cutoff.</p> <p>Cut off at close of fiscal year. Destroy 1 year after cutoff.</p>
301-04	<p><u>Obligation Registers.</u> Consists of informal registers, such as USGS Form 9-810, listing formal obligating documents (e.g., purchase orders) and expenditure documents (e.g., travel vouchers) maintained to confirm postings on official records. Arranged by month and thereunder by cost center, account number, and date.</p>	<p>Destroy when register has served its purpose as an informal register to confirm posting to the official records, i.e., when all documents listed on the register sheet have appeared on the Monthly Status of Available Funds and have been checked as posted and/or paid.</p>
301-05	<p><u>Accrued Expenditure Reports.</u> Consists of monthly reports such as USGS Form 9-803 used to temporarily record accrued expenditures through the end of the</p>	<p>Cut off at close of fiscal year. Destroy 1 year after cutoff.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
301-06	<p>accounting period. Arranged chronologically by month and thereunder by cost center.</p> <p><u>Fund Accounting Adjustment Files.</u> Documents accumulated in monitoring and coordinating the status of funds used to finance regional operations. Includes retained copies of journal vouchers (USGS Form 9-1546) and related papers submitted to Branch of Financial Management to adjust fiscal records (except payroll) erroneously reported or recorded. Arranged chronologically by period of account.</p>	<p>Cut off at close of fiscal year. Destroy 3 years after cutoff.</p>
302-01	<p style="text-align: center;">SECTION 2. PAYROLL FILES</p> <p><u>Employee Time Reporting Worksheet Files.</u> Coding sheets prepared by employees showing time, attendance, and leave data to be charged against project account numbers for the overall USGS financial management system. Arranged by pay period and thereunder by cost center and employee name.</p> <p>a. Copies used to verify and correct entries on payroll distribution printouts and to collect data for statistical reports.</p> <p>b. Copies used to verify and complete time and attendance reports.</p> <p>c. Employee copies.</p>	<p>Cut off at close of fiscal year. Destroy 2 years after cutoff.</p> <p>Cut off at end of pay period. Destroy 6 months after cutoff.</p> <p>Destroy when no longer needed for reference.</p>
302-02	<p><u>Time and Attendance Reports.</u> These are duplicate copies of time and attendance reports such as USGS Form 9-1800 maintained by time and attendance clerks for local reference. Originals are forwarded</p>	<p>Cut off at end of pay period. Destroy 1 year after cutoff.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
302-03	<p>to the Branch of Financial Management for payroll preparation. Arranged chronologically by pay period.</p> <p><u>Pay Differential Approval and Authorization Files.</u> Copies of requests for overtime, holiday, and hazardous duty pay submitted to and approved by Branch of Financial Management and similar or related papers. Arranged by cost center.</p>	<p>Cut off at close of fiscal year. Destroy 1 year after cutoff.</p>
302-04	<p><u>Payroll Distribution Reports.</u> These files consist of computer printouts for each pay period for each cost center arranged by employee account number. Includes employee name, leave record, pay information, deductions, year-to-date totals, and similar information. Arranged chronologically by pay period.</p>	<p>Cut off when printout for succeeding pay period is received. Destroy 1 year after cutoff providing any differences have been reconciled.</p>
302-05	<p><u>Payroll Adjustment and Change Files.</u> Consists of retained copies of documents forwarded to Branch of Financial Management to correct, change, or make additions to records reflected in payroll printouts. Includes copies of journal vouchers and annotated printouts prepared to transfer salaries and related charges from undistributed payroll account; copies of accounting distribution change worksheets prepared to add or change employee account number; related correspondence regarding discrepancies in leave balances, salary checks, deductions, etc. Arranged chronologically by pay period.</p>	<p>Cut off at close of fiscal year. Destroy 2 years after cutoff.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p>CHAPTER 4. GENERAL ADMINISTRATIVE SUPPORT RECORDS</p> <p>The records described below relate to administrative support services including communications, printing and duplicating, buildings management and security, and travel and transportation services. These records are usually generated in the performance and coordination of administrative service operations and activities at the regional and area office levels.</p> <p>SECTION 1. COMMUNICATIONS FILES</p>	
401-01	<p><u>Telephone Directory Files.</u> Correspondence, forms, and other records relating to the compilation of telephone listings and directories. Includes copy of each directory. Arranged chronologically by date of issuance.</p>	<p>Destroy 3 months after issuance of superseding listing.</p>
401-02	<p><u>Postal Records.</u> Consist of U.S. Postal Service forms and supporting papers such as receipts for registered and certified mail, insured mail, special delivery receipts and forms; reports of loss, and similar types of documents. Arranged chronologically.</p>	<p>Cut off at close of fiscal year. Destroy 1 year after cutoff.</p>
402-01	<p>SECTION 2. PRINTING, REPRODUCTION AND DISTRIBUTION FILES</p> <p><u>Printing and Reproduction Requisition Files.</u> Includes printing procurement unit copies of requisition, specifications, delivery receipt, and related papers. Arranged by requisition number. See item 502-03 regarding records relating to contracted printing and duplicating jobs.</p>	<p>Cut off at close of fiscal year in which requisition is completed or canceled. Destroy 1 year after cutoff.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
402-02	<u>Mailing Lists and Related Material.</u> Consists of a copy of each mailing list and correspondence, request forms, and other records relating to changes in mailing lists.	Destroy after appropriate revision of mailing list.
402-03	<u>Office Copying Equipment Production and Cost Files.</u> Consists of retained copies of production records or reports and cost records (including rental, repair, maintenance, and supply costs) submitted to higher administrative levels. Includes USGS Form 9-1892, Record of Rented Copier Costs, meter cards, and similar or related documents.	Cut off at close of fiscal year. Destroy 2 years after cutoff.
SECTION 3. BUILDINGS, GROUNDS, AND SPACE MANAGEMENT FILES		
403-01	<u>Space Allocation and Utilization Files.</u> Copies of requests for space, record of assignments, reports on requirements or holdings, records used for internal space planning, requests for adjustments, space layouts and floor plans, and related data. Arranged by building location.	Cut off at close of fiscal year in which assignment is terminated, lease canceled, or when plans are superseded or become obsolete. Destroy 2 years after cutoff.
403-02	<u>Building Maintenance and Service Files.</u> Papers relating to the general administration of buildings and grounds maintenance and services. Includes records regarding installation and placement of electrical outlets and communications equipment, issuance of room keys, furniture moving, painting, air conditioning and plumbing services, custodial services, etc. Arranged by building location.	Cut off at close of fiscal year. Destroy 2 years after cutoff or when purpose has been served, whichever is earlier.
SECTION 4. SECURITY FILES		
404-01	<u>Visitor Control Files.</u> Registers or logs used to record names of visitors, such as outside contractors,	Cut off at close of fiscal year or after final entry in register as

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	service personnel, vendors' representatives, and other visitors.	appropriate. Destroy 2 years after cutoff.
404-02	<u>Identification Credentials.</u> Includes buildings and visitor passes, employee identification cards, applications, listings, and similar records.	Destroy 3 months after return of credentials to issuing office.
	SECTION 5. TRAVEL AND PASSENGER TRANSPORTATION FILES	
405-01	<u>Travel Authorization Controls.</u> Registers, log sheets, or similar control documents created to control and record the assignment of document numbers to employee travel authorizations.	Cut off at close of fiscal year in which final entries are made on all authorizations entered for that year. Destroy 3 years after cutoff.
405-02	<u>Travel (Employee) Files.</u> Documents concerning official travel of individual employees. Includes copies of employee requests for travel, training, and/or attendance at meetings; travel authorizations; training authorizations involving travel; travel vouchers; justifications for advance of funds; and similar or related papers. Arranged alphabetically by employee name. These files are maintained for administrative purposes by unit responsible for providing travel services. Employee travel files in other offices should be maintained with the non-mission subject files and destroyed in accordance with item 102-02.	Cut off at close of fiscal year. Destroy 3 years after cutoff.
405-03	<u>Transportation Request Accountability Controls.</u> Registers or sheets documenting the issue or receipt of Government Transportation Requests.	Destroy 1 year after all entries on the register are cleared.
405-04	<u>Passenger Transportation (Carrier) Records.</u> Copies of documents reflecting payments to carriers, consisting of memorandum copies of vouchers (SF 1171A), duplicate	Cut off at close of fiscal year. Destroy 3 years after cutoff.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p>copies of transportation requests (SF 1169), and related supporting documents. Does not include documents associated with contracts for helicopter transportation (see item 503-02).</p> <p>SECTION 6. FREIGHT TRANSPORTATION FILES</p> <p>Documents accumulated in the shipment of office supplies, records, furniture, equipment, and household effects maintained by unit responsible for arranging for freight transportation.</p>	
406-01	<p><u>Bills of Lading Register Files.</u> Log sheets or registers used to account for Government Bills of Lading.</p>	<p>Cut off after final entry on register. Destroy 3 years after cutoff.</p>
406-02	<p><u>Bills of Lading Files.</u> Government and commercial bills of lading and supporting papers.</p> <p>a. Issuing office copy.</p> <p>b. All other copies.</p>	<p>Cut off at close of fiscal year. Destroy 3 years after cutoff.</p> <p>Cut off at close of fiscal year. Destroy 1 year after cutoff.</p>
406-03	<p><u>Freight Claims Files.</u> Over, short, and damage reports or similar records and supporting data.</p>	<p>Cut off at close of fiscal year in which claim is settled. Destroy 2 years after cutoff.</p>
	<p>SECTION 7. MOTOR VEHICLES FILES</p> <p>The documents described below are accumulated in leasing vehicles from GSA and in managing the use of Survey-owned vehicles.</p>	
407-01	<p><u>Leased Vehicle Assignments.</u> Agency's copy of GSA 1152, Motor Vehicle Assignment Receipt, requests to</p>	<p>Cut off at close of fiscal year in which vehicle is returned to GSA.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	GSA for assigned vehicles, and related papers and correspondence.	Destroy 1 year after cutoff.
407-02	<u>Vehicle Daily Use Files.</u> Requests for motor vehicle, daily dispatch logs, vehicle use documents, requests for overnight storage of motor vehicles, and similar or related papers.	Cut off monthly. Destroy 3 months after cutoff.
407-03	<u>Motor Vehicle Accident Reports.</u> Records relating to motor vehicle accidents.	Cut off at close of fiscal year in which case is closed. Destroy 6 years after cutoff.
407-04	<u>Motor Vehicle History Records.</u> Documents reflecting historic information on each Survey vehicle from acquisition to disposal. Included are procurement requests and justifications, purchase orders, repair/maintenance invoices, license plate issuance, special equipment capability, daily trip logs, and similar information.	Cut off at close of fiscal year in which vehicle is transferred or otherwise disposed of. Destroy 1 year after cutoff.
407-05	<u>Vehicle Release and Transfer File.</u> Papers relating to transfer of vehicles within the agency or out of the Department of Interior. Includes transfer voucher, vehicle history, and related papers.	Cut off at close of fiscal year in which vehicle is transferred or otherwise disposed of. Destroy 1 year after cutoff.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p data-bbox="389 258 1116 324">CHAPTER 5. PROCUREMENT, SUPPLY, AND PERSONAL PROPERTY MANAGEMENT RECORDS</p> <p data-bbox="338 355 1217 848">The records described in this chapter pertain to the procurement of supplies, equipment, and services; related supply matters; and the management, distribution, transfer, and disposal of personal property. Includes purchase orders for small purchases issued at regional or area level; requisitions or requests for contract action by USGS Administrative Division, Branch of Contracts; supply requisitions; property inventory and control records. These records are primarily copies of documents retained by regional or area administrative offices for administrative control and local reference. Originals and other copies are forwarded for posting to or maintenance in official purchasing, accounting, and property control records.</p> <p data-bbox="586 879 895 910">SECTION 1. GENERAL</p>	
501-01	<p data-bbox="344 948 1205 1110"><u>Vendor Reference Materials.</u> Documents listing supplies and services offered by vendors. Includes catalogs, brochures, pamphlets, mailing lists, and similar materials. Arranged alphabetically by vendor name.</p>	<p data-bbox="1266 940 1755 1033">Destroy when superseded, obsolete, or no longer needed for reference.</p>
501-02	<p data-bbox="344 1141 1205 1310"><u>Equipment Technical Manuals and Operating Instructions.</u> Includes parts lists, installation and maintenance instructions for various items of equipment that are owned by Conservation Division. Arranged by type of equipment or vendor name.</p>	<p data-bbox="1266 1133 1776 1233">Destroy when superseded, obsolete, or when related equipment is disposed of.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p style="text-align: center;">SECTION 2. PURCHASE TRANSACTION FILES</p> <p>The records described below relate to the initiation, obligation, administration, delivery, receipt, verification, and certification for payment of purchase transactions for equipment, supplies, and services. These files are maintained by the Regional or Area Administrative Officer. Copies of these documents in other offices will be maintained in the non-mission subject files and destroyed in accordance with item 102-02.</p>	
502-01	<p><u>Procurement Registers.</u> Registers or logs maintained to record and control the assignment of numbers to purchase orders, requisitions, job orders, printing requisitions, amendments, and similar type documents and to record other data relative to processing of procurement actions.</p>	<p>Maintain on fiscal year basis. Cut off upon termination of final entry for the fiscal year. Destroy 3 years after cutoff.</p>
502-02	<p><u>Purchase Transaction Document Index File.</u> Consists of extra copies of purchase orders, requisitions, and similar type documents used as a cross reference to documents in purchase transaction files. Arranged alphabetically or numerically as appropriate.</p>	<p>Cut off at close of fiscal year in which related transaction is completed. Destroy 3 years after cutoff or when no longer needed for reference, whichever is earlier.</p>
502-03	<p><u>Purchase Orders or Comparable Instruments for Amounts within the Small Purchases Limitation (Administrative Copies.</u> Consists of documents relating to the procurement of equipment, supplies, and services within procurement authority delegated to Conservation Division officials; i.e., purchases within the Small Purchase Limitation. In addition to the purchase documents (such as USGS Form 9-1134 or SF 147), includes initiating requisition (such as Form DI-1), quotations for purchases from commercial sources, justifications, receipt documents, copies of bills of</p>	<p>Place in inactive file when transaction is completed. Cut off inactive file at close of fiscal year. Destroy 3 years after cutoff.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
502-04	<p>loading or invoices, and supporting or related papers and correspondence. Arranged by type of purchase order; i.e., one-time purchases or "blanket" purchases, and thereunder by purchase order number.</p> <p><u>Requisitions for Purchases in Excess of Small Purchases Limitation (Administrative Copies.)</u> Consists of administrative copies of documents submitted to Branch of Contracts or regional Administrative Division for procurement action. Includes Form DI-1, Requisition, or equivalent; justifications; and other supporting papers; may also include a copy of the resulting purchase order/contract. Arranged by requisition number. Does not include copies of these documents found in contract proposal case files (item 503-01) or contract monitoring case files (item 503-02).</p>	<p>Cut off at close of fiscal year in which requisition is completed or canceled. Destroy 3 years after cutoff.</p>
502-05	<p><u>Certified Invoice Files.</u> Consists of documents related to small purchases for which no purchase order has been written. Includes copy of authorization letter, invoices, receipts, and all supporting papers used to verify that goods or services were received. Arranged alphabetically by vendor name.</p>	<p>Cut off at close of fiscal year. Destroy 3 years after cutoff.</p>
502-06	<p><u>Recurring Services Invoice Files.</u> Consists of retained copies of paid monthly invoices, primarily from GSA, for recurring services such as motor pool services, GSA self-service store purchases, telecommunications and commercial telephone services, and printing and duplicating services performed by the GSA centralized printing facility. Includes copies of invoices; vouchers, such as SF 1080; and schedules, such as GSA Schedule 789; and related</p>	<p>Cut off at close of fiscal year. Destroy 3 years after cutoff.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
503-01	<p>receipts and other papers used in verifying invoices/ vouchers for certification. Arranged by type of service and thereunder by billing period.</p> <p>SECTION 3. CONTRACT/GRANT ADMINISTRATION RECORDS</p> <p>Records described below relate to the initiation and monitoring at the sponsoring office level of contracts, interagency agreements, and grants awarded by Branch of Contracts to support Conservation Division programs. Includes, but is not limited to, helicopter transportation contracts, drilling program contracts, and research grants.</p> <p><u>Contract/Grant Proposal Case Files.</u> Documents accumulated by sponsoring offices in requesting contract/ grant action at higher administrative levels and reviewing and recommending action on prospective contractor/grantee proposals. Included are copies of technical specifications; contractor/grantee proposals; evaluation papers, notes, and technical reviews; recommendation for award or denial; may also include sole source justification; and related papers and correspondence.</p> <p>a. Declined applications or proposals.</p> <p>b. Successful applications or proposals.</p>	<p>Cut off at close of fiscal year in which denied. Destroy 2 years after cutoff.</p> <p>Place in contract/grant monitoring files at time of award.</p>
503-02	<p><u>Contract/Grant Monitoring Case Files.</u> Working files maintained by offices or project monitors responsible for administering U.S. Geological Survey contracts, interagency agreements, and grants to support the</p>	

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
504-01	<p>Conservation Division programs. Includes, but is not limited to, contracts for helicopter transportation, radio communications, geophysical data, and exploratory drilling and research grants. Case papers include duplicate copies of documents found in the official contract, interagency agreement, or grant case file maintained by Branch of Contracts. Also included are additional backup materials such as notes and working papers concerning contractor/grantee activities; evaluation of contractor/grantee proposals; submissions, and progress and technical reports; and routine communications pertaining to administering the individual contract, interagency agreement, or grant.</p> <p>a. Copy maintained by technical project monitor in the Office of the Conservation Manager or Area Offices.</p> <p>b. Accounts maintenance copy.</p> <p>c. All other copies.</p> <p>SECTION 4. SUPPLY AND PROPERTY MANAGEMENT RECORDS</p> <p><u>FEDSTRIP Requisition Files.</u> Includes copies of requisitions, such as GSA Form 344, and related documents showing evidence of issue, delivery, and receipt of equipment and supplies. Arranged by Julian date.</p>	<p>Cut off at close of fiscal year in which contract is completed. Destroy 3 years after cutoff.</p> <p>Cut off at close of fiscal year in which contract is completed. Destroy 3 years after cutoff.</p> <p>Destroy upon termination or completion.</p> <p>Cut off upon completion or cancellation of requisition. Destroy 6 months after cutoff.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
504-02	<p><u>Publications or Forms Requisition Files.</u> Includes copies of Forms DI-1, transfer requests, and related documents accumulated in the process of requisitioning publications and accountable and nonaccountable blank forms from U.S. Geological Survey or Department of Interior stock. Arranged by requisition number.</p>	<p>Cut off upon completion or cancellation of requisition. Destroy 6 months after cutoff.</p>
504-03	<p><u>Supply Room Receiving Files.</u> Documents reflecting receipt of shipments of supplies and equipment by Conservation Division field office supply rooms. Includes freight bills, packing slips, and supply room copies of purchase orders or requisitions.</p>	<p>Cut off when shipment is received. Destroy 3 months after cutoff.</p>
504-04	<p><u>Supply Room Requests.</u> Consists of requisitions or requests for supplies and equipment from supply rooms.</p> <p>a. Supply room copy.</p> <p>b. All other copies.</p>	<p>Cut off at close of fiscal year in which request is completed or cancelled. Destroy 2 years after cutoff.</p> <p>Cut off monthly. Destroy 6 months after cutoff.</p>
504-05	<p><u>Publication or Forms Stock Record Files.</u> Publication and blank forms stock records maintained to reflect the status of supply of directives, publications, and blank forms.</p>	<p>Destroy on supersession, recision, or obsolescence of related item or when card or register is filled, whichever is sooner.</p>
504-06	<p><u>Inventory Control Card Files.</u> Consists of inventory control card files used for property control and maintenance. Cards customarily include a description of the property, identifying numbers, and the location. Arranged by location, item, or other identification as appropriate.</p>	<p>Place in inactive file upon disposition or transfer of property. Cut off at close of fiscal year. Destroy 2 years after cutoff.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
504-07	<u>Office Machine Locator File.</u> Card file showing date of receipt, description, serial number, and location. These cards are used in arranging for office machine maintenance and repair. Arranged by type of machine.	Destroy card on disposition of all listed items.
504-08	<u>Controlled Property Inventory Listings.</u> Consists of computer printouts and physical inventory documents pertaining to controlled personal property. Includes retained copy of annual inventory of controlled property listed by name of responsible employee showing item survey identification number, value, etc., and employee signature.	Cut off after next annual listing or next complete physical inventory is taken, reconciled, and approved. Destroy 1 year after cutoff.
504-09	<u>Employee Property Issue Cards.</u> Consists of property cards covering all controlled property in the custody of Division employees. Cards are used to document property and equipment charged out to employees. Arranged alphabetically by employee name.	Destroy on return, transfer, or disposition of item.
504-10	<u>Controlled Property Accountability Files.</u> Documents accumulated in controlling and accounting for non-expendable personal property. Includes retained copies of papers which document the acquisition, assignment, transfer, and disposition of controlled property such as Survey Forms 9-064, Property Transfer Request; 9-065, Property File Data Input; and 9-066, Report of Property Survey. Arranged by property identification number.	Place in inactive file upon transfer or disposition of item. Cut off inactive file at close of fiscal year. Destroy 2 years after cutoff.
504-11	<u>Excess Personal Property Files.</u> Reports of excess personal property such as SF 120 and related papers.	Cut off at close of fiscal year. Destroy 3 years after cutoff.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
601-01	<p data-bbox="451 271 1096 301">CHAPTER 6. PERSONNEL MANAGEMENT RECORDS</p> <p data-bbox="338 337 1195 497">The records described below pertain to the personnel management function. They are for the most part convenience files consisting of duplicate copies of documents maintained by formally organized USGS personnel offices.</p> <p data-bbox="405 529 1096 560">SECTION 1. GENERAL PERSONNEL PROGRAM FILES</p> <p data-bbox="338 595 1211 1079"><u>Operating Office Personnel Records.</u> Unofficial work folders maintained by supervisors or administrative officers having personnel management responsibilities; e.g., authority to request or take a personnel action, such as recruitment, promotion, evaluation, or disciplinary action. Consists of information and correspondence pertaining to requests or plans for changes in assignment, resume of pertinent experience and education, performance appraisals, training or career development plans, and other records of this type which are necessary to perform officially required personnel management function. Does NOT include duplicates of papers in official personnel files such as notifications of personnel action and SF-71, Personal Qualifications Statement.</p>	<p data-bbox="1257 591 1715 976">Review files periodically to destroy documents which have been superseded or are no longer applicable. Upon transfer of employee within USGS, forward to gaining office. Upon separation or transfer outside USGS, forward to the appropriate personnel office for possible inclusion with the official personnel file.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
601-02	<u>Employee Record Cards.</u> Cards, such as SF 7B, maintained for ready reference which show jobs, grades, and similar information relating to an individual's employment. Arranged alphabetically by employee name.	Destroy on transfer or separation of employee. EXCEPT: Cards for employees transferred within USGS will be forwarded to the gaining office.
601-03	<u>Employee Locator Files.</u> Consists of information such as: name, social security number, current residence address, emergency locator information, office address, and telephone numbers.	Destroy when superseded or obsolete.
601-04	<u>Personnel Actions Report Files.</u> These files consist of monthly computer listings of personnel actions processed for each regional cost center.	Cut off monthly. Destroy when no longer needed for reference or 1 year after cutoff, whichever is earlier.
601-05	<u>Motor Vehicle Operator Files.</u> Consist of documents relating to individual employee operation of Government owned vehicles. Includes driver tests, authorization to use, safe driving awards, and related correspondence. Arranged alphabetically by employee name.	Cut off at close of fiscal year in which operator is separated or transferred or when authorization to operate Government vehicle is rescinded. Destroy 3 years after cutoff.
SECTION 2. EMPLOYMENT, PERFORMANCE, AND CLASSIFICATION FILES		
602-01	<u>CSC Certificates.</u> Documents accumulated in obtaining from the Civil Service Commission lists of certificates of eligibles from established registers and reporting on action taken on certificates. Included are copies of requests for certification, certificates of eligibles, statements of reasons for passing eligibles, and related papers.	Cut off at close of fiscal year. Destroy 2 years after cutoff.
602-02	<u>Applications for Employment.</u> Documents accumulated in receiving applications, conducting interviews, checking references, making selections, and requesting placement	

