

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
FO. NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-473-08-5	DATE RECEIVED 12/26/2007
1. FROM (Agency or establishment) Minerals Management Service		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Offshore Minerals Management		DATE 	
3. MINOR SUBDIVISION Information Technical Division			
4. NAME OF PERSON WITH WHOM TO CONFER Grace Hawayek	5 TELEPHONE 504.736.2731	ARCHIVIST OF THE UNITED STATES WITHDRAWN	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>Erin B. M. Carby</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 GRS OR SUPERSEDED JOB CITATION	10.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 5 - Regulatory Oversight

Regulate activities to ensure the safe and environmentally sound exploration and production of natural gas, oil, and other mineral resources from the Outer Continental Shelf (OCS). This business area includes ensuring work and operational safety and protection of the marine, coastal, and human environments. This business area monitors industry compliance with laws, rules, and regulations.

Item Number	Title and Description	Disposition Authority
5(A)	<p>Analysis, Evaluation, & Act Upon Industry Requests. The review and approval of exploratory and production proposals, structural designs of platforms and pipelines, and other industry submittals for the design and operations of facilities and measurement of products to ensure lease stipulations and regulatory requirements are adhered to.</p>	
5(A)(1)	<p>Analysis, Evaluation, & Act Upon Geological and Geophysical (“G&G”) Permits: The review and approval of G&G exploration permits. Includes ensuring stakeholders are aware that operator’s requests must be consistent with Federal, state, local, NEPA, ESA, CZMA, and MMPA stipulations before beginning their work.</p>	
5(A)(1)(a)	<ul style="list-style-type: none"> - G&G Exploration Permit Files 	<p>Temporary. Cut off at close of FY. Retain onsite or at the FRC. Delete/Destroy 75 yrs. after cutoff.</p>
5(A)(1)(b)	<ul style="list-style-type: none"> - Exploration Permit Assignment 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>

<p>5(A)(2)</p>	<p>Analysis, Evaluation, & Act Upon Exploration Plans:</p> <p>The review and approval of Exploration Plans and related reports and preliminary activity. The process also includes the review of relevant technical analysis and shallow seismic data.</p>	
<p>5(A)(2)(a)</p>	<ul style="list-style-type: none"> - Lease POE and POD and Production 	<p>Temporary. Cut off at close of FY. Retain onsite or at the FRC. Delete/Destroy 75 yrs. after cutoff.</p>
<p>5(A)(3)</p>	<p>Analysis, Evaluation & Act Upon Application for Permit to Drill (ADP):</p> <p>The review and approval of Applications for Permits to Drill, as well as Sundry Notices for sidetracking and other actions, shallow hazards review, including approval of shallow geophysical data surveys and interpretation of results.</p>	
<p>5(A)(3)(a)</p>	<ul style="list-style-type: none"> - Line Management Project Files/ Well Files/ Drilling Rig Inspection 	<p>Temporary. Cut off at close of FY. Retain onsite or at the FRC. Delete/Destroy 75 yrs. after cutoff.</p>
<p>5(A)(3)(b)</p>	<ul style="list-style-type: none"> - Shut-In Wells Report 	<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>

5(A)(4)	<p>Analysis, Evaluation & Act Upon NPL Requests: The review and approval of a New Producible Lease (NPL) request. Includes the determination of whether or not the well qualifies as being productive in paying quantities.</p>	
5(A)(4)(a)	<ul style="list-style-type: none"> - New Producible Lease (NPL) (New Schedule) 	<p>Temporary. Cut off at close of FY. Retain onsite or at the FRC. Delete/ Destroy 25 yrs. after cutoff.</p>
5(A)(4)(b)	<ul style="list-style-type: none"> - Well Potential Test Reports 	<p>Temporary. Cut off at close of FY. Retain onsite or at the FRC. Delete/ Destroy 7yrs. after cutoff.</p>
5(A)(5)	<p>Analysis, Evaluation & Act Upon Development & Production Plans (DPP) and Development Operations Coordination Document (DOCD): The review and approval of development and production plans and related reports, including approval of shallow geophysical survey reports and interpretation of results, DOCD, modifications to Development and Production Plans. The process also includes technical analysis and review.</p>	
5(A)(5)(a)	<ul style="list-style-type: none"> - Lease Management Project Files – Lease POE and POD and Production Files 	<p>Temporary. Cut off at close of FY. Retain onsite or at the FRC. Delete/Destroy 75 yrs. after cutoff.</p>
5(A)(6)	<p>Analysis, Evaluation & Act Upon Deep Water Operations Plan (DWOP): The review and approval of Deep Water Operations Plans and related reports, including Pipeline</p>	

