
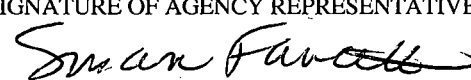


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|---|-------------------------------------|--|---|
| <b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b><br>(See Instructions on reverse)   |                                     | <b>LEAVE BLANK (NARA use only)</b>           |   |
| TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  |                                     | JOB NUMBER<br><b>N1-473-12-5</b>             |   |
| 1. FROM (Agency or establishment)<br><b>DEPARTMENT OF THE INTERIOR (DOI)</b>  |                                     | DATE RECEIVED<br><b>9-16-2014 (Revision)</b> |   |
| 2. MAJOR SUBDIVISION<br><b>Bureau of Safety and Environmental Enforcement (BSEE)</b>  |                                     | NOTIFICATION TO AGENCY                       |   |
| 3. MINOR SUBDIVISION  |                                     |  |   |
| 4. NAME OF PERSON WITH WHOM TO CONFER<br><b>Susan Fawcett<br/>Records Officer , Office of Administration, Records, Directives and Delegations</b> | 5. TELEPHONE<br><b>703-787-1264</b> | DATE<br><b>12 Jan 15</b>                     | ARCHIVIST OF THE UNITED STATES<br> |

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 23 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<br><b>9/15/14</b> | SIGNATURE OF AGENCY REPRESENTATIVE<br> | TITLE<br>Records Officer for BOEM/BSEE,<br>Office of Administration- Records, Directives and Delegations |
|------------------------|---|--|

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION   | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
|-------------|---|-----------------------------------|----------------------------------|
|             | <p>Proposed Retention Schedule submission for BSEE BUCKET 5-Regulatory Oversight and Stewardship</p> <p>The Bureau of Safety and Environmental Enforcement (BSEE) is submitting the attached proposed records schedule for review and appraisal. The design of each schedule is premised on a functional "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><i>Attachment 5 Proposed Functional Records Retention Schedule (aka "Big Buckets") -Regulatory Oversight and Stewardship</i></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.

A crosswalk for each bucket is also submitted along 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 RETENTION 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 BOEM. The functions of this organization include planning for and using budgetary resources in support of the BOEM'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 BOEM, 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, formats, and produced using any and all tools. Records may include, but are 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 classifications.

**Litigation Holds and 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 BOEM 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, BOEM will fully suspend all retention schedule disposition instructions in their entirety, indefinitely, until instructed to do so otherwise by these same authorities through written notice.

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

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

| Item Number | Title and Description  | Retention Requested | Old Series |
|-------------|--|---------------------|------------|
| <b>5A</b>   | <p><b>OFFSHORE OIL AND GAS USER PLANS &amp; PERMITS (OM)</b></p> <p>The processing, review, and coordination of Bureau Exploration Plans (EP), Development and Production Plans (DPP), Development Operations Coordination Document (DOCD), Decommissioning, Oil Spill Response, and Deep Water Operations Plans (DWOP), and, any related documents and reports. Includes permits to decommission well, structures, and lease term pipelines, and final site clearance. Includes Applications for Permit to Drill (APDs), Rights of Use and Easements (RUEs) lease term pipelines, structures, and facilities. Includes work on related survey reports such as high-resolution geophysical, archaeological, and biological surveys, National Environmental Policy Act (NEPA) analysis, studies to support plan/permit decisions and consultation with resource managers, states and other Federal agencies. This activity also includes all work related to the review, coordination, and approval of applications to modify or repair permitted BSEE activities, such as Applications for Permit to Modify (APM) wells, structures, facilities, and lease term pipelines.</p> |                     |            |
|             |  |                     |            |

| Item Number | Title and Description   | Retention Requested  | Old Series   |
|-------------|---|--|--|
| 5A(1)       | <p><b>Exploration Plans (AAT)</b><br/> All records related to the processing, review, evaluation, analysis, coordination, and approval of Exploration Plans (EP), as described in 30 CFR 250 Subpart B and C and related requirements, include but are not limited to the following:</p> <ul style="list-style-type: none"> <li>• Exploration Plans and related reports processing, non-environmental review, coordination, approval</li> <li>• Shallow hazards and all other non-environmental reviews of EP</li> <li>• Exploration Plans G&amp;G reviews</li> <li>• Geophysical Survey Reports and coordination</li> <li>• Rights of Use and Easement Applications processing, review, coordination, and approval, related to exploration and drilling</li> <li>• Mitigation development, coordination, and review related to development plans</li> <li>• Office issued (non-field inspection) Incidents of Noncompliance processing relating to compliance with approved exploration plans</li> <li>• All other program support activities related to exploration plans except for regulation and policy development and industry standard reviews (API, ASME, ISO, AWS)</li> </ul>   | <p><b>TEMPORARY.</b><br/> Cut off at close of FY or when activity is completed.<br/> Retain on-site or at an off-site storage<br/> Delete/Destroy<br/> 75 years after cutoff.</p>  | <p>NC1-57-84-7<br/> 1101-02(b)(1)<br/> 1402-03</p>   |
| 5A(2)       | <p><b>Well Permits: Application for Permits to Drill (APDs) (AAV)</b><br/> All records related to the processing, review, evaluation, analysis, coordination, and approval of Applications for Permits to Drill (APDs), As described in 30 CFR 250 Subpart D, E, F, G, and Q and related requirements, include but are not limited to the following:</p> <ul style="list-style-type: none"> <li>• APD processing, review, coordination and approval</li> <li>• Drilling Permit geological and geophysical</li> <li>• Hydrogen Sulfide Contingency Plans and related reports for drilling associated with APDs</li> <li>• Safe Welding Area review for rigs for APDs</li> <li>• Welding and Burning Practices and Procedures (i.e., Hot Tap Plan) for rigs for APDs</li> <li>• Well Activity Reports engineering review</li> <li>• End of Operations Reports engineering review</li> <li>• All other well permit reviews</li> <li>• Office issued (non-field inspection) incident of non-compliance processing relating to compliance with approved drilling permits.</li> <li>• Well decommissioning (plugging and abandonment)</li> <li>• Sustained Casing Pressure Departure requests analysis and mitigation</li> <li>• No flow wells analysis</li> <li>• Casing stubs annual report</li> <li>• All program support activities related to well modifications, maintenance, waivers, and well decommissioning applications except for regulation development.</li> <li>• Alternate Compliance and Departure Requests</li> <li>• All other program support activities related to drilling permits except for regulation and policy development and industry standard reviews (API, ASME, ISO and AWS)</li> <li>• Well Logs</li> <li>• Wire Line Surveys</li> </ul> | <p><b>TEMPORARY.</b><br/> Cut off at close of FY or when activity is completed.<br/> Retain on-site or at an off-site storage.<br/> Delete/Destroy<br/> 75 years after cutoff.</p> | <p>NC1-57-84-7<br/> 903-01<br/> 903-04<br/> 903-05a<br/> 903-07a<br/> 903-08<br/> 904-03<br/> 1101-02a(3)<br/> 1101-02b1<br/> 1301-19<br/> 1402-03<br/> <br/> N1-473-06-2<br/> 903-06a</p> |
|             |   |  |  |

| Item Number | Title and Description   | Retention Requested   | Old Series  |
|-------------|---|---|---|
| 5A(3)       | <p><b>Development and Production Plans and Related Permits (AAW)</b><br/> All records related to the processing, review, evaluation, analysis, coordination, and approval of development plans and permits; Development Production Plans (DPP), Development Operations Coordination Documents (DOCD), Conservation Information Document (CID), and development right of use and easement, and other non-well permits, as described in the regulation 30 CFR 250 Subpart B, C, I, Q and related requirements, include but are not limited to the following:</p> <ul style="list-style-type: none"> <li>• DPP and DOCD, and related reports, processing, non-environmental review, coordination, and approval</li> <li>• All other non-environmental reviews of DPP and DOCD</li> <li>• Review new technology pertaining to deep water development</li> <li>• Review of a Proposal that has modifications (e.g., revisions) to an approved development plan or permit</li> <li>• Review of Rights of Use and Easement Applications related to development and production</li> <li>• Conservation Information Document (CID) (plan review and assessment)</li> <li>• Hydrogen Sulfide Contingency Plans and related reports for production facilities</li> <li>• Support activities for Alaska and Pacific regions (specific to platforms)</li> <li>• All other program support activities related to development and production plans and permits except for regulation development and industry standard reviews (API, ASME, ISO and AWS)</li> <li>• Mitigation development, coordination, and review related to development and production plans and permits</li> </ul> | <p><b>TEMPORARY.</b><br/> Cut off at close of FY or when activity is completed.<br/> Retain on-site or at an off-site storage.<br/> Delete/Destroy 75 years after cutoff.</p> | <p>NC1-57-84-7<br/> 1101-02a(2)<br/> 1703-02(a)</p> |
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| Item Number | Title and Description   | Retention Requested   | Old Series                        |
|-------------|---|---|-----------------------------------|
| 5A(4)       | <p><b>Well Permits - Applications for Permit to Modify (ABR)</b><br/> All records related to the processing, review, evaluation, analysis, coordination, and approval of Applications for Permits to Modify (APMs), as described in 30 CFR 250 Subpart D, E, F, and related Requirements-Include but are not limited to the following</p> <ul style="list-style-type: none"> <li>• Applications for Permit to Modify (APM) processing, review, coordination and approval</li> <li>• Provide engineering and technical expertise</li> <li>• Drilling Permit geological and geophysical reviews</li> <li>• Hydrogen Sulfide Contingency Plans and related reports for drilling associated with APMs</li> <li>• Safe Welding Area review for rigs for APMs</li> <li>• Welding and Burning Practices and Procedures (i.e., Hot Tap Plan) for rigs for APMs</li> <li>• Well Activity Reports engineering review</li> <li>• End of Operations Reports engineering review</li> <li>• Office issued (non-field inspection) Incidents of Noncompliance processing relating to compliance with approved drilling permits.</li> <li>• Sustained Casing Pressure Departure requests analysis and mitigation</li> <li>• No flow wells analysis</li> <li>• Casing stubs annual report</li> <li>• Alternate Compliance and Departure Requests</li> </ul> | <p><b>TEMPORARY.</b><br/> Cut off at close of FY or when activity is completed. Retain on-site or at an off-site storage<br/> Delete/Destroy 75 years after cutoff.</p> | <p>NC1-57-84-7<br/> 1101-02b1</p> |
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| Item Number | Title and Description   | Retention Requested  | Old Series                       |
|-------------|---|--|----------------------------------|
| 5A(5)       | <p><b>Deep Water Operations Plans (DWOP) and Related Permits (ABS)</b><br/> All records related to the processing, review, evaluation, analysis, coordination, and approval of Deep Water Operations Plans (DWOP) and related permits, as described in the regulation 30 CFR 250 Subpart B, C, H, I, J, Q and related requirements, include but are not limited to the following:</p> <ul style="list-style-type: none"> <li>• DWOP and related reports, processing, non-environmental review, coordination, and approval</li> <li>• Pipeline and Platform Section Deep Water Operations Plans Review</li> <li>• All other non-environmental reviews of DWOPs</li> <li>• New technology pertaining to deep water development</li> <li>• Proposal reviews with modifications for an approved DWOP</li> <li>• Use and Easement Applications related to deep water development and production</li> <li>• Deep water structure permits processing, review, and coordination documents, such as requests to install new structures, requests to modify old structures, and requests to decommission structures.</li> <li>• Mitigation development, coordination, and review related to development and production plans and permits</li> </ul> | <p><b>TEMPORARY.</b><br/> Cut off at close of FY or when activity is completed. Retain on-site or at an off-site storage.<br/> Delete/Destroy 75 years after cutoff.</p> | <p>N1-473-98-2<br/> 1706-01a</p> |
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| Item Number | Title and Description   | Retention Requested   | Old Series   |
|-------------|---|---|--|
| 5B          | <p><b>OFFSHORE USER PLANS, PERMITS and RESEARCH.</b><br/>           Conducting contractual oil spill research related to plans and permit application review; evaluation and review of oil spill research proposals.</p>  |   |  |
| 5B(1)       | <p><b>Oil Spill Research (AAR)</b><br/>           All records related to contractual oil spill research related to plans and permit application review. This work element includes the evaluation and review of oil spill research proposals, include but are not limited to the following:</p> <p>(a) <b>Significant Final Research Products.</b> Technical reports and similar publications selected by BSEE experts, that disseminate the findings, methodology, and conclusions of projects conducted for BSEE through its technology assessment research program, as well as research performed at the Oil and Hazardous Materials Simulated Environmental Test Tank (OHMSETT) facility, which capture research and development data of ongoing value that:</p> <ul style="list-style-type: none"> <li>• Provide continuation of long-term data collection and monitoring efforts of national or international interest in the subject area;</li> <li>• Document technological breakthroughs for the control, prevention, and/or mitigation of oil spills;</li> <li>• Document cumulative data gathered or derived under the research project that may be used to track long-term trends or developments;</li> <li>• Is unique or irreplaceable information;</li> <li>• Significantly alter basic assumptions or approaches taken by the research community;</li> <li>• Support decisions and actions that have a substantial impact on important public policy or private sector decisions;</li> <li>• Demonstrate research that received national or international awards of distinction;</li> <li>• Receive widespread national or international media attention and/or resulted in significant social, political, or scientific controversy;</li> </ul> <p>(b) <b>Oil Spill Research other than Significant Final Research Products</b><br/>           All records related to all other Technology Assessment Reports for oil spill research that are not considered to be significant, and all other research and development project case file records produced as part of OHMSETT research activities, and for other research that is sponsored by BSEE</p> | <p><b>PERMANENT.</b> Cut off at close of the fiscal year or when activity is completed. Transfer <u>electronic copies</u> (only) of final technical research reports and other final products to the National Archives fifteen years after cutoff, under the instructions in 36 CFR 1235.44-50, or whichever transfer guidance is in place at the time of the transfer. Excluded are background case file materials, and technical reports and records for routine and non-significant research projects and initiatives.</p> <p><b>TEMPORARY.</b> Cut off at close of the fiscal year or when activity is completed. Retain on-site or at an off-site storage. Delete/Destroy 25 years after cutoff.</p> | <p>NC1-57-84-7, 1402-05</p> <p>N1-473-88-1 1403-04</p> |
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| Item Number     | Title and Description   | Retention Requested   | Old Series                     |
|-----------------|---|---|--------------------------------|
| 5B(2)           | <p><b>Operational Safety and Engineering Research (AAS)</b><br/> All records related to contractual operational safety and engineering research related to plans and permit application review. Includes the evaluation and review of operational safety and engineering research proposals, in addition to reports like the following:</p> <ul style="list-style-type: none"> <li>• Production platforms and subsea pipelines of various ages and operational efficiencies.</li> <li>• Results of research to better conduct technological advancements processes available to correct or reverse problematic aging events.</li> <li>• Reports on platforms and associated production facilities reaching the end of their useful lives</li> <li>• All records associated with Technology Assessment Programs (TAP)</li> </ul>   | <p><b>TEMPORARY.</b> Cut off at close of the fiscal year or when activity is completed. Retain on-site or at an off-site storage. Delete/Destroy 25 years after cutoff.</p> | <p>N1-473-88-1<br/>1403-05</p> |
| 5B(3)           | <p><b>Oil Spill Response Plans (AAU)</b><br/> All records related to the processing, review, coordination and planning for oil spill response plans, as described in regulation 30 CFR 254 and related requirements, include but are not limited to the following:</p> <ul style="list-style-type: none"> <li>• Oil Spill Response Plan (OSRP) program management</li> <li>• Oil spill response, biennial review and approval of Federal OSRPs</li> <li>• Regional oil spill response plans review and coordination</li> <li>• all other program support activities related to oil spill response plans except for regulation development and industry standard reviews (API, ASME, ISO and AWS)</li> </ul>   | <p><b>TEMPORARY.</b> Cut off at close of the fiscal year or when activity is completed. Retain on-site or at an off-site storage. Delete/Destroy 25 years after cutoff.</p> | <p>NC1-57-84-7<br/>1402-03</p> |
| 5B(4)           | <p><b>Manage OHMSETT Facility (JAA).</b> All records pertaining to the management operations of the Oil and Hazardous Materials Simulated Environmental Test Tank (OHMSETT) facility. OHMSETT is the National Oil Response Research and Renewable Energy Test Facility and is operated by the Bureau of Safety and Environmental Enforcement (BSEE). Government agencies, academia, public and private companies use OHMSETT as a research center to test oil spill containment/clean-up equipment and techniques, to test new designs in response equipment and to conduct training with actual oil response technologies. The facility has a variety of mechanical, electrical and chemical systems and is used for testing equipment, evaluating acquisition options and validating research findings.</p>   | <p><b>TEMPORARY.</b> Cut off at close of the fiscal year or when activity is completed. Retain on-site or at an off-site storage. Delete/Destroy 25 years after cutoff.</p> | <p>NEW</p>                     |
| 5C<br><br>5C(1) | <p><b>OIL SPILL RESEARCH FUNCTION.</b> Review, approval of oil spill response plans, funding support of national and regional response teams, area committees and the interagency coordinating Committee on oil pollution research (ICCOPR)</p> <p><b>National Response System (JAB)</b><br/> All records related to participation in meetings of area committees, regional response teams, and the national response team.<br/> This records include functions and processes related to:</p> <ul style="list-style-type: none"> <li>• Review and revision of area contingency plans and the national contingency plan;</li> <li>• Participation in the planning, conduct, and evaluation of government and industry-led drills held under the National Preparedness for Response Exercise Program;</li> <li>• Assistance in the development of policies and procedures on emergency preparedness;</li> <li>• Conference calls participation during oil spills to provide expertise in response decision making;</li> <li>• Presentations on agency regulations, policies, practices, and activities at NRS functions.</li> </ul> | <p><b>TEMPORARY</b><br/> Cut off at close of FY or when activity completed. Retain on-site or at an off-site storage.. Delete/Destroy 25 years after cutoff</p>             | <p>NEW</p>                     |