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
602-03	<p>of applicants qualified and available for employment or determining that an applicant is not qualified, declines, or will not be selected for other reasons. Included are applications, qualification rating sheets, applicant referrals for interviews, and related papers.</p> <p>a. Successful applications.</p> <p>b. Pending or unsuccessful applications.</p> <p><u>Appointment Files.</u> Correspondence, letters, and telegrams offering appointments to potential employees.</p> <p>a. Accepted appointments.</p> <p>b. Offers of appointments declined by individuals whose names were received from CSC certificates of eligibles.</p> <p>c. All other appointments declined.</p>	<p>Forward application for inclusion in official personnel folder.</p> <p>Cut off at close of fiscal year. Destroy 1 year after cutoff.</p> <p>File in unofficial personnel folder and destroy in accordance with item 601-01.</p> <p>Return to CSC with reply and application.</p> <p>File inside application and destroy in accordance with item 602-02b.</p>
602-04	<p><u>Promotion Plan Announcement Files.</u> Copies of promotion plan position vacancy notices maintained by administrative unit.</p>	<p>Destroy 3 months after announcement closes or is canceled or superseded. Except that announcements which may be of continuing value may be retained as nonrecord reference material.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
602-05	<u>Certificates of Performance Rating.</u> Retained copies of certifications by each supervisor that employees have been rated and the rating discussed with them.	Cut off at close of fiscal year. Destroy 2 years after cutoff.
602-06	<u>Certificates of Within Grade Increases.</u> Retained copies of certified computer printouts and related transmittal letters.	Cut off at close of fiscal year. Destroy 2 years after cutoff.
602-07	<u>Position Description Files.</u> Duplicates of documents maintained in USGS personnel offices which describe duties, responsibilities, and supervisory relationships of each position within the organization. These include copies of position descriptions and amendments, certifications, checklists or fill-in descriptions, multiple or standard descriptions, and related papers.	Destroy when description is superseded or position is abolished. Except that descriptions which may be of continuing value may be retained as nonrecord reference material.
SECTION 3. TRAINING FILES		
603-01	<u>Training Authorization Controls.</u> Registers, log sheets, or similar control documents created to control and record the assignment of document numbers to employee training authorizations.	Cut off at close of fiscal year. Destroy 2 years after cutoff.
603-02	<u>Training Record Card Files.</u> Training achievement records and cards showing training history of individual employees. Arranged alphabetically by employee name.	Destroy individual record card upon separation or transfer of employee.
603-03	<u>Training Reports.</u> Documents reflecting proposed and actual training progress and accomplishments. Includes monthly reports of projected status of training, reports of accomplished training, computer listings and reports of individual employee training, and related papers. Arranged by title of report.	Cut off at close of fiscal year. Destroy 2 years after cutoff.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
604-01	<p style="text-align: center;">SECTION 4. LABOR MANAGEMENT RELATIONS FILES</p> <p><u>Labor Relations Reference Files.</u> Includes basic directives and regulations issued by the Departments of Labor and Interior, USGS, and CSC; information copies of decisions and interpretations of agency position related to Executive Order 11491, as amended, and local and national union newsletters and publications.</p>	<p>Destroy when superseded, obsolete, or no longer needed for reference.</p>
	<p>604-02</p> <p><u>Labor Organization Recognition Files.</u> Documents relating to receiving requests for, granting, or denying recognition of labor organizations. Includes petitions for recognition, election plans, lists of employees eligible to vote and participate, certifications of election results, letters of recognition, denials or withdrawals of recognition, and related or similar papers.</p> <p>a. Recognized organizations.</p> <p>b. Other organizations.</p>	<p>Cut off at close of fiscal year after termination of recognition. Hold 2 years and transfer to FARC provided volume is sufficient (at least 1 cubic foot). Destroy 10 years after cutoff. EXCEPT: If recognition is terminated and then renewed before the 10 year retention period expires, bring documents forward to current file.</p> <p>Cut off at close of fiscal year after final decision on withdrawal or denial of recognition. Destroy 10 years after cutoff.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
604-03	<p><u>Labor Negotiation and Consultation Files.</u> Documents relating to contract negotiations and consultations between regional elements and labor organizations. Includes basic, mid-term, renewal, and supplemental contract proposals and counterproposals; Federal Mediation and Conciliation Service and Federal Service Impasses Panel correspondence and position papers; negotiation attendance records, minutes, and transcripts; draft and approved agreements; minutes of advisory committee meetings and special consultation meetings; and related or similar documents.</p>	<p>Cut off at close of fiscal year after termination of recognition. Hold 2 years and transfer to FARC provided volume is sufficient (at least 1 cubic foot). Destroy 10 years after cutoff. EXCEPT: If recognition is terminated and then renewed before the 10 year retention period expires, bring documents forward to current file.</p>
604-04	<p><u>Complaints and Grievances Case Files.</u> Documents created in dealing with and resolving labor contract grievances and complaints of unfair labor practices. Includes copies of grievances or complaints, appointment of examiners or arbitrators, transcripts of hearings, depositions, records of arbitrators' or Administrative Law Judges' final decisions, and related papers and correspondence.</p>	<p>Cut off at close of fiscal year in which final decision is made. Destroy 7 years after cutoff.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
701-01	<p style="text-align: center;">CHAPTER 7. INFORMATION SERVICES AND PUBLIC RELATIONS RECORDS</p> <p>The files described below pertain to the information and public and Congressional relations activities of Conservation Division field elements. Included are Congressional investigations, newspaper clippings, speeches and presentations, technical and informational publications, library control records, records maintained for public inspection under the Freedom of Information Act, and legal and legislative records. Routine requests for information or publications are maintained in a transitory correspondence file and destroyed in accordance with item 101-05.</p> <p style="text-align: center;">SECTION 1. CONGRESSIONAL RELATIONS RECORDS</p> <p><u>Congressional Committee Investigation Files.</u> Documents accumulated as a result of investigations and studies of Conservation Division field office activities by Congressional committees. Included are papers relating to the conduct of the investigation, information on the activities of investigating committees, analyses of committee reports, committee recommendations, and USGS replies.</p>	<p>Place in inactive file when investigation is closed. Cut off inactive file at close of fiscal year. Destroy 10 years after cutoff.</p> <p>EXCEPTIONS: (1) Papers on investigations which require extensive research projects or special geologic, geophysical, and engineering studies should be filed in the project or study case file and destroyed in accordance with specific disposal instructions provided for that type of study or project in these schedules.</p> <p>(2) Routine correspondence, reports, and other papers accumulated in the course of preparing input for replies to</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p style="text-align: center;">SECTION 2. INFORMATIONAL PUBLICATION AND PROMOTION RECORDS</p>	<p>routine Congressional inquiries should be filed in the subject correspondence files and destroyed in accordance with the instructions in Section 102 of these schedules.</p>
702-01	<p><u>Morgue Files.</u> Newspaper, magazine, and press service teletype clippings regarding Conservation Division programs, activities, and personnel. Arranged chronologically by month.</p>	<p>Cut off monthly. Destroy 3 months after cutoff.</p>
702-02 <i>1 cu. ft./ yr.</i>	<p><u>Informational Publications Master Files.</u> Consists of the official file copy of each booklet, pamphlet, poster, monograph, monthly and annual report, employee newsletter, or other issuance primarily of an informational character. Includes publications for internal agency use and publications for promotional or external use. Official file copy is maintained by the office responsible for preparation and issuance or the office requiring contractor preparation. Publications in this file will be distinctly marked "Record Set" and will not be charged out.</p> <p>See Item 101-07 for reference sets of publications maintained outside the originating office. See Items 202-01 through 202-02 for the local directives record set. See Section 706 for scientific and technical publications records.</p> <p style="text-align: center;">SECTION 3. ART, GRAPHICS, AND PHOTOGRAPH FILES</p>	<p><u>Permanent.</u> Cut off when publication is superseded, canceled, or 3 years after issuance, whichever is earlier. Retire to FARC 3 years after cutoff provided there is sufficient volume (at least one cubic foot). Offer to the National Archives 20 years after cutoff.</p>
703-01	<p><u>Visuals, Exhibits, Art, and Graphic Files.</u> Original art work, illustrations, slides, charts, graphics,</p>	<p>Destroy on printing of publication, after presentation, or when no</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
<p>703-02</p> <p><i>1/4 cu. ft. / yr.</i></p> <p><i>vol. not available; none yet created</i></p> <p><i>vol. not available; none yet created</i></p>	<p>acetates, negatives, and other visual aids.</p> <p><u>Video Recording and Motion Picture Files.</u> Files consist of motion pictures and video tapes produced by or sponsored by Conservation Division regional activities and used for promotional, educational, and informational purposes.</p> <p>a. <u>Video recordings.</u> The original recording or the earliest generation of each recording or a kine-scope of the recording.</p> <p>b. <u>Motion pictures.</u> Files produced or sponsored by regional activities: the original negative or color original plus separate optical sound track, an intermediate master positive or duplicate negative plus optical sound track, and a sound projection print for each motion picture.</p> <p>c. <u>Additional duplicate recordings of 'a' and additional duplicate prints of 'b'.</u></p> <p>d. <u>Finding aids and production documentation.</u> Existing finding aids such as data sheets, shot lists, catalogs, indexes, and other textual documentation necessary for the proper identification, retrieval and use of the video recordings and motion pictures as well as production case files or similar files which include copies of production contracts, scripts, or other documentation bearing on the origin, acquisition, release, or ownership of the production.</p>	<p>longer usable, except that artwork of continuing usefulness may be retained as nonrecord material until no longer needed.</p> <p><u>Permanent.</u> Offer to NARS when 5 years old or when no longer needed whichever occurs first.</p> <p><u>Permanent.</u> Offer to NARS when 5 years old or when no longer needed whichever occurs first.</p> <p>Destroy when 5 years old or when no longer needed, whichever occurs first.</p> <p><u>Permanent.</u> Offer to NARS in accordance with instructions governing the disposition of the related production.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
703-03 <i>1 ca. A./ yr.</i>	<p><u>Photograph Files.</u> The original negative and a captioned print for each black and white image and the original color transparency or color negative, a captioned print, and an internegative (if one exists) for each color image.</p> <p>a. Photographs of significant agency officials and other individuals and photographs resulting from significant agency program responsibilities which constitute evidence of the organization, functions, policy development, decisions, procedures, operations, or other activities.</p> <p>b. Photographs made to serve a temporary purpose but not having sufficient value to justify continued retention. Includes but is not limited to photos reproduced in technical reports which are meaningless without the report; duplicate and extra copies; and photographs of local interest only.</p> <p style="text-align: center;">SECTION 4. TECHNICAL LIBRARY RECORDS</p>	<p><u>Permanent.</u> Cut off file every 5 years at the close of the fiscal year and offer to NARS 5 years after cutoff.</p> <p>Destroy when purpose is served or no longer needed for reference.</p>
704-01	<p><u>Library Catalog Cards and Shelf Lists.</u> Cards, lists, and similar documents showing author, titles, cross-references, subject, and location of items on shelves.</p>	<p>Destroy when related items have been permanently removed from the library.</p>
704-02	<p><u>Library Item Procurement Files.</u> Documents accumulated by the librarian in reviewing, approving, and controlling the procurement of books, periodicals, and other publications for library and reference purposes. Includes copies of subscription documents, duplicate copies of purchase orders and invoices, and similar or related papers.</p>	<p>Cut off at close of fiscal year in which procurement action is completed or canceled. Destroy 2 years after cutoff.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
705-01	<p style="text-align: center;">SECTION 5. PUBLIC INFORMATION RECORDS</p> <p>The records described in this section are accumulated and maintained in separate collections specifically for public inspection in accordance with local directives, the Freedom of Information Act, and related laws and regulations regarding public access to government records. These regulations and orders, such as Gulf of Mexico OCS Order 12, provide that certain information on active leases and wells, geological and geophysical data on expired leases, accident investigations, pollution, and enforcement action reports, and mining development plans be available to the public. Selected proprietary information has been deleted from these records as allowed by the regulations and the Freedom of Information Act.</p> <p>The disposal criteria given below for records pertaining to leases and wells apply ONLY TO THE COPIES OF THESE DOCUMENTS MAINTAINED SPECIFICALLY FOR PUBLIC INSPECTION.</p> <p><u>Freedom of Information Act Request Files.</u> Documents accumulated in preparing replies to inquiries specifically identified as FOIA requests. Includes the request, estimates of search costs and reproduction fees, documents reflecting coordination of the response, and related papers and correspondence.</p> <p>a. Approved requests and denied requests which do not result in appeals or litigation.</p> <p>b. Denied requests resulting in appeals or litigation</p>	<p>Cut off at close of fiscal year in which reply is sent. Destroy 2 years after cutoff.</p> <p>Cut off at close of fiscal year in which final determination is</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<u>SPECIAL COPIES MAINTAINED FOR PUBLIC INSPECTION</u>	
705-02	<u>Copy Fee Collection Register.</u> Consists of documents which provide a record of receipt and disposition of funds received for copies of public information records.	made. Transfer to FARC 2 years after cutoff. Destroy 10 years after cutoff. Cut off at close of the fiscal year. Destroy 4 years after cutoff.
705-03	<u>Monthly Report of Operations - OCS, USGS Form 9-152.</u> Copies of lessees and operators monthly report of operations. The "remarks" column has been deleted from these reports. Arranged by month in lease order.	Cut off monthly. Destroy 3 years after cutoff.
705-04	<u>Well Completion or Recompletion Report and Log, USGS Form 9-330.</u> Copies of well completion reports and Logs filed by lease number. Information available depends on production status at the time the form is filed. Arranged by year.	Cut off at close of calendar year. Destroy 7 years after cutoff.
705-05	<u>Sundry Notices and Reports on Wells, USGS Form 9-331.</u> Copies of Form 9-331 used as "Notice of intent to" conduct an operation or "subsequent report of" operations. Items 4 and 17 may be deleted. Arranged by month.	Cut off monthly. Destroy 7 years after cutoff.
705-06	<u>Application for Permit to Drill, Deepen, or Plug Back, USGS Form 9-331c.</u> Copies of applications for permits to drill, deepen, or plug back and attached location plats. Location of well at top production zone and proposed casing and cementing program may be deleted. Arranged chronologically by month.	Cut off monthly. Destroy 7 years after cutoff.
705-07	<u>Quarterly Oil Well Test Report, USGS Form 9-1869.</u> Copies of quarterly oil well test records for OCS leases. All information on the form is available.	Cut off at close of calendar year. Destroy 4 years after cutoff.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p align="center"><u>SPECIAL COPIES MAINTAINED FOR PUBLIC INSPECTION</u></p> <p>Arranged chronologically by calendar year and there- under by field, block, and operator.</p>	
705-08	<p><u>OCS Semiannual Gas Well Test Report, USGS Form 9-1870.</u> Copies of semiannual well test reports for OCS leases. Arranged chronologically by calendar year and there- under by field, block, and operator.</p>	Cut off at close of calendar year. Destroy 4 years after cutoff.
705-09	<p><u>OCS Multi-Point Back Pressure Test Report.</u> Copies of multi-point back pressure test reports for OCS leases. All information on the reports is available. Arranged chronologically by calendar year and there- under by field, block, and operator.</p>	Cut off at close of calendar year. Destroy 4 years after cutoff.
705-10	<p><u>Index to OCS Lease Records.</u> Public information card indexes used to cross reference well numbers to American Petroleum Institute well numbers and block numbers to OCS lease numbers.</p>	Destroy when obsolete, super- seded, or no longer needed for reference.
705-11	<p><u>Geophysical Interpretations, Maps, and Data.</u> Consists of extra copies of "open file" geophysical information purchased by USGS or submitted by permittees, lessees, or operators as required by 30 CFR Parts 250 and 251. Includes common depth point and high resolution data including processed information and shot point loca- tion maps and other data such as shallow and deep sub- bottom profiles, bathymetry, side-scan sonar, gravity and magnetic, and data from special studies such as velocity surveys. This item applies only to any copies made specifically for public inspection.</p>	Destroy when corresponding offi- cial file copies are destroyed or when no longer needed for reference, whichever is earlier.
705-12	<p><u>Geological Interpretations, Maps, and Data.</u> Consists of extra copies of "open file" geologic information purchased by USGS or submitted by permittees, lessees, or operators. Includes paleontologic reports, well</p>	Cut off at close of fiscal year in which data is made available for public inspection. Destroy 7 years after cutoff.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p><u>SPECIAL COPIES MAINTAINED FOR PUBLIC INSPECTION</u></p> <p>and drill logs, sample analyses, and other geologic, geochemical, and hydrologic data and processed information. This item applies only to any copies made specifically for public inspection.</p>	
705-13	<p><u>"Open File" Technical Reports and Maps.</u> Consists of extra copies of unpublished manuscript reports, maps, and other scientific and technical material prepared by Conservation Division field office employees which has been made available for public inspection. Official file copies of these reports and maps are maintained in the appropriate study case file or project file.</p>	<p>Cut off at close of fiscal year in which released to "Open File." Destroy upon publication or 7 years after cutoff if not published.</p>
705-14	<p><u>Mining Plans and Modifications.</u> Consists of extra copies of mining plans, modifications to mining plans, and environmental data collected under the plan. Arranged as appropriate.</p>	<p>Cut off at close of fiscal year in which the plan is approved. Destroy 4 years after cutoff.</p>
705-15	<p><u>Individual Well Records.</u> Consists of extra copies of Individual Well Records, USGS Form 9-593 or equivalent, which show well status for Public, State, and Indian lands. Arranged by township and range.</p>	<p>Cut off at close of the fiscal year in which well is plugged and abandoned. Destroy 4 years after cutoff.</p>
	<p>SECTION 6. TECHNICAL PUBLICATIONS MANAGEMENT</p> <p>The records described below are accumulated by Regional Publication Units in providing basic editorial services and advice to Area Supervisors and authors regarding publication of technical reports and maps. Includes formal Survey publications, open file reports, and outside publications. The Evaluation Standards and Publications (ESP) Section performs these services in regions with no editorial unit.</p>	

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
706-01	<p><u>Technical Publications Controls.</u> Documents used to control the numbering of publications and record actions in processing publications. Includes publication control number assignment and status cards, logs, registers, or similar records.</p>	<p>Cut off at close of fiscal year in which subject item (or all listed items) is published. Destroy 1 year after cutoff.</p>
706-02	<p><u>Technical Publications Background Files.</u> RPU copies of documents reflecting the preparation, review, clearance, and issuance of technical reports and maps in formal Survey publications, open file reports, and outside publications. Included are records of clearances, approvals, and other coordinating actions; technical and editorial review reports and comments; abstracts, press releases; transmittal memorandums; and correspondence with ESP and Publication Division regarding the publication. Official file copies of these materials are maintained by ESP.</p>	<p>Cut off at close of fiscal year in which publication is issued. Destroy 2 years after cutoff.</p>
706-03	<p><u>Manuscripts.</u> Consists of copies of manuscript maps and reports retained by the Regional Publication Unit when the original and other copies are forwarded to ESP Section for approval and transmittal to Publication Division. Does not include unpublished manuscripts and manuscript maps maintained by originating office as part of study case file.</p>	<p>Cut off at close of fiscal year in which map or report is published. Destroy 2 years after cutoff.</p>
SECTION 7. FORMAL APPEALS AND LITIGATION RECORDS		
707-01	<p><u>USGS Appeals Case Files.</u> Consists of documents relating to formal appeals to the Director, U.S. Geological Survey, from parties alleging adverse effect from final orders or decisions by officers of the Conservation Division. The appeals procedures are governed by 30 CFR, Part 290. Included are notices of appeal and papers showing argument of the facts by the</p>	<p>Cut off upon issuance of final decision or withdrawal of appeal. Destroy 6 years after cutoff.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p>appellant, reports in reply to the appellant's argument prepared by the officer who issued the order or decision, requests for extensions of time, papers reflecting the final decision by the Director, and other related papers and correspondence. Official file copies of these documents are maintained at the headquarters level. Arranged numerically by appeal number.</p>	
707-02	<p><u>Waiver/Departure Requests.</u> Consists of extra copies of approvals and denials of requests for waivers from Orders, Notices, and other operational directives for lessee compliance. Arranged by directive type and number. This is an extra copy convenience file maintained to prepare statistical reports. Official copies are maintained in the appropriate case file. (See schedule items 1101-02, 1200-02, 1501-02, or 1502-03.)</p>	<p>Cut off at the close of the fiscal year or when no longer needed for reference, whichever is earlier. Destroy 2 years after cutoff.</p>
707-03	<p><u>Mineral Leasing Claims and Litigation Case Files.</u> Consists of reference copies of 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 Conservation Division has an interest. Included are advisory reports, investigation reports, litigation reports, statements of claims, copies of processes and pleadings, supporting documents, and related correspondence. Official file copies of these documents are maintained at the headquarters level.</p>	<p>Cut off at close of fiscal year in which claim is settled or disallowed or in which case is closed. Destroy 10 years after cutoff.</p>
707-04	<p><u>IBLA Appeals Files.</u> Consists of documents related to formal appeals to the Interior Board of Land Appeals resulting from rejection of applications and lease offers by BLM. Includes notices of appeal, retained copies of Geological Survey reports to IBLA, and copies of IBLA decisions.</p>	<p>Cut off upon issuance of final decision or withdrawal of appeal.</p>

176-1 (and 176-2)

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p>a. Precedential cases.</p> <p>b. Routine cases.</p>	<p>Destroy 6 years after cutoff except that cases which may be of continuing value may be retained as nonrecord reference material.</p> <p>Destroy 1 year after cutoff.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
800-01	<p style="text-align: center;">CHAPTER 8. ADP MANAGEMENT</p> <p>The records described in this chapter relate to the electronic data processing function including system documentation records, machine readable records, and records associated with the operation of remote data terminals in Conservation Division field offices. These records are maintained by the regional staff office responsible for mechanized information systems and by area office personnel responsible for ADP coordination. All master files and historical files for specific ADP systems are maintained on magnetic tape or disk by the U.S. Geological Survey, Computer Center Division.</p> <p><u>ADP Systems Feasibility and Planning Files.</u> Records accumulated to provide management with information on time, cost, and resources required related to the design, implementation, and operation of an ADP system. Included are requests for the establishment of a data system; project authorizations; documents containing definitions of the system including system objectives; feasibility studies reflecting comparison of present and proposed systems, advantages and disadvantages of alternate solutions, cost analyses, equipment requirements, tangible benefits, output requirements, and a schedule for implementing the proposed system; documents reflecting review and recommendations for acceptance or rejection of the proposal. Accumulated by the office conducting the study or sponsoring the contract or interagency agreement to perform the study. Arranged by system title.</p> <p>a. Rejected systems.</p>	<p>Cut off at close of fiscal year in which final decision is made.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p>b. Approved systems.</p>	<p>Destroy 5 years after cutoff. Except that systems studies which may be of continuing value may be retained as nonrecord reference material.</p> <p>Cut off at close of fiscal year in which system is continued. Destroy 5 years after cutoff. Except that systems studies which may be of continuing value may be retained as nonrecord reference material.</p>
800-02	<p><u>ADP Systems Design and Operation Documentation Files.</u> Records accumulated to provide official documentation of a specific data system. Consists of documents required as an overview or overall description of the system and documents reflecting operating procedures and instructions required to ensure proper performance during actual operation. Includes documents such as the following: general narrative description of the system; input/output specifications and flow data; file or data set descriptions; input collection instructions; instructions for punching and encoding raw data into machine readable media; computer operating instructions; program specifications; output preparation and distribution instructions. Arranged by system title.</p>	<p>Cut off when the particular system is terminated. Destroy when all related magnetic tape data have been destroyed.</p>
800-03	<p><u>User Documentation Files.</u> User oriented information and instructions including items such as the following: an outline of the capabilities and limitations of the system, instructions for preparing source documents and samples of each document, edit criteria, instructions for control and interpretation of output reports, procedures for processing work on the computer. Arranged by system title.</p>	<p>Cut off when the particular system is terminated. Destroy when all related magnetic tape data have been destroyed.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
800-07	<p><u>ADP Source Data Cards.</u> Punched cards containing data abstracted from source documents and used for conversion to magnetic tape or disk. These cards are retained as backup to magnetic tape or disk file.</p> <p>a. Used in an updated system.</p> <p>b. Used in a one time system; e.g., simulation projects.</p>	<p>Destroy when related magnetic file maintained at the host computer facility has proven to be satisfactory and has grandfather backup; i.e., after third update cycle.</p> <p>Destroy when related magnetic file maintained at the host computer facility has proven to be satisfactory.</p>
800-08	<p><u>Raw Data Input Magnetic Tapes.</u> Magnetic tapes containing source data converted from punched cards. Used to temporarily store data to be transmitted to the host computer facility.</p>	<p>Erase after related magnetic file maintained at the host computer facility has proved satisfactory.</p>
800-09	<p><u>Print and Plotter Tapes.</u> Consists of magnetic tapes containing source output data transmitted to the data terminal by the host computer facility. Used for producing required printouts or card files.</p>	<p>Erase not later than 10 days after the output has been released and approved.</p>
800-10	<p><u>Geophysical Data Tapes.</u> Magnetic tapes containing data created from analog magnetic tape or recorded directly on magnetic digital tape for scientific measurements of geophysical phenomena.</p>	<p>Cut off when all data required by the related permit or contract have been submitted. Hold 15 years and transfer to FARC. Destroy 25 years after cutoff.</p>
800-11	<p><u>Data Processing Job Control Records.</u> Cards or forms used to record approved jobs, job numbers, requesting office, job description, date received and date due, and related information.</p>	<p>Cut off at close of fiscal year in which related job is completed. Destroy 1 year after cutoff.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p data-bbox="433 258 1112 320">CHAPTER 9. OCS MINERAL RESOURCE INVENTORY AND EVALUATION RECORDS</p> <p data-bbox="379 361 1239 942">The records described in this chapter are accumulated in investigating the mineral resource potential of the Outer Continental Shelf and contiguous areas. Included are basic scientific and technical data and interpretations of this data in the form of maps and technical reports. This material is obtained from various sources including purchases from geophysical and geological data contractors, confidential industry submittals, information from other government agencies, results of educational and research institution's investigations, and data generated within the U.S. Geological Survey. Many of these records are confidential because they contain, or are based on, data secured from private sources with the understanding that the information will not be released outside the USGS. This material may be released to "open file" and made available for public inspection as appropriate.</p> <p data-bbox="379 977 1239 1105">See Chapter 10 for files related to evaluation of specific lease sale tracts/prospects. See Chapter 17 for files related to reservoir studies, reserve estimates, and resource conservation.</p> <p data-bbox="493 1139 1112 1170">SECTION 1. EXPLORATION PERMIT RECORDS</p>	
901-01	<p data-bbox="379 1204 1219 1424"><u>Geological and Geophysical Exploration Permit Files.</u> Consists of documents which relate to the receipt, review, and issuance of and monitoring of operations under permits to conduct geological or geophysical explorations for mineral resources or for scientific research on the Outer Continental Shelf. Includes signed original of approved permit application and</p>	<p data-bbox="1280 1204 1804 1332">Place in inactive file when permit expires. Cut off inactive file at close of fiscal year. Destroy 5 years after cutoff.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	related papers and correspondence. Arranged by adjacent state and thereunder by permit number.	
901-02	<u>Exploration Permit Assignment Control Log.</u> Logs or registers used to control the assignment of numbers and other identifying data to geologic and geophysical exploration permits.	Cut off at close of fiscal year. Destroy when all listed items have been destroyed.
901-03	<p><u>Geological and Geophysical Permit Data and Interpretations.</u> Consists of geophysical and geologic data, maps, and interpretations submitted in accordance with permit stipulations. Includes common depth point and high resolution geophysical data including processed information and maps, paleontologic reports, well logs, sample analyses, and other geologic and geochemical data. Arranged by permit number and date.</p> <p>SECTION 2. OCS GEOPHYSICAL SURVEY DATA AND MAPS</p> <p>The records described in this section relate to the accumulation and interpretation of subsurface structural information obtained from geophysical surveys. The results of these geophysical surveys are expressed in maps, sections, and diagrams. These records are used to identify and evaluate the mineral potential of subsurface formations in the OCS and contiguous areas. See Item 705-11 for extra public information copies of "open file" material.</p>	Cut off when all data required by permit stipulations have been received. Release to "open file" 10 years after cutoff. Retire to FARC 15 years after cutoff provided there is sufficient volume. Destroy 25 years after cutoff.
902-01	<u>High Resolution (Shallow) Geophysical Records.</u> Consists of geophysical information regarding the near-surface structural configuration, sedimentary characteristics, and bottom of the OCS and contiguous areas. This data is used to support environmental impact analyses, shallow hazards analyses, lease tract evaluations, and special studies including marine archaeology. Includes but is not limited to seismic and shallow sub-bottom airgun and sparker sections,	Cut off at close of fiscal year in which related lease sale is conducted.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
8 cu. ft./ yr.	<p>bathymetric profiles, acoustic bottom scan records, and magnetic total intensity data.</p> <p>a. <u>Field Prints</u>. Consists of nonprocessed data created from analog magnetic tape.</p> <p>(1) Non-indexed recordings in roll form.</p> <p>(2) Labeled record sections. Arranged by related lease sale number, contract, and line number.</p> <p>b. <u>Processed Prints</u>. Consists of reproducible (mylar, sepia, or vellum) prints of data which has been processed to remove extraneous signals and interference. Arranged by company, area surveyed, and line number.</p>	<p>Destroy 5 years after cutoff.</p> <p>Destroy 15 years after cutoff.</p> <p>Hold 15 years and retire to FARC. Destroy 25 years after cutoff. EXCEPT: <u>Prior</u> to retirement, the Conservation Manager or his designee will make a subsequent review in order to designate as <u>Permanent</u> any records that are of continuing value because they contain data that are particularly significant for future research. Records so designated shall not exceed 10% of the total number of such records eligible for retirement. Offer to NARS 25 years after cutoff.</p>
902-02	<p><u>Shallow Seismic Shotpoint Location Maps Record Set</u>. Official file copy of each of the base maps, usually at a scale of 1" = 4,000', which shows the location of high resolution (shallow) seismic shot points. Includes contractor maps showing coverage of individual contracts and index maps showing all high resolution seismic coverage. Arranged by related lease sale number and thereunder by contract and area surveyed.</p>	<p>Destroy individual maps when all related seismic records have been destroyed or when no longer needed for reference, whichever is earlier.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
<p>902-03</p> <p>8 cu. ft. / yr.</p>	<p>High-Resolution (Shallow) Geophysical Interpretive Maps. U.S. Geological Survey or contractor interpretations of high-resolution geophysical data in terms of subsurface geology and engineering applications. Includes bathymetric maps, shallow structure maps, and hazard maps (also called anomaly or geomorphic maps). Arranged by company and survey area mapped.</p> <p>a. Preliminary maps.</p> <p>b. Final drafted maps.</p> <p>(1) Master copies.</p> <p>(2) Other copies.</p>	<p>Destroy upon receipt or completion of final drafted map.</p> <p>Cut off at close of fiscal year in which related lease sale is conducted. Hold 25 years and transfer to FARC. Destroy 50 years after cutoff.</p> <p>EXCEPT: Prior to retirement, the Conservation Manager or his designee will make a subsequent review in order to designate as <u>Permanent</u> any records that are of continuing value because they contain data that are particularly significant for future research. Records so designated shall not exceed 10% of the total number of such records eligible for retirement. Offer to NARS 50 years after cutoff.</p> <p>Cut off at close of fiscal year in which related lease sale is</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
<p>902-04</p> <p>8 cu. ft. / yr.</p>	<p><u>Common Depth Point (Deep Penetration) Seismic Records Sections.</u> Consists of records of deep penetration CDP Seismic Surveys which depict the configuration and depth of subsurface geologic formations. These data are purchased from data contractors or obtained under USGS permits. They are used primarily to support the identification and evaluation of the mineral potential of subsurface formations for tract selection, evaluation, and sale. Arranged by type and scale, i.e., full-scale and half-scale regular time record sections and full-scale and half-scale bright spot record sections, and thereunder by adjacent state, company, area surveyed, and line number.</p> <p>a. Reproducible prints. Vellum or sepia film masters</p> <p>RTB 1/16/78 per TNR memo</p>	<p>conducted. Destroy 15 years after cutoff or when no longer needed for reference, whichever is earlier.</p> <p>EXCEPT: If additional significant interpretive data are added to these copies and not placed on the master, disposal instructions for (1) above are applicable.</p> <p>Cut off at close of fiscal year in which related lease sale is conducted. Hold 15 years and transfer to FARC. Destroy 25 years after cutoff.</p> <p>EXCEPT: <u>Prior</u> to retirement, the Conservation Manager or his designee will make a subsequent review in order to designate as <u>Permanent</u> any records that are of continuing value because they contain data</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p>b. Blackline sepia paper prints.</p>	<p>that are particularly significant for future research. Records so designated shall not exceed 10% of the total number of such records eligible for retirement. Offer to NARS 25 years after cutoff.</p> <p>Cut off at close of fiscal year in which related lease sale is conducted. Destroy 15 years after cutoff or when no longer needed for reference, whichever is earlier. EXCEPT: If additional significant interpretive data are added to these copies and not placed on the master, disposal instructions for "a" above are applicable.</p>
902-05	<p><u>Deep Seismic Shot-Point Location Maps Record Set.</u> Official file copy of each of the base maps, usually at a scale of 1" = 4,000', which covers a majority of the blocked Outer Continental Shelf and Slope acreage showing the location of seismic shot points for CDP coverage. Includes contractor maps showing locations for individual contracts and USGS maps which summarize locations for all contract coverage. These maps are used as an index to available deep seismic record sections and as base maps for compiling detailed seismic interpretive maps. Arranged by adjacent state, survey area, company, and map number.</p>	<p>Destroy individual map when all related seismic records have been destroyed or when no longer needed for reference, whichever is earlier.</p>
902-06	<p><u>Seismic Velocity Data.</u> Consists of computer generated velocity plots and listings of velocity analysis relative to or derived from Computer Depth Point seismic</p>	

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
8 cu ft./ yr.	<p>data. Includes velocity analysis plots and listings and power, frequency, and ancillary seismic plots and listings acquired from geophysical data contractors; Geophysical Interpretive Aid Package (GIAP) computer generated plots and listings including velocity cross reference, residual moveout, normal moveout and diffraction curve, frequency, transverse migration, detail time-depth, and 2-D velocity plots and listings and associated velocity interpretation reports. This information is used in tract evaluation, hazards analysis, and analysis of unitization proposals and other requests concerning producing structures.</p> <p>a. Paper originals or originals produced on microfilm with no paper originals such as computer output microfilm.</p>	<p>Transfer to FARC after microfilm is verified. If paper original is NOT microfilmed, cut off at close of fiscal year in which related lease sale is conducted. Transfer to FARC 15 years after cutoff, provided there is sufficient volume (at least one cubic foot). Destroy 25 years after cutoff. EXCEPT: Prior to retirement, the Conservation Manager or his designee will make a subsequent review in order to designate as <u>Permanent</u> any records that are of continuing value because they contain data that are particularly significant for future research. Records so designated shall not exceed 10% of the total number of such records eligible for retirement. Offer to NARS 50 years after cutoff.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
902-07	<p>b. Microfilm reference copies.</p> <p><u>Regional Seismic Interpretive Maps.</u> Consists of regional seismic structure maps based on interpretive geophysical correlation of Common Depth Point seismic record sections and velocity data by the USGS or contractors. These maps, which show the types of structures such as salt domes, anticlines, synclines, or faulting, are used in selecting tracts to be offered for leasing. Arranged by adjacent state, survey area mapped, and map number.</p> <p>a. Preliminary maps.</p> <p>b. Final drafted maps.</p> <p>(1) Films or master copies.</p>	<p>Destroy when superseded, obsolete, or no longer needed for reference.</p> <p>Destroy upon receipt or completion of final drafted map.</p> <p>Cut off at close of fiscal year in which related lease sale is conducted. Hold 25 years and transfer to FARC. Destroy 50 years after cutoff.</p> <p>EXCEPT: Prior to retirement, the Conservation Manager or his designee will make a subsequent review in order to designate as <u>Permanent</u> any records that are of continuing value because they contain data that are particularly significant for future research. Records so designated shall not exceed 10% of the total number of such records eligible for retirement. Offer to NARS 50 years after cutoff.</p>

