

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-473-10-5	DATE RECEIVED 4-27-2010
1 FROM (Agency or establishment) Department of Interior		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Minerals Management Service		<i>Withdrawn 9-13-2010</i>	
3 MINOR SUBDIVISION Administration and Budget-IMD-Capital Planning & Information Policy			
4 NAME OF PERSON WITH WHOM TO CONFER Jonathan E. Jones	5 TELEPHONE 703-787-1939	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 4 pages and 4 page(s) 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 3/30/2010	SIGNATURE OF AGENCY REPRESENTATIVE <i>Jonathan E. Jones</i>	TITLE MMS Bureau Records Officer
-------------------	--	-------------------------------------

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p><u>PROPOSED RETENTION SCHEDULE SUBMISSION FOR:</u></p> <p><u>BUCKET 2 (POLICY)</u></p> <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.</p> <p>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 Schedule (a.k.a. "Big Buckets") - POLICY-BUCKET 2 and</u> <u>Attachment 2 CROSSWALK for POLICY-BUCKET 2</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 off within the applicable line of business. 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 supersede them.</p>		<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.

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.

BUCKET 2 - POLICY

The Policy bucket captures and records agency policy development, agency origin and organization (including delegations of authority), and decisions and activities of senior executives. By their very nature, most have historical or other value to warrant their continued preservation by the federal government. The Policy Schedule covers MMS directives/orders, MMS decisions (e.g , bid protests, legal opinions, decisions for Congress, decisions on availability and use of appropriated funds, and decisions based on public input), legislative histories, publications, and final products. Publications include MMS reports, testimonies, etc This bucket also covers data captured during the rulemaking process including the final rule and the supporting documentation that makes up the administrative record compiled during the due diligence and public commenting period.

The disposition and retention period in the respective buckets and its sub-buckets of the policy schedule is an exception to the General Records Schedule (GRS):
GRS16 item 8a, item 8b1, 8b2, 8c, item 14a, item 14b, item 14c, item 14d, item 14e, item 14f

The disposition for some of the records is longer than the GRS because the official records are integrated in to the electronic systems and coordinated retention periods are necessary to implement the schedule with in these systems The 7 year represents the longest retention in the GRS period.

The records covered by this schedule are considered to be media neutral unless indicated otherwise. Minerals Management Service agrees to maintain these records regardless of format for the entire retention periods indicate in accordance with all Federal Regulations for Records Management including but not limited 36 CFR chapters 1225 and 1226...

Item Number	Title and Description	Disposition Authority	Old Series
2A	Manage Public Resources-43 <ul style="list-style-type: none"> • Policy Creation and Development • Provision of direction and governance for the achievement of MMS' Core Mission 		
2A(1)	Policy Planning and Development Files: All records relating to policies and policy formation documentation including: <ul style="list-style-type: none"> • Directives and Policy Record Set • External Directives Record Set • Internal Directives Record Set • Executive Committee Decisions • Delegations of Authority • Orders of Succession • FACA – Federal Advisory 	PERMANENT: Cut off end of the fiscal year. Transfer to the FRC 5 years after cut-off Transfer to the National Archives and Records Administration 25 years after cut off.	201-02a,b 201-06a, b c1,c2,d, 202-02, 202-03a,b, 202-09a

