

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 NI-473-10-1	DATE RECEIVED 9-14-2009
1. FROM (Agency or establishment) Minerals Management Service		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Minerals Revenue Management		<i>Withdrawn 9-13-2010</i>	
3. MINOR SUBDIVISION Information Technology Center			
4. NAME OF PERSON WITH WHOM TO CONFER Michael Autobee	5. TELEPHONE 303.231.3282	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 11 page(s) are not needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies

is not required, is attached; or has been requested

DATE 9/11/2009	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 GRS OR SUPERSEDED JOB CITATION	10.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></p> <p>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></p> <p>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 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.

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.

Bucket 8 - MINERALS REVENUE ASSET MANAGEMENT

Asset Sales and Asset Valuation Programs are responsible for addressing the feasibility of establishing Royalty-in-Kind as an option to manage the Nation's Royalty assets and product valuation of the minerals produced on the Outer Continental Shelf (OCS) and on Federal and Indian lands. Program components include the small refiner program, Strategic Petroleum Reserve fill, commercial natural gas and crude oil sales, and cooperative energy commodity sales with states. This includes establishing the fair market value of commodities, issuing royalty valuation determinations, and authorizing adjustments to the valuation base used for royalty calculations.

Item Number	Title and Description	Disposition Authority	Old Series
8A	<p>Asset Management Program Administration</p> <p>All records created or received related to the general management of the Minerals Revenue Asset Management Program.</p> <p>May include mission-direct files such as</p> <ul style="list-style-type: none"> • A-123 reviews • Audit Coordinator files • Workplans and revision • Asset Management Training development/implementation, • Program specific IT project support and testing, • Other project or program support, • Implementation of new laws, regulations, or policy, and • General management reports and decisions <p>(NOTE: Use Bucket 1 for mission-direct budget records. Use Bucket 2 for mission-direct Policy, Internal and External Reviews Regulations, Information Collection Requests, or support for external advisory committees.)</p>	<p>TEMPORARY. Cut off at close of the fiscal year or at the end of the fiscal year in which activity is completed. Retire to records repository 2 years after cutoff Delete/Destroy 10 years</p> <p style="text-align: center;"><i>Withdrawn 9-17-2010</i></p>	<p>102-01a 201-01b 201-02 201-08a 201-08b 201-08c 201-08f(1) 201-08f(2) 603-04 801-01a 801-05</p>
8B	<p>Economic Analysis and Market Research</p> <p>Records documenting the research and analysis of market conditions and determination of fair market value and actual RIK revenue receipts for measuring RIK sales performance. Also provides analysis and</p>	<p>TEMPORARY. Cut off at close of the fiscal year or at the end of the fiscal year in which activity is completed. Retire to records repository 2 years after cutoff</p>	<p>N1-473-05-1/5 N1-473-05-1/2</p>