8 ca. ft/
yr

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	(2) Other copies.	Cut off at close of fiscal year in which related lease sale is conducted. Destroy 15 years after cutoff or when no longer needed for reference, whichever is earlier. EXCEPT: If additional significant interpretive data are added to these copies and not placed on the master, disposal instructions for (1) above are applicable.
902-08	<u>Detailed Seismic Interpretive Maps.</u> Consists of sepia masters of seismic structure maps which are one product of the detailed pre-lease resource evaluation of each sale tract. Two horizons and the base of reflecting section are usually mapped for each tract or prospect. Arranged by lease sale number, geographic area, and prospect number. See item 1002-02 for annotated prints of these maps included in prospect investigation case files.	Cut off at close of fiscal year in which related lease sale is conducted. Hold 25 years and transfer to FARC. Destroy 50 years after cutoff.
902-09	<u>Magnetic and Gravimetric Survey Records and Maps.</u> Consists of graphic representations of measurements obtained by gravimeter and flux-gates, nuclear, and proton-precession magnometer surveys and magnetic and gravimetric anomaly maps based on this survey data.	Cut off at close of fiscal year in which related lease sale is conducted. Hold 15 years and transfer to FARC. Destroy 25 years after cutoff.
902-10	<u>Geophysical Data Indexes.</u> Consists of registers or logs used for organizing, cataloging, filing, and retrieving common depth-point and high-resolution seismic record sections, seismic shotpoint location maps, regional and detailed seismic interpretive maps, and gravimetric and magnetic survey data and maps for the OCS and contiguous areas. Includes	Destroy individual card or sheet when all items listed thereon have been destroyed or when no longer needed for reference, whichever is earlier.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
903-01	<p>card indexes, descriptive lists, shelf lists, and registers. May include copies of contractor shipment lists.</p> <p>SECTION 3. OCS WELL LOGS AND SAMPLE ANALYSIS RECORDS</p> <p>The records described in this section consist of basic subsurface geologic and geochemical information based on specialized tests and analyses of well cuttings and cores; recordings made during or after drilling of wells and test holes; and related records. These basic data are used in making correlations and performing stratigraphic studies, in identifying and measuring porosity and reservoir fluids, and in constructing geologic maps and cross sections. See Item 705-12 for extra public information copies of "open file" material.</p> <p><u>Well Samples.</u> Includes, but is not limited to, cores and cuttings and thin sections of cores and cuttings submitted for USGS examination.</p> <p>a. Routine Wells.</p> <p>b. Prototype or Stratigraphic test wells in frontier areas.</p>	<p>Destroy or return to operator when analysis of sample is completed.</p> <p>Cut off and release to open file 60 days after first lease sale of lands within 50 miles of test site is conducted or 10 years after test well is completed, whichever is earlier. Destroy 7 years after cutoff. EXCEPT: Prior to release to open file, the Conservation Manager or his designee will identify samples that are of continuing value for placement in the core and sample library.</p>

190-1 (and 190-2)

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
903-02	<p><u>Sample Control Files.</u> Consists of intermediate controls, such as cards or worksheets, maintained to account for work pending and status of each sample analysis. These files do not contain any data not duplicated in retained records.</p>	<p>Cut off when analysis of sample is completed. Destroy 6 months after cutoff.</p>
903-03 <i>1/2 cu. ft. / yr.</i>	<p><u>Lithologic Logs and Reports.</u> Consists of official file copy of routine lithologic logs or descriptions of the physical properties of each formation penetrated. Logs are based on examination of well samples. The chief geological characteristics recorded in the examination of cores and drill cuttings are lithologic type, color, accessory minerals, fossil content, rock texture and structure, porosity, and indication of fluid content.</p>	<p>Review file at least annually to remove and place in inactive file reports which are superseded or obsolete. Cut off inactive file at close of fiscal year. Retire to FARC 15 years after cutoff or when no longer needed for reference, whichever is earlier, provided there is sufficient volume (at least one cubic foot). Destroy 50 years after cutoff. EXCEPT: <u>Prior</u> to retirement, the</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
903-04 3/4 cu. ft. yr.	<p>Petrographic Reports. Official file copy of descriptions based on detailed microscopic examinations and analysis of thin sections of cores and cuttings. Includes determinations of depositional environments, facies relationships, diagenic properties, and reservoir rock characteristics.</p>	<p>Conservation Manager or his designee will make a subsequent review in order to designate as <u>Permanent</u> any records that are of continuing value because they contain data that are particularly significant for future research. Records so designated shall not exceed 10% of the total number of such records eligible for retirement. Offer to NARS 50 years after cutoff.</p> <p>Review file at least annually to remove and place in inactive file reports which are superseded or obsolete. Cut off inactive file at close of fiscal year. Retire to FARC 15 years after cutoff or when no longer needed for reference, whichever is earlier, provided there is sufficient volume (at least one cubic foot). Destroy 50 years after cutoff. EXCEPT: Prior to retirement, the Conservation Manager or his designee will make a subsequent review in order to designate as <u>Permanent</u> any records that are of continuing value because they contain data that are particularly significant for future research. Records so designated shall not exceed 10% of the total number of such records eligible for retirement. Offer to NARS 50 years after cutoff.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
<p>15 cu.-ft. yr.</p>	<p>correlation of the strata from well to well and in detection and evaluation of possible productive horizons. Includes, but is not limited to, electrical logs, which record resistivities of sub-surface formations and spontaneous potentials generated in the borehole; induction-electrical logs; laterlogs; micrologs; sonic logs; gamma ray and neutron radiation logs; caliper logs; temperature logs; formation density logs; and dip meters. Arranged by OCS area, then, for the Gulf of Mexico, by block number, OCS lease number, and well number.</p> <p>a. <u>Record set.</u> Official file copy maintained by the office of primary control.</p> <p>b. <u>Other copies including District Office copies.</u></p>	<p>Cut off and stamp "Expired" when lease is canceled, relinquished, or terminated. Hold 25 years and transfer to FARC. Destroy 75 years after cutoff.</p> <p>EXCEPT: Prior to retirement, the Conservation Manager or his designee will make a subsequent review in order to designate as <u>Permanent</u> any records that are of continuing value because they contain data that are particularly significant for future research. Records so designated shall not exceed 10% of the total number of such records eligible for retirement. Offer to NARS 75 years after cutoff.</p> <p>Cut off and stamp "Expired" when lease is canceled, relinquished, or terminated. Destroy 5 years after cutoff or when no longer</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
903-07	<p><u>Directional Surveys.</u> Consists of surveys of the finished hole of each well directionally drilled. These surveys measure the degree of departure from the vertical and the direction of departure at various depths in the well. Arranged by OCS lease number and thereunder by well number.</p> <p>a. <u>Record Set.</u> Official file copy maintained in the Area Office.</p> <p>b. <u>District Office copies.</u></p>	<p>needed for reference, whichever is earlier.</p> <p>Cut off when lease is canceled, relinquished, or terminated.</p> <p>Hold 25 years and transfer to FARC. Destroy 75 years after cutoff.</p> <p>Destroy 5 years after cutoff or when no longer needed for reference, whichever is earlier.</p>
903-08	<p><u>Well Log Card Index.</u> These cards serve as an index to the various types of logs (electric, radiation, directional survey, etc.) available for each well for both active and expired leases. The cards show OCS Lease Number, State, Area, Well Number, Block, Company or Operation, and types of logs/surveys available. Arranged by geographical area and thereunder by block number and well number.</p>	<p>Destroy when all items listed thereon have been destroyed or when no longer needed for reference, whichever is earlier.</p>
903-09	<p><i>NNS concurs per telecon 3/10/78</i></p> <p><u>Geochemical Prospecting Survey Maps and Reports.</u> Reports and maps based on geochemical analysis of light hydrocarbons from sea floor cores. Includes determinations of the hydrocarbon source quality, source type, and degree of thermal maturity of the sediments. Used in evaluating the hydrocarbon potential of the surveyed area.</p> <p style="text-align: center;">SECTION 4. GENERAL SUBSURFACE GEOLOGIC INTERPRETATIONS AND MAPS</p> <p>The records described below are accumulated in the preparation of structural and stratigraphic reports,</p>	<p>Cut off at close of fiscal year in which related lease sale is conducted. Hold 15 years and transfer to FARC. Destroy 25 years after cutoff.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
904-01 <i>1 cu. ft./ 4r.</i>	<p>maps, and cross-sections to evaluate the hydrocarbon potential of Federal lands on the OCS. They result from the compilation, correlation, and interpretation of basic subsurface geologic data and its coordination with interpreted geophysical data. These records have repetitive and multiple applications in support of Federal leasing programs on the OCS. See Items 705-12 and 705-13 for extra public information copies of "open file" material.</p> <p><u>Gulf of Mexico Area Geology Files.</u> Consists of geological information on areas of associated structure and stratigraphy in offshore Louisiana and Texas. This geologic information incorporates most of the geology prepared by GM OCS Operations prior to September 1972 for general structure of stratigraphic coverage, drainage, and general lease sale mapping, and reserve studies of individual fields. Includes USGS and operator subsurface structural and stratigraphic maps and cross sections, isopach maps, technical data, notes, and reports. Arranged by adjacent state, thereunder by area number and block number within area folder.</p>	<p>Do not add any records to this series. Cut off immediately. Transfer to FARC 30 years after cutoff or when no longer needed for reference, whichever is earlier. EXCEPT: <u>Prior</u> to retirement the Conservation Manager or his designee will make a subsequent review in order to designate as <u>Permanent</u> any records that are of continuing value because they contain data that are particularly significant for future research. Records so designated shall not exceed 10% of the total number of such records eligible for retirement. Offer to NARS 50 years after cutoff.</p>
904-02	<p><u>Regional Tectonic and Stratigraphic Investigation and Mapping Project Files.</u> These files relate to regional tectonic, stratigraphic, and paleontologic studies and mapping tied to known producing horizons in each of the three OCS trends.</p> <p>These investigations are based on the study of subsurface information such as wire-line surveys, paleo</p>	

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
<p style="text-align: center;">196</p> <p>10 cu. ft./ yr.</p>	<p>report, geophysical information, core analyses, and formation tests. They involve regional correlations and compilation of regional maps and cross sections.</p> <p>The objective of these studies is to compile regional geologic interpretation of the OCS. These studies provide the regional subsurface knowledge to define areas most prospective for future lease sales; to determine criteria indicative of productive rocks; to support lease tract selection and evaluation; and to aid in defining the age of specific reservoirs and determining reserves by age.</p> <p>Arranged by project identification.</p> <p>Does not include subsurface studies conducted for lease sale environmental impact statements (see Item 1001-03), specific sale areas (see Item 1002-01), individual sale prospects (see Item 1002-02), or reservoir and field study mapping (see Item 1702-01).</p> <p>a. <u>Project Case Files.</u> Case papers reflect a continuing history of the project from initiation to completion. Includes papers authorizing the project and describing its scope, purpose, objectives, and methodology; interim progress reports and correspondence; structural contour maps and cross-sections; paleo-environment maps; isopach and facies maps; stratigraphic cross-sections; and the final technical report or unpublished manuscript of report containing summary and conclusions of the study.</p>	<p>Permanent. Cut off when project is completed. Retire to FARC 10 years after cutoff or when no longer needed for reference, whichever is earlier. Offer to NARS 50 years after cutoff.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p>b. <u>Study Workpapers.</u> Consists of notes, draft reports, and preliminary or intermediate technical and scientific data created in establishing regional well log correlations, constructing regional cross sections, and preparing regional maps. These data and work maps are duplicated in the final maps, cross sections, and reports, or are of such a routine or fragmentary nature that they have neither evidential nor informational long-term value.</p>	<p>Cut off when project is completed. Destroy 3 years after cutoff.</p>
<p>904-03 1/2 cu ft/ yr.</p>	<p><u>Stratigraphic Summary Well Reports.</u> Consists of the official file copy of geological and operational summary reports on test wells. These reports are based on subsurface information obtained from deep stratigraphic testing operations conducted under USGS geological exploration permits. Arranged by well location.</p>	<p><u>Permanent.</u> Cut off when report is finalized. When related regional study is completed, consolidate with Regional Project File and dispose in accordance with Item 904-02a.</p>
<p>904-04</p>	<p><u>Sediment Analysis Study Files.</u> These files relate to studies of productive trends in the Gulf of Mexico, Gulf of Alaska, and the Atlantic and Pacific Outer Continental Shelf. The objective of these studies is to establish and maintain a geologic framework for the area to support the evaluation of the potential of these rock sequences in the OCS. The results of these studies are used to determine prospective environments of deposition;</p>	

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
<p>7 cu. ft/ yr.</p>	<p>facies in carbonate reservoirs; to define and classify stratigraphic traps; to establish prospective trends in wildcat areas; to support lease tract selection and evaluation; to identify and evaluate drainage tracts; to classify porosity and permeability type, pore geometry, and the diagenetic alteration of pore geometry for detailed reservoir analysis; and to aid in evaluating performance characteristics of carbonate reservoirs in different sedimentary facies. Arranged by type of study, e.g., carbonate analysis studies, location, and study title.</p> <p>a. <u>Study Case Files</u>. Includes papers authorizing the study and describing its scope, purpose, objectives, and methodology; interim progress reports and correspondence; final carbonate maps and cross sections; final study report containing summary and conclusions; and related papers and correspondence of value to the historical account of the project.</p> <p>b. <u>Study Workpapers</u>. Includes preliminary or intermediate technical and scientific data which are duplicated or adequately summarized in the final report and minor administrative papers collected during the study but not necessary to an adequate history of the study.</p>	<p><u>Permanent</u>. Cut off when study is completed. Retire to FARC 10 years after cutoff or when no longer needed for reference, whichever is earlier. Offer to NARS 50 years after cutoff.</p> <p>Cut off when study is completed. Destroy 3 years after cutoff.</p>
<p>904-05 1/2 cu ft/yr.</p>	<p><u>OCS Sediment Analysis Summary Well Reports</u>. Consists of the official file copy of well reports including geological interpretation and summary of operational data.</p>	<p><u>Permanent</u>. Cut off when report is finalized. When related regional study is completed, consolidate with</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p>Reports are based on analyses of conventional cores and thin-sections of cores from wildcat test drilling operations. Arranged by lease number and thereunder by well number.</p>	<p>related Regional Study File and dispose in accordance with Item 904-04a.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p>CHAPTER 10. OFFSHORE MINERAL LEASE SALE RECORDS</p> <p>The records described in this chapter are created and accumulated by Conservation Division field offices in providing assistance to the Bureau of Land Management in planning, conducting, and evaluating mineral lease sales of OCS areas.</p> <p>SECTION 1. LEASE SALE ACTIVITY RECORDS</p>	
1001-01	<p><u>Summary Geologic Reports.</u> Official file copy of each prenomination summary geologic report on the geology and potential mineral resources of the area to be included in an offshore lease sale. Maintained by office responsible for preparation of report. These are retained copies of reports prepared for submission to the Bureau of Land Management through the Director, Geological Survey, for use in selection of specific tracts to be offered for leasing in the OCS. Arranged by lease sale number.</p>	Cut off at close of fiscal year in which sale is conducted. Destroy 10 years after cutoff.
1001-02	<p><u>Tract Nomination Files.</u> Documents accumulated in reviewing nominations of tracts for leasing in the OCS. Includes industry nominations and requests describing areas and expressing an interest in leasing, abstracts of nominations showing name of company and block number nominated, and index maps which summarize all nominations and show Conservation Division field office recommendations for selection. Arranged by lease sale number.</p>	Cut off at close of fiscal year in which sale is conducted. Destroy 5 years after cutoff.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1001-03	<p><u>Sale Environmental Impact Statement Files.</u> Documents accumulated in providing scientific and technical assistance to BLM in the preparation of draft and final Environmental Impact Statements for OCS lease sales. Includes geologic summary reports and geologic framework descriptions; resource reports as to the possible effects of leasing on the total environment; detailed analysis on a tract-by-tract basis of any possible adverse impacts on the environment; papers related to public hearings on draft EIS's; and related papers and correspondence. Arranged by lease sale number.</p>	<p>Cut off at close of fiscal year in which final environmental impact statement is published. Destroy 8 years after cutoff.</p>
1001-04	<p><u>OCS Lease Sale Activity History Files.</u> Consists of general information regarding each lease sale from tract selection phase through the acceptance or rejection of bids by BLM. Includes, but is not limited to: lists of tracts mutually agreed upon by BLM and USGS; copies of notices published in the Federal Register regarding the sale; reports on assignment of responsibility for and status of detailed tract evaluations; papers related to prices, interest rates, and tax figures to be used in evaluations; pre-sale tract evaluation estimates submitted to BLM; copies of bid recaps and statistical summaries; recommendations to BLM for the acceptance and rejection of high bids together with supporting geologic, geophysical, and engineering information; reports to the Chief, Conservation Division, on sale results; and related papers and correspondence. Arranged by lease sale number. If volume warrants, subdivide by subject as appropriate.</p> <p>a. Office of primary responsibility.</p>	<p>Cut off at close of fiscal year in which final determinations of bid</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1002-01 <i>1 cu. ft / yr.</i>	<p>b. Other copies.</p> <p>SECTION 2. OCS TRACT EVALUATION FILES</p> <p>Documents accumulated by Conservation Division field office marine evaluation geologists, geophysicists, and petroleum engineers in preparing detailed estimates of the value of oil and gas on each tract to be offered in an OCS lease sale. While these data are created in connection with a specific sale, this information has repetitive and multiple application in support of lease management operations and future lease sales.</p> <p><u>OCS Lease Sale Area Geologic and Geophysical Information Files.</u> Consists of technical data, reports, and interpretive maps prepared for a specific lease sale which pertain to the sale area in general rather than to any individual prospect or group of prospects.</p>	<p>acceptance/rejection are made. Hold 10 years and transfer to FARC provided there is sufficient volume (at least one cubic foot). Destroy 20 years after cutoff.</p> <p>Cut off at close of fiscal year in which final determination of bid acceptance/rejection is made. Destroy 3 years after cutoff.</p> <p>Cut off at close of fiscal year in which final determinations of bid acceptance/rejection are made. Retire to FARC 30 years after cutoff or when reference needs have been exhausted or sufficiently minimized, whichever is earlier. Destroy 75 years after cutoff. EXCEPT: <u>Prior to retirement</u>, the Conservation Manager or his designee will make a subsequent review in order to designate as <u>Permanent</u> any records that are of continuing value because they contain data</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1002-02	<p><u>OCS Prospect Investigation Case Files.</u> Following BLM announcement of tracts to be included in a lease sale, the tracts are grouped into prospects on the basis of seismic structural information. These files contain the results of detailed geophysical, geologic, and engineering investigations of individual prospects for pre-sale evaluation of tracts selected for leasing. Includes geophysical investigation report discussing all phases of the seismic-structural evaluation in detail and velocity study data, if available; geologic evaluation report containing concise information on the paleontologic conditions, sand conditions, and structural aspects of the prospect based on data from selected wells in the vicinity of the prospect or based on model fields; reservoir engineering report containing estimates of the range of values and likelihood for occurrence of each value for basic engineering and economic parameters for expected reservoirs; final drafted (in some instances, manuscript) seismic structure maps annotated to show estimated thickness, distribution, and depths of reasonably expected reservoirs, area figures of acres, well data, bright spots, and special notes. Usually arranged by lease sale number, thereunder by OCS area, then prospect number.</p>	<p>that are particularly significant for future research. Records so designated shall not exceed 10% of the total number of such records eligible for retirement. Offer to NARS 75 years after cut-off.</p> <p>Cut off at close of fiscal year in which final determinations of bid acceptance/rejection are made.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
4 cu ft/ yr.	<p>a. Area Office official file copy.</p> <p>b. District Office and other copies.</p>	<p>Retire to FARC 30 years after cutoff. Destroy 75 years after cutoff. EXCEPT: <u>Prior</u> to retirement, the Conservation Manager or his designee will make a subsequent review in order to designate as <u>Permanent</u> any records that are of continuing value because they contain data that are particularly significant for future research. Records so designated shall not exceed 10% of the total number of such records eligible for retirement. Offer to NARS 75 years after cutoff.</p> <p>Destroy 25 years after cutoff or when no longer needed for reference, whichever is earlier.</p>
1002-03	<p><u>Prospect Evaluation Work Papers.</u> Consists of preliminary or intermediate geophysical, geological, and engineering data which are duplicated or adequately summarized in final reports or maps filed in Prospect Investigation Case Files arranged by lease sale number, thereunder by OCS area, then prospect number.</p>	<p>Cut off at close of fiscal year in which final determinations of bid acceptance/rejection are made. Destroy 3 years after cutoff.</p>
1002-04	<p><u>Prospect Investigation Files Card Index.</u> These cards serve as an index to the contents and coverage of "prospect folders." For the Gulf of Mexico, one set of cards is arranged by</p>	<p>Destroy individual card when all items listed thereon have been destroyed or when no longer</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p>sale number and thereunder by prospect number and shows the types of technical reports and maps available for each prospect. Another set is arranged by block number and lists the prospects included in that block.</p>	<p>needed for reference, whichever is earlier.</p>
1002-05	<p><u>OCS Lease Sale Prospect Index Maps.</u> Consists of Area Office copies of base maps covering the sale area which are annotated to show prospect numbers and, if applicable, numbers of 1"=4,000' scale base maps.</p>	<p>Transfer to FARC with related Prospect Investigation Case Files and dispose in accordance with 1002-02a.</p>
1002-06	<p><u>OCS Lease Sale Prospect Tract Evaluation Report Files.</u> These files consist of computer printouts containing descriptive and statistical data on presale economic evaluation and risk analysis for tracts to be offered in upcoming lease sales. Reports are generated by a model system (such as the Monte Carlo Range of Values System) for manipulation of geologic, engineering, and economic data to establish the fair market value of lands offered for competitive leasing. Includes lease sale evaluation reports, plots of cumulative distribution frequency, evaluations of the most probable case, summary estimated reserves, and summary presale values by prospect and tract. Information is used initially in furnishing presale values of tracts to BLM for use in determining whether a lease shall be issued and thereafter in post sale evaluation reviews and analyses and in planning future lease sales. Arranged by lease sale number, thereunder by report title.</p> <p style="text-align: center;">SECTION 3. POST-SALE EVALUATION RECORDS</p>	<p>Cut off at close of fiscal year in which final determinations of bid acceptance/rejection are made. Hold 5 years and transfer to FARC. Destroy 15 years after cutoff.</p>
1003-01	<p><u>OCS Lease Sale Bid Recap and Sale Summary Report Files.</u> Consists of BLM computer printouts containing</p>	<p>Cut off at close of fiscal year in which final determinations of bid</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1003-02	<p>descriptive and statistical data on bids submitted by industry in response to lease sales and presale values recommended by USGS. Includes bonus bid recap reports by area and tract, highest bid, and prospect number; sale summaries by prospect tract values and bids, by tract; and summaries of tracts receiving bids. Information is used by USGS in making recommendations to BLM on acceptance or rejection of bids, in post-sale evaluation reviews, and in planning future lease sales. Arranged by lease sale number, thereunder by report title.</p> <p><u>Post-Sale Analysis Files.</u> Documents accumulated in comparing presale tract evaluation techniques and estimates with sale results and subsequent drilling results. Includes, but is not limited to, such items as reports on comparisons of presale estimates with high, mean, and median bids and with individual company bids; comparisons of presale estimates and sale results with results of exploratory drillings; correlation of "Bright Spot" data with sale bids and drilling results. Arranged by OCS lease sale number.</p> <p>a. <u>Study Case Files.</u> Includes papers requesting the analysis and describing study objectives; intermediate progress reports and correspondence; and preliminary and final reports presenting the results of the post-sale analysis.</p> <p>b. <u>Study Background Files.</u> Consists of papers accumulated in the collection of data for post-sale analysis which are duplicated or adequately summarized in the final report and minor administrative papers not necessary to an adequate history of the study.</p>	<p>acceptance/rejection are made. Destroy 5 years after cutoff.</p> <p><u>Permanent.</u> Cut off when study is completed. Hold 10 years and retire to FARC provided there is sufficient volume (at least one cubic foot.) Offer to the National Archives 20 years after cutoff.</p> <p>Cut off when study is completed. Destroy 3 years after cutoff.</p>

2 cu. ft/
yr.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p>CHAPTER 11. GENERAL OCS LEASE MANAGEMENT RECORDS</p> <p>The Bureau of Land Management issues leases of oil, gas, sulphur, and other minerals on the Outer Continental Shelf. After lease issuance, the U.S. Geological Survey is responsible for collection of rents and royalties and supervision of lease operations up to relinquishment. The records described in this chapter document Conservation Division field office lease management activities in general rather than any one specific lease management function (e.g., supervision of production operations or royalty accounting). Includes lease management project files, monthly reports of operations, field development case files, OCS base maps, appeals case files, and related records.</p> <p>SECTION 1. LEASE RECORDS</p>	
1101-01	<p><u>Undeveloped OCS Lease Files.</u> Consists of copies of lease instruments and related correspondence on leases for which no plan of development, plan of exploration, or Form 9-331C, Notice of Intent to Drill, has been received. Arranged numerically by lease number.</p>	<p>File in appropriate segment of lease management project file when Form 9-331C, or equivalent, is received.</p>
1101-02	<p><u>OCS Lease Management Project Files.</u> Consists of records which document supervision of activities on a specific lease and the wells drilled on that lease. These detailed case files represent one of the largest and most important file groups in Conservation Division field offices. Thus, these files must be carefully arranged and maintained. All project file material is arranged first by lease number.</p> <p>a. <u>OCS Lease History Files.</u> Consists of records which reflect a continuing history of each lease from</p>	<p>Place in inactive file when lease is terminated, relinquished, or</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p>issuance to relinquishment. Because of the quantity of material accumulated on most active leases, standardized breakdowns have been established. Subdivide as follows if volume warrants:</p> <p>-- <u>Lease Instrument File</u>. This file consists of primarily duplicate copies of documents found in the official lease case file maintained by the Bureau of Land Management. Includes copy of lease instrument, BLM Form 3308-1, or equivalent; may include copy of state lease; lease transmittal, such as BLM Form 3308-9; legal documents such as powers of attorney; decisions or memoranda concerning bonds or bond coverage; cross agreements with the State on disputed lands; designations of operator or agent; assignment of lease interest; mergers or name changes; rights of way, use, or easement; suspension of production; expiration, termination, cancellation, or relinquishment of part or all of the lease; "Release of Oil or Gas Lease"; and "Relinquishment Accepted-Lease Cancelled" forms.</p> <p>-- <u>Lease Plan of Development</u>. Applies to leases issued since 1970. Consists of operator's plan of development or exploration; transmittal letters; USGS approval; reports on progress of plan; and supporting geologic and engineering reports and data including maps, surveys, and plats. Plans are revised periodically and several may be contained in the file for a single lease.</p>	<p>cancelled. Cut off inactive file at close of fiscal year.</p>

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	<p>-- <u>Lease Operations File</u>. Contains documents relating to the operation of the lease. Includes documents on secondary recovery and pressure maintenance operations, requests and recommendations for field rules, requests for waivers from OCS Orders which pertain to lease operations and structures (waivers for well operations are filed under schedule item 1101-02b) departure reports, confirmations of incidents of noncompliance, requests for suspension of operation and production.</p> <p>-- <u>Lease Rental, Minimum Royalty, and Royalty File</u>. Consists of documents relating to payment of rentals, minimum royalties on production. Includes New Producing Lease Memoranda, Notice of First Production, Minimum Royalty Letter, correspondence on commingling of production, accountable custody transfer units, royalties on processed gas, royalty-in-kind oil, and royalty allowances for depreciation and transportation.</p> <p>(1) Area Office</p> <p>(2) District Office</p> <p>b. <u>OCS Well Files</u>. Consists of material documenting supervision of operations for each individual well drilled on the lease. Includes, but is not limited to, USGS Form 9-331C, Application to Drill, Deepen, or Plug Back; USGS Form 9-331, Sundry Notice and Report on Wells; USGS Form 9-330, Well Completion</p>	<p>Transfer to FARC 5 years after cutoff. Destroy 25 years after cutoff.</p> <p>Destroy 5 years after cutoff.</p> <p>Place in inactive file when lease is terminated. Cut off inactive file at close of fiscal year.</p>

