

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-473-08-2	DATE RECEIVED 12/26/2007
1. FROM (Agency or establishment) Minerals Management Service		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Administration & Budget			
3. MINOR SUBDIVISION Information Management Division			
4 NAME OF PERSON WITH WHOM TO CONFER Brian McCauley	5. TELEPHONE 703.787.1939	DATE	ARCHIVIST OF THE UNITED STATES WITHDRAWN

6. AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in the matters pertaining to the disposition of its records and that the records proposed for disposal attached 8 page(s) are not needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies.

is not required; is attached; or has been requested.

DATE 12-20-07	SIGNATURE OF AGENCY REPRESENTATIVE <i>Brian D. McCauley</i>	TITLE MMS Records Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
See Attached 2	<p>The Minerals Management Service (MMS) is submitting the attached proposed retention schedules for review and appraisal. The design of each schedule is premised on a functional or "Big Bucket" format in lieu of the traditional organizational format for federal records retention scheduling. The disposition instructions have been developed in correlation with the MMS lines of business functions and processes as they have been reported to the OMB and populated in the Department Enterprise Architecture Repository. The basic mission of the organization has remained the same. This schedule is written to authorize the disposition of the records in any media format (media neutral)</p> <p><u>Attachment 1: Proposed Functional Records Retention Schedules (a.k.a "Big Buckets")</u> Each bucket summarizes a unique mission-essential business function and its related processes. The buckets are divided into sub-buckets. The sub-buckets categorize separate lines of business that warrant a unique and dedicated set of disposition instructions for the records created, received, maintained, preserved or ultimately disposed of within the applicable line of business.</p> <p><u>Attachment 2. Sub-Bucket Crosswalks</u> The sub-bucket crosswalk is being submitted for the purpose of providing a cross-reference between the existing NARA-approved MMS schedules - including item numbers, series descriptions and job numbers with the proposed sub-buckets and disposition instructions designated to complement or supersede them.</p>	See Attached	withdrawn 10/20/2008

BUCKET 2 - POLICY

The Policy bucket captures and records agency policy development, agency origin and organization (including delegations of authority), and decisions and activities of senior executives. By their very nature, they have historical or other value to warrant their continued preservation by the federal government. The Policy Schedule covers MMS directives/orders, MMS decisions (e.g., bid protests, legal opinions, decisions for Congress and decisions on availability and use of appropriated funds), legislative histories, publications, and final products. Publications include MMS reports, testimonies, etc. This bucket also covers data captured during the rulemaking process including the final rule and the supporting documentation that makes up the administrative record compiled during the due diligence and public commenting period.

Item Number	Title and Description	Disposition Authority
2.	Policy	
A.	<p>Policy Planning and Development Files:</p> <ul style="list-style-type: none"> • Directives and Policy Record Set • External Directives Record Set • Executive Committee Decisions • Delegations of Authority • Orders of Succession • Interior Board of Land (IBLA) Appeals <p>FACA – Federal Advisory Committee Act</p> <ul style="list-style-type: none"> • Royalty Policy Committee (RPC) • Outer Continental Shelf Policy Committee (OCSPC) • Outer Continental Shelf Scientific Committee (OCS Science) 	<p>PERMANENT: Cut off end of the fiscal year. Transfer to the FRC 5 years after cut-off. Transfer to the National Archives and Records Administration 25 years after cut off.</p>

BUCKET 2 - POLICY

Item Number	Title and Description	Disposition Authority
2.	Policy	
B.	<p>Rulemaking: Rules created by MMS in keeping with responsibilities under: <u>Royalty Simplification and Fairness Act of 1996 Public Law 104-185 (03/07/1997)</u> and <u>Federal Oil & Gas Royalty Management Act of 1982 Public Law 97-451, FOGRMA, Jan. 12 1983 (72kb)</u></p> <ol style="list-style-type: none"> 1) Final Rule as posted in the Federal Register 2) Rulemaking: the administrative record and supporting documentation created, received and posted during the rulemaking process. 	<p>PERMANENT: Cut off end of FY in which rule was finalized and put into effect. Transfer to the National Archives and Records Administration 75 years after the cut-off.</p> <p>TEMPORARY: Cut off end of FY in which the rule was finalized and put into effect, or withdrawn. DESTROY 25 years after cut off.</p>

BUCKET 2 - POLICY

Item Number	Title and Description	Disposition Authority
2.	Policy	
C.	<p>Internal Directives: Field Office Supplements:</p> <ul style="list-style-type: none">• Official File copy of each Field Office Supplement (FOS) policy and procedural issuance published by an office. <p>Emergency Operating and Financial Rights</p> <ul style="list-style-type: none">• All non-Administrative Historical emergency operating and legal and financial rights vital records not governed by other disposition authorities	TEMPORARY. Cut of end of fiscal year when superseded. DESTROY 10 years after cut off.

(Rev 12/2007)