

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-473-10-2	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Withdrawn 9-13-2010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 GRS OR SUPERSEDED JOB CITATION	10.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 6 - MINERALS REVENUE FINANCIAL MANAGEMENT

Financial Management business function performs the collection, accounting, and disbursement of the Federal and Indian mineral lease revenues to the appropriate recipients consistent with all applicable laws, regulations, and lease terms

Item Number	Title and Description	Disposition Authority	Old Series
6A	<p>Financial Management Program Administration</p> <p>All records created related to the general management of the Minerals Revenue Financial 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 revisions • Financial Management Training development/implementation, • Operational manuals or procedures • 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 cut off. Delete/Destroy 10 years after cut off.</p> <p style="font-size: 2em; transform: rotate(-30deg); opacity: 0.5;">Withdrawn 9-13-2010</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>
6B	<p>Financial Reports/Summaries</p> <p>Reports and/or summaries related to reconciling subsidiary and control accounts, monitoring and analyzing daily accounting journal entries to subsidiary ledgers and the balance sheet and other financial management reports Includes</p>		

	<p>summaries of data from the MRMSS Financial Sub-System documenting daily revenue management activities</p> <p>Files may contain.</p> <ul style="list-style-type: none"> • Program Management Summaries • Fiscal Accounting Summaries • Production Accounting Summaries • Exception Identification Summaries • Statistical Reporting Summaries • System Assurance Summaries 		
6B(a)	Indian	<p>PERMANENT: Cut off at close of the fiscal year in which summary or report is updated or replaced. 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>	1801-03A
6B(b)	Federal	<p>TEMPORARY: Cut off at close of the fiscal year in which summary or report is updated or replaced. Retire to records repository 2 years after cut off. Delete/Destroy 10 years after cut off.</p>	1801-03B
6C	<p>Minerals Revenue Distribution & Disbursement Files</p> <p>Records created or received documenting the receipt and processing of Federal and Indian mineral revenues. Processing revenues (rents, royalties and bonuses) includes processing payor-submitted reports, reconciling errors and processing receipts. Includes disbursement of revenues and related information to</p>		

Withdrawn 9-17-2010

	<p>U.S. Treasury, States, Office of Trust Fund Management/Bureau of Indian Affairs for Indian tribes, and Indian allottees, as well as, billings for the collection of funds due from rental and royalty payors.</p> <p>Files may contain but is not limited to Reporting aspects.</p> <ul style="list-style-type: none"> • TPAY (Treasury Payment) Creation Form • Forms SF-1081, SF-1166, and correspondence supporting the distribution and disbursement of royalty and rental funds • Windfall Profit Tax Returns • Revenue management information collection forms documenting data collected from operators and payors used to report mineral royalties, rentals, sales and bonuses, etc. • Forms MMS-4025 (Payor Information Form), MMS-2014 (Report of Sales and Royalty Remittance), MMS-4430 (Solid Mineral Production Royalty Report) MMS-4444 (Addressee of Record Designation for Service of Official Correspondence) or equivalents • Checklist/approval form 	<p style="text-align: center;"><i>Withdrawn 9-13-2019</i></p>	
6C(a)	Indian	<p>PERMANENT: Cut off at close of the fiscal year in which funds are disbursed. 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</p>	1801-04A 1801-10A

		Administration	
6C(b)	Federal	TEMPORARY: Cut off at close of the fiscal year in which funds are disbursed Retire to records repository 2 years after cut off Delete/Destroy 10 years after cut off.	1801-04B 1801-07 1801-10B
6D	<p>Payor Account Reconciliation</p> <p>All records created or received including correspondence, memoranda, reports, and e-mail that document the reconciliation, application, and collection of payments to receivables for Federal and Indian Royalty in Value Solids & Geothermal, Oil & Gas and Federal Royalty in Kind Oil & Gas Includes the matching, application, reapplication and/or movement of monies</p> <p>Files may contain.</p> <ul style="list-style-type: none"> • Input coding forms that are used for entry into the electronic accounting system • History of Timely Payments (HTPs) • Open Account Balance files • Cash Application files • Cash Re-application files • Statement of Account Records • 120-180 day account files • Accounting Advice Data Verification General Ledger (GL) packages including Accounting Advices • Intergovernmental Payment and Collection (IPAC) • Forms MMS-4001, MMS-4005, MMS-4006, MMS-4012, MMS-4019, or equivalents 	<p><i>Withdrawn 9-13-2010</i></p>	
6D(a)	Indian	PERMANENT: Cut off at close of the fiscal year in which all entries have been verified. Retire to records repository 2 years after cut off. Review	1801-04A 1801-02(1)A

