

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
		JOB NUMBER <i>71-473-06-2</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		Date Received <i>2-22-2006</i>	
1 FROM (Agency or establishment) DEPARTMENT OF THE INTERIOR		NOTIFICATION TO AGENCY	
2 MAJOR SUB DIVISION MINERALS MANAGEMENT SERVICE		In accordance with the provisions of 44 U S C 3303a, the disposition request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION OFFSHORE			
4 NAME OF PERSON WITH WHOM TO CONFER Grace Hawayek	5 TELEPHONE 504-736-2731	DATE <i>u 12 31 06</i> 02/03/2006	ARCHIVIST OF THE UNITED STATES <i>Alma Weinstein</i>
6 AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>2 (two)</u> page(s) are not needed now 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 <i>2/22/06</i>	SIGNATURE OF AGENCY REPRESENTATIVE Brian B. McCauley <i>Brian B. McCauley</i>		TITLE MMS Records Manager
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
See Attached Documentation <i>★</i>			

115-109

PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV 3-91)
PRESCRIBED BY NARA 36 CFR 1228*★ Note per change to Item 903-06a, 01/05/11.**★ 12/22/06 copies sent to Agency, NWMS, NWME, NWMW, NR*

Description of Records

This schedule applies to all formats and media in which well log records are created and maintained at the Minerals Management Service including paper, microfilm and electronic records.

Item No:

903-06 **Well Logs.** Records made by well logging devices during or after drilling of wells and test holes which furnish reports of geologic formations and fluids penetrated. These logs yield information on lithologic characteristics, porosity saturation, density, and other data used in geological correlation of the strata from well to well and in detection and evaluation of possible productive horizons. Include electrical logs, which record resistivities of subsurface formations and spontaneous potentials generated in the borehole; induction-electrical logs; laserlogs; micrologs; caliper logs; temperature logs; formation density logs; routine lithologic logs or descriptions of the geophysical properties of each formation penetration, and dipmeters. Arrange by area, block, lease and well number.

- a) **Record Set:** Official file which is maintained by the Regional Program Office.
The current electronic file format is a TIFF image; however, the electronic or digital file format is subject to change based on improved technologies. The location of these images is in the Gulf of Mexico OCS Region, on the network server, Caldera.

* Records that have not been re-formatted, paper must be maintained as the record set,
Disposal Instructions: Long-Term Temporary. Delete / Destroy 75 years after MMS has determined that the Agency no longer needs the information.

- b) **Other Copies:** Media-neutral copies that are convenience or reference copies utilized by the Program Offices. These are duplicate copies.

Disposal Instructions: Cut off and stamp "Expired" when lease is canceled, relinquished, or terminated. Destroy 5 years after cutoff or when no longer needed for reference, whichever is earlier.
NC1-57-84-7

Justification/Background Information:

The current business process for well log data is for the operator to submit a paper copy of the well log and digital data copy of the well log which could consist of LAS, LIS, or DLIS formats. The MMS Digital Well Log contractor, A2D Technologies (A2D), scans the hard paper copy into a TIFF image at the 200 dpi resolution. The MMS wants to eliminate the paper copy and require the operators to submit a digital image in its place. The operators use various logging companies to acquire the well log data; therefore, the image file created by each logging company is a slightly different version of Computer Graphic Metafile (CGM) or TIFF. The new process would require A2D to convert each of these formats into a consistent TIFF image for use by MMS.

The MMS is recommending the operators submit the following image file formats and A2D will use the designated application to convert to the TIFF format in 200 dots per inch (dpi)

* pen and ink change 1/5/2011

Image Format	Conversion Application
Computer Graphic Metafile (CGM) version 1-4	Larson VisEx
Baker Metafile	Baker MetaViewer
Schlumberger PDS	PDSView
Halliburton CGM	Larson VisEx
TIFF submitted in greater than 200 dpi	Larson VisEx

All of the above applications have been tested and verified by A2D and MMS and ensure that the converted TIFF image is an exact copy of the original.

Based on business needs, the MMS requires that the well log record copy TIFF image be at the 200 dpi resolution. If NARA does not approve the proposed change in the disposition authority for Well Logs, from Permanent to Long-Term Temporary, MMS requests an exception to the NARA standard requirement for 300 dpi resolution for TIFF images. The MMS has approximately 200,000 well log images at the 200 dpi resolution. It would be problematic to convert these well logs to 300 dpi due to storage capacity issues as well as the resolution issues for MMS, Resource Evaluation personnel.

The MMS digital well contractor, A2D, has historically visited the issue of providing 200 dpi images vs 300 dpi images to industry. A2D has effectively and successfully provided 200 dpi black and white TIFF images from their commercial data store, Log Line Plus!, to more than 1,500 companies. With industry feedback and consideration of A2D efforts and direction, they currently maintain this specification for their raster images. The specification for this provision is embedded deeply and throughout their internal applications and would require a significant development effort to change. Storage capacity would be affected for both A2D and their clients to change to 300 dpi with their current inventory of more than 4 million images and, MMS inventory of over 200,000 well log images. The online delivery would also be impacted for many clients depending on connectivity options to their site. A2D's current image specifications meet and will continue to meet the needs of industry and the MMS.

A Notice to Lessees (NTL) will be issued by MMS which will mandate that well log data on paper will no longer be required or accepted by MMS. All digital submissions will be submitted directly to the MMS digital well contractor, A2D. The contractor will be responsible for converting to TIFF images, however, the electronic or digital file format is subject to change based on improved technology.

Revisions of the retention schedules within the MMS Records Management Handbook will classify records as being media neutral, created in any and all formats, and produced using any and all tools. Therefore, the following breakdown of media formats, with separate disposition authorities, described in the current MMS Records Management Handbook, will no longer be required:

- 1) Paper Not Converted to Microform – NC1-57-84-7
- 2) Paper Converted to Microform – N1-473-88-1
- 3) Silver-Halide Microform – N1-473-88-1
- 4) Magnetic Tape
 - a) Processing – N1-473-88-1
 - b) Master - N1-473-88-1

Contingent upon the approval of this submission by NARA, to change the "Official Record Set" from the hard paper original, to media-neutral, the MMS will destroy the hard paper originals of well logs stored at the FRC in Fort Worth, Texas. This is for the purpose of eliminating the storage costs associated with the retention of the paper copies in storage.

Hard copy originals of any well log data used to create the imaged record copy on electronic media will be destroyed upon the completion of the verification process by MMS and/or the digital well log contractor, however, upon the issuance of the NTL, paper copies will no longer be submitted to MMS or the digital well log contractor.

Current Disposition **Permanent** – Cut off and stamp "Expired" when lease is expired, relinquished, or terminated. Hold 25 years and transfer to FRC. Transfer to National Archives 75 years after cutoff. Volume 916 feet. Annual accumulation 169 feet. Release date to public 2 years after date of submission. **NC1-57-84-7**

This type of scheduling submission is not without precedent. The Bureau of Lands & Mines has scheduled similar record types as temporary (see attached below).

<p>Well Logs and Directional Surveys. Paper or microform copies of final lithologic, radioactivity, electric, caliper, sonic, or other geophysical logs, and directional surveys of the finished hole of directionally drilled wells. Forms BLM 3980-6</p>	<p>TEMPORARY. Destroy when superseded, obsolete, or no longer needed for administrative or reference purposes. NARA Job N1-49-90-1, 4/11e</p>
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