	<p>documentation in preparation for sale of oil and/or gas This also includes information contained in the Minerals Revenue Management Support System (MRMSS) RIK Sub-system.</p> <p>Files may contain:</p> <ul style="list-style-type: none"> • Oil pricing database • RIK sales receipts • Documentation establishing fair market value benchmarks for RIK sales • Documentation describing performance model assumptions • Field or area transportation and processing costs • Oil quality bank information • Production flow data • Spreadsheets detailing all steps of model calculations and adjustment factors • RIV and RIK administrative cost calculations • Time value of money calculations <p>Market analysis includes research and documentation of market factors impacting the royalty value of production from Federal and Indian leases and establishing the fair market value of production</p> <p>Files may contain:</p> <ul style="list-style-type: none"> • lease information • production characteristics • transportation infrastructure • processing options and plant factors • transportation and processing rates • published and contract prices for market areas • current commercial price structures, and • general market conditions impacting fair market value 	<p>Delete/Destroy 10 years after cut off</p> <p><i>withheld 9-13-2010</i></p>	
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8C	<p>Asset Management Sales or Exchanges</p> <p>Records created or received documenting the conversion or reversion of properties to or from in kind, created with organizations for sale of oil or gas, and the sale or exchange of oil or gas that has been taken in kind under a Federal lease. These sales or exchanges are associated with small refiners, states, Strategic Petroleum Reserve (SPR) fill or are unrestricted oil or gas sales. This includes records created or documenting contracts and leases for Bureau of Land Management (BLM) natural gas sales from the Helium Reserve and records related to Low Income Home Energy Assistance Program (LIHEAP) or other similar exchange programs. Includes information contained in the MRMSS RIK Sub-system</p> <p>Files may contain:</p> <ul style="list-style-type: none"> • Conversion analysis and approval • Termination analysis and approval • RIK Base contracts (Oil General Terms and Conditions, NAESB) • Current market assessments and evaluations • Master Property List • Invitation for Offers (IFO) • Offers/Bids • Criteria for bid selection • Written summaries of sales • Sales Procedures • Transaction Confirmations • Dear Operator Letters (for conversion or reversion) • Correspondence <p>(Note: This series is only for SALES related records. Use 8E for all service related contracts or agreements)</p>	<p>TEMPORARY Cut off no later than the close of the fiscal year in which all activities for the sale, exchange, or purchase is completed. Retire to records repository 2 years after cutoff. For Base Sales Contract, cut off no later than the close of the fiscal year in which the base contract is terminated. For Dear Operator letters, cut off no later than the close of the fiscal year in which the property is reverted to in value. Delete/Destroy 10 years after cut off.</p> <p><i>W. Jackson 9-13-2010</i></p>	<p>N1-473-05-1/3 N1-473-05-1/1</p>
8D	<p>Credit Assurance</p>	<p>TEMPORARY: Cut off no later than the close of</p>	<p>N1-473-05-1/4 N1-473-05-1/6</p>

	<p>Records related to calculating credit exposure and initiating, monitoring surety, and guaranty agreements and records documenting the determination and monitoring of counterparty creditworthiness of energy entities that are currently participating or proposing to participate in the RIK program.</p> <p>Files may contain:</p> <ul style="list-style-type: none"> • Letters of Credit • Bonds or other surety instruments • Monthly credit exposure reports (electronic) • Correspondence to companies requesting additional secured credit • Credit scoring analyses and approval • Credit notifications • Financial statements • Parent company guarantees 	<p>the fiscal in which the determination is made and/or after the term of the sale. Retire to records repository 2 years after cutoff Delete/Destroy 10 years after cut off.</p>	
8E	<p>Asset Management Service Agreements</p> <p>All records created or received documenting contracts or agreements for services and with organizations for transporting oil or gas on pipelines or to permit processing of natural gas to remove gas liquids and any other related agreements. Contains information in the MRMSS RIK sub-system</p> <p>Files may contain</p> <ul style="list-style-type: none"> • Copies of Service Contracts or Agreement • COTR Files • Economic Analysis • Copies of Statements of Work • Correspondence • Reports • E-mail • RIK Transportation & Processing cost and pricing analysis and documentation 	<p>TEMPORARY: Cut off no later than the close of the fiscal year in which the contract or agreement is terminated. Retire to records repository 2 years after cutoff Delete/Destroy 10 years after cut off</p>	<p>N1-473-05-1/7 N1-473-05-1/8</p>

*Withdrawn
2-12-2010*

	<ul style="list-style-type: none"> • Technical support services • Subscription and Price Services <p>(Note: Official Service Contract or Agreement files are maintained by the MMS Contract Officer)</p>		
8F	<p>Asset Accounting & Verification</p> <p>Records for invoicing sales of RIK crude oil and natural gas include all documentation for sales prices, pricing calculations, price adjustments, delivered sales volumes, transportation and processing fees, and RIK system records</p> <ul style="list-style-type: none"> • Final System Invoices including detail page • Any invoice settlement spreadsheet to determine accuracy of calculations • Final invoice reconciliation documentation from company - actual fax documents or emails • Any invoice third-party document received (i.e., pipeline statements, plant statements, processing statements, or other third party documentation) • Copies of applicable transportation invoices (if included with Sales invoice as part of purchaser/shipper contract) • Applicable oil/gas pricing data • Gas Keepwhole calculation • Fuel Calculation spreadsheet • 2014 and MMS worksheets • Netback System 2014 and allocation printouts • EBB printouts and volume spreadsheets • Checklists, if applicable • Nomination documentation for SPR • SPR market center and/or DOE reconciliation reports and settlement documentation • Other supporting documentation as necessary, including supporting emails or fax documents 	<p>TEMPORARY: Cut off at close of the fiscal year in which the determination or agreement is completed. Retire to records repository 2 years after cutoff. Delete/Destroy 10 years after cut off.</p> <p><i>W. Jackson 9-13-2010</i></p>	1803-01B