		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.	
6D(b)	Federal	TEMPORARY: Cut off at close of the fiscal year in which all entries have been verified. Retire to records repository 2 years after cut off. Delete/Destroy 10 years after cut off.	1801-01 1801-02 1801-04B
6E	<p>Debt Collection</p> <p>All records created or received including correspondence, memoranda, reports, and e-mail that document debt collection efforts.</p> <p>Files may contain</p> <ul style="list-style-type: none"> • Coordination with Office of Enforcement • Debt Collection Letters and Bills • Past Due Bills or Notices • Bills forwarded to Treasury for collection • Payment Documentation • Documentation of contact with Treasury or customers regarding disputes • Debt Management Reports • Other (OTH) Bills and checklists 	<p><i>Withheld 2/13-2010</i></p>	
6E(a)	Indian	PERMANENT: Cut off at close of the fiscal year in which the bill is paid Retire to records repository 2 years after cut off. Review records every 25 years for determination of transfer to	1801-11A

		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	
6E(b)	Federal	TEMPORARY: Cut off at close of the fiscal year in which the bill is paid Retire to records repository 2 years after cut off Delete/Destroy 10 years after cut off.	1801-11B
6F	<p>Leases, Agreements, Mines & Well Actions</p> <p>All records created or received documenting contracts (non-RIK), mines and well actions including undeveloped lease files and pre-lease documentation. Includes all lease issuance records, correspondence, memoranda, reports, and e-mail that document Royalty-in-Value oil and gas, geothermal and solids, and other energy resource leases and agreements, as well as, well actions and error corrections on well and facility measurement point data (FMP)</p> <p>Files may contain.</p> <ul style="list-style-type: none"> • Unit or Communitization Agreement Files • IMDA Leases & Agreements • Lease Instruments • NEPA (National Energy Protection Act) Analysis • Parcel descriptions • Lease sales, issuance, renewals, and exchanges • Contract, profit sharing agreement, joint venture, or other agreement issued or approved by the United States under a mineral or energy resource leasing law that authorizes exploration, development, extraction or 	<p>with chain 9-13-2010</p>	

	<ul style="list-style-type: none"> removal of lease products • Application for area designation • Transmittal or Approval letters • Operating Agreements • Copies of Plats • Development and/or Operation Plans • Terminations or Full Relinquishments • Bonds or bond coverage memorandums or decisions • Cross agreements with States on disputed lands • Designations of operators or agents • Assignment of lease interest • Mergers or Name Changes • Permit Management Files • Rights-of-way, use, or easement • Logical Mining Unit Files • Royalty Rate Reductions • Segregations • Suspension of Operations • Requests to review draft leases or IMDA leases 		
6F(a)	Indian	<p>PERMANENT Cut off at close of the fiscal year in which agreement or contract terminates. 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>	1803-04A 1703-02a2A
6F(b)	Federal	<p>TEMPORARY Cut off at close of the fiscal year in which agreement or contract terminates. Retire to records repository 2 years after cut off. Delete/Destroy 10 years after cut off.</p>	1101-01 1101-02(4)a 1101-02(4)c 1703-02a2B 1803-04B

