

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 N1-473-08-3	DATE RECEIVED 12/26/2007
1. FROM (Agency or establishment) Minerals Management Service		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Offshore Minerals Management			
3. MINOR SUBDIVISION Information Technical Division			
4. NAME OF PERSON WITH WHOM TO CONFER Grace Hawayek	5. TELEPHONE 504.736.2731	DATE	ARCHIVIST OF THE UNITED STATES WITHDRAWN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>Priscilla M. Conley</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 GRS OR SUPERSEDED JOB CITATION	10.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	<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 3 - Analysis and Evaluation of the Outer Continental Shelf

Provides overall management of activities to support, OCS program decisions and regulatory compliance. Analyses include environmental, engineering, economic, geological and geophysical aspects of the program. Studies are conducted to identify broad areas favorable for the accumulation of hydrocarbons, to assess potential quantities of undiscovered oil and gas resources and other leasable minerals, to estimate mineral reserves, to ensure the public receives fair market value for OCS mineral development, and to maintain the official cadastre.

Item Number	Title and Description	Disposition Authority
3(A)	<p>Geological and Geophysical (G&G) Aspects. Conduct detailed geophysical and geological analyses of oil and gas plays, prospects, fields and reservoirs. Prepare geologic resource estimates to be used in decision documents. Analysis includes evaluation of new wells, water bottom/seafloor interfaces, and resource assessments, often using computer models to support the analysis.</p>	
3(A)(1)	<p>Analysis & Coordination: G&G Reviews & Reporting:</p> <p>To support regulatory compliance, the technical analysis and review of the subsurface geological aspects, including geohazards, of many industry submittals, including APD's, Exploration Plans, and Development and Production Plans. Also supports relevant portions of NEPA analysis and documentation, including EA and EIS. Analysis also supports, geophysical survey reports, and archaeology examinations. Two and three dimensional maps and models are used as visualization tools both for display purposes and analysis of G&G data. Utilizes G&G data acquired by the acquisition/Procurement process.</p>	
3(A)(1)(a)	<ul style="list-style-type: none"> - G&G Exploration Permit Files - Lease Sale Area G&G Information Files - Prospect Investigation Files - Lease Sale Prospect Index Maps 	<p>Temporary. Cut off at close of FY. Retain onsite or at the FRC. Delete/Destroy 75 years after cutoff.</p>

3(A)(1)(b)	<ul style="list-style-type: none"> - Lease Sale Activity History Files - Lease Sale Prospect Block Evaluation Rpt. 	<p>Temporary. Cut off at close of FY. Retain onsite or at the FRC. Delete/Destroy 25 years after cutoff.</p>
3(A)(1)(c)	<ul style="list-style-type: none"> - Exploration Permit Control Log 	<p>Temporary. Cut off at FY or as determined by record type. Delete/Destroy when superseded, obsolete, rescinded, or no longer needed for decision-making or reference purposes</p>
3(A)(2)	<p>Reserves Inventory Program Management: The tasks surrounding all reserves mapping, such as field studies, reservoir analysis, regional mapping required for field determinations to develop estimates of in-place and potential oil and gas reserves, and reservoir level estimates, which can be aggregated to sand, pool, play and field level. An annual publication of oil and gas proved and unproved reserves estimates, including tables, graphs and figures on GOM drilling activity and rates of discovery, and a biennial atlas of oil and gas reservoirs are published. Two and three dimensional maps and models are used as visualization tools both for display purposes and analysis of G&G data. Utilizes G&G data acquired by the acquisition/procurement process.</p>	

3(A)(2)(a)	<ul style="list-style-type: none"> - MER Geologic & Engineering Rpts & Map - Field and Reserves Estimate Study Files - Atlas Project (New Schedule) 	<p>Temporary: Cut off at close of FY. Retain onsite or at the FRC. Delete/Destroy 75 years after cutoff.</p>
3(A)(2)(b)	<ul style="list-style-type: none"> - Oil and Gas Field Development Files 	<p>Temporary. Cut off at close of FY. Retain onsite or at the FRC. Delete/ Destroy 25 years after cut off.</p>
3(A)(3)	<p>Resource Assessment Performance: The activities associated with assessment of the undiscovered oil and gas and mineral resource potential by taking into consideration geophysical, geological, and technology information, and utilizing a basin-wide, geologic play and prospect specific analysis approach for resource appraisal, and two and three dimensional maps and models are used as visualization tools for display purposes and analysis of G&G data. Utilizes G&G data acquired by the acquisition/procurement process.</p>	
3(A)(3)(a)	<ul style="list-style-type: none"> - Geology Files - Stratigraphic Summary Well Reports - Sediment Analysis Study Files - Prospect Investigation Files - Field & Reservoir Reserves Estimate Study 	<p>Temporary: Cut off at close of FY. Retain onsite or at the FRC. Delete/Destroy 75 years after cutoff.</p>
3(A)(3)(b)	<ul style="list-style-type: none"> - Summary Geologic Reports - National Assessment Program (New Schedule) 	<p>Temporary. Cut off at close of FY. Retain onsite or at the FRC. Delete/ Destroy 7 yrs. after cutoff.</p>

