

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
		JOB NUMBER NI-473-09-2	
TO. NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED 7/27/2009	
1. FROM (Agency or establishment) Minerals Management Service		NOTIFICATION TO AGENCY <i>Withdrawn 9-13-2010</i>	
2. MAJOR SUBDIVISION Offshore Energy Minerals Management			
3. MINOR SUBDIVISION Information Technical Division			
4. NAME OF PERSON WITH WHOM TO CONFER Grace Hawayek Celeste Mullally	5. TELEPHONE 504-736-2731 703-787-1357	DATE	ARCHIVIST OF THE UNITED STATES

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 20 and 10 pages - respectively) 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 07-23-2009	SIGNATURE OF AGENCY REPRESENTATIVE <i>Shanda C. Taylor</i>	TITLE Bureau Records Officer (Acting)
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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 GRS OR SUPERSEDED JOB CITATION	10.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	<i>Withdrawn 9-13-2010</i>

Minerals Management Service Records Management Handbook **MMSM 380.2-H**

Organization. The Minerals Management Service (MMS) is headquartered in the Washington, D.C metropolitan area with Minerals Revenue Management functions headquartered in Lakewood, CO. The MMS has operational centers and support offices located throughout the United States.

Minerals Revenue Management is responsible for the collection and distribution of all royalty payments, rentals, bonus payments, fines, penalties and assessments, and other revenues due the Federal Government and Indian Lessors (Tribal and allotted) as monies or royalties-in-kind from the extraction of mineral resources from Federal and Indian lands onshore, and from the leasing and extraction of mineral resources on the Outer Continental Shelf (OCS)

Offshore Energy Minerals Management is responsible for all offshore activities which include resource evaluation, environmental review, leasing activities, lease management, inspection, and enforcement programs under MMS' jurisdiction while managing mineral resources on 1.76 billion acres of the OCS. The MMS' oversight and regulatory frameworks ensure that production and drilling is done in a safe and environmentally responsible manner.

Administration and Budget is responsible for budget and financial management in addition to all administrative activities of the MMS. The functions of this organization include planning for and using budgetary resources in support of the MMS' varied operating and support programs, e.g management analysis, records and paperwork management, human resources, safety and health programs, procurement, property and space management, and information management.

Policy and Management Improvement is responsible for providing policy review and coordinated program and policy positions on all matters relating to the MMS, for providing a review and assessment capability within the Bureau, managing the strategic planning and quality improvement processes, and evaluating programs through economic and programmatic policy analyses.

Office(s) of Record refers to the office holding the official record copy of a specific record when multiple copies are used across offices. Most typically, this is the office that creates and maintains the record, although specific offices may be designated to hold official records generated across Program Offices

Media This schedule covers records in all media, format, and produced using any and all tools. Records may include, but not limited to, paper, word processing documents, presentation materials, statistical data, spreadsheets, databases, e-mail, photographic materials, audio, film, video, drawings; and any other electronic formats that fall within the unstructured, semi-structured or structured classification

Litigation Holds and Records Freezes: This schedule is subject to the orders of the court to preserve any and all program records deemed potentially responsive in a legal proceeding where MMS or its authorized agents are named parties to an applicable proceeding - regardless of media format. In accordance with such a court order, or, by direction of the Department of Justice or the Solicitor of the Department of the Interior, MMS will fully suspend all retention schedule disposition instructions in their entirety, indefinitely, until instructed to do so otherwise by these same authorities by written notice.

October 23, 2009, revision April 27, 2010

Bucket 4 - Energy and Mineral Leases

The Energy and Mineral Leases business area focuses on providing access to Federal lands on the Outer Continental Shelf (OCS) for exploration and production of energy and mineral resources. Activities in this business area include: processing competitive oil and gas leases (including development of the 5-Year Oil and Gas Program, conducting studies and analyses in support of lease sale decisions, and holding lease sales) maintaining lease authorizations (including the lease adjudication and financial accountability and risk management programs), and planning and processing leases and grants under the Alternative Energy and Marine Minerals Programs (including competitive and non-competitive processes).

The records covered by this schedule are considered media neutral unless indicated otherwise. Minerals Management Services agrees to maintain these records regardless of format for the entire retention periods indicated in accordance with all Federal Regulations for Records Management including but not limited to 36 CFR Chapter 1228 28, 1228 30, 1228.56, 1234 28, 1234 30 and 1238 34

Item Number	Title and Description	Retention Requested	Old Series
4A	<p>Oil and Gas Leases (OH) Leasing includes all direct and support pre-lease activities related to lease issuance including NEPA analysis, parcel description, lease sales, lease issuance, lease renewals and exchanges. Includes the MMS 5-year Oil and Gas Leasing Plan</p>	<p><i>with drawer 9-13-2010</i></p>	
4A(1)	<p>Official Marine Cadastral Descriptions (AAE) All records related to Offshore cadastre that defines various boundaries and aerial measurements prior to offering an area for lease. Includes Cadastral & Mapping Aspects and Boundary Records</p> <p>Includes the management of official cadastral descriptions (legal description of land offshore including boundaries). Also covers the creation and analysis of two-dimensional surface maps (e.g., thematic maps)</p>	<p>PERMANENT. Cut off at close of FY or when activity is completed. Retain on-site or at the FRC. Transfer paper records to NARA 20 years after cut off. Pre-accession electronic records NARA 5 years after cut off. Release to the Public 20 years after cut off.</p>	<p>1103-01 1103-02 1103-04 1103-05</p>
4A(2)	<p>Individual Lease Sale Terms and Conditions (AAG) All records related to conducting lease-related steps in the presale process including preparation of proposed and final notices of sale and determine individual lease sale terms and conditions</p> <p>Activities are carried out to:</p> <ul style="list-style-type: none"> • develop terms and stipulations for individual lease sales (i.e., fiscal terms, regulatory terms and royalty relief) review and provide technical expertise for • government groups • conduct special projects and work quality improvement 	<p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at the FRC. Delete/ Destroy 75 years after cutoff</p>	<p>1002-02 1002-05</p>