*Withdrawn
9-13-2010*

6G	<p>Invoices</p> <p>Records created and/or received associated with</p> <ul style="list-style-type: none"> • The collection of payment of interest on Federal and Indian Solids and Geothermal, Oil & Gas, and/or other energy resources due to underpayment or overpayment • Research, preparation and processing of Federal and Indian Solids and Geothermal, Oil & Gas, and/or other energy resource invoices manually that cannot otherwise be input into MRMSS Financial Sub-System • The collection of Federal and Indian Solids and Geothermal, Oil & Gas, and/or other energy resource financial lease terms such as rent, minimum royalty, right-of-way, deferred bonuses, gas storage, etc • The collection of over-recouped Indian monies 		
6G(a)	<p>Indian</p> <p><i>W. A. L. P. V. N. 9-13-2010</i></p>	<p>PERMANENT: Cut off at close of the fiscal year in which payment is received 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>	1801-11A
6G(b)	<p>Federal</p>	<p>TEMPORARY: Cut off at close of the fiscal year in which payment is received Retire to records repository 2 years after cut off Delete/Destroy 10 years after cut off</p>	1801-11B

6H	<p>Checks, Refunds, & Other Documentation</p> <p>Records created or received documenting receipt of payment, refunds or other transactions</p> <p>Files may contain:</p> <ul style="list-style-type: none"> • Copies of checks, money orders, electronic fund transfer notices • Form SF-215 and support documents such as check stubs, • Deposit Tickets • Debit Vouchers • Forms MMS-4149 and MMS-4158 • Account for Refund on behalf of Allottees • Refunds or overpayment files including. <ul style="list-style-type: none"> • Company refund requests • Internal refund memoranda • General Ledger vendor request forms • Other correspondence between MRM and company • Screen shots • Copies of checks or wires • Other documentation required to support the processing of a refund 	<p style="text-align: center;"><i>Withdrawn 9-13-2010</i></p>	
6H(a)	Indian	<p>PERMANENT. Cut off at close of the fiscal year in which payment is received. 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>	1801-08A

6H(b)	Federal	TEMPORARY: Cut off at close of the fiscal year in which payment is received. Retain on site or retire to records center 2 years after cut off or when volume warrants Delete/Destroy 10 years after cut off.	1801-08B
6I	<p>Reporter Training & Guidance</p> <p>Records related to the development and presentation including training materials for reporter and/or payor training to provide advice and assistance to the royalty and payor community or other guidance provided to companies</p> <p>Files may contain</p> <ul style="list-style-type: none"> • Dear Payor/Reporter letters • Reporting Handbooks • Other Payor/Reporter policy and/or guidelines <p>(NOTE: Use appropriate Administrative codes for logistics and travel related records related to Reporter Training)</p>	<p><i>W. H. Johnson</i> <i>2/13-2010</i></p>	
6I(a)	Indian	PERMANENT: Cut off at close of the fiscal year in which training or assistance is completed. 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.	Unscheduled <i>New Item</i>
6I(b)	Federal	TEMPORARY: Cut off at close of the fiscal year in which training or assistance is completed. Retire to records repository 2 years after cut off	Unscheduled <i>New Item</i>

		Delete/Destroy 10 years after cut off.	
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~~Withdrawal
9-13-2010~~

Bucket 6. Minerals Revenue Financial Management

New Schedule	Former Schedule			
Sub-Bucket Description & Retention	Series No.	Title	Retention	NARA Authority
6A Financial Management Program Administration All records created related to the general management of the Minerals Revenue Financial Management Program May include mission-direct files such as: <ul style="list-style-type: none"> • A-123 reviews, • Audit Coordinator files • Workplans and revisions • Financial Management Training development/implementation, • Operational manuals or procedures • 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 (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.) TEMPORARY: Cut off at close of the fiscal year	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

<p>or at the end of the fiscal year in which activity is completed Retire to records repository 2 years after cut off. Delete/Destroy 10 years after cut off</p>				
<p>6B Financial Reports/Summaries</p> <p>Reports and/or summaries related to reconciling subsidiary and control accounts, monitoring and analyzing daily accounting journal entries to subsidiary ledgers and the balance sheet and other financial management reports. Includes summaries of data from the MRMSS Financial Sub-System documenting daily revenue management activities</p> <p>Files may contain:</p> <ul style="list-style-type: none"> • Program Management Summaries • Fiscal Accounting Summaries • Production Accounting Summaries • Exception Identification Summaries • Statistical Reporting Summaries • System Assurance Summaries <hr/> <p>6B(a) Indian</p> <p>PERMANENT: Cut off at close of the fiscal year in which summary or report is updated or replaced 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>1801-03A 1801-03B</p>	<p>Automated Systems Output Summaries Automated Systems Output Summaries</p>	<p>Indef 7 yrs</p>	<p>NC1-57-84-7 NC1-57-84-7</p>

