

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-473-91-001

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:


N1-473-91-001 Item 1101-05a is superseded by N1-473-12-003 Item 3A(3) and N1-589-12-004 Item 3I(2)

N1-473-91-001 Item 1101-05b is superseded by N1-473-12-003 Item 3A(3)

N1-473-91-001 Item 1101-06 is superseded by N1-473-12-005 Item 5D(2)


Date Reported: 1/26/2022

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. N1-473-91-1	DATE RECEIVED 2-11-91
1. FROM (Agency or establishment) Minerals Management Service		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION (U.S. Department of the Interior)		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Dorothy Christopher Records Manager	5. TELEPHONE EXT. 787-1239	DATE 8/31/92	ARCHIVIST OF THE UNITED STATES 
6. CERTIFICATE OF AGENCY REPRESENTATIVE			


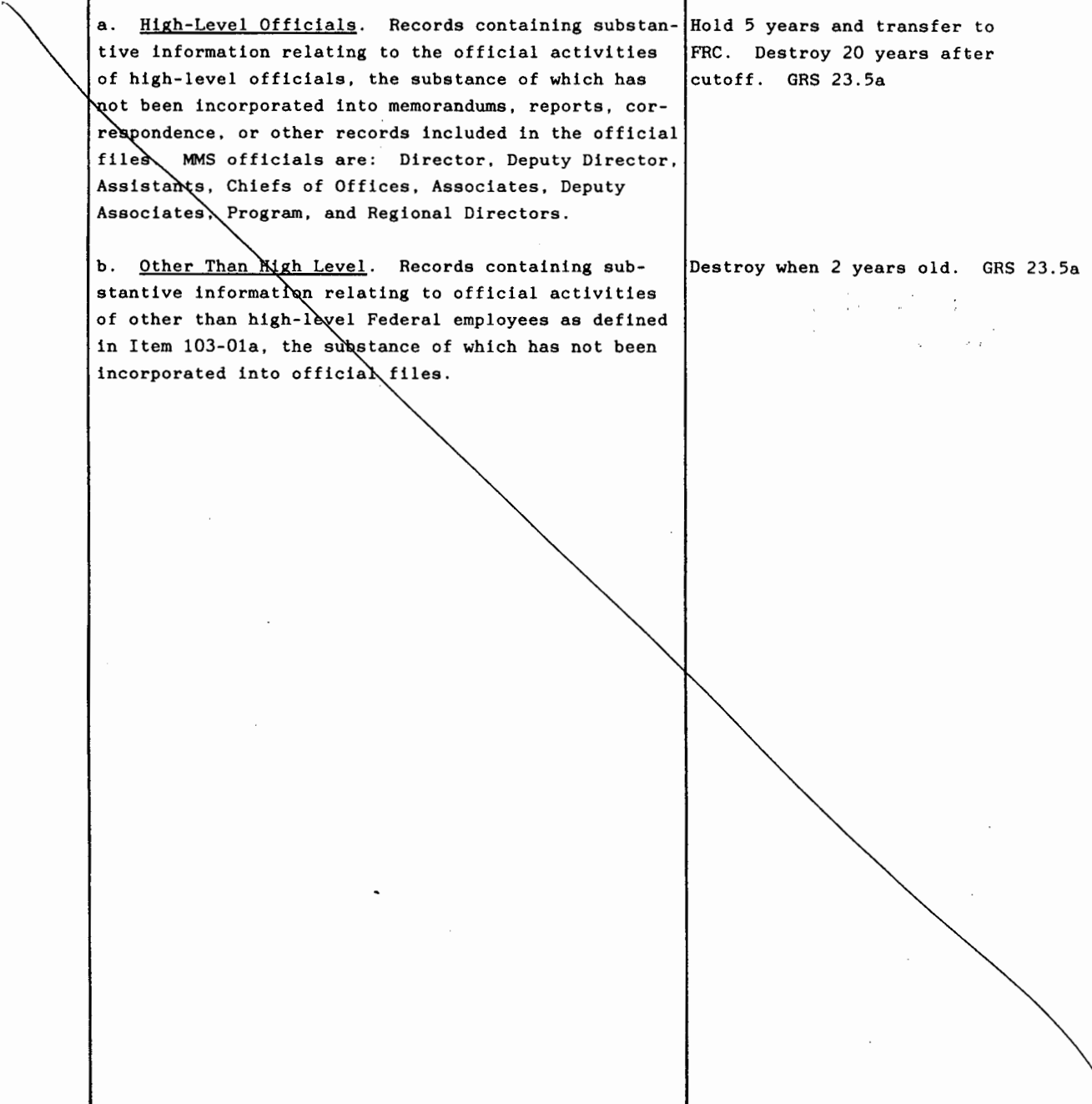

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 47 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: ☐ is attached; or ☒ is unnecessary.

B. DATE 2/4/91	C. SIGNATURE OF AGENCY REPRESENTATIVE 	D. TITLE Records Manager	
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
	<p>The Minerals Management Service disposition schedule is revised. While the basic mission of the organization has remained the same, close to 60 series of the schedule have needed revision for reasons including minor administrative changes, deletion of series no longer maintained, to broader or more specific records description needs, to accommodation of electronic media.</p> <p>Attachment 1 reflects a description of the organization functions.</p> <p>Attachment 2 are the pages of the schedule affected by the changes; items changed are denoted by opening and closing arrows. (Runover pages are provided where added.)</p>		
Copies sent to agency, N/N-W, N/NT, N/SX, N/CF 9/9/92			

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	reports, or other records that are authorized for disposition by this handbook.	longer needed for operating purposes GRS 23.8
101-07	<u>Directives/Publications--Reference Copies.</u> Select copies of internal directives and publications.	Keep copies at minimum necessary for official reference use. Destroy when superseded, obsolete, or no longer needed for reference. NC1-57-84-7
101-08	<u>Directives/Publications of Other Government Agencies.</u> Copies of external regulations and publications, including congressional documents, Office of Management and Budget (OMB) Circulars, Code of Federal Regulations, <u>Federal Register</u> Notices, GSA publications, Departmental Manual releases, etc.	Destroy when superseded, obsolete, or in the case of bound volume, when not needed for library purposes. NC1-57-84-7
101-09	<u>Non-Government Publications.</u> Publications of commercial firms, private institutions, and vendors, including catalogs, brochures, price lists, and similar materials.	Destroy when superseded or obsolete. NC1-57-84-7
101-10	<u>Library Materials.</u> Copies of books, pamphlets, journals, and similar materials. Include copies of MMS scientific and technical reports, designated with officially assigned numbers, that are maintained in the Technical Publications Unit within Offshore Information and Publications. (Note that official copy of such reports is filed in the sponsoring or regional office and disposed of in accordance with the subject matter series disposition.)	Destroy when superseded, obsolete, or no longer needed for reference. Refer items of potential value to librarian for disposition. N1-473-88-1
101-11	<u>Technical Reference Files.</u> Copies of reports, studies, special compilation data, drawings, periodicals, clippings, etc., which are needed for reference and information purposes. Prepared internally and externally.	Keep copies at minimum necessary for official reference use. Destroy when superseded, obsolete, or no longer needed for reference. NC1-57-84-7
	<p>SECTION 2. ADMINISTRATIVE MANAGEMENT RECORDS</p> <p>The records described below consist of originals or copies of correspondence, reports, forms, and other papers of a general nature on a wide variety of subjects, including schedules of daily activities. They usually contain policy or procedural information. This material is arranged according to the Subject File Classification System contained in this handbook; see Appendix 1 to these case files.</p>	