	<ul style="list-style-type: none"> • Cash application or proof of payment to MMS • Payable documentation and cash application form for payables when netted against another invoice/2014 document 		
8G	<p>Valuation Determinations & Agreements</p> <p>All documentation created or received that supports MMS unit value calculations and valuation methodologies for valuation determinations and negotiations related to the establishment of royalty values and documentation of advice and assistance given to royalty reporters in valuing production under 30 CFR 206</p> <p>Files may contain</p> <ul style="list-style-type: none"> • Methodology Reports • Royalty Rate Reduction Program Files • Copies of Future Valuation Agreements and consultation and negotiation documentation • BLM or BIA requests • MMS Orders • MMS responses • Correspondence • Checklists • Spreadsheets • Screen prints • Copies of receivables and payables • Bills • System generated reports • E-mail messages • Fax transmittals • Appeals documentation • Settlement Agreements 		
8G(a)	Indian	<p>PERMANENT: Cut off at close of the fiscal year in which the determination or agreement is completed. Retire to records repository 2 years after cutoff.</p>	1803-01A

9-13-2010 withdrawn

		Review records every 25 years for determination of transfer to the National Archives Legal transfer will be jointly agreed upon between the United States Department of the Interior and the National Archives and Records Administration.	
8G(b)	Federal	TEMPORARY: Cut off at close of the fiscal year in which the determination or agreement is completed. Retire to records repository 2 years after cutoff Delete/Destroy 10 years after cut off	1803-01B
8H	<p>Allowance Files</p> <p>All records created or received associated with the deduction in determining value for royalty purposes Processing allowance is for the reasonable, actual costs of processing gas Transportation allowance is for the reasonable, actual costs of moving unprocessed gas, residue gas, or gas plant products to a point of sale or delivery off the lease, unit area, communitized area or away from a processing plant.</p> <p>Processing Allowance Files may contain.</p> <ul style="list-style-type: none"> • Copy of the gas processing agreement (contract) along with any subsequent amendments • Form MMS-4109 Gas Processing Allowance Form. • Documentation related to requests to exceed allowance limits (Form MMS-4393) • MRM approval or disapproval • Requests for advice and assistance in determining an appropriate allowance under 30 CFR 206. 	<p><i>withdrawing 2/12/2010</i></p>	

	<p>Transportation Allowance Files may contain:</p> <ul style="list-style-type: none"> • Copy of the transportation contract • Form MMS-4295 Gas Transportation Allowance Form or Form MS-4110 Oil Transportation Form. • Documentation related to requests to exceed allowance limits (company may use Form MMS-4393) • MRM approval or disapproval • Requests for advice and assistance in determining an appropriate allowance under 30 CFR 206 		
8H(a)	Indian	<p>PERMANENT Cut off at close of the fiscal year in which the review was completed and the case closed. Retire to records repository 2 years after cut off. Review records every 25 years for determination of transfer to the National Archives. Legal transfer will be jointly agreed upon between the United States Department of the Interior and the National Archives and Records Administration</p>	<p>1803-02A 1803-03A</p>
8H(b)	Federal	<p>TEMPORARY: Cut off at close of the fiscal year in which the review was completed and the case closed. Retire to records repository 2 years after cut off. Delete/Destroy 10 years after cut off</p>	<p>1803-02B 1803-03B</p>

