

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
FO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-473-08-7	DATE RECEIVED 12/26/2007
1. FROM (Agency or establishment) Minerals Management Service		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Minerals Revenue Management			
3. MINOR SUBDIVISION Information Technology Center			
4. NAME OF PERSON WITH WHOM TO CONFER Michael Autobee	5. TELEPHONE 303.231.3282	DATE	ARCHIVE OF THE UNITED STATES WITHDRAWN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>Paul B. McClintock</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 GRS OR SUPERSEDED JOB CITATION	10.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 7 - COMPLIANCE AND ASSET MANAGEMENT (CAM)

Compliance and Asset Management's functions include the administration of cooperative agreements with States and Tribes that perform audits on Federal or Indian leases within their boundaries. CAM documents are accumulated that address the financial auditing of leases and the managing of the oil, gas and solid minerals that are extracted from the leased lands.

Item Number	Title and Description	Disposition Authority
7(A).	Compliance Reviews	
7(A)(1)	Royalty Compliance Review Files MRM performs these reviews in-house on production/sales, value, and royalty information provided by operators, payors, and other sources such as states, tribes, BIA and BLM. Files contain all documentation related to the review, including, but not limited to, correspondence, checklists, internal and external exhibits, appeals, summaries, database screen prints, fax transmittals, telephone logs, e-mail messages, finding, recommendations, and conclusions. (See Collection Files for official bill file). Arrange by fiscal year, numerically by internally assigned case number, and alphabetically by company name or numerically by property number, depending upon the type of review.	
7(A)(1)(a)	(1) Indian	PERMANENT: Cut off in the fiscal year in which the review was completed and the case closed. Maintain in office 1 year after cut off and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed between the United States Department of the Interior and the National Archives and Records Administration.
7(A)(1)(b)	(2) Federal	TEMPORARY: Cut off in the fiscal year in which the review was completed and the case closed. Maintain in office 1 year after cut off and then retire to records center. Destroy 10 years after cut off

Bucket 7 - COMPLIANCE AND ASSET MANAGEMENT (CAM)

Item Number	Title and Description	Disposition Authority
7(B).	Audits	
7(B)(1)	<p>Royalty Compliance Audit Files MRM performs audits according to Government Auditing Standards, also known as the yellow book standards. Files contain all documentation related to the audit including, but not limited to work papers, checklists, correspondence, internal and external exhibits, summaries, reports maps, photos, database screen prints, fax transmittals, telephone logs, e-mail messages, findings, recommendations and conclusions, a copy of the bill and order letter (See Collection Files for official bill file), and records of actions taken in response to appeal, copies of FOIA requests, litigation, etc. (See 705-16, Freedom of Information (FOIA) Files for official file). Arrange by fiscal year, then numerically by internally assigned case number, then alphabetically by company name or numerically by property number, depending on the type of audit.</p>	
7(B)(1)(a)	<p>(1) Indian</p> <p>(2) Federal</p>	<p>PERMANENT: Cut off at the end of the fiscal year in which the audit was completed and the case closed. Maintain in office 1 year after cut off and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed between the United States Department of the Interior and the National Archives and Records Administration.</p> <p>TEMPORARY: Cut off at the end of the fiscal year in which the audit was completed and the case closed. Maintain in office 1 year after cut off and then retire to records center. Destroy 10 years after cut off.</p>

Item Number	Title and Description	Disposition Authority
7(C)	Valuation Agreements: Value Determinations	
7(C)(1)	<p>Valuation Determination and Guidance Files All documentation, including methodology reports, related to the establishment of Index Prices or Major Portion Prices. Technical reference materials used in this function, such as company price bulletins, published market prices, etc. are maintained as non-record material and disposed of in accordance with Item 101-11. Also include requests for advice and assistance valuing production under 30 CFR 206. Arrange files by MMS Designated Area, Index Zones, or major portion areas, company or by internally assigned tracking system number.</p>	<p>TEMPORARY: Cut off at the end of the fiscal year. Maintain in office 1 year after cut off and then retire to records center. Destroy 10 years after cut off.</p>
7(C)(2)	<p>Advance Royalty Unit Value Determinations Records that support MMS unit value calculations for advance royalty. Records include, but are not limited to BLM request, MMS response, other correspondence, checklists, spreadsheets, screen prints, copies of receivables and payables, bills, system generated reports, e-mail messages, fax transmittals, appeals documents and settlement agreements.</p>	<p>TEMPORARY: Cut off at the end of the fiscal year. Maintain in office 1 year after cut off and then retire to records center. Destroy 10 years after cut off.</p>