<p>3(A)(4)</p>	<p>Independent G&G Interpretations and Evaluations Performance:</p> <p>The analysis, evaluation, and interpretation of G&G data and related information. Staff independently carries out detailed, complex and exhaustive investigations, which include the gathering, compiling, and analysis of subsurface data and play analysis, the construction of maps, and the carrying out of petrophysical evaluations. Structural/stratigraphic and depositional models are built through the investigation of all relevant data. Two and tree dimensional maps and models are used as visualization tools both for display purposes and analysis of G&G data. Utilizes G&G data acquired by the acquisition/ procurement process.</p>	
<p>3(A)(4)(a)</p>	<ul style="list-style-type: none"> - High Resolution (Shallow) Geophysical Records - High Resolution (Shallow) Geophysical Interpretive Maps - Common Depth Deep Penetration Seismic Record - Seismic Velocity Information - Samples - Well Logs & Sample Analysis Records - Petrographic Reports - Paleontological Reports - Logs - Directional Surveys - Well Log Card Index - Geochemical Prospecting Survey Maps & Reports - Magnetic & Gravimetric Survey Records & Maps - Regional Seismic Interpretive Maps - Detailed Seismic Interpretive Maps - Tectonic and Stratigraphic Investigation and Mapping Project Files 	<p>Temporary: Cut off at close of FY. Retain onsite or at the FRC. Delete/Destroy 75 years after cutoff.</p>

3(A)(4)(b)	<ul style="list-style-type: none">- Shallow Seismic Shot Point Location Map- Geophysical Data Indexes- Deep Seismic Shot-Point Location Record Set and Magnetic Tape	Temporary. Cut off at FY or as determined by record type. Delete/ Destroy when superseded, obsolete, rescinded, or not longer needed for decision-making or reference purposes.
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Bucket 3 - Analysis and Evaluation of the Outer Continental Shelf

Item Number	Title and Description	Disposition Authority
3(B)	<p>Environmental Impacts Manages the analysis of environmental impacts of purposed activities in the OCS, and ensures the activities comply with the National Environmental Protection Act and other legislation, and protect human, marine and coastal environments. This function provides technical expertise and analysis on environmental issues, including air quality and atmospheric sciences, physical oceanography, coastal and marine biology, and protected and endangered species consultations. This analysis utilizes data from research studies programs.</p>	
3(B)(1)	<p>NEPA Compliance: Assurance and Documentation</p> <p>The National Environmental Protection Act (NEPA) requires certain environmental and socio-economic reviews to be completed before activities take place. First, the required level of review for the particular activity under NEPA needs to be determined. Some activities are categorically excluded, by a Categorical Exclusion designation; for these activities, neither an Environmental Assessment (EA) nor an Environmental Impact Statement (EIS) are required. If the activity is not excluded, then an EA or EIS must be written.</p>	
3(B)(1)(a)	<ul style="list-style-type: none"> - High Resolution (Shallow) Geophysical Records 	<p>Temporary. Cut off at close of FY. Retain onsite or at the FRC. Delete/Destroy 75 years after cutoff.</p>

<p>3(B)(1)(b)</p>	<ul style="list-style-type: none"> - Sale Environmental Impact Statement Files Major Analysis - Sale Environmental Impact Statement Files Minor Analysis 	<p>Temporary. Cut off at close of FY. Retain onsite or at the FRC. Delete/ Destroy 25 years after cutoff.</p>
<p>3(B)(2)</p>	<p>Coordination & Consultation: Environmental Research & Policy Issues:</p> <p>The analysis, coordination, and consultation on environmental issues in support of research and policy. Encompasses issues about marine mammals, endangered species, and archeology.</p>	<p>Temporary. Cut off at close of FY. Retain onsite or at the FRC. Delete/ Destroy 7 yrs. after cutoff.</p>
<p>3(B)(2)(a)</p>	<ul style="list-style-type: none"> - Environmental Studies Reports 	<p>Temporary. Cut off at close of FY. Retain onsite or at the FRC. Delete/Destroy 75 years after cutoff.</p>
<p>3(B)(2)(b)</p>	<ul style="list-style-type: none"> - Sale Environmental Impact Statement Files Major Analysis - Environmental Studies Case Files 	<p>Temporary. Cut off at close of FY. Retain onsite or at the FRC. Delete/ Destroy 25 years after cutoff.</p>
<p>3(B)(3)</p>	<p>Stakeholder Programs Support:</p> <p>Develop and Manage the Alternative Energy Program.</p> <p><i>(Note: The AEP is under development and has not yet generated any program records. This will change over the FY08 time frame)</i></p>	