<p>5(A)(6)(a)</p>	<p>Section DWOP, District DWOP review, new technology review and alternate compliance and departure requests.</p> <ul style="list-style-type: none"> - Application for Deep Water Royalty Relief - Deepwater Operations Plan (<i>New Schedule</i>) 	<p>Temporary. Cut off at close of FY. Retain onsite or at the FRC. Delete/ Destroy 25 yrs. after cutoff.</p>
<p>5(A)(7)</p>	<p>Analysis, Evaluation & Act Upon Suspension of Operation/ Production Requests:</p> <p>The review and approval of Suspension of Operations and Production requests from operators. Includes the review of production history and reasonable activity schedule.</p>	
<p>5(A)(7)(a)</p>	<ul style="list-style-type: none"> - Lease Management Project Files – Lease Operations Files 	<p>Temporary. Cut off at close of FY. Retain onsite or at the FRC. Delete/Destroy 75 yrs. after cutoff.</p>
<p>5(A)(8)</p>	<p>Analysis, Evaluation & Act Upon Unitization Requests:</p> <p>The review and approval of unitization requests and the oversight of other activities related to unitization. This process includes the oversight of contractions, participating areas, amendments and annual plans.</p>	

<p>5(A)(8)(a)</p>	<ul style="list-style-type: none"> - Unit Proposal Files – Accepted - Unit Geology & Engineering Files 	<p>Temporary. Cut off at close of FY. Retain onsite or at the FRC. Delete/Destroy 75 yrs. after cutoff.</p>
<p>5(A)(8)(b)</p>	<ul style="list-style-type: none"> - Unit or Communitization Agreement Files, Regional Office. - Forced Unitization Petition Files 	<p>Temporary. Cut off at close of FY. Retain onsite or at the FRC. Delete/ Destroy 25 yrs. after cutoff.</p>
<p>5(A)(8)(c)</p>	<ul style="list-style-type: none"> - Unit Proposal Files – Declined - Unit Geology & Engineering Files – Other 	<p>Temporary. Cut off at close of FY. Retain onsite or at the FRC. Delete/ Destroy 7yrs. after cutoff.</p>
<p>5(A)(8)(d)</p>	<ul style="list-style-type: none"> - Unit or Communitization Agreement Files – Other 	<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>
<p>5(A)(9)</p>	<p>Analysis, Evaluation & Act Upon Ancillary Plans:</p> <p>The review and approval of auxiliary plans, such as welding, burning and hot tap plans, hydrogen sulfide contingency plans and related reports, and safe welding areas.</p>	
<p>5(A)(9)(a)</p>	<ul style="list-style-type: none"> - G&G Exploration Permit Files 	<p>Temporary. Cut off at close of FY. Retain onsite or at the FRC. Delete/Destroy 75 yrs. after cutoff.</p>