Withdrawn 9-13-2010

Bucket 8. Minerals Revenue Asset Management

New Schedule	Former Schedule			
Sub-Bucket Description & Retention	Series No.	Title	Retention	NARA Authority
<p>8A Asset Management Program Administration</p> <p>All records created or received related to the general management of the Minerals Revenue Asset Management Program</p> <p>May include mission-direct files such as:</p> <ul style="list-style-type: none"> • A-123 reviews • Audit Coordinator files • Workplans and revision • Asset Management Training development/implementation, • Program specific IT project support and testing, • Other project or program support, • Implementation of new laws, regulations, or policy, and • General management reports and decisions. <p>(NOTE Use Bucket 1 for mission-direct budget records Use Bucket 2 for mission-direct Policy, Internal and External Reviews Regulations, Information Collection Requests, or support for external advisory committees)</p> <p>TEMPORARY Cut off at close of the fiscal year or at the end of the fiscal year in which activity is completed. Retire to records repository 2 years</p>	102-01a	Program Functions	30 yrs	NC1-57-84-7
	201-01b	Management Objective Files	10 yrs	NC1-57-84-7
	201-02	Management Survey Background Files	3 yrs	NC1-57-84-7
	201-08a	Management Control Reviews - Policy, Procedures, and Guidance	Superseded	GRS 16 14a
	201-08b	Management Control Plans	Superseded	GRS 16 14b
	201-08c	Risk Analysis	Superseded	GRS 16.14c
	201-08f(1)	Review Files - Office of Responsibility	5 yrs	GRS 16 14f(1)
	201-08f(2)	Review Files - Copies	1 yr	GRS 16 14f(2)
	603-04	Training Records	5 yrs	GRS 1 25a(2)
	801-01a	Electronic Files or Records Created Solely to Test System Performance	No longer needed	GRS 20.1a
	801-05	Records Consisting of Extracted Information	No longer Needed	GRS 20.5

after cutoff. Delete/Destroy 10 years				
<p>8B Economic Analysis and Market Research</p> <p>Records documenting the research and analysis of market conditions and determination of fair market value and actual RIK revenue receipts for measuring RIK sales performance. Also provides analysis and documentation in preparation for sale of oil and/or gas. This also includes information contained in the Minerals Revenue Management Support System (MRMSS) RIK Sub-system</p> <p>Files may contain</p> <ul style="list-style-type: none"> • Oil pricing database • RIK sales receipts • Documentation establishing fair market value benchmarks for RIK sales • Documentation describing performance model assumptions • Field or area transportation and processing costs • Oil quality bank information • Production flow data • Spreadsheets detailing all steps of model calculations and adjustment factors • RIV and RIK administrative cost calculations • Time value of money calculations <p>Market analysis includes research and documentation of market factors impacting the royalty value of production from Federal and Indian leases and establishing the fair market value of</p>	<p>N1-473-05-1/5 N1-473-05-1/2</p>	<p>Exposure Monitoring and Determination RIK/RIV Decision Basis</p>	<p>10 yrs 10 yrs</p>	<p>N1-473-05-1 N1-473-05-1</p>

<p>production</p> <p>Files may contain:</p> <ul style="list-style-type: none"> • lease information • production characteristics • transportation infrastructure • processing options and plant factors • transportation and processing rates • published and contract prices for market areas • current commercial price structures, and • general market conditions impacting fair market value <p>TEMPORARY: Cut off at close of the fiscal year in which determination, research, or analysis is completed. Retire to records repository 2 years after cutoff. Delete/Destroy 10 years after cut off</p>				
<p>8C Asset Management Sales or Exchanges</p> <p>Records created or received documenting the conversion or reversion of properties to or from in kind, created with organizations for sale of oil or gas, and the sale or exchange of oil or gas that has been taken in kind under a Federal lease. These sales or exchanges are associated with small refiners, states, Strategic Petroleum Reserve (SPR) fill or are unrestricted oil or gas sales. This includes records created or documenting contracts and leases for Bureau of Land Management (BLM) natural gas sales from the Helium Reserve and records related to Low Income Home Energy</p>	<p>N1-473-05-1/3 N1-473-05-1/1</p>	<p>Royalty in Kind Sale or Exchange Files Dear Operator Letters</p>	<p>10 yrs 10 yrs</p>	<p>N1-473-05-1 N1-473-05-1</p>