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<p><i>2 ca. H./ yr.</i></p>	<p>or Recompletion Report and Log; geologic and engineering data supporting operator submittals, such as sidewall core analysis, formation tests, bottom hole pressure test reports, well potential reports, packer tests; maps, plats, specifications, and drawings pertaining to individual wells; documents reflecting geologic, geophysical, and engineering review and evaluation of operator submittals; requests and approvals of waivers to OCS Orders which pertain to an individual well; e.g., storm choke waivers. Arranged by well number. See Section 902 of these schedules for well sample logs and reports, wire-line survey logs, and directional surveys.</p> <p>(1) Area Office</p> <p>(2) District Office</p>	<p>Destroy 5 years after cutoff except that technical data and reports of continuing usefulness for future research may be retained as nonrecord reference material until no longer needed.</p> <p>Retire to FARC 15 years after cutoff or when no longer needed for reference, whichever is earlier. Destroy 75 years after cutoff. EXCEPT: Prior to retirement, the Conservation Manager or his designee will make a subsequent review in order to designate as <u>Permanent</u> any well files that are of continuing value because they contain data that are particularly significant for future research. Well files so designated shall not exceed 10% of the total number of such records eligible for retirement. Offer to</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1101-03	<p><u>Lease/Block Cross Reference Card Index File.</u> Card indexes used by District Offices to cross reference well numbers to American Petroleum Institute well numbers, block numbers to lease numbers, etc. May also include other information such as lease operations data and well log availability.</p>	<p>NARS 75 years after cutoff.</p> <p>Destroy when obsolete, superseded, or no longer needed for reference.</p>
1101-04	<p><u>OCS Lease Record History Card File.</u> Consists of card forms containing concise summaries of lease information: lessee's location, term of the lease, state lease number (if any), rental and royalty rates, interests of multiple owners, lease stipulation, and drilling and production data. Maintained in binders by OCS lease number by Area and District Offices.</p>	<p>Destroy when obsolete, superseded, or no longer needed for reference.</p>
1101-05	<p><u>OCS Lease Monthly Report of Operations.</u> USGS Form 9-152, Monthly Report of Operations-OCS, and ADP generated facsimiles containing information on lease operations, individual well status and production, disposition of gas, and runs and sales of lease products. Used in monitoring lease operations and production (including drilling and producing wells), preparing statistical reports, and conducting geologic and engineering studies. Arranged by lease number and thereunder chronologically by month.</p> <p>a. Area Office</p> <p>b. District Office</p>	<p>Place in inactive file when related magnetic file has proven to be satisfactory and has grandfather backup. Cut off inactive file at close of fiscal year. Destroy 5 years after cutoff.</p> <p>Cut off at close of fiscal year. Destroy 3 years after cutoff.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1102-01	<p style="text-align: center;">SECTION 2. OCS OIL AND GAS FIELD RECORDS</p> <p>OCS Oil and Gas Field Development Case Files. Consists of correspondence and technical information which pertains to an oil and gas field or to a group of leases in a field rather than to any specific lease. May include information regarding fields in state-owned zones. Includes documents regarding drilling and production operations on the field in general; notices of state hearings; field plans of development; operator requests to establish, extend, or revise field drilling rules which govern development of a field; correspondence regarding the annual review of field rules; documents reflecting the review of proposed field rules; copies of published field drilling rules and revisions; geologic and engineering reports and maps submitted in support of proposed field rules or revisions; pressure profiles; and structural information; See Chapter 17 for MER field/reservoir data, field/reservoir studies, and unit geology and engineering data. See Item 1200-01 for the record set of field drilling rules.</p> <p>a. Area Office.</p> <p>b. District Offices.</p> <p style="text-align: center;">SECTION 3. OCS BASE MAPS AND FINDING AIDS</p> <p>The records described in this section consist of base maps (non-contour maps) prepared by Conservation</p>	<p>Cut off every 5 years at close of fiscal year. Hold 10 years and retire to FARC. Destroy 25 years after cutoff.</p> <p>Review at least annually to destroy documents which are no longer needed for local reference.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p>Division field offices at various scales of blocked acreage in the OCS and related records. Does not include geophysical and geologic interpretative maps and cross sections prepared for lease sale evaluations or for special studies or projects. The word "published" as used in this section means reproduction by printing, photographic, and other methods in multiple copies, whether for limited or general distribution. Includes, but is not limited to, the following types of base maps.</p> <p>-- <u>Oil and Gas Field Maps.</u> These maps, which cover all leased Gulf of Mexico OCS acreage, are in two scales: 1" = 1,000' (1 lease block) maps showing detailed drilling information, e.g., platform and well locations and other data plotted from sundry notices on wells, well completion reports, new producible lease notices, etc.; and 1" = 2,000' (9 lease blocks) maps showing units and pipelines. Maintained in binders arranged by field. See Item 1200-05 for prints of these maps maintained by district offices.</p> <p>-- <u>Lease/Well Data Maps.</u> These base maps at various scales show OCS leases and wells and, in some cases, zonelines and fairways. Data is plotted from sundry notices on wells, well completion reports, new producible lease notices, directional surveys, etc. For the Gulf of Mexico, 1" = 4,000' base maps are overlaid with CDP seismic shotpoint location base maps (see Item 901-09) to produce work maps used in detailed tract evaluations. Arranged by adjacent state and thereunder by map number.</p> <p>-- <u>Gulf of Mexico Oil and Gas Development Maps.</u> These base maps, at a scale of 1" = 20,000', one for off-shore Louisiana and one for offshore Texas,</p>	

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p>summarize all nonconfidential engineering data, i.e., areas, blocks, zones, lease platforms, pipelines, fairways, units, fields, court decision lines for disputed areas. Prints of these maps are colored and annotated for use as finding aids and indexes within GM OCS Operations. Prints are prepared by commercial reproduction firms for USGS, BLM, IRS, Corps of Engineers, and for sale to the general public.</p> <p>-- <u>Gulf of Mexico 1" = 40,000' and 1" = 80,000' Base Maps.</u> These base maps, one at each scale for blocked acreage offshore Louisiana, Texas, MAFLA, and the entire Gulf of Mexico. Maps show blocks, leases, zonelines, and fairways. These are used as base maps in preparing graphic indexes and trend maps.</p>	
1103-01 <i>1/2 cu ft/ yr.</i>	<u>Manuscript Maps.</u> Consist of the master manuscript of each base map maintained and updated by organizational units responsible for drafting and cartographic support for GM OCS Operations. For the most part, data shown on these maps are cumulative, i.e., the map is never "completed" so long as lease activities continue in the area covered by the map.	<u>Permanent.</u> Cut off when map is redrafted or completed. If sufficient volume accumulates, retire to FARC. Offer to NARS 20 years after cutoff.
1103-02 <i>1/2 cu ft/ yr.</i>	<u>Published Base Map Record Set.</u> One copy of each edition, revision, or variant of each printed or otherwise reproduced map. Maps in this set will be distinctly marked "Record Set" and will not be charged out.	<u>Permanent.</u> Cut off when published. If sufficient volume accumulates, retire to FARC. Offer to NARS 20 years after cutoff.
1103-03	<u>Reference Base Map Files.</u> Consists of reference and working copy prints of base maps maintained outside drafting and cartographic units which are not described elsewhere in these schedules.	Destroy when superseded, obsolete, or no longer needed for reference.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1103-04 <i>vol. unavailable, records not yet created</i>	Graphic Indexes and Finding Aids. Includes graphic indexes (usually base maps) which indicate the coverage of each map of an area covered by several maps; finding aids, such as card indexes and descriptive lists; and similar records not otherwise described in these schedules.	Dispose of in accordance with instructions for records to which they relate. EXCEPT: Indexes to permanent records may be retained permanently in active files area as a finding aid after records to which they relate are transferred to FARC. Offer to NARS when the records to which they relate are offered.
1103-05	OCS Official Protraction Diagrams. Reproducible and paper prints furnished by BLM which show blocked acreage on the OCS to be offered for lease sale.	Destroy when superseded, obsolete, or no longer needed for reference.
SECTION 4. FORMAL APPEALS AND LITIGATION RECORDS		
1104-01	USGS Appeals Case Files. Consists of documents relating to formal appeals to the Director, U.S. Geological Survey, from parties alleging adverse effect from final orders or decisions by officers of the Conservation Division. The appeals procedures are governed by 30 CFR, Part 290. Included are notices of appeal and papers showing argument of the facts by the appellant, reports in reply to the appellant's argument prepared by the officer who issued the order or decision, requests for extensions of time, papers reflecting the final decision by the Director, and other related papers and correspondence. Official file copies of these documents are maintained at the headquarters level. Arranged numerically by appeal number.	Cut off upon issuance of final decision or withdrawal of appeal. Destroy 6 years after cutoff.
1104-02	OCS Order Waiver Requests. Consists of extra copies of approvals and denials of requests for waivers from OCS Orders. Arranged by OCS Order. This is an	Cut off at the close of the fiscal year or when no longer needed for reference, whichever is

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1104-03	<p>extra copy convenience file maintained to prepare statistical reports. Official copies are maintained in the appropriate case file. (See schedule items 1101-02, 1200-02, 1501-02, or 1502-03.)</p> <p><u>OCS Claims and Litigation Case Files.</u> Consists of reference copies of documents relating to claims or actual legal proceedings involving mineral leasing activities or lease operations on the OCS in which Conservation Division has an interest. Included are advisory reports, investigation reports, litigation reports, statements of claims, copies of processes and pleadings, supporting documents, and related correspondence. Official file copies of these documents are maintained at the headquarters level.</p>	<p>earlier. Destroy 2 years after cutoff.</p> <p>Cut off at close of fiscal year in which claim is settled or disallowed or in which case is closed. Destroy 10 years after cutoff.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p>CHAPTER 12. OCS DRILLING OPERATIONS SUPERVISION RECORDS</p> <p>The records described in this chapter are accumulated as a part of the inspection and monitoring of drilling operations on Outer Continental Shelf leases. Included in this chapter are official copies of field drilling rules; drilling rig inspection reports; reports of the status of drilling operations and engineering development of individual wells; and field plats showing the location of drilling activities.</p>	
1200-01 <i>4 cu ft / yr.</i>	<p><u>Field Drilling Rules Record Set.</u> Consists of the official file copy of each set of field drilling rules and revised rules published by Conservation Division field offices. This schedule applies to the master set maintained by the unit responsible for issuing field drilling rules. Arranged by state and thereunder by OCS area, field name, then depth. See Item 1102-01a for material on development of field drilling rules.</p>	<p>Permanent. Place in inactive file when canceled or superseded. Cut off inactive files in 5-year blocks. If sufficient volume (at least one cubic foot) accumulates, retire to FARC 3 years after cutoff. Offer to NARS 20 years after cutoff.</p>
1200-02	<p><u>Drilling Rig Inspections.</u> Consists of inspection reports from detailed rig inspections, random rig inspections, workover rig inspections, incidents of noncompliance, requests for waivers, approvals and departure reports pertaining to rigs, copies of waiver approvals and departure reports pertaining to wells. Usually arranged by company and rig.</p>	<p>Cut off at close of calendar year in which the rig leaves the district. Destroy 1 year after cutoff.</p>
1200-03	<p><u>Daily/Weekly Drilling and Progress Report.</u> Consists of reports submitted by operators on the status of drilling operations. Used to check progress on operations and to prepare periodic statistical reports to Conservation Division headquarters. Usually arranged by company and lease.</p>	<p>Cut off at close of fiscal year. Destroy 1 year after cutoff.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1200-04	<p><u>Individual Well Records.</u> Consists of forms prepared by District Office which recap the essential engineering features of wells drilled on Federal leases or state lands offshore. Used as a quick reference tool. Usually maintained in binders and arranged by area, block, lease, and well number.</p>	<p>Destroy when superseded, obsolete, or no longer needed for reference.</p>
1200-05	<p><u>Field Plats and Lease Maps.</u> Consists of field plats and lease maps which show the locations of platforms, zones, and wells. The surface location, bottom hole locations, depth, and side tracks are detailed on these maps. Field plats are usually on a 1" = 1,000' scale showing a single block or a 1" = 2,000' scale showing a 9-block area. Lease maps are usually on a 1" = 200' or 1" = 300' scale. Field plats are prepared from data on the 9-330, 9-331, and 9-331c forms. These are usually arranged by area and block or lease. See section 1163 for copies of field plats and lease maps maintained by the drafting and cartographic unit.</p>	<p>Destroy when superseded, obsolete, or no longer needed for reference.</p>
1200-06	<p><u>Well Location Log.</u> Consists of cross reference card files which show the location of wells by area, block, well number, state or OCS lease, and location with a summary of well history. Usually arranged by area, block, and well.</p>	<p>Destroy when no longer needed for reference.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1301-01	<p style="text-align: center;">CHAPTER 13. OCS PRODUCTION OPERATIONS SUPERVISION RECORDS</p> <p>The records described in this chapter are accumulated in the supervision of production operations on Outer Continental Shelf leases. The records relate to the testing of oil and gas wells, establishing rates of production, and monitoring rates of production. Included are reports submitted by operators and lessees, printed price bulletins, internally prepared documents, and documents prepared by third parties. Many of these documents contain confidential and proprietary data. See Section 705 for copies of non-proprietary documents maintained for public information purposes.</p> <p style="text-align: center;">SECTION 1. OCS PRODUCTION RATE FILES</p> <p>The records described in this section pertain to the establishment of Maximum Efficient Rate for reservoirs and Maximum Production Rates for wells and to the monitoring of production rates. These rates are based on requests from operators and well tests and other data submitted in support of the requests. The monitoring functions records consist of established rates and production totals prepared from data submitted on operators reports.</p> <p><u>Quarterly Oil Well Test Report (USGS Form 9-1869).</u> Consists of copies of USGS Form 9-1869 or similar form and related correspondence. The results of tests are used to monitor the production rates of oil wells. Arranged as appropriate by lease and well or by field, block, and operator.</p> <p>a. Area Office.</p>	Cut off at close of fiscal

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1301-02	<p>b. District Offices.</p> <p><u>Semiannual Gas Well Test Report (USGS Form 9-1870).</u> Consists of copies of USGS Form 9-1870 or similar form and related correspondence and attachments. Test results are used to monitor production rates of gas wells. Arranged as appropriate by lease and well or field, block, and operator.</p> <p>a. Area Office.</p> <p>b. District Offices.</p>	<p>year. Destroy 4 years after cutoff.</p> <p>Cut off at close of the fiscal year. Destroy 2 years after cutoff.</p> <p>Cut off at close of the fiscal year. Destroy 4 years after cutoff.</p> <p>Cut off at close of the fiscal year. Destroy 2 years after cutoff.</p>
1301-03	<p><u>Multi Point Back Pressure Tests.</u> Consists of 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. Required by GM OCS Order 11. Arranged as appropriate by lease and well or by field, block, and operator.</p> <p>a. Area Office.</p> <p>b. District Offices.</p>	<p>Place in inactive file when superseded or obsolete. Cut off inactive file at the close of the fiscal year. Destroy 4 years after cutoff.</p> <p>Place in inactive file when superseded or obsolete. Cut off inactive file at the close of the fiscal year. Destroy 2 years after cutoff.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1301-04	<p><u>Monthly Report of Reservoir Over-Production.</u> Consists of reports submitted by operators notifying the Supervisor of the amount produced from a reservoir in excess of the established maximum efficient rate (MER). The report should include the reservoir, location, rate, volume of overproduction, and the time period. Also contains operators notification that production from the overproduced reservoir has been balanced with the established maximum efficient rate. No form has been established for this report. Maintained by The office with responsibility for production control. Usually arranged by operator.</p>	<p>Place in inactive file when production from an overproduced reservoir has been balanced. Cut off the inactive file at the close of the calendar year. Destroy 4 years after cutoff.</p>
1301-05	<p><u>Approved Maximum Efficient Rates for Reservoirs and Maximum Production Rates for Wells.</u> Consists of computer printouts which show the location by state, area, block, company, field, and lease; number of reservoirs and wells; the maximum efficient rate for reservoirs; and the maximum production rate for wells. Data is used to monitor production to ensure economic development and depletion of reservoirs. The report is used by Conservation Division headquarters and field offices, the operators, and it is available to the public. It is published on a quarterly basis.</p> <p>a. Area Office.</p> <p>b. District Offices.</p>	<p>Cut off at the close of the fiscal year. Destroy 4 years after cutoff.</p> <p>Destroy when superseding printout is received.</p>
1301-06	<p><u>Monthly Over/Under Production Report.</u> Consists of quarterly computer printouts showing the production of crude oil and gas well gas for each well and the</p>	<p>Cut off at the close of the fiscal year. Destroy 4 years after cutoff.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1301-07	<p>approved maximum production rates. Report is used to balance quarterly production. Maintained by the office with responsibility for production control.</p> <p><u>Maximum Efficient Rate--Maximum Production Rate Files.</u> Consists of computer printouts showing the approved MER/MPR, volume of production, and the volume of over and under production. The data is arranged by individual well and reservoir. These files are used to monitor production levels and for quarterly balancing of production to approved rates as required by GM OCS Order 11. Maintained by the office with responsibility for production control.</p> <p>a. <u>MER/MPR Master File.</u> Monthly printout showing the production data for the month.</p> <p>b. <u>MER/MPR History File.</u> Quarterly printout showing production for current quarter and one previous quarter.</p>	<p>Cut off at close of reporting period. Destroy 6 months after cutoff.</p> <p>Cut off at close of reporting period. Destroy 6 months after cutoff.</p>
1301-08	<p><u>MER/MPR Change Reports.</u> Consists of monthly computer printouts showing changes to the approved MER/MPR rates. Data is arranged by individual well and reservoir. Maintained by the office with responsibility for production control.</p>	<p>Retain until a quarterly approved MER/MPR report is received which reflects the new MER/MPR reports.</p>
1301-09	<p><u>Quarterly Balancing Reports.</u> Consists of computer printouts produced quarterly showing over or under production of reservoirs on an exception basis. Used to check actual production against approved production rates and to advise operators of the need to balance quarterly production as required by GM OCS Order 11. Data arranged by individual well and reservoir.</p>	<p>Cut off at the close of the fiscal year. If sufficient volume accumulates, retire to FARC. Destroy 10 years after cutoff.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1301-10	<u>Monthly Producing Well File.</u> Consists of documents or printouts which show the number of producing wells by operator, area, and state with a total for the Outer Continental Shelf Area. Data is usually arranged by operator.	Destroy when superseding report is received.
1301-11	<u>OCS Production Control Studies File.</u> Consists of documents and printouts regarding special studies of production control rates. Includes papers authorizing the study, describing its scope and objectives, intermediate progress reports and correspondence, and the finished report.	Place in inactive file at the close of the fiscal year in which the study is completed. Cut off inactive files in 5 year blocks. If volume is sufficient, retire to FARC 3 years after cutoff. Destroy 20 years after cutoff.
1301-12	<u>OCS Gas Flaring Report.</u> Consists of monthly computer printouts which show the volume of gas flared by lease and operator. Prepared from the gas disposition data on the Monthly Report of Operations, it is used to monitor and control the volume of gas flared. Data is arranged by operator and lease. Maintained by the office with responsibility for production control.	Cut off at the close of the fiscal year. Destroy 2 years after cutoff.
1301-13	<u>OCS Production File.</u> Consists of monthly printouts or other documents showing the production of crude oil and gas well gas taken from the Monthly Report of Operations. Maintained by the office with responsibility for production control.	Destroy when superseding printout is received.
1301-14	<u>Clearance File.</u> Consists of monthly printouts listing approvals of requests to test wells for increased MPR. Production rates may exceed approved MPR for duration of the test. Data is arranged by individual wells. Maintained by the office with responsibility for production control.	Destroy when superseding report is received.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1301-15	<p><u>OCS Lease Disposition All Products.</u> Consists of monthly computer printouts which show the monthly disposition of products by lease-sales of oil, condensate, gas and gas used for fuel, flared, or injected, Leases are identified by company, area, and field. Prepared from data submitted on the Monthly Report of Operations. Data is arranged by lease number. Maintained by the office with responsibility for production control.</p>	<p>Cut off at the close of the fiscal year. Destroy 2 years after cutoff.</p>
1301-16	<p><u>OCS Lease Disposition-Oil Well Gas and Gas Well Gas.</u> Consists of monthly computer printouts showing the disposition of oil well gas and gas well gas by lease. The total disposition and the volume of gas sold, flared, vented, injected, and used for fuel are listed. Data is arranged by lease number. Maintained by the office with responsibility for monitoring production of gas.</p>	<p>Cut off at the close of the fiscal year. Destroy 2 years after cutoff.</p>
1301-17	<p><u>Summary Sales by Lease.</u> Monthly computer printout showing the location of the lease, operator, accumulation of sales by product, dates of accumulation. Compiled from data reported on the Monthly Report of Operations - OCS.</p>	<p>Destroy when superseding report is received.</p>
1301-18	<p><u>Individual Well Production.</u> File consists of monthly printout reports or other documents which show the production of oil, condensate, oil well gas, gas well gas, and water produced during the month by individual wells. The data is usually arranged by well numbers, operators, lease, field, and block.</p>	<p>Cut off at the close of the fiscal year. Destroy 2 years after cutoff.</p>
1301-19	<p><u>Shut-In Wells Report.</u> Includes a monthly printout report or other document showing the well number, operator, location, and cause of well shut-in.</p>	<p>Destroy when superseding report is received.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1301-20	<p>Well Potential Tests Reports (USGS Form 9-1868). Consists of reports submitted by operators which show the results of production tests of wells. Used to establish or increase an oil or gas well MPR. Usually arranged by lease/well number.</p> <p>a. Area Office.</p> <p>b. District Office.</p> <p>SECTION 2. OCS PRODUCTION MEASUREMENT FILES</p> <p>The records described in this section pertain to the measurement of production at the lease and as it is transported through pipeline and barging systems. Included in these files are approvals for automatic custody transfer units, pipeline and barging system records, and reports on tests to determine the accuracy of production measurement equipment.</p>	<p>Cut off at the close of the fiscal year. Destroy 4 years after cut-off.</p> <p>Cut off at the close of the fiscal year. Destroy 2 years after cut-off.</p>
1302-01	<p><u>Accountable Custody Transfer Unit Approvals.</u> Consists of applications and approvals for accountable custody transfer units. Includes schematics, flow diagrams, leases and fields involved, estimated amounts and types of production involved, calibration data and proposed royalty value basis. Usually arranged by system number, area, and operator or by lease.</p>	<p>Cut off when ACT Unit is removed or destroyed. Destroy 7 years after cutoff.</p>
1302-02	<p><u>Commingling Systems File.</u> Contains correspondence, applications, drawings, specifications, operating agreements, approvals and authorization to commingle production in a pipeline or barging system. Arranged</p>	<p>Cut off when system is abandoned or discontinued. Destroy 7 years after cutoff.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1302-03	<p>by systems number and operator. Maintained by the office with responsibility for approving comingling systems.</p> <p><u>Meter Proving Reports.</u> Consists of forms submitted monthly by operators which show the results of accuracy tests on allocation and sales meters. Used to adjust production figures for deviations found in meters. Usually arranged by system, area, and operator or by lease.</p>	Cut off at close of the fiscal year. Destroy 3 years after cutoff.
1302-04	<p><u>Meter Adjustment Tickets.</u> Consists of forms submitted by operators to adjust the calculated run volumes of production measured through a meter with a deviation of more than + 0.0025 in any measurement factor. The meter adjustment ticket eliminates the need to change or adjust the barrel figure on the meter totalizer. Usually arranged by system, area, and operator or by lease.</p>	Cut off at close of the fiscal year. Destroy 3 years after cutoff.
1302-05	<p><u>Allocation Schedules.</u> Consists of schedules which allocate the sales volume attributable to each lease from the comingled production of 2 or more leases measured through a single sales meter. Usually arranged by system and area or by lease.</p>	Place in inactive file when superseding schedule is received. Cut off inactive file at close of fiscal year. Destroy 6 years after cutoff.
1302-06	<p><u>Calibration Charts - Tank Tables.</u> Consists of charts which show the volume of storage tanks by foot and inch. Used in the audit of run tickets from tank storage batteries. Usually arranged by operator, area, and tank.</p>	Place in inactive file when tank is removed, destroyed, or permanently removed from service. Cut off inactive file at the close of the fiscal year. Destroy 3 years after cutoff.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1401-01	<p data-bbox="364 258 1130 324">CHAPTER 14. OUTER CONTINENTAL SHELF SAFETY AND POLLUTION CONTROL RECORDS</p> <p data-bbox="330 363 1191 559">The records described in this chapter are accumulated as a part of the supervision of operational safety and pollution control. Included in this chapter are reports and investigations of accidents on the Outer Continental Shelf, reports of oil spills, oil spill contingency plans, and pollution control files.</p> <p data-bbox="330 582 1161 648">See Section 1104 for claims or litigation resulting from OCS accidents or oil spills.</p> <p data-bbox="526 679 935 709">SECTION 1. OCS ACCIDENTS</p> <p data-bbox="330 751 1191 1010">Consists of documentation relating to accidents on the Outer Continental Shelf. May involve blowouts, hydrocarbon spills, fires and explosions, structural collapse, pollution by other than hydrocarbons, and personal injury or death. Includes operator's notification of incident, operator's written reports, reports of district office investigation, and reports on the analysis of accidents.</p> <p data-bbox="330 1041 1161 1141">Record sets and developmental case histories of Safety Notices and Notices to Lessees and Operators are covered under items 202-02 and 202-03.</p> <p data-bbox="330 1171 1191 1433"><u>Major Accident Investigation Files.</u> Consists of operator's notification and reports, USGS prepared reports, investigations, and analyses of pollution events of 15 or more barrels, fires, explosions, personal injury and loss of life, and other accidents selected for investigation. These files are available for public inspection. Arranged by accident case number assigned to the accident investigation.</p>	

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1401-02	<p>a. Case files maintained by office with primary responsibility for accident investigation. Included are record copies of accident investigation and analysis reports.</p> <p>b. Case files maintained by other offices.</p>	<p>Place in inactive folder at the close of the fiscal year in which the investigation is completed. Cut off inactive files in 5 year blocks. If volume is sufficient, retire to FARC 3 years after cutoff. Destroy 20 years after cutoff.</p> <p>Cut off at the close of the fiscal year in which the investigation is completed. Destroy 2 years after cutoff.</p>
	<p><u>OCS Minor Accidents Reports File.</u> Consist of operator's notice and written reports and operator's reports of accident, pollution events of less than 15 barrels, and events not selected for subsequent investigation and analysis. Arranged chronologically by type of accident.</p> <p>a. Files maintained in Area Office.</p> <p>b. Files maintained in District Offices.</p>	<p>Cut off at the close of the fiscal year in which the accident is reported. Destroy 2 years after cutoff.</p> <p>Cut off at close of the fiscal year in which the accident is reported. Destroy 2 years after cutoff.</p>
1401-03	<p><u>OCS Events File.</u> Consists of local forms or ADP printouts which summarize accidents on the Outer Continental Shelf. These are prepared from operator submitted reports. Kept for statistical reporting purposes. Arranged by type of event and thereunder chronologically.</p>	<p>Cut off at the close of the fiscal year. Destroy 1 years after cutoff.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1401-04	<u>Pipeline Leak and Break Reports.</u> Consists of operator submitted reports, as required by GM OCS Order 9, which detail the cause, effect, and remedial action taken on all pipeline leaks.	Cut off at close of fiscal year in which report is made. Destroy 4 years after cutoff.
1401-05	<u>Automatic Custody Transfer (ACT) Unit Failure Reports.</u> Consists of operator submitted reports on the failure of ACT units and suggested alternate methods of measurement. Includes supervisor's approval of alternate methods of measurement. Required by GM OCS Order 13. Arranged by system number, area, and operator or by lease.	Cut off at close of fiscal year in which report is made. Destroy 4 years after cutoff.
1401-06	<u>Subsurface Safety Device Failure Analysis Report.</u> Consists of original reports submitted by operators to identify mechanical failures of subsurface devices by lease and well, make and model of device, cause of failure, and corrective action taken. Used to establish a reliability engineering data base. Submitted quarterly as required by GM OCS Order 5. Arranged by lease and well.	Cut off at close of fiscal year. Destroy 4 years after cutoff.
SECTION 2. POLLUTION CONTROL		
Consists of pollution contingency plans and reports filed by operators and reports by district offices.		
1402-01	<u>Sewage Effluent Tests/Waste Water Discharge Analysis Reports.</u> Consists of reports submitted semiannually by operators detailing the location, dates, and results of lab analysis of sewage effluents discharged into ocean waters. Used to check compliance with the provisions of GM OCS Order 8. Usually arranged by company and chronologically thereunder.	Place in inactive file after compliance with GM OCS Order has been determined. Cut off inactive file at close of the fiscal year. Destroy 2 years after cutoff.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1402-02	<p><u>Annual Waste Water Report.</u> Consists of annual reports submitted by operators showing the results of monthly tests of discharged waste water. Tests include the dates of samples, time and location, volume of waste discharged, and the results of laboratory analysis. Used to determine compliance with provisions of GM OCS Order 8. Arranged by company.</p>	<p>Place in inactive file after compliance with GM OCS Order has been determined. Cut off inactive file at the end of the fiscal year. Destroy 2 years after cutoff.</p>
1402-03	<p><u>Operator Submitted Plans.</u> Consists of operator developed action plans submitted in accordance with requirements of OCS Orders. These plans include <u>Oil Spill Contingency Plans</u> for dealing with fires, Teaks, spills, and other events; <u>Simultaneous Operations Plans</u> for dealing with undesirable events during drilling, wireline, workover, or major construction operations; <u>Welding and Burning Safe Practices and Procedures Plan</u> detailing personnel requirements and approved methods relating to these operations; a <u>Training Plan</u> describing courses to be conducted and methods used to qualify personnel for offshore operations; and other contingency plans as may be required. Arranged by plan and thereunder alphabetically.</p>	<p>Destroy on receipt of a superseding plan.</p>
1402-04	<p><u>Pollution Inspection Reports.</u> Consists of reports prepared by district offices which present the results of beach pollution inspections and pollution surveillance flights.</p>	<p>Cut off at close of fiscal year. Destroy 2 years after cutoff.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1501-01	<p style="text-align: center;">CHAPTER 15. STRUCTURE INSTALLATION, REVIEW, AND ANALYSIS RECORDS</p> <p>The records described in this chapter are accumulated as a part of the supervision of structures erected on the Outer Continental Shelf. Such structures as platforms, artificial islands, and pipelines are included. The records relate to approval of structure design and construction, permits, waivers from OCS Orders, operational inspections, and analysis of structure and equipment failures.</p> <p style="text-align: center;">SECTION 1. INSTALLATION REVIEW RECORDS</p> <p><u>Platform Installation Files.</u> Consists of documents relating to the approval of platform design and construction. Included are requests for permits to construct a platform; construction drawings; plats and maps; Corps of Engineer permits; assessments by district engineers; checklists for environmental evaluation; engineering certifications; and completion reports with "as built" drawings. Usually arranged by platform designation or by lease.</p> <p>a. Area Office.</p> <p>b. District Office.</p>	<p>Place in inactive file when platform is removed or abandoned. Cut off inactive file at close of fiscal year. Destroy 2 years after cutoff.</p> <p>Place in inactive file when platform is removed or abandoned. Cut off inactive file at close of fiscal year. If volume is sufficient, transfer to FARC 3 years after cutoff. Destroy 10 years after cutoff.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1501-02	<p><u>Platform Inspection Files.</u> Consists of inspection reports, notices of incidents of noncompliance, requests for waivers, approvals and departure reports pertaining to platforms, and extra copies of waiver approvals pertaining to platform wells. Usually arranged by platform designation or lease number.</p>	<p>Cut off at the close of the calendar year in which the platform is removed or abandoned. Destroy 2 years after cutoff.</p>
1501-03	<p><u>Platform and/or Installation Questionnaire Files.</u> Consists of operator submitted forms detailing the location, primary use, structural specifications, and equipment for each platform or installation. Maintained in Area Office and District Offices as a quick reference source. Arranged by installation designation</p>	<p>Place in inactive file when platform is removed. Cut off inactive file at close of fiscal year. Destroy 2 years after cutoff.</p>
<p>SECTION 2. OCS PIPELINE FILES</p>		
1502-01	<p><u>Pipeline Permit Files.</u> Consists of proposals to construct pipelines on the Outer Continental Shelf; supporting drawings, maps, plats, and specifications; BLM and USGS approvals; Corps of Engineers permits; and completion reports with "as-built" drawings. Includes flowlines. Usually arranged by BLM or USGS pipeline system designation.</p>	<p>Place in inactive file when pipeline is removed or abandoned. Cut off inactive file at the close of the fiscal year. Destroy 10 years after cutoff.</p>
1502-02	<p><u>OCS Pipeline Reports.</u> Consists of annual reports submitted by pipeline operators showing the dates and results of monthly inspections, methods used, and test results. Usually arranged by pipeline system designation. Maintained by the office with responsibility for supervision of pipelines.</p>	<p>Cut off at the close of the fiscal year. Destroy 3 years after cutoff.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1502-03	<p><u>OCS Pipeline Waiver Requests.</u> Consists of requests for waivers from OCS Orders and other orders and rules issued pursuant to the authority to regulate the operations of pipelines and flowlines. Includes requests, approvals or denials, and departure reports for granted waivers. Arranged by pipeline system designation. Maintained by the office with responsibility for pipeline pervision.</p>	<p>Place in inactive file when waiver is revoked or expires. Cut off at the close of the fiscal year. Destroy 4 years after cutoff.</p>
1502-04	<p><u>Index to Pipeline Systems.</u> Consists of computer printouts which describe GS- and BLM-approved pipelines. Data includes operator, system designation, date of approval, size, type, location, length, and date of completion. Maintained by the office with responsibility for pipeline supervision.</p>	<p>Destroy when superseding printout is received.</p>
1502-05	<p><u>Pipeline Inspection Files.</u> Consists of inspection reports, notice of incidents of noncompliance, requests for waivers, and extra copies of waiver approvals pertaining to pipelines. Arranged by pipeline system designation. Maintained by the office with responsibility for pipeline supervision.</p>	<p>Cut off at the close of the fiscal year. Hold 4 years and destroy.</p>
<p style="text-align: center;">SECTION 3. OCS STRUCTURE DESIGN AND FAILURE ENGINEERING ANALYSIS RECORDS</p> <p>The files described in this section relate to the application of reliability engineering analysis to equipment and structures used on the Outer Continental Shelf. The purpose is to identify equipment, structure designs, and procedures which may result in pollution of the marine environment, fire or explosion, or personal injury or death.</p>		