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
102-01	<p><u>"Mission" Subject Files.</u> Mission subject files document the primary functions and responsibilities of an office.</p> <p>a. <u>Program Functions.</u> Mission files created and maintained in offices whose primary function directly relates to OFFSHORE MINERALS OR ROYALTY MANAGEMENT ACTIVITIES OR PROGRAMS. Yellow surname copy.</p> <p>b. <u>Administrative Functions.</u> Mission files created and maintained in offices whose primary function involves ADMINISTRATIVE SUPPORT ACTIVITIES such as personnel, procurement, property, transportation, travel, communications, budget, and similar internal administrative management functions. Yellow surname copy.</p> <p>c. <u>Director's General File.</u> A central file of all outgoing correspondence signed by the Director, MMS. Arrange chronologically by subject. Yellow surname copy.</p> <p>d. <u>Director's Chron File.</u> A central file of all outgoing correspondence signed by the Director. Arrange chronologically.</p> <p>e. <u>Other Copies</u> (for use only by offices whose official office record copy is filed in a central file).</p>	<p>Cut off at close of fiscal year.</p> <p>Transfer to the servicing Federal Records Center (FRC) 3 years after cutoff. Destroy 30 years after cutoff. NC1-57-84-7</p> <p>Transfer to FRC 2 years after cutoff. Destroy 6 years after cutoff. NC1-57-84-7</p> <p><u>Permanent.</u> Transfer to FRC 2 years after cutoff. Transfer to National Archives in 5-year blocks when 20 years old (e.g., offer 1981-85 block in 2006). Volume 5 feet. Annual accumulation 2.5 feet. NC1-57-84-7</p> <p>Destroy 5 years after cutoff. N1-473-88-1</p> <p>Destroy 2 years after cutoff (may be extended with concurrence of the the Records Manager). N1-473-88-1</p>
102-02	<p><u>"Nonmission" Subject Files.</u> Nonmission subject files include correspondence, reports, forms, and other documents which are accumulated in an office but do not directly relate to the function or mission of the office. Include documents relating to functions for which another office is responsible and/or relating to routine internal management or general administration. "Nonmission" subject files are nonrecord.</p> <p>SECTION 3. DAILY ACTIVITIES</p>	<p>Cut off at close of fiscal year. Destroy 2 years after cutoff. GRS 23.1</p>
103-01	<p><u>Schedules of Daily Activities.</u> Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls,</p>	<p>Cut off annually.</p>

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	<p>trips, visits, and other activities of Federal employees while serving in an official capacity. Documents determined to be personal records are not covered by this item.</p> <p>a. <u>High-Level Officials</u>. Records containing substantive information relating to the official activities of high-level officials, the substance of which has not been incorporated into memorandums, reports, correspondence, or other records included in the official files. MMS officials are: Director, Deputy Director, Assistants, Chiefs of Offices, Associates, Deputy Associates, Program, and Regional Directors.</p> <p>b. <u>Other Than High Level</u>. Records containing substantive information relating to official activities of other than high-level Federal employees as defined in Item 103-01a, the substance of which has not been incorporated into official files.</p> 	<p>Hold 5 years and transfer to FRC. Destroy 20 years after cutoff. GRS 23.5a</p> <p>Destroy when 2 years old. GRS 23.5a</p> 

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201-07	<p><u>Organizational Files.</u> Organizational charts, reorganization studies, and graphic illustrations which provide a detailed description of the arrangement and administrative structure of the functional units of MMS. Reorganization studies are conducted to design an efficient organizational framework most suited to carrying out the MMS programs. Include material such as final recommendations, proposals, and staff evaluations.</p> <p>a. <u>Official Copy.</u></p> <p>b. <u>Secondary Action Offices.</u></p> <p>c. <u>Other Copies.</u></p>	<p>Cut off at close of fiscal year.</p> <p><u>Permanent.</u> Transfer to FRC 5 years after cutoff. Transfer to National Archives in 5-year blocks when 20 years old. Volume 6 feet. Annual accumulation .5 foot. NC1-57-84-7</p> <p>Hold 5 years. Transfer to office responsible for maintenance of official record to designate as <u>Permanent</u> any records of a continuing value. NC1-57-84-7</p> <p>Destroy 2 years after cutoff. NI-473-88-1</p>
SECTION 2. RECORDS MANAGEMENT		
202-01	<p><u>Local Internal Directives Record Set.</u> Official file copy of each formal Field Office Supplement (FOS) policy and procedural issuance published by an office. Include documents relating to the preparation, review, clearance, publication, and distribution of each internal directive. Arrange by type of directive and release number. See Item 101-07 for sets of directives maintained for reference.</p> <p>a. <u>Office Responsible for Issuance.</u></p> <p>b. <u>Copy Maintained by Records Management Section Headquarters.</u></p>	<p>Cut off superseded FOS at close of fiscal year. Destroy 10 years after cutoff. NC1-57-84-7</p> <p>Destroy upon receipt of revised directive. NC1-57-84-7</p>
202-02	<p><u>External Directives Record Set.</u> Official file copy of each external issuance published by MMS to provide policy and procedural instructions for lessees, permittees, or operators. Include all formal external</p>	<p><u>Permanent.</u> Place in inactive file after signature or publication in the <u>Federal Register</u>. Transfer to FRC 3 years after cutoff. Transfer</p>

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202-03	<p>issuances, such as Regulations, Notices to Lessees and Operators, <u>Federal Register</u> Notices, and Safety Alert Notices. In addition to the record set maintained by the issuing office, identical record sets will be maintained by each Region. Arrange by directive type and identification number.</p> <p><u>External Directives Development History Files.</u> Documents relating to the utilization, preparation, review, clearance, publication, distribution, and revision of Regulations, Notices to Lessees, and Safety Alert Notices, and external directives of other Agencies. Include a copy of each draft; material regarding clearance/concurrence in draft directives and other coordinating actions; comments by outside organization (e.g., lessees, permittees, and operators)(verbal comments should be documented); and a copy of the final issuance. Internal comments are segregated from public comments. All related documents are consolidated at one location when rule-making actions are complete. Arrange by type of issuance and identification number.</p> <p>a. <u>Regulations.</u></p> <p>b. <u>OCS Order No. 12.</u></p> <p>c. <u>Notices to Lessees.</u></p>	<p>to the National Archives in 5-year blocks when 20 years old. Volume 5 feet. Annual accumulation 1 foot. NC1-57-84-7</p> <p><u>Permanent.</u> Place in inactive file when canceled or superseded. Transfer to FRC 3 years after cutoff. Transfer to the National Archives in 5-year blocks when 20 years old. Volume 10 feet. Annual accumulation 2 feet. NC1-57-84-7</p> <p><u>Permanent.</u> Place in inactive file when Order is rescinded, superseded, or obsolete. Transfer to FRC 3 years after cutoff. Transfer to the National Archives in 5-year blocks when 20 years old. Volume 5 feet. Annual accumulation 2 feet. NC1-57-84-7</p> <p>Place in inactive file when notice is rescinded, superseded, or obsolete. If volume is sufficient, transfer to FRC 3 years after cutoff. Destroy 10 years after cutoff. NC1-57-84-7</p>

