

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO. NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-473-09-3	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Withdrawn 9-13-2010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>Brenda 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 GRS OR SUPERSEDED JOB CITATION	10.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 March 11, 2010

## **Bucket 5 - Regulatory Oversight and Stewardship**

The Regulatory Oversight and Stewardship business area focuses on ensuring the safe and environmentally sound exploration and production of energy and mineral resources from the OCS. Activities in this business area include: processing plans and permits that ensure work and operational safety and protection of the marine, coastal, and human environments, including implementation of MMS mandated mitigations; monitoring industry compliance with laws, rules, and regulations, providing external technical assistance on oil and gas issues, and administering the Coastal Impact Assistance Program (CIAP).

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
5A	<b>Offshore Oil and Gas User Plans &amp; Permits (OM)</b>  The processing, review, and coordination of MMS Exploration Plans (EP), Development and Production Plans (DPP), Development Operations Coordination Document (DOCD), Decommissioning, Oil Spill Response, and Deep Water Operations Plans (DWOP), and, any related documents and reports. Includes permits to decommission well, structures, and lease term pipelines, and final site clearance. Includes Applications for Permit to Drill (APDs), Rights of Use and Easements (RUEs) lease term pipelines, structures, and facilities. Includes work on related survey reports such as high-resolution geophysical, archaeological, and biological surveys, National Environmental Policy Act (NEPA) analysis, studies to support plan/permit decisions and consultation with resource managers, states and other Federal agencies. This activity also includes all work related to the review, coordination, and approval of applications to modify or repair permitted MMS activities, such as Applications for Permit to Modify (APM) wells, structures, facilities, and lease term pipelines.	<i>withheld</i> <i>9-13-2010</i>	

Item Number	Title and Description	Retention Requested	Old Series
5A(1)(a)	<p><b>Environmental Study Plans &amp; Permit Application Review (AAP)</b> Complete record set of Environmental Study Reports.</p>	<p><b>PERMANENT.</b> Cut off at close of FY when report completed or published. Transfer to NARA in 5 year blocks when 20 years old for paper. Transfer electronic set 5 years after cut off</p>	1001.06
5A(1)(b)	<p><b>Environmental Study Plans &amp; Permit Application Review (AAP)</b> All records that support the processing of oil and gas user plans or permits (including exploration plans and DPP and all permits). Includes management oversight to plan environmental studies under the Environmental Studies Program and work on individual projects. These projects support the environmental review of Applications for Permit to Drill, exploration plans, development plans, production plans, and decommissioning.</p> <p><b>Includes:</b></p> <ul style="list-style-type: none"> <li>• Development of: <ul style="list-style-type: none"> <li>○ - Annual Environmental Studies Plans</li> <li>○ - Annual Regional Studies Priority Lists</li> <li>○ - National Studies Priority Lists</li> </ul> </li> <li>• Consultation with the Outer Continental Shelf Scientific Committee</li> <li>• Provision of environmental studies oversight</li> </ul> <p>MMS outputs are: Well Files; Exploration Plans, Development Plans, Deep Water Operations Plans, Conservation Information Documents, drilling permit applications (APDs and RPDs), facility permit applications, structure permit applications, pipeline and right of way permit applications, Applications for Permit to Modify (APMs) and oil spill response plans .</p>	<p><b>TEMPORARY.</b> Cut off at close of FY or when activity is completed. Retain on-site or at the FRC. Delete/Destroy 75 years after cutoff.</p> <p><i>W. J. H. C. L. W.</i> <i>7-17-2010</i></p>	1101-02(b) 1402-03

Item Number	Title and Description	Retention Requested	Old Series
	<p><b>Exploration Plans (AAT)</b>  All records related to the processing, review, evaluation, analysis, coordination, and approval of Exploration Plans (EP), as described in 30 CFR 250 Subpart B and C and related requirements.</p> <p><b>Includes:</b></p> <ul style="list-style-type: none"> <li>• Exploration Plans and related reports processing, non-environmental review, coordination, approval</li> <li>• Shallow hazards and all other non-environmental reviews of EP</li> <li>• Exploration Plans G&amp;G reviews</li> <li>• Geophysical Survey Reports and coordination</li> <li>• Rights of Use and Easement Applications processing, review, coordination, and approval, related to exploration and drilling</li> <li>• Mitigation development, coordination, and review related to development plans</li> <li>• Office issued (non-field inspection) Incidents of Noncompliance processing relating to compliance with approved exploration plans</li> <li>• All other program support activities related to exploration plans except for regulation and policy development and industry standard reviews (API, ASME, ISO, AWS)</li> </ul>	<p><b>TEMPORARY.</b>  75 yrs continued</p>	<p>1110-2-02(b)  1402-03</p>
<p><b>5A(1)b</b>  <b>Con't</b></p>	<p><b>Well Permits: Application for Permits to Drill (APDs) (AAV)</b>  All records related to the processing, review, evaluation, analysis, coordination, and approval of Applications for Permits to Drill (APDs), As described in 30 CFR 250 Subpart D, E, F, G, and Q and related requirements.</p> <p><b>Includes:</b></p> <ul style="list-style-type: none"> <li>• APD processing, review, coordination and approval</li> <li>• Drilling Permit geological and geophysical</li> <li>• Hydrogen Sulfide Contingency Plans and related reports for drilling associated with APDs</li> <li>• Safe Welding Area review for rigs for APDs</li> <li>• Welding and Burning Practices and Procedures (i.e., Hot Tap Plan) for rigs for APDs</li> <li>• Well Activity Reports engineering review</li> <li>• End of Operations Reports engineering review</li> <li>• All other well permit reviews</li> <li>• Office issued (non-field inspection) incident of non-compliance processing relating to compliance with approved drilling permits.</li> <li>• Well decommissioning (plugging and abandonment)</li> <li>• Sustained Casing Pressure Departure requests analysis and mitigation</li> <li>• No flow wells analysis</li> <li>• Casing stubs annual report</li> <li>• All program support activities related to well modifications,</li> </ul>	<p><i>with clean 9-13-2010</i></p>	<p>903-01  903-04  903-05  903-06  903-07  903-08  904-03  1101-02a(3)  1101-02b  1301-19  1402-03</p>