	<p>teams This work is done in support of sale specific terms and conditions (i e., deep gas or subsalt)</p> <ul style="list-style-type: none"> publish proposed or final notices of sale 		
4A(3)	<p>Developing the 5-Year Program (AAA) All records related to Section 18 of the OCS Lands Act requires the Secretary to prepare and periodically revise, and maintain an oil and gas leasing program and prescribes a multi-step process for developing a new program</p> <p>Includes all records involved in developing 5-Year Outer Continental Shelf (OCS) Oil and Gas Program Includes</p> <ul style="list-style-type: none"> conduct 5-year program activities provide input to and coordinate with Headquarters, Leasing Division, on development of the 5-year OCS O&G Leasing program develop the 5-year Program process leasing or program activity decision documents and supporting correspondence publish semiannual list of restricted joint bidders rewrite or comment on regulations or legislation pertaining to the 5-year program or leasing prepare briefing papers associated with the 5-year program process 	<p>TEMPORARY. Cut off at close of FY or when activity is completed Retain onsite or at the FRC Delete/ Destroy 25 years after cutoff</p> <p><i>Withdrawn 9-17-2010</i></p>	1001-02
	<p>NEPA Compliance for the 5-Year Program (AAB) All records related to planning and conducting studies and preparing environmental impact statements (EIS) in support of the 5-Year Outer Continental Shelf (OCS) Program</p>		1001-05
	<p>Environmental Coordination for the 5-Year Program (AAC) All records related to conducting and coordinating inter-governmental consultations in support of the 5-Year OCS Program includes:</p> <ul style="list-style-type: none"> Inter-governmental consultations such as consultations with States (i e., Coastal Zone Management Act activities) and Federal agencies (i e., U.S. Fish and Wildlife Service and the NOAA Fisheries Service) 		1105-01

Item Number	Title and Description	Retention Requested	Old Series
4A(3) Con't	<p>Economic and Engineering Analysis for the 5-Year Program (AAD) All records related to all processes and tasks needed to accomplish economic analysis, modeling and consultation in support of the drafting and implementing the 5-Year OCS Oil and Gas Program</p> <p>Staff members.</p> <ul style="list-style-type: none"> perform economic and engineering analysis for 5-Year Plan, including ad hoc analysis (output from work element NAA is used for this work element) conduct economic and engineering evaluation work for Headquarters in development of the 5-Year Leasing Program exploration and development reports and documents for the 5-Year Program, NEPA coordinate economic and engineering models for 5-Year Program development 	TEMPORARY. 25 yrs continued	1001-04
	<p>Individual Lease Sale Areas of Interest (AAF)</p> <p>All records related to this element apply Before the Call for Information and Nominations and the Area Identification steps of the presale process, the area to consider for leasing for a proposed sale are</p> <ul style="list-style-type: none"> determine individual lease sale areas of interest use the Indicated Hydrocarbon List to conduct analyses of open-hole data on unleased blocks in the GOM to develop a digital, web-site page or paper publication that identifies well bores with hydrocarbons 		1001-01
	<p>NEPA Compliance for Lease Sales (AAH)</p> <p>All records related to preparing Environmental Assessments (EAs) or Environmental Impact Statements (EISs) in support of individual Offshore OCS oil and gas lease sales The work includes ensuring National Environmental Policy Act (NEPA) procedural compliance, performing NEPA analyses, and preparing EA or EIS documents</p> <p>Includes</p> <ul style="list-style-type: none"> manage and oversee the NEPA process conduct scoping activities and public hearings prepare supportive environmental and socio-economic analyses prepare EA or EIS documents 		1001-03

*Withdrawn
9-12-2010*

Item Number	Title and Description	Retention Requested	Old Series
4A(3) Con't	<p>Environmental Studies for Oil and Gas Lease Sales (AAI) All records related to work under this element is specific to oil and gas leasing. Projects that support environmental analyses for 5-Year Program Environmental Impact Statements (EIS), sale-specific EISs or assessments related to lease sales are coded here. This includes all management oversight and work to plan environmental studies for oil and gas under the Environmental Studies Program and all work on individual oil and gas studies projects for prelease decisions. As an example, studies of the effects of seismic activity on the environment are coded here since the information is initially used in the environmental analyses (e.g., impact on whales, turtles, fish, etc.) for leasing.</p>	TEMPORARY. 25 yrs continued	1001-05
	<p>Environmental Coordination for Lease Sales (AAJ) All records related to this element perform consultations with States and other Federal agencies in support of individual Outer Continental Shelf (OCS) lease sales, including documentation prepared by the Minerals Management Service to support these consultations. Includes:</p> <ul style="list-style-type: none"> • Coastal Zone Management Act (CZM) consistency determinations and certifications (i.e., consultations with States) • Endangered Species Act (ESA) Section 7 biological assessments and consultations (with the U.S. Fish and Wildlife Service [FWS] and National Oceanic and the Atmospheric Administration [NOAA], Fisheries) 	<i>withdrawing 9-13-2010</i>	1105-01
	<p>Oil Spill Risk Analyses for Lease Sales (AAK) All records related to preparing an oil spill risk analysis for lease sales. It does not include environmental studies that may supply information useful to the OSRA model, nor does it include the analysis of the OSRA results for an environmental analysis such as an environmental impact statement or an environmental assessment. Includes:</p> <ul style="list-style-type: none"> • identification of potential spill areas (launch areas and points) • identification of potentially affected resource areas (targets) • acquisition of datasets for model seeding or validation • data preparation • model development • modeling efforts • preparation of model results for dissemination 		1001-03