*with dram
9-17-2016*

	<p>Committee Act</p> <ul style="list-style-type: none"> ○ Royalty Policy Committee (RPC) ○ Outer Continental Shelf Policy Committee (OCSPC) ○ Outer Continental Shelf Scientific Committee (OCS Science) 		
2A(2)	<p>Policy Planning and Development Files: All records relating to policy issues that are that do not warrant permanent retention</p> <ul style="list-style-type: none"> • Bureau & DOI Initiatives- (PAF) • President Management Agenda- (PAH) • Provide General Management- (POB), (PPB), (PEB), (SOL) • Provide Statistical Information & Analysis- (PMT) • Economic Policy Analysis (SYE) • Memorandum of Understandings (MOUs) 	<p>TEMPORARY. Cut off at close of FY or when activity is completed Retain onsite or at the ERC. Delete/ Destroy 7 yrs after cutoff.</p>	<p>201-01a, 201-08a 201-08b 201-08c 20108d 201-08e 201-08f(1),f(2) 202-03c-g, 202-09b,c</p>
2B	<p>Rulemaking, Regulations and Guidance Process/Final Rules as posted in the Federal Register All records relating to rules created by MMS in keeping with responsibilities under:</p> <ul style="list-style-type: none"> • Royalty Simplification and Fairness Act of 1996 Public Law 104-185 (03/07/1997) • Federal Oil & Gas Royalty Management Act of 1982 Public Law 97-451, FOGRMA, • Records of final ruling that ensure all oil and gas originated on public lands and on the outer continental shelf are properly accounted for under the direction of the Secretary of the Interior and for other purposes 	<p>PERMANENT. Cut off end of FY in which rule was finalized and put into effect. Transfer to the National Archives and Records Administration 25years after the cut-off.</p>	

*with draws
5-17-2010*

2B(1)	<p>Rulemaking, Regulations and Guidance Process-Administrative Record and Supporting Documentation</p> <p>All records relating to the tracking of the development of Federal Register notices and other general administration involved in rulemaking.</p> <ul style="list-style-type: none"> • Develop Regulations and Guidance Compliance Inspections- (DAQ) • Develop Regulations and Guidance – Ensure compliance and Manage Assets/ Minerals Revenues- (HAC) • Develop Regulations and Guidance- Ensure Optimal Value- (NAR) • Develop Regulations and Guidance Process Oil and Gas Reservoir Management Agreements- (BAD) • Develop Alternative Energy Regulations and Guidance- LBB • Energy Bill – LPE, SYE • Prepare Regulations and Federal Register Notices • MMS Training Development • Industry training programs and implementation of management initiatives 	<p>TEMPORARY. Cut off end of FY in which the rule was finalized and put into effect, or withdrawn. DESTROY/DELETE 10 years after cut off.</p>	
<p>2C</p> <p><i>Withdrawn 2/13/2010</i></p>	<p>Congressional Affairs</p> <p>All records relating to Congressional Affairs activities include the evaluation of legislative proposals, official communication regarding programs, policies and positions on matters under consideration by the Congress, the preparation and coordination of testimony for MMS and AS/LM witnesses, and the coordination of arrangements for MMS' involvement in congressional meetings and hearings.</p>	<p>TEMPORARY. Cut off at close of FY or when activity is completed Retain onsite or at the FRC Delete/ Destroy 7 yrs after cutoff</p>	

<p>2D</p> <p><i>withdrawn 5-17-2010</i></p>	<p>Public Affairs Records related to Public Affairs and the broad communications strategy and outreach to external customers and stakeholders. The Public Affairs staff works with the news media, intergovernmental and external constituencies on issues affecting the MMS and provide leadership in efforts to involve the public in MMS decision making processes.</p> <ul style="list-style-type: none"> • External Communication- (EEC),(EEI) • Media Relations- (EMI), (EMR) 	<p>TEMPORARY. Cut off at close of FY or when activity is completed Retain onsite or at the FRC Delete/ Destroy 7 yrs after cutoff</p>	
--	---	--	--

Bucket 2. POLICY-CROSSWALK

New Schedule	Former Schedule			
Sub-Bucket Description & Retention	Series No.	Title	Retention	NARA Authority
2A Manage Public Resources-43 <ul style="list-style-type: none"> • Policy Creation and Development • Provision of Direction and Governance for the Achievement of MMS' Core Mission 				
2A(1) Policy Planning and Development Files: Records documenting policies including <ul style="list-style-type: none"> • Directives and Policy Record Set • External Directives Record Set • Internal Directives Record Set • Executive Committee Decisions • Delegations of Authority • Orders of Succession • FACA – Federal Advisory Committee Act <ul style="list-style-type: none"> ○ Royalty Policy Committee (RPC) ○ Outer Continental Shelf Policy Committee (OCSPC) ○ Outer Continental Shelf Scientific Committee (OCS Science) ○ <p>PERMANENT: Cut off end of the fiscal year. Transfer to the FRC 5 years after cut-off Transfer to the National Archives and Records Administration 25 years after cut off.</p>	201-06 a, b, c, d 202-02, 202-03a,b, 202-09a 201-06 a,b,c1,c2 d	Committee and Conference Records External Directives Record Set External Directives Development History Files Internal Directive Record Set	Permanent Permanent Permanent Permanent	N1-473-88-1 NC1-57-84-7 NC1-57-84-7 NC1-57-84-7