	<p>maintenance, waivers, and well decommissioning applications except for regulation development.</p> <ul style="list-style-type: none"> <li>• Alternate Compliance and Departure Requests</li> <li>• All other program support activities related to drilling permits except for regulation and policy development and industry standard reviews (API, ASME, ISO and AWS)</li> <li>• Well Logs</li> <li>• Wire Line Surveys</li> </ul>		
<b>5A(1)b Con't</b>	<p><b>Development and Production Plans and Related Permits (AAW)</b> All records related to the processing, review, evaluation, analysis, coordination, and approval of development plans and permits; Development Production Plans (DPP), Development Operations Coordination Documents (DOCD), Conservation Information Document (CID), and development right of use and easement, and other non-well permits, as described in the regulation 30 CFR 250 Subpart B, C, I, Q and related requirements.</p> <p><b>Includes:</b></p> <ul style="list-style-type: none"> <li>• DPP and DOCD, and related reports, processing, non-environmental review, coordination, and approval</li> <li>• All other non-environmental reviews of DPP and DOCD</li> <li>• Review new technology pertaining to deep water development</li> <li>• Review of a Proposal that has modifications (e.g., revisions) to an approved development plan or permit</li> <li>• Review of Rights of Use and Easement Applications related to development and production</li> <li>• Conservation Information Document (CID) (plan review and assessment)</li> <li>• Hydrogen Sulfide Contingency Plans and related reports for production facilities</li> <li>• Support activities for Alaska and Pacific regions (specific to platforms)</li> <li>• All other program support activities related to development and production plans and permits except for regulation development and industry standard reviews (API, ASME, ISO and AWS)</li> <li>• Mitigation development, coordination, and review related to development and production plans and permits</li> </ul>	<p><b>TEMPORARY.</b> 75 yrs continued</p>	<p>1101-02a(2) 1703-02(a)</p> <p><i>Wightman 2/13/2012</i></p>

Item Number	Title and Description	Retention Requested	Old Series
<b>5A(1) b Con't</b>	<p><b>Well Permits - Applications for Permit to Modify (ABR)</b>  All records related to the processing, review, evaluation, analysis, coordination, and approval of Applications for Permits to Modify (APMs), as described in 30 CFR 250 Subpart D, E, F, and related requirements</p> <p><b>Includes:</b></p> <ul style="list-style-type: none"> <li>• Applications for Permit to Modify (APM) processing, review, coordination and approval</li> <li>• Provide engineering and technical expertise</li> <li>• Drilling Permit geological and geophysical reviews</li> <li>• Hydrogen Sulfide Contingency Plans and related reports for drilling associated with APMs</li> <li>• Safe Welding Area review for rigs for APMs</li> <li>• Welding and Burning Practices and Procedures (i.e., Hot Tap Plan) for rigs for APMs</li> <li>• Well Activity Reports engineering review</li> <li>• End of Operations Reports engineering review</li> <li>• Office issued (non-field inspection) Incidents of Noncompliance processing relating to compliance with approved drilling permits.</li> <li>• Sustained Casing Pressure Departure requests analysis and mitigation</li> <li>• No flow wells analysis</li> <li>• Casing stubs annual report</li> <li>• Alternate Compliance and Departure Requests</li> </ul>	<b>TEMPORARY.</b> 75 yrs continued  <i>W. H. Helmer 7-13-2010</i>	1101-02b
<b>5A(1) b Con't</b>	<p><b>Deep Water Operations Plans (DWOP) and Related Permits (ABS)</b>  All records related to the processing, review, evaluation, analysis, coordination, and approval of Deep Water Operations Plans (DWOP) and related permits, as described in the regulation 30 CFR 250 Subpart B, C, H, I, J, Q and related requirements.</p> <p><b>Includes:</b></p> <ul style="list-style-type: none"> <li>• DWOP and related reports, processing, non-environmental review, coordination, and approval</li> <li>• Pipeline and Platform Section Deep Water Operations Plans Review</li> <li>• All other non-environmental reviews of DWOPs</li> <li>• Review new technology pertaining to deep water development</li> <li>• Review of a Proposal that has modifications (e.g., revisions) to an approved DWOP</li> <li>• Review of Rights of Use and Easement Applications related to deep water development and production</li> <li>• Deep water structure permits processing, review, and coordination. Such as requests to install new structures, requests to modify old structures, and requests to decommission</li> </ul>	<b>TEMPORARY.</b> 75 yrs continued	1706-01

	<p>structures.</p> <ul style="list-style-type: none"> <li>Mitigation development, coordination, and review related to development and production plans and permits</li> </ul>		
5A(2)	<p><b>NEPA Compliance for Categorically-Excluded Activities (AAN)</b>  All records related to NEPA reviews such as Categorical Exclusion Review (CER) of OCS oil and gas plans (EPs, DOCDs, DPPs), applications (facility applications, pipeline applications, G&amp;G applications, APMs and APDs), suspensions and flaring requests. Ensure NEPA procedural compliance, perform the NEPA analyses and prepare the NEPA document.</p>	<p><b>TEMPORARY</b>  Cut off at close of FY or when activity completed. Retain on-site or at the FRC. Delete/Destroy 25 years after cutoff</p>	1301-02
	<p><b>NEPA Compliance (Environmental Assessments (EA) and Environmental Impact Statements (EIS) Oil Gas Submittals (AAO)</b>  All work and records related to NEPA reviews such as EA or EIS of OCS oil and gas plans (EPs, DOCDs, and DPPs), applications (facility permit applications, Right of Use and Easement (RUEs), pipeline applications, G&amp;G applications, structure removal applications, and APMs), and Suspensions of Operations (SOOs) and Suspensions of Production (SOPs). Ensure NEPA procedural compliance by performing NEPA analyses, and preparing the NEPA document.  <b>Includes:</b></p> <ul style="list-style-type: none"> <li>Management oversight of the NEPA process</li> <li>Conduct scoping or public hearings</li> <li>Conduct supportive environmental and socio-economic analyses</li> <li>Development of environmental mitigation measures</li> </ul>		1001-03
5A(2) Con't	<p><b>Oil Spill Risk Analyses for Plans and Permit Application Reviews (AAQ)</b>  All records related to work done to prepare an oil spill risk analysis to support the review of post-lease activities such as Application for Permit to Drill (APD), Development Plans, and Production Plans.  <b>Includes:</b></p> <ul style="list-style-type: none"> <li>Identification of potential spill areas (launch areas and points)</li> <li>Identification of potentially affected resource areas (targets)</li> <li>Acquisition of datasets for model seeding or validation</li> <li>Data preparation</li> <li>Model development</li> <li>Modeling efforts</li> <li>Preparation of model results for dissemination</li> </ul>	<p><b>TEMPORARY.</b>  25 yrs continued</p>	1001-03 1001-05
	<p><b>Oil Spill Research (AAR)</b>  All records related to contractual oil spill research related to plans and permit application review. This work element includes the evaluation and review of oil spill research proposals.</p>		1403-04