Item Number	Title and Description	Retention Requested	Old Series
4A(3) Con't	<p>Lease Sale Planning (AAL) All records related to standard administrative operating procedures to plan and conduct a lease sale. Includes planning area reviews, lease status review, preparation and assistance to headquarters on proposed and final notices of sale, planning and scheduling the facilities and related equipment needs. Also includes notices to States, acceptance of bids and updates to the corporate database.</p>	TEMPORARY. 25 yrs continued	1002-06 1101-01 1101-03
	<p>New Leases (AAM) All records related to administrative procedures carried out to prepare and execute new leases including file folder preparation, lease printing and assembly, notice to companies on bid acceptance, payoff notification by the Minerals Revenue Management, lease execution by the Regional Director and document copying and mail outs to companies.</p>	<i>Withdrawn 9-13-2010</i>	1001-03
	<p>Bowhead Whale In-house Aerial Survey Program (ABL) All records related to this element are used to conduct the in-house Bowhead whale aerial survey effort for scientific research activities for this project (Alaska).</p>		1001-05
	<p>Information Management and Transfer, Process Oil and Gas Leases (ABN) All records related to this element include all information and data-related business processes and tasks that should be planned and consistently implemented across OEMM.</p> <p>This work does not include technical information system or application design and development.</p>		NEW

Item Number	Title and Description	Retention Requested	Old Series
4B	<p>Oil and Gas Lease Authorizations (OD) All records related include all post-lease actions related to adjudication and administration of leases and other authorizations This work activity represents all direct and support work associated with these post adjudication lease activities</p>		
4B(1)	<p>Adjudicate and Administer Leases (AAZ) All records and actions related to adjudication and administration of leases that do not fall into any other category, including:</p> <ul style="list-style-type: none"> • adjudicate leases • administer leases • conduct reviews and provide inputs regarding lessee or operator bankruptcy actions • conduct lease status reviews • accept and process Fishermen's Contingency Fund claims • accept and process Designation of Operator forms • process lease clearance time extensions (i.e., those requests that do not clear lease within 1 year after lease termination) • distribute the Weekly Adjudication Report, receive and provide internal customers with paper files and store, shelf, retrieve and maintain official records • retain lease record history 	<p>TEMPORARY. Cut off at close of FY or when activity is completed Retain onsite or at the FRC Delete/ Destroy 75 years after cutoff <i>withdrew 9-13-2010</i></p>	1101-02 1101-04
	<p>Lease Rights-of-Way or Operating Rights Assignments (ABA) All records related to the adjudication processes including initial review, acceptance and tracking, data entry, file review and approval of assignments by Land Law Examiners and preparation of approval letters and lease administration data entry and changes to the corporate database. These activities also include</p> <ul style="list-style-type: none"> • transfer of interest in leases and rights-of-way and assignments • approve lease and right-of-way assignments • Adjudicate assignments of lease and operating rights interests. This work includes customer assistance, fee processing, Department of Justice approval requests, verification that companies are qualified and database entry 		1101-02a(1)

Item Number	Title and Description	Retention Requested	Old Series
4B(1) Con't	<p>Lease Relinquishments (ABB) All records related to the acceptance of lease relinquishments and the updating of the corporate database lease administration module, include</p> <ul style="list-style-type: none"> • review and quality assure information associated with lease relinquishment documents • officially accept and document actions related to lease relinquishments 	<p>TEMPORARY. 75 yrs. continued</p> <p><i>withdrawn 9-13-2010</i></p>	1101-02a
	<p>Company Qualification Submittals (ABC) All records related to the review and acceptance of documentation filed by new applicants to be approved to do business with the Minerals Management Service (MMS) Also, the process of reviewing and accepting changes to qualification data</p> <ul style="list-style-type: none"> • qualify new applicants • update qualification data • Accept review and process requests from companies or other applicants for qualification by the MMS. Also, provision of customer education and/or assistance 		1101-02bf
	<p>Company Merger and Name Changes (ABD) All records related to the formal review, evaluation and acceptance of legal documents to properly indicate rights, privileges or ownership related to, for example, mergers or name changes</p> <ul style="list-style-type: none"> • receive, review and accept company mergers • receive, review and accept company name changes • accept, review and process applications or requests from companies or other applicants regarding company mergers and name changes • customer assistance, education and database entry 		1101-02a(1)