| Item Number | Title and Description  | Retention Requested  | Old Series |
|-------------|--|--|------------|
| 5C(2)       | <p><b>Unannounced Exercises (Oil Spill)-JAC</b><br/> All records related to the conduct of agency unannounced oil spill drills including complex tabletop exercises, with or without equipment deployment, and deployment of equipment. This includes identification of exercise participant; development of scenario; coordination of participation by agency staff and other federal partners, initiating, controlling, and evaluating the exercise; preparation of documentation; data base entry; preparation of reports; issuance of incidents of non-compliance; collecting lessons learned; conducting analyses of exercises to identify trends, gaps, or areas for improvement; and proposing changes to policies or procedures to improve plan holder planning and preparedness. Element also includes participation in non-PREP related unannounced exercises of other agencies.</p> | <p><b>TEMPORARY</b><br/> Cut off at close of FY or when activity completed. Retain on-site or at an off-site storage.<br/> Delete/Destroy 25 years after cutoff</p>  | NEW        |
| 5C(3)       | <p><b>Oil Spill Incident Review and Analysis (JAD)</b><br/> All records related to identifying, tracking, quantifying, and responding to oil spills from regulated facilities, including review of oil spill reports from the National Response Center, NOAA, industry, or other sources; Include but are not limited to the following:</p> <p>(a) <b>Major Oil Spill Review and Analysis Reports.</b> Records selected by designated BSEE subject matter experts that meet the following criteria: records of Major category oil spill events exceeding 100,000 gallons and greater (2,381 barrels and greater) as established by the U.S. Coast Guard, other types of incidents requiring investigative panels, and any and other reports identified by designated BSEE subject matter experts. Records include the final reports and analysis products for the major incident.</p>          | <p><b>PERMANENT.</b><br/> Cut off files at close of fiscal year or when activity is completed.<br/> <i>Electronic records:</i><br/> Transfer electronic files including non-proprietary public access versions to the National Archives fifteen years after cutoff, under the instruction in 36CFR 1235.44-50, or whichever transfer guidance is in place at the time of transfer.<br/> <i>Hard copy records:</i><br/> Transfer to an off-site storage 5 years after cutoff. Transfer to the National Archives 25 years after cut off.</p> | NEW        |
|             | <p>(b) <b>Other than Major Oil Spill Incident and Analysis Records.</b> Records of all other (non-major) oil spill incidents Includes reports for non-major incidents and all supporting case file materials, with incident documentation and analysis work papers.</p>  | <p><b>TEMPORARY.</b><br/> Cut off at close of the fiscal year or when activity is completed. Retain on site or at an off-site storage.<br/> Delete/Destroy 25 years after cut off.</p>   | NEW        |
| Item No     | Title and Description  | Retention Requested  | Old Series |

|       |   |   |     |
|-------|---|---|-----|
| 5C(4) | <p><b>Oil Spill Response Division Program (JAE)</b></p> <p>All records related to the administration and operation of the agency oil spill program including promulgation of regulations; development policies and procedures; responding to requests for information; Include, but are not limited to the following:</p> <p>(a) <b>Oil Spill Response Program Direction Records.</b> Records relating to the promulgation of regulations; the development of policies and procedures; the modeling of spill volumes, trajectories, and recovery efficiency; participation in international activities related to oil spill planning, preparedness, and response; and the publication of program reports.</p> | <p><b>PERMANENT.</b><br/>Cut off at close of the fiscal year or when activity is completed. <i>Electronic Records:</i> Transfer electronic files to the National Archives fifteen years after cutoff, under the instructions in 36 CFR 1235.44-50, or whichever transfer guidance is in place at the time of the transfer. <i>Hardcopy Records:</i> Transfer to an off-site storage 5 years after cut-off. Transfer to the National Archives and Records Administration 25 years after cut off.</p> | NEW |
|       | <p>(b) <b>Oil Spill Response Program Administration Records.</b> Records for routine activities including but not limited to responding to requests for information; personnel actions; maintenance of the program web site; all administration and budget activities; conducting program audits; the provision of support to other local, state or federal partners; and all other activities relating to program direction.</p>   | <p><b>TEMPORARY.</b><br/>Cut off at close of the fiscal year or when activity is completed. Retain on-site or at an off-site storage Delete/Destroy 25 years after cutoff.</p>  | NEW |

| Item Number | Title and Description  | Retention Requested   | Old Series                                  |
|-------------|--|---|---|
| 5D          | <p><b>FACILITY SAFETY SYSTEMS:</b> Oil and Gas Production Safety Systems-From unmanned, single well caisson to huge, manned deep water facilities on the OCS, Rig and Seabed equipment, sensing devices and control systems managing movement of oil to pipelines in a safe and environmentally protective manner.</p>   |   |   |
| 5D(1)       | <p><b>Facility Safety Systems Permit Applications (ABT)</b><br/>All records related to the processing, review, evaluation, analysis, coordination, and approval of production facility safety system permits, as described in the regulation 30 CFR.250 Subpart B, C, H, I, and related requirements, include but are not limited to the following:</p> <ul style="list-style-type: none"> <li>• Production Facility Applications processing, review, and coordination. Includes requests for new facilities and modifications to existing facilities.</li> <li>• Production facility safety permits and related reports, processing, non-environmental review, coordination, and approval</li> <li>• All other non-environmental reviews of production facility safety permits</li> <li>• Hydrogen Sulfide Contingency Plans and related reports for production facilities</li> <li>• Safe Welding Area review for production facilities</li> <li>• Welding and Burning Practices and Procedures (i.e., Hot Tap Plan) for rigs</li> </ul> | <p><b>TEMPORARY</b><br/>Cut off at close of FY or when activity completed. Retain on-site or at an off-site storage. Delete/Destroy 25 years after cutoff</p> | <p>NC1-57-84-7<br/>1501-01a<br/>1501-04</p> |

|       |  |   |  |
|-------|--|---|--|
|       | <ul style="list-style-type: none"> <li>• Support activities for Alaska and Pacific Regions specific to platforms</li> <li>• Mitigation development, coordination, and review related to development and production plans and permits</li> </ul>  |   |  |
| 5D(2) | <p><b>Lease Term and Right-of-Way (ROW) Pipeline Permits (ABU)</b><br/> All records related to the processing, review, evaluation, analysis, coordination, and approval of lease-term and ROW pipeline permits, as described in the regulation 30 CFR 250 Subpart B, C, J, Q and related requirements, include but are not limited to the following:</p> <ul style="list-style-type: none"> <li>• Lease-term and ROW Pipeline application processing, non-environmental review, coordination, and approval</li> <li>• Pipeline permits and related reports and surveys (new pipeline applications and requests to modify existing pipelines, and associated construction reports)</li> <li>• Lease-term and ROW pipeline decommissioning</li> <li>• All other non-environmental reviews of pipeline applications, pipeline maintenance and repairs plans and notifications</li> <li>• Pipeline cathodic protection survey and pipeline inspection reports process and review</li> <li>• Mitigation development, coordination, and review related to pipelines</li> </ul> | <p><b>TEMPORARY</b><br/> Cut off at close of FY or when activity completed. Retain on-site or at an off-site storage.<br/> Delete/Destroy 25 years after cutoff</p> | <p>N1-473-91-1<br/> 1101-06<br/> <br/> NC1-57-84-7<br/> 1502-01a<br/> 1502-02<br/> 1502-03</p> |