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1503-01	<p><u>Systems Design Analysis Data File.</u> Consists of accident reports, inspection reports, drawings, specifications, and analysis. Used to develop a data base for use in approving future structure applications. Maintained by the Area Office responsible for supervision of field operations. Arranged by type of structure.</p>	<p>Place in inactive file when data has been transferred to computer file and verified. Cut off file at the close of the fiscal year in which computer file is verified. Destroy 3 years after cut-off.</p>
1503-02	<p><u>System Design Analysis Studies Case Files.</u> Consists of case papers reflecting a complete history of each study from the initiation through research, analysis, and report. Includes a copy of the study proposal, project planning papers, failure engineering and hazards analysis, and preliminary and final reports. Maintained by office conducting the study or office sponsoring the contract to perform the study. Arranged by type of structure.</p>	<p>Place in inactive file at the close of the fiscal year in which the study is completed. Cut off inactive files in 5 year blocks. If volume is sufficient, transfer to FARC 3 years after cutoff. Destroy 20 years after cutoff.</p>
1503-03	<p><u>System Design Analysis Studies Work Papers.</u> Includes temporary correspondence; listings and tabulations; copies of documents contained in the case files; preliminary or intermediate source data used for analysis or reference; and other workpapers used in the course of the study which are not appropriate for permanent retention because they have neither evidential nor long-term information values. Arranged by type of structure.</p>	<p>Cut off at the close of the fiscal year in which the study is completed. Destroy 3 years after cut-off.</p>
1503-04	<p><u>Reliability Engineering Data Files.</u> Consists of accident reports, inspection reports, analysis, drawings and specifications of individual pieces of equipment. Used to create a data base for evaluation of equipment used in exploration, drilling, or production operations in the Outer Continental Shelf. Arranged by type of equipment.</p>	<p>Place in inactive file when data has been transferred to computer files and verified. Cut off at the close of the fiscal year in which the computer file is verified. Destroy 3 years after cut-off.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1503-05	<p><u>Equipment Failure Studies Case Files.</u> Consists of case papers reflecting a complete history of each study from initiation through research, analysis, and report. Includes a copy of the study proposal; analyses of equipment failure; and preliminary and final reports. Maintained by office conducting the study or office sponsoring the contract to perform the study. Arranged by type of equipment.</p>	<p>Place in inactive file at close of fiscal year in which study is completed. Cut off inactive files in 5 year blocks. If volume is sufficient, transfer to FARC 3 years after cutoff. Destroy 20 years after cutoff.</p>
1503-06	<p><u>Equipment Failure Studies Working Papers.</u> Includes temporary correspondence; listings and tabulations; copies of documents contained in the case files; preliminary and intermediate source data used for analysis and reference; and other working papers used in the course of the study which are not appropriate for permanent retention because they have neither evidential nor long-term informational value. Arranged by type of equipment.</p>	<p>Cut off at the close of the fiscal year in which the study is completed. Destroy 3 years after cutoff.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1601-01	<p data-bbox="379 278 1080 314">CHAPTER 16. OCS ROYALTY ACCOUNTING RECORDS</p> <p data-bbox="358 348 1211 579">The records described in this chapter pertain to the royalty accounting function. These records relate to the collection of rents and royalties from leases, the sale of royalty oil taken in-kind and sold to small refiners, deposit of collections, audit of royalty accounts, and maintenance of funds impounded under the Tidelands Dispute.</p> <p data-bbox="358 612 1205 774">Technical reference materials used in the audit function, such as company price bulletins and gravity correction tables and tank tables, are maintained as nonrecord material and disposed of in accordance with item 101-11.</p> <p data-bbox="370 808 1116 843">SECTION 1. OCS ACCOUNTS AND COLLECTIONS FILES</p> <p data-bbox="334 871 1211 1398"><u>Royalty Accounting Files.</u> The documents in this file relate to the payment of rents, minimum royalties, and royalties on lease products. Includes correspondence on refunds and overpayments. Consists of Lessees Monthly Report of Sales and Royalties, USGS Form 9-153 or equivalent, submitted in accordance with 30 CFR 250.94. This report shows the runs of oil; sales of gas, gasoline, and other lease products; oil and gas lost; deliveries of royalty-in-kind oil; and royalties due on production. Associated with these reports are Statements of Account, USGS Form 9-1424, or equivalent produced by the USGS Automated Royalty Accounting System. These are monthly statements showing royalty determinations and status of lease accounts. Arranged by lease account number and thereunder chronologically by month.</p>	<p data-bbox="1235 867 1776 1159">Cut off at the close of the fiscal year. Hold for 2 years and transfer to FARC. FARC will destroy in accordance with instructions of the General Accounting Office. These records should not be mixed with non-GAO records when transferred to the FARC.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1601-02	<p><u>Royalty Accounting System Data Input Forms.</u> Consist of copies of input forms used to enter data in the automated royalty accounting system. Originals are forwarded to USGS, Branch of Computation, for entry into the system. These are copies retained by the unit responsible for royalty accounting to verify the system entries. Included are Lease Master Coding Forms, Unit Master Coding Forms, Annual Fee Reports, Production Sales Reports, Royalty Adjustment Reports, Collection Reports, and EDP transmittal forms. Arranged by form/report number or title and chronologically thereunder.</p>	<p>Cut off at the close of the fiscal year. Destroy 1 year after cutoff.</p>
1601-03	<p><u>Pipeline and Barging System Accounting Files.</u> Consists of oil run tickets, pipeline run statements, purchaser's run and gas statements, lessee's run statements, meter proving reports, meter adjustment reports, and allocation schedules. Used to audit the Lessee's Monthly Report of Sales and Royalties. Arranged by pipeline and barging system.</p>	<p>Cut off at the close of the fiscal year. Hold 2 years and retire to FARC. Destroy 5 years after cutoff.</p>
1601-04	<p><u>Audit Support Document Files.</u> Consists of documents submitted by operators and purchasers of lease products. Includes reports of sulfur shipment and royalty, crude oil statements, and secondary recovery statements. Used in the process of auditing lease royalty accounts. Filed by company.</p>	<p>Cut off at the close of the fiscal year. Destroy 2 years after cutoff.</p>
1601-05	<p><u>Automated Royalty Accounting System Report Files.</u> Consists of computer printout reports produced by the automated royalty accounting system. Data reported includes royalty accounts receivable control, statement of monies impounded under state agreements, statistics on the quantity and value of lease</p>	<p>Cut off at the close of the fiscal year. Destroy 3 years after cutoff.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	production, royalty value of oil, condensate, gas, gasoline and liquid products, and unit production statistics. Included in this series are: Monthly Report of Royalty Accounts Receivable Control, Monthly Unit Allocation Report, Monthly Sales of Lease Production Report, Monthly Scanner Report, and extra copies of USGS Form 9-1424, Statement of Account.	1
1601-06	<u>Royalty Accounting Statistical Summaries.</u> Consists of copies of calendar and fiscal year statistics arranged in 10 summary reports. These reports are produced by the automated royalty accounting system. These summaries contain data on the value, volume, and royalties for production by lease, field, district, state, Section 6 and Section 8, unit, and zone.	Destroy upon receipt of superseding report.
1601-07	<u>Lessees-State Agreements Files.</u> Consist of copies of agreements between the State of Louisiana and operators of leases in the Outer Continental Shelf. These agreements relate to the payment of rents, royalties, and other sums described in Section 6(a)(9) of the Outer Continental Shelf Lands Act. These agreements form the basis for determining the amounts due to the state under court decisions relating to the disputed zone.	Place in inactive file when dispute is settled. Cut off inactive file at close of fiscal year. Hold 2 years and transfer to FARC. Destroy 50 years after cutoff.
1601-08	<u>Statement of Funds Subject to Impoundment.</u> Consists of a monthly computer printout showing the funds impounded under Section 6(a)(9) of the Outer Continental Lands Act. The report shows the royalty, rental, bonus, and value of royalty-in-kind purchases.	Cut off at the close of the fiscal year. Destroy 1 year after cutoff.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1601-09 <i>2 cu. ft</i> <i>Total</i>	<u>Federal-State Agreements Files.</u> Papers relating to agreements between the State of Louisiana and the United States pursuant to court decisions relating to the disputed zone. Includes copies of agreements, court decisions, statements showing sums subject to impoundment, reconcilements and correspondence with the State Mineral Board.	<u>Permanent.</u> Place in inactive file when dispute is settled. Cut off inactive file at close of fiscal year. Hold 2 years and transfer to FARC. Offer to NARS 20 years after cutoff.
1601-10	<u>Certificates of Deposits (such as Standard Form 219).</u> Consists of copies of Certificates of Deposit, SF 219, prepared by Royalty Accounting for deposit of checks and money orders received in payment of royalties due. Collections are deposited with the Federal Reserve Bank. Arranged chronologically.	Cut off at the close of the fiscal year. Destroy 3 years after cutoff.
1601-11	<u>Collection Data Sheets.</u> Consists of retained copies of coding sheets showing collections by amount, fund code, classification, state code, geographic location. Originals sent to Bureau of Land Management. Arranged chronologically.	Cut off at the close of the fiscal year. Destroy 3 years after cutoff.
1601-12	<u>Daily Deposit Journal.</u> Journal of daily deposits usually posted by account and accountant. Arranged chronologically in 6-month groups.	Cut off at the close of the fiscal year. Destroy 3 years after cutoff.
1601-13	<u>Monthly Collection Registers.</u> Consists of a register used to record the receipt of checks and money orders received in payment of royalties due.	Cut off at the close of the fiscal year. Destroy 3 years after cutoff.
1601-14	<u>Accounts Receivable Registers.</u> Consists of a register used to control accounts receivable until payments are received.	Cut off at the close of the fiscal year. Destroy 3 years after cutoff.
1601-15	<u>Miscellaneous Collection Documents.</u> Consists of letters transmitting royalty payments, check foils, and check invoices. Arranged chronologically.	Cut off at the close of the fiscal year. Destroy 1 year after cutoff.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1601-16	<p><u>Accountable Officer Designation.</u> Documents concerning the designation of individuals to serve as Collection Officer.</p> <p>SECTION 2. OCS GAS EXTRACTION MONITORING FILES</p> <p>Files in this section are accumulated in the process of determining if the royalties paid on liquid hydrocarbons extracted from casing head gas sold to gas extraction plants are fair and accurate.</p>	Cut off at close of the fiscal year in which designation is cancelled. Destroy 3 years after cutoff.
1602-01	<p><u>Gas Sales Contracts File.</u> Consists of copies of sales contracts between operators and gas extraction plants, OCS letters acknowledging the contract agreement, the buyer's letter transmitting the liquids handling and separation agreement, condensate purchase agreements, sellers orders effective with first production, FPC docket and proceedings, and correspondence. Arranged by buyer, field, and block or by plant.</p>	Place in inactive file at the termination of the contract. Cut off inactive file at the close of the fiscal year. If volume is sufficient, transfer to FARC 2 years after cutoff. Destroy 6 years after cutoff.
1602-02	<p><u>Index to Gas Sales Contract.</u> Consists of a card index showing buyer, area, block, and lease number. Usually arranged by seller.</p>	Destroy when obsolete, superseded, or no longer needed for reference.
1602-03	<p><u>Gas Plant Case Files.</u> Consist of forms showing the plant owners, percent of ownership, income, expenses, depreciation, and a computation of plant profitability. Used for the determination of royalty rates. Arranged by plant. These files are maintained by the unit responsible for monitoring gas processing.</p> <p>SECTION 3. OCS GAS PROCESSING</p>	Place in inactive file when plant is removed or abandoned. Cut off inactive file at close of fiscal year. Destroy 4 years after cutoff.
1603-01	<p><u>Gas Plant Monthly Reports.</u> Consist of monthly reports submitted by gas plant owners which show the quantity and volume of constituent products extracted from casing head gas. Included in the report are</p>	Cut off at the close of the fiscal year. If volume is sufficient, transfer to FARC 2 years after cutoff. Destroy 5 years after

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	the destination and source of gas, deliveries committed, under- and over-deliveries, sales, schedules of gas by-passed and processed, a schedule of condensate allocation by component, and a schedule of product allocation by component. Used in audit of Lessees Monthly Report of Sales and Royalties. Usually arranged by plant.	cutoff.
1603-02	<u>Gas Plant Inspection Files.</u> Consists of inspection reports on gas extraction plants. Includes notes, specifications, drawings, photographs. Usually arranged by plant.	Cut off at the close of the fiscal year. Hold 4 years and destroy.
1603-03	<u>Gas Processing Statistics File.</u> Consists of summary reports prepared by the unit responsible for monitoring gas processing. Includes the number of plants, annual volume and royalty value of gas produced, annual volume and royalty value of extracted liquids, and total royalty value of gas and extracted liquids.	Cut off at the close of the fiscal year. Hold 4 years and destroy.
	<p>SECTION 4. OCS ROYALTY-IN-KIND OIL CONTRACTING FILES</p> <p>The records in this section relate to the sale of royalty-in-kind oil to small refineries and to the billing procedure for royalty-in-kind oil sold.</p>	
1604-01	<u>Royalty-in-Kind Sales Files.</u> Consists of documents relating to the notice of sale of royalty-in-kind oil and negotiation and award of purchase agreements. Includes OCS-prepared estimates of production and royalty-in-kind oil available, correspondence on procedures for application to purchase royalty-in-kind oil, notice to small refiners, notice of lottery and position for draw. Maintained in unit responsible for monitoring of commingling.	Place in inactive file at the completion of the negotiation. Cut off inactive file at close of the fiscal year. If volume is sufficient, transfer to FARC 3 years after cutoff. Destroy 6 years after cutoff.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1604-02	<p><u>Royalty-in-Kind Applications Files.</u> Documents accumulated in reviewing and recommending action on applications for the purchase of government royalty oil by small refiners. Includes the application, evaluation papers, and correspondence on the policy and regulations on the sale of royalty-in-kind oil. Files maintained in unit responsible for monitoring commingling. Arranged by company.</p> <p>a. Declined applications.</p> <p>b. Approved applications.</p>	<p>Cut off at the close of the fiscal year in which action is completed. Destroy 5 years after cutoff.</p> <p>File in the appropriate purchase agreement file at the time the agreement is awarded.</p>
1604-03	<p><u>Royalty-in-Kind Purchase Agreement Files.</u> Consist of agreements for the sale and purchase of government royalty oil; corporate authorities; legal instruments; bonds of purchaser; Small Business Administration Certificates of Competency; correspondence on regulations, delivery, and contract administration; and applications. Arranged by contract number. Agreement files are maintained in unit responsible for monitoring commingling.</p>	<p>Place in inactive file when agreement expires. Cut off inactive file at close of fiscal year. If volume is sufficient, transfer to FARC 2 years after cutoff. Destroy 20 years after cutoff.</p>
1604-04	<p><u>Royalty-in-Kind Accounts Files.</u> The documents in these files relate to billing for royalty-in-kind oil sold to small refiners. Included are royalty-in-kind memo billings - provisional billings prepared by the unit responsible for royalty accounting. Associated with the memo billings are Statements of</p>	<p>Cut off at close of the fiscal year. If volume is sufficient, transfer to FARC 3 years after cutoff. FARC will destroy in accordance with instructions of the General Accounting Office. These records should not be</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1604-05	<p>Account, USGS Form 9-1424, prepared by the automated royalty accounting system. Maintained by the unit responsible for royalty accounting. Arranged by contract number.</p> <p><u>Transportation Allowance Files.</u> Consists of documentation on the allowance due for transportation costs on royalty-in-kind oil from the lease area to the point of delivery. Consists of pipeline and barging invoices, invoices for construction and maintenance of pipelines, the calculation of depreciation on pipelines, and related correspondence. Usually arranged by Area and company or by lease.</p>	<p>mixed with non-GAO records when transferred to the FARC.</p> <p>Place in the inactive file when system is abandoned or discontinued. Cut off inactive file at close of fiscal year. Destroy 7 years after cutoff.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
<p>1701-01 3 cu.-ft./ yr.</p>	<p>CHAPTER 17. OCS MINERAL RESOURCE CONSERVATION RECORDS</p> <p>The records described in this chapter relate to efforts to assure prevention of waste, conservation of natural resources, and protection of correlative rights for the Outer Continental Shelf. Efforts include studies and mapping of the extent and size of oil and gas fields and reservoirs, calculation of amounts of hydrocarbons in those fields and reservoirs, identification of competitive reservoirs, and determination of maximum efficient rates of production.</p> <p>SECTION 1. MER (MAXIMUM EFFICIENCY RATE) GEOLOGIC AND ENGINEERING FILES</p> <p><u>MER Geologic and Engineering Reports and Maps Files.</u> Documents accumulated in reviewing and recommending approval/rejection of initial and revised MER requests submitted by oil and gas lease operators. Includes approved Forms 9-1866, Request for Reservoir MER; PVT, gas analysis, capillary pressure, and relative permeability data; geologic structure and isopach maps; average reservoir pressures; various plots of production and pressure data; and related papers and correspondence. Arranged by OCS area, thereunder by field name, then reservoir.</p> <p>MER geologic and engineering data that apply more to the field than to an individual reservoir in that field, e.g., geology structure maps on a field basis that transgress several reservoirs, are filed by field name in front of the reservoir MER data files for that field.</p>	<p>Cut off every 5 years at close of the fiscal year. Hold 15 years and retire to FARC. Destroy 30 years after cutoff. EXCEPT: <u>Prior</u> to retirement, the Conservation Manager or his designee will make a subsequent review in order to designate as <u>Permanent</u> any records that are of continuing value because they contain data that are particularly significant for future research. Records so designated shall not exceed 10% of the total number of such records eligible for retirement. Offer to NARS 30 years after cutoff.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1702-01	<p>These data have repetitive and multiple application in field studies and reservoir analysis to support MER determination, reserve estimates, and lease sale programs. See Section 1301-01 for other MER/MPR records accumulated in administering OCS Order 11.</p> <p>SECTION 2. OCS RESERVOIR/FIELD STUDY FILES</p> <p><u>OCS Reservoir/Field Study Project Files.</u> Documents accumulated in planning, conducting, and reporting findings of subsurface geologic and engineering studies and mapping projects for individual producing oil and gas reservoirs and/or fields. These studies involve determination of reservoir geometry through detailed subsurface mapping, definition of reservoir limits from geologic and engineering data, estimation of original oil or gas in place, analysis of past reservoir behavior, and prediction of future reservoir performance and ultimate recovery under various rates and drive mechanisms. Studies are performed by "classical" engineering methods (e.g., volumetric calculation, material balance, and production decline curves) or physical or mathematical simulation models or a combination. Disposal criteria given below apply to studies such as the following:</p>	

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p>-- <u>Reservoir analysis studies</u> conducted to determine maximum efficient withdrawal rate, to determine the degree of rate sensitivity of the reservoir as it affects ultimate recovery, to identify reservoirs that should be placed under pressure maintenance operations, and to maintain equities and protect correlative rights.</p> <p>-- <u>Unitization studies</u> including studies of areas in need of unitization, competitive reservoir studies, and studies involving secondary recovery projects in competitive reservoirs.</p> <p>When more than one office accumulates segments of these files, procedures will be established to insure that all files relating to a specific project, sub-project, task, or phase are collected at a designated official file station for consolidation.</p> <p>a. <u>Project History Case Files.</u> In order to provide for the systematic accumulation of material relating to reservoir/field studies and mapping projects, project history case files will be established and maintained for each project. Case papers reflect a continuing history of the project from initiation to completion. Included are project proposals and planning documents; project authorization documents; project work assignment memorandums and instructions; papers regarding project meetings; interim and final progress reports; and related papers and correspondence of value to the historical account of the project.</p> <p>b. <u>Final Maps and Reports.</u> Includes the official file copy of the final study report or unpublished</p>	<p>Permanent. Cut off at close of fiscal year in which project is completed. Hold 10 years and retire to FARC provided there is sufficient volume (at least one cubic foot). Offer to NARS 50 years after cutoff.</p> <p>Permanent. Cut off when project is completed. Dispose in</p>

1/4 cu. ft./
yr.

2 cu. ft./
yr.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1702-02	<p>manuscript of report containing summary and conclusions of the study; final geologic structure maps and cross sections and isopach maps; basic supporting geologic and engineering data such as rock and fluid data, production data, maximum efficient rate data, material balance data, and history match data. These items are maintained separately because they are too bulky for inclusion in project history case files.</p> <p>c. <u>Study Workpapers.</u> Includes input values of basic reservoir engineering parameters; preliminary or intermediate tables, graphs, and maps; computer printouts containing basic results; minor administrative papers; and other workpapers accumulated in the course of the study which are not appropriate for permanent retention because they are duplicated or adequately summarized in final maps and reports or are of such a routine or fragmentary nature that they would not add significantly to the project file.</p> <p><u>OCS Field and Reservoir Reserves Estimate Study File.</u> These files relate to studies performed to determine the areal extent of oil and gas reservoirs/fields and to calculate and update individual reservoir/field reserves and total remaining reserves in place for the OCS.</p> <p>a. <u>Final Reports and Maps.</u> Includes the official file copy of the final study report or unpublished manuscript of report containing summary and conclusions of the study and final geologic maps and cross-sections.</p>	<p>accordance with instructions for project history case files.</p> <p>Cut off at close of fiscal year in which study is completed. Destroy 3 years after cutoff.</p> <p><u>Permanent.</u> Cut off at close of fiscal year in which study is completed. Hold 10 years and retire to FARC provided there is sufficient volume (at least one cubic foot). Offer to NARS 50 years after cutoff.</p>

2 ca. H/
yr.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p>b. <u>Study Workpapers</u>. Consists of preliminary or intermediate technical and scientific data which are duplicated or sufficiently summarized in final reports and maps and minor administrative papers unnecessary to an adequate history of the study.</p>	<p>Cut off at close of fiscal year in which study is completed. Destroy 3 years after cutoff.</p>
1702-03	<p><u>OCS Field and Reservoir Reserves Estimates (FRRE) System Report Files</u>. These files consist of computer printouts of periodic and special reports containing statistical data on production, recoverable reserves, and remaining reserves of oil and gas by field, reservoir, and lease. May also include identification of types of estimates (e.g., volumetric, material balance, production decline), best estimate, date made, and reservoir parameters and cumulative production. These reports are used to answer special inquiries. Arranged by report title and then chronologically.</p> <p style="text-align: center;">SECTION 3. OCS UNITIZATION PROGRAM RECORDS</p> <p>The records described in this section relate to the initiation of unitization of prospective or producing oil and gas reservoirs, fields, or areas in the OCS and to the administration and supervision of operations in approved unitized areas. See Item 1702-01 above for unitization study project files.</p>	<p>Cut off when superseded or obsolete. Destroy 1 year after cutoff.</p>
1703-01	<p><u>Unit Proposal Case Files</u>. Documents accumulated in reviewing and recommending action on unitization proposals. Includes proposal, supporting geologic and engineering reports and maps, evaluation papers, and related papers and correspondence. Arranged by OCS area and thereunder by block number.</p>	

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1703-02	<p>a. Declined proposals.</p> <p>b. Accepted proposals.</p> <p><u>Unit Agreement Project Files.</u> The records described below relate to the initiation, review, approval, and monitoring of agreements to conduct development and/or production operations for a prospective or producing oil and gas reservoir, field, or area under a unitization plan. The agreement provides for exploration, development, and operation of the property as a unit by a single operator and for allocation of costs and benefits if more than one lessee/operator is involved. Arranged by state and thereunder by unit name (e.g., Eugene Island Block 276, R Sand, Res A).</p> <p>a. <u>Unit Agreement Documents Files ("Open" Files).</u> Included are a copy of the application for unit area designation, proposed form of unit agreement, and letter of approval; copies of approved unit agreement, approval memorandum, and letter transmitting the approved agreement to the unit proponent; copy of unit operating</p>	<p>Cut off at close of fiscal year in which final determination is made. Destroy 5 years after cutoff. EXCEPT: Technical reports and maps which are of continuing value for future research should be removed at the time of transfer. File this technical data with MER Geologic and Engineering Data Files and dispose in accordance with Item 1701-01.</p> <p>File in appropriate Unit Geology and Engineering File when unit area designation is approved.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p>agreement; all participating area applications, schedules, and approvals; copy of official plat of the unit area; all plans of development and/or operations and approvals; request for termination of unit agreement. If volume warrants, subdivide by subject as appropriate; e.g., Unit Agreement, Unit Operating Agreement, Participating Area, Plans of Development. This material is partially duplicated in files maintained by BLM.</p> <p>(1) Area Office.</p> <p>(2) District Office.</p> <p>b. <u>Unit Geology and Engineering Files ("Closed" Files)</u> Consists of geological maps, cross sections, and reports and engineering data and reports pertaining to producing or potential structures upon which the unit area is established and related papers and general correspondence regarding the unit. Includes but is not limited to information submitted in support of the original unitization proposal, plans of development and/or operation, and applications to initiate secondary recovery and pressure maintenance operations.</p> <p>(1) Area Office</p>	<p>Place in inactive file when agreement is terminated. Cut off inactive file at close of fiscal year. Hold 5 years and transfer to FARC provided there is sufficient volume (at least one cubic foot). Destroy 25 years after cutoff.</p> <p>Cut off when agreement is terminated. Destroy 2 years after cutoff.</p> <p>Place in inactive file when agreement is terminated. Cut off</p>

1/2 cu ft/
yr.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	(2) District Offices.	<p>inactive file at close of fiscal year. Hold 10 years and transfer to FARC provided there is sufficient volume (at least 1 cubic foot). Destroy 50 years after cutoff. EXCEPT: Prior to retirement, the Conservation Manager or his designee will make a subsequent review in order to designate as <u>Permanent</u> any records that are of continuing value because they contain data that are particularly significant for future research. Records so designated shall not exceed 10% of the total number of such records eligible for retirement. Offer to NARS 50 years after cutoff.</p> <p>Cut off when agreement is terminated. Destroy 5 years after cutoff or when no longer needed for reference, whichever is earlier.</p>
1703-03	<p><u>Unit Monthly Reports of Operations.</u> Consists of Forms 9-152, Monthly Report of Operations, for the unit. Arranged by geographical area and thereunder by block number, unit number, and month.</p>	<p>Place in inactive file at close of period covered by each plan of development. Cut off inactive files when agreement is terminated. Destroy 2 years after cutoff.</p>
1703-04	<p><u>Forced Unitization Petition Files.</u> Documents accumulated in evaluating operator/lessee petitions regarding forced unitization of competitive reservoirs when the operators/lessees have been unable to voluntarily effect unitization. Includes copies of operator/lessee submittals, conference notes and reports,</p>	