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	<p>d. <u>Safety Alert Notices.</u></p> <p>e. <u>Copies of Regulations, OCS Order No. 12, Notices to Lessees, and Safety Alert Notices.</u></p> <p>f. <u>Submitter's File of Review Comments on a-d Above.</u></p> <p>g. <u>Other Agency Directives.</u></p>	<p>Destroy when superseded or obsolete. NC1-57-84-7</p> <p>Place in inactive file after clearance package has expired. Destroy 2 years after expiration. NC1-57-84-7</p> <p>Destroy when superseded or obsolete. N1-473-88-1</p> <p>Destroy when superseded or obsolete.</p>
202-04	<p><u>Forms Development Files.</u></p> <p>a. <u>History File.</u> Record copy of each form developed or revised and the Form MMS-1216, supporting data, clearances, and the related instructions for use of the proposed form. Maintained by the headquarters Records Management Section. Arrange by form number.</p> <p>b. <u>Other Information.</u> Background materials, requisitions, specifications, processing data, and control records.</p>	<p>Cut off at close of fiscal year in which form is discontinued, superseded, or canceled. Destroy 5 years after cutoff. GRS 16.3a</p> <p>Destroy when related form is discontinued, superseded, or canceled. GRS 16.3b</p>
202-05	<p><u>Reports Control Files.</u> Files maintained for each required report created or proposed, including public use reports and congressional reports. Include clearance forms; copies of pertinent forms or descriptions of format and authorizing directives; preparation instructions; and documents relating to the evaluation, continuation, revision, and discontinuance of reporting requirements.</p>	<p>Cut off at close of fiscal year in which report is discontinued. Destroy 2 years after cutoff. GRS 16.6</p>
202-06	<p><u>Reports Control Record.</u> Files showing pertinent information about each required report such as dates initiated, approved, discontinued; frequency; specific recipients; office of primary responsibility. File by title or reports control symbol.</p>	<p>Destroy 1 year after the year in which the project is closed. GRS 16.5</p>
202-07	<p><u>Records Disposition Lists.</u> Descriptive inventories, disposal authorizations, schedules, and reports. Basic documentation of records description and disposition programs, including SF 115, Request for Records Disposition Authority; SF 135, Records Transmittal and Receipt; SF 258, Request to Transfer, Approval, and Receipt of Records to National Archives; and related supporting documentation.</p>	<p>Cut off at close of fiscal year. Destroy when related records are destroyed, or transferred to the National Archives, or when no longer needed for administrative or reference purposes. GRS 16.2a</p>

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202-08	<u>Files Inventory and Disposition Plans.</u> Form MMS-1933, which reflects file categories, disposal instructions, and other information about the files accumulated in individual file stations. Maintained by the headquarters Records, and Mail Management Section. Individual office file copies of Form MMS-1933 are maintained under Item 101-01.	Cut off at close of fiscal year. Destroy 3 years after cutoff.
202-09	<p><u>Internal Directives Record Set.</u> Official file copy of each issuance published to provide policies and procedural instructions. Includes all MMS manual chapters, Interim Policy Documents (IPD's), and handbooks released, with the applicable clearance record and transmittal sheets, all comments received, and the comments analysis sheet.</p> <p>a. <u>Official File (Maintained by Headquarters Records Management, Royalty Management, and Regions).</u></p> <p>b. <u>Other Copies (Maintained by All Other Offices Except Those Described in a. Above).</u></p> <p>c. <u>Submitter's File of Review Comments.</u></p>	<p>Cut off at close of fiscal year.</p> <p><u>Permanent.</u> Transfer to FRC 5 years after cutoff. Transfer to National Archives in 5-year blocks when 20 years old. Volume 4 feet. Annual accumulation 2 feet. NC1-57-84-7</p> <p>Destroy 3 years after cutoff or when no longer needed for reference. NC1-57-84-7</p> <p>Destroy when superseded or obsolete. NI-473-88-1</p>
202-10	<u>Bulletins and Numbered Memorandums.</u> Bulletins or numbered memorandums used to disseminate information to employees.	Destroy when superseded or obsolete. GRS 16.1a
202-11	<u>Microform Management.</u> Documentation on the use of microforms. Include feasibility studies, cost/benefit analyses, proposals (approvals and denials), equipment inventories, training, microform service agreements, and implementation plans.	Cut off at close of fiscal year. Destroy 6 years after cutoff. Earlier disposal is authorized if records are superseded, obsolete, or no longer needed for reference. GRS 16.7
202-12	<u>Memorandums of Understanding (MOU) Files.</u> Records (include general correspondence) documenting joint ventures (cooperation) between MMS components and other organizations (Federal, State, and local	Destroy 1 year after the year in which the joint venture is closed or no longer needed for reference. NI-473-88-1

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	government or industry). Subjects include administrative management; working relationships; procedures; studies; and exchange of technical data, use, and management. These documents are not fund obligating.	
202-13	<p><u>Information Collection Budget Files.</u> Files containing reports required by the OMB under the Paperwork Reduction Act about the number of hours the public spends on fulfilling agency reporting requirements. Include associated feeder reports, report exhibits, correspondence, directives, and statistical compilations.</p> <p>a. <u>Official File (Maintained by the Bureau Information Collection Clearance Officer).</u></p> <p>b. <u>Other Copies (Maintained by Contributing Offices).</u></p>	<p>Cut off at close of fiscal year.</p> <p>Destroy 7 years after cutoff. GRS 16.12</p> <p>Destroy when superseded, obsolete, or no longer needed for reference. N1-473-88-1</p>
202-14	<p><u>Microform Inspection Records.</u></p> <p>a. <u>Logs.</u> Log documenting the inspection of microform records, including description of the records tested, record category date, elements of inspection, results, and if defects are found, corrective action taken.</p> <p>b. <u>Reports.</u> Reports made to the National Archives on the results of microform inspection and related correspondence.</p>	<p>Cut off at close of fiscal year in which last entry is made. Destroy 3 years after cutoff. GRS 16.10</p> <p>Cut off at close of fiscal year. Destroy 3 years after cutoff. GRS 16.10b</p>
202-15	<u>IRM Review Program Report.</u> Reports required by the General Services Administration (GSA) concerning reviews of information resources management (IRM) practices. Include associated correspondence, studies, directives, feeder reports, and monitoring surveys and reports.	<p>Cut off at close of fiscal year. Destroy 7 years after cutoff. GRS 16.11</p>
202-16	<p><u>Documents Published in the Federal Register.</u></p> <p>a. <u>Publishing Documentation.</u> Files documenting the processing of notices announcing committee meetings,</p>	<p>Cut off at close of fiscal year.</p> <p>Destroy 1 year after cutoff. GRS 16.13a</p>