Item Number	Title and Description	Disposition Authority
7(D)	Valuation Agreements: Royalty Rate Reduction	
7(D)	<p>Royalty Rate Reduction Program Files Files include, but are not limited to correspondence, summaries, data base screen prints, fax transmittals, telephone logs, e-mail messages, spreadsheets, research findings, recommendations and conclusions. Copy of issued bill and order letter (see Collection Files, for official bill file), and records of actions taken in response to appeal, litigation, or other legal actions. Arrange by BLM number, then by claim year.</p>	
7(D)(1)	(1) Indian	<p>PERMANENT: Cut off at the end of the fiscal year in which the date of approval or denial occurred. Maintain in office 1 year after cut off and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed between the United States Department of the Interior and the National Archives and Records Administration.</p>
7(D)(2)	(2) Federal	<p>TEMPORARY: Cut off at the end of the fiscal year in which the date of approval or denial occurred. Maintain in office 1 year after cut off and then retire to records center. Destroy 10 years after cut off.</p>

Item Number	Title and Description	Disposition Authority
7(E)	Allowance Files	
7(E)(1)	<p>Processing Allowance Files Files may include a copy of the gas processing agreement (contract) along with any subsequent amendments, and Form MMS-4109 Gas Processing Allowance Form. Also included are any documentation related to requests to exceed allowance limits (Form MMS-4393) along with MRM approval or disapproval, and requests for advice and assistance in determining an appropriate allowance under 30 CFR 206. Arrange files by fiscal year and then alphabetically by company name.</p>	<p>TEMPORARY: Cut off at the end of the fiscal year. Maintain in office 1 year after cut off and then retire to records center. Destroy 10 years after cut off.</p>
7(E)(2)	<p>Transportation Allowance Files Files may contain a copy of the transportation contract, Form MMS-4295 Gas Transportation Allowance Form, or Form MS-4110 Oil Transportation Form. Also included, any documentation related to requests to exceed allowance limits (company may use Form MMS-4393) along with MRM approval or disapproval and requests for advice and assistance in determining an appropriate allowance under 30 CFR 206. Arrange files by fiscal year and then alphabetically by company name.</p>	<p>TEMPORARY: Cut off at the end of the fiscal year. Maintain in office 1 year after cut off and then retire to records center. Destroy 10 years after cut off.</p>

Item Number	Title and Description	Disposition Authority
7(F)	Compliance Assisted Requests: Federal/Indian	
7(F)(1)	STRAC (State and Tribal Royalty Audit Committee) Support Files These files document MRM support for audits or reviews conducted by states or tribes with cooperative agreements under Sections 202 or 205 of the Federal Oil and Gas Royalty Management Act (FOGRMA). File by State or Tribe, then by agreement number.	<p><i>create items a. Indian b. Non-Indian from next page for each item</i></p>
7(F)(2)	Data Requests Non-FOIA documents supporting the gathering and/or analysis of statistical data for other agencies, states, tribes or organizations. Records include but not limited to system generated reports, screen prints, correspondence, e-mail messages, fax transmittals and telephone logs.	
7(F)(3)	Reporter Contact/Assistance Records documenting resolution of reporter/operator issues. Records include but are not limited to screen shots, copies of System Access Request Forms, system generated reports, spreadsheets, receivables, payables, checks, wires, correspondence, e-mail messages, telephone logs and fax transmittals.	
7(F)(4)	Special Studies and Analysis Files Files contain all documentation related to work performed in response to occasional requests for information or feedback. Work is outside the scope of normal day-to-day operations. Arrange by fiscal year and then by internally assigned tracking system number.	

7(F)(a)	(1) Indian	PERMANENT: Cut off at the end of the fiscal year. Maintain in office 1 year after cut off and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed between the United States Department of the Interior and the National Archives and Records Administration.
7(F)(b)	(2) Federal	TEMPORARY: Cut off at the end of the fiscal year. Maintain in office 1 year after cut off and then retire to records center. Destroy 10 years after cut off.