<p>5(A)(10)</p>	<p>Analysis, Evaluation & Act Upon Platform Structure Permits, Plans, & Reports:</p> <p>The review and approval of plans, permits and reports relating directly to platform structures. This process includes platform and production structure review and approval, departures from production facility, removal review and approval, platform verification, reassessment of existing platforms, and review of annual platform inspection(s) reports.</p>	
<p>5(A)(10)(a)</p>	<ul style="list-style-type: none"> - Platform Approval Files 	<p>Temporary. Cut off at close of FY. Retain onsite or at the FRC. Delete/ Destroy 25 yrs. after cutoff.</p>
<p>5(A)(10)(b)</p>	<ul style="list-style-type: none"> - Platform and/or Installation Inspection Files - Platform and/or Installation Questionnaire - Platform Verification 	<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>
<p>5(A)(11)</p>	<p>Analysis, Evaluation & Act Upon Rights of Way Requests</p> <p>The management and granting of rights to industry to construct and maintain pipelines and other structures on leased and un-leased OCS land.</p>	
<p>5(A)(11)(a)</p>	<ul style="list-style-type: none"> - Pipeline Permit Files 	<p>Temporary. Cut off at close of FY. Retain onsite or at the FRC. Delete/ Destroy 25 yrs. after cutoff.</p>

5(A)(11)(b)	- Pipeline Waiver Requests	Temporary. Cut off at close of FY. Retain onsite or at the FRC. Delete/ Destroy 7yrs. after cutoff.
5(A)(11)(c)	- Index to Pipeline Systems	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.
5(A)(12)	<p>Analysis, Evaluation & Act Upon Pipeline Maintenance Proposals:</p> <p>The review and approval of actions related to pipelines. The process includes review and approval of new and existing pipeline permits and related reports – such as repair plans, cathodic protection survey reports, decommissioning and repair of modification or change of service (e.g., de-rating of pipeline because of corrosion).</p>	
5(A)(12)(a)	- Index to Pipeline System	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.
5(A)(13)	<p>Analysis, Evaluation & Act Upon Clearance Requests:</p> <p>The verification and validation of clearance activities of platform and well abandonment sites.</p>	

5(A)(13)(a)	<ul style="list-style-type: none"> - Platform Approval Files 	<p>Temporary. Cut off at close of FY. Retain onsite or at the FRC. Delete/ Destroy 25 yrs. after cutoff.</p>
5(A)(13)(b)	<ul style="list-style-type: none"> - Platform and/or Installation Inspection Files - Platform and/or Installation Questionnaire - Index to Pipeline Systems 	<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>
5(A)(14)	<p>Federal Royalty Interest Management:</p> <p>The management of federal royalty interests, including verification of run ticket validations, the liquid and gas verification systems, production verification, production safety systems and metering, and surface commingling measurement. Also includes Compensatory Royalty Determination review and approval.</p>	
5(A)(14)(a)	<ul style="list-style-type: none"> - Deepwater Royalty Relief - End of Life Royalty Relief 	<p>Temporary. Cut off at close of FY. Retain onsite or at the FRC. Delete/ Destroy 25 yrs. after cutoff.</p>
5(A)(14)(b)	<ul style="list-style-type: none"> - Automatic Custody Transfer (ACT) Unit Approvals - Commingling and Measurement File - Meter Proving Reports - Meter Adjustment Tickets - Allocation Schedules - Calibration Charts – Tank Tables 	<p>Temporary. Cut off at close of FY. Retain onsite or at the FRC. Delete/ Destroy 7yrs. after cutoff.</p>

<p>5(A)(14)(c)</p>	<ul style="list-style-type: none"> - Gas Meter Reports 	<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>
<p>5(A)(15)</p>	<p>Analysis, Evaluation & Act Upon Waiver and Departure Requests:</p> <p>The review and approval of non-permit related waiver and departure requests. Includes sustained casing pressure, gas flaring, and pollution inspection frequency requests.</p>	
<p>5(A)(15)(a)</p>	<ul style="list-style-type: none"> - Pipeline Waiver Requests - Platform and/or Installation Inspection Files 	<p>Temporary. Cut off at close of FY. Retain onsite or at the FRC. Delete/ Destroy 7yrs. after cutoff.</p>