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202-17	including meetings open to the public under the Government in Sunshine Act (5 U.S.C. 552b(e)(3)); hearing and investigations; filing of petitions and applications; issuance or revocation of a license; grant application deadlines, the availability of certain environmental impact statements; delegations of authority; and other matters that are not codified in the <u>Code of Federal Regulations</u> .	
	b. <u>Semiannual Regulatory Agenda</u> . Files documenting the processing of semiannual regulatory agenda.	Destroy 2 years after cutoff. GRS 16.13b
	<u>Records Holdings Files</u> . Statistical reports of Agency holdings, including feeder reports from all offices and data on the volume of records disposed of by destruction or transfer.	Cut off at close of fiscal year.
	a. <u>Preparing Office Records</u> . b. <u>Other Copies</u> .	Destroy 3 years after cutoff. GRS 16.4a Destroy 1 year after cutoff. GRS 16.4b
202-18	<u>Records Management Files</u> . Correspondence, reports, authorizations, and other records that relate to agency records, including such matters as forms, correspondence, reports, mail, and files management; the use of microforms, ADP systems, and word processing; records management surveys; vital records programs; and all other aspects of records management not covered elsewhere in this chapter.	Cut off at close of fiscal year. Destroy 6 years after cutoff. Earlier disposal is authorized if records are superseded, obsolete, or no longer needed for reference. GRS 16.7

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	<p>CHAPTER 3. FINANCIAL MANAGEMENT RECORDS</p> <p>The records described in this chapter reflect the development and application of management control over all fiscal budgeting, dispersing, and internal accounting, excluding Royalty Management records described in Chapter 18. PROTECT PERSONAL DATA. SEE CHAPTER 7, SPECIAL INSTRUCTIONS, PAGE 7-1, OF THIS HANDBOOK.</p> <p>SECTION 1. BUDGET AND ACCOUNTING FILES</p> <p>301-01 <u>Budget Development and Administrative Files.</u> Documents accumulated in the preparation of annual and long-range budget forecasts, estimates, and financial programs. Such documents are copies of budget estimates for each cost center, project funding recommendations, analyses, supporting documents, and related records. Arrange chronologically by fiscal year covered by budget program.</p> <p>301-02 <u>Monthly Budget Status Report Files.</u> Financial management system reports which furnish information on budget status by project (account) number, object class, and funding for each cost center. Include monthly status of projects by source of funding, monthly project data file detail listing and summary, and monthly object class summary. Arrange chronologically by month and thereafter by report number.</p> <p>a. <u>Financial and Support Services Division.</u></p> <p>(1) <u>Magnetic Tape.</u></p> <p>(2) <u>Paper.</u></p> <p>(3) <u>Master Microform.</u></p> <p>b. <u>Other Copies.</u></p> <p>301-03 <u>Reserved.</u></p>	<p>Cut off at close of fiscal year covered by budget program. Destroy 6 years after cutoff. NC1-57-84-7</p> <p>Erase/write over tape when microform has been verified. N1-473-88-1</p> <p>Destroy paper when microform has been verified. N1-473-88-1</p> <p>Cut off at close of fiscal year. Destroy 3 years after cutoff. GRS 5.3b</p> <p>Destroy when superseded, obsolete, or no longer needed for reference.</p>

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301-04	<u>Reserved.</u>	
301-05	<u>Miscellaneous Obligation Documents.</u> Monthly reports such as Form MMS-803 used to temporarily record accrued expenditures through the end of the accounting period. Arrange chronologically by month and thereafter by cost center.	Cut off at close of fiscal year. Destroy 2 years after cutoff. GRS 5.4
301-06	<p><u>Fund Accounting Adjustment Files.</u> Documents accumulated in monitoring and coordinating the status of funds. Include retained copies of vouchers and other records submitted to Financial and Support Services Division to adjust fiscal records (except payroll). Arrange chronologically by period of account.</p> <p>a. <u>Financial and Support Services Division.</u></p> <p>b. <u>Other Copies.</u></p>	<p>Cut off at close of fiscal year.</p> <p>Destroy 1 year after cutoff. GRS 5.2</p> <p>Destroy 6 months after cutoff. GRS 5.2</p>
SECTION 2. PAYROLL FILES		
302-01	<p><u>Employee Time Reporting Files.</u> Consists of sign-in sheets or other similar documents used to verify and complete time and attendance reports. Documents used to verify and complete time and attendance reports might include coding sheets prepared by employees, which in addition to time, attendance, and leave data contained on sign-in sheets, contain project account numbers for overall financial management system.</p> <p>a. <u>Official Copy.</u></p> <p>b. <u>Employee Copy of Coding Sheet.</u></p>	<p>Cut off at close of fiscal year.</p> <p>Destroy after General Accounting Office (GAO) audit or when 3 years old, whichever is sooner. GRS 2.3b</p> <p>Destroy when no longer needed for reference.</p>
302-02	<u>Time and Attendance Reports.</u> Duplicate time and attendance reports arranged chronologically by pay period. Maintained by time and attendance clerks for local reference. (The Bureau of Reclamation maintains the official file.)	Destroy 6 months after the end of the pay period. GRS 2.3a(2)

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302-03	<u>Pay Differential Approval and Authorization Files.</u> Requests for overtime, holiday, and hazardous duty pay, and similar or related papers. Arrange by cost center.	Cut off at close of fiscal year. Destroy 3 years after cutoff. N1-473-88-1
302-04	<u>Payroll Distribution Reports Files.</u> Computer print-outs or microfiche for each pay period for each cost center arranged by employee account number. Include employee name, pay information, deductions, leave record, year-to-date totals, and similar information. Arrange chronologically by pay period.	Cut off at close of fiscal year. Destroy after GAO audit or when 3 year old, whichever is sooner.
302-05	<u>Payroll Adjustment and Change Files.</u> Payroll change slips, exclusive of those of the official personnel file (OPF), sent to Financial and Support Services Division for making payroll adjustments. Include tax forms (W-2); address forms; direct deposit forms (SF-1199A), etc.	FAMD will forward to Bureau of Reclamation for disposal when related pay records are audited by GAO or when 3 years old, whichever is sooner. GRS 2.15a
SECTION 3. EXPENDITURES, GENERAL ACCOUNTING, AND APPROPRIATION ALLOTMENT FILES		
303-01	<u>Expenditure Files.</u> Files on expenditures pertaining to internal operations and administration of an office.	Cut off at close of fiscal year. Destroy when 2 years old. GRS 7.1
303-02	<u>General Ledgers.</u> General ledgers showing debit and credit entries and reflecting expenditures in summary.	Cut off at close of fiscal year. Destroy 6 years and 3 months after the close of the fiscal year. GRS 7.2
303-03	<u>Appropriation Control Files.</u> Control records showing status of obligations and apportionments under each authorized appropriation.	Cut off at close of fiscal year. Destroy 6 years and 3 months after the close of the fiscal year. GRS 7.3
303-04	<u>Accountable Officers Records.</u> Original or official copy of accountable officers' accounts maintained in the Financial and Support Services Division for site audit by GAO auditors. Include statements of transactions and accountability collection schedules and vouchers, disbursement schedules and vouchers, such as tort claims, and all other schedules and vouchers, or documents used as same, exclusive of	Cut off at close of fiscal year in which final payment is made.