| Item Number | Title and Description  | Retention Requested   | Old Series   |
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| 5D(3)       | <p><b>Pipeline Repair Plans and Related Permits (ABV)</b><br/> All records related to the processing, review, evaluation, analysis, coordination, and approval of pipeline repair plans and related permits, as described in the regulation 30 CFR 250 Subpart B, C, J, Q and related requirements, include but are not limited to the following:</p> <ul style="list-style-type: none"> <li>• Pipeline maintenance and repairs plans and notifications</li> <li>• Pipeline repair plan and permit related application processing, non-environmental review, coordination, and approval</li> <li>• Pipeline permits and related reports and surveys (new pipeline applications and requests to modify or repair existing pipelines, and associated construction reports)</li> <li>• All other non-environmental reviews of pipeline applications</li> <li>• Pipeline cathodic protection survey and pipeline inspection reports process and review</li> <li>• Mitigation development, coordination, and review related to pipelines</li> </ul> | <p><b>TEMPORARY</b><br/> Cut off at close of FY or when activity completed. Retain on-site or at an off-site storage.<br/> Delete/Destroy 25 years after cutoff</p> | <p>NC1-57-84-7<br/> 1502-04<br/> 1502-05</p>                             |
| 5D(4)       | <p><b>Structure Decommissioning Plans and Related Permits (ABW)</b><br/> All records related to the processing, review, evaluation, analysis, coordination, and approval of structure decommissioning plans and related permits, as described in the regulation 30 CFR 250 Subpart B, C, Q and related requirements, include but are not limited to the following:</p> <ul style="list-style-type: none"> <li>• Structure decommissioning plans, processing, non-environmental review, coordination, and approval</li> <li>• Pipeline and Platform Section Deep Water Operations Plans Review</li> <li>• All other non-environmental reviews of structure decommissioning plans</li> <li>• Platform Site Clearance reports processing, non-environmental review, and coordination</li> <li>• Mitigation development, coordination, and review related to structure decommissioning plans and permits</li> <li>• Platform Site Clearance reports processing, non-environmental review, and coordination</li> </ul>                              | <p><b>TEMPORARY</b><br/> Cut off at close of FY or when activity completed. Retain on-site or at an off-site storage.<br/> Delete/Destroy 25 years after cutoff</p> | <p>NC1-57-84-7<br/> 1501-01a<br/> 1501-02a<br/> 1501-03<br/> 1501-04</p> |
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| 5D(5)       | <p><b>Structure Permits (ABX)</b><br/> All records related to the processing, review, evaluation, analysis, coordination, and approval of platform structure permits (new and modifications) and production facility applications, as described in the regulation 30 CFR 250 Subpart B, C, H, I, J, Q and related requirements include but are not limited to the following:</p> <ul style="list-style-type: none"> <li>• Platform structure permits (new and modifications), and related reports, processing, non-environmental review, coordination, and approval</li> <li>• Production Facility Applications processing, review, and coordination. (Includes requests for new facilities and modifications to existing facilities)</li> <li>• All other non-environmental reviews of platform structure permits (new and modifications)</li> <li>• Review of a Proposal that has modifications (e.g., revisions) to an approved development plan or permit</li> <li>• Mitigation development, coordination, and review related to development and production plans and permits</li> </ul> | <p><b>TEMPORARY</b><br/> Cut off at close of FY or when activity completed. Retain on-site or at an off-site storage.<br/> Delete/Destroy 25 years after cutoff</p> | <p>NC1-57-84-7<br/> 1501-01a<br/> 1501-02a<br/> 1501-03<br/> 1501-04<br/> 1502-02<br/> 1502-03<br/> 1502-04<br/> 1502-05<br/> <br/> NC1-57-78-1<br/> 1502-01a</p> |
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| <b>5E</b> | <b>Surface Commingling Applications (HAA)</b><br>All records related to surface commingling applications, metering locations and facility configuration for the production of oil and gas, include but are not limited to the following: <ul style="list-style-type: none"> <li>• Surface commingling and measurement</li> <li>• Measurement and Allocation Plan documents , such as surface commingling allocations</li> <li>• Production safety Systems and/or production metering systems documents for review and approval</li> </ul> | <b>TEMPORARY</b><br>Cut off at close of FY or when activity completed. Retain on-site or at an off-site storage.<br>Delete/Destroy 25 years after cutoff | NC1-57-84-7<br>1302-02<br>1302-03<br>1302-04<br>1302-05<br>1302-06<br><br>N1-473-98-2<br>1302-07 |
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| 5F     | <p><b>OIL AND GAS COMPLIANCE INSPECTIONS (2F)</b><br/> Oil and gas compliance inspections are actions conducted after lease operations have been authorized to ensure that operations are conducted in accordance with regulations, lease terms, onshore operating orders, notices to lessees and permit conditions of approval. A compliance inspection begins when a well is permitted and ends when final abandonment is approved. Types of inspections include drilling and workover inspections, environmental compliance, well summary review, U.S. Coast Guard inspections, abandonment, meter inspections, and operator training inspections and annual performance review of operators.</p> | N/A  | N/A   |
| 5F(1)  | <p><b>Environmental Studies in Support of Environmental Compliance Monitoring (DAB)</b></p> <p>All records related to oil and gas environmental compliance monitoring EXCEPT monitoring projects but including those projects that specifically monitor whether a company is in compliance with environmental stipulations and further include but are not limited to the following:</p> <p>(a) <b>Final Environmental Study Reports.</b> Records documenting scientific research studies specifically implemented to environmental compliance monitoring of Outer Continental Shelf (OCS) energy and mineral resources.</p>   | <p><b>PERMANENT.</b><br/> Office of responsibility cuts off files at close of the fiscal year or when activity is completed. <u>Electronic Records:</u> Transfer electronic files (including nonproprietary public access versions) to the National Archives fifteen years after cutoff, under the instructions in 36 CFR 1235.44-50, or whichever transfer guidance is in place at the time of the transfer. <u>Hardcopy Records:</u> Transfer to an off-site storage 5 years after cut-off. Transfer to the National Archives and Records Administration 25 years after cut off.</p> | New   |
|        | <p>(b) <b>Environmental Study Case Records.</b> Records created in the development of environmental studies (with the exception of the final reports themselves). Includes records created in conjunction with the study report, financial information, procurement information, statements of work, acceptance and dissemination records, copies of database files, spreadsheets and GIS records, and related case records.</p>   | <p><b>TEMPORARY.</b><br/> Cut off at close of FY or when activity is completed. Retain onsite or at an off-site storage. Delete/ Destroy 25 years after cutoff.</p>  | N1-473-88-1<br>1001-05<br><br>N1-473-97-1<br>1004-02a<br><br>NC1-57-84-7<br>1105-01 |
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| 5F(2)   | <p><b>Incident Analysis and Investigation Program (DAJ)</b><br/>All records related to offshore incidents and events reporting, analysis, and investigation-include but are not limited to the following:</p> <p>(a) <b>Major Incident Investigative Records.</b> Final reports that document major incidents requiring investigative panels, and any other reports selected as significant by designated BSEE subject matter experts. Excludes background investigative case files and working papers, and any non-non-panel investigation reports other than those selected for permanent retention.</p>  | <p>PERMANENT. Office of responsibility cuts off files at close of the fiscal year or when activity is completed. <u>Electronic Records:</u> Transfer to the National Archives fifteen years after cutoff, under the instructions in 36 CFR 1235.44-50, or whichever transfer guidance is in place at the time of the transfer. <u>Non-digitized hardcopy reports:</u> Transfer to an off-site storage 5 years after cut-off. Transfer to the National Archives and Records Administration 25 years after cut off.</p> | <p>NC1-57-84-7<br/>1401-01a</p>  |
|         | <p>(b) <b>All Other Incident Investigative and Related Records.</b> Records include all background case file and working paper documents for any investigation, as well as final reports for all other investigations that do not result in the appointment of a panel, or which are not selected as significant by BSEE. For example, incidents involving minor fires, small explosions, minor personal injury, etc. Includes operator's notification and reports, MMS Form 2010 Accident Investigation reports, and any other records that summarize the event; BSEE-prepared reports; investigation records, including copies of previous inspections, exercise results, operator oil spill response plans, and other such pertinent data.</p>             | <p>TEMPORARY. Cut off at close of the fiscal year or when activity is completed. Retain on-site or at an off-site storage Delete/Destroy 25 years after cutoff.</p>   | <p>N1-473-88-1<br/>1401-02<br/>1402-03</p>   |
| 5G      | <p><b>Production Verifications/Federal Royalty Interests (HAB)</b><br/>All records related to procedures used to monitor liquid and gas production volumes to ensure accurate federal royalty payments and the protection of the federal royalty interest, include but are not limited to the following:</p> <ul style="list-style-type: none"> <li>• Gas Verification System reviews, gas volume statements</li> <li>• Gas Verification Systems validation/ violation documents</li> <li>• Liquid Verification System (LVS) and manual input of LVS data run ticket validation documents</li> <li>• Production volumes</li> <li>• Production data, such as, upload and error resolution with Office of Natural Resources Revenue (ONRR) in Denver</li> </ul> | <p>TEMPORARY<br/>Cut off at close of FY or when activity completed. Retain on-site or at an off-site storage. Delete/Destroy 25 years after cutoff</p>  | <p>N1-473-88-1<br/>1705-01<br/><br/>NC1-57-84-7<br/>1302-03<br/><br/>N1-473-98-2<br/>1302-07</p> |

| Item Number     | Title and Description   | Retention Requested   | Old Series   |
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| 5H<br><br>5H(1) | <p><b>ENVIRONMENTAL ENFORCEMENT PROGRAM.</b> Development and management of the Environmental Enforcement Program.</p> <p><b>Environmental Enforcement</b> (DEA-DEK (DEA, DEB, DEC,DED,DEE,DEF,DEG, DEI, DEI, DEJ, DEK) All records related to reviews, inspections, or field surveys to confirm that industry activities have complied with Bureau requirements (including lease stipulations, regulations, Notice to Lessees [NTLs], and terms and conditions of a plan or permit approval) intended to protect the environment, include but are not limited to the following:</p> <p>(a) <b>Significant Environmental Enforcement Reports or Final Products.</b> The Internal Review Unit (IRU) or whichever appropriate office or individual subject matter expert is responsible for identifying any environmental enforcement case reports for significant incidents of non-compliance (INC). Significant environmental violations are those that gain widespread public attention, involve egregious incidents of non-compliance that pose severe environmental threats, represent serious and willful environmental violations that are referred to the Department of Justice for criminal prosecution, result in a legal precedent which establishes or affirms BSEE policy with respect to environmental compliance and enforcement actions of national importance, or other notable environmental enforcement actions as determined by BSEE subject matter experts. The records include only the final report or product and any other significant documentation that gives provides necessary context.</p> | <p><b>PERMANENT.</b><br/>Office of responsibility cuts off files at close of the fiscal year or when activity is completed. Electronic Records: Transfer electronic files (including nonproprietary public access versions) to the National Archives fifteen years after cutoff, under the instructions in 36 CFR 1235.44-50, or whichever transfer guidance is in place at the time of the transfer. Hardcopy Records: Transfer to an off-site storage 5 years after cut-off. Transfer to the National Archives and Records Administration 25 years after cut off.</p> | NEW  |
|                 | <p>(b) <b>All Other Environmental Enforcement Files.</b> Includes all background case file materials, and reports for routine and non-significant enforcement actions.</p>  | <p><b>TEMPORARY</b><br/>Cut off at close of FY or when activity completed. Retain on-site or at an off-site storage. Delete/Destroy 25 years after cutoff</p>   | <p>NC1-57-84-7<br/>1200-01<br/>1501-02a<br/>1502-05<br/><br/>N1-473-88-1<br/>1200-02</p> |
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| Item Number | Title and Description   | Retention Requested   | Old Series  |
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| 5H(2)       | <p><b>Oil Spill Response Preparedness Drills and Equipment Inspections (DAC)</b><br/> All records related to planning, conducting, and reviewing oil spill response preparedness drill and equipment inspections related to requirements outlined in regulation 30 CFR 254 and related requirements, include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Oil spill response equipment inspections</li> <li>• Oil spill response, exercises, drills and inspections</li> <li>• Oil spill training and table top exercises</li> <li>• Unannounced oil spill drills</li> <li>• Incident of non-compliance processing related to oil spill response equipment inspections and drills</li> <li>• All program support activities related to oil spill response preparedness drills and equipment inspections</li> <li>• Number of Spill Drills conducted</li> <li>• Oil spill equipment inspections</li> </ul> | <p><b>TEMPORARY</b><br/> Cut off at close of FY or when activity completed. Retain on-site or at an off-site storage.<br/> Delete/Destroy 25 years after cutoff</p>   | <p>NC1-57-84-7<br/> 1402-03<br/> <br/> N1-473-88-1<br/> 1403-03</p> |
| 5H(3)       | <p><b>Compliance and Enforcement Program (DAD)</b><br/> All records related to the development and oversight of the OCS Compliance and enforcement Program. These records include but are not limited to reports and assessments that reflect:</p> <ul style="list-style-type: none"> <li>• Fostering a culture of responsibility and compliance in the offshore oil and gas industry</li> <li>• Policies and regulations promoting safety for personnel</li> <li>• Policies and regulations for conservation of the Nation's energy resources</li> <li>• Policies and regulations designed to protect the marine environment</li> </ul>  | <p><b>PERMANENT.</b><br/> Cut off at close of the fiscal year or when activity is completed. Electronic Records: Transfer electronic files to the National fifteen years after cutoff, under the instructions in 36 CFR 1235.44-50, or whichever transfer guidance is in place at the time of the transfer. Hardcopy Records: Transfer to an off-site storage 5 years after cut-off. Transfer to the National Archives and Records Administration 25 years after cut off.</p> | <p>NEW</p>  |