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9-13-2010*

	<p><b>Operational Safety and Engineering Research (AAS)</b> All records related to contractual operational safety and engineering research related to plans and permit application review. Includes the evaluation and review of operational safety and engineering research proposals.</p>		1403-05
	<p><b>Oil Spill Response Plans (AAU)</b> All records related to the processing, review, coordination and planning for oil spill response plans, as described in regulation 30 CFR 254 and related requirements. <b>Includes:</b></p> <ul style="list-style-type: none"> <li>• Oil Spill Response Plan (OSRP) program management</li> <li>• Oil spill response, biennial review and approval of Federal OSRPs</li> <li>• Regional oil spill response plans review and coordination</li> <li>• all other program support activities related to oil spill response plans except for regulation development and industry standard reviews (API, ASME, ISO and AWS)</li> </ul>	<i>with change 9-13-2010</i>	1402-03
	<p><b>Manage Ohmsett (JAA)</b> All records that manage the National Oil Spill Response Test Facility known as Ohmsett. The purpose of this facility is to conduct testing, training and research related to improving the technology and global capability to detect and clean-up oil spills.</p>		1402-03
<b>5A(2) Con't</b>	<p><b>NEPA Compliance for Programmatic Issues (AAX)</b> All records related to National Environmental Policy Act (NEPA) review as Environmental Assessment (EA) or Environmental Impact Statement (EIS) of OCS oil and gas programmatic issues. Ensure NEPA procedural compliance, perform the NEPA analyses and prepare the NEPA document. <b>Includes:</b></p> <ul style="list-style-type: none"> <li>• Management oversight of the NEPA process &amp; preparation of NEPA (PEA) document</li> <li>• Conduct scoping or public hearings</li> <li>• Conduct supportive environmental and socio-economic analyses</li> <li>• Development of environmental mitigation</li> <li>• Consultation and coordination supporting programmatic NEPA documents, excluding the 5-year EIS, lease sale NEPA documents and "Grid EAs"</li> </ul>		<b>TEMPORARY.</b> 25 yrs continued

	<p><b>Environmental Coordination for Site-specific Applications (AAY)</b>  All records related to the coordination and consultation with States and other Federal agencies in support of industry submittals [such as Development and Production Plans (DPPs), Development Operations Coordination Documents (DOCDs), Exploration Plans (EPs), pipeline applications, Application for Permit to Modify (APMs), structure removal applications, and G&amp;G applications, and rights-of-use and easements]. Prepare environmental analysis to support the consultations.</p> <p><b>Includes:</b></p> <ul style="list-style-type: none"> <li>• Coordination and consultations with other agencies/governments concerning issues related to: CZMA, ESA, MMPA, CAA, NHPA</li> <li>• Air quality consultations</li> <li>• Coastal Zone Management Act (CZMA) consistency determinations and certifications</li> <li>• Endangered Species Act Section 7 biological assessments and consultations (FWS &amp; NOAA)</li> <li>• Essential Fish Habitat consultations (with NOAA, Fisheries)</li> </ul> <p>Perform reviews of industry submittals (as described above) to determine compliance of industry proposals with certain environmental laws or regulations, <b>such as:</b></p> <ul style="list-style-type: none"> <li>• Clean Air Act and Outer Continental Shelf Lands Act (OCSLA) air emission requirements</li> <li>• Clean Water Act and National Pollutant Discharge Elimination System Permits</li> <li>• CZMA consistency certifications</li> <li>• Endangered Species Act Sect 7, Marine Mammal Protection Act, National Historic Preservation Act (Section 106), OCSLA (compliance with Minerals Management Service regulations; especially archaeology and air quality regulations)</li> </ul>	<p style="text-align: right;"><i>wsh/dm 9-13-2010</i></p>	<p>1001-03</p>
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Item Number	Title and Description	Retention Requested	Old Series
5A(2) Con't	<p><b>Facility Safety Systems Permit Applications (ABT)</b> All records related to the processing, review, evaluation, analysis, coordination, and approval of production facility safety system permits, as described in the regulation 30 CFR 250 Subpart B, C, H, I, and related requirements.</p> <p><b>Includes:</b></p> <ul style="list-style-type: none"> <li>• Production Facility Applications processing, review, and coordination. Includes requests for new facilities and modifications to existing facilities.</li> <li>• Production facility safety permits and related reports, processing, non-environmental review, coordination, and approval</li> <li>• All other non-environmental reviews of production facility safety permits</li> <li>• Hydrogen Sulfide Contingency Plans and related reports for production facilities</li> <li>• Safe Welding Area review for production facilities</li> <li>• Welding and Burning Practices and Procedures (i.e., Hot Tap Plan) for rigs</li> <li>• Support activities for Alaska and Pacific Regions specific to platforms</li> <li>• Mitigation development, coordination, and review related to development and production plans and permits</li> <li>•</li> </ul>	<p><b>TEMPORARY.</b> 25 yrs continued</p> <p><i>withdrawn 9-13-2010</i></p>	<p>1501-01 1501-04</p>
	<p><b>Lease Term and Right-of-Way (ROW) Pipeline Permits (ABU)</b> All records related to the processing, review, evaluation, analysis, coordination, and approval of lease-term and ROW pipeline permits, as described in the regulation 30 CFR 250 Subpart B, C, J, Q and related requirements.</p> <p><b>Includes:</b></p> <ul style="list-style-type: none"> <li>• Lease-term and ROW Pipeline application processing, non-environmental review, coordination, and approval</li> <li>• Pipeline permits and related reports and surveys (new pipeline applications and requests to modify existing pipelines, and associated construction reports)</li> <li>• Lease-term and ROW pipeline decommissioning</li> <li>• All other non-environmental reviews of pipeline applications, pipeline maintenance and repairs plans and notifications</li> <li>• Pipeline cathodic protection survey and pipeline inspection reports process and review</li> <li>• Mitigation development, coordination, and review related to pipelines</li> </ul>		<p>1101-06 1502-01 1502-02 1502-03</p>

