

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-473-12-002

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of:

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All items active except for those noted below

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 2A(1) is superseded by DAA-0048-2013-0008-0003


Item 2A(2) is superseded by DAA-0048-2013-0008-0001


Item 2B(1) is superseded by DAA-0048-2013-0008-0010

Item 2B(2) is superseded by DAA-0048-2013-0008-0009

Item 2C(1) is superseded by DAA-0048-2013-0008-0007

Item 2C(2) is superseded by DAA-0048-2013-0008-0006

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-473-12-2	
1 FROM (Agency or establishment) Department of Interior		DATE RECEIVED 7/26/2012	
2 MAJOR SUBDIVISION Bureau of Safety and Environmental Enforcement (BSEE)		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION Office of Administration-IMD-Capital Planning & Information Policy			
4 NAME OF PERSON WITH WHOM TO CONFER Brenda C. Taylor	5 TELEPHONE 703-787-1122	DATE 14 Dec 12	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 5 separate buckets 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		
<input checked="" type="checkbox"/> is not required, <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested		
DATE 6/29/2012	SIGNATURE OF AGENCY REPRESENTATIVE 	TITLE Chief, Capital Planning & Information Policy; Acting 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</u></p> <p>The Bureau of Safety and Environmental Enforcement (BSEE) 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 BSEE 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 2 Proposed Functional Records Retention Schedule (a.k.a. "Big Buckets")- POLICY</u></p> <p>Each bucket summarizes a unique mission-essential business</p>		

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.

A crosswalk for each bucket is also submitted alongside with the actual bucket schedule.

The submission of the crosswalk for each bucket is 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 supersede them.

BIG BUCKET RECORDS SCHEDULE FOR THE BUREAU OF SAFETY AND ENVIRONMENTAL ENFORCEMENT (BSEE)

Organization The Bureau of Safety and Environmental Enforcement (BSEE) is headquartered in the Washington, D C Metropolitan area BSEE has operational centers and support offices located throughout the United States

The Bureau of Safety and Environmental Enforcement (BSEE) is responsible for safety and environmental oversight of offshore oil and gas operations, including permitting and inspections, of offshore oil and gas operations Its functions include the development and enforcement of safety and environmental regulations permitting offshore exploration, development and production inspections, offshore regulatory programs, oil spill response and newly formed training and environmental compliance programs

The Office of Administration is responsible for budget and financial management in addition to all administrative activities of BSEE The functions of this organization include planning for and using budgetary resources in support of the BSEE's 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

Office of Policy and Analysis is responsible for providing policy review and coordinated program and policy positions on all matters relating to the BSEE, 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 BSEE 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, BSEE 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

BSEE- 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 BSEE directives/orders, BSEE 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 BSEE 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 within 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. The Bureau of Safety and Environmental Enforcement (BSEE) 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
2	Management of Public Resources-43 <ul style="list-style-type: none"> • Policy Creation and Development • Provision of direction and governance for the achievement of BSEE's Core Mission 		
2A	Policy Planning and Development Files		
2A(1)	Significant Policy Planning and Development Files: Significant records are those that document the direction of BSEE relating to planning and policy formation, agency origin and organization, and decisions and activities of senior executives. By their very nature, they have historical or other value to warrant their continued preservation by the federal government. Includes but not limited to: <ul style="list-style-type: none"> • Policy Creation and Development records • Planning documents • Records describing the direction and governance for the achievement of BSEE's Core Mission • Strategic Planning • Performance Planning Measurement • Workforce Planning • Organizational Development Evaluations and Management Analysis • Directives and Policy record set • External and internal directives record set • Executive committee decisions • Delegations of authority • Orders of Succession [NOTE: FACA – Federal Advisory Committee Act records – see GRS 26] Includes Royalty Policy Committee (RPC), Outer Continental Shelf	PERMANENT Cut off end of the fiscal year. <u>Electronic Records</u> : Transfer electronic files to the National at three year intervals under the instructions in 36CFR 1235.44-50, or whichever transfer guidance is in place at the time of the transfer. <u>Hardcopy Records</u> : Transfer to the FRC 5 years after cut-off. Transfer to the National Archives and Records Administration 25 years after cut off.	<i>201-02a,b</i> <i>201-06a, b</i> <i>c1,c2,d</i> <i>202-02,</i> <i>202-03a,b,</i> <i>202-09a</i>