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1704-01	<p>GS evaluation reports on petitions, documents reflecting decisions and appeals, and related papers and correspondence. Arranged by geographic area and thereunder by company, block, and reservoir.</p> <p>a. Petitions resulting in unit agreements.</p> <p>b. Other petitions.</p> <p style="text-align: center;">SECTION 4. OCS SECONDARY RECOVERY AND PRESSURE MAINTENANCE PROJECT RECORDS</p> <p>The documents described in this section relate to the review, approval, and monitoring of projects to maximize oil and gas recovery from a producing formation in the OCS through gas injection, water injection, and other enhanced recovery operations.</p> <p><u>Secondary Recovery and Pressure Maintenance Project Request Files.</u> Consists of operator requests to conduct secondary recovery and pressure maintenance projects and papers reflecting review of the proposal and approval or rejection. This is an extra copy convenience file maintained to prepare statistical reports. Official file copies are placed in the appropriate unit agreement file for projects in federal units or in the appropriate lease/well file for non-unit projects.</p>	<p>File in appropriate unit agreement project file and dispose in accordance with Item 1703-02.</p> <p>Cut off at close of fiscal year in which final determination is made. Destroy 8 years after cutoff.</p> <p>Cut off at close of fiscal year. Destroy 2 years after cutoff.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1704-02	<p><u>Secondary Recovery and Pressure Maintenance Reports.</u> Consists of monthly reports submitted by operators on approved pressure maintenance or secondary recovery projects and related correspondence. Reports include information on number of days and volume of water/gas injected and volume of oil gas and water produced. This data is used in reservoir analyses and field studies as well as in monitoring individual injection projects to ensure maximum recovery of oil or gas. Arranged by geographic area and thereunder by company, field name, and reservoir, then chronologically.</p>	<p>Cut off at close of fiscal year in which project is terminated. Destroy 25 years after cutoff or when no longer needed for reference, whichever is earlier.</p>

257 (and 258)

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	CHAPTERS 18 THROUGH 20 <u>RESERVED</u>	

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
2101-01	<p style="text-align: center;">CHAPTER 21. MINERAL AND WATER LAND CLASSIFICATION RECORDS</p> <p>The records described in this chapter relate to the classification of public and acquired lands for their value as potential reservoir and/or waterpower sites and for their mineral value. Includes both formal classification actions documented in plats and orders and informal classifications made in response to requests from other agencies for mineral and waterpower reports.</p> <p style="text-align: center;">SECTION 1. MINERAL LAND CLASSIFICATION RECORDS</p> <p>The records described below relate to determination of areas of potential value for coal and other solid leasable minerals, classification of those lands as mineral or nonmineral, and initiation of orders for the formal classification of mineral lands.</p> <p><u>Formal Orders of Mineral Land Withdrawal, Classification, or Restoration.</u> Includes Executive Orders, Public Land Orders by the Secretary of the Interior, and Orders signed by the Director, Geological Survey. Consists of copies of covering memorandums to the Director recommending approval and copies of the Order as published in the Federal Register. Classification Orders show: the authority under which the Order is issued, the purpose of the Order, and the action taken; the legal description of the land involved; and the date of approval and signature. Copies of Orders maintained in Conservation Division field offices duplicate the master set of certified copies maintained in Branch of Mineral and Water Classification. Arranged by state and thereunder</p>	<p>Cut off in 10 year blocks. Hold 50 years and transfer to FARC. Destroy 75 years after cutoff.</p> <p><i>Destroy in agency when superseded, obsolete, or no longer needed for reference.</i></p> <p><i>RTB 1/14/78 per 7 NR memo</i></p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
2101-02 <i>NWS</i> <i>concerns</i> <i>11/16/77</i>	by type of action, then date of order. <u>Mineral Land Classification Plats.</u> Consists of individual township plats showing graphically the land areas formally withdrawn, classified as mineral or nonmineral, and/or restored. Copy of plats maintained in Conservation Division field offices duplicate the originals maintained in township binders by the Branch of Mineral and Water Classification.	Place in inactive file when action depicted is amended or revoked. Cut off inactive file at close of fiscal year. Retire to FARC 5 years after cutoff. Destroy 25 years after cutoff.
2101-03	<u>Mineral Land Classification Minutes.</u> Consists of retained copies of formal minutes of the various mineral land classification boards which record geological justifications for classification actions. Minutes include a detailed discussion of the geologic occurrence of the particular mineral with regard to the approved classification standards. They provide a summary of geologic data, the history of executive action, and reflect the development of conclusions affecting the classification of lands as mineral or nonmineral. Arranged by mineral and state and thereunder by minute number. SECTION 2. WATER RESOURCES CLASSIFICATION RECORDS The records described in this section are accumulated in classifying Federal lands as to their potential value for waterpower or reservoir sites in order to protect sites considered valuable and forestall encumbrances that would make them unavailable for future development.	Place in inactive file when action supported by the minute is revoked. Cut off inactive file at close of fiscal year. Retire to FARC 5 years after cutoff. Destroy 25 years after cutoff.
2102-01	<u>Formal Orders of Water Resources Land Withdrawal, Classification, or Revocation.</u> Includes Executive Orders, Public Land Orders by the Secretary of Interior, and Orders signed by the Director,	Cut off in 10 year blocks. Hold 50 years and transfer to FARC. Destroy 75 years after cutoff.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p>Geological Survey. Consists of duplicates of transmittals proposing preparation of a formal order designating Federal land as fit for waterpower or water storage sites and copies of the Order as published in the Federal Register.</p> <p>Formal orders through July 1952 are bound in volumes by state with orders arranged by type of action; e.g., Powersite Reserves, Reservoir Site Reserves, Reservoir Site Restorations, Powersite Classifications, Powersite Restorations, and Powersite Cancellations. Volumes maintained in Conservation Division field offices duplicate the master set maintained in Branch of Mineral and Water Classification. Formal orders through 1955 are also available on microfilm.</p> <p>Arranged by state and thereunder by type of action, then date of order.</p>	
2102-02	<p><u>Waterpower Minutes.</u> Consists of retained copies of documents which provide detailed accounts of the basis for specific water resources classification or revocation actions. Includes summaries of investigations, draft and final minutes, and all correspondence and other background documents relating to a particular action. Arranged by type of action (e.g., Powersite Reserves, Powersite Classifications, Reservoir Site Reserves, Reservoir Site Restorations), then by state or river basin, and minute number. <small>[these are copies kept by originating office, after the originals are sent forward for approval by the Chief, Conservation Div, Official file copies are maintained by the Branch of Mineral + Water Classification] note per 1/16/78 memo from YNR.</small></p>	<p>Place in inactive file when action supported by the minute is revoked. Cut off inactive file at close of fiscal year. Retire to FARC 5 years after cutoff. Destroy 25 years after cutoff.</p>
2102-03	<p><u>Waterpower Classification Status Graphic Township Cards.</u> Consists of 5 x 8 inch township diagram cards and larger scale township cards prepared from standard USGS 15 minute topographic maps. Cards are used to plot: powersite reserves and classifications and subsequent interpretations, restorations, and</p>	<p>Destroy individual card when superseded, obsolete, or no longer needed for reference.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
2102-04	<p>cancellations; waterpower designations and cancellations; reservoir site withdrawals, reserves, and restorations; Federal power project withdrawals and vacations; and Section 24 determinations by the Federal Power Commission. Arranged by state and thereunder by meridian, base line, and township.</p> <p><u>Federal Power Project Technical Working Files.</u> Information copies furnished by the Federal Power Commission of records for all Federal power project withdrawals of Federal lands made pursuant to filing of projects under the Federal Power Act. Includes information regarding the proposed power plan; FPC reports, judgments, and orders; notices of Federal land withdrawals and subsequent changes; construction descriptions, evaluations, and other related data, including maps. Arranged by FPC project number.</p>	<p>Cut off at close of fiscal year in which project is completed or withdrawal revoked. Destroy 1 year after cutoff.</p>
2102-05	<p><u>River Basins Technical Working Files.</u> Consists of technical reference materials containing waterpower and storage data related to specific streams or basin. This material is published by the Bureau of Reclamation, Corps of Engineers, Federal Power Commission, state water agencies, and private irrigation districts. Includes water resource planning documents and status reports; construction descriptions and status information; water rights and land status data; water supply statistics; map control; geologic and hydrologic information and reports; newspaper clippings; and related papers. May also include nonrecord reference copies of open file reports and Geological Survey publications. See Section 2204 below for official file copies of USGS River Basin and Water Resources Studies. Arranged by name of river basin and thereunder by subject or type of publication, if volume warrants.</p>	<p>Review file at least annually to destroy items which are superseded, obsolete, or no longer needed for reference.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p>SECTION 3. COOPERATIVE MINERAL AND WATER LAND CLASSIFICATION AND INTERIM USE REPORTS RECORDS</p> <p>The records described in this section are accumulated in assisting Federal land administering agencies in cases involving acquisition, exchange, selection, disposal, or interim or multiple use of withdrawn or classified lands. Conservation Division provides information on the leasable mineral value or water resource development potential of specific tracts of land. These reports and recommendations are furnished under both formal and informal cooperative agreements with other Federal agencies including the Bureau of Land Management, Federal Power Commission, U.S. Forest Service, Bureau of Reclamation, Corps of Engineers, and General Services Administration.</p>	
2103-01	<p><u>Land Disposal/Exchange Requests ("Co-ops")</u>. Papers collected in screening land disposal/exchange cases at the request of the administering agency, usually BLM or Forest Service, to ensure that lands involved are not valuable for leasable minerals or as potential water power or reservoir sites. Arranged by requesting agency and case number. Copies of these papers are also maintained in the related township file (item 2203-02).</p>	<p>Cut off at close of fiscal year in which final determination is made. Destroy 5 years after cutoff. EXCEPT that cases which may be of continuing value may be retained as nonrecord reference material, until no longer needed for reference.</p> <p><i>RTB 1/16/78 per TNR memo</i></p>
2103-02	<p><u>Section 24 Determination Applications</u>. Papers related to the review of applications under Section 24 of the Federal Power Act for determinations by the Federal Power Commission as to whether a proposed use or disposal can be permitted without injury to a waterpower resource. Includes FPC request; correspondence with affected Federal agencies; GS reply including recommendations; and a copy of the FPC decision in the form of findings, determinations, and orders.</p>	<p>Cut off at close of fiscal year in which FPC decision is issued. Destroy 5 years after cutoff.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
2103-03	<p><u>Rights-of-Way Report Case Files.</u> Records related to processing applications filed with BLM for nonpower interim uses of lands affected by GS classifications. Also includes Recreation and Public Purpose (R&PP) Act Applications. Consists of BLM serial register page requests; supporting data submitted by the applicant; GS reply; Determination or Engineering Power Report by FPC as appropriate; BLM decisions and grants; and related papers and correspondence.</p> <p>a. <u>Routine "Stamped Reply" Cases.</u> Cases affecting power withdrawals made for transmission line purposes only and rights-of-way that will cross Federal lands not included in a power withdrawal.</p> <p>b. <u>Other Cases.</u></p>	<p>Cut off at close of fiscal year in which final BLM decision is issued. Destroy 3 years after cutoff.</p> <p>Cut off at close of fiscal year in which final BLM decision is issued. Destroy 5 years after cutoff.</p>
2103-04 <i>NNS</i>	<p><u>Mineral and Waterpower Land Classification Map Series.</u> Consists of maps at 1:250,000 scale showing the status of mineral and water land classification of Federal lands. Data shown include: lands withdrawn or classified for leasable minerals or for waterpower or reservoir sites; lands considered valuable prospectively for minerals; known leasing areas; Naval petroleum and oil shale reserves; and occurrences of nonleasable metallic and nonmetallic minerals and materials. These maps are used in providing information to the land administering agencies on the mineral value or water resources potential and classification status of Federal lands and on the advisability of permitting interim nonmineral or nonpower uses of these lands.</p> <p>a. <u>Final Maps.</u> Consists of one copy of each edition, revision, or variant of each final published map.</p>	<p><u>Permanent.</u> Cut off at close of fiscal year in which map is published.</p>

*3 cu. ft.
yr.*

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
<p><i>NWS</i> <i>concur's</i> <i>11/16/77</i></p> <p>2104-01</p>	<p>b. <u>Intermediate Map-Making Records.</u></p> <p>SECTION 4. LEASING AND PROSPECTIVE AREA DETERMINATION RECORDS</p> <p>Documents accumulated in delineating land areas known to contain valuable, workable deposits of solid, leasable minerals, oil and gas, or geothermal resources; determining areas valuable prospectively for leasable minerals; and determining areas subject only to competitive leasing and notifying BLM of such determinations.</p> <p><u>Known Leasing Area Minutes.</u> Consists of retained copies of formal minutes of justification of the various Mineral Land Classification Boards which record the factors considered in arriving at a determination of a known leasing area. Includes, but is not limited to, Known Coal Leasing Area (KCLA) Minutes, Defined Known Geologic Structure (KGS) Minutes, and Known Geothermal Resource Area (KGRA) Minutes. Minutes contain a complete land description of the area to be included, the recommended effective date of the action, and the signatures of participating and approving officials. Arranged by state and mineral commodity and thereunder by date.</p>	<p>Hold 10 years and retire to FARC. Offer to NARS 30 years after cutoff (or sooner if no longer needed in agency).</p> <p>Cut off at close of fiscal year in which resultant map is published. Destroy 1 year after cutoff. EXCEPT: Items required for future revisions may be retained pending use in revisions.</p> <p>Place in inactive file when known leasing area determination is amended or revoked. Cut off inactive file at close of fiscal year. Transfer to FARC 5 years after cutoff. Destroy 25 years after cutoff.</p>

RTB 6/5/78

per 5/24/78
memo
from
agency

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
2104-02 <i>NWS</i> <i>concur</i> <i>11/16/77</i>	<p><u>Known Leasing Area Plats.</u> Plats showing graphically the areas known to be valuable for leasable mineral deposits, oil and gas, or geothermal resources; the effective date of the action; and the signature of the Director. Filed by state, then by township. Copies of plats maintained in Conservation Division field offices duplicate originals maintained by the Branch of Mineral and Water Classification.</p>	<p>Place in inactive file when known leasing area determination is amended or revoked. Cut off inactive file at close of fiscal year. Transfer to FARC 5 years after cutoff. Destroy 25 years after cutoff.</p>
2104-03 <i>NWS</i> <i>concur</i> <i>11/16/77</i>	<p><u>KGS Field Files.</u> Consists of minutes, plats, discovery reports, geologic reports, and related materials. These files, arranged by name of oil or gas field, document the field from the original definition of the boundaries of the KGS through additions, deletions, and changes to revocation.</p>	<p>Cut off at close of fiscal year in which KGS is revoked. Retire to FARC 5 years after cutoff. Destroy 25 years after cutoff.</p>
2104-04	<p><u>Undefined KGS First Discovery Report Files.</u> Consists of retained copies of memorandum reports furnished BLM when a determination is made that lands are to be included in a "structure undefined" or an "undefined addition" to a known geologic structure of a producing oil or gas field. Report includes completion data of the well on which the determination is based, a description of the land to be included, and the numbers of Federal leases involved. Files may also include copies of the District Engineer's first discovery/production memorandum and the geologic report and location plat detailing acreage to be included in the KGS undefined. Arranged by state, meridian, and township.</p> <p>a. Office of the Area Geologist.</p>	<p>Place in inactive file when KGS is revoked. Cut off inactive file at close of fiscal year. Retire to FARC 5 years after cutoff. Destroy 25 years after cutoff.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
2104-05 <i>NNS</i> <i>concur's 4/20/78 phone con</i>	b. Other offices. <u>Prospective Area Minutes and Plats.</u> Consists of retained copies of formal minutes which record the geologic factors considered in the determination of areas valuable prospectively for leasable minerals. Also includes plats which show graphically the extent of the mineral deposit under consideration. This type of classification is made to prevent loss of mineral rights when positive information on the quality, thickness, and depth of occurrence is lacking but geologic data suggest the mineral may be present meeting classification standards.	Place in inactive file when KGS is revoked. Cut off inactive file at close of fiscal year. Destroy 5 years after cutoff. Place in inactive file when classification is revoked. Cut off inactive file at close of fiscal year. Retire to FARC 5 years after cutoff. Destroy 25 years after cutoff.
2104-06 <i>NNS</i> <i>concur's 4/20/78 phone con</i> <i>1 cu ft/yr.</i>	<u>Prospective Area Maps.</u> Consists of one copy of each edition or revision of each in a series of state base maps showing areas believed to be valuable prospectively for leasable minerals. These prospective area maps are distributed only within Conservation Division.	a. Mylar copies-- <u>Permanent.</u> Cut off at close of fiscal year in which map is completed. Hold 10 years and retire to FARC. Offer to NARS 50 years after cutoff (or sooner 30 if no longer needed by agency). b. Print copies-- Destroy when obsolete, superseded, or no longer needed for reference.

RTB 6/5/78
 per 5/24/78
 memo from
 agency

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p style="text-align: center;">CHAPTER 22. ONSHORE MINERAL AND WATERPOWER RESOURCE INVENTORY AND EVALUATION RECORDS</p> <p>The records described in this chapter relate to the accumulation and analysis of geophysical, geologic, and geochemical data and the interpretation of this data in the form of maps and reports. This material is obtained from a variety of sources including contracts with commercial firms, grants to educational and research institutions, cooperative programs with other Federal agencies, information submitted by permittees and lessees, and "in-house" Geological Survey programs.</p> <p>NOTE: Records eligible for destruction may instead be transferred to an eligible government, organization, institution, corporation, or person provided the requirements of CFR 41 Part 101-11.408-3 are met.</p> <p style="text-align: center;">SECTION 1. GEOPHYSICAL DATA AND MAPS</p>	
2201-01	<p><u>Geophysical Survey Data.</u> Consists of narrative reports and records which graphically depict the results of airborne and surface geophysical surveys including gravimetric and magnetic survey data, heat-flow determinations, magnetotelluric and electrical resistivity survey data, and seismic record sections.</p>	<p>Cut off at close of fiscal year in which survey is completed. Transfer to FARC 15 years after cutoff or when no longer needed for reference, whichever is earlier. Destroy 25 years after cutoff.</p>
2201-02	<p><u>Geophysical Survey Maps.</u> Consists of maps based on the data described in item 2201-01 above. Includes magnetic contour, temperature contour, geothermal gradient, gravity-anomaly, apparent resistivity, and seismic contour maps.</p>	<p>Cut off at close of fiscal year in which maps are completed. Transfer to FARC 25 years after cutoff or when no longer needed for reference, whichever is earlier. Destroy 50 years after cutoff.</p>

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ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
2202-01	<p>SECTION 2. WELL AND COREHOLE SURVEY DATA AND REPORTS</p> <p><u>Well and Corehole Sample Data.</u> Consists of rock, mineral, and fossil specimens and related materials obtained as a result of exploratory and developmental drilling, coring, and sampling. Includes, but is not limited to, samples from outcrops, drill cores and cuttings, trenching data, geothermal fluids, and samples from springs and water wells.</p>	<p>Destroy when analysis of sample is completed.</p>
2202-02	<p><u>Lithologic Logs.</u> Consists of sample or routine lithologic logs based on examination of well samples, cores, and drill cuttings. These logs provide an initial determination of formations penetrated and a description of the content and character of mineral deposits and water in each formation.</p>	<p>Cut off when log is released to "open" file. Hold 10 years and transfer to FARC. Destroy 25 years after cutoff.</p>
2202-03	<p><u>Sample Analyses and Reports.</u> Consists of reports based on detailed analyses and tests of sample materials such as soil samples, drill cores and cuttings, and samples from springs and streams. Includes geochemical, isotopic, hydrologic, paleontologic, and petrographic analyses and reports.</p>	<p>Cut off when report is released to "open" file. Hold 10 years and transfer to FARC. Destroy 25 years after cutoff.</p>
2202-04	<p><u>Wire-Line Logs.</u> Consists of logs made by lowering a special instrument on a calibrated wire-line down the borehole during or after drilling of wells. Includes, but is not limited to, electric logs, such as resistivity logs, spontaneous potential logs, induction-electric logs, micrologs, and dipmeters; radioactivity logs such as gamma-ray and neutron logs; caliper logs; and sonic logs. This series description applies to final logs only. Field prints should be maintained as nonrecord material and destroyed upon receipt of the finished log.</p>	

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
<p>RTB 1/14/73 per 7HR memo 2202-05</p>	<p>a. Area Office.</p> <p>b. District Office.</p> <p>c. <i>Microfilm reference copies.</i> <u>Directional Surveys.</u> Consists of surveys of the finished hole of directionally drilled wells which measure the direction and degree of departure from the vertical at various depths in the well.</p> <p>a. Area Office.</p>	<p>Cut off and stamp "Expired" when related lease or permit, if any, is canceled, relinquished, or terminated, or when log is released to "open" file, whichever is earlier. Hold 10 years and transfer to FARC. If microfilmed, transfer paper original to FARC after microfilm copy is verified. Destroy 25 years after cutoff.</p> <p>Cut off and stamp "Expired" when related permit/lease, if any, is canceled, relinquished, or terminated, or when log is released to "open" file, whichever is earlier. Destroy 5 years after cutoff or when no longer needed for reference.</p> <p><i>e. Destroy when obsolete, superseded, or no longer needed for reference</i></p> <p>Cut off and stamp "Expired" when related lease or permit, if any, is canceled, relinquished, or terminated, or when survey is released to "open" file, whichever is earlier. Hold 10 years and transfer to FARC. If microfilmed, transfer paper original to FARC after microfilm copy is verified. Destroy 25 years after cutoff.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
<p>RTB 1/16/78 per TNR memo</p> <p>2203-01</p> <p>1/2 cu. ft./ yr.</p>	<p>b. District Office.</p> <p>c. <i>Microfilm reference copies</i></p> <p>SECTION 3. MINERAL RESOURCES INVESTIGATION AND MAPPING FILES</p> <p>The records described below are created and accumulated in planning, conducting, and reporting findings of reconnaissance and detailed investigations of Federal lands of potential mineral value. The maps and reports produced as a result of such investigations are used to produce mineral land classification actions and known leasing area determinations, to support BLM mineral leasing and multiple use planning efforts, and to evaluate industry proposals.</p> <p><u>Mineral Resources Investigation Project History Files.</u> Documents reflecting a history of each project from initiation to completion. Includes project descriptions outlining the objectives, justification, and proposed project funding; project authorizations and approvals; interim and final progress reports; and related papers and correspondence. (<i>Arr. by assigned Project #</i>).</p> <p>a. Office of the Conservation Manager.</p>	<p>Cut off and stamp "Expired" when related permit/lease, if any, is canceled, relinquished, or terminated, or when survey is released to "open" file, whichever is earlier. Destroy 5 years after cutoff or when no longer needed for reference.</p> <p>c. <i>Destroy when obsolete, superseded, or no longer needed for reference.</i></p> <p>Permanent. Cut off at close of fiscal year in which project is completed. Hold 5 years and retire to FARC. Offer to NARS 50²⁵ years after cutoff.</p> <p>RTB 1/16/78 per TNR memo</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
<p>2203-02 <i>NNS concurs 11/16/77</i></p> <p><i>1 ea H/yr.</i></p>	<p>b. Other offices.</p> <p><u>Township Reports and Maps.</u> Includes information on the general and economic geology of Federal lands in mineral withdrawals developed and recorded by township on the basis of field examinations and investigations. This detailed geologic data was originally used by field committees of the Mineral Land Classification Board in determining whether the mineral content of the lands under consideration met minimum classification standards. In some cases, this material is still the best available geologic information for the township. Also includes copies of documents which provide a history of actions relating to the mineral value of Federal lands in the township.</p> <p>a. Official file copy of published report and/or map or unpublished manuscript and related materials maintained by the Office of the Area Geologist. <i>(Arranged by township)</i></p> <p>b. Other copies.</p>	<p>Cut off at close of fiscal year in which project is completed. Destroy 5 years after cutoff.</p> <p><u>Permanent.</u> Cut off at close of fiscal year in which all lands in the township leave Federal custody. Hold 10 years and transfer to FARC. Offer to NARS 25 years after cutoff.</p> <p>Destroy when superseded, obsolete, or no longer needed for reference.</p>
<p>2203-03 <i>NNS concurs 3/10/78 telecon</i></p>	<p><u>Mineral Record Cards and Maps.</u> Consists of a series of state maps at a scale of 1:500,000 using symbols to show reported location of minerals, excluding hydrocarbons. Associated cards contain for each mineral occurrence of economic value a resume of data consulted in preparation of the maps. These maps and cards are used in daily informal classifications and determinations of mineral values in response to requests from land management agencies regarding the</p>	

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
<p><i>1/2 cu ft/yr</i></p>	<p>mineral character of specific tracts. Cards are arranged by state, commodity, county, and range.</p> <p>a. Area Office.</p> <p>b. District Office.</p>	<p>Permanent. Cut off at close of fiscal year in which project is completed. Hold 25 years and transfer to FARC. Offer to NARS 50 years after cutoff <i>(or sooner if no longer needed by agency)</i>.</p> <p>Cut off at close of fiscal year in which project is completed. Destroy 25 years after cutoff.</p>
<p>2203-04</p>	<p><u>Subsurface Geological Compilations.</u> Consists of subsurface maps and sections constructed on the basis of the correlation of rock units and the compilation of geological data. Includes subsurface geologic maps, paleontologic maps, structure contour maps, isopach maps, facies maps, and cross sections, and any associated narrative reports not described elsewhere in these schedules.</p> <p>a. Preliminary and intermediate map-making records and study workpapers.</p>	<p>Cut off at close of fiscal year in which map is completed. Destroy 1 year after cutoff.</p>
<p><i>1 cu ft/yr</i> <i>NNS</i></p>	<p>b. Final maps, sections, and reports.</p>	<p>Permanent. Cut off at close of fiscal year in which map is completed. Retire to FARC 15 years after cutoff. Offer to NARS 25 years after cutoff.</p>
<p>2203-05 <i>NNS</i></p>	<p><u>Geologic Field Mapping Project Files.</u> Documents accumulated in conducting and reporting findings of reconnaissance and detailed geologic field investigations of Federal lands of potential mineral value. These projects are undertaken to produce mineral land</p>	<p><i>RTB 6/5/78 (original disposition as proposed by agency)</i></p>

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<p><i>1/2 ca ft/ yr.</i></p> <p><i>NNS concurs, 11/16/77</i></p> <p><i>1/2 ca ft/ yr.</i></p> <p>2203-06 <i>NNS</i></p>	<p>classification actions, eliminate outstanding withdrawals, and provide sufficient data to establish known leasing areas.</p> <p>a. <u>Original survey records.</u> Includes field maps; planetable manuscript drawings, overlay sheets, and similar drawings; field survey notebooks; photographs of geologic features; and similar original data only partially duplicated in the resultant map.</p> <p>b. <u>Intermediate Map-Making Records and Study Workpapers.</u> Consists of composite manuscript office compilations derived from field survey that are not unique because they are reproduced in published maps; map reproduction media; color pulls; map correction files; proof copies of maps; and related records.</p> <p>c. <u>Final maps and resource reports.</u> Consists of the official file copy of each published map and report or unpublished manuscript.</p> <p><u>Mineral Resource Occurrence and Development Potential Mapping Files.</u> Documents related to mapping programs undertaken to provide detailed information as to leasable mineral occurrences within known leasing areas and to identify the relative development potential of those areas. The resultant maps and reports are used by BLM in support of the Energy Mineral</p>	<p>Permanent. Place in inactive file upon publication of resultant map. or completion of project if not published. Cut off inactive file at close of fiscal year. Hold 10 years and retire to FARC. Offer to NARS 30 years after cutoff (or sooner if no longer needed by agency). <i>RTB 6/5/78</i></p> <p>Place in inactive file upon publication of resultant map. Cut off inactive file at close of fiscal year. Destroy 1 year after cutoff. EXCEPT: Items required for future revisions may be retained pending use in revisions. <i>per 5/24/78 memo from agency</i></p> <p>Permanent. Place in inactive file on publication or completion of project if not published. Cut off inactive file at close of fiscal year. Hold 10 years and retire to FARC. Offer to NARS 30 years after cutoff (or sooner if no longer needed by agency). <i>RTB 6/5/78 per 5/24/78 memo from agency</i></p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
<p><i>NW 5</i></p>	<p>Activity Recommendation System (EMARS). Includes the following:</p> <p>-- <u>Leasable Mineral Resource Occurrence Mapping Files.</u> Maps and related materials which provide detailed information as to leasable mineral occurrences within known leasing areas. These maps show all resource data available concerning a given leasable mineral plotted on the best topographic base available (1:62,500 or 1:24,000). Data shown include not only outcrop, quality, and thickness measurements, but location of boreholes and projected subsurface extent. Brief accompanying narratives provide details on the quality, thickness, depth, and extent of the resource and other pertinent information.</p> <p>These maps and reports provide a basis for establishment of logical leasing and mining units, for review of industry proposals, and for establishment of minimum acceptable bonus bids and advance royalties.</p> <p>-- <u>Leasable Mineral Resource Development Potential Overlays.</u> Consist of overlays to Resource Occurrence Maps which distinguish relative development potentials and areas of probable surface disturbance. The overlays outline strippable, deep mining, and <u>in situ</u> sites classified with regard to development potential as "high," "moderate," "low," and "insufficient data." Brief narratives keyed to the maps outline the resource availability, technological feasibility, and economic factors considered in judging development potential.</p>	