Item Number	Title and Description	Retention Requested	Old Series
<b>5A(2) Con't</b>	<p><b>Pipeline Repair Plans and Related Permits (ABV)</b>  All records related to the processing, review, evaluation, analysis, coordination, and approval of pipeline repair plans and related permits, as described in the regulation 30 CFR 250 Subpart B, C, J, Q and related requirements.</p> <p><b>Includes:</b></p> <ul style="list-style-type: none"> <li>• Pipeline maintenance and repairs plans and notifications</li> <li>• Pipeline repair plan and permit related application processing, non-environmental review, coordination, and approval</li> <li>• Pipeline permits and related reports and surveys (new pipeline applications and requests to modify or repair existing pipelines, and associated construction reports)</li> <li>• All other non-environmental reviews of pipeline applications</li> <li>• Pipeline cathodic protection survey and pipeline inspection reports process and review</li> <li>• Mitigation development, coordination, and review related to pipelines</li> </ul>	<b>TEMPORARY.</b> 25 yrs continued	1502-04 1502-05
	<p><b>Structure Decommissioning Plans and Related Permits (ABW)</b>  All records related to the processing, review, evaluation, analysis, coordination, and approval of structure decommissioning plans and related permits, as described in the regulation 30 CFR 250 Subpart B, C, Q and related requirements.</p> <p><b>Includes:</b></p> <ul style="list-style-type: none"> <li>• Structure decommissioning plans, processing, non-environmental review, coordination, and approval</li> <li>• Pipeline and Platform Section Deep Water Operations Plans Review</li> <li>• All other non-environmental reviews of structure decommissioning plans</li> <li>• Platform Site Clearance reports processing, non-environmental review, and coordination</li> <li>• Mitigation development, coordination, and review related to structure decommissioning plans and permits</li> <li>• Platform Site Clearance reports processing, non-environmental review, and coordination</li> </ul>		1501-01 1501-02 1501-03 1501-04

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9-13-2010*

Item Number	Title and Description	Retention Requested	Old Series
<b>5A(2) Con't</b>	<p><b>Structure Permits (ABX)</b> All records related to the processing, review, evaluation, analysis, coordination, and approval of platform structure permits (new and modifications) and production facility applications, as described in the regulation 30 CFR 250 Subpart B, C, H, I, J, Q and related requirements.</p> <p><b>Includes:</b></p> <ul style="list-style-type: none"> <li>• Platform structure permits (new and modifications), and related reports, processing, non-environmental review, coordination, and approval</li> <li>• Production Facility Applications processing, review, and coordination. (Includes requests for new facilities and modifications to existing facilities)</li> <li>• All other non-environmental reviews of platform structure permits (new and modifications)</li> <li>• Review of a Proposal that has modifications (e.g., revisions) to an approved development plan or permit</li> <li>• Mitigation development, coordination, and review related to development and production plans and permits</li> </ul>	<b>TEMPORARY.</b> 25 yrs continued	1501-01 1501-02 1501-03 1501-04 1502-01 1502-02 1502-03 1502-04 1502-05
	<p><b>Surface Commingling Applications (HAA)</b> surface commingling applications, metering locations and facility configuration for the production of oil and gas.</p> <p><b>Includes:</b></p> <ul style="list-style-type: none"> <li>• Surface commingling and measurement</li> <li>• Review and approval of the Measurement and Allocation Plan (i.e., surface commingling allocations)</li> <li>• Review and approve Production safety Systems and/or production metering systems</li> </ul>		1302-02 1302-03 1302-04 1302-05 1302-06 1302-07

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7-17-2010*

Item Number	Title and Description	Retention Requested	Old Series
<b>5B</b>	<p><b>Oil and Gas Compliance Inspections (2F)</b></p> <p>Oil and gas compliance inspections are actions conducted after lease operations have been authorized to ensure that operations are conducted in accordance with regulations, lease terms, onshore operating orders, notices to lessees and permit conditions of approval. A compliance inspection begins when a well is permitted and ends when final abandonment is approved. Types of inspections include drilling and workover inspections, environmental compliance, well summary review, U.S. Coast Guard inspections, abandonment, meter inspections, and operator training inspections and annual performance review of operators.</p>	<p><i>Withdrawn 7-13-2010</i></p>	
<b>5B(1)(a)</b>	<p><b>Environmental Studies in Support of Environmental Compliance Monitoring (DAB)</b></p> <p>All records related to oil and gas environmental compliance monitoring. This does not include all monitoring projects but only those projects that specifically monitor whether a company is in compliance with environmental stipulations.</p> <p><b>Includes:</b></p> <ul style="list-style-type: none"> <li>• Development of <ul style="list-style-type: none"> <li>○ - Annual Environmental Studies Plans</li> <li>○ - Annual Regional Studies Priority Lists</li> <li>○ - National Studies Priority Lists</li> </ul> </li> <li>• Consultation with the Outer Continental Shelf Scientific Committee</li> <li>• Maintenance of the Environmental Study Plan Financial Project Management System</li> <li>• Provision of environmental studies oversight</li> </ul>		<p><b>TEMPORARY.</b> 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><b>Accident Analysis and Investigation Program (DAJ)</b></p> <p>All records related to offshore accidents and events reporting, analysis, and investigation.</p> <p><b>Includes:</b></p> <ul style="list-style-type: none"> <li>• Events processing and initial review</li> <li>• Events analysis</li> <li>• Incident investigation</li> <li>• Development of Safety Alerts</li> </ul> <p><b>Does not include Major Accidents [see 5(B)(1)(b)]</b></p>		