Bucket 5 - Regulatory Oversight

Item Number	Title and Description	Disposition Authority
5(B)	<p>Operations Inspections & Regulations Enforcement Conduct inspections to ensure work and operational safety and protection of the marine, coastal, and human environment. In addition, ensures compliance with Federal regulations, statutes, guidance, and other policies that impact industry activity on the OCS. Regular monitoring of industry behavior to mitigate risks of exploration and production, to protect Federal royalty interest, and to ensure compliance. The function includes estimating the project specific oil-spill risks associated with offshore operations, addressing the likelihood of spill occurrence, and the plans for clean up of spilled oil.</p>	
5(B)(1)	<p>Offshore and Onshore Inspections: Planning, Conduct, and Findings: Regular inspections of platforms, equipment, drilling, rigs, and reports are performed to ensure compliance with safety and environmental regulations.</p>	
5(B)(1)(a)	<ul style="list-style-type: none"> - Equipment Certification - Pipeline Inspections 	<p>Temporary. Cut off at close of FY. Retain onsite or at the FRC. Delete/ Destroy 7yrs. after cutoff.</p>
5(B)(1)(b)	<ul style="list-style-type: none"> - Platform Installation/Inspection - Operator Submitted Plans - Daily/Weekly Drilling Program Reports 	<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>

5(B)(2)	Civil Penalties: Assessment & Review	
	<p>The evaluation of operation inspection reports and assessment of civil penalties on operators to assure safe and clean operations on the OCS. By assessing, pursuing, and collecting civil penalties, the program encourages compliance with OCS statutes and regulations.</p>	
5(B)(2)(a)	<ul style="list-style-type: none"> - Civil Penalties 	
5(B)(3)	Accident/Incident Investigations	<p>Temporary. Cut off at close of FY. Retain onsite or at the FRC. Delete/ Destroy 7yrs. after cutoff.</p>
	<p>The investigations of accidents or other safety incidents and issuance of Safety Alerts. Safety alerts are tools used by MMS to inform the offshore oil and gas industry of the circumstances surrounding an incident or a near miss. They also contain recommendations that should help prevent the recurrence of such an incident on the OCS.</p>	
5(B)(3)(a)	<ul style="list-style-type: none"> - Major Accident Investigation Files - Pollution Control Coordination 	<p>Temporary. Cut off at close of FY. Retain onsite or at the FRC. Delete/Destroy 75 yrs. after cutoff.</p>
5(B)(3)(b)	<ul style="list-style-type: none"> - Minor Accident Investigation Files - Events Files 	<p>Temporary. Cut off at close of FY. Retain onsite or at the FRC. Delete/ Destroy 7yrs. after cutoff.</p>

5(B)(4)	<p>Oil Spill Prevention Program Management: The oversight of oil spill responses, exercises, drills, and inspections, and the coordination of appropriate plans to prevent oil spills in state and federal waters. The process includes the review and approval of no-flow wells and the review and approval of oil spill response plan. (Note: The activities performed in oil spill analyses specifically in support of NEPA compliance are in the “Ensure and document NEPA compliance” process).</p>	
5(B)(4)(a)	<ul style="list-style-type: none"> - Financial Responsibility Files (Company Files) 	<p>Temporary. Cut off at close of FY. Retain onsite or at the FRC. Delete/ Destroy 25 yrs. after cutoff.</p>
5(B)(4)(b)	<ul style="list-style-type: none"> - Civil Penalties 	<p>Temporary. Cut off at close of FY. Retain onsite or at the FRC. Delete/ Destroy 7yrs. after cutoff.</p>
5(B)(4)(c)	<ul style="list-style-type: none"> - Gas Meter Reports 	<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>
5(B)(5)	<p>Operator Performance Reviews The annual process of evaluating operator performance in terms of operation and safety measures.</p>	
5(B)(5)(a)	<ul style="list-style-type: none"> - Pipeline Reports 	<p>Temporary. Cut off at close of FY. Retain onsite or at the FRC. Delete/ Destroy 7yrs. after cutoff.</p>

<p>5(B)(5)(b)</p>	<p>- Operator-Submitted Plans</p>	<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>
<p>5(B)(6)</p>	<p>Inspector General Investigation Support</p> <p>Review referrals, provide information, and advise the Inspector General and the Department of Justice on any violations that appear to be willing and knowing.</p>	
<p>5(B)(6)(a)</p>	<p>- Major Accident Investigation Files</p>	<p>Temporary. Cut off at close of FY. Retain onsite or at the FRC. Delete/Destroy 75 yrs. after cutoff.</p>