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	<p>freight records or payroll records. Maintained in both paper and microform.</p> <p>a. <u>Finance Office.</u></p> <p>b. <u>Other Copies.</u></p>	<p>Destroy 7 years after cutoff. GRS 6.1a</p> <p>Destroy 2 years after cutoff. NC1-57-84-7</p>

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p data-bbox="418 432 862 485">CHAPTER 4. GENERAL ADMINISTRATIVE SUPPORT RECORDS</p> <p data-bbox="305 531 1000 779">The records described below relate to administrative support services including communications, printing and duplicating, building management and security, and travel and transportation services. These records are usually generated in the performance and coordination of administrative service operations and activities. PROTECT PERSONAL DATA. SEE CHAPTER 7, SPECIAL INSTRUCTIONS, PAGE 7-1, OF THIS HANDBOOK.</p> <p data-bbox="435 825 846 846">SECTION 1. COMMUNICATIONS FILES</p> <p data-bbox="172 888 1000 1010">401-01 <u>Telephone Directory Files.</u> Correspondence, forms, and other records relating to the compilation of telephone listings and directories. Include copy of directory. Arrange chronologically by date of issuance.</p> <p data-bbox="172 1052 1000 1396">401-02 <u>Post Office and Private Mail Company Records.</u> Post Office and private mail company forms and supporting papers, exclusive of records held by the United States Postal Service. Include records relating to incoming or outgoing registered mail pouches, registered, certified, insured, overnight, express, and special delivery mail including receipts and return receipts; applications for registration and certification of declared value mail; and reports of loss, rifling, delayed or late delivery, wrong delivery, or other improper treatment of mail.</p> <p data-bbox="172 1438 1000 1879">401-03 <u>Communication Correspondence, Reports, and Reference Files.</u></p> <p data-bbox="305 1535 1000 1587">a. <u>Correspondence and Related Records Pertaining to Internal Administration and Operation.</u></p> <p data-bbox="305 1629 1000 1717">b. <u>Telecommunications Files, Including Plans, Reports, and Other Records Pertaining to Equipment Requests, Telephone Service, and Like Matters.</u></p> <p data-bbox="305 1759 1000 1812">c. <u>Telecommunications Statistical Reports Including Cost and Volume Data.</u></p> <p data-bbox="305 1854 1000 1875">d. <u>Telecommunications Reference Voucher Files.</u></p>	<p data-bbox="1008 888 1455 947">Destroy 3 months after issuance of superseding listing. GRS 23.7a</p> <p data-bbox="1008 1052 1422 1140">Cut off at close of fiscal year. Destroy 1 year after cutoff. GRS 12.5a,b,c</p> <p data-bbox="1008 1438 1422 1459">Cut off at close of fiscal year.</p> <p data-bbox="1008 1535 1382 1587">Destroy 2 years after cutoff. GRS 12.2a</p> <p data-bbox="1008 1629 1382 1682">Destroy 3 years after cutoff. GRS 12.2b</p> <p data-bbox="1008 1759 1365 1812">Destroy 1 year after cutoff. GRS 12.2c</p>

Supersedes Release No. 119

Date: December 14, 1989 (Release No. 165)

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ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	(1) <u>Reference Copies of Vouchers, Bills, Invoices, and Related Records.</u>	Destroy 1 year after cutoff. GRS 12.2d(1)
	(2) <u>Records Relating to Installation, Change, Removal, and Servicing of Equipment.</u>	Destroy 1 year after audit or 3 years after cutoff, whichever is sooner. GRS 12.2d(2)
	e. <u>Copies of Agreements With Background Data and Other Records Relating to Agreements for Telecommunications Services.</u>	Destroy 2 years after expiration or cancellation of agreement. GRS 12.2e
401-04	<u>Telecommunications Operational Files.</u>	
	a. <u>Message Registers, Logs, Performance Reports, Daily Load Reports, and Related and Similar Records.</u>	Destroy when 6 months old. GRS 12.3a
	b. <u>Copies of Incoming and Original Copies of Outgoing Messages, Including SF 14.</u>	Destroy when 2 months old. GRS 12.3b
401-05	<u>Reserved.</u>	
401-06	<u>Credential File Controls.</u> Receipts, indexes, listings, and accountable records for identification credentials such as parking permits, visitor pass assignments, photographs, etc. See Item 404-02 for credentials.	Destroy after all listed credentials are accounted for. GRS 11.4b
401-07	<u>Penalty Mail Report Files.</u> Official penalty mail reports and all related papers.	Cut off at close of fiscal year. Destroy 6 years after cutoff. GRS 12.7
401-08	<u>Mail and Delivery Service Control Files.</u> a. <u>Receipt and Routing.</u> Records of receipt and routing of incoming and outgoing mail and items handled by private delivery companies such as United Parcel Service, excluding both those covered by Item 401-02 and those used as indexes to correspondence files. b. <u>Usage.</u> Statistical reports of postage used on outgoing mail and fees paid for private deliveries (special delivery, foreign, registered, certified, and parcel post or packages over 4 pounds). c. <u>Stamps.</u> Requisition for stamps (exclusive of copies used as supporting documents to payment vouchers).	Cut off at close of fiscal year. Destroy 1 year after cutoff. GRS 12.6a Destroy 6 months after cutoff. GRS 12.6b Destroy 6 months after cutoff. GRS 12.6c