<p>2A(2) Policy Planning and Development Files:</p> <ul style="list-style-type: none"> • Bureau & DOI Initiatives- (PAF) • President Management Agenda- (PAH) • Provide General Management- (POB),(PPB), (PEB), (SOL) • Provide Statistical Information & Analysis- (PMT) • Economic Policy Analysis (SYE) <p>TEMPORARY. Cut off at close of FY or when activity is completed Retain onsite or at the FRC Delete/ Destroy 7 yrs after cutoff.</p>	<p>201-01a, 201-08a 201-08b 201-08c 201-08d 201-08e 201-08f(1) 201-08f(2) 202-03c-g, 202-09b,c</p>	<p><i>Management Objective Files/Plan</i> <i>Policy Procedure and guidance</i> <i>Management control plans</i> <i>Risk Analysis</i> <i>Annual Reports</i> <i>Tracking files</i> <i>Review files</i> <i>Review file copies</i> <i>External Directive Development History Files</i> <i>Internal Directives Record Set/Copies/Review</i> <i>Comment Files</i></p>	<p>10 years - - - - 1yr 5yrs 1 yr 3years 3 years</p>	<p>NC1-57-84-7 GRS16.14a GRS16.14b GRS16.14c GRS16.14d GRS16.14e GRS16.14(f1) GRS16.14(f2) NC1-57-84-7 NC1-57-84-7</p>
<p>2B Rulemaking, Regulations and Guidance – Process/Final Rules as posted in the Federal Register</p> <p>All records relating to rules created by MMS in keeping with responsibilities under: Royalty Simplification and Fairness Act of 1996 Public Law 104-185 (03/07/1997) and Federal Oil & Gas Royalty Management Act of 1982 Public Law 97-451, FOGRMA, Jan. 12 1983 (72kb) And records of final ruling that ensure all oil and gas originated on public lands and on the outer continental shelf are properly accounted for under the direction of the Secretary of the Interior and for other purposes</p>				
<p>2B(1) Rulemaking, Regulations and Guidance - Process</p> <p>Administrative Record and Supporting Documentation</p>				

<p>Includes tracking of the development of Federal Register notices and other general administration involved in rulemaking.</p> <ul style="list-style-type: none"> • Oil and Gas Leases- (ABO) • Develop Regulations and Guidance Compliance Inspections- (DAQ) • Develop Regulations and Guidance – Ensure compliance and Manage Assets/ Minerals Revenues- (HAC) • Develop Regulations and Guidance- Ensure Optimal Value- (NAR) • Develop Regulations and Guidance – Process Oil and Gas Reservoir Management Agreements- (BAD) • Develop Alternative Energy Regulations and Guidance- LBB • Energy Bill – LPE, SYE • Prepare Regulations and Federal Register Notices – (MRM)-SZF /(OEMM) -SZH 				
<p>2C Congressional Affairs Records related to Congressional Affairs activities include the evaluation of legislative proposals, official communication regarding programs, policies and positions on matters under consideration by the Congress, the preparation and coordination of testimony for MMS and AS/LM witnesses, and the coordination of arrangements for MMS’s involvement in congressional meetings and hearings.</p>				

<p>Congressional Liaison and Legislative Outreach - (ECO)</p>				
<p>2D Public Affairs Records related to Public Affairs and the broad communications strategy and outreach to external customers and stakeholders. The Public Affairs staff works with the news media, intergovernmental and external constituencies on issues affecting the MMS and provide leadership in efforts to involve the public in MMS decision making processes.</p> <p>External Communication- (EEC),(EEI) Media Relations- (EMI), (EMR)</p>				