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
<p data-bbox="260 389 380 455"><i>/ca. Ft./ yr.</i></p> <p data-bbox="254 736 380 819"><i>NNS concurs 11/11/77</i></p>	<p data-bbox="478 261 1268 360">Overlays are furnished to BLM for use in land use planning and in environmental analysis and preparation of environmental impact statements.</p> <p data-bbox="432 393 1304 690">a. <u>Final Maps and Reports.</u> Includes the official file copy of each edition, revision, or variant of each of the final published maps or overlays and accompanying narrative or unpublished manuscript maps and reports; basic supporting data including cross-sections, isobath maps, overburden maps, structure maps, block diagrams, and other illustrations; and related unique and significant data.</p> <p data-bbox="432 723 1304 921">b. <u>Project Workpapers.</u> Consists of preliminary or intermediate technical or scientific data which are duplicated or sufficiently summarized in final reports and maps and minor administrative papers unnecessary to an adequate history of the mapping project.</p> <p data-bbox="516 954 1178 1020">SECTION 4. WATER RESOURCES INVESTIGATION AND MAPPING FILES</p> <p data-bbox="436 1053 1304 1384">The records described below are created and accumulated in inventorying potential powersites and reservoir sites and in evaluating the geologic, hydrologic, and topographic conditions related to a favorable site. The maps and geologic data obtained as a result of these investigations are used to determine the land likely to be affected, area and capacity of reservoirs, sizes and types of dams, foundation conditions, availability of construction materials, and other features pertinent to the sites.</p>	<p data-bbox="1331 376 2024 541"><u>Permanent.</u> Cut off at close of fiscal year in which project is completed. Hold 10 years and retire to FARC. Offer to NARS 30 years after cutoff, (or sooner if no longer needed by agency).</p> <p data-bbox="1625 535 1892 607"><i>RTB 6/5/78 per 5/24/78 memo from agency.</i></p> <p data-bbox="1331 716 1843 816">Cut off at close of fiscal year in which project is completed. Destroy 3 years after cutoff.</p>

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<p data-bbox="275 558 401 629"><i>1/2 cu ft / yr.</i></p> <p data-bbox="281 1053 396 1136">2204-03 <i>NNS</i></p>	<p data-bbox="443 261 1304 365">-- <u>Reconnaissance site investigations</u> to identify and inventory potential pumped storage or other reservoir sites or power sites.</p> <p data-bbox="443 393 1304 530">-- <u>Geologic and hydrologic evaluations</u> based on field investigations of the more favorable sites to determine the engineering feasibility of active occupancy of the sites.</p> <p data-bbox="443 558 1304 761">a. <u>Study Reports.</u> Consists of the official file copy of preliminary and final published study reports or unpublished manuscript of report containing summary and conclusions of the study. <i>(Arr. geographically by river basin and thereunder by name of site investigated)</i></p> <p data-bbox="443 789 1304 1025">b. <u>Study Workpapers.</u> Papers accumulated in the course of the study which are not appropriate for long-term retention because they are duplicated or sufficiently summarized in the study report or because they are of such a routine or fragmentary nature that they would not add significantly to an adequate history of the project.</p> <p data-bbox="443 1053 1304 1224"><u>River, Dam, and Reservoir Site Survey Records.</u> Consists of topographic maps and related documents created as a result of the field surveys of rivers and dam and reservoir sites with favorable hydrologic and geologic evaluations.</p> <p data-bbox="443 1252 1304 1389">This improved topographic coverage better defines lands requiring classification and permits accurate area and capacity determinations for potential reservoirs.</p>	<p data-bbox="1346 558 1892 745">Permanent. Cut off at close of fiscal year in which study is completed. Hold 10 years and retire to FARC provided volume is sufficient. Offer to NARS 50 years after cutoff.</p> <p data-bbox="1346 789 1892 877">Cut off at close of fiscal year in which study is completed. Destroy 3 years after cutoff.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
<i>NNS</i> <i>1/2 cu ft/yr.</i>	a. <u>Original Survey Records.</u> Includes field maps, planetable manuscript drawings, overlay sheets, and similar drawings; field survey notebooks; photographs of geologic features; and similar original data only partially duplicated in the resultant map.	<u>Permanent.</u> Place in inactive file upon publication of resultant map. Cut off inactive files at close of fiscal year. Transfer to FARC 10 years after cutoff. Offer to NARS 30 years after cutoff (or sooner if no longer needed by agency). <i>RTB 6/5/78 per 5/24/78 memo from agency</i>
<i>NNS concurs</i> <i>11/16/77</i>	b. <u>Intermediate Map-Making Records.</u> Consists of composite manuscript office compilations derived from field survey that are not unique because they are reproduced in published maps; map reproduction media; color pulls; map correction files; proof copies of maps; and related records.	Place in inactive file upon publication of resultant map. Cut off inactive file at close of fiscal year. Destroy 1 year after cutoff. EXCEPT: Items required for future revisions may be retained pending use in revisions.
<i>NNS</i> <i>1/2 cu ft/yr.</i>	c. <u>Published Maps.</u> Consists of one copy of each edition, revision, or variant of each published map prepared by Conservation Division field offices.	<u>Permanent.</u> Cut off at close of fiscal year in which map is published. Transfer to FARC 10 years after cutoff. Offer to NARS 30 years after cutoff (or sooner if no longer needed by agency). <i>RTB 6/5/78 per 5/24/78 memo from agency</i>
SECTION 5. BASE MAPS AND RELATED MATERIALS		
<i>2205-01</i> <i>NNS concurs</i> <i>11/16/77</i>	<u>Reference Maps and Plats.</u> Consists of a variety of published, processed, printed, or otherwise reproduced maps and related items such as graphs, profiles, cross sections, and diagrams. For the most part, these maps are acquired from other USGS divisions or other Federal agencies, though many are obtained or purchased from other sources. Includes, but is not limited to, USGS Topographic Maps, USGS State Base Maps, Corps of Engineers Reservoir Maps, National Forest Maps, Park Service Maps, and County Road Maps.	Destroy when superseded, obsolete, or no longer needed for reference.
<i>2205-02</i> <i>NNS concurs</i> <i>11/16/77</i>	<u>Master Title Plats.</u> BLM township maps showing what lands have been patented, patent numbers, and any	Destroy when superseded, obsolete, or no longer needed for reference.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
2205-03 <i>NNS concurs 11/16/77</i>	<p>reservations of rights to the Government; classifications and withdrawals, and locations of rights-of-way and land improvements; and, in some cases, mineral leases and permits. Also includes Use Plats showing leases and permits.</p> <p><u>General Land Office Plats.</u> Consists of reference copies of township plats, surveyors notes, and other records relating to the Federal system of public land surveys in the western states. The plats, which show lots and acreage, are used in preparing new tracings and maps. Official file copies of these original surveys are maintained by BLM.</p>	<p>Destroy when superseded, obsolete, or no longer needed for reference.</p>
2205-04 <i>NNS</i>	<p><u>Graphic Indexes and Finding Aids.</u> Includes graphic indexes indicating types of map coverage available and map location information; card indexes and descriptive lists; and similar records.</p>	<p>Destroy when superseded, obsolete, or no longer needed for reference.</p> <p>DISPOSE OF IN ACCORDANCE WITH DISPOSAL INSTRUCTIONS FOR RECORDS TO WHICH THEY RELATE.</p> <p>RTB 1/16/78 <i>per 7 NR memo</i></p>

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ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
2301-01	<p data-bbox="399 251 1116 281">CHAPTER 23. ONSHORE MINERAL LEASING RECORDS</p> <p data-bbox="350 320 1231 648">The records described in this chapter are created and accumulated by USGS, Conservation Division field offices in providing assistance to BLM or other surface controlling agency in reviewing mineral lease and permit applications, in evaluating lands to be offered for competitive leasing, and in recommending bonus bids, royalty rates, rental and other terms of leases for oil and gas, geothermal resources, oil shale, coal, and other leasable minerals in public, acquired, and Indian lands.</p> <p data-bbox="499 679 1020 740">SECTION 1. MINERAL LEASE/PERMIT APPLICATION RECORDS</p> <p data-bbox="350 779 1231 971"><u>Lease/Permit Application Review Records.</u> Documents accumulated in reviewing applications for permits and noncompetitive leases and recommending to BLM or other surface management agency whether to approve the application or to offer the land for competitive leasing. Includes the following:</p> <ul data-bbox="350 1005 1217 1398" style="list-style-type: none"> <li data-bbox="350 1005 1217 1267">-- <u>Mineral Prospecting Permit Applications.</u> Includes Area or District Geologist's report on significant geologic factors bearing on the determination; the Area Mining Supervisor's report to BLM on whether these geologic conditions combined with economic factors indicate that prospecting is necessary to determine commercial workability; and related papers and correspondence. <li data-bbox="350 1302 1217 1398">-- <u>Preference Right Lease Applications.</u> Includes determinations as to whether a prospecting permittee has demonstrated that the lands in the permit 	

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p>contain a mineral deposit having the required characteristics to qualify for a preference right lease.</p> <p>-- <u>Geothermal Exploration Permits.</u> Retained copies of "Notice of Intent and Permit to Conduct Exploration Operations (Geothermal Resources)" submitted prior to leasing. "Notice" is stamped to show whether affected lands are within a known geothermal resources area.</p> <p>-- <u>Noncompetitive Lease Offers.</u> Includes reports as to whether all or part of the lands described in noncompetitive lease offers, simultaneous listings, and applications for lease extensions are within a known geologic structure or a known geothermal resources area, as appropriate.</p> <p>a. Rejected applications or offers.</p> <p>b. Approved applications or offers.</p>	<p>Cut off at close of fiscal year in which final determination is made by BLM or in the case of appealed decisions by IBLA. Hold 2 years and retire to FARC. Destroy 5 years after cutoff.</p> <p>File in appropriate lease/permit file at the time lease/permit is issued.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
2302-01	<p data-bbox="379 255 1185 286">SECTION 2. ONSHORE COMPETITIVE LEASE SALE RECORDS</p> <p data-bbox="358 320 1225 911"><u>Lease Sale Activity History Files.</u> Consists of general information related to planning, conducting, and evaluating the results of competitive mineral lease sales. These files provide a history of each lease sale from tract selection through bid acceptance/rejection by BLM or BIA, as appropriate. Includes material such as field office joint tract selection recommendations report to Washington office; copies of official sale notices and address lists; lease sale evaluation committee status; reports; memorandum to the file giving pre-sale dollar per acre estimated resource values for each parcel as determined by the committee; sale minutes; bid abstracts; documentation of GS evaluations for tracts receiving bids and recommendations for bid acceptance/rejection as presented to BLM/BIA; and retained copies of reports to GS headquarters summarizing lease sale activities, results, and recommendations.</p> <p data-bbox="366 942 963 973">a. Office of primary responsibility.</p> <p data-bbox="366 1204 661 1235">b. Other offices.</p>	<p data-bbox="1274 936 1818 1158">Cut off at close of fiscal year in which final determinations of bid acceptance/rejection are made. Hold 10 years and transfer to FARC provided volume is sufficient. Destroy 20 years after cutoff.</p> <p data-bbox="1274 1198 1818 1358">Cut off at close of fiscal year in which final determinations of bid acceptance/rejection are made. Destroy 3 years after cutoff.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
<p>2302-02</p> <p><i>NNS concurs</i></p> <p><i>NNS concurs 11/16/77</i></p>	<p>Pre-Sale Tract Evaluation Records. Technical data, reports, and interpretive maps prepared by Conservation Division field office geologists, engineers, and economists in calculating potentially recoverable reserves and estimates of bonus values for tracts to be offered for competitive leasing. Consists of basic pre-sale evaluation data including value or range of values for variable geologic and engineering parameters relative to specific tracts; geologic evaluation reports; and geologic work maps and final evaluation maps. Evaluations are performed by various methods including the comparable sales approach and discounted cash flow analysis. While these data and maps are created in connection with a specific lease sale, this information has repetitive and multiple application in support of lease management operations and future lease sales. Arranged by type (i.e., Federal or Indian) and thereunder by date of sale and location.</p> <p>a. <u>Final pre-sale evaluation reports and maps.</u> Consists of official file copy of report on geology and potential mineral resources of tracts included in the lease sale offering; final geologic structure maps and cross sections and isopach maps; and any other geological, geophysical, and engineering information needed to support technical evaluations.</p> <p>b. <u>Evaluation workpapers.</u> Consists of preliminary or intermediate technical and scientific data and working maps which are duplicated or sufficiently summarized in final reports and maps.</p>	<p>Cut off at close of fiscal year in which final determinations of bid acceptance/rejection are made. Retire to FARC 30 years after cut-off or when no longer needed for reference, whichever is earlier. Destroy 75 ³⁵ years after cutoff.</p> <p><i>RTB 1/16/78 per TNR memo</i></p> <p>Cut off at close of fiscal year in which final determinations of bid acceptance/rejection are made. Destroy 3 years after cutoff.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
2302-03 <i>NNR</i>	<u>Automated Tract Evaluation Reports.</u> Consists of computer printouts containing descriptive and statistical data on presale economic evaluation and risk analysis for tracts to be offered in competitive lease sales. Reports are generated using income approach techniques for determining fair market value; for example, discounted cash flow and Monte Carlo simulation techniques.	Cut off at close of fiscal year in which final determinations of bid acceptance/rejection are made. Hold 5 years and transfer to FARC. Destroy 15 years after cutoff.
2302-04 <i>1/4 cu ft/yr.</i>	<u>Post-Sale Evaluation Report Files.</u> Documents accumulated in monitoring the effectiveness of pre-sale onshore tract evaluations. Includes reports on the effectiveness of technical data and comparisons of bids with presale estimates for leasable mineral sales. (<i>Arr. by lease sale</i>) a. Reports on studies which involve significant research and which contribute to changes in or revisions of evaluation methods or policy. b. Recurring reports and routine one-time study reports.	Permanent. Cut off at close of fiscal year in which study is completed. Hold 10 years and retire to FARC provided volume is sufficient. Offer to NARS 20 years after cutoff. Cut off at close of fiscal year in which study is completed. Destroy 5 years after cutoff.
2302-05 <i>NNS</i> <i>conveys</i> <i>11/11/77</i>	<u>BLM Leasing Maps.</u> Consists of reproducible and paper prints of official leasing maps and protraction diagrams prepared by BLM which show lease sale areas.	Destroy when superseded, obsolete, or no longer needed for reference.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p style="text-align: center;">CHAPTER 24. ONSHORE LEASE/PERMIT MANAGEMENT RECORDS</p> <p>The records described in this chapter document. Conservation Division field office management of onshore Federal and Indian leases and permits issued by the Bureau of Land Management or Bureau of Indian Affairs, as appropriate. These documents accumulate as a result of the supervision of drilling and production operations conducted under onshore oil and gas, geothermal, oil shale, and mining leases and permits. Includes lease case files and well files which are among the largest and most important file series maintained by Conservation Division field offices. See Chapter 26 for documents related to the collection of rents and royalties.</p> <p>SECTION 1. GENERAL ONSHORE LEASE MANAGEMENT RECORDS</p>	
2401-01	<p><u>Lease Record Cards and Indexes.</u> Consists of card forms and summary sheets including, but not limited to, USGS Forms 9-628, 9-628a, 9-395, 9-395a, and 9-395b, and locally developed card forms which provide concise summaries of lease/permit information: type of lease, lessee, address of lessee, assignee, lease term, acreage, rental and royalty rates, interests of multiple owners, lease stipulations, and drilling and production data. Arranged variously; e.g., by lease number, by township and range, by commodity, by type of land, or alphabetically by name of Indian allottee or lessee name.</p>	<p>Destroy when superseded, obsolete, or no longer needed for reference.</p>
2401-02	<p><u>Leased Acreage Books.</u> Ledgers used to maintain statistics on the total of Federal and Indian acreage leased. Arranged by type of land (military, public,</p>	<p>Cut off at the close of the fiscal year. Destroy 1 year after cutoff.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	acquired and Indian), lease status (nonproducing, producing, and canceled), then by year and month. This information is used in preparing monthly reports to Conservation Division headquarters.	
2401-03	<u>Bond Reference Files.</u> Consists of convenience copies and lists of state and nationwide bonds furnished to USGS by BLM, copies of BLM decisions regarding bonds, and related correspondence. Arranged alphabetically by company name. This material is sometimes filed in the appropriate lease/permit case history file. Record copies are maintained by BLM.	Destroy when superseded, obsolete, or no longer needed for reference.
2401-04	<u>Power of Attorney Reference Files.</u> Consists of convenience copies of and changes to general and special powers of attorney and related correspondence. This material is sometimes filed in the appropriate lease/permit case history file. Record copies are maintained by BLM.	Destroy when superseded, obsolete, or no longer needed for reference.
2401-05	<u>Undeveloped Lease/Permit Files.</u> Consists of copies of lease/permit instruments and related papers and correspondence for onshore leases/permits on which drilling or production operations have not been conducted. Arranged by type of lease/permit, then lease/permit number.	Place in appropriate Lease Case History File when plan of exploration, plan of development, or notice of intent, as appropriate, is received. Otherwise, place in "expired" file when lease/permit is terminated, relinquished, or canceled. Cut off "expired" file at close of fiscal year. Destroy 2 years after cutoff.
2401-06	<u>Lease/Permit Case History Files.</u> Consists of records which document regulation and supervision of operations on a specific Federal or Indian lease or permit from issuance by BLM or BIA to termination, relinquishment, or cancellation. Includes duplicate copies of documents found in the official lease case file maintained by BLM or BIA such as the lease instrument, BLM serial register page, lease bonds, powers of attorney, lease	

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
2402-01	<p>assignments, operating agreements, and BLM decisions. Also includes reports by USGS engineers on periodic lease inspections and inspections for accidents and unusual conditions. May include health and safety inspection reports by other agencies such as MESA. Also contains papers and correspondence relating to lease operations such as incidents of noncompliance and requests for suspension of operation and production; papers relating to payment of rentals and royalties such as First Discovery Production Memorandums. Included are all types of geothermal, onshore oil and gas, mining, and oil shale leases regulated by USGS. Usually arranged by type of lease and thereunder by state, BLM office or Indian agency, then by lease number. Subdivide by subject if volume warrants.</p> <p>a. Area Office copies of leases involving public and acquired lands.</p> <p><i>5 cu ft/yr.</i> b. Area Office copies of leases involving Indian lands.</p> <p>c. District Office copies of leases involving public, acquired, and Indian lands.</p> <p style="text-align: center;">SECTION 2. ONSHORE OIL AND GAS LEASE MANAGEMENT RECORDS</p> <p><u>Onshore Oil and Gas Well Files.</u> Material documenting supervision of operations on an individual oil/gas well</p>	<p>Place in inactive file when lease is terminated, relinquished, or canceled. Transfer to FARC 5 years after cutoff. Destroy 15 years after cutoff.</p> <p><u>Permanent.</u> Place in inactive file when lease is terminated, relinquished, or canceled. Transfer to FARC 5 years after cutoff. <i>Offer to NARS 35 yrs. later after cutoff. RTB 1/16/78 per memo</i></p> <p>Place in inactive file when lease is terminated, relinquished, or canceled. Destroy 5 years after cutoff.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
<p>3 cu. ft. / yr.</p> <p>3 cu. ft. / yr.</p>	<p>Includes Applications for Permit to Drill, Deepen, or Plug Back (USGS Form 9-331C) and related environmental analyses; reports on anticipated depths and thicknesses Sundry Notices and Reports on Wells (USGS Form 9-331 and 9-331A); Well Completion Reports (USGS Form 9-330); and similar or related papers. Usually arranged by state, then lease number (or unit), and well number.</p> <p>a. Area Office copies of well files involving public, acquired, and Indian lands.</p> <p>b. District Office copies of well files involving public and acquired lands.</p> <p>c. District Office copies of well files involving Indian lands.</p>	<p>Place in inactive file when lease is terminated. Cut off inactive file at close of fiscal year. Destroy 5 years after cutoff. EXCEPT: Technical data and reports of continuing value for future research may be retained as nonrecord reference material until no longer needed.</p> <p>Place in inactive file when lease is terminated. Cut off inactive file at close of fiscal year. Retire to FARC 15 years after cutoff, or when no longer needed for reference, whichever is earlier. Destroy 75 years after cutoff. EXCEPT: <u>Prior to retirement</u>, the Conservation Manager or his designee will make a subsequent review in order to designate as <u>Permanent</u> any records that are of continuing value because they contain data that are particularly significant for future research. Records so designated shall not exceed 10% of total number of such records eligible for retirement. Offer to NARS 75 years after cutoff.</p> <p><u>Permanent</u>. Place in inactive file when lease is terminated. Cut off</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
2402-02 <i>1/4 in R1/ yr.</i> <i>ANAS</i>	<p><u>Onshore Oil and Gas Development Maps.</u> Consists of base maps at various scales, from various sources, used to plot oil and gas leases and related information. In addition to lease boundaries and numbers, plotted information may include well locations and completions; KGS's; field names, units and communitized areas; and oil and gas production features. Arranged by state and thereunder by county, township and range, or map number as appropriate. These maps are continuously updated by organizational units responsible for drafting and cartographic support based on information obtained from lessee/operator reports, oil scouting services, and publications.</p>	<p>inactive file at close of fiscal year. Retire to FARC 15 years after cutoff or when no longer needed for reference, whichever is earlier. Offer to NARS 75³⁵ years after cutoff. <i>RTB 1/16/78 per 7NR memo</i></p> <p>Permanent. Cut off when map is re-drafted or completed. If sufficient volume accumulates, retire to FARC. Offer to NARS 20¹⁰ years after cutoff. <i>RTB 1/16/78 per 7NR memo</i></p>
2402-03	<p><u>Onshore Oil and Gas Field Files.</u> Consists of primarily reference copies of reports, maps, well records, and other technical information on oil and gas fields involving private and state lands as well as Federal and Indian lands. Arranged by state and thereunder by field name.</p>	<p>Review at least annually to destroy documents which are no longer needed for reference.</p>
2402-04	<p><u>Individual Well Records and Scout Tickets.</u> Sheets and card forms showing when and by whom the well was drilled, depth, owner or operator, and drilling results with some related geologic data. Prepared by GS personnel on basis of lessee reports or scouting publications or purchased from commercial firms.</p>	<p>Destroy when superseded, obsolete, or no longer needed for reference.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
2402-05	<p><u>Federal Farm Mortgage Corporation (FFMC) Leases.</u> Consists of leases involving mineral interests transferred by quit claim deed from the Federal Farm Mortgage Corporation and now administered by GS. Includes private lease agreement form, location plat, notice of quit claim, assignments, and correspondence regarding sales and royalty. Arranged by state, then BLM transfer no.</p>	Place in inactive file when lease is terminated. Cut off at the close of the fiscal year. Destroy 6 years after cutoff.
2402-06	<p><u>State Leases and Well Files.</u> Consists of convenience copies of documents regarding oil and gas leases issued by a state. Includes, but is not limited to, leases involving lands in disputed areas or lands patented to the state or leases which are part of Federal-State units.</p>	Destroy when superseded, obsolete, or no longer needed for reference.
2402-07	<p><u>Produced Water Disposal Reports.</u> Consists of applications for approval of methods of disposing of water produced from oil and gas wells and subsequent annual water analysis reports submitted in accordance with the provisions of Notice to Lessees and Operators NTL-2B.</p>	Place in inactive file when all leases and/or facilities covered by the approved application are terminated. Destroy 3 years after cutoff.
SECTION 3. GEOTHERMAL LEASE MANAGEMENT RECORDS		
2403-01 <i>NNFN</i> <i>(not NNS)</i>	<p><u>Goethermal Lease Plans of Operations Files.</u> Consists of the lessee's plans for the exploration, development, and operation of the lease. These plans are revised periodically, and several may be contained in the file of a single lease. Includes maps, plats, camps, and other support activities; data on the topographic features and drainage patterns of the lease lands; and a narrative description of the methods for disposal of waste. Plans include a narrative describing proposed measures to be taken for environmental and ecological systems. Files also include operator's annual reports of expenditure for exploration operations and reports of compliance with environmental protection requirements.</p> <p>a. Area Office.</p>	Place in inactive file when lease is terminated, relinquished, or canceled. Cut off inactive file at the

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
2403-02	<p>b. District Offices.</p> <p><u>Geothermal Lease Operations Files.</u> Consists of documents relating to the operation of the lease. Includes documents on inspections of lease operations and facilities, exploration operations, measurement and commingling of production, lessee's noise level monitoring reports, confirmations of incidents of non-compliance with regulations and Geothermal Resource Orders, requests and approvals of departures from orders, and requests for suspension of operation and production.</p> <p>a. Area Office.</p> <p>b. District Office.</p>	<p>close of the fiscal year. Transfer to FARC 3 years after cutoff. Destroy 10 years after cutoff.</p> <p>Cut off inactive file at the close of the fiscal year. Destroy 3 years after cutoff.</p> <p>Place in inactive file when lease is terminated, relinquished, or canceled. Cut off inactive file at the close of the fiscal year. Transfer to FARC 3 years after cutoff. Destroy 10 years after cutoff.</p> <p>Cut off inactive file at the close of the fiscal year. Destroy 3 years after cutoff.</p>
2403-03 <i>NNFN</i> <i>(not NNS)</i>	<p><u>Geothermal Lease Survey Report Files.</u> Consists of lessee submitted reports of lease survey and resurveys. Surveys are conducted prior to and during geothermal resource production to determine changes in elevation. Survey data is used to determine if sub-</p>	<p>Place in inactive file when lease is terminated, relinquished, or canceled. Cut off inactive file at the close of the fiscal year. Transfer to FARC 3 years after</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
<p>2403-04 <i>NNFN</i> <i>(not NNS)</i></p> <p><i>1/4 ca Pt/yr.</i></p>	<p>sidence exists and if it presents a significant hazard to operations and adjoining lands and to provide a basis for remedial actions. These files are available for public inspection.</p> <p><u>Geothermal Well Files.</u> Consists of material documenting supervision of operations for each individual well drilled on the lease. Includes, but is not limited to, USGS Form 9-331C, Application for Permit to Drill, Deepen, or Plug Back; a proposed blowout prevention program and blowout contingency plan; well test reports; USGS Form 9-331, Sundry Notice and Report on Wells; USGS Form 9-330C, Well Completion or Recompletion Logs; maps, plats, drawings, and specifications pertaining to individual wells; requests and approvals of waivers from Geothermal Resource Orders; injection plans, Monthly Water Injection Reports; and surveys on injection wells; and well data required by 30 CFR 270.37.</p> <p>a. Area Office copies of well files involving public, acquired, and Indian lands.</p> <p>b. District Office copies of well files involving public and acquired lands.</p>	<p>cutoff. Destroy 10 years after cutoff.</p> <p>Place in inactive file when lease is terminated, relinquished, or canceled. Destroy 5 years after cutoff except that technical data and reports of continuing usefulness for future research may be retained as nonrecord reference material until no longer needed.</p> <p>Retire to FARC 15 years after cutoff or when no longer needed for reference, whichever is earlier. Destroy 75 years after cutoff. EXCEPT: <u>Prior to retirement</u>, the Conservation Manager or his designee will make a subsequent review in order to</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
<p><i>Vol. not available; new program not yet in effect. Vol. minimal when goes into effect.</i></p>	<p>c. District Office copies of well files involving Indian lands.</p>	<p>designate as <u>Permanent</u> any well files that are of continuing value because they contain data that are particularly significant for future research. Well files so designated shall not exceed 10% of the total number of such records eligible for retirement. Offer to NARS 75 years after retirement.</p> <p><u>Permanent</u>. Place in inactive file when lease is terminated. Cut off inactive file at close of fiscal year. Retire to FARC 15 years after cutoff, or when no longer needed for reference, whichever is earlier. Offer to NARS 75 years after cutoff.</p>
2403-05	<p><u>Geothermal Loan Guaranty Program Interagency Agreement Monitoring File.</u> Working file maintained by the office responsible for administering the USGS participation in the Geothermal Loan Guaranty Program of the Energy Research and Development Administration. Consists of the interagency agreement, correspondence, and notes pertaining to administration of the agreement; cost and financial reports; and progress and technical reports.</p>	<p>35 RTB 1/16/78 per TNR memo Cut off at the close of the fiscal year in which the contract is completed or terminated. Destroy 3 years after cutoff.</p>
2403-06	<p><u>Geothermal Loan Guaranty Project Files.</u> Maintained by the office responsible for evaluation of borrower plans of operation and for monitoring the conduct of operations on Geothermal Loan Guaranty Project Lands. If volume warrants, subdivide as follows:</p>	<p>Place in inactive file when project is terminated. Cut off inactive file at close of the fiscal year. Destroy 3 years after cutoff/</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
2403-07	<p>-- <u>Plans of Operation.</u> Consists of correspondence with ERDA on evaluation of applicant's plans of operations and plans, evaluations, and recommendations on applications on state and private lands. Plans, evaluations, and recommendations pertaining to Federal lands are maintained in the appropriate lease folder.</p> <p>-- <u>Operational and Environmental Monitoring.</u> Consists of correspondence with ERDA on applicant's compliance with operational and environmental standards, and inspection reports and reports of incidents of noncompliance on state and private lands. Inspection reports, waivers, and incidents of noncompliance on Federal lands are maintained in the appropriate lease/well files.</p> <p><u>Geothermal Loan Resource Evaluation Files.</u> Consists of requests from ERDA for evaluation of applicant's geophysical, geochemical, hydrological, and other data pertinent to the application; raw and interpretive data submitted by the applicant; USGS evaluations of the sufficiency and technical accuracy of the data and its economic feasibility for the project; and correspondence with the applicant and ERDA.</p> <p style="text-align: center;">SECTION 4. ONSHORE OIL AND GAS/GEOTHERMAL RESOURCES COMMUNITIZATION AND UNITIZATION RECORDS</p> <p>The records described in this section relate to the establishment of and monitoring of operations under unitization and communitization agreements and state spacing orders to prevent waste of oil and gas and geothermal resources and protect correlative rights. See item 2601-02 for Unit Monthly Reports of Operations.</p>	<p>Cut off at the close of the fiscal year in which the evaluation is completed. Transfer to FARC 15 years after cutoff or when no longer needed for reference, whichever is earlier. Destroy 25 years after cutoff.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
2404-01	<p><u>Communitization and Unitization Applications.</u> Documents accumulated in reviewing and recommending action on applications for approval of Unit Agreements, Communitization Agreements, and State Spacing Orders. Includes proposed agreement and supporting data, reviews, evaluation reports, and related correspondence. Arranged by type of land (Federal and Indian) and thereunder by township and range.</p> <p>a. Declined applications.</p> <p>b. Approved Applications.</p>	<p>Cut off at close of fiscal year in which final determination is made. Destroy 2 years after cutoff. EXCEPT: Technical reports and maps which are of continuing value may be retained as reference material until superseded, obsolete, or no longer needed</p> <p>File in appropriate Unitization Project File when unit area designation approved.</p>
2404-02 <i>NNFN</i> <i>(not NNS)</i>	<p><u>Approved Unitization Project Files.</u> Consists of papers which document review and approval of proposals for and supervision of development and production operations under approved unit agreements. Such agreements provide for recovery of oil and gas or production and utilization of geothermal resources as a single unit without regard to separate ownerships and for allocation of costs and benefits. Arranged alphabetically by unit name. See item 2601-02 below for Unit Monthly Reports of Operations.</p>	

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
<p><i>1/4 cu. ft / yr.</i></p>	<p>a. <u>Unit Agreement Documents Files.</u> Included are copies of the application for unit area designation, proposed form of unit agreement, and letter of approval; copies of approved unit agreement; proposed participating areas and revisions; plans of development and operation; request for termination of unit; and related correspondence. (This material is partially duplicated in files maintained by BLM and BIA.) If volume warrants, subdivide by type of document; e.g., Unit Agreement, Unit Operating Agreement, Participating Area, Plans of Development.</p> <p>(1) Area Office copies of agreements involving public and acquired lands.</p> <p>(2) Area Office copies of agreements involving Indian lands.</p> <p>(3) District Office copies of agreements involving public, acquired, and Indian lands.</p>	<p>Place in inactive file when agreement is terminated. Cut off inactive file at close of fiscal year. Hold 5 years and transfer to FARC provided there is sufficient volume (at least 1 cubic foot). Destroy 15 years after cutoff.</p> <p><u>Permanent.</u> Place in inactive file when agreement is terminated. Cut off inactive file at close of fiscal year. Hold 5 years and transfer to FARC provided there is sufficient volume (at least 1 cubic foot). Offer to NARS 25 years after cutoff.</p> <p>Cut off when agreement is terminated. Destroy 2 years after cutoff.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
2404-03	(3) District Office copies of data involving public, acquired, and Indian lands.	Cut off when agreement is terminated. Destroy 5 years after cut-off or when no longer needed for reference, whichever is earlier.
	<p><u>Communitization Agreement Case Files.</u> Consists of papers which document review, approval, and monitoring of formal communitization agreements and state spacing orders. Such agreements provide a means of pooling tracts which cannot be operated independently in conformity with drilling and spacing units established by the state. Includes the communitization agreement describing the separate tracts comprising the drilling or spacing unit and the allocation of production or royalties; Approval Certification Determination; copy approval letter to operator; and related papers and correspondence. Arranged by type of lease (Federal or Indian), state, then lowest lease number.</p> <p>a. Area Office copies of agreements involving public and acquired lands.</p>	Place in inactive file when agreement is terminated. Cut off inactive file at close of fiscal year.
	<p>b. Area Office copies of agreements involving Indian lands.</p> <p>c. District Office copies of agreements involving public, acquired, and Indian lands.</p>	<p>Hold 5 years and transfer to FARC provided there is sufficient volume (at least 1 cubic foot). Destroy 15 years after cutoff.</p> <p>Permanent. Hold 5 years and transfer to FARC provided there is sufficient volume (at least 1 cubic foot). Offer to NARS 25 years after cutoff.</p> <p>Destroy 5 years after cutoff or when no longer needed for reference, whichever is earlier.</p>
2404-04	<u>Communitization/Unitization Status Sheets and Card Indexes.</u> Registers used to record information regarding the status of unit and communitization agreements	Destroy when superseded, obsolete, or no longer needed for reference.