Item Number	Title and Description	Retention Requested	Old Series
4B(1) Con't	<p>Financial Instruments and Bonds (ABF) All records related verify the lease operator fulfills the legal obligation to maintain a lease bond in the required amount. The bond guarantees compliance with all of the terms and conditions of the lease</p> <ul style="list-style-type: none"> • Accept, review and administer bonds (i.e., general, supplemental or replacement). Also process riders, terminations, cancellations and third party guarantees • perform bond and financial reviews • determine requirements for and approve supplemental bonds • review and approve bonds related to change of operators • conduct one of two types of cost analysis for lease abandonment <ul style="list-style-type: none"> ○ lease abandonment cost analysis –submittals ○ lease abandonment cost analysis –in depth review • review and process general and supplemental bonds or other financial security for leases and rights-of-use and easement <ul style="list-style-type: none"> ○ verify the bonds are legally valid ○ process replacements, terminations, and cancellations • conduct economic evaluations of bonds • determine the required amount of bond or other financial security, including <ul style="list-style-type: none"> ○ level of general bond required (based on activity level) ○ level of supplemental bond required ○ review and evaluate alternative financial security proposals 	TEMPORARY. 75 yrs. continued <i>withdrawn 9-17-2006</i>	1101-02c
	<p>Bankruptcy Proceedings (ABH) All records related to the proceedings associated with a process that by law entitles creditors to some form of payment for their unpaid service through reviews and provide inputs regarding lessee/operator bankruptcy actions</p>		1101-02a(1)

Item Number	Title and Description	Retention Requested	Old Series
4B(1) Con't	<p>Conservation Management Suspension of Operations and Production (ABJ) All records related to a regulatory method of maintaining a lease beyond its initial period when no operations (i.e., drilling, well reworking, or production in paying quantities) are being conducted. Under certain criteria, a suspension may be directed to extend the lease term.</p> <p>Includes.</p> <ul style="list-style-type: none"> • analyze, evaluate and act upon suspension of operations/production suspensions • evaluate and act upon a request for a suspension of operations or production • upon review, direct or approve a request for a suspension of operations or suspension of production upon review, direct or approve a request for a suspension of operations or suspension of production 	TEMPORARY. 75 yrs continued <i>Withdrawn 9-17-2010</i>	1101-02a(3)
4B(2)	<p>Oil Spill Insurance Requirements (ABG) All records related to the review, acceptance and processing of Oil Spill Financial Responsibility (OSFR) forms and financial data, including bonds associated with insurance requirements. This work also includes corporate database data maintenance to implement oil spill insurance requirements.</p>	TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at the FRC. Delete/ Destroy 75 years after cutoff.	1101-07

Item Number	Title and Description	Retention Requested	Old Series
4B(2) Con't	<p>The Royalty Relief Program (ABI) All records related to a program put into practice to reduce royalty assessments to promote development, increase production, or encourages production of marginal resources on certain leases or categories of leases</p> <p>Includes:</p> <ul style="list-style-type: none"> • implement royalty relief programs; deep water royalty relief (review applications, etc) predevelopment and special relief (an ad hoc program) • implement royalty relief programs, end-of-life royalty relief (review applications, etc) predevelopment and special relief (an ad hoc program) • determine royalty suspension volume • support royalty rate reduction requests (end-of-life relief- coordinate with OEE, OFO and PDRE. also, perform economic analysis with headquarters, determine eligibility, make determination) • End of Life Royalty Relief (application review and determination) • review, analyze, approve or deny deepwater royalty relief applications • process bid and field determination appeals • Evaluate Field Determination/Deepwater Royalty Relief- Determination for placement of new producible lease in deepwater into new or existing field. Eligible DWRR leases may receive share of automatic royalty suspension volume • determine the need for specific types of royalty relief and the form of such relief • analyze special case DWRR requests, review, analyze and approve deep gas well royalty relief projects 	<p>TEMPORARY. 75 yrs continued</p> <p><i>withdrawn 9-13-2010</i></p>	<p>1706-01 1706-02</p>

Item Number	Title and Description	Retention Requested	Old Series
4B(3)	<p>Process Non-MMS Approved Legal Filings (ABE) All records under this activity are related to the receipt, processing, and imaging of lease-related documents submitted to the Minerals Management Service that are "Required for Filing" but not approved by MMS, and all lease-related documents that are submitted to MMS based on the need for 3rd-Party Notice. This work element also includes the processing of adjudication cost recovery fees from operators, companies, or other applicants and provision of customer assistance and education</p> <ul style="list-style-type: none"> • "Required to be Filed but Not for Approval" documents (e.g., production payments and net profit reports) fall under statute 256 64 (7) which states "you may create or transfer carried working interests, overriding royalty interests, or payments out of production without obtaining the Regional Director's approval. However, you must file instruments creating or transferring carried working interests, overriding royalty interests, or payments out of production with the Regional Director for record purposes." • 3rd Party Notice documents may be used in Abstract of Title searches involving leases and include such documents as. UCC filings and Financial Statements, Contracts, Agreements, miscellaneous conveyances, judgments, mortgage and lien documents, and releases thereof, etc. • Adjudication Cost Recovery Fees processed include. Record Title/Operating Rights, Change in Designation of Operator, Pipeline ROW Assignment, etc 	<p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at the FRC. Delete/ Destroy 7 years after cutoff.</p> <p><i>Withdrawn 9-13-2010</i></p>	NEW