Item Number	Title and Description	Retention Requested	Old Series
<b>5B(1)(a)</b> <b>Con't</b>	<b>Federal Royalty Interests (HAB)</b> All records related to procedures used to monitor liquid and gas production volumes to ensure accurate federal royalty payments and the protection of the federal royalty interest.  <b>Includes:</b> <ul style="list-style-type: none"> <li>• Conduct reviews of the Gas Verification System (i.e., gas volume statements)</li> <li>• Review and/or validate gas volume statements and Gas Verification Systems or violations</li> <li>• Validate run ticket data for the Liquid Verification System (LVS) and manual input of LVS data</li> <li>• Conduct reviews of the Liquid Verification System and the Gas Verification Systems and check for violations</li> <li>• Verify production volumes</li> <li>• Production data (upload and error resolution with Minerals Revenue Management in Denver)</li> </ul>	<b>TEMPORARY.</b> 25 yrs continued  <i>with HABA 9-17-2010</i>	1705-01 1302-03 1302-07
<b>5B(1)(b)</b>	<b>Accident Analysis and Investigation Program (DAJ) –</b> <ul style="list-style-type: none"> <li>• MAJOR Accidents</li> </ul> <b>[For all others see 5(B)(1)(a)]</b>	<b>PERMANENT.</b> Cut off at the end of the FY in which investigation and related activity is completed. Retain on-site or Transfer to the FRC 3 years after cut off. Transfer paper records to NARA 20 years after cut off. Transfer for pre-accession electronic records to NARA 5 years after cut off for release to the public 20 years.	1401-01
<b>5B(2)</b>	<b>Environmental Compliance Monitoring (DAA)</b> All records related to reviews, inspections, or field surveys to confirm that industry activities have complied with Minerals Management Service (MMS) requirements (including lease stipulations, regulations, Notice to Lessees [NTLs], and terms and conditions of a plan or permit approval) intended to protect the environment. <b>Includes:</b> <ul style="list-style-type: none"> <li>• Review of industry submittals (as built) following completion of certain activities that may impact seafloor biological or</li> </ul>	<b>TEMPORARY.</b> Cut off at close of FY or when activity is completed. Retain on-site or at the FRC. Delete/ Destroy 25 years after cutoff.	1200-01 1200-02 1501-02 1502-05

	<p>archaeological resources, to check on impact avoidance</p> <ul style="list-style-type: none"> <li>• Review air quality emissions submittals</li> <li>• Special rig or platform inspections regarding environmental requirements</li> <li>• Conduct site-specific inspections by the MMS Dive Team</li> <li>• Perform aerial surveys using side-scan sonar by MMS Seafloor Monitoring Team</li> <li>• Perform NPDES inspections for environmental compliance issues</li> <li>• Perform Full Facility Review (FFR) inspections for environmental compliance issues</li> <li>• Review applicant compliance monitoring plans</li> <li>• Inspect for compliance with environmental protection measures and conditions thereof</li> <li>• Tracks due dates for required information submittals.</li> <li>• Perform quality assurance of mitigation measures</li> </ul>	<p><i>withdram 9-17-2010</i></p>	
<p><b>5B(2) Con't</b></p>	<p><b>Oil Spill Response Preparedness Drills and Equipment Inspections (DAC)</b> All records related to planning, conducting, and reviewing oil spill response preparedness drill and equipment inspections related to requirements outlined in regulation 30 CFR 254 and related requirements.</p> <p><b>Includes:</b></p> <ul style="list-style-type: none"> <li>• Oil spill response equipment inspections</li> <li>• Oil spill response, exercises, drills and inspections</li> <li>• Oil spill training and table top exercises</li> <li>• Unannounced oil spill drills</li> <li>• Incident of non-compliance processing related to oil spill response equipment inspections and drills</li> <li>• All program support activities related to oil spill response preparedness drills and equipment inspections</li> <li>• Number of Spill Drills conducted</li> <li>• Oil spill equipment inspections</li> </ul>	<p><b>TEMPORARY.</b> 25 yrs continued</p>	<p>1402-03</p>
	<p><b>Compliance and Enforcement Program (DAD)</b> All records related to the development and oversight of the OCS Compliance and enforcement Program</p>		<p>NEW</p>

	<p><b>Inspection Planning (DAE)</b></p> <p>All records related to the planning, scheduling, implementation of the Offshore Inspection Program.</p> <p><b>Includes:</b></p> <ul style="list-style-type: none"> <li>• Inspections planning (platforms and rig inspections)</li> <li>• Well Activity Report inspector review (on drilling and work-over activities)</li> <li>• On-site, post inspection problem resolution and enforcement</li> <li>• Inspection and enforcement</li> <li>• Potential incident of non-compliance development</li> </ul>	<p><i>withdrawn 9-17-2010</i></p>	<p>1200-02 1501-02 1502-05</p>
<p><b>5B(2) Con't</b></p>	<p><b>Production Inspections and Enforcements (DAG)</b></p> <p>All records related to the conducting of field inspections to verify compliance with safety, operational, environmental protection requirements, as described in regulation 30 CFR 250 and related requirements, except for work related to pre-production inspection and enforcement activities.</p> <p><b>Includes:</b></p> <ul style="list-style-type: none"> <li>• Offshore Production Facility Inspections</li> <li>• Offshore Rig Inspections (drilling and workover)</li> <li>• Offshore Pipeline Inspections</li> <li>• Pollution and environmental inspections</li> <li>• Onshore and offshore meter inspections</li> <li>• U. S. Coast Guard inspections</li> <li>• All other safety and environmental protection inspections performed by the Offshore Energy Minerals Management</li> <li>• Other office paperwork inspections</li> <li>• Enforcement actions related to the inspections</li> <li>• Issuance and review of Incidents of Noncompliance (INCs)</li> <li>• Appeals of INCs</li> </ul>	<p><b>TEMPORARY.</b> 25 yrs continued</p>	<p>1200-02 1501-02 1502-05</p>