<p>Assistance Program (LIHEAP) or other similar exchange programs Includes information contained in the MRMSS RIK Sub-system</p> <p>Files may contain:</p> <ul style="list-style-type: none"> • Conversion analysis and approval • Termination analysis and approval • RIK Base contracts (Oil General Terms and Conditions, NAESB) • Current market assessments and evaluations • Master Property List • Invitation for Offers (IFO) • Offers/Bids • Criteria for bid selection • Written summaries of sales • Sales Procedures • Transaction Confirmations • Dear Operator Letters (for conversion or reversion) • Correspondence <p>(Note. This series is only for SALES related records Use 8E for all service related contracts or agreements.)</p> <p>TEMPORARY Cut off no later than the close of the fiscal year in which all activities for the sale, exchange, or purchase is completed. Retire to records repository 2 years after cutoff. For Base Sales Contract, cut off no later that the close of the fiscal year in which the base contract is terminated For Dear Operator letters, cut off no later than the close of the fiscal year in which the property is</p>				
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reverted to in value. Delete/Destroy 10 years after cut off				
<p>8D Credit Assurance</p> <p>Records related to calculating credit exposure and initiating, monitoring surety, and guaranty agreements and records documenting the determination and monitoring of counterparty creditworthiness of energy entities that are currently participating or proposing to participate in the RIK program.</p> <p>Files may contain:</p> <ul style="list-style-type: none"> • Letters of Credit • Bonds or other surety instruments • Monthly credit exposure reports (electronic) • Correspondence to companies requesting additional secured credit • Credit scoring analyses and approval • Credit notifications • Financial statements • Parent company guarantees <p>EMPORARY: Cut off at close of the fiscal in which the determination is made and/or after the term of the sale. Retire to records repository 2 years after cutoff. Delete/Destroy 10 years after cut off</p>	<p>N1-473-05-1/4</p> <p>N1-473-05-1/6</p>	<p>RIK Counterparty Credit Worthiness Determinations</p> <p>Secured Credit</p>	<p>10 yrs</p> <p>10 yrs</p>	<p>N1-473-05-1</p> <p>N1-473-05-1</p>
<p>8E Asset Management Service Agreements</p> <p>All records created or received documenting</p>	<p>N1-473-05-1/7</p> <p>N1-473-05-1/8</p>	<p>Base Contracts</p> <p>Contracts</p>	<p>10 yrs</p> <p>10 yrs</p>	<p>N1-473-05-1</p> <p>N1-473-05-1</p>

<p>contracts or agreements for services and with organizations for transporting oil or gas on pipelines or to permit processing of natural gas to remove gas liquids and any other related agreements. Contains information in the MRMSS RIK sub-system</p> <p>Files may contain:</p> <ul style="list-style-type: none"> • Copies of Service Contracts or Agreement • COTR Files • Economic Analysis • Copies of Statements of Work • Correspondence • Reports • E-mail • RIK Transportation & Processing cost and pricing analysis and documentation • Technical support services • Subscription and Price Services <p>(Note: Official Service Contract or Agreement files are maintained by the MMS Contract Officer)</p> <p>TEMPORARY: Cut off at close of the fiscal year in which the contract or agreement is terminated Retire to records repository 2 years after cutoff Delete/Destroy 10 years after cut off</p>				
<p>8F Asset Accounting & Verification</p> <p>Records for invoicing sales of RIK crude oil and natural gas include all documentation for sales</p>	<p>1803-01B</p>	<p>Product Value Establishment Files - Other</p>	<p>7yrs</p>	<p>NC1-57-84-7</p>

prices, pricing calculations, price adjustments, delivered sales volumes, transportation and processing fees, and RIK system records.

- Final System Invoices including detail page
 - Any invoice settlement spreadsheet to determine accuracy of calculations
 - Final invoice reconciliation documentation from company - actual fax documents or emails
 - Any invoice third-party document received (i.e., pipeline statements, plant statements, processing statements, or other third party documentation)
 - Copies of applicable transportation invoices (if included with Sales invoice as part of purchaser/shipper contract)
 - Applicable oil/gas pricing data
 - Gas Keepwhole calculation
 - Fuel Calculation spreadsheet
 - 2014 and MMS worksheets
 - Netback System 2014 and allocation printouts
 - EBB printouts and volume spreadsheets
 - Checklists, if applicable
 - Nomination documentation for SPR
 - SPR market center and/or DOE reconciliation reports and settlement documentation
- Other supporting documentation as necessary, including supporting emails or fax documents
- Cash application or proof of payment to MMS
 - Payable documentation and cash application form for payables when netted against another invoice/2014 document