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
404-13	<p><u>Top Secret Accounting and Control Files.</u></p> <p>a. <u>Registers Maintained at Control Points to Indicate Accountability Over Top Secret Documents, Reflecting the Receipt, Dispatch, or Destruction of the Documents.</u></p> <p>b. <u>Forms Accompanying Documents to Ensure Continuing Control, Showing Names of Persons Handling the Documents, Intraoffice Routing, and Comparable Data.</u></p>	<p>Destroy 5 years after documents shown on forms are downgraded, transferred, or destroyed. GRS 18.5a</p> <p>Destroy when related document is downgraded, transferred, or destroyed. GRS 18.5b</p>
404-14	<p><u>Property Pass Files.</u> Property pass files authorizing removal of property or materials.</p>	<p>Destroy 3 months after expiration, or revocation. GRS 18.12</p>
404-15	<p><u>Key Accountability Files.</u> Files relating to accountability for keys issued.</p> <p>a. <u>For Areas Under Maximum Security.</u></p> <p>b. <u>For Other Areas.</u></p>	<p>Destroy 3 years after turn-in of key. GRS 18.16a</p> <p>Destroy 6 months after turn-in of key. GRS 18.16b</p>
404-16	<p><u>Security Incidents Reports.</u> Reports relating to unusual incidents and the exercise of police functions.</p> <p>a. <u>Ledger Records of Arrest, Cars Ticketed, and Outside Police Contacts.</u></p> <p>b. <u>Reports, Statements of Witnesses, Warning Notices, and Other Case Papers Relating to Arrest, Commitments, and Traffic Violations.</u></p> <p>c. <u>Reports on Contact of Outside Police With Building Occupants.</u></p>	<p>Destroy 3 years after final entry. GRS 18.14a</p> <p>Cut off at close of fiscal year. Destroy 2 years after cutoff. GRS 18.14b</p> <p>Cut off at close of fiscal year. Destroy 1 year after cutoff. GRS 18.14b</p>
404-17	<p><u>Classified Document Container Security Files.</u> Forms or lists used to record safe and padlock combinations, names of individuals knowing combinations, and comparable data used to control access into classified document containers.</p>	<p>Destroy when superseded by a new form or list, or upon turn-in of containers. GRS 18.7</p>
	SECTION 5. TRAVEL AND PASSENGER TRANSPORTATION FILES	
405-01	<p><u>Travel Authorization Controls.</u> Registers, logs, or similar control documents created to control and</p>	<p>Cut off at close of fiscal year in which final entries are made on all</p>

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	record the assignment of document numbers to employee travel authorizations.	authorizations entered for that year. Destroy 2 years after cutoff. GRS 9.4a
405-02	<p><u>Travel Reimbursement Files</u>. Documents concerning official travel of individual employees. Include copies of requests for travel, authorizations, vouchers, justifications, advance of funds, and copies of training requests/authorizations and/or attendance at meetings. Arrange alphabetically by employee name.</p> <p>a. <u>Financial and Support Services Division</u>.</p> <p>b. <u>Other Copies</u>.</p>	<p>Cut off at close of fiscal year.</p> <p>Destroy 3 years after cutoff. GRS 9.3a</p> <p>Destroy 2 years after cutoff. NC1-57-84-7</p>
405-03	<u>Transportation Request Accountability Controls</u> . Registers or sheets documenting the issuance or receipt of Government Transportation Requests (GTR's).	Destroy 1 year after all entries on the register are cleared. GRS 9.4b
405-04	<u>Reserved</u> .	
	<p>SECTION 6. FREIGHT TRANSPORTATION FILES</p> <p>Documents accumulated in the shipment of office supplies, records, furniture, equipment, and household effects.</p>	
406-01	<p><u>Freight and Passenger Transportation Files</u>.</p> <p>a. <u>Financial and Support Services Division</u>. Original vouchers and support documents covering freight and passenger transportation charges of settled fiscal accounts. Include registers and other control documents.</p> <p>(1) Records covering payment for services furnished when the charges for any single bill of lading or passenger transportation request is less than \$100, EXCLUDING those covered by Item 406-01a(4).</p> <p>(2) Records covering payment for freight and passenger transportation charges for interstate transportation and international transportation by freight forwarders of unaccompanied baggage or privately owned vehicles shipped separate from household goods; the</p>	<p>Cut off at close of fiscal year.</p> <p>Destroy 3 years after cutoff. GRS 9.1a(1)</p> <p>Destroy 3 years after cutoff. GRS 9.1a(2)</p>

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p>CHAPTER 5. PROCUREMENT, SUPPLY, AND PERSONAL PROPERTY MANAGEMENT RECORDS</p> <p>The records described in this chapter pertain to the initiation, obligation, administration, delivery, receipt, verification, and certification for payment of purchase transactions for equipment, supplies, and services; and records regarding the management, distribution, transfer, and disposal of personal property. Include purchase orders for small purchases, issued requisitions, FEDSTRIP, or requests for contract action by procurement offices. PROTECT PERSONAL DATA. SEE CHAPTER 7, SPECIAL INSTRUCTIONS, PAGE 7-1, OF THIS HANDBOOK.</p> <p>SECTION 1. GENERAL</p>	
501-01	<p><u>Vendor Reference Materials.</u> Documents listing supplies and services offered by vendors. Include catalogs, brochures, pamphlets, and mailing lists. Arrange alphabetically by vendor name.</p>	<p>Destroy when superseded, obsolete, or no longer needed for reference. NC1-57-84-7</p>
501-02	<p><u>Equipment Technical Manuals and Operating Instructions.</u> Parts lists and installation and maintenance instructions for various items of equipment that are owned by MMS. Arrange by type of equipment or vendor name.</p> <p>SECTION 2. PURCHASE TRANSACTION FILES</p> <p>The records described below relate to the initiation, obligation, administration, delivery, receipt, verification, and certification for payment of purchase transactions for equipment, supplies, and services. The official file is maintained by procurement offices.</p>	<p>Destroy when superseded, obsolete, or when related equipment is disposed of. NC1-57-84-7</p>
502-01	<p><u>Procurement Registers.</u> Registers or logs which record and control the assignment of numbers to purchase orders, requisitions, job orders, printing requisitions, amendments, and similar documents related to processing procurement actions.</p>	<p>Cut off at close of fiscal year. Destroy when no longer needed for reference. GRS 23.9</p>
502-02	<p><u>Purchase Transaction Document Index Files.</u> Copies of purchase orders, requisitions, and similar documents used as a cross-reference to documents in purchase</p>	<p>Cut off at close of fiscal year in which related transaction is completed. Destroy after cutoff or</p>

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
502-03	<p>transaction files. Arrange alphabetically or numerically as appropriate.</p> <p><u>Purchase Orders/Requisitions.</u> Documents relating to the procurement of equipment, supplies, and services within procurement authority delegated to MMS Contracting Officers, i.e., purchases within the Small Purchase Limitation. Include purchase documents, initiating requisition, Form MMS-2016 or equivalent, quotations for purchases from commercial sources, justifications, receipt documents, copies of bills of lading or invoices, and supporting or related papers and correspondence. Arrange by purchase order number.</p> <p>a. <u>Transactions of More than \$25,000, Delivery Orders Against MMS Contracts Regardless of Dollar Amount, and All Construction Contracts Which Exceed \$2,000.</u></p> <p>b. <u>Transactions of \$25,000 or Less, all Federal Supply Schedule Awards Regardless of Dollar Amount (up to Maximum Order Limitation), and Construction Contracts Under \$2,000.</u></p> <p>c. <u>Other Copies.</u></p> <p>d. <u>ADP Equipment Approvals.</u></p>	<p>when no longer needed for reference. GRS 3.3c</p> <p>Cut off at close of fiscal year.</p> <p>Destroy 6 years and 3 months after final payment. GRS 3.3a(1)</p> <p>Destroy 3 years after final payment. GRS 3.3a(2)</p> <p>Destroy when 2 years old. NC1-57-84-7</p> <p>Destroy when 3 years old.</p>
502-04	<u>Reserved.</u>	
502-05	<u>Reserved.</u>	
502-06	<p><u>Recurring Services Invoice Files.</u> Copies of paid monthly invoices, primarily from GSA, for recurring services such as motor pool services, GSA self-service store purchases, telecommunications and commercial telephone services, printing and duplicating services performed by the GSA centralized printing facility. Include copies of invoices; vouchers, such as SF 1080; schedules, such as GSA Schedule 789; and related receipts and other records used in verifying invoices/vouchers for certification. Arrange by type of service and thereunder by billing period.</p> <p>a. <u>Procurement Offices.</u></p>	<p>Destroy 6 years and 3 months after period covered by account. GRS 6.1a</p>