Item Number	Title and Description	Retention Requested	Old Series
4C	<p>Renewable Energy Program (8C) All work related to the development and management of the OCS renewable and alternative energy programs. Includes all environmental and engineering studies providing information for renewable energy and alternative use NEPA decisions. All stakeholder and public meetings held in support of renewable and alternative energy. Preparation of briefings, objectives, milestones, budgets, schedules, meeting materials and other documents supporting the renewable and alternative energy program.</p>		
4C(1)	<p>Alternative Energy Program Development and Management (LBA) All records and work related to the development and management of the alternative energy and alternate use program, such as.</p> <ul style="list-style-type: none"> • Stakeholder meetings not directly related to NEPA document preparation • Preparation of briefing documents, objective, milestones, budgets, EPA Reports, schedules, meeting materials and other managerial type documents • Development of Regional Plans and programmatic level documents (except for the Programmatic EIS which is in Code LBD) • Development of Policy • Administrative functions associated with the program and its staff • Preparation and presentation of papers or presentations by staff on the alternative energy program or the alternate use of OCS facilities that are not included under studies (LBE) or NEPA (LBD) <p>This work element is designed to capture the effort the Minerals Management Service is contributing to the development and management of the alternative energy program on the Outer Continental Shelf.</p>	<p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at the FRC. Delete/ Destroy 75 years after cutoff.</p> <p><i>withdrawing 9-12-2010</i></p>	NEW
	<p>Alternative Energy Development Plans and Applications Review (LBC) All records related includes reviews and coordination on alternative energy plans and applications except for NEPA related reviews and coordination which are to be logged as LBD</p> <ul style="list-style-type: none"> • Management of alternative energy projects from receipt onto approval, disapproval, or withdrawal • Conduct non-environmental reviews • Coordination and approval process for alternative energy plans and applications 		NEW

Item Number	Title and Description	Retention Requested	Old Series
4C(1) Con't	<p>Alternative Energy NEPA and Consultation (LBD) All records related include NEPA and consultation for all alternative energy plans and applications. This captures the effort to perform consultations and produce documentation required by NEPA, such as.</p> <ul style="list-style-type: none"> • All work associated with all NEPA documents, programmatic and site-specific, for alternative energy • Contracting work associated with 3rd party produced NEPA documents for alternative energy projects • Preparation and publication of Federal Register notices associated with NEPA work for alternative energy • Consultations performed in support of NEPA work for alternative energy • Stakeholder meetings and public meetings held in support of NEPA work for alternative energy <p>This work element is designed to capture the effort the Minerals Management Service is contributing to the NEPA and consultation process toward implementing the alternative energy program on the Outer Continental Shelf (OCS)</p>	<p>TEMPORARY. 75 yrs continued</p> <p><i>withdrawn 9-17-2010</i></p>	<p>NEW</p>
	<p>Alternative Energy Studies (LBE) All records related include both environmental and engineering studies providing information for alternative energy regulatory and NEPA decisions</p> <ul style="list-style-type: none"> • All work related to environmental studies conducted in support of the alternative energy program • All work related to engineering, operations and safety studies (TAR) conducted in support of the alternative energy program • Workshops and public meetings held or attended in support of studies for the alternative energy program • Preparation and presentation of technical or scientific papers or presentations by staff on alternative energy related research. 		<p>NEW</p>

Item Number	Title and Description	Retention Requested	Old Series
4C(1) Con't	<p>Alternative Use Applications (LBF) All records and work relates to the alternate use of existing OCS structures, such as</p> <ul style="list-style-type: none"> • Access for alternate use projects • NEPA related work for alternate use projects • Plan and application review and approval process for alternate use projects • Studies and related contracting work for studies specific to alternate use • Environmental monitoring for alternate use projects • Compliance and appeal-related work stemming from alternate use projects. 	TEMPORARY. 75 yrs continued	NEW
	<p>Alternative Energy Compliance (LBG) All records related include program development and training specifically for alternative energy and alternate use compliance Also includes all efforts for on-site or other compliance inspections</p> <ul style="list-style-type: none"> • Development of standards to serve as the basis for acceptable operations and inspections • All post approval site-specific work associated with alternative energy or alternate use projects, such as. environmental compliance, field monitoring (that is not part of a MMS sponsored study that would be coded as LBE), safety inspections, engineering inspections, 3rd party verifications, review of reports from the applicant or other regulatory agencies • Desk audits, modeling, and queries conducted to support any of the items listed in the preceding bullet • Issuance of INCs for alternative energy or alternate use projects • Civil penalties and appeals related to alternative energy projects • Work on databases maintained for tracking compliance • Evaluation of standards for efficiency and effectiveness • Evaluation of monitoring programs for efficiency and effectiveness • Evaluation of mitigation for efficiency and effectiveness <p>This work element is designed to capture the effort the Minerals Management Service is contributing to implementing compliance systems associated with the alternative energy program on the Outer Continental Shelf</p>		NEW

*Withdrawn
9-13-2010*

Item Number	Title and Description	Retention Requested	Old Series
4C(1) Con't	<p>Alternative Energy Access (LBH) All records related includes activities leading up to the granting of access for alternative energy projects, and the issuance of the instruments of access (leases, Right-of-way and Rights-of-Use and Easements). Such activities include</p> <ul style="list-style-type: none"> • Preparation and coordination of Federal Register notices related to access • Determinations of interest and competition relating to alternative energy lease sales • Determinations individual lease sale area for alternative energy lease sales • Development of terms and conditions for competitive and non-competitive alternate energy leases • Plan and conduct alternate energy lease sales <p>Preparation and execution competitive and non-competitive alternate energy access instruments (leases, ROWs and RUEs)</p>	TEMPORARY. 75 yrs continued	NEW
	<p>Alternative Energy Stakeholder Outreach (LBI) To enable renewable energy development on the OCS, and as required in EPOA, coordination and consultation are required. MMS conducts a wide range of stakeholder initiatives including consultation and coordination with interested and affected parties, and analysis of other applicable federal, state, and local requirements for each impacted state Stakeholder outreach includes coordination with stakeholders that could be affected by or have an interest in renewable energy leasing on the OCS, including but not limited to Federal agencies, State agencies, local and tribal governments, universities, non-governmental organizations (NGOs), and collaboratives (NROC, USOWC, WCGA, etc).</p> <p>Tasks include.</p> <ul style="list-style-type: none"> • information transfer meetings, • public scoping meetings, • public hearings, inter-governmental and inter-agency meetings, • conference presentations/sponsorships, • workshops, 		NEW