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| 5H(4)       | <p><b>Inspection Planning (DAE)</b></p> <p>All records related to the planning, scheduling, implementation of the Offshore Inspection Program including, but not limited to the following:</p> <ul style="list-style-type: none"> <li>• Inspections planning (platforms and rig inspections)</li> <li>• Well Activity Report inspector review (on drilling and work-over activities)</li> <li>• On-site, post inspection problem resolution and enforcement</li> <li>• Inspection and enforcement</li> <li>• Potential incident of non-compliance development</li> </ul>  | <p><b>TEMPORARY</b></p> <p>Cut off at close of FY or when activity completed. Retain on-site or at an off-site storage.</p> <p>Delete/Destroy 25 years after cutoff</p> | <p>N1-473-88-1<br/>1200-02<br/>NC1-57-84-7<br/>1501-02a<br/>1502-05</p> |
| 5H(5)       | <p><b>Compliance Inspections and Enforcements-DAG (DAT-Production Inspection), DAU (Drilling Inspection), DAV (Work Over Inspection), (DAW-BOP Test Witnessing)</b></p> <p>All records related to the conducting of field inspections to verify compliance with safety, operational, environmental protection requirements, as described in regulation 30 CFR 250 and related requirements, except for work related to pre-production inspection and enforcement activities, include but are not limited to the following:</p> <ul style="list-style-type: none"> <li>• Offshore Production Facility Inspections</li> <li>• Offshore D Inspections (drilling and workover)</li> <li>• BOP Test Witnessing</li> <li>• Offshore Pipeline Inspections</li> <li>• Pollution and environmental inspections</li> <li>• Onshore and offshore meter inspections</li> <li>• U. S. Coast Guard inspections</li> <li>• All other safety and environmental protection inspections performed by the Bureau</li> <li>• Other office paperwork inspections</li> <li>• Enforcement actions related to the inspections</li> <li>• Issuance and review of Incidents of Noncompliance (INCs)</li> <li>• Appeals of INCs</li> </ul> | <p><b>TEMPORARY</b></p> <p>Cut off at close of FY or when activity completed. Retain on-site or at an off-site storage.</p> <p>Delete/Destroy 25 years after cutoff</p> | <p>N1-473-88-1<br/>1200-02<br/>NC1-57-84-7<br/>1501-02a<br/>1502-05</p> |
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| Item Number | Title and Description   | Retention Requested   | Old Series   |
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| 5H(6)       | <p><b>Industry Performance Analysis and Recognition Program (DAH)</b><br/> All records related to annual operator safety performance reviews, SEMP, and SAFE Award programs, including, but not limited to the following:</p> <ul style="list-style-type: none"> <li>• Annual operator performance reviews</li> <li>• All other program support activities related to the annual operator safety performance reviews.</li> </ul>  | <p><b>TEMPORARY</b><br/> Cut off at close of FY or when activity completed. Retain on-site or at an off-site storage.<br/> Delete/Destroy 25 years after cutoff</p> | New  |
| 5H(7)       | <p><b>Industry Training Program (DAI)</b><br/> All records related to the auditing of industry training plans, as described in regulation 30 CFR 250 Subpart O and related requirements.</p> <p>Records include assessments and audits of training industry programs including but not limited to training system audits, personnel interviews, testing to evaluate knowledge and skills of training personnel, and hands on production safety, simulator or live well testing to evaluate competence; and records of recommended enforcement action.</p> | <p><b>TEMPORARY</b><br/> Cut off at close of FY or when activity completed. Retain on-site or at an off-site storage.<br/> Delete/Destroy 25 years after cutoff</p> | <p>NC1-57-84-7,<br/> 1402-03<br/> (in part)</p> <p>N1-473-88-1,<br/> 1403-01<br/> 1403-02a</p> |
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| Item Number     | Title and Description   | Retention Requested   | Old Series                      |
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| 5I              | <p><b>Civil Penalties Program (DAK)</b></p> <p>All records related to the processing, review, evaluation, analysis, coordination and assessment of civil penalty cases, as described in 30 CFR 250 Subpart N and related requirements, including, but not limited to the following:</p> <ul style="list-style-type: none"> <li>• Civil Penalty Case processing, review, coordination and action (assessment)</li> <li>• all other program support activities related to the Civil Penalty Program except development of regulations</li> </ul>  | <p><b>TEMPORARY</b></p> <p>Cut off at close of FY or when activity completed. Retain on-site or at an off-site storage.</p> <p>Delete/Destroy 25 years after cutoff</p> | <p>N1-473-98-2<br/>1101-07b</p> |
| 5J<br><br>5J(1) | <p><b>OIL AND GAS OFFSHORE SAFETY AND REGULATION AND COMPLIANCE: Heightened safety standards, improved containment capabilities</b></p> <p><b>Offshore Platform and Pipeline Protection (DAN)</b></p> <p>All records related to safeguarding the offshore energy infrastructure, include but are not limited to the following:</p> <ul style="list-style-type: none"> <li>• Offshore infrastructure protection-coordination/consultation documents for BSEE interaction with other DOI offices, other Federal agencies, State agencies and nongovernmental organizations on issues</li> <li>• Memoranda of understanding, such as those with National Energy Security Policy and the Gulf Safety Committee.</li> <li>• Oversight documents</li> <li>• Guidance products</li> <li>• Reviews</li> <li>• BSEE protection procedures for offshore platforms and pipelines</li> <li>• BSEE program specific protection measures, policies and procedural records</li> <li>• Offshore critical infrastructure and asset analysis</li> </ul> | <p><b>TEMPORARY</b></p> <p>Cut off at close of FY or when activity completed. Retain on-site or at an off-site storage.</p> <p>Delete/Destroy 25 years after cutoff</p> | <p>NEW</p>                      |
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| 5J(2)       | <p><b>Information Management and Transfer--Compliance Inspections (DAP)</b></p> <p>All records related to information and data-related business processes and tasks that should be planned and consistently implemented across Bureaus. Includes but is not limited to :</p> <ul style="list-style-type: none"> <li>• Desktop publishing services</li> <li>• Data and information quality efforts (version control, validation for public images, graphics or information)</li> <li>• Oversight for public data sets</li> <li>• Customer satisfaction surveys)</li> </ul>   | <p><b>TEMPORARY</b><br/>Cut off at close of FY or when activity completed. Retain on-site or at an off-site storage.<br/>Delete/Destroy 7 years after cutoff</p>  | NEW        |
| 5J(3)       | <p><b>Pre-Production Inspections and Enforcements (DAS)</b></p> <p>All records related to the conducting of field inspections to verify compliance with safety, operational, environmental protection pre-production requirements, as described in regulation 30 CFR 250 and related requirements including, but not limited to the following:</p> <ul style="list-style-type: none"> <li>• Offshore Pre-Production Inspections</li> <li>• Offshore Rig Inspections (drilling and work over)</li> <li>• Pollution and environmental inspections</li> <li>• U. S. Coast Guard inspections</li> <li>• All other safety and environmental protection inspections</li> <li>• Includes other office paperwork inspections</li> <li>• Enforcement actions related to the inspections</li> <li>• Issuance and review of incidents of noncompliance (INC)</li> <li>• Appeal of INC</li> <li>• Update the inspections and INC databases</li> <li>• Track operator and lessee due dates for required information submissions</li> <li>• Issue informal and formal notifications regarding delinquent or missing data</li> <li>• Issue office incidents of non-compliance for missing or erroneous open hole data</li> <li>• Conduct quality assurance (completeness, accuracy consistency and timeliness) on permits and reports</li> </ul> | <p><b>TEMPORARY</b><br/>Cut off at close of FY or when activity completed. Retain on-site or at an off-site storage.<br/>Delete/Destroy 25 years after cutoff</p> | NEW        |
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| Item Number | Title and Description   | Retention Requested   | Old Series |
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| 5J(4)       | <p><b>Safety and Environmental Management System (SEMS) Program (DSA, DAB)</b></p> <p>All records related to the development, implementation and management of SEMS program, SEMS audit reviews, includes records of reviews and measured assessment of audits but are not limited to:</p> <p>(a) <b>SEMS Program Records.</b> Records relating to the promulgation of regulations, the development of policies and procedures, summary audit results, and other policy, procedural, promotional, and reporting activities for the Safety and Environmental Management Program.</p> | <p><b>PERMANENT.</b><br/>Cut off at close of the fiscal year or when activity is completed. Electronic Records: Transfer electronic files to the National Archives fifteen years after cutoff, under the instructions in 36 CFR 1235.44-50, or whichever transfer guidance is in place at the time of the transfer. Hardcopy Records: Transfer to an off-site storage 5 years after cut-off. Transfer to the National Archives and Records Administration 25 years after cut off.</p> | NEW        |
|             | <p>(b) <b>SEMS Audit Records.</b> Case files documenting audits and reviews of industry and operator SEMS programs using the criteria in 30 CFR 250, Subpart S.</p> <p>A complete audit package includes:</p> <ul style="list-style-type: none"> <li>• Original Plan</li> <li>• Final Report</li> <li>• List of Corrective Actions</li> </ul>   | <p><b>TEMPORARY.</b><br/>Cut off at close of the fiscal year or when activity is completed. Retain on-site or at an off-site storage. Delete/Destroy 25 years after cutoff.</p>   | NEW        |
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| Item Number | Title and Description  | Retention Requested   | Old Series                                   |
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| 5K          | <p><b>TECHNICAL ASSISTANCE TO INFORM DECISIONS ON ENERGY RESOURCES (Y5)</b><br/> Reports, reviews and all documentation associated with technical assistance, technical support, technical training, technology transfer, and technical studies provided to land managers and other customers to solve a variety of environmental problems. These records, in addition, relate to activities that enhance resource management and policy development, including the design and systematic collection of environmental data, and analytical support for a variety of activities, including but not limited to: data synthesis, pollution and disease control, offsite impacts, enforcement activities, permitting, violation, abatement, firefighting, reclamation, stream protection, re-vegetation and husbandry techniques and adaptive management techniques.</p>   | --  | --   |
| 5K(1)       | <p><b>Provision of Technical and Programmatic Consultation (International)-LAA</b><br/> All records related to providing technical expertise for governmental groups, and a wide variety of coordination and consultation with other state, federal, international agencies and non-governmental organizations. These records include, but are not limited to the following:</p> <ul style="list-style-type: none"> <li>• International activities</li> <li>• International regulatory interface</li> <li>• International standards</li> <li>• International treaties and conventions</li> </ul>   | <p><b>TEMPORARY</b><br/> Cut off at close of FY or when activity is completed.<br/> Retain on-site or at an off-site storage.<br/> Delete/ Destroy 25 years after cutoff.</p> | <p>N1-473-97-1<br/> 1004-01<br/> 1004-03</p> |
| 5L          | <p><b>Liquefied Natural Gas (LNG) Projects (LAB)</b><br/> All records related to the processing, review, evaluation, analysis and coordination of LNG project applications. These records include memoranda of understanding and/or cooperative agreements with the U.S. Coast Guard specific to LNG activity, such as engineering review and recommendation regarding LNG pipelines, including but not limited to the following:</p> <ul style="list-style-type: none"> <li>• NEPA document development (environmental assessments and environmental impact statements)</li> <li>• Application completeness review for NEPA compliance</li> <li>• Participation in pre-application, public and NEPA scoping meetings</li> <li>• Identification of recommended mitigations and conditions of approval</li> <li>• Individual reviews (e.g., archaeological, biological, hazards and etc.)</li> <li>• Fair Market Value determinations of LNG ports</li> </ul> | <p><b>TEMPORARY</b><br/> Cut off at close of FY or when activity completed. Retain on-site or at an off-site storage.<br/> Delete/Destroy 25 years after cutoff</p>           | <p>NC1-57-84-7-<br/> 1200-07</p>             |

## BSEE Bucket 5 Crosswalk-Regulatory Oversight and Stewardship

| New Schedule   |                 |               | Former Schedule          |                 |                          |
|--|-----------------|---------------|--------------------------|-----------------|--------------------------|
| Bucket 5<br>Offshore Oil and Gas User Plans & Permits –<br>(OM)  | Work<br>Element | Series<br>No. | Title                    | Retention       | NARA<br>Authority        |
| <b>5A OFFSHORE OIL AND GAS USER PLANS &amp; PERMITS</b>  | --              | --            | --                       | N/A             | N/A                      |
| <p><b>5A(1) Exploration Plans (AAT)</b> All records related to the processing, review, evaluation, analysis, coordination, and approval of Exploration Plans (EP), as described in 30 CFR 250 Subpart B and C and related requirements, include but not limited to:</p> <ul style="list-style-type: none"> <li>• Exploration Plans and related reports processing, non-environmental review, coordination, approval</li> <li>• Shallow hazards and all other non-environmental reviews of EP</li> <li>• Exploration Plans G&amp;G reviews</li> <li>• Geophysical Survey Reports and coordination</li> <li>• Rights of Use and Easement Applications processing, review, coordination, and approval, related to exploration and drilling</li> <li>• Mitigation development, coordination, and review related to development plans</li> <li>• Office issued (non-field inspection) Incidents of Noncompliance processing relating to compliance with approved exploration plans</li> <li>• All other program support activities related to exploration plans except for regulation and policy development and industry standard reviews (API, ASME, ISO, AWS)</li> </ul> | AAT             | 1101-02(b)1   | Well Files               | 75 Yrs          | NC1-57-84-7<br>1101-02b1 |
|  | AAT             | 1402-03       | Operator Submitted Plans | When superseded | NC1-57-84-7<br>1402-03   |
| <p><b>TEMPORARY.</b> Cut off at close of FY or when activity is completed. Retain on-site or at the FRC. Delete/Destroy 75 years after cutoff.</p>   |                 |               |                          |                 |                          |