TEMPORARY: Cut off at close of the fiscal year in which the determination or agreement is

<p>completed Retire to records repository 2 years after cutoff Delete/Destroy 10 years after cut off.</p>				
<p>8G Valuation Determinations & Agreements</p> <p>All documentation created or received that supports MMS unit value calculations and valuation methodologies for valuation determinations and negotiations related to the establishment of royalty values and documentation of advice and assistance given to royalty reporters in valuing production under 30 CFR 206.</p> <p>Files may contain:</p> <ul style="list-style-type: none"> • Methodology Reports • Royalty Rate Reduction Program Files • Copies of Future Valuation Agreements and consultation and negotiation documentation • BLM or BIA requests • MMS Orders • MMS responses • Correspondence • Checklists • Spreadsheets • Screen prints • Copies of receivables and payables • Bills • System generated reports • E-mail messages • Fax transmittals • Appeals documentation • Settlement Agreements 	<p>1803-01A</p> <p>1803-01B</p>	<p>Product Value Establishment Files – Indian Land Records</p> <p>Product Value Establishment Files – Others</p>	<p>Indef</p> <p>7 yrs</p>	<p>N1-57-84-7</p> <p>N1-57-84-7</p>

<p>8G(a) Indian</p> <p>PERMANENT: Cut off at close of the fiscal year in which the determination or agreement is completed. Retire to records repository 2 years after cutoff. Review records every 25 years for determination of transfer to the National Archives. Legal transfer will be jointly agreed upon between the United States Department of the Interior and the National Archives and Records Administration.</p> <p>8G(b) Federal</p> <p>TEMPORARY: Cut off at close of the fiscal year in which the determination or agreement is completed. Retire to records repository 2 years after cutoff. Delete/Destroy 10 years after cut off</p>				
<p>8H Allowance Files</p> <p>All records created or received associated with the deduction in determining value for royalty purposes. Processing allowance is for the reasonable, actual costs of processing gas. Transportation allowance is for the reasonable, actual costs of moving unprocessed gas, residue gas, or gas plant products to a point of sale or delivery off the lease, unit area, communitized area or away from a processing plant</p> <p>Processing Allowance Files may contain:</p> <ul style="list-style-type: none"> • Copy of the gas processing agreement (contract) along with any subsequent 	<p>1803-02A</p> <p>1803-02B</p> <p>1803-03A</p> <p>1803-03B</p>	<p>Processing Allowance Files – Indian Land Records</p> <p>Processing Allowance Files – Other</p> <p>Transportation Allowance Files – Indian Land Records</p> <p>Transportation Allowance Files – Other</p>	<p>Indef</p> <p>7 yrs</p> <p>Indef</p> <p>7 yrs</p>	<p>NC1-57-84-7</p> <p>NC1-57-84-7</p> <p>NC1-57-84-7</p> <p>NC1-57-84-7</p>

<p>amendments</p> <ul style="list-style-type: none"> • Form MMS-4109 Gas Processing Allowance Form. • Documentation related to requests to exceed allowance limits (Form MMS-4393) • MRM approval or disapproval • Requests for advice and assistance in determining an appropriate allowance under 30 CFR 206. <p>Transportation Allowance Files may contain:</p> <ul style="list-style-type: none"> • Copy of the transportation contract • Form MMS-4295 Gas Transportation Allowance Form or Form MS-4110 Oil Transportation Form • Documentation related to requests to exceed allowance limits (company may use Form MMS-4393) • MRM approval or disapproval • Requests for advice and assistance in determining an appropriate allowance under 30 CFR 206. <hr/> <p>8H(a) Indian</p> <p>PERMANENT: Cut off at close of the fiscal year in which the review was completed and the case closed. Retire to records repository 2 years after cut off. Review records every 25 years for determination of transfer to the National Archives. Legal transfer will be jointly agreed upon between the United States Department of the Interior and the</p>				
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<p>National Archives and Records Administration.</p> <p>8H(b) Federal</p> <p>TEMPORARY: Cut off at close of the fiscal year in which the review was completed and the case closed. Retire to records repository 2 years after cut off Delete/Destroy 10 years after cut off.</p>				
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