*withdrawn
9-13-2006*

	<ul style="list-style-type: none"> • Federal regulatory meetings (e.g , meetings with FERC, DOE and other cooperating agencies), and; • all coordination activities involved with the development of MOAs and MOUs pertaining to renewable energy leasing on the OCS. <p>Does not include:</p> <ul style="list-style-type: none"> • Activities related to formal MMS-Sponsored state task forces which are captured in the “AE Task Force Development and Administration” work element LBH 		
	<p>Alternative Energy Task Force Development and Administration (LBJ)</p> <p>The development and actualization of Task Forces are necessary to ensure that the MMS consults with the full spectrum of relevant Federal agencies, State agencies, and local and tribal governments in planning and administering its renewable energy leasing activities on the OCS. Membership in MMS-sponsored state Task Forces is limited to Federal officials and elected officers of State, local, and tribal governments (or their designated employees with authority to act on their behalf) acting in their official capacities Task Force meetings are held solely for the purposes of exchanging views, information, or advice relating to the management or implementation of the MMS renewable energy program.</p> <p>Activities include:</p> <ul style="list-style-type: none"> • All dialogue and meetings held pertaining to MMS-sponsored renewable energy State Task Forces, and; • administration activities in support of the establishment and maintenance of these Task Forces. <p>Does not include:</p> <ul style="list-style-type: none"> • Activities related to stakeholder coordination and consultation initiatives which are captured in the “AE Stakeholder Outreach” work element LBI. 	<p>TEMPORARY. 75 yrs continued</p> <p><i>withheld 9-13-2010</i></p>	<p>NEW</p>
<p>4D</p>	<p>Non-Energy Mineral Licenses, Permits or Leases (OV)</p> <p>Exploration Licenses and Prospecting Permits, includes all actions necessary for issuance, whether issued or not Authorization will be processed in conformance with existing manuals and handbooks for exploration licenses and prospecting permits for non-energy leasable minerals</p> <p>For Non-Energy Mineral Leases, includes review of lessee</p>		

	<p>qualifications and review of bonding. Work includes both new authorizations and fringe acreage leasing. Work also includes all associated NEPA, Section 7 consultation, Section 106 compliance and other work where not previously addressed</p>		
<p>4D(1)</p>	<p>Environmental Studies to Support Non-Energy Mineral Leasing and Permit Decisions (QAB) All records related specifically to sand and gravel environmental research. It includes all management type oversight and work to plan environmental studies and all work for individual sand and gravel projects. Include</p> <ul style="list-style-type: none"> • development of <ul style="list-style-type: none"> ○ - Annual Environmental Studies Plans ○ - Annual Regional Studies Priority Lists ○ - National Studies Priority Lists • consultation with the Outer Continental Shelf Scientific Committee • maintenance of the Environmental Study Plan's Financial Project Management System • preparation of procurement packages including <ul style="list-style-type: none"> ○ - statements of work ○ - requisitions ○ - independent government cost estimates ○ - technical evaluation criteria ○ - justifications for noncompetitive procurement ○ - all required approvals • solicitation, technical proposal evaluation and contract award • oversight of environmental studies • support for contract procurement or conduct studies • monitor performance • accept and disseminate environmental studies research data and information archive 	<p>PERMANENT. Cut off at close of FY or when activity is completed. Retain on-site or at the FRC. Transfer for pre-accession physical custody of paper records to NARA 20 years after cut off and pre-accession electronic records NARA 5 years after cut off. Release to the Public 75 years after cut off.</p> <p><i>WJH/crm 9-12-2010</i></p>	<p>1001-06</p>

Item Number	Title and Description	Retention Requested	Old Series
4D(2)	<p>Sand and Gravel Lease Requests (QAA) All records related to planning, evaluating, preparing and executing sand and gravel mineral leases include.</p> <ul style="list-style-type: none"> • complete National Environmental Policy Act and other required environmental analyses or consultations • negotiate Memoranda of Agreement with Federal agency(s) • prepare and issue negotiated sand and gravel leases • coordinate and conduct competitive sand and gravel lease sales <p>Measured by the number of sand and gravel leases issued</p>	<p>TEMPORARY. Cut off at close of FY or when activity is completed Retain onsite or at the FRC Delete/ Destroy 25 years after cutoff</p> <p><i>withdrawing 9-13-2010</i></p>	1001-05 1004-02 1004-05
	<p>Cooperative Sand and Gravel and Other Non-Energy Mineral Assessments with States and Marine Minerals Research Centers (QAC) All records related to the business processes and tasks to participate in cooperative Outer Continental Shelf non-energy mineral studies through the</p> <ul style="list-style-type: none"> • State Cooperative Offshore Sand and Gravel Program • MMTTC Program (CRMET should use NAK- See cross-reference Bucket 3A(3) NAK) • sand outreach programs • non-environmental consultations <p>This work element produces the following workload measure.</p> <ul style="list-style-type: none"> • Number of sand and gravel leases issued 		1004-04
	<p>Other Non-Energy Leases (QAD) All records related to planning evaluating, preparing and executing non-energy mineral leases include.</p> <ul style="list-style-type: none"> • complete National Environmental Policy Act and other required environmental analyses or consultations • negotiate Memoranda of Agreement with Federal agency(s) • prepare and issue negotiated non-energy leases coordinate and conduct competitive non-energy lease sales <p>This work element produces the following workload measure:</p> <ul style="list-style-type: none"> • Number of non-energy leases issued 		1004-06