Bucket 5 - Regulatory Oversight

Item Number	Title and Description	Disposition Authority
5(C)	<p>Regulatory Program.</p> <p>Limited to external regulations. Includes the creation, development, and promulgation of regulations that monitor industry behavior on the OCS. Participation, review, and technical expertise provided for proposed legislation and proposals, including appeal regulatory action/orders.</p>	
5(C)(1)	<p>Coordination and Consultation: External non-Environmental Regulations:</p> <p>The participation in state and federal required analyses and the documentation of such evaluations. The process includes, but is not limited to, consultations for regulations with the Coast Guard and Corp of Engineers, the State Historical Preservation Officer, Coastal Zone Management Act, and various international agreements.</p>	
5(C)(1)(a)	<ul style="list-style-type: none"> - Pollution Control Coordination 	<p>Temporary. Cut off at close of FY. Retain onsite or at the FRC. Delete/Destroy 75 yrs. after cutoff.</p>
5(C)(1)(b)	<ul style="list-style-type: none"> - Department of State Technical Assistance Files 	<p>Temporary. Cut off at close of FY. Retain onsite or at the FRC. Delete/ Destroy 25 yrs. after cutoff.</p>

5(C)(1)(c)	<ul style="list-style-type: none"> - International Cooperative Agreement - Coastal Zone Management 	<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>
5(C)(2)	<p>Management and Regulations: Laws, and Notices To Lessees (“NTLs”)</p> <p>The coordination, development, interpretation, and dissemination of regulations external to OMM, both national and international, and industry standards. This process includes related analysis to determine impact of the proposed regulations and NTL’s. Regulations include, but are not limited to appeals, civil/criminal penalties, standards, and inspections.</p>	
5(C)(2)(a)	<ul style="list-style-type: none"> - Field Drilling Rules Record Set 	<p>Temporary. Cut off at close of FY. Retain onsite or at the FRC. Delete/ Destroy 25 yrs. after cutoff.</p>
5(C)(2)(b)	<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 no longer needed for decision-making or reference purposes.</p>

REQUEST FOR STAKEHOLDER UNIT ACTION

Job No NI-473-08-5

Date sent: 1/24/08

Date received. 1/31/08

Return to sender by: 2/6/08

Route To: (CIRCLE APPROPRIATE STAKEHOLDER)
<input checked="" type="checkbox"/> NWME; <input type="checkbox"/> NWMW; <input type="checkbox"/> NWMD; <input type="checkbox"/> NWCS; <input type="checkbox"/> NWCTC; <input type="checkbox"/> NWCTM; <input type="checkbox"/> NWCTF; <input type="checkbox"/> NWCTB; <input type="checkbox"/> NWL; <input checked="" type="checkbox"/> NR
Elizabeth Fultz/David Weber
Return to: Cindy Smolovik 1400 John Burgess Rd, Fort Worth, TX 76140 or FAX 817-334-5511

- A This Job has been sent to NWME, NWMW, NWMD, NWCS, NWCTC, NWCTM, NWCTF, NWCTB, NWL, NR
- B NR RM general comments on this job.
- C NR RM wishes assistance in appraising these records:

FOR STAKEHOLDER USE. Check and fill out all parts of the line that applies.

1. Waives informal review. ___ wants / ___ does not want to receive completed job
2. Wishes to review appraisal report. wants/ ___ does not want to receive completed job
3. Wishes to participate directly in the appraisal of the entire job or the following selected items: _____ . SHU point of contact for appraisal is _____ - phone no _____.

SHU comments: [Use this space or attach separate sheet]

Date Sent 2-12-08 SHU Signature Laura Mettala for David Weber, NR

NR RM Unit Contact: Cindy Smolovik	Location: NRF 817-334-5511 or 1400 John Burgess Rd , Ft Worth, TX 76017 76140 Phone No.: 1-5920
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