	<p><b>Industry Performance Analysis and Recognition Program (DAH)</b> All records related to annual operator safety performance reviews, SEMP, and SAFE Award programs.</p> <p><b>Includes:</b></p> <ul style="list-style-type: none"> <li>• Annual operator performance reviews</li> <li>• Inspection and enforcement</li> <li>• SAFE Award review and analysis</li> <li>• All other program support activities related to the annual operator safety performance reviews, SEMP, and SAFE award programs except for development of regulations</li> </ul>		1403-02 1403-03
	<p><b>Industry Training Program (DAI)</b> All records related to the auditing of industry training plans, as described in regulation 30 CFR 250 Subpart O and related requirements.</p>	<i>with Johnson 9-13-2010</i>	1401-01 1401-02 1401-03
5B(2) Con't	<p><b>Civil Penalties Program (DAK)</b> All records related to the processing, review, evaluation, analysis, coordination and assessment of civil penalty cases, as described in 30 CFR 250 Subpart N and related requirements.</p> <p><b>Includes:</b></p> <ul style="list-style-type: none"> <li>• Civil Penalty Case processing, review, coordination and action (assessment)</li> <li>• all other program support activities related to the Civil Penalty Program except development of regulations</li> </ul>	<b>TEMPORARY.</b> 25 yrs continued	1101-07b
	<p><b>California Intertidal Monitoring Program (MINT) (DAM)</b> All records related to the MINT Program scientific research activities.</p>		NEW

	<p><b>Offshore Platform and Pipeline Protection (DAN)</b>  All records related to safeguarding the offshore energy infrastructure, including the following:</p> <ul style="list-style-type: none"> <li>• Coordinate and consult with DOI offices, other Federal agencies, State agencies and non-governmental organizations on offshore infrastructure protection issues (e.g., memoranda of understanding, National Energy Security Policy and the Gulf Safety Committee.</li> <li>• Provide oversight, guidance, review and coordination of OEMM protection procedures for offshore platforms and pipelines.</li> <li>• Develop program-specific protection measures, policies, and procedures for OEMM.</li> <li>• Analyze offshore critical infrastructure and assets.</li> </ul>		NEW
	<p><b>Information Management and Transfer--Compliance Inspections (DAP)</b></p> <p>All records include information and data-related business processes and tasks that should be planned and consistently implemented across OEMM.</p> <p>This word does not include technical information system or application design and development.</p>	<p><i>withdrawn 9-13-2010</i></p>	NEW
5B(2) Con't	<p><b>Analysis and Evaluation of OCS Environmental Compliance (DAR)</b>  All records comprising activities employed to analyze, assess, and evaluate OCS energy producing activities in accordance with established environmental legal mandates, regulations, lease stipulations, approved plans and permits, and conditions of approval.</p> <p><b>Includes:</b></p> <ul style="list-style-type: none"> <li>• Conduct evaluations related to various environmental laws, regulations, executive orders, etc., to include but not limited to OCS Lands Act, Code of Federal Regulations (specific citations, e.g., 30 CFR 250, 30 CFR 251) MMS issued lease stipulations, MMS issued Notice to Lessees, National Environmental Policy Act, Endangered Species Act, Marine Mammal Protection Act, Coastal Zone Management Act, Clean Air Act, Clean Water Act, and the National Historic Preservation Act.</li> <li>• Conduct oversight reviews to ensure appropriate and consistent applications on OCS environmental requirements.</li> <li>• Perform the Environmental Performance Index to document and track industries environmental performance.</li> <li>• Perform accountability assessments for OCS environmental issues, both initiated by MMS and those referred to MMS by other agencies and the general public.</li> </ul>	<p><b>TEMPORARY.</b>  25 yrs continued</p>	NEW

	<ul style="list-style-type: none"> <li>Analyze Regions Environmental Monitoring Compliance Report and make recommendations for environmental accountability improvements.</li> <li>Coordinate, at a national level, with task forces, workgroups, other agencies, states, lessees, and other interested parties on MMS environmental issues.</li> <li>Collaborate with safety personnel, legal advisors, resource managers, and others involved with environmental implementations.</li> <li>Collaborate with offices and groups performing a variety of functions to gather data for environmental performance accountability measures.</li> </ul>		
<b>5B(2) Con't</b>	<p><b>Pre-Production Inspections and Enforcements (DAS)</b> All records related to the conducting of field inspections to verify compliance with safety, operational, environmental protection pre-production requirements, as described in regulation 30 CFR 250 and related requirements.</p> <p><b>Includes:</b></p> <ul style="list-style-type: none"> <li>Offshore Pre-Production Inspections</li> <li>Offshore Rig Inspections (drilling and workover)</li> <li>Pollution and environmental inspections</li> <li>U. S. Coast Guard inspections</li> <li>All other safety and environmental protection inspections</li> <li>Includes other office paperwork inspections</li> <li>Enforcement actions related to the inspections</li> <li>Issuance and review of incidents of noncompliance (INC)</li> <li>Appeal of INC</li> <li>Update the inspections and INC databases</li> <li>Track operator and lessee due dates for required information submissions</li> <li>Issue informal and formal notifications regarding delinquent or missing data</li> <li>Issue office incidents of non-compliance for missing or erroneous open hole data</li> <li>Conduct quality assurance (completeness, accuracy consistency and timeliness) on permits and reports</li> </ul>	<p><b>TEMPORARY,</b> 25 yrs continued</p> <p><i>Withdrawn 9-13-2010</i></p>	NEW
<b>5C</b>	<p><b>Lake/Wetland/Stream/Riparian Conservation Projects (CIAP) (6D)</b></p> <p>All records related to labor and operations associated with construction and maintenance.</p>		
<b>5C(1)</b>	<p><b>Coastal Impact Assistance Program (LCA)</b> All records related to all efforts supporting the development and management of the Coastal Impact Assistance Program (CIAP).</p>	<p><b>TEMPORARY</b> Cut off at close of FY or when activity is completed.</p>	1004-04