Item Number	Title and Description	Disposition Authority	Old Series
	Policy Committee (OCSPC), and Outer Continental Shelf Scientific Committee (OCS Science)]		
2A(2)	<p>Short Term 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) 	TEMPORARY. Cut off at close of FY or when activity is completed Retain onsite or at the FRC Delete/ Destroy 7 yrs after cutoff	201-01a, 201-08a 201-08b 201-08c 20108d 201-08e 201-08f(1),f(2) 202-03c-g, 202-09b,c
2B	Rulemaking, Regulations and Guidance Process/Final Rules as posted in the Federal Register		
2B(1)	<p>Significant Rulemaking, Regulations and Guidance Process/Final Rules as posted in the Federal Register Significant records are those that reflect the process by BSEE develops and issues deregulatory and regulatory documentation and issues regulations that have the force and effect of law They demonstrate how BSEE follows the Administrative Procedure Act and other statutes as well as certain Executive Orders for the rulemaking process All records relating to rules created by BSEE in keeping with responsibilities under</p>	PERMANENT Cut off end of FY in which rule was finalized and put into effect <u>Electronic Records</u> Transfer electronic files to the National at three year intervals under the instructions in 36CFR 1235 44-50, or whichever transfer guidance is in place at the time of the transfer <u>Hardcopy Records</u> Transfer to the FRC 5 years after cut-off Transfer to the National Archives and Records Administration 25 years after cut off	

Item Number	Title and Description	Disposition Authority	Old Series
	<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, <p>Includes but not limited to 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>		
2B(2)	<p>Short-term Rulemaking, Regulations and Guidance Process Files: 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 BSEE 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 7 years after cut off</p>	
2C	Congressional Affairs		
2C(1)	<p>Significant Congressional Affairs Files</p> <p>Significant records are those relating to BSEE's relationship with the House and Senate as manifested by submissions to</p>	<p>PERMANENT Cut off end of the fiscal year <u>Electronic Records</u> Transfer electronic files to the National at three year</p>	

Item Number	Title and Description	Disposition Authority	Old Series
	<p>Congressional committees, responses from the Congress, and testimonies presented to various congressional committees All records relating to Congressional Affairs activities include the evaluation of legislative proposals, to liaison with members of Congress, official communication regarding programs, policies and positions on matters under consideration by the Congress, the preparation and coordination of testimony for BSEE and AS/LM witnesses, and the coordination of arrangements for BSEE'S involvement in congressional meetings and hearings Includes but not limited to</p> <ul style="list-style-type: none"> Records of activities evaluating of legislative proposals, Official communications regarding programs, policies and positions on matters under consideration by the Congress, Documents reflecting the preparation and coordination of testimony for BSEE and AS/LM witnesses, and the coordination of arrangements for BSEE'S involvement in congressional meetings and hearings 	<p>intervals under the instructions in 36CFR 1235 44-50, or whichever transfer guidance is in place at the time of the transfer <u>Hardcopy Records</u> Transfer to the FRC 5 years after cut-off Transfer to the National Archives and Records Administration 25 years after cut off</p>	
2C(2)	<p>Short-term Congressional Affairs Files. All supporting records relating to congressional relations that do not warrant permanent retention Includes but not limited to</p> <ul style="list-style-type: none"> Papers of a temporary nature which cease to have any documentary or evidential value after their contents are incorporated or adequately summarized in other documents, e g , preliminary drafts, shorthand notes, worksheets, etc Daily, weekly, or monthly, 	<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>	