<p>6B(b) Federal</p> <p>TEMPORARY: Cut off at close of the fiscal year in which summary or report is updated or replaced. Retire to records repository 2 years after cut off. Delete/Destroy 10 years after cut off</p>				
<p>6C Minerals Revenue Distribution & Disbursement Files</p> <p>Records created or received documenting the receipt and processing of Federal and Indian mineral revenues Processing revenues (rents, royalties and bonuses) includes processing payor-submitted reports, reconciling errors and processing receipts Includes disbursement of revenues and related information to U.S. Treasury, States, Office of Trust Fund Management/Bureau of Indian Affairs for Indian tribes, and Indian allottees, as well as, billings for the collection of funds due from rental and royalty payors.</p> <p>Files may contain but is not limited to Reporting aspects:</p> <ul style="list-style-type: none"> • TPAY (Treasury Payment) Creation Form • Forms SF-1081, SF-1166, and correspondence supporting the distribution and disbursement of royalty and rental funds • Windfall Profit Tax Returns • Revenue management information collection forms documenting data collected from operators and payors used to report 	<p>1801-04A</p> <p>1801-04B</p> <p>1801-07</p> <p>1801-10A</p> <p>1801-10B</p>	<p>Royalty Management Information Collection Forms – Indian Land</p> <p>Royalty Management Information Collection Forms – Others</p> <p>Windfall Profit Tax Return Files</p> <p>Distribution and Disbursement Files</p> <p>Distribution and Disbursement Files</p>	<p>Indef</p> <p>7 yrs</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>NC1-57-84-7</p>

<p>mineral royalties, rentals, sales and bonuses, etc.</p> <ul style="list-style-type: none"> Forms MMS-4025 (Payor Information Form), MMS-2014 (Report of Sales and Royalty Remittance), MMS-4430 (Solid Mineral Production Royalty Report) MMS-4444 (Addressee of Record Designation for Service of Official Correspondence) or equivalents Checklist/approval form <hr/> <p>6C(a) Indian</p> <p>PERMANENT: Cut off at close of the fiscal year in which funds are disbursed. 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>6C(b) Federal</p> <p>TEMPORARY: Cut off at close of the fiscal year in which funds are disbursed. Retire to records repository 2 years after cut off. Delete/Destroy 10 years after cut off</p>				
<p>6D Payor Account Reconciliation</p> <p>All records created or received including correspondence, memoranda, reports, and e-mail that document the reconciliation, application, and collection of payments to receivables for Federal</p>	<p>1801-01</p> <p>1801-02</p> <p>1801-02(1)A</p>	<p>Automated Systems Input Forms</p> <p>Automated Systems Input Verification Print Outs</p> <p>Automated Systems Input Verification Print Outs</p>	<p>When Verified</p> <p>When Verified</p> <p>Perm</p>	<p>NC1-57-84-7</p> <p>NC1-57-84-7</p> <p>Proposed</p>