Bucket 3 - Analysis and Evaluation of the Outer Continental Shelf

Item Number	Title and Description	Disposition Authority
3(C)	<p>Engineering & Economic Aspects</p> <p>In addition to analyzing and quantifying the economic aspects of the OCS minerals leasing program, this function includes ensuring the Federal government receives the appropriate monetary compensation for rights conveyed. This analysis utilizes data from research studies programs.</p>	
3(C)(1)	<p>Fair Market Value Determination:</p> <p>The economic assessment of a tract, incorporating engineering & economic analysis, during the lease sales process to ensure sale at Fair Market Value. Includes evaluations of bids and appeals, structural evaluation of the FMV determination process, and testing and evaluation of the computer model.</p>	
3(C)(1)(a)	<ul style="list-style-type: none"> - Post Sale Analysis Files 	<p>Temporary. Cut off at close of FY. Retain onsite or at the FRC. Delete/Destroy 75 years after cutoff.</p>
3(C)(1)(b)	<ul style="list-style-type: none"> - Lease Sale Prospect Block 	<p>Temporary. Cut off at close of FY. Retain onsite or at the FRC. Delete/ Destroy 25 years after cutoff.</p>
3(C)(1)(c)	<ul style="list-style-type: none"> - Lease Sale Bid ReCap & Sale Summary 	<p>Temporary. Cut off at close of FY. Retain onsite or at the FRC. Delete/ Destroy 7 yrs. after cutoff.</p>

3(C)(2)	<p>Production Forecast & Associated Industry Activity:</p> <p>Analysis of anticipated production and exploration and development activity levels resulting from existing leases and lease sales proposed in the 5-Year Program.</p>	
3(C)(2)(a)	<ul style="list-style-type: none"> - Lease Management Project Files 	<p>Temporary. Cut off at close of FY. Retain onsite or at the FRC. Delete/Destroy 75 years after cutoff.</p>
3(C)(2)(b)	<ul style="list-style-type: none"> - Lease Sale Activity History Files 	<p>Temporary. Cut off at close of FY. Retain onsite or at the FRC. Delete/ Destroy 25 years after cutoff.</p>
3(C)(3)	<p>Royalty Relief Program Management:</p> <p>The development of policies and guidelines for royalty relief programs (deep water royalty relief, end of life royalty relief, special royalty relief) and review and approval of royalty rate reduction requests.</p>	
3(C)(3)(a)	<ul style="list-style-type: none"> - Applications/ Deepwater Royalty Relief Files - End of Life Royalty Relief Applications - Drainage Investigations of Varied Royalty Leases 	<p>Temporary. Cut off at close of FY. Retain onsite or at the FRC. Delete/ Destroy 25 years after cutoff.</p>
3(C)(4)	<p>Economic Analysis</p> <p>The evaluation of the economic values of resources on the OCS and the activities associated with those resources. Includes analysis of economic impact (including socio-economic) for the purpose of determining areas for leasing.</p>	

<p>3(C)(4)(a)</p>	<ul style="list-style-type: none"> - Postsale analysis Files - MER Geologic and Engineering Report and Map Files 	<p>Temporary. Cut off at close of FY. Retain onsite or at the FRC. Delete/Destroy 75 years after cutoff.</p>
<p>3(C)(4)(b)</p>	<ul style="list-style-type: none"> - Oil and Gas Field Development Files - Field Drilling Rules Record Set 	<p>Temporary. Cut off at close of FY. Retain onsite or at the FRC. Delete/ Destroy 25 years after cutoff.</p>
<p>3(C)(4)(c)</p>	<ul style="list-style-type: none"> - Natural Gas Policy Act (NGPA) 	<p>Temporary. Cut off at FY or as determined by record type. Delete/ Destroy when superseded, obsolete, rescinded, or not longer needed for decision-making or reference purposes.</p>