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### BSEE Bucket 5 Crosswalk-Regulatory Oversight and Stewardship

| New Schedule  |                 |               | Former Schedule                    |                 |                          |
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| Bucket 5<br>Offshore Oil and Gas User Plans & Permits –<br>(OM)   | Work<br>Element | Series<br>No. | Title                              | Retention       | NARA<br>Authority        |
| <b>5A(2) Well Permits: Application for Permits to Drill (APDs) (AAV)</b><br><br>All records related to the processing, review, evaluation, analysis, coordination, and approval of Applications for Permits to Drill (APDs), As described in 30 CFR 250 Subpart D, E, F, G, and Q and related requirements, include but not limited to: <ul style="list-style-type: none"> <li>• APD processing, review, coordination and approval</li> <li>• Drilling Permit geological and geophysical</li> <li>• Hydrogen Sulfide Contingency Plans and related reports for drilling associated with APDs</li> <li>• Safe Welding Area review for rigs for APDs</li> <li>• Welding and Burning Practices and Procedures (i.e., Hot Tap Plan) for rigs for APDs</li> <li>• Well Activity Reports engineering review</li> <li>• End of Operations Reports engineering review</li> <li>• All other well permit reviews</li> <li>• Office issued (non-field inspection) incident of non-compliance processing relating to compliance with approved drilling permits.</li> <li>• Well decommissioning (plugging and abandonment)</li> <li>• Sustained Casing Pressure Departure requests analysis and mitigation</li> <li>• No flow wells analysis</li> <li>• Casing stubs annual report</li> <li>• All program support activities related to well modifications, maintenance, waivers, and well decommissioning applications except for regulation development.</li> </ul> | AAV             | 903-01        | Well Logs                          | P               | NC1-57-84-7<br>903-01    |
|   | AAV             | 903-04        | Petrographic Reports               | P               | NC1-57-84-7<br>903-04    |
|   | AAV             | 903-05a       | Paleontological Reports            | P               | NC1-57-84-7<br>903-05a   |
|   | AAV             | 903-06        | Logs                               | 75 yrs          | N1-473-06-2<br>903-06a   |
|   | AAV             | 903-07a       | Directional Surveys                | 75 yrs          | NC1-57-84-7<br>903-07a   |
|   | AAV             | 903-08        | Well Log Card Index                | P               | NC1-57-84-7<br>903-08    |
|   | AAV             | 904-03        | Stratigraphic Summary Well Reports | P               | NC1-57-84-7<br>904-03    |
|   | AAV             | 1101-02a(3)   | Lease Operations File              | -               | NC1-57-84-7<br>1101-02a3 |
|   | AAV             | 1101-02b1     | Well Files                         | 75 yrs          | NC1-57-84-7<br>1101-02b1 |
|   | AAV             | 1301-19       | Shut-in Wells Report               | When superseded | NC1-57-84-7<br>1301-19   |

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| <ul style="list-style-type: none"> <li>• Alternate Compliance and Departure Requests</li> <li>• All other program support activities related to drilling permits except for regulation and policy development and industry standard reviews (API, ASME, ISO and AWS)</li> <li>• Well Logs</li> <li>• Wire Line Surveys</li> </ul> <p><b>TEMPORARY.</b> Cut off at close of FY or when activity is completed. Retain on-site or at the FRC. Delete/Destroy 75 years after cutoff.</p> | AAV | 1402-03 | <p>Operator Submitted Plans</p> <p>Note: Some of the Series No's listed above are scheduled as Permanent on former Records Schedule.</p> | When superceded | NC1-57-84-7<br>1402-03 |
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## BSEE Bucket 5 Crosswalk-Regulatory Oversight and Stewardship

| New Schedule   |                 |               | Former Schedule  |            |                          |
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| Bucket 5<br>Offshore Oil and Gas User Plans & Permits –<br>(OM)  | Work<br>Element | Series<br>No. | Title  | Retention  | NARA<br>Authority        |
| <b>5A(3) Development and Production Plans and Related Permits (AAW)</b><br>All records related to the processing, review, evaluation, analysis, coordination, and approval of development plans and permits; Development Production Plans (DPP), Development Operations Coordination Documents (DOCD), Conservation Information Document (CID), and development right of use and easement, and other non-well permits, as described in the regulation 30 CFR 250 Subpart B, C, I, Q and related requirements<br>Includes: <ul style="list-style-type: none"> <li>• DPP and DOCD, and related reports, processing, non-environmental review, coordination, and approval</li> <li>• All other non-environmental reviews of DPP and DOCD</li> <li>• Review new technology pertaining to deep water development</li> <li>• Review of a Proposal that has modifications (e.g., revisions) to an approved development plan or permit</li> <li>• Review of Rights of Use and Easement Applications related to development and production</li> <li>• Conservation Information Document (CID) (plan review and assessment)</li> </ul> | AAW             | 1101-02a(2)   | Lease Plan of Exploration and Plan of Development and Production | -<br>10yrs | NC1-57-84-7<br>1101-02a2 |
|  | AAW             | 1703-02(a)1   | Unit or Communitization Agreement Document Files                 | 25yrs      | NC1-57-84-7<br>1703-02a1 |

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| <ul style="list-style-type: none"> <li>• Hydrogen Sulfide Contingency Plans and related reports for production facilities</li> <li>• Support activities for Alaska and Pacific regions (specific to platforms)</li> <li>• All other program support activities related to development and production plans and permits except for regulation development and industry standard reviews (API, ASME, ISO and AWS)</li> <li>• Mitigation development, coordination, and review related to development and production plans and permits</li> </ul> <p><b>TEMPORARY.</b><br/>Cut off at close of FY or when activity is completed. Retain on-site or at the FRC. Delete/Destroy 75 years after cutoff.</p> |  |  |  |  |  |
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## BSEE Bucket 5 Crosswalk-Regulatory Oversight and Stewardship

| New Schedule   |                 |               | Former Schedule |           |                          |
|--|-----------------|---------------|-----------------|-----------|--------------------------|
| Bucket 5<br>Offshore Oil and Gas User Plans & Permits –<br>(OM)  | Work<br>Element | Series<br>No. | Title           | Retention | NARA<br>Authority        |
| <p><b>5A(4) Well Permits - Applications for Permit to Modify (ABR)</b><br/>                     All records related to the processing, review, evaluation, analysis, coordination, and approval of Applications for Permits to Modify (APMs), as described in 30 CFR 250 Subpart D, E, F, and related Requirements, include but not limited to:</p> <ul style="list-style-type: none"> <li>• Applications for Permit to Modify (APM) processing, review, coordination and approval</li> <li>• Provide engineering and technical expertise</li> <li>• Drilling Permit geological and geophysical reviews</li> <li>• Hydrogen Sulfide Contingency Plans and related reports for drilling associated with APMs</li> <li>• Safe Welding Area review for rigs for APMs</li> <li>• Welding and Burning Practices and Procedures (i.e., Hot Tap Plan) for rigs for APMs</li> <li>• Well Activity Reports engineering review</li> <li>• End of Operations Reports engineering review</li> <li>• Office issued (non-field inspection) Incidents of Noncompliance processing relating to compliance with approved drilling permits.</li> <li>• Sustained Casing Pressure Departure requests analysis and mitigation</li> </ul> | ABR             | 1101-02b1     | Well Files      | 75yrs     | NC1-57-84-7<br>1101-02b1 |



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| <ul style="list-style-type: none"> <li>• No flow wells analysis</li> <li>• Casing stubs annual report....</li> <li>• Alternate Compliance and Departure Requests</li> </ul> <p><b>TEMPORARY.</b><br/> Cut off at close of FY or when activity is completed.<br/> Retain on-site or at the FRC. Delete/Destroy 75 years<br/> after cutoff.</p> |  |  |  |  |  |
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## BSEE Bucket 5 Crosswalk-Regulatory Oversight and Stewardship

| New Schedule   |                 |               | Former Schedule       |           |                         |
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| Bucket 5<br>Offshore Oil and Gas User Plans & Permits –<br>(OM)  | Work<br>Element | Series<br>No. | Title                 | Retention | NARA<br>Authority       |
| <p><b>5A(5) Deep Water Operations Plans (DWOP) and Related Permits (ABS)</b><br/>All records related to the processing, review, evaluation, analysis, coordination, and approval of Deep Water Operations Plans (DWOP) and related permits, as described in the regulation 30 CFR 250 Subpart B, C, H, I, J, Q and related requirements, include but are not limited to the following:</p> <ul style="list-style-type: none"> <li>• DWOP and related reports, processing, non-environmental review, coordination, and approval</li> <li>• Pipeline and Platform Section Deep Water Operations Plans Review</li> <li>• All other non-environmental reviews of DWOPs</li> <li>• Review new technology pertaining to deep water development</li> <li>• Review of a Proposal that has modifications (e.g., revisions) to an approved DWOP</li> <li>• Review of Rights of Use and Easement Applications related to deep water development and production</li> <li>• Deep water structure permits processing,</li> </ul> | ABS             | 1706-01a      | Approved Applications | 25 yrs    | N1-473-98-2<br>1706-01a |

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| <p>review, and coordination. Such as requests to install new structures, requests to modify old structures, and requests to decommission structures.</p> <ul style="list-style-type: none"> <li>• Mitigation development, coordination, and review related to development and production plans and permits</li> </ul> <p><b>TEMPORARY.</b><br/>Cut off at close of FY or when activity is completed. Retain on-site or at the FRC. Delete/Destroy 75 years after cutoff.</p> |  |  |  |  |  |
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## BSEE Bucket 5 Crosswalk-Regulatory Oversight and Stewardship

| New Schedule   |              |            | Former Schedule                           |           |                        |
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| Bucket 5   | Work Element | Series No. | Title                                     | Retention | NARA Authority         |
| <p><b>5B OFFSHORE USER PLANS, PERMITS, &amp; RESEARCH</b></p> <p><b>5B(1) Oil Spill Research (AAR)</b> All records related to contractual oil spill research related to plans and permit application review.<br/>                     (a) <b>Significant Final Research Products.</b></p> <p><b>PERMANENT</b><br/>                     Cut off at close of the fiscal year or when activity is completed. Transfer <u>electronic copies</u> (only) of final technical research reports and other final products to the National Archives at three year intervals under the instructions in 36 CFR 1235.44-50, or whichever transfer guidance is in place at the time of the transfer. Excluded are background case file materials, and technical reports and records for routine and non-significant research projects and initiatives.”</p> <p><b>(b) All records related to all other Technology Assessment Reports</b></p> <p><b>TEMPORARY.</b> Cut off at close of the fiscal year or when activity is completed. Retain on-site or at the FRC. Delete/Destroy 25 years after cutoff.”</p> | AAR          | 1403-04    | Technical Assessment and Research Reports | Perm.     | NC1-57-84-7, 1402-05   |
|  | AAR          | 1403-04    | Technical Assessment and Research Reports | 30 yrs    | N1-473-88-1<br>1403-04 |
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| Bucket 5   | Work Element | Series No | Former Schedule           | Retention       | NARA Auth.             |
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| <p><b>5B(2) Operational Safety and Engineering Research (AAS)</b><br/> All records related to contractual operational safety and engineering research related to plans and permit application review. Includes the evaluation and review of operational safety and engineering research proposals.</p> <p><b>TEMPORARY</b><br/> Cut off at close of FY or when activity completed. Retain on-site or at the FRC. Delete/Destroy 25 years after cutoff</p>  | AAS          | 1403-05   | Technical Committee Files | 5 yrs           | N1-473-88-1<br>1403-05 |
| <p><b>5B(3) Oil Spill Response Plans (AAU)</b><br/> All records related to the processing, review, coordination and planning for oil spill response plans, as described in regulation 30 CFR 254 and related requirements, include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Oil Spill Response Plan (OSRP) program management</li> <li>• Oil spill response, biennial review and approval of Federal OSRPs</li> <li>• Regional oil spill response plans review and coordination</li> <li>• all other program support activities related to oil spill response plans except for regulation development and industry standard reviews ..</li> </ul> <p><b>TEMPORARY</b><br/> Cut off at close of FY or when activity completed. Retain on-site or at the FRC. Delete/Destroy 25 years after cutoff</p> | AAU          | 1402-03   | Operator Submitted Plans  | When superseded | NC1-57-84-7<br>1402-03 |
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## BSEE Bucket 5 Crosswalk-Regulatory Oversight and Stewardship

| New Schedule   |              | Former Schedule |       |           |                |
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| Bucket 5   | Work Element | Series No.      | Title | Retention | NARA Authority |
| <p><b>5B(4) Manage OHMSETT (JAA)</b><br/>Includes:<br/>All records that manage the National Oil Spill Response Test Facility known as <b>OHMSETT</b>. The purpose of this facility is to conduct testing, training and research related to improving the technology and global capability to detect and clean-up oil spills.</p> <p><b>TEMPORARY</b><br/>Cut off at close of FY or when activity completed. Retain on-site or at the FRC. Delete/Destroy 25 years after cutoff</p>   | JAA          | NEW             |       |           | NEW            |
| <p><b>5C OIL SPILL RESEARCH FUNCTION.</b><br/><b>5C(1) National Response System (JAB)</b><br/>All records related to participation in meetings of area committees, regional response teams, and the national response team. This includes review and revision of area contingency plans and the national contingency plan; participation in the planning, conduct, and evaluation of government and industry-led drills held under the National Preparedness for Response Exercise Program; assisting in the development of policies and procedures on emergency preparedness; participating in conference calls during oil spills to provide expertise in response decision making; and making presentations on agency regulations, policies, practices, and activities at NRS functions.</p> <p><b>TEMPORARY</b><br/>Cut off at close of FY or when activity completed. Retain on-site or at the FRC. Delete/Destroy 25 years after cutoff</p> | JAB          | NEW             | --    |           |                |
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## BSEE Bucket 5 Crosswalk-Regulatory Oversight and Stewardship

| New Schedule   |                 | Former Schedule |       |           |                   |     |
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|  | Work<br>Element | Series<br>No.   | Title | Retention | NARA<br>Authority |     |
| <p><b>5C(2) Unannounced Exercises (JAC)</b><br/>                     All records related to the conduct of agency unannounced oil spill drills including complex tabletop exercises, with or without equipment deployment, and deployment of equipment. This includes identification of exercise participant; development of scenario; coordination of participation by agency staff and other federal partners, initiating, controlling, and evaluating the exercise; preparation of documentation; data base entry; preparation of reports; issuance of incidents of non-compliance; collecting lessons learned; conducting analyses of exercises to identify trends, gaps, or areas for improvement; and proposing changes to policies or procedures to improve plan holder planning and preparedness.</p> <p><b>TEMPORARY</b><br/>                     Cut off at close of FY or when activity completed. Retain on-site or at the FRC. Delete/Destroy 25 years after cutoff</p> |                 | JAC             | NEW   |           |                   | NEW |