<p>and Indian Royalty in Value Solids & Geothermal, Oil & Gas and Federal Royalty in Kind Oil & Gas. Includes the matching, application, reapplication and/or movement of monies.</p> <p>Files may contain.</p> <ul style="list-style-type: none"> • Input coding forms that are used for entry into the electronic accounting system • History of Timely Payments (HTPs) • Open Account Balance files • Cash Application files • Cash Re-application files • Statement of Account Records • 120-180 day account files • Accounting Advice Data Verification General Ledger (GL) packages including Accounting Advices • Intergovernmental Payment and Collection (IPAC) • Forms MMS-4001, MMS-4005, MMS-4006, MMS-4012, MMS-4019, or equivalents <hr/> <p>6D(a) Indian</p> <p>PERMANENT: Cut off at close of the fiscal year in which all entries have been verified. 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>1801-04A</p> <p>1801-04B</p>	<p>Royalty Management Information Collection Forms</p> <p>Royalty Management Information Collection Forms</p>	<p>Indef</p> <p>7 yrs</p>	<p>NC1-57-84-7</p> <p>NC1-57-84-7</p>
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<p>6D(b) Federal</p> <p>TEMPORARY: Cut off at close of the fiscal year in which all entries have been verified Retire to records repository 2 years after cut off. Delete/Destroy 10 years after cut off.</p>				
<p>6E Debt Collection</p> <p>All records created or received including correspondence, memoranda, reports, and e-mail that document debt collection efforts</p> <p>Files may contain</p> <ul style="list-style-type: none"> • Coordination with Office of Enforcement • Debt Collection Letters and Bills • Past Due Bills or Notices • Bills forwarded to Treasury for collection • Payment Documentation • Documentation of contact with Treasury or customers regarding disputes • Debt Management Reports • Other (OTH) Bills and checklists <hr/> <p>6E(a) Indian</p> <p>PERMANENT: Cut off at close of the fiscal year in which the bill is paid 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</p>	<p>1801-11A 1801-11B</p>	<p>Collection Files Collection Files</p>	<p>Indef 7 yrs</p>	<p>NC1-57-84-7 NC1-57-84-7</p>

<p>agreed upon between the United States Department of the Interior and the National Archives and Records Administration</p> <p>6E(b) Federal</p> <p>TEMPORARY: Cut off at close of the fiscal year in which the bill is paid. Retire to records repository 2 years after cut off. Delete/Destroy 10 years after cut off.</p>				
<p>6F Leases, Agreements, Mines & Well Actions</p> <p>All records created or received documenting (non-RIK) contracts, leases, mines and well actions including undeveloped lease files and pre-lease documentation. Includes all lease issuance records, correspondence, memoranda, reports, and e-mail that document Royalty-in-Value oil and gas, geothermal and solids, and other energy resource leases and agreements, as well as, well actions and error corrections on well and facility measurement point data (FMP)</p> <p>Files may contain</p> <ul style="list-style-type: none"> • Unit or Communitization Agreement Files • IMDA Leases & Agreements • Lease Instruments • NEPA (National Energy Protection Act) Analysis • Parcel descriptions • Lease sales, issuance, renewals, and exchanges 	<p>1101-01</p> <p>1101-02(4)a</p> <p>1101-02(4)c</p> <p>1703-02a2A</p> <p>1703-02a2B</p> <p>1803-04A</p> <p>1803-04B</p>	<p>Undeveloped Lease Files</p> <p>Lease Management Project Files – Lease Rental, Minimum Royalty and Royalty Files</p> <p>Lease Management Project Files – Lease Rental, Minimum Royalty and Royalty Files – Royalty Management Unit or Communitization Agreement Files – Unit or Communitization Agreement Document Files – Royalty Management – Indian Land Record Unit or Communitization Agreement Files – Unit or Communitization Agreement Document Files – Royalty Management – Other</p> <p>Sale Agreements and Contracts – Indian Sale Agreements and Contracts - Other</p>	<p>10 yrs</p> <p>75 yrs</p> <p>7 yrs</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>NC1-473-88-1</p> <p>NC1-473-88-1</p> <p>NC1-57-84-7</p> <p>NC1-57-84-7</p>