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3(D)	<p>Conservation Measures</p> <p>Monitoring reservoir exploitation includes establishing production rates, performing reservoir simulation, identifying premature abandonment, promoting enhanced oil recovery, and monitoring gas glaring action and bottom hole conditions.</p>	
3(D)(1)	<p>Production Well Rates: Establishment and Monitoring</p> <p>The monitoring of industry production rates to ensure compliance with production plans. This process includes reclassification of reservoirs; the review, approval, and monitoring of downhole commingling requests; and the receipt of MER, MPR, Sensitive Reservoir Information (SRI), Well Potential Test (WPT) reports, and semi-annual well test reports. This includes taking enforcement actions for violations of approved rates.</p>	
3(D)(1)(a)	<ul style="list-style-type: none"> - Quarterly Balancing Reports - Production Control Studies Files 	<p>Temporary. Cut off at close of FY. Retain onsite or at the FRC. Delete/ Destroy 25 years after cutoff.</p>
3(D)(1)(b)	<ul style="list-style-type: none"> - Quarterly Oil-Well Test Reports - Semi-Annual Gas Well Test Report - Monthly Report of Reservoir OverProduction - Approved MER for Reservoirs/MPR Wells - Well Potential Test Report 	<p>Temporary. Cut off at close of FY. Retain onsite or at the FRC. Delete/ Destroy 7 yrs. after cutoff.</p>

3(D)(1)(c)	<ul style="list-style-type: none"> - MER/MPR Reports - Gas Flaring Reports - Lease Disposition-Oil Well Gas & Gas Well Gas 	<p>Temporary. Cutoff at close of FY. Delete/ Destroy 2 yrs. after cutoff.</p>
3(D)(1)(d)	<ul style="list-style-type: none"> - MEDR/MPR Change Reports - Clearance Files 	<p>Temporary. Cut off at FY or as determined by record type. Delete/ Destroy when superseded, obsolete, rescinded, or not longer needed for decision-making or reference purposes.</p>
3(D)(2)	<p>Reservoir Performance & Development Monitoring:</p> <p>The monitoring and review of operations related to reservoirs to ensure the most efficient recovery of resources. Includes review and approval of Conservation Information Documents; review, approval, monitoring, and reporting of violations for gas flaring; performance of reservoir simulations; and the review and approval of gas cap production requests and Enhanced Oil Recovery requests.</p> <ul style="list-style-type: none"> - MER Geologic & Engineering Report & Map Files - Reservoir/Field Study Files - Field & Reservoir Reserves Estimate Study - Competitive Reservoir Files - Enhanced Recovery & Pressure Maintenance Project Request & Report Files - Temporary Storage of Casinghead Gas for Conservation Purposes - Oil and Gas Field Development Files 	<p>Temporary. Cut off at close of FY. Retain onsite or at the FRC. Delete/Destroy 75 years after cutoff.</p> <p>Temporary. Cut off at close of FY. Retain onsite or at the FRC. Delete/ Destroy 25 years after cutoff.</p>

	<ul style="list-style-type: none">- Field & Reservoir Reserves Estimates (FRRE) System Report Files	<p>Temporary. Cut off at FY or as determined by record type. Delete/ Destroy when superseded, obsolete, rescinded, or not longer needed for decision-making or reference purposes.</p>
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Bucket 3 - Analysis and Evaluation of the Outer Continental Shelf

Item Number	Title and Description	Disposition Authority
3(E)	<p>Research Program</p> <p>The identification of environmental and engineering research needs, solutions, and the planning involved in getting the research performed.</p>	
3(E)(1)	<p>Environmental Studies Program Management</p> <p>The determination of environmental research needs prioritization of needs OMM-wide, the identification of solutions and implementation of the program. (NOTE: The procurement and contract management associated with these research studies are not included as part of this process).</p>	
3(E)(1)(a)	<ul style="list-style-type: none"> - Environmental Studies Reports 	<p>Temporary. Cut off at close of FY. Retain onsite or at the FRC. Delete/Destroy 75 years after cutoff.</p>
3(E)(1)(b)	<ul style="list-style-type: none"> - Sale Environmental Impact Statement/ Major Environmental Analysis - Environmental Studies Case Files 	<p>Temporary. Cut off at close of FY. Retain onsite or at the FRC. Delete/ Destroy 25 years after cutoff.</p>

<p>3(E)(2)</p>	<p>Engineering Studies and TAR Program Management</p> <p>The determination of engineering research needs, prioritization of needs OMM-wide the identification of solutions and implementation of the program. (NOTE: The procurement and contract management associated with these research studies are not included as part of this process).</p> <ul style="list-style-type: none"> - TAR Reports - Environmental Studies Case Files - Technical Committee Files 	<p>Temporary. Cut off at close of FY. Retain onsite or at the FRC. Delete/Destroy 75 years after cutoff.</p> <p>Temporary. Cut off at close of FY. Retain onsite or at the FRC. Delete/ Destroy 25 years after cutoff.</p> <p>Temporary. Cut off at close of FY. Retain onsite or at the FRC. Delete/ Destroy 7 yrs. after cutoff.</p>
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