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	b. <u>Other Copies.</u>	Destroy when 2 years old. NC1-57-84-7
502-07	<u>Receiving Report Certification.</u> Copies of purchase orders used to monitor the receipt of supplies and equipment. Arrange by delivery date.	Destroy at end of fiscal year in which received. GRS 3.3c
502-08	<u>Real Property Files.</u> Title papers documenting the acquisition of real property (by purchase, condemnation, donation, exchange, or otherwise).	Dispose 10 years after unconditional sale or release of conditions, restrictions, mortgages, or other liens. GRS 3.1a
	<p>SECTION 3. CONTRACT ADMINISTRATION RECORDS</p> <p>Records described in this section relate to the initiation and monitoring of contracts and interagency agreements awarded to support MMS programs. Include helicopter transportation contracts, drilling program contracts, etc.</p>	
503-01	<u>Contract/Grant Proposal Files.</u> Documents accumulated in requesting contract/grant or agreement action. Include copies of technical specifications; evaluation documentation, notes, technical reviews; recommendation for award or denial; sole source justification and related correspondence.	Cut off at close of fiscal year.
	<p>a. <u>Procurement Offices.</u></p> <p>(1) <u>Transactions of More Than \$25,000, Delivery Orders Against MMS Contracts Regardless of Dollar Amount, and All Construction Contracts Which Exceed \$2,000.</u></p> <p>(2) <u>Transactions of \$25,000 or Less, all Federal Supply Schedule Awards Regardless of Dollar Amount (up to the Maximum Order Limitation), and Construction Contracts Under \$2,000.</u></p> <p>b. <u>Other Copies.</u></p>	<p>Destroy 6 years and 3 months after final payment. GRS 3.3a(1)</p> <p>Destroy 3 years after final payment. GRS 3.3a(2)</p> <p>Dispose when no longer needed for reference. NC1-57-84-7</p>
503-02	<u>Contract/Grant Monitoring Files.</u> Working files maintained by Contracting Officers and/or representatives responsible for monitoring MMS contracts/grants and agreements in support of MMS programs. Contracts are	Cut off at close of fiscal year.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p>for helicopter transportation, drilling, radio communications, geological and geophysical data, ADP systems design, etc. Include contract agreements and documents, backup material such as notes and working papers concerning contractor proposals and deliverables, progress and technical reports, and routine communications pertaining to monitoring an individual contract or agreement. RECORDS CREATED UNDER TERMS OF A CONTRACT REMAIN IN THE JURISDICTION OF THE CONTRACTOR UNTIL CONTRACT COMPLETION; HOWEVER, THE RECORDS ARE THE PROPERTY OF MMS.</p> <p>a. <u>Procurement Offices.</u></p> <p>(1) <u>Transactions of More Than \$25,000, Delivery Orders Against MMS Contracts Regardless of Dollar Amount, and All Construction Contracts Exceeding \$2,000.</u></p> <p>(2) <u>Transactions of \$25,000 or Less, all Federal Supply Schedule Awards Regardless of Dollar Amount (up to the Maximum Order Limitation), and Construction Contracts Under \$2,000.</u></p> <p>b. <u>Files Maintained by Contracting Officer's Representatives in the Sponsoring MMS Office.</u></p> <p>c. <u>Related Documents Maintained by Contracting Officer's Technical/Scientific Representatives.</u></p> <p>d. <u>All Other Copies.</u></p> <p>e. <u>Geological and Geophysical Contract Files.</u> Maintained by sponsoring Offshore office. File augmented by records from Items 503-02a(1) and -02a(2), upon their eligibility. Once the official contract office file is incorporated herein, this Offshore file becomes disposable under this disposition.</p>	<p>Destroy 6 years and 3 months after final payment. EXCEPT that geological and geophysical contract files will be turned over to the sponsoring Offshore office for incorporation into and disposition under Item 503-02e. GRS 3.3a(1)</p> <p>Destroy 3 years after final payment. EXCEPT that geological and geophysical files will be turned over to the sponsoring Offshore office for incorporation into and disposition under Item 503-02e. GRS 3.3a(2)</p> <p>Destroy upon termination or completion. GRS 3.3c</p> <p>Destroy upon termination or completion. GRS 3.3c</p> <p>Destroy upon termination or completion. GRS 3.3c</p> <p>Transfer to FRC 15 years after cutoff. Destroy 35 years after cutoff. N1-473-88-1</p>

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
503-03	<p><u>Solicited and Unsolicited Bids and Proposal Files.</u></p> <p>a. <u>Successful Bids and Proposals.</u></p> <p>b. <u>Solicited and Unsolicited Unsuccessful Bids and Proposals.</u></p> <p>(1) <u>Relating to Small Purchases as Defined in the Federal Acquisition Regulation, 48 CFR Part 13.</u></p> <p>(2) <u>Relating to Transactions Above the Small Purchase Limitations in 48 CFR Part 13.</u></p> <p>(a) <u>When Filed Separately From Contract Case Files.</u></p> <p>(b) <u>When Filed With Contract Case Files.</u></p> <p>c. <u>Canceled Solicitation Files.</u></p> <p>(1) <u>Opened Bids.</u> Formal solicitations of offers to provide products or services (e.g., Invitations for Bids, Request for Proposals, Requests Quotations) which were canceled prior to award of a contract. Include presolicitation documentation on any offers which were opened prior to the cancellation, documentation on any Government action up to the time of cancellation, and evidence of the cancellation.</p> <p>(2) <u>Unopened Bids.</u></p> <p>d. <u>Lists or Card Files of Acceptable Bidders.</u></p>	<p>Cut off at close of fiscal year.</p> <p>Destroy with related contract case files. GRS 3.5a</p> <p>Destroy 1 year after date of award or final payment, whichever is later. GRS 3.5b(1)</p> <p>Destroy when related contract is completed. GRS 3.5b(2)</p> <p>Destroy with related contract case file. GRS 3.5b(2)(a)</p> <p>Destroy 5 years after date of cancellation. GRS 3.5c(1)</p> <p>Return to bidder. GRS 3.5c(2)</p> <p>Destroy when superseded or obsolete. GRS 3.5d</p>
503-04	<p><u>Unsuccessful Grant Application Files.</u> Applications, correspondence, and other records relating to unsuccessful (rejected or withdrawn) applications.</p>	<p>Cut off at close of fiscal year.</p> <p>Destroy 3 years after period covered by related account. GRS 3.13</p>
503-05	<p><u>Grant Administrative Files.</u> Correspondence relating to the operation and daily activities in administration of the grant program.</p>	<p>Cut off at close of fiscal year.</p> <p>Destroy 2 years after cutoff. GRS 3.14</p>