Item Number	Title and Description	Retention Requested	Old Series
4D(2) Con't	<p>Other Non-Energy Environmental Studies (QAE) All records and work related specifically to non-energy mineral, excluding sand and gravel, environmental research. It includes all management type oversight and work to plan environmental studies and all work for individual non-energy, excluding sand and gravel, projects. The activities include</p> <ul style="list-style-type: none"> • development of <ul style="list-style-type: none"> ○ - Annual Environmental Studies Plans ○ - Annual Regional Studies Priority Lists ○ - National Studies Priority Lists • consultation with the Outer Continental Shelf Scientific Committee • maintenance of the Environmental Study Plan's Financial Project Management System • preparation of procurement packages including <ul style="list-style-type: none"> ○ - statements of work ○ - requisitions ○ - independent government cost estimates ○ - technical evaluation criteria ○ - justifications for noncompetitive procurement ○ - all required approvals • solicitation, technical proposal evaluation and contract award • oversight of environmental studies • support for contract procurement or conduct studies • monitor performance • accept and disseminate environmental studies research data and information archive <p>This work element produces the following workload measure</p> <ul style="list-style-type: none"> • Number of non-energy, excluding sand and gravel, leases issued 	<p>TEMPORARY. 25 yrs continued</p> <p><i>withheld 5-13-2010</i></p>	1004-07
	<p>Non-Energy Task Force (QAF) All records related to the business processes and tasks to participate in cooperative Outer Continental Shelf non-energy mineral studies.</p> <p>This work element produces the following workload measure.</p> <ul style="list-style-type: none"> • Number of non-energy, excluding sand and gravel, leases issued 		1004-07

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Crosswalk Bucket 4: Energy and Mineral Leases (N1-473-09-2)

Major Sub-Bucket	Major Sub-Bucket Title	Minor Sub-Bucket	Minor Sub-Bucket Title	Work Code	Descriptive Title	Old Series Number	New Retention	Old Retention	Previous DAU
4A	Oil and Gas Leases (OH) - Leasing includes all direct and support pre-lease activities related to lease issuance including NEPA analysis, parcel description, lease sales, lease issuance, lease renewals and exchanges. Includes the MMS 5-year Oil and Gas Leasing Plan	4A(1)	Official Marine Cadastral Descriptions	AAE	Official Marine Cadastral Descriptions	1103-01	Permanent	Permanent	NC1-57-84-7
						1103-02		Permanent	NC1-57-84-7
						1103-04		Permanent	NC1-57-84-7
						1103-05		Permanent	NC1-57-84-7
		4A(2)	Individual Lease Sale Terms and Conditions	AAG	Individual Lease Sale Terms and Conditions	1002-02	75 years	75 years	NC1-57-84-7
						1002-05		75 years	NC1-57-84-1
		4A(3)	Lease Sales and 5 year program	AAA	Developing the 5 year Program		25 years	5 years	N1-473-88-1

Crosswalk Bucket 4: Energy and Mineral Leases (N1-473-09-2)

Major Sub-Bucket	Major Sub-Bucket Title	Minor Sub-Bucket	Minor Sub-Bucket Title	Work Code	Descriptive Title	Old Series Number	New Retention	Old Retention	Previous DAU
				AAB	NEPA Compliance for the 5 year Program	1001-05		25 years	N1-473-88-1
				AAC	Environmental Coordination for the 5 year Program	1105-01		Superseded	NC1-57-84-7
				AAD	Economic and Engineering Analysis for the 5-Year Program	1001-04		25 years	N1-473-98-1
				AAF	Individual Lease Sale Areas of Interest	1001-01		5 years	N1-473-88-1
				AAH	NEPA Compliance for Lease Sales	1001-01		20 years	NC1-57-84-7
				AAI	Environmental Studies for Oil and Gase Lease Sales	1001-05		25 years	N1-473-88-1

Crosswalk Bucket 4: Energy and Mineral Leases (N1-473-09-2)

Major Sub-Bucket	Major Sub-Bucket Title	Minor Sub-Bucket	Minor Sub-Bucket Title	Work Code	Descriptive Title	Old Series Number	New Retention	Old Retention	Previous DAU
				AAJ	Environmental Coordination for Lease Sales	1105-01		Superseded	NC1-57-84-7
				AAK	Oil Spill Risk Analyses for Lease Sales	1001-03		20 years	NC1-57-84-7
				AAL	Lease Sale Planning	1002-06		25 years	NC1-57-84-7
				AAL	Lease Sale Planning	1101-01		10 years	NC1-57-84-7
				AAL	Lease Sale Planning	1101-03		Until superseded	NC1-57-84-7
				AAM	New Leases	1001-03		20 years	NC1-57-84-7
				ABL	Bowhead Whale In-house Aerial Survey Program	1001-05		25 years	N1-473-88-1
				ABN	Information Management and Transfer, Process Oil and Gas Leases	New Item		New Item	New Item

Crosswalk Bucket 4: Energy and Mineral Leases (N1-473-09-2)