## BSEE Bucket 5 Crosswalk-Regulatory Oversight and Stewardship

| New Schedule  |              |            | Former Schedule |           |                |
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| Bucket 5  | Work Element | Series No. | Title           | Retention | NARA Authority |
| <p><b>5C(3) Oil Spill Incident Review and Analysis (JAD)</b><br/>                     All records related to identifying, tracking, quantifying, and responding to oil spills from regulated facilities, including review of oil spill reports from the National Response Center, NOAA, industry, or other sources</p> <p><b>(a) Major Oil Spill Review and Analysis Reports.</b><br/>                     Records selected by designated BSEE subject matter experts that meet the following criteria: records of "Major" category oil spill events exceeding 100,000 gallons and greater (2,381 barrels and greater) as established by the U.S. Coast Guard, other types of incidents requiring investigative panels, and any and other reports identified by designated BSEE subject matter experts. Records include the final reports and analysis products for the major incident.</p> <p><b>PERMANENT.</b><br/>                     Cut off files at close of fiscal year or when activity is completed.<br/> <i>Electronic records:</i> Transfer electronic files including non-proprietary public access versions to the National Archives at 3 year intervals under the instruction in 36CFR 1235.44-50, or whichever transfer guidance is in place at the time of transfer.<br/> <i>Hard copy records:</i> Transfer to the FRC 5 years after cutoff. Transfer to the National Archives 25 years after cut off.</p> <p><b>(b) All Other Oil Spill Incident and Analysis Records.</b> Records of all other (non-major) oil spill incidents Includes reports for non-major incidents</p> | JAD          | NEW        |                 |           | NEW            |
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| <p>and all supporting case file materials, with incident documentation and analysis work papers.</p> <p><b>TEMPORARY.</b><br/>Cut off at close of the fiscal year or when activity is completed. Retain on site or at the FRC.<br/>Delete/Destroy 25 years after cut off</p> |  |  |  |  |  |
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| <b>BSEE Bucket 5 Crosswalk-Regulatory Oversight and Stewardship</b>  |                     |                        |              |                  |                       |
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| <b>New Schedule</b>  |                     | <b>Former Schedule</b> |              |                  |                       |
| <b>Bucket 5</b>  | <b>Work Element</b> | <b>Series No.</b>      | <b>Title</b> | <b>Retention</b> | <b>NARA Authority</b> |
| <p><b>5C(4) Oil Spill Response Division Program (JAE)</b><br/>All records related to the administration and operation of the agency oil spill program including promulgation of regulations; development policies and procedures; responding to requests for information; Includes, but are not limited to the following:</p> <p>(a) <b><u>Oil Spill Response Program Direction Records.</u></b> Records relating to the promulgation of regulations; the development of policies and procedures; the modeling of spill volumes, trajectories, and recovery efficiency; participation in international</p> | JAE                 | NEW                    |              |                  | NEW                   |

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| <p>activities related to oil spill planning, preparedness, and response; and the publication of program reports.</p> <p><b>PERMANENT.</b><br/>Cut off at close of the fiscal year or when activity is completed. <i>Electronic Records:</i> Transfer electronic files to the National Archives at three year intervals under the instructions in 36 CFR 1235.44-50, or whichever transfer guidance is in place at the time of the transfer. <i>Hardcopy Records:</i> Transfer to the FRC 5 years after cut-off. Transfer to the National Archives and Records Administration 25 years after cut off.”</p> <p>(b) <b><u>Oil Spill Response Program Administration Records.</u></b> Records for routine activities including (but not limited to) responding to requests for information; personnel actions; maintenance of the program web site; all administration and budget activities; conducting program audits; the provision of support to other local, state or federal partners; and all other activities relating to program direction.</p> <p><b>TEMPORARY.</b><br/>Cut off at close of the fiscal year or when activity is completed. Retain on-site or at the FRC. Delete/Destroy 25 years after cutoff.”</p> |  |  |  |  | NEW |
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## BSEE Bucket 5 Crosswalk-Regulatory Oversight and Stewardship

| New Schedule   |              | Former Schedule |                             |           |                         |
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| Bucket 5   | Work Element | Series No.      | Title                       | Retention | NARA Authority          |
| <b>5D FACILITY SAFETY SYSTEMS</b>  |              |                 |                             |           |                         |
| <b>5D(1) Facility Safety Systems Permit Applications (ABT)</b>   |              |                 |                             |           |                         |
| All records related to the processing, review, evaluation, analysis, coordination, and approval of production facility safety system permits, as described in the regulation 30 CFR 250 Subpart B, C, H, I, and related requirements.  |              |                 |                             |           |                         |
| <b>Includes:</b>   |              |                 |                             |           |                         |
| <ul style="list-style-type: none"> <li>• Production Facility Applications processing, review, and coordination. Includes requests for new facilities and modifications to existing facilities.</li> <li>• Production facility safety permits and related reports, processing, non-environmental review, coordination, and approval</li> <li>• All other non-environmental reviews of production facility safety permits</li> <li>• Hydrogen Sulfide Contingency Plans and related reports for production facilities</li> <li>• Safe Welding Area review for production facilities</li> <li>• Welding and Burning Practices and Procedures (i.e., Hot Tap Plan) for rigs</li> </ul> |              |                 |                             |           |                         |
|  | ABT          | 1501-01a        | Platform Approval Files     | 10yrs     | NC1-57-84-7<br>1501-01a |
|  |              |                 | Platform Verification Files | End of CY | NC1-57-84-7<br>1501-04  |

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| <ul style="list-style-type: none"> <li>• Support activities for Alaska and Pacific Regions specific to platforms</li> <li>• Mitigation development, coordination, and review related to development and production plans and permits</li> </ul> <p><b>TEMPORARY</b><br/> Cut off at close of FY or when activity completed.<br/> Retain on-site or at the FRC. Delete/Destroy 25 years after cutoff</p> |  |  |  |  |  |
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## BSEE Bucket 5 Crosswalk-Regulatory Oversight and Stewardship

| New Schedule   |              |            | Former Schedule          |                       |                         |
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| Bucket 5   | Work Element | Series No. | Title                    | Retention             | NARA Authority          |
| <p><b>5D(2) Lease Term and Right-of-Way (ROW) Pipeline Permits (ABU)</b><br/>                     All records related to the processing, review, evaluation, analysis, coordination, and approval of lease-term and ROW pipeline permits, as described in the regulation 30 CFR 250 Subpart B, C, J, Q and related requirements. <b>Includes:</b></p> <ul style="list-style-type: none"> <li>• Lease-term and ROW Pipeline application processing, non-environmental review, coordination, and approval</li> <li>• Pipeline permits and related reports and surveys (new pipeline applications and requests to modify existing pipelines, and associated construction reports)</li> <li>• Lease-term and ROW pipeline decommissioning</li> <li>• All other non-environmental reviews of pipeline applications, pipeline maintenance and repairs plans and notifications</li> <li>• Pipeline cathodic protection survey and pipeline inspection reports process and review</li> <li>• Mitigation development, coordination, and review related to pipelines</li> </ul> <p><b>TEMPORARY</b><br/>                     Cut off at close of FY or when activity completed. Retain on-site or at the FRC. Delete/Destroy 25 years after cutoff</p> | ABU          | 1101-06    | Billing Index            | When no longer needed | N1-473-91-1<br>1101-06  |
|  | ABU          | 1502-01a   | Pipeline Permit Files    | 10yrs                 | NC1-57-78-1<br>1502-01a |
|  | ABU          | 1502-02    | Pipeline Reports         | 3 yrs                 | NC1-57-84-7<br>1502-02  |
|  | ABU          | 1502-03    | Pipeline Waiver Requests | 4 yrs                 | NC1-57-84-7<br>1502-03  |

## BSEE Bucket 5 Crosswalk-Regulatory Oversight and Stewardship

| New Schedule  |              |            | Former Schedule           |                 |                        |
|---|--------------|------------|---------------------------|-----------------|------------------------|
| Bucket 5  | Work Element | Series No. | Title                     | Retention       | NARA Authority         |
| <p><b>5D(3) Pipeline Repair Plans and Related Permits (ABV)</b><br/>                     All records related to the processing, review, evaluation, analysis, coordination, and approval of pipeline repair plans and related permits, as described in the regulation 30 CFR 250 Subpart B, C, J, Q and related requirements.</p> <p><b>Includes:</b></p> <ul style="list-style-type: none"> <li>• Pipeline maintenance and repairs plans and notifications</li> <li>• Pipeline repair plan and permit related application processing, non-environmental review, coordination, and approval</li> <li>• Pipeline permits and related reports and surveys (new pipeline applications and requests to modify or repair existing pipelines, and associated construction reports)</li> <li>• All other non-environmental reviews of pipeline applications</li> <li>• Pipeline cathodic protection survey and pipeline inspection reports process and review</li> <li>• Mitigation development, coordination, and review related to pipelines</li> </ul> <p><b>TEMPORARY</b><br/>                     Cut off at close of FY or when activity completed. Retain on-site or at the FRC. Delete/Destroy 25 years after cutoff</p> | ABV          | 1502-04    | Index to Pipeline Systems | When superseded | NC1-57-84-7<br>1502-04 |
|   | ABV          | 1502-05    | Pipeline Inspection Files | 4 yrs           | NC1-57-84-7<br>1502-05 |

## BSEE Bucket 5 Crosswalk-Regulatory Oversight and Stewardship

| New Schedule   |              |            | Former Schedule                           |           |                         |
|--|--------------|------------|---|-----------|-------------------------|
| Bucket 5   | Work Element | Series No. | Title                                     | Retention | NARA Authority          |
| <p><b>5D(4) Structure Decommissioning Plans and Related Permits (ABW)</b><br/>                     All records related to the processing, review, evaluation, analysis, coordination, and approval of structure decommissioning plans and related permits, as described in the regulation 30 CFR 250 Subpart B, C, Q and related requirements.<br/> <b>Includes:</b></p> <ul style="list-style-type: none"> <li>• Structure decommissioning plans, processing, non-environmental review, coordination, and approval</li> <li>• Pipeline and Platform Section Deep Water Operations Plans Review</li> <li>• All other non-environmental reviews of structure decommissioning plans</li> <li>• Platform Site Clearance reports processing, non-environmental review, and coordination</li> <li>• Mitigation development, coordination, and review related to structure decommissioning plans and permits</li> <li>• Platform Site Clearance reports processing, non-environmental review, and coordination</li> </ul> <p><b>TEMPORARY</b><br/>                     Cut off at close of FY or when activity completed. Retain on-site or at the FRC. Delete/Destroy 25 years after cutoff</p> | ABX          | 1501-01a   | Platform Approval Files                   | 10 yrs    | NC1-57-84-7<br>1501-01a |
|  |              | 1501-02a   | Platform/Installation Inspection Files    | 2 yrs     | NC1-57-84-7<br>1501-02a |
|  |              | 1501-03    | Platform/Installation Questionnaire Files | 2 yrs     | NC1-57-84-7<br>1501-03  |
|  |              | a          | Platform Verification Files               | End of CY | NC1-57-84-7<br>1501-04  |
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| <p><b>5D(5) Structure Permits (ABX)</b><br/>All records related to the processing, review, evaluation, analysis, coordination, and approval of platform structure permits (new and modifications) and production facility applications, as described in the regulation 30 CFR 250 Subpart B, C, H, I, J, Q and related requirements.</p> <p><b>Includes:</b></p> <ul style="list-style-type: none"> <li>Platform structure permits (new and modifications), and related reports, processing, non-environmental review, coordination, and approval</li> <li>Production Facility Applications processing, review, and coordination. (Includes requests for new facilities and modifications to existing facilities)</li> <li>All other non-environmental reviews of platform structure permits (new and modifications)</li> <li>Review of a Proposal that has modifications (e.g., revisions) to an approved development plan or permit</li> <li>Mitigation development, coordination, and review related to development and production plans and permits</li> </ul> <p><b>TEMPORARY</b><br/>Cut off at close of FY or when activity completed. Retain on-site or at the FRC. Delete/Destroy 25 years after cutoff</p> |  | 1501-01a | Platform Approval Files                   | 10 yrs          | NC1-57-84-7<br>1501-01a |
|  |  | 1501-02a | Platform/Installation Inspection Files    | 2 yrs           | NC1-57-84-7<br>1501-02a |
|  |  | 1501-03  | Platform/Installation Questionnaire Files | 2 yrs           | NC1-57-84-7<br>1501-03  |
|  |  | a        | Platform Verification Files               | End of CY       | NC1-57-84-7<br>1501-04a |
|  |  | 1502-01a | Pipeline Permit Files                     | 10 yrs          | NC1-57-78-1<br>1502-01a |
|  |  | 1502-02  | Pipeline Reports                          | 3 yrs           | NC1-57-84-7<br>1502-02  |
|  |  | 1502-03  | Pipeline Waiver Requests                  | 4 yrs           | NC1-57-84-7<br>1502-03  |
|  |  | 1502-04  | Index to Pipeline Systems                 | When superseded | NC1-57-84-7<br>1502-04  |
|  |  | 1502-05  | Pipeline Inspection Files                 | 4 yrs           | NC1-57-84-7<br>1502-05  |
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## BSEE Bucket 5 Crosswalk-Regulatory Oversight and Stewardship