		Retain on-site or at the FRC. Delete/ Destroy 25 years after cutoff.	
<b>5D</b>	<p><b>Technical Assistance to Inform Decisions on Energy Resources (Y5)</b></p> <p>Technical assistance, technical support, technical training, technology transfer, and technical studies are provided to land managers and other customers to solve a variety of environmental problems. These activities enhance resource management and policy development, including the design and systematic collection of environmental data, and analytical support for a variety of activities, including but not limited to: data synthesis, pollution and disease control, offsite impacts, enforcement activities, permitting, violation, abatement, firefighting, reclamation, stream protection, re-vegetation and husbandry techniques and adaptive management techniques.</p>		
<b>5D(1)</b>	<p><b>Technical Assistance for Managing or Influencing Use of Energy Resources (LAA)</b></p> <p>All records related to providing technical expertise for governmental groups, and a wide variety of coordination and consultation with other state, federal, international agencies and non-governmental organizations.</p> <p><b>Includes:</b></p> <ul style="list-style-type: none"> <li>• International activities</li> <li>• International regulatory interface</li> <li>• International standards</li> <li>• International treaties and conventions</li> <li>• </li> </ul>	<p><b>TEMPORARY</b></p> <p>Cut off at close of FY or when activity is completed.</p> <p>Retain on-site or at the FRC. Delete/ Destroy 25 years after cutoff.</p>	1004-01 1004-03
	<p><b>Liquefied Natural Gas (LNG) Projects (LAB)</b></p> <p>All records related to the processing, review, evaluation, analysis and coordination of LNG project applications. These records include memoranda of understanding and/or cooperative agreements with the U.S. Coast Guard specific to LNG activity, such as engineering review and recommendation regarding LNG pipelines.</p> <p><b>Includes:</b></p> <ul style="list-style-type: none"> <li>• NEPA document development (environmental assessments and environmental impact statements)</li> <li>• Application completeness review for NEPA compliance</li> <li>• Participation in pre-application, public and NEPA scoping meetings</li> <li>• Identification of recommended mitigations and conditions of approval</li> <li>• Individual reviews (e.g., archaeological, biological, hazards and etc.)</li> <li>• Fair Market Value determinations of LNG ports</li> </ul>		1200-07

*Withdrawn  
9-13-2010*

### Crosswalk Bucket 5: Regulatory Oversight and Stewardship (N1-473-09-3)

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		
5A	<b>Offshore Oil and Gas User Plans &amp; Permits (OM)</b> - This processing, review, and coordination of MMS Exploration Plans, Development and Production Plans, Development Operations Coordination Document, Decommissioning, Oil Spill response, and Deep Water Operations Plans, and any related documents and reports	5A(1)(a)	Environmental Study Plans & Permit Application Review	AAP	Environmental Study Plans & Permit Application Review - Complete record set	1001.06	Permanent	Permanent	N1-473-88-1		
		5A(1)(b)		AAP		Environmental Study Plans & Permit Application Review		1101-02a(2)	75 years	75 years	NCI-57-84-7
								1101-02b		75 years	N1-473-06-3
								1402-03		Until superseded	NCI-57-84-7

### Crosswalk Bucket 5: Regulatory Oversight and Stewardship (N1-473-09-3)

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
				AAT	Exploration Plans	1402-03		5 years	NC1-57-84-7
						1101-02b		75 years	N1-473-06-3
				AAV	Well Permits Application for Permits to Drill (APDs)	903-01		Permanent	NC1-57-84-7
						903-04		Permanent	NC1-57-84-7
						903-05		Permanent	NC1-57-84-7
						903-06		Permanent	NC1-57-84-7
						903-07		75 years	NC1-57-84-7

### Crosswalk Bucket 5: Regulatory Oversight and Stewardship (N1-473-09-3)

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
						903-08		Permanent	NC1-57-84-7
						904-03		Permanent	NC1-57-84-7
						1101-02a(3)		75 years	N1-473-06-1
						1101-02b		75 years	N1-473-06-3
						1301-19		Until superseded	NC1-57-84-7
						1402-03		5 years	NC1-57-84-7
				AAW	Development and Production Plans and Related Permits	1102-02a(2)		75 years	NC1-57-84-7

### Crosswalk Bucket 5: Regulatory Oversight and Stewardship (N1-473-09-3)

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
						1703-02(a)		25 years	NC1-57-84-7
				ABR	Well Permits - Applications for permit to Modify	1101-02b		75 years	N1-473-06-3
				ABS	Deep Water Operations Plans (DWOP) and Related Permits	1706-01		25 years	N1-473-98-2
		5A(2)	NEPA/Spills/Safety/Pipeline Permits	AAN	NEPA Compliance for Categorically-Excluded	1301-02	25 years	4 years	NC1-57-84-7
				AAO	NEPA Compliance (Environmental Assessments (EA) and Environmental Impact Statements (EIS) Oil Gas	1001-03		20 years	NC1-57-84-7
				AAQ	Oil Spill Risk Analyses for Plans and Permit Application Reviews	1001-03		20 years	NC1-57-84-7

### Crosswalk Bucket 5: Regulatory Oversight and Stewardship (N1-473-09-3)

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
				AAQ	Oil Spill Risk Analyses for Plans and Permit Application Reviews	1001-05		25 years	N1-473-88-1
				AAR	Oil Spill Research	1403-04		30 years	N1-473-88-1
				AAS	Operational Safety and Engineering Research	1403-05		5 years	N1-473-88-1
				AAU	Oil Spill Response Plans	1402-03		5 years	NC1-57-84-7
				JAA	Manage Ohmsett	1402-03		5 years	NC1-57-84-7
				AAX	NEPA Compliance for Programmatic Issues	1001-03		20 years	NC1-57-84-7
				AAY	Environmental Coordination for Site-specific Applications	1001-03		20 years	NC1-57-84-7