Major Sub-Bucket	Major Sub-Bucket Title	Minor Sub-Bucket	Minor Sub-Bucket Title	Work Code	Descriptive Title	Old Series Number	New Retention	Old Retention	Previous DAU
4B	Oil and Gas Lease Authorization (OD) - Includes all post-lease actions related to adjudication and administration of leases and other authorizations. This work activity represents all direct and support work associated with these post adjudication lease activities.	4B(1)	Oil and Gas Lease - post-lease Adjudication, Administration, Operating Rights	AAZ	Adjudicate and Administer Leases	1101-02	75 years	75 years	NC1-57-84-7
				AAZ		1101-04		Until superseded	NC1-57-84-7
				ABA	Lease Rights-of-Way or Operating Rights Assignments	1101-02a(1)		75 years	N1-473-06-3
				ABB	Lease Relinquishments	1101-02a		75 years	N1-473-06-3
				ABC	Company Qualification Submittals	1101-02bf		Until superseded	N1-473-88-1
				ABD	Company Merger and Name Changes	1101-02a(1)		75 years	N1-473-06-3
				ABF	Financial Instruments and Bonds	1101-02c		When terminated	N1-473-06-3

Crosswalk Bucket 4: Energy and Mineral Leases (N1-473-09-2)

Major Sub-Bucket	Major Sub-Bucket Title	Minor Sub-Bucket	Minor Sub-Bucket Title	Work Code	Descriptive Title	Old Series Number	New Retention	Old Retention	Previous DAU
				ABH	Bankruptcy Proceedings	1101-02a(1)		75 years	N1-473-06-3
				ABJ	Conservation Mangement Suspension of Operations and Production	1101-02a(3)		75 years	N1-473-06-1
		4B(2)	Oil Spill Insurance Requirements and Royalty Relief Program	ABG	Oil Spill Insurance Requirements	1101-07	75 years	10 years	N1-473-98-2
				ABI	Royalty Relief Program	1706-01	75 years	25 years	N1-473-98-2
						1706-02	75 years	25 years	N1-473-98-2
		4B(3)	Process Non-MMS Approved Legal Filings	ABE	Process Non-MMS Approved Legal Filings	New Item	7 years	New Item	New Item
4C	Renewable Energy Program (8C) - All work related to the	4C(1)	Alternative Energy	LBA	Alternative Energy Program Development and Management	New Item	75 years	New Item	New Item

Crosswalk Bucket 4: Energy and Mineral Leases (N1-473-09-2)

Major Sub-Bucket	Major Sub-Bucket Title	Minor Sub-Bucket	Minor Sub-Bucket Title	Work Code	Descriptive Title	Old Series Number	New Retention	Old Retention	Previous DAU
	development and management of the OCS renewable and alternative energy programs. Includes all environmental and engineering studies providing information for renewable energy and alternative use NEPA decisions All stakeholder and public meetings held in support of renewable and alternative energy. Preparation of			LBC	Alternative Energy Development Plans and Applications Review	New Item	75 years	New Item	New Item
				LBD	Alternative Energy NEPA and Consultation	New Item	75 years	New Item	New Item
				LBE	Alternative Energy Studies	New Item	75 years	New Item	New Item
				LBF	Alternative Use Applications	New Item	75 years	New Item	New Item
				LBG	Alternative Energy Compliance	New Item	75 years	New Item	New Item
				LBH	Alternative Energy Access	New Item	75 years	New Item	New Item
				LBI	Alternative Energy Stakeholder Outreach	New Item	75 years	New Item	New Item

Crosswalk Bucket 4: Energy and Mineral Leases (N1-473-09-2)

Major Sub-Bucket	Major Sub-Bucket Title	Minor Sub-Bucket	Minor Sub-Bucket Title	Work Code	Descriptive Title	Old Series Number	New Retention	Old Retention	Previous DAU
	briefings, objectives, milestones, budgets, schedules, meeting materials and other documents supporting the renewable and alternative energy program			LBJ	Alternative Energy Task Force Development and Administration	New Item	75 years	New Item	New Item
4D	Non-Energy Mineral Licenses, Permits or Leases (OV)	4D(1)	Environmental Studies to Support Non-Energy Mineral Lasing and	QAB	Environmental Studies to Support Non-Energy Mineral Lasing and Permit Decisions	1001-06	Permanent	Permanent	N1-473-88-1
		4D(2)	Sand and Gravel and other non-Energy Leases	QAA	Sand and Gravel Lease Requests	1001-05	25 years	25 years	N1-473-88-1

Crosswalk Bucket 4: Energy and Mineral Leases (N1-473-09-2)

Major Sub-Bucket	Major Sub-Bucket Title	Minor Sub-Bucket	Minor Sub-Bucket Title	Work Code	Descriptive Title	Old Series Number	New Retention	Old Retention	Previous DAU
						1004-02	25 years	Until superseded	N1-473-97-1
						1004-05	25 years	10 years	N1-473-97-1
				QAC	Cooperative Sand and Gravel and Other Non-Energy Mineral Assessments with States and Marine Minerals Research Centers	1004-04	25 years	5 years	N1-473-97-1
				QAD	Other Non-Energy Leases	1004-06	25 years	10 years	N1-473-97-1
				QAE	Other Non-Energy Environmental Studies	1004-07	25 years	10 years	N1-473-97-1

Crosswalk Bucket 4: Energy and Mineral Leases (N1-473-09-2)

Major Sub-Bucket	Major Sub-Bucket Title	Minor Sub-Bucket	Minor Sub-Bucket Title	Work Code	Descriptive Title	Old Series Number	New Retention	Old Retention	Previous DAU
				QAF	Non-Energy Task Force	1004-07	25 years	10 years	N1-473-97-1