

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		71-473-05-1	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED 11-30-2004	
1. FROM (Agency or establishment) Department of the Interior		<b>NOTIFICATION TO AGENCY</b>  In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked •disposition not approved• or •withdrawn• in column 10.	
2. MAJOR SUBDIVISION Minerals Management Service			
3. MINOR SUBDIVISION Minerals Revenue Management			
4. NAME OF PERSON WITH WHOM TO CONFER Nola A. Freeman	5. TELEPHONE [(303) 231-3078]	DATE 7/10/06	ARCHIVIST OF THE UNITED STATES Allen Weinstein
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>3</u> page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO manual for Guidance of Federal Agencies,  <input checked="" type="checkbox"/> is not required;      • is attached; or      • has been requested.			
DATE 10/22/04	SIGNATURE OF AGENCY REPRESENTATIVE <i>Virginia T. Morgan</i>	TITLE <i>Acting MMS Records Officer</i>	
7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)

PLEASE SEE ATTACHED

*Agency NR*

## GENERAL PROGRAMMATIC RECORDS

1. **Dear Operator Letters.** Letters to industry personnel (production or operational) informing them about MMS interaction at the lease level (conversion RIV/RIK, change of delivery point, etc).

Disposition. Cutoff upon termination of lease or when the property is transferred out of RIK. Transfer to FRC 5 years after cutoff. Destroy 10 years after cutoff.

2. **RIK/RIV Decision Basis.** These records relate to the decision to convert properties from RIV to RIK or vice versa.

Disposition. Cutoff when property is transferred out of RIK. Transfer to FRC 5 years after cutoff. Destroy 10 years after cutoff.

## ROYALTY IN KIND SALES OR EXCHANGE FILES.

3. **Royalty in Kind Sales or Exchange Files.** Records that document the sale or exchange of oil or gas that has been taken in kind under a Federal lease. These sales or exchanges are associated with small refiners, states, the Strategic Petroleum Reserve or are unrestricted. *Each file will be divided into sections utilizing the subject areas below as applicable. The files will be maintained chronologically by product types, then by pipeline or purchaser. (Note: Begin using January 1, 1995.)*

1. Sales Information
2. Accounting Records
3. Reconciliation Records
4. Research/Evaluation
5. Invitations for Offers (IFO)
6. Offers/Bids
7. Transaction Confirmations
8. Correspondence

Disposition. Cutoff when all activities with sale or exchange or all applicable purchases have been completed. Transfer to FRC 5 years after cutoff. Destroy 10 years after cutoff.

June 20, 2005

## COMPANY CREDIT EVALUATIONS AND EXPOSURE DETERMINATIONS

4. **RIK Counterparty Credit Worthiness Determinations.** The records in this series include credit scoring analyses, credit notifications, financial statements including balance sheets, income statements, statements of cash flow, shareholder equity financial statements, parent company guarantees and related correspondence of energy entities that are currently participating or proposing to participate in the RIK program. These determinations are prepared initially for new companies and annually for companies with financial statements.

Disposition. Cutoff at the end of the fiscal year. Transfer to the FRC 5 years after cutoff. Destroy 10 years after cutoff.

5. **Exposure Monitoring and Determination.** These records include the monthly calculations that are performed to determine the amount of exposure that the RIK Program has, if any, by comparing the 60-day value of product being sold to the company against the company's amount of unsecured credit plus the amount of the secured credit the company provides via letters of credit, bonds, and prepayments. For companies making prepayments, these are monthly calculations that are performed to determine the following month's estimated exposure and the amount of prepayment that is required. These calculations can carry over from expiring contracts to subsequent contracts.

Disposition. Destroy when superseded or when no longer needed. Not to exceed 2 years.

6. **Secured Credit.** Letters of Credit, bonds, other surety instruments and correspondence to companies requesting additional secured credit.

Disposition. Maintain for the term of the sale. Cutoff after term of sale. Make photocopies for RIK documentation and return originals to the company. Destroy copies 10 years after cutoff.

## CONTRACTS.

7. **Base Contracts.** These are umbrella agreements between MMS and the potential buyers of gas and/or oil. They are the terms and conditions that will prevail in individual sales transactions.

Disposition. Cutoff when modified or superseded. Transfer to the FRC 5 years after cutoff. Destroy 10 years after cutoff.

**8. Contracts (includes transportation and gas processing contracts).** Includes contracts for moving oil or gas on pipelines or to permit gas plants processing natural gas to remove gas liquids.

Disposition. Cutoff on termination of lease or property transfer out of the RIK program. Transfer to the FRC 5 years after cutoff. Destroy 10 years after cutoff.