*Misc to
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Item Number	Title and Description	Disposition Authority
7(G)	Compliance Assisted Requests: Indian	
7(G)(1)	<p>Trust Asset Review Files Responses to inquiries from Individual Indian Mineral Owners (IIMO), Tribes, or BIA. Correspondence, internal and external exhibits, notes and reports of findings and conclusions documenting inquiries and MRM actions in response to those inquiries. May include referrals to other DOI agencies. Arrange internally assigned tracking system number.</p>	<p>PERMANENT: Cut off at the end of the fiscal year. Maintain in office 1 year after cut off and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed between the United States Department of the Interior and the National Archives and Records Administration.</p>
7(G)(2)	<p>Indian Outreach Files Indian CAM schedules regular outreach sessions in designated areas where local tribes and individual Indian mineral owners (IIMO) can ask any questions related to their trust assets. These files contain all documentation regarding the outreach session including notifications sent to BIA, BLM, and/or OTFM, memorandum confirming time of outreach session, request to OST (OTFM) to notify IIMO in the area, and requests for local media advertising. Includes copy of the sign-in sheet and a summary of inquiries arising out of the session. Arrange by internally assigned tracking system number.</p>	<p>PERMANENT: Cut off at the end of the fiscal year. Maintain in office 1 year after cut off and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed between the United States Department of the Interior and the National Archives and Records Administration.</p>
7(G)(3)	<p>Intergovernmental Personnel Agreements (IPA) Cooperative personnel agreements between MMS and Tribes/States. Records include agreements, correspondence, timesheets, e-mail messages, telephone log, and fax transmittals.</p>	<p>PERMANENT: Cut off at the end of the fiscal year. Maintain in office 1 year after cut off and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed between the United States Department of the Interior and the National Archives and Records Administration.</p>

7(G)(4)

Indian Mineral Development Act (IMDA) Files

Records that support the review of IMDA and nonstandard leases, agreements, and permits. Records include IMDA agreements, leases or permits, review notes, correspondence, e-mail messages, telephone logs and fax transmittals.

PERMANENT: Cut off at the end of the fiscal year. Maintain in office 1 year after cut off and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed between the United States Department of the Interior and the National Archives and Records Administration.

Item Number	Title and Description	Disposition Authority
7(H)	STRAC Support Files	
7(H)(1) 7(H)(1)(a) 7(H)(1)(b)	<p>STRAC (State and Tribal Royalty Audit Committee) Support Files These files document MRM support for audits or reviews conducted by states or tribes with cooperative agreements under Sections 202 or 205 of the Federal Oil and Gas Royalty Management Act (FOGRMA). File by State or Tribe, then by agreement number.</p> <p>(1) Indian</p> <p>(2) Federal</p>	<p>PERMANENT: Cut off at the end of the fiscal year. Maintain in office 1 year after cut off and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed between the United States Department of the Interior and the National Archives and Records Administration.</p> <p>TEMPORARY: Cut off at the end of the fiscal year. Maintain in office 1 year after cut off and then retire to records center. Destroy 10 years after cut off.</p>

Item Number	Title and Description	Disposition Authority
7(I)	Leases, Agreements and Well Actions: Logical Mining Units (“LMU”) Permits	
7(I)(1)	<p>Logical Mining Unit Files Records that reflect a continuing history of each Logical Mining Unit (LMU) from issuance to dissolution. Documents include but are not limited to the LMU agreement, amendments and modifications.</p>	<p>TEMPORARY: Cut off at the end of the fiscal year. Maintain in office 1 year after cut off and then retire to records center. Destroy 10 years after cut off.</p>
7(I)(2)	<p>Permit Management Files Records that document a continuing history of each permit from issuance to relinquishment/termination/cancellation. Records include copies of the BLM accounting advice, correspondence, LR-2000 or equivalent printouts, e-mail messages, fax transmittals and telephone logs.</p>	<p>TEMPORARY: Cut off at the end of the fiscal year. Maintain in office 1 year after cut off and then retire to records center. Destroy 10 years after cut off.</p>