<ul style="list-style-type: none"> • Contract, profit sharing agreement, joint venture, or other agreement issued or approved by the United States under a mineral or energy resource leasing law that authorizes exploration, development, extraction or removal of lease products • Application for area designation • Transmittal or Approval letters • Operating Agreements • Copies of Plats • Development and/or Operation Plans • Terminations or Full Relinquishments • Bonds or bond coverage memorandums or decisions • Cross agreements with States on disputed lands • Designations of operators or agents • Assignment of lease interest • Mergers or Name Changes • Permit Management Files • Rights-of-way, use, or easement • Logical Mining Unit Files • Royalty Rate Reductions • Segregations • Suspension of Operations • Requests to review draft leases or IMDA leases <hr/> <p>6F(a) Indian</p> <p>PERMANENT: Cut off at close of the fiscal year in which agreement or contract terminates Retire to records repository 2 years after cut off Review</p>				
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<p>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>6F(b) Federal</p> <p>TEMPORARY: Cut off at close of the fiscal year in which agreement or contract terminates. Retire to records repository 2 years after cut off Delete/Destroy 10 years after cut off.</p>				
<p>6G Invoices</p> <p>Records created and/or received associated with.</p> <ul style="list-style-type: none"> • The collection of payment of interest on Federal and Indian Solids and Geothermal, Oil & Gas, and/or other energy resources due to underpayment or overpayment • Research, preparation and processing of Federal and Indian Solids and Geothermal, Oil & Gas, and/or other energy resource invoices manually that cannot otherwise be input into MRMSS Financial Sub-System. • The collection of Federal and Indian Solids and Geothermal, Oil & Gas, and/or other energy resource financial lease terms such as rent, minimum royalty, right-of-way, deferred bonuses, gas storage, etc. • The collection of over-recouped Indian monies 	<p>1801-11A 1801-11B</p>	<p>Collection Files – Indian Land Records Collection Files – Other</p>	<p>Indef 7 yrs</p>	<p>NC1-57-84-7 NC1-57-84-7</p>

<p>6G(a) Indian</p> <p>PERMANENT: Cut off at close of the fiscal year in which payment is received 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>6G(b) Federal</p> <p>TEMPORARY: Cut off at close of the fiscal year in which payment is received Retire to records repository 2 years after cut off. Delete/Destroy 10 years after cut off</p>				
<p>6H Checks, Refunds, & Other Documentation</p> <p>Records created or received documenting receipt of payment, refunds or other transactions.</p> <p>Files may contain</p> <ul style="list-style-type: none"> • Copies of checks, money orders, electronic fund transfer notices • Form SF-215 and support documents such as check stubs, • Deposit Tickets • Debit Vouchers • Forms MMS-4149 and MMS-4158 • Account for Refund on behalf of Allottees • Refunds or overpayment files including. 	<p>1801-08A</p> <p>1801-08B</p>	<p>Fund Deposit Files – Indian Land Records</p> <p>Fund Deposit Files – Other</p>	<p>Indef</p> <p>7 yrs</p>	<p>NC1-57-84-7</p> <p>NC1-57-84-7</p>

<ul style="list-style-type: none"> • Company refund requests • Internal refund memoranda • General Ledger vendor request forms • Other correspondence between MRM and company • Screen shots • Copies of checks or wires • Other documentation required to support the processing of a refund <hr/> <p>6H(a) Indian</p> <p>PERMANENT: Cut off at close of the fiscal year in which payment is received 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>6H(b) Federal</p> <p>TEMPORARY: Cut off at close of the fiscal year in which payment is received Retire to records repository 2 years after cut off. Delete/Destroy 10 years after cut off.</p>				
<p>6I Reporter Training & Guidance</p> <p>Records related to the development and presentation including training materials for reporter and/or payor training to provide advice and assistance to the royalty and payor community or</p>			<p>Unscheduled</p>	<p>Proposed</p>

<p>other guidance provided to companies</p> <p>Files may contain:</p> <ul style="list-style-type: none"> • Dear Payor/Reporter letters • Reporting Handbooks • Other Payor/Reporter policy and/or guidelines <p>(NOTE: Use appropriate Administrative codes for logistics and travel related records related to Reporter Training.)</p> <hr/> <p>6I(a) Indian</p> <p>PERMANENT: Cut off at close of the fiscal year in which training is completed. 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>6I(b) Federal</p> <p>TEMPORARY: Cut off at close of the fiscal year in which training is completed. Retire to records repository 2 years after cut off. Delete/Destroy 10 years after cut off.</p>				
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