**9. Electronic Mail and Wordprocessing Records.** Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by this schedule.

Disposition. **Temporary.** Delete after recordkeeping copy has been created.

**GENERAL.**

1. **Dear Operator Letters.** Letters to industry personnel (production or operational) informing them about MMS interaction at the lease level (conversion RIV/RIK, change of delivery point, etc.).

Disposition. *Temporary.* Cut off upon termination of lease or when the property is transferred out of RIK. Transfer to records center 5 years after cut off. Destroy 10 years after cut off.

2. **RIK/RIV Decision Basis.** These records relate to the decision to convert properties from RIV to RIK or vice versa.

Disposition. *Temporary.* Cut off when property is transferred out of RIK. Transfer to records center 5 years after cut off. Destroy 10 years after cut off.

**ROYALTY-IN-KIND SALES OR EXCHANGE FILES.**

3. **Royalty-in-Kind Sales or Exchange Files.** Records that document the sale or exchange of oil or gas that has been taken in kind under a Federal lease. These sales or exchanges are associated with small refiners, states, the Strategic Petroleum Reserve or are unrestricted. *Each file will be divided into sections utilizing the subject areas below as applicable. The files will be maintained chronologically by product types, then by pipeline or purchaser.* (Note: Begin using January 1, 1995.)

A. Indian RIK Records.

1. Sales Information.
2. Accounting Records.
3. Reconciliation Records.
4. Research/Evaluation.
5. Invitations for Offers (IFO).
6. Offers/Bids.
7. Transaction Confirmations.
8. Correspondence.

Disposition. *Permanent.* Cut off in the fiscal year when all activities with sale or exchange or all applicable purchases have been completed.

Replaced by  
June 20, 2003  
version. YRW

Maintain in office 5 years after cut off and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

**B. Federal RIK Records.**

1. Sales Information.
2. Accounting Records.
3. Reconciliation Records.
4. Research/Evaluation.
5. Invitations for Offers (IFO).
6. Offers/Bids.
7. Transaction Confirmations.
8. Correspondence.

Disposition. *Temporary.* Cut off in the fiscal year when all activities with sale or exchange or all applicable purchases have been completed. Transfer to records center 5 years after cut off. Destroy 10 years after cut off.

**COMPANY CREDIT EVALUATIONS AND EXPOSURE DETERMINATIONS**

**4. RIK Counterparty Credit Worthiness Determinations.** The records in this series include credit scoring analyses, credit notifications, financial statements including balance sheets, income statements, statements of cash flow, shareholder equity financial statements, parent company guarantees and related correspondence of energy entities that are currently participating or proposing to participate in the RIK program. These determinations are prepared initially for new companies and annually for companies with financial statements.

Disposition. *Temporary.* Cut off at the end of the fiscal year. Transfer to records center 5 years after cut off. Destroy 10 years after cut off.

**5. Exposure Monitoring and Determination.** These records include the monthly calculations that are performed to determine the amount of exposure that the RIK Program has, if any, by comparing the 60-day value of product being sold to the company against the company's amount of unsecured credit plus the amount of the secured credit the company provides via letters of credit, bonds, and prepayments. For companies making prepayments, these are monthly calculations that are performed to determine the following month's estimated exposure and the amount of prepayment that is required. These calculations can carry over from expiring contracts to subsequent contracts.

Disposition. *Temporary.* Destroy when superseded or when no longer needed. Not to exceed 2 years.

**6. Secured Credit.** Letters of Credit, bonds, other surety instruments and correspondence to companies requesting additional secured credit.

Disposition. *Temporary.* Maintain for the term of the sale. Cut off after term of sale. Return originals to the company and make photocopies for RIK documentation. Destroy copies 10 years after cut off.

## **CONTRACTS.**

**7. Base Contracts.** These are umbrella agreements between MMS and potential buyers of gas and/or oil. They are the terms and conditions that will prevail in individual sales transactions.

Disposition. *Temporary.* Cut off when modified or superseded. Transfer to records center 5 years after cutoff. Destroy 10 years after cut off.

**8. Contracts (includes transportation and gas processing contracts.** Includes contracts for moving oil or gas on pipelines or to permit gas plants processing natural gas to remove gas liquids.

Disposition. *Temporary.* Cut off on termination of lease or property transfer out of the RIK program. Transfer to records center 5 years after cut off. Destroy 10 years after cut off.

**9. Electronic Mail and Wordprocessing Records.** Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by this schedule.

Disposition. *Temporary.* Delete after recordkeeping copy has been created.