Item Number	Title and Description	Disposition Authority	Old Series
	<p>Congressional “round-ups” published on the agency Intranet for informational purposes, including brief summaries of congressional-related current events</p> <ul style="list-style-type: none"> • Congressional Affairs calendars listing the date, time, event, topic names of BSEE participants, names of other participants, and contacts, and used for internal office purposes, such as statistics and briefings • General information related to committees, members, sessions, etc, which is compiled for informational purposes For example, a slide show that contains photographs of committee members belonging to a particular committee • Congressional correspondence tracking records 		
2D	Public Affairs		
2D(1)	<p>Significant Public Affairs Files Significant records related to Public Affairs are those that document BSEE’s 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 BSEE and provide leadership in efforts to involve the public in BSEE decision making processes Include, but are not limited to</p> <ul style="list-style-type: none"> • Master copies of public Information material consisting of press releases, advisories, fact sheets, and remarks released by the Public Affairs 	<p>PERMANENT Cut off end of the fiscal year <u>Electronic Records</u> Transfer electronic files to the National at three year intervals under the instructions in 36CFR 1235 44-50, or whichever transfer guidance is in place at the time of the transfer <u>Hardcopy Records</u> Transfer to the FRC 5 years after cut-off Transfer to the National Archives and Records Administration 25 years after cut off</p>	<p>702-03a 702-03b(1)</p>

Item Number	Title and Description	Disposition Authority	Old Series
	<ul style="list-style-type: none"> • Index of Master Copies of Press Releases • External Communication- (EEC),(EEI) • Media Relations- (EMI), (EMR) 		
2D(2)	<p>Short-Term Public Affairs Files. All supporting records relating to congressional relations that do not warrant permanent retention. Includes but not limited to:</p> <ul style="list-style-type: none"> • Papers of a temporary nature which cease to have any documentary or evidential value after their contents are incorporated or adequately summarized in other documents, e.g , preliminary drafts, shorthand notes, worksheets, etc • Reports, updates, guidance, and status distributed to Public Affairs staff, Department Officials, White House Officials or the press • Records relating to inquiries from the media, organizations, and the general public concerning BSEE, Includes documentation developed to coordinate responses. • Copies of clippings about BSEE published in newspapers, magazines, Internet sites, etc • Biographies, photographs, and related documents pertaining to leading BSEE officials and personalities used to provide information to various public organizations and groups • Informational material of various types distributed to trade and special-interest organizations, contractor firms, and customers 	<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>	

N1-473-12-2, BSEE 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 DevelopmentProvision of Direction and Governance for the Achievement of BSEE Core Mission				
2A(1)	Significant Policy Planning and Development Files: PERMANENT. Cut off end of the fiscal year. <u>Electronic Records</u> : Transfer electronic files to the National at three year intervals under the instructions in 36CFR 1235 44-50, or whichever transfer guidance is in place at the time of the transfer <u>Hardcopy Records</u> : Transfer to the FRC 5 years after cut-off. Transfer to the National Archives and Records Administration 25 years after cut off	201-06 a, b, c1, c2 & d 202-02, 202-03a,b, 202-09a	Committee and Conference Records External Directives Record Set External Directives Development History Files Internal Directive Record Set	Permanent Permanent Permanent Permanent	N1-473-88-item 201-06a NC1-57-84-7 item 202-02 NC1-57-84-7 item 202-03a & b NC1-57-84-7 item 202-09a
2A(2)	Short Term Policy Planning and Development Files: All records relating to policy issues that are that do not warrant permanent retention	201-01a, 201-08a 201-08b 201-08c	Management Objective Files/Plan Policy Procedure and guidance Management control plans Risk Analysis	10 yrs When superseded When superseded When superseded	NC1-57-84-7 item 201-01a GRS16 14a GRS16 14b GRS16 14c