### Crosswalk Bucket 5: Regulatory Oversight and Stewardship (N1-473-09-3)

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
				ABT	Facility Safety Systems Permit Applications	1501-01		10 years	N1-473-91-1
				ABT	Facility Safety Systems Permit Applications	1501-04		Platformed removed	NC1-57-84-7
				ABU	Lease Term and Right-of-Way (ROW) Pipeline Permits	1101-06		25 years	N1-473-91-1
						1502-01		10 years	NC1-57-78-1
						1502-05		4 years	NC1-57-84-7
						1502-03		4 years	NC1-57-84-7
				ABW	Structure Decommissioning Plans and Related Permits	1501-01		Until superseded	NC1-57-84-7

### Crosswalk Bucket 5: Regulatory Oversight and Stewardship (N1-473-09-3)

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
						1501-02		Until superseded	NC1-57-84-7
						1501-03		Until superseded	NC1-57-84-7
						1501-04		Until superseded	NC1-57-84-7
				ABX	Structure Permits	1501-01		10 years	N1-473-91-1
						1501-02		2 years	N1-473-88-1
						1501-03		2 years	NC1-57-84-7
						1501-04		Platformed removed	NC1-57-84-7

**Crosswalk Bucket 5: Regulatory Oversight and Stewardship (N1-473-09-3)**

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
						1502-01		10 years	NC1-57-78-1
						1502-02		3 years	NC1-57-84-7
						1502-03		4 years	NC1-57-84-7
						1502-04		Until superseded	NC1-57-84-7
						1502-05		4 years	NC1-57-84-7
				ABV	Pipeline Repair Plans and Related Permits	1502-04		Until superseded	NC1-57-84-7
						1502-05		Until superseded	NC1-57-84-7

### Crosswalk Bucket 5: Regulatory Oversight and Stewardship (N1-473-09-3)

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
				HAA	Surface Commingling Applications	1302-02		7 years	NC1-57-84-7
						1302-03		3 years	NC1-57-84-7
						1302-04		3 years	NC1-57-84-7
						1302-05		6 years	NC1-57-84-7
						1302-06		3 years	NC1-57-84-7
						1302-07		Until superseded	N1-473-98-2
5B	<b>Oil and Gas Compliance Inspections (2F)</b> - Oil and gas compliance inspections are	5B(1)(a)	Compliance Monitoring	DAB		Environmental Studies in Support of Environmental Compliance Monitoring	1105-01	25 years	Superseded

**Crosswalk Bucket 5: Regulatory Oversight and Stewardship (N1-473-09-3)**

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
	actions conducted after lease operations have been authorized to ensure that operations are conducted in accordance with regulations, lease terms, onshore operating orders, notices to lessees and permit conditions of approval.					1004-02		Until superseded	N1-473-97-1
						1001-05		25 years	N1-473-88-1
				DAJ	Accident Analysis and Investigation Program - minor accidents, see 5B(1)(b), for MAJOR accidents	1401-03		Until superseded	NC1-57-84-7
				HAB	Federal Royalty Interests	1705-01		25 years	N1-473-91-2
						1302-03		3 years	NC1-57-84-7
						1302-07		Until superseded	N1-473-98-2
				5B(1)(b)		DAJ	Accident Analysis and Investigation Program - MAJOR Accidents	1401-01	Permanent
		5B(2)	Compliance Monitoring and Inspections	DAA	Environmental Compliance Monitoring	1200-01	25 years	20 years	NC1-57-84-7

### Crosswalk Bucket 5: Regulatory Oversight and Stewardship (N1-473-09-3)

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
						1200-02		3 years	N1-473-88-1
						1501-02		2 years	N1-473-88-1
						1502-05		4 years	NC1-57-84-7
				DAE	Inspection Planning	1501-02		2 years	N1-473-88-1
						1200-02		3 years	N1-473-88-1
						1502-05		4 years	NC1-57-84-7
				DAC	Oil Spill Response Preparedness Drills and Equipment Inspections	1402-03		5 years	NC1-57-84-7

### Crosswalk Bucket 5: Regulatory Oversight and Stewardship (N1-473-09-3)

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
				DAD	Compliance and Enforcement Program	New Item		New Item	New Item
				DAH	Industry Performance Analysis and Recognition Program	1403-02		20 years	N1-478-88-1
						1403-03		5 years	N1-478-88-1
				DAI	Industry Training Program	1401-01		2 years	N1-478-88-1
						1401-02		3 years	N1-478-88-1
						1401-03		3 years	N1-478-88-1
				DAK	Civil Penalties Program	1101-07b		6 years	N1-473-98-2
				DAM	California Intertidal Monitory Program (MINT)	New Item		New Item	New Item
				DAN	Offshore Platform and Pipeline Protection	New Item		New Item	New Item
				DAP	Information Management Transfer - Compliance Inspections	New Item		New Item	New Item

**Crosswalk Bucket 5: Regulatory Oversight and Stewardship (N1-473-09-3)**

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
				DAR	Analysis and Evaluation of OCS Environmental	New Item		New Item	New Item
				DAS	Pre-Production Inspections and Enforcements	New Item		New Item	New Item
				DAG	Production Inspections and Enforcements	1200-02		3 years	NC1-57-84-7
			1501-02				2 years	NC1-57-84-7	
			1502-05				4 years	NC1-57-84-7	
5C	<b>Lake/Wetland/Stream/Riparian Conservation Projects (CIAP) (6D)</b> - Records related to labor and operations associated with constructions and maintenance	5C(1)	Coastal Impact Assistance Program	LCA	Coastal Impact Assistance Program	1004-04	25 years	5 years	N1-473-97-1
5D	<b>Technical Assistance to Inform Decisions on Energy Resources (Y5)</b> - Technical	5D(1)	Technical Assistance for Energy Resources	LAA	Technical Assistance for Managing or Influencing Use of Energy Resources	1004-01	25 years	5 years	N1-473-97-1

### Crosswalk Bucket 5: Regulatory Oversight and Stewardship (N1-473-09-3)

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
	assistance, technical support, technical training, technology transfer, and technical studies are provided to land managers and other customers to solve a variety of environmental				Technical Assistance for Managing or Influencing Use of Energy Resources	1004-03		10 years	N1-473-97-1
				LAB	Liquefield Natural Gas (LNG) Projects	1200-07		Until superseded	NC1-57-84-7