| New Schedule   |              | Former Schedule |                           |                 |                        |
|--|--------------|-----------------|---------------------------|-----------------|------------------------|
| Bucket 5   | Work Element | Series No.      | Title                     | Retention       | NARA Authority         |
| <p><b>5E Surface Commingling Applications (HAA)</b><br/>                     All records related to surface commingling applications, metering locations and facility configuration for the production of oil and gas, include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Surface commingling and measurement</li> <li>• Review and approval of the Measurement and Allocation Plan (i.e., surface commingling allocations)</li> <li>• Review and approve Production safety Systems and/or production metering systems</li> </ul> <p><b>TEMPORARY</b><br/>                     Cut off at close of FY or when activity completed. Retain on-site or at the FRC. Delete/Destroy 25 years after cutoff</p> | HAA          | 1302-02         | Commingling Systems Files | 7 yrs           | NC1-57-84-7<br>1302-02 |
|  |              | 1302-03         | Meter Proving Reports     | 3 yrs           | NC1-57-84-7<br>1302-03 |
|  |              | 1302-04         | Meter Adjustment Tickets  | 3 yrs           | NC1-57-84-7<br>1302-04 |
|  |              | 1302-05         | Allocation Schedules      | 6 yrs           | NC1-57-84-7<br>1302-05 |
|  |              | 1302-06         | Calibration Charts        | 3 yrs           | NC1-57-84-7<br>1302-06 |
|  |              | 1302-07         | Gas Meter Reports         | When Superseded | N1-473-98-2<br>1302-07 |
|  |              |                 |                           |                 |                        |

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| New Schedule  |              |            | Former Schedule |           |                |
|---|--------------|------------|-----------------|-----------|----------------|
| Bucket 5  | Work Element | Series No. | Title           | Retention | NARA Authority |
| <p><b>5F Oil and Gas Compliance Inspections (2F)</b><br/>                     Oil and gas compliance inspections are actions conducted after lease operations have been authorized to ensure that operations are conducted in accordance with regulations, lease terms, onshore operating orders, notices to lessees and permit conditions of approval. A compliance inspection begins when a well is permitted and ends when final abandonment is approved. Types of inspections include drilling and workover inspections, environmental compliance, well summary review, U.S. Coast Guard inspections, abandonment, meter inspections, and operator training inspections and annual performance review of operators.</p> |              |            | N/A             | N/A       | N/A            |
| <p><b>5F(1) Environmental Studies in Support of Environmental Compliance Monitoring (DAB)</b><br/>                     All records related to oil and gas environmental compliance monitoring EXCEPT monitoring projects but including those projects that specifically monitor whether a company is in compliance with environmental stipulations and further include but are not limited to the</p>   | DAB          |            |                 |           | NEW            |

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| <p>following:</p> <p>(a) <b>Final Environmental Study Reports.</b><br/>Records documenting scientific research studies specifically implemented to environmental compliance monitoring of Outer Continental Shelf (OCS) energy and mineral resources.</p> <p><b>PERMANENT.</b><br/>Office of responsibility cuts off files at close of the fiscal year or when activity is completed. <u>Electronic Records:</u> Transfer electronic files (including nonproprietary public access versions) to the National Archives at three year intervals under the instructions in 36 CFR 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>(b) <b>Environmental Study Case Records.</b><br/>Records created in the development of environmental studies (with the exception of the final reports themselves). Includes records created in conjunction with the study report, financial information, procurement information, statements of work, acceptance and dissemination records, copies of database files, spreadsheets and GIS records, and related case records.</p> <p><b>TEMPORARY.</b><br/>Cut off at close of FY or when activity is completed. Retain onsite or at the FRC. Delete/ Destroy 25 years after cutoff.</p> | DAB | 1001-05<br><br>1004-02a<br><br>1105-01 | Environmental Study Case Files<br><br>International Cooperative Agreements<br><br>Coastal Zone Management | 25 years<br><br>When Superseded<br><br>When no longer needed | N1-473-88-1<br>1001-05<br>N1-473-97-1<br>1004-02a<br><br>NC1-57-84-7<br>1105-01 |
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## BSEE Bucket 5 Crosswalk-Regulatory Oversight and Stewardship

| New Schedule   |              |                    | Former Schedule                            |                |                                   |
|--|--------------|--------------------|--|----------------|-----------------------------------|
| Bucket 5   | Work Element | Series No.         | Title                                      | Retention      | NARA Authority                    |
| <p><b>5F(2) Incident Analysis and Investigation Program (DAJ)</b><br/>All records related to offshore incidents and events reporting, analysis, and investigation, include but are not limited to:</p> <p>(a) <b>Major Incident Investigative Records.</b> Final reports that document "major" incidents/incidents requiring investigative panels, and any other reports selected as significant by designated BSEE subject matter experts. Excludes background investigative case files and working papers, and any non-non-panel investigation reports other than those selected for permanent retention.</p> <p>PERMANENT. Office of responsibility cuts off files at close of the fiscal year or when activity is completed. <u>Electronic Records:</u> Transfer to the National Archives at three year intervals under the instructions in 36 CFR 1235.44-50, or whichever transfer guidance is in place at the time of the transfer. <u>Non-digitized hardcopy reports:</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>(b) <b>All Other Incident Investigative and Related Records.</b> Records include all background case file and working paper documents for any investigation, as well as final reports for all other investigations that do not result in the appointment of a panel, or which are not selected as significant by BSEE. For example, incidents involving minor fires, small explosions, minor personal injury, etc.</p> | DAJ          | 1401-01            | Major accident investigation files         | Permanent      | NC1-57-84-7<br>1401-01a           |
|  |              | 1401-02<br>1401-03 | Minor accident report files<br>Event Files | 3 yrs<br>3 yrs | N1-473-88-1<br>1401-02<br>1402-03 |

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| <p>Includes operator's notification and reports, MMS Form 2010 Accident Investigation reports, and any other records that summarize the event; BSEE-prepared reports; investigation records, including copies of previous inspections, exercise results, operator oil spill response plans, and other such pertinent data.</p> <p><b>TEMPORARY.</b> Cut off at close of the fiscal year or when activity is completed. Retain on-site or at the FRC. Delete/Destroy 25 years after cutoff.”</p>   |                                  |  |  |  |  |
| <p><b>5G Production Verifications/Federal Royalty Interests (HAB)</b></p> <p>All records related to procedures used to monitor liquid and gas production volumes to ensure accurate federal royalty payments and the protection of the federal royalty interest, include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Conduct reviews of the Gas Verification System (i.e., gas volume statements)</li> <li>• Review and/or validate gas volume statements and Gas Verification Systems or violations</li> <li>• Validate run ticket data for the Liquid Verification System (LVS) and manual input of LVS data</li> <li>• Conduct reviews of the Liquid Verification System and the Gas Verification Systems and check for violations</li> </ul> | <p>HAB</p> <p>HAB</p> <p>HAB</p> | <p>1705-01</p> <p>1302-03</p> <p>1302-07</p> | <p>Drainage Investigation</p> <p>Meter Proving Reports</p> <p>Gas Meters Reports</p> | <p>1yr</p> <p>3 yrs</p> <p>When Superseded</p> | <p>N1-473-88-1<br/>1705-01</p> <p>NC1-57-84-7<br/>1302-03</p> <p>N1-473-98-2<br/>1302-07</p> |

• Verify production volumes  
Production data (upload and error resolution with  
Office of Natural Resources Revenue (ONRR) in  
Denver..

**TEMPORARY**

Cut off at close of FY or when activity completed.  
Retain on-site or at the FRC. Delete/Destroy 25 years  
after cutoff

**BSEE Bucket 5 Crosswalk-Regulatory Oversight and Stewardship**

| New Schedule   |                |            | Former Schedule |           |                |
|--|----------------|------------|-----------------|-----------|----------------|
| Bucket 5   | Work Element   | Series No. | Title           | Retention | NARA Authority |
| <p><b>5H. ENVIRONMENTAL ENFORCEMENT PROGRAM.</b> Development and management of the Environmental Enforcement Program.</p> <p><b>5H (1) Environmental Enforcement DEA-DEK (DEA, DEB, DEC,DED,DEE,DEF,DEG, DEI, DEJ, DEK)</b></p> <p>All records related to reviews, inspections, or field surveys to confirm that industry activities have complied with Bureau requirements (including lease stipulations, regulations, Notice to Lessees [NTLs], and terms and conditions of a plan or permit approval) intended to protect the environment, include but are not limited to:</p> <p>(a) <b>Significant Environmental Enforcement Reports or Final Products.</b> The Internal Review Unit (IRU) or whichever appropriate office or individual subject matter expert is responsible for identifying any environmental enforcement case reports for significant incidents of non-compliance (INC). Significant environmental violations are those that gain widespread public attention, involve egregious incidents of non-compliance that pose severe environmental threats, represent</p> | <p>DEA-DEK</p> |            |                 |           | <p>NEW</p>     |

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| <p>serious and willful environmental violations that are referred to the Department of Justice for criminal prosecution, result in a legal precedent which establishes or affirms BSEE policy with respect to environmental compliance and enforcement actions of national importance, or other notable environmental enforcement actions as determined by BSEE subject matter experts. The records include only the final report or product and any other significant documentation that gives provides necessary context.</p> <p>PERMANENT.<br/>Office of responsibility cuts off files at close of the fiscal year or when activity is completed. Electronic Records: Transfer electronic files (including nonproprietary public access versions) to the National Archives at three year intervals under the instructions in 36 CFR 1235.44-50, or whichever transfer guidance is in place at the time of the transfer. Hardcopy Records: Transfer to the FRC 5 years after cut-off. Transfer to the National Archives and Records Administration 25 years after cut off.”</p> |                     |                                 |  |                              |  |
| <p>(b) <b>All Other Environmental Enforcement Files.</b> Includes all background case file materials, and reports for routine and non-significant enforcement actions.</p>  | <p>DEA-<br/>DEK</p> | <p>1200-01<br/><br/>1200-02</p> | <p>Field Drilling Rules Record Set<br/><br/>Drilling Rig Inspections</p> | <p>20 yrs<br/><br/>3 yrs</p> | <p>NC1-57-84-7<br/>1200-01<br/>N1-473-88-1<br/>1200-02</p> |



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| <b>TEMPORARY</b><br>Cut off at close of FY or when activity completed. Retain on-site or at the FRC.<br>Delete/Destroy 25 years after cutoff |  | 1501-02a | Platform/Installation Inspection Files | 2 yrs | NC1-57-84-7                        |
|  |  | 1502-05  | Pipeline Inspection Files              | 4 yrs | 1501-02a<br>NC1-57-84-7<br>1502-05 |

## BSEE Bucket 5 Crosswalk-Regulatory Oversight and Stewardship

| New Schedule   |              | Former Schedule |                          |                 |                        |
|--|--------------|-----------------|--------------------------|-----------------|------------------------|
| Bucket 5   | Work Element | Series No.      | Title                    | Retention       | NARA Authority         |
| <p><b>5H(2) Oil Spill Response Preparedness Drills and Equipment Inspections (DAC)</b><br/>                     All records related to planning, conducting, and reviewing oil spill response preparedness drill and equipment inspections related to requirements outlined in regulation 30 CFR 254 and related requirements.</p> <p><b>Includes:</b></p> <ul style="list-style-type: none"> <li>• Oil spill response equipment inspections</li> <li>• Oil spill response, exercises, drills and inspections</li> <li>• Oil spill training and table top exercises</li> <li>• Unannounced oil spill drills</li> <li>• Incident of non-compliance processing related to oil spill response equipment inspections and drills</li> <li>• All program support activities related to oil spill response preparedness drills and equipment inspections</li> <li>• Number of Spill Drills conducted</li> <li>• Oil spill equipment inspections</li> </ul> <p><b>TEMPORARY</b><br/>                     Cut off at close of FY or when activity completed. Retain on-site or at the FRC. Delete/Destroy 25 years after cutoff</p> | DAC          | 1402-03         | Operator-Submitted Plans | When Superseded | NC1-57-84-7<br>1402-03 |
|  |              | 1403-03         | Equipment Certifications | 5 years         | N1-473-88-1<br>1403-03 |