1/2 cu. ft./
yr.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
<p>2405-01 <i>NNFN</i> <i>(not NNS)</i></p>	<p>and state spacing orders (e.g., state, county, lease location, acreage, date of draft agreement, date received, date approved, agreement number, state order number) and index cards which provide concise summaries of information on each agreement.</p> <p>SECTION 5. MINING LEASE/PERMIT MANAGEMENT RECORDS</p> <p><u>Mining and Exploration Plans.</u> Consists of plans for the methods and operations used in the exploration and development of leased, permitted, or licensed lands. Plans include maps, plats, photographs, and narrative which indicate the responsible officials, describe the lands and the environment, and procedures for the protection, reclamation, and abandonment of lands.</p> <p>a. Area Office.</p> <p>b. District Office.</p>	<p>Place in inactive file when lease is terminated, relinquished, or canceled. Cut off inactive file at the close of the fiscal year. Transfer to FARC 3 years after cutoff. Destroy 10 years after cutoff.</p> <p>Place in inactive file when lease is terminated, relinquished, or canceled. Cut off inactive file at the close of fiscal year. Destroy 5 years after cutoff.</p>
<p>2405-02 <i>NNS</i></p>	<p><u>Mine Maps.</u> Consists of maps and plats showing the extent of development, excavation, and severance of each lease, permit, or license. Maps are furnished annually or at the request of the supervisor, and several may be contained in the file of a single lease. Individual maps, except for final map showing mine configuration or abandonment, may be destroyed as they</p>	

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
<p>1 cu. ft./ yr.</p>	<p>are superseded and no longer needed for reference. Maps show the location of lease boundaries, surface buildings, location of mineral deposits, bore holes, and such other information as may be required.</p> <p>a. Area Office leases involving public, ^{acquired,} and Indian lands.</p> <p>b. District Office leases involving public, acquired, and Indian lands.</p>	<p>Permanent. Place in inactive file when lease is terminated, relinquished, or canceled. Cut off inactive file at close of fiscal year. <u>Transfer to FARC 15 years after cutoff.</u> Offer to NARS <u>30</u> years after cutoff. ^{RTB} (or sooner if no longer needed by agency) ^{4/5/78}</p> <p>Place in inactive file when lease is terminated, relinquished, or canceled. Cut off inactive file at close of fiscal year. Destroy 5 years after cutoff.</p>
<p>2405-03 <i>NNFN</i> <i>(not NNS)</i></p> <p>1 cu. ft./ yr.</p>	<p><u>Abandonment Reports.</u> Consists of reports from operators, AMS inspection reports, maps, plats, and drawings detailing the method of abandonment, surface reclamation, closure of surface openings, and compliance with lease/permit conditions and stipulations.</p> <p>a. Area Office leases involving public, acquired, and Indian lands.</p>	<p>Permanent. Place in inactive file when lease is terminated, relinquished, or canceled. Transfer to FARC 15 years after cutoff. Offer to NARS 50 years after cutoff.</p>

per
5/24/78
memo from
agency

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
2405-04	<p>b. District Office-leases involving public, acquired, and Indian land.</p> <p><u>Environmental and Reclamation Plans.</u> Consists of plans and studies for environmental analysis, protection of the environment, and reclamation of leased, permitted, and licensed lands. Includes materials relating to standards, obligations, and stipulations for environmental protection such as those found in 43 CFR 3040. Also includes materials relating to preservation of important scenic, archaeological, cultural, or historic sites on leased, permitted, or licensed lands. Subdivide if volume warrants.</p> <p>a. Area Office.</p> <p>b. District Office.</p>	<p>Place in inactive file when lease is terminated, relinquished, or canceled. Cut off inactive file at close of fiscal year. Destroy 5 years after cutoff.</p> <p>Place in inactive file when lease is terminated, relinquished, or canceled. Cut off inactive file at close of fiscal year. Destroy 10 years after cutoff.</p> <p>Place in inactive file when lease is terminated, relinquished, or canceled. Cut off inactive file at close of fiscal year. Destroy 5 years after cutoff.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
2406-01	<p style="text-align: center;">SECTION 6. OIL SHALE LEASE MANAGEMENT</p> <p><u>Oil Shale Lease Plans Files.</u> Consists of plans filed by lessees and operators pursuant to the terms of the oil shale lease and 30 CFR 231.</p> <p>a. <u>Preliminary Development Plan.</u> Consists of preliminary plan detailing planning exploratory operations prior to submission and approval of detailed development plan. Includes correspondence with lessee, oil shale environmental advisory panel, state and local governments, and other Federal agencies.</p> <p>b. <u>Exploration Plan.</u> Consists of plans for the research operations, seismic, drilling, and base-line data collection. Includes correspondence with the Oil Shale Environmental Advisory Panel, Bureau of Land Management, Environmental Protection Agency, and state and local governments.</p>	<p>Place in inactive file when an approved Detailed Development Plan is received. Cut off inactive file at the close of the fiscal year. Destroy 5 years after cutoff.</p> <p>Place in inactive file when lease is terminated, relinquished, or canceled. Cut off inactive file at close of fiscal year. Destroy 10 years after cutoff.</p>
2406-02	<p><u>Oil Shale Environmental Base-Line Files.</u> Consists of reports, correspondence relating to environmental baseline considerations, air quality, archaeological, biology, geology, hydrology, meteorology, paleontology, and soils. Arranged by lease and thereunder by subject if volume warrants.</p>	<p>Place in inactive file when Detailed Development Plan is accepted. Cut off inactive file at close of fiscal year. Transfer to FARC 5 years after cutoff. Destroy 20 years after cutoff.</p>
2406-03	<p><u>Draft Detailed Development Plan.</u> Consists of a draft plan submitted by the lessees which contains: (a) a schedule for planning, exploration, development, production, processing, and reclamation of leases; (b) procedures for assuring conformity with</p>	<p>Place in inactive file when Detailed Development Plan is accepted. Cut off inactive file at close of fiscal year. Destroy 5 years after cutoff.</p>

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ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	environmental criteria; (c) a plan for diligent development of the lease. Includes correspondence with the oil shale environmental advisory panel, Federal agencies units of state and local governments, and interested groups and individuals. Also includes correspondence and transcripts of public hearings held prior to approval of the Detailed Development Plan.	
2406-04	<u>Detailed Development Plan.</u> Consists of approved Detailed Development Plan, amendments and supplements to the plan, and correspondence on the plan. Also includes annual progress reports submitted by lessee describing operations conducted under the plan.	Place in inactive file when lease is terminated, relinquished, or canceled. Cut off inactive file at close of fiscal year. Transfer to FARC 5 years after cutoff. Destroy 10 years after cutoff.
2406-05 <i>N/S</i> <i>1/4 cut/yr.</i>	<u>Oil Shale Lease Maps.</u> Consists of maps and plats showing the extent of development and excavation for each lease. Maps are furnished by the lessee at the request of the Area Oil Shale Supervisor. Individual maps may be destroyed as they are superseded and no longer needed for reference. Maps and plats show the lease boundaries, surface buildings, roads and facilities, exploration activities, location of minerals, and other information as may be required.	<u>Permanent.</u> Place in inactive file when lease is terminated, relinquished, or canceled. Cut off inactive file at close of fiscal year. Transfer to FARC 15 years after cutoff. Offer to NARS 50 30 years after cutoff (or sooner if no longer needed by agency). <i>RTB 6/5/78 per 5/24/78 memo from agency</i>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
2500-01	<p data-bbox="419 267 1120 298">CHAPTER 25. ACCIDENT AND POLLUTION CONTROL</p> <p data-bbox="354 335 1237 597">The records in this chapter are accumulated as a part of the supervision of operational safety and pollution control on producing activities. These records include reports and investigations of accidents and undesirable events and contingency plans for control of hydrocarbon spills and other discharges. These events occur on geothermal, mining, oil and gas, and oil shale activities.</p> <p data-bbox="354 634 1237 994"><u>Major Accident Report Files.</u> Consists of reports of accidents and undesirable events selected for investigation and analysis because of their gravity or precedential value. Includes the licensee/permittee/operator's notification and report, reports prepared by USGS, and reports from other agencies. These incidents include blowouts, fatalities, personal injuries, major pollution events, fires, explosions, floods, and structural collapse. These files are available for public inspection. They are arranged by case number assigned to the accident investigation.</p> <p data-bbox="354 1028 1185 1124">a. Case files maintained by the responsible Area Office. Includes the record copies of accident investigation report.</p> <p data-bbox="354 1321 1100 1352">b. Case files maintained by District Offices.</p>	<p data-bbox="1266 1022 1810 1284">Place in inactive file at the close of the fiscal year in which the investigation is completed. Cut off inactive files in 5 year blocks. If volume is sufficient, transfer to FARC 3 years after cutoff. Destroy 20 years after cutoff.</p> <p data-bbox="1266 1321 1778 1422">Cut off at the close of the fiscal year in which the investigation is completed. Destroy</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
2500-02	<p><u>Minor Accidents Reports File.</u> Consists of reports of accidents and undesirable events not selected for investigation and analysis. Includes lessee/permittee/operator's notification and written report and USGS prepared reports. These incidents include pollution events of less than 15 barrels and minor accidents.</p> <p>a. Files maintained by Area Office.</p> <p>b. Files maintained by District Office.</p>	<p>2 years after cutoff.</p> <p>Cut off at the close of the fiscal year in which the accident is reported. Destroy 2 years after cutoff.</p> <p>Cut off at the close of the fiscal year in which the accident is reported. Destroy 2 years after cutoff.</p>
2500-03	<p><u>Accidents Statistics File.</u> Consists of local forms which summarize accidents and pollution events. These are prepared from operator submitted reports and kept for statistical reporting purposes. Arranged by type of event and thereunder chronologically.</p>	<p>Cut off at the close of the fiscal year. Destroy 1 year after cutoff.</p>
2500-04	<p><u>Oil Spill/Discharge Control Contingency Plans.</u> Consists of emergency action plans developed by the operator in accordance with environmental regulations and legislation. Plans specify company personnel responsible for dealing with or controlling such events as fires, spills, leaks, flowline breaks, structural failures, and equipment failures. Arranged alphabetically by company name.</p>	<p>Destroy on receipt of a superseding plan.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
2500-05	<p><u>Major Environmental Analysis Case Files.</u> Consists of data and proposed plans of action submitted by lessees, permittees, and operators on the impact of proposed lease operations; checklists; analyses and reports by Survey personnel; and correspondence with the lessee/permittee/operator and other Federal agencies. These plans are selected for detailed analysis because of the magnitude and importance of proposed activities on the environment. Maintained by the office responsible for environmental analysis and arranged by location and principal.</p>	<p>Place in inactive file after compliance with environmental regulations has been determined. Cut off inactive file at the close of the fiscal year. If volume is sufficient, transfer to FARC 3 years after cutoff. Destroy 10 years after cutoff.</p>
2500-06	<p><u>Minor Environmental Analysis Case Files.</u> Consists of data and proposed plans of action submitted by lessees/permittees/operators; analysis of proposed plans; and correspondence with other agencies and the lessee/permittee/operator. Maintained by the office responsible for environmental analysis and arranged by location and principal.</p>	<p>Place in inactive file after compliance with environmental regulations has been determined. Cut off inactive file at the close of the fiscal year. Destroy 3 years after cutoff.</p>
2500-07	<p><u>Environmental Impact Statement Case Files.</u> Consists of files documenting Conservation Division participation in the preparation and publication of environmental impact statements on significant Federal actions. Includes memoranda of understanding; planning documents; data, analyses, and reports prepared by Conservation Division; preliminary drafts; published drafts; public comments; and final published statements.</p>	<p>Cut off at the close of the fiscal year in which final environmental impact statement is published. Destroy 8 years after cutoff.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
2601-01	<p style="text-align: center;">CHAPTER 26. ROYALTY ACCOUNTING FILES</p> <p>The records described in this chapter pertain to the royalty accounting function. They consist of records relating to the collection of rents and royalties for oil and gas leases; royalties on products extracted from mining leases, permits, and licenses; rents and royalties for geothermal leases; rents and royalties for oil shale leases; and collections for the sale of royalty are taken in kind and sold to small refiners or for lease products stored underground. In addition, these records document the deposit of collections and the audit of lease accounts.</p> <p>Technical reference materials used in the collection and audit functions, such as company price bulletins, gravity correction tables and tank tables, are maintained as nonrecord material and disposed of in accordance with item 101-11.</p> <p style="text-align: center;">SECTION 1. OIL AND GAS ROYALTY ACCOUNTS</p> <p><u>Oil and Gas Royalty Accounts Files.</u> The documents in these files relate to the payment of rentals and royalties on lease products. Included in these files are correspondence on rental and</p>	<p>Cut off at close of fiscal year in which audit is closed or decision is made not to audit in depth. Hold for 2 years</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p>royalty reports, refunds, and overpayments. The files consist of reports submitted by lessees and operators in accordance with Notice to Lessees (NTL) 1. These include the Monthly Report of Sales and Royalties (USGS Form 9-361 or equivalent); support documentation such as run tickets, gas plant statements, checkfoils, and purchaser statements; and the Rental and Royalty Remittance Advice (USGS Form 9-614 or equivalent). Arranged as appropriate.</p>	<p>and transfer to FARC. FARC will destroy in accordance with GAO instructions. These records should not be mixed with non-GAO records when transferred to the FARC.</p> <p><i>[For disposition, see GRS 6/1a]</i></p>
2601-02	<p><u>Monthly Report of Operations.</u> Consists of USGS Form 9-329 or equivalent submitted by lessees and operators. Separate reports are submitted for each lease, unit participating area, and communitization agreement. Includes a report of well operations on all producing, drilling, and suspended wells; a detailed breakdown of all production; and a report of all runs and sales. Used in the royalty accounting function and monitoring lease operations. Arranged by lease number and thereunder chronologically by month.</p> <p>a. Area Office.</p>	<p>Place in inactive file when lease is terminated, cancelled, or relinquished. Cut off inactive file at close of fiscal year. Destroy 6 years after cutoff.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	b. District Office.	Cut off at close of fiscal year. Destroy 3 years after cutoff.
2601-03	<u>Royalty Value Determination Files.</u> Files related to the establishment and adjustment of the basis on which royalty for petroleum products is charged. Includes correspondence relating to royalty and Applications for Establishment of Royalty Value (USGS Form 9-1926) which may include one or more leases. Arranged as appropriate.	Cut off at close of fiscal year in which the last listed lease terminates. Destroy 3 years after cutoff.
2601-04	<u>Production Measurement Files.</u> Files consist of allocation schedules, LACT reports, meter proving reports, and meter adjustment reports for liquid and gas meters. Used to audit the Lessees Monthly Report of Sales and Royalties. Arranged as appropriate.	Cut off at close of fiscal year. Hold 2 years and retire to FARC. Destroy 6 years after cutoff.
2601-05	<u>Division Orders.</u> File consists of orders furnished by operators in accordance with Notice to Lessee (NTL) 1. Division orders are accepted as the proper means of distributing lease proceeds. Used to ensure proper payment of the government's interest and to authorize transportation companies and purchasers to receive products from leased lands in accordance with government regulations. Arranged by lease account.	Cut off at close of fiscal year in which the lease terminates. Hold 2 years and transfer to FARC. Destroy 5 years after cutoff.
2601-06	<u>Gas Plant Case Files.</u> File consists of documents showing plant ownership and other information used to compute the manufacturing allowance for liquid hydrocarbons extracted from casing-head gas. Arranged by plant.	Place in inactive file when the plant is removed or abandoned. Cut off inactive file at close of fiscal year. Destroy 6 years after cutoff.
2601-07	<u>Gas Plant Monthly Reports.</u> Consists of reports submitted by plant owners which show the quantity and volume of constituent products extracted from casing-head gas. Used in the audit of lease accounts. Arranged by plant.	Cut off at close of fiscal year. Hold 2 years and transfer to FARC. Destroy 5 years after cutoff.

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
2601-08	<p><u>Royalty-in-Kind Sales Files.</u> Consists of documents relating to the notice of sale of royalty-in-kind oil and negotiation and award of purchase agreements. Includes USGS prepared estimates of production and royalty-in-kind oil available, correspondence on procedures for applications to purchase royalty-in-kind oil, notice to small refiners, and notice of lottery and position for draw. Includes declined applications for purchase of royalty-in-kind oil and documents accumulated in the review and award of applications. Arranged by sale.</p>	<p>Place in the inactive file at the completion of negotiation. Cut off inactive file at the close of the fiscal year. Hold for 3 years and transfer to FARC. Destroy 6 years after cutoff.</p>
2601-09	<p><u>Royalty-in-Kind Purchase Agreement Files.</u> Consists of agreements for the purchase of royalty-in-kind oil; corporate authorities; legal instruments; bonds of purchasers; Small Business Administration Certificates of Competency; correspondence on regulations, delivery, and contract administration; and applications. Arranged by contract number. Arranged by agreement designation.</p>	<p>Place in inactive file when agreement expires. Cut off inactive file at close of fiscal year. If volume is sufficient, transfer to FARC 2 years after cutoff. Destroy 20 years after cutoff.</p>
2601-10	<p><u>Royalty-in-Kind Accounts Files.</u> Consists of Statements of Account, USGS Form 9-1424, and correspondence relating to payments for the sale of royalty-in-kind oil. Arranged by agreement designation.</p>	<p>Cut off at the close of the fiscal year. If volume is sufficient, transfer to FARC 3 years after cutoff. FARC will destroy in accordance with instructions from GAO. These records should not be mixed with non-GAO records when transferred to the FARC.</p> <p><i>[For disposition, see GRS 6/1a]</i></p>
2601-11	<p><u>Transportation Allowance Files.</u> Consists of documentation on the allowance due for transportation costs on royalty-in-kind oil from the lease area to the point of delivery. Consists of transportation invoices, invoices for the construction and maintenance of pipelines, calculations for pipeline depreciation, and related correspondence. Arranged by company.</p>	<p>Place in inactive file when system is abandoned or discontinued. Cut off inactive file at close of fiscal year. Destroy 7 years after cutoff.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
SECTION 2. GEOTHERMAL ROYALTY ACCOUNTING		
2602-01	<p><u>Royalty Accounts Files.</u> Consists of documents which relate to the payments of rents, minimum royalties, and royalties on geothermal resources and other mineral products produced on geothermal leases. Includes monthly reports of operations, monthly reports of sales and royalties, supporting documentation, checkfoils, and rental and royalty remittance advices. Arranged by account and chronologically by month.</p>	<p>Cut off at the close of the fiscal year. Hold for 2 years and transfer to FARC. FARC will destroy in accordance with GAO instructions. These records should not be mixed with non-GAO records when transferred to the FARC.</p> <p><i>[For disposition, see GRS 6/1a]</i></p>
2602-02	<p><u>Royalty Value Determination Files.</u> Files relate to the basis on which royalty value for geothermal steam, heat, and other forms of energy and the royalty by-products on the lease. Includes correspondence and computations. Arranged by lease.</p>	<p>Cut off at close of the fiscal year in which the lease terminates. Destroy 2 years after cutoff.</p>
2602-03	<p><u>Sales Agreements.</u> Consists of copies of sales contracts for the disposal of geothermal products from leases. Arranged by lease.</p>	<p>Cut off at close of fiscal year in which the contract terminates. Hold 2 years and transfer to FARC. Destroy 6 years after cutoff.</p>
SECTION 3. MINING ROYALTY ACCOUNTING RECORDS		
2603-01	<p><u>Mining Royalty Accounts Files.</u> The documents in this file relate to the payments of rents, minimum royalties, and royalties on products extracted from mining leases, permits, and licenses. Included in the files are correspondence relating to over- and under-payments, refunds, and correction of reports. These files consist of Production and Royalty Reports such as USGS Forms 9-368, 9-368a, 9-373, and other equivalent forms; Prospecting Permit Reports, Coal License</p>	<p>Cut off at close of fiscal year. Hold for 3 years and transfer to FARC. FARC will destroy in accordance with GAO instructions. These records should not be mixed with non-GAO records when transferred to the FARC.</p> <p><i>[For disposition, see GRS 6/1a]</i></p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	Reports, and other equivalent forms; supporting documentation, checkfoils, and Rental and Royalty Remittance Advices (USGS Form 9-614a or equivalent). Arranged by lease account.	
2603-02	<u>Annual Mining Audit Files.</u> Consists of copies of annual audits of mining leases and permits submitted in accordance with 30 CFR 211 and 251. Arranged by lease account.	Cut off at close of fiscal year. Hold for 3 years & transfer to FARC. FARC will destroy in accordance with GAO instructions. These records should not be mixed with non-GAO records when transferred to the FARC.
2603-03	<u>Processing Allowance Files.</u> These files consist of correspondence relating to and applications for allowable deductions from the gross value of mineral products for determination of royalty value. These allowances are granted for handling, storing, processing, and transporting coal and other mineral products. Arranged by lease account.	[For disposition, see GRS 6/1a] Place in inactive file when obsolete, superseded, or cancelled. Cut off inactive file at close of fiscal year. Hold for 2 years and transfer to FARC if volume warrants. Destroy 7 years after cutoff.
	SECTION 4. OIL SHALE ROYALTY ACCOUNTING	
2604-01	<u>Oil Shale Royalty Accounts Files.</u> The documents in this file relate to the payment of rents, minimum royalties, and royalties on oil shale and other minerals extracted from oil shale leases. Consists of correspondence relating to the payment of rents, royalties, and minimum royalties; over- and under-payments; and correction of reports. Consists of production and royalty supporting documents and checkfoils. Arranged by lease accounts.	Cut off at close of fiscal year. Hold for 2 years and transfer to FARC. FARC will destroy in accordance with GAO instructions. These records should not be mixed with non-GAO records when transferred to the FARC. [For disposition, see GRS 6/1a]
2604-02	<u>Annual Audit Files.</u> Consists of copies of annual audits of oil shale leases submitted in accordance with 30 CFR 231. Arranged by lease account.	Cut off at close of fiscal year. Hold for 3 years & transfer to FARC. FARC will destroy in accordance with GAO instructions. These records should not be mixed with non-GAO records when transferred to the FARC.
2604-03	<u>Allowance Files.</u> These files consist of correspondence relating to and applications for allowances for credits against rentals or minimum royalties.	[For disposition, see GRS 6/1a] Place in inactive file when obsolete, superseded, or cancelled. Cut off

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p>Includes correspondence and approvals for offsetting costs for approved environmental actions. Arranged by lease account.</p> <p style="text-align: center;">SECTION 5. AUTOMATED ROYALTY ACCOUNTING SYSTEMS FILES</p>	<p>inactive files at close of fiscal year. Hold 2 years & transfer to FARC if volume warrants. Destroy 7 years after cutoff.</p>
2605-01 <i>NNR</i>	<p><u>Royalty Statements.</u> Consists of Statements of Accounts, such as USGS Form 9-1424, USGS Form 9-388, or equivalent, which show the monthly royalty determinations and status of lease accounts. Arranged by lease account and thereunder chronologically by month.</p>	<p>Cut off at the close of the fiscal year. Hold for 2 years and transfer to FARC. Destroy 6 years after cutoff or on GAO audit, whichever is earlier.</p>
2605-02 <i>NNR</i>	<p><u>Royalty Accounting System Data Input Forms.</u> Consists of copies of input forms used to enter data in the automated royalty accounting system. Originals are sent to Branch of Computation for entry into the system. There are copies retained by the responsible royalty accounting unit to verify the system entries. Included are Lease Master Coding Forms, Unit and Communication Master Coding Forms, Annual Fee Reports, Production Sales and Production Sales Adjustment Reports, Plant Production Sales and Adjustment Reports, Collection and Adjustment Report, Royalty Adjustment Reports, Annual Fee and/or Storage Agreement Reports, and EDP transmittal forms. Arranged by form/report number or title and chronologically thereunder.</p>	<p>Cut off at the close of the fiscal year. Destroy 1 year after cutoff.</p>
2605-03 <i>NNR</i>	<p><u>Automated Royalty Accounting System Report Files.</u> Consists of computer printout reports produced by the automated royalty accounting system. Data reported includes accounts receivable; statistics on quantity and value of lease production; royalty value of oil, condensate, gas, and gasoline; and unit and</p>	<p>Cut off at the close of the fiscal year. Destroy 3 years after cutoff.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
<p>2605-04 <i>NNR</i></p>	<p>communitization production statistics. Included in this series are: Monthly Report of Royalty Accounts Receivable Control; Monthly Unit Allocation Report; Monthly Sales of Lease Production; and extra copies of the Statement of Account, USGS Form 9-1424.</p>	
<p>2605-04 <i>NNR</i></p>	<p><u>Monthly Scanner Listing.</u> Computer prepared printout report of all data entered into automated royalty accounting systems during the month. Used to reconcile accounting input.</p>	<p>Cut off at end of month in which entries are verified. Destroy 3 months after cutoff.</p>
<p>2605-05 <i>NNR</i></p>	<p><u>Royalty Accounting Statistical Summaries.</u> Consists of calendar and fiscal year statistics arranged in 10 summary reports. These reports include data on the value, volume, and royalties for production by type of land, state, unit, zone, and field.</p>	<p>Destroy on receipt of superseding report.</p>
<p>SECTION 6. COLLECTION FILES</p>		
<p>2606-01 <i>NNR</i></p>	<p><u>Certificates of Deposit.</u> Consists of certificates of deposit (Standard Form 219 or equivalent) prepared by the Area Royalty Accounting Unit to document deposits of checks and money orders received in payment for rents and royalties. Also includes deposit slips for local depositories. Arranged chronologically.</p>	<p>Cut off at the close of the fiscal year. Destroy 3 years after cutoff.</p>
<p>2606-02 <i>NNR</i></p>	<p><u>Collection Data Files.</u> Consists of copies of Collection Data Sheets (USGS Form 9-1854 or equivalent) prepared for Bureau of Land Management which show amount of collection, fund code, classifications, state code, and geographic locations. Also includes collection reports prepared for other agencies. Arranged as appropriate.</p>	<p>Cut off at the close of the fiscal year. Destroy 3 years after cutoff.</p>

ITEM NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
2606-03 <i>NWR</i>	<p>Royalty Accounting Posting and Control Files. Consists of documents used to provide input data for accounting control. Includes such records as daily deposit journals, monthly collection registers, distribution registers, accounts receivable registers, Indian journal vouchers, trial balances, and miscellaneous forms and formats. Arranged as appropriate.</p>	<p>Cut off at close of the fiscal year. Destroy 3 years after cutoff.</p>