N1-473-12-2, BSEE Bucket 2. POLICY-CROSSWALK

New Schedule		Former Schedule		
Sub-Bucket Description & Retention	Series No.	Title	Retention	NARA Authority
TEMPORARY. Cut off at close of FY or when activity is completed Retain onsite or at the FRC Delete/ Destroy 7 yrs after cutoff	201-08d	Annual Reports	Next review cycle	GRS16 14d
	201-08e	Tracking files	1 yr	GRS16 14e
	201-08f(1)	Review files	5 yrs	GRS16 14(f1)
	201-08f(2)	Review file copies	1 yr	GRS16 14(f2)
	202-03c	External Directive Development History Files Internal Directives Record Set/Copies/Review	10 yrs	NC1-57-84-7 item 202-03c
	202-03d		When superseded	NC1-57-84-7 item 202-03d
	202-03e		2 yrs	NC1-57-87-7 item 202-03e
	202-03f		When superseded	N1-473-88-1 item 202-03f
	202-03g		When superseded	-
	202-09b	Comment Files	3 yrs	NC1-57-84-7 item 202-09b
	202-09c		When superseded	N1-473-88-1 Item 202-09c
	201-06 b			
	(GRS 16.8a)			
	c1 (GRS 16 8b1), c2 (GRS 16 8b2) & d (GRS 16 8c)			

N1-473-12-2, BSEE Bucket 2. POLICY-CROSSWALK

New Schedule	Former Schedule			
Sub-Bucket Description & Retention	Series No.	Title	Retention	NARA Authority
<p>2B(1) Significant Rulemaking, Regulations and Guidance – Process/Final Rules as posted in the Federal Register</p> <p>PERMANENT: Cut off end of the fiscal year. <u>Electronic Records</u> Transfer electronic files to the National at three year intervals under the instructions in 36CFR 1235.44-50, or whichever transfer guidance is in place at the time of the transfer. <u>Hardcopy Records</u>: Transfer to the FRC 5 years after cut-off. Transfer to the National Archives and Records Administration 25 years after cut off.</p>	N/A			New
<p>2B(1) Rulemaking, Regulations and Guidance - Process</p> <p>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> <p>TEMPORARY. Cut off end of FY in which the rule was finalized and put into effect, or withdrawn. DESTROY/DELETE 7 years after cut off.</p>	N/A			New

N1-473-12-2, BSEE Bucket 2. POLICY-CROSSWALK

New Schedule		Former Schedule		
Sub-Bucket	Description & Retention	Series No.	Title	Retention NARA Authority
2C(1) Significant Congressional Affairs Files	Significant records relating to BSEEs work with the House and Senate. PERMANENT: Cut off end of the fiscal year. <u>Electronic Records:</u> Transfer electronic files to the National at three year intervals under the instructions in 36CFR 1235 44-50, or whichever transfer guidance is in place at the time of the transfer. <u>Hardcopy Records:</u> Transfer to the FRC 5 years after cut-off Transfer to the National Archives and Records Administration 25 years after cut off	N/A		New
2C(2) Short Term Congressional Affairs Files		N/A		New
2D(1) Significant Public Affairs	Records related to Public Affairs and the broad communications strategy and outreach to external customers and stakeholders.	702-03a 702-03b1	Speeches, Addresses and Comments Public Affairs Office and Regional Offices Note Items 702-03a & 702-03b1 are under	Permanent Permanent NC1-57-84-7-702-03a NC1-57-84-7-702-03b1

N1-473-12-2, BSEE Bucket 2. POLICY-CROSSWALK

New Schedule	Former Schedule			
Sub-Bucket Description & Retention	Series No.	Title	Retention	NARA Authority
PERMANENT: Cut off end of the fiscal year. <u>Electronic Records:</u> Transfer electronic files to the National at three year intervals under the instructions in 36CFR 1235.44-50, or whichever transfer guidance is in place at the time of the transfer. <u>Hardcopy Records.</u> Transfer to the FRC 5 years after cut-off. Transfer to the National Archives and Records Administration 25 years after cut off		<i>Bucket 1 Administration Schedule 1G(2)</i>		
2D(2) Short Term Public Affairs	<i>N/A</i>			<i>New</i>