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| New Schedule  |              | Former Schedule |       |           |                |
|---|--------------|-----------------|-------|-----------|----------------|
| Bucket 5  | Work Element | Series No.      | Title | Retention | NARA Authority |
| <p><b>5H(3) Compliance and Enforcement Program (DAD)</b><br/> <b>Compliance and Enforcement Program (DAD)</b><br/>                     All records related to the development and oversight of the OCS Compliance and enforcement Program. These records include but are not limited to reports and assessments that reflect:</p> <ul style="list-style-type: none"> <li>• Fostering a culture of responsibility and compliance in the offshore oil and gas industry</li> <li>• Policies and regulations promoting safety for personnel</li> <li>• Policies and regulations for conservation of the Nation's energy resources</li> <li>• Policies and regulations designed to protect the marine environment</li> </ul> <p><b>PERMANENT.</b><br/>                     Cut off at close of the fiscal year or when activity is completed.<br/>                     Electronic Records: Transfer electronic files to the National at three year intervals under the instructions in 36 CFR 1235.44-50, or whichever transfer guidance is in place at the time of the transfer. Hardcopy Records: Transfer to the FRC 5 years after cut-off. Transfer to the National Archives and Records Administration 25 years after cut off."</p> | DAD          | NEW             |       |           | NEW            |

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| New Schedule  |              | Former Schedule |          |  |                |                        |
|---|--------------|-----------------|----------|--|----------------|------------------------|
| Bucket 5  | Work Element | Series No.      | Title    | Retention                              | NARA Authority |                        |
| <p><b>5H(4) Inspection Planning (DAE)</b></p> <p>All records related to the planning, scheduling, implementation of the Offshore Inspection Program include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Inspections planning (platforms and rig inspections)</li> <li>• Well Activity Report inspector review (on drilling and work-over activities)</li> <li>• On-site, post inspection problem resolution and enforcement</li> <li>• Inspection and enforcement</li> <li>• Potential incident of non-compliance development</li> </ul> <p><b>TEMPORARY</b><br/>Cut off at close of FY or when activity completed. Retain on-site or at the FRC. Delete/Destroy 25 years after cutoff</p> |              | DAE             | 1200-02  | Drilling Rig Inspections               | 3 yrs          | N1-473-88-1<br>1200-02 |
|   |              |                 | 1501-02a | Platform/Installation Inspection Files | 2 yrs          | NC1-57-84-<br>1501-02a |
|   |              |                 | 1502-05  | Pipeline Inspection Files              | 4 yrs          | NC1-57-84-<br>1502-05  |

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| New Schedule  |              |   | Former Schedule  |  |   |
|---|--------------|---|--|--|---|
| Bucket 5  | Work Element | Series No.                                    | Title  | Retention                              | NARA Authority  |
| <p><b>5H(5) Compliance Inspections and Enforcements-DAG (DAT-Production Inspection), DAU (Drilling Inspection), DAV (Work Over Inspection), (DAW-BOP Test Witnessing)</b></p> <p>All records related to the conducting of field inspections to verify compliance with safety, operational, environmental protection requirements, as described in regulation 30 CFR 250 and related requirements, except for work related to pre-production inspection and enforcement activities; include but are not limited to ;</p> <ul style="list-style-type: none"> <li>• Offshore Production Facility Inspections</li> <li>• Offshore D Inspections (drilling and workover)</li> <li>• BOP Test Witnessing</li> <li>• Offshore Pipeline Inspections</li> <li>• Pollution and environmental inspections</li> <li>• Onshore and offshore meter inspections</li> <li>• U. S. Coast Guard inspections</li> <li>• All other safety and environmental protection inspections performed by the Bureau</li> <li>• Other office paperwork inspections</li> <li>• Enforcement actions related to the inspections</li> <li>• Issuance and review of Incidents of <b>Noncompliance (INCs)</b></li> <li>• Appeals of INCs</li> </ul> <p><b>TEMPORARY</b> Cut off at close of FY or when activity completed. Retain on-site or at the FRC. Delete/Destroy 25 years after cutoff</p> | DAG          | <p>1200-02</p> <p>1501-02a</p> <p>1502-05</p> | <p>Drilling Rig Inspections</p> <p>Platform/Installation Inspection Files</p> <p>Pipeline Inspection Files</p> | <p>3 yrs</p> <p>2 yrs</p> <p>4 yrs</p> | <p>N1-473-88-1<br/>1200-02</p> <p>NC1-57-84-<br/>1501-02a</p> <p>NC1-57-84-<br/>1502-05</p> |
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## BSEE Bucket 5 Crosswalk-Regulatory Oversight and Stewardship

| New Schedule  |              | Former Schedule |       |           |                |
|---|--------------|-----------------|-------|-----------|----------------|
| Bucket 5  | Work Element | Series No.      | Title | Retention | NARA Authority |
| <p><b>5H(6) Industry Performance Analysis and Recognition Program (DAH)</b><br/>                     All records related to annual operator safety performance reviews, SEMP, and SAFE Award programs.</p> <p><b>Includes:</b></p> <ul style="list-style-type: none"> <li>• Annual operator performance reviews</li> <li>• All other program support activities related to the annual operator safety performance reviews.</li> </ul> <p><b>TEMPORARY</b><br/>                     Cut off at close of FY or when activity completed.<br/>                     Retain on-site or at the FRC. Delete/Destroy 25 years after cutoff</p> | DAH          | NEW             |       |           | NEW            |
|   |              |                 |       |           |                |

## BSEE Bucket 5 Crosswalk-Regulatory Oversight and Stewardship

| New Schedule  |              | Former Schedule |                                     |                 |                                  |
|---|--------------|-----------------|-------------------------------------|-----------------|----------------------------------|
| Bucket 5  | Work Element | Series No.      | Title                               | Retention       | NARA Authority                   |
| <p><b>5H(7) Industry Training Program (DAI)</b><br/>All records related to the auditing of industry training plans, as described in regulation 30 CFR 250 Subpart O and related requirements.</p> <p><b>TEMPORARY</b><br/>Cut off at close of FY or when activity completed. Retain on-site or at the FRC. Delete/Destroy 25 years after cutoff</p> | DAI          | 1402-03         | Operator-submitted Plans (Training) | When superceded | NC1-57-84-7<br>1402-03 (in part) |
|   |              | 1403-01         | School Certification Files          | 1 yr            | N1-473-88-1<br>1403-01           |
|   |              | 1403-02         | Course Completion Files             | 5 yrs           | 1403-02a                         |
|   |              |                 |                                     |                 |                                  |

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| New Schedule  |              | Former Schedule |                 |           |                    |
|---|--------------|-----------------|-----------------|-----------|--------------------|
| Bucket 5  | Work Element | Series No.      | Title           | Retention | NARA Authority     |
| <p><b>5I Civil Penalties Program (DAK)</b></p> <p>All records related to the processing, review, evaluation, analysis, coordination and assessment of civil penalty cases, as described in 30 CFR 250 Subpart N and related requirements.</p> <p><b>Includes:</b></p> <ul style="list-style-type: none"> <li>• Civil Penalty Case processing, review, coordination and action (assessment)</li> <li>• all other program support activities related to the Civil Penalty Program except development of regulations</li> </ul> <p><b>TEMPORARY</b></p> <p>Cut off at close of FY or when activity completed. Retain on-site or at the FRC. Delete/Destroy 25 years after cutoff</p> | DAN          | 1101-07b        | Civil Penalties | 6 yrs     | N1-473-98-1101-07B |



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| <p><b>5J OIL AND GAS OFFSHORE SAFETY AND REGULATION AND COMPLIANCE:</b></p> <p><b>5J(1) Offshore Platform and Pipeline Protection (DAN)</b><br/> All records related to safeguarding the offshore energy infrastructure, including the following:</p> <ul style="list-style-type: none"> <li>• Coordinate and consult with DOI offices, other Federal agencies, State agencies and non-governmental organizations on offshore infrastructure protection issues (e.g., memoranda of understanding, National Energy Security Policy and the Gulf Safety Committee.</li> <li>• Provide oversight, guidance, review and coordination of BUREAU protection procedures for offshore platforms and pipelines.</li> <li>• Develop program-specific protection measures, policies, and procedures for BUREAU.</li> <li>• Analyze offshore critical infrastructure and assets.</li> </ul> <p><b>TEMPORARY</b><br/> Cut off at close of FY or when activity completed. Retain on-site or at the FRC. Delete/Destroy 25 years after cutoff</p> <p><b>5J(2) Information Management and Transfer-- Compliance Inspections (DAP)</b></p> <p>All records include information and data-related</p> | DAN | NEW |  |  | NEW |
| <p><b>5J(2) Information Management and Transfer-- Compliance Inspections (DAP)</b></p> <p>All records include information and data-related</p>  | DAP | NEW |  |  | NEW |

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| <p>business processes and tasks that should be planned and consistently implemented across BUREAU.</p> <p>This word does not include technical information system or application design and development.</p> <p><b>TEMPORARY</b><br/>Cut off at close of FY or when activity completed. Retain on-site or at the FRC. Delete/Destroy 25 years after cutoff</p> <p><b>5J(3) Pre-Production Inspections and Enforcements (DAS)</b><br/>All records related to the conducting of field inspections to verify compliance with safety, operational, environmental protection pre-production requirements, as described in regulation 30 CFR 250 and related requirements.</p> <p><b>Includes:</b></p> <ul style="list-style-type: none"> <li>• Offshore Pre-Production Inspections</li> <li>• Offshore Rig Inspections (drilling and work over)</li> <li>• Pollution and environmental inspections</li> <li>• U. S. Coast Guard inspections</li> <li>• All other safety and environmental protection inspections</li> <li>• Includes other office paperwork inspections</li> <li>• Enforcement actions related to the inspections</li> <li>• Issuance and review of incidents of noncompliance (INC)</li> <li>• Appeal of INC</li> <li>• Update the inspections and INC databases</li> </ul> | DAS | NEW |  | NEW |
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| <ul style="list-style-type: none"> <li>• Track operator and lessee due dates for required information submissions</li> <li>• Issue informal and formal notifications regarding delinquent or missing data</li> <li>• Issue office incidents of non-compliance for missing or erroneous open hole data</li> <li>• Conduct quality assurance (completeness, accuracy consistency and timeliness) on permits and reports</li> </ul> <p><b>TEMPORARY</b><br/>Cut off at close of FY or when activity completed. Retain on-site or at the FRC. Delete/Destroy 25 years after cutoff</p> <p><b>5J(4) Safety and Environmental Management System (SEMS) Program (DSA, DAB)</b><br/>All records related to the development, implementation and management of SEMS program, SEMS audit reviews, includes records of reviews and measured assessment of audits but are not limited to:</p> <p>(a) <b>SEMS Program Records.</b> Records relating to the promulgation of regulations, the development of policies and procedures, summary audit results, and other policy, procedural, promotional, and reporting activities for the Safety and Environmental Management Program.</p> | DSA/DAB | NEW |  |  | NEW |
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| <p><b>PERMANENT.</b><br/>Cut off at close of the fiscal year or when activity is completed.<br/>Electronic Records: Transfer electronic files to the National Archives at three year intervals under the instructions in 36 CFR 1235.44-50, or whichever transfer guidance is in place at the time of the transfer.<br/>Hardcopy Records: Transfer to the FRC 5 years after cut-off. Transfer to the National Archives and Records Administration 25 years after cut off.”</p> <p>(b) <b>SEMS Audit Records.</b> Case files documenting audits and reviews of industry and operator SEMS programs using the criteria in 30 CFR 250, Subpart S.</p> <p><b>TEMPORARY.</b><br/>Cut off at close of the fiscal year or when activity is completed. Retain on-site or at the FRC. Delete/Destroy 25 years after cutoff.</p> | <p>DSA/DAB</p> | <p>NEW</p>                 |  |                         | <p>NEW</p>   |
| <p><b>5K TECHNICAL ASSISTANCE TO INFORM DECISIONS ON ENERGY RESOURCES (Y5)</b></p> <p><b>5K(1) Provision of Technical and Programmatic Consultation (International)-LAA</b><br/>All records related to providing technical expertise for governmental groups, and a wide variety of coordination and consultation with other state, federal, international agencies and non-governmental organizations; include but are not limited to:</p> <ul style="list-style-type: none"> <li>• International activities</li> <li>• International regulatory interface</li> <li>• International standards</li> <li>• International treaties and conventions</li> </ul>  | <p>LAA</p>     | <p>1004-01<br/>1004-03</p> | <p>International Training Files<br/>Department of State Technical Assistance Files</p> | <p>5 yrs<br/>10 yrs</p> | <p>N1-473-97-1<br/>1004-01<br/>N1-473-97-1<br/>1004-03</p> |

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| <p><b>TEMPORARY</b><br/>Cut off at close of FY or when activity is completed. Retain on-site or at the FRC. Delete/ Destroy 25 years after cutoff.</p>   |     |         |                               |                 |                   |
| <p><b>5L Liquefied Natural Gas (LNG) Projects (LAB)</b><br/>All records related to the processing, review, evaluation, analysis and coordination of LNG project applications. These records include memoranda of understanding and/or cooperative agreements with the U.S. Coast Guard specific to LNG activity, such as engineering review and recommendation regarding LNG pipelines.</p> <p><b>Includes:</b></p> <ul style="list-style-type: none"> <li>• NEPA document development (environmental assessments and environmental impact statements)</li> <li>• Application completeness review for NEPA compliance</li> <li>• Participation in pre-application, public and NEPA scoping meetings</li> <li>• Identification of recommended mitigations and conditions of approval</li> <li>• Individual reviews (e.g., archaeological, biological, hazards and etc.)</li> <li>• Fair Market Value determinations of LNG ports</li> </ul> | LAB | 1200-07 | Natural Gas Policy Act (NGPA) | When Superseded | NC1-57-84-1200-07 |

**TEMPORARY**

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after cutoff.