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	SECTION 4. SUPPLY AND PROPERTY MANAGEMENT RECORDS	
504-01	<u>FEDSTRIP Requisition Files</u> . Copies of GSA Form 344 and related documents showing evidence of issue, delivery, and receipt of equipment and supplies. Arrange by date.	Cut off at close of fiscal year when completed or canceled. Destroy 2 years after cutoff. GRS 3.8a
504-02	<u>Publications or Forms Requisition Files</u> . Copies of purchase order, transfer requests, and related documents accumulated in the process of requisitioning publications and accountable and nonaccountable blank forms from MMS or the Department's stock. Arrange by requisition number.	Destroy upon termination or completion. GRS 3.3c
504-03	<u>Receiving Reports</u> . Documents which reflect receipt of shipments of supplies and equipment. Include freight bills, packing slips, and supply room copies of purchase orders or requisitions.	Cut off at close of fiscal year. Destroy 2 years after cutoff. GRS 3.4a
504-04	<u>Supply Room Requests</u> . Requisitions or requests for supplies and equipment from supply rooms.	Destroy 2 years after completion or cancellation of requisition. GRS 3.8a
504-05	<u>Publication or Forms Stock Record Files</u> . Inventory maintained to reflect the status of supply of directives, publications, and blank forms.	Destroy 2 years from date of list. GRS 3.9a
504-06	<u>Reserved</u> .	
504-07	<u>Reserved</u> .	
504-08	<u>Reserved</u> .	
504-09	<u>Reserved</u> .	
504-10	<u>Accountability Files</u> . Documents accumulated in controlling and accounting for personal property. Include records which document the acquisition, assignment, transfer, and disposition of controlled property such as Forms MMS-064, MMS-065, and annual property inventories. Arrange by accountable officer name.	Cut off at close of fiscal year. Destroy 3 years after cutoff, or when no longer needed, whichever is sooner. GRS 18.15
504-11	<u>Excess Personal Property Files</u> . Reports of excess personal property such as SF 120 and similar documents.	Cut off at close of fiscal year. Destroy 3 years after cutoff. GRS 4.2

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
504-12	<u>Personal Property Accountability Number Files.</u> List of unique property identification numbers assigned and affixed to controlled property items on Form MMS-065.	Cut off at close of fiscal year. Destroy 2 years after cutoff, or when no longer needed, whichever is sooner. GRS 23.1
504-13	<u>Survey Board Reports.</u> Reports of action taken for items which are lost, stolen, damaged beyond repair, rendered obsolete or otherwise unserviceable.	Cut off at close of fiscal year. Destroy 2 years after cutoff, or when no longer needed, whichever is sooner. GRS 18.15b
504-14	<u>Property Management Section ADP Files.</u> Printouts and background information to change, add, delete, or correct property management ADP files.	Cut off at close of fiscal year. Destroy 2 years after cutoff, or when no longer needed, whichever is sooner. GRS 23.1
504-15	<u>Employee Exit Clearance Report.</u> Documentation submitted by an employee leaving the MMS, prepared on Form MMS-1090.	Cut off at close of fiscal year. Destroy 2 years after cutoff, or when no longer needed, whichever is sooner. GRS 23.1

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
602-10	<p><u>Employee Award Files.</u></p> <p>a. <u>General Awards Records</u>, EXCLUDING those relating to departmental level awards. Case files including recommendations, approved nominations, correspondence, reports, and related handbooks pertaining to Agency-sponsored cash and noncash awards such as incentive awards, within grade merit increases, suggestions, and outstanding performance.</p> <p>b. <u>Length of Service Award Files</u>. Records including correspondence, reports, computations of service and sick leave, and list of awardees.</p> <p>(1) <u>Paper.</u></p> <p>(2) <u>Paper When Information is Entered into Automated System.</u></p> <p>(3) <u>Magnetic Tape.</u></p> <p>c. <u>Letters of Commendation and Appreciation</u>. Copies of letters recognizing length of service and retirement and letters of appreciation and commendation for performance, EXCLUDING copies filed in the OPF.</p> <p>d. <u>Lists or Indexes to Agency Award Nominations</u>. Lists of nominees and winners and indexes of nominations. Maintained in paper or automated form.</p> <p>e. <u>Company Files.</u></p> <p>SECTION 3. TRAINING FILES</p>	<p>Cut off at close of fiscal year.</p> <p>Destroy 2 years after cutoff. GRS 1.12a(1)</p> <p>Destroy 1 year after cutoff. GRS 1.12b</p> <p>Destroy after the information has been converted to the automated system and verified, or when no longer needed to support the reconstruction of, or serve as backup to the master file, whichever is later. N1-473-88-1</p> <p>Delete 2 years after approval (or entry) or when no longer needed, whichever is later. N1-473-88-1</p> <p>Destroy 2 years after cutoff. GRS 1.12c</p> <p>Destroy/erase when superseded or obsolete. GRS 1.12d</p> <p>Destroy when no longer needed.</p>
603-01	<p><u>Training Authorization Controls</u>. Registers, log sheets, or similar documents created to control and record the assignment of document numbers to employee training.</p>	<p>Destroy when 2 years old or when no longer needed, whichever is sooner. GRS 23.1</p>

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
603-02	<p><u>Training Record History Files.</u> Training achievement records showing training history of individual employees.</p> <p>a. <u>Paper.</u></p> <p>b. <u>Paper When Information Is Entered Into an Automated System.</u></p> <p>c. <u>Magnetic Tape.</u></p>	<p>Cut off at close of fiscal year. Destroy 5 years after cutoff or 5 years after completion of a specific training program. GRS 1.29b</p> <p>Destroy after the information has been converted to the automated system and verified, or when no longer needed to support the reconstruction of, or serve as backup to the master file, whichever is later. N1-473-88-1</p> <p>Delete when 5 years old or when no longer needed, whichever is later. N1-473-88-1</p>
603-03	<p><u>Training Reports.</u> Documents reflecting proposed and actual training progress and accomplishments. Include monthly reports of projected status of training, reports of accomplished training, computer listings, and reports of individual employee training. Arrange by title of report.</p>	<p>Cut off at close of fiscal year. Destroy 3 years after cutoff. GRS 1.29a(2)</p>
603-04	<p><u>Training Records.</u> General file of Agency-sponsored training. Include correspondence, memorandums, agreements, authorizations, reports requirement reviews, plans, and objectives relating to the establishment and operation of training, courses, and conferences.</p>	<p>Cut off at close of fiscal year. Destroy when 5 years old or 5 years after completion of a specific training program. GRS 1.29a(1)</p>
604-01	<p>SECTION 4. LABOR MANAGEMENT RELATIONS FILES</p> <p><u>Labor Management Relations Records.</u></p> <p>a. <u>Labor Management Relations Files.</u> Correspondence, memorandums, reports, and records relating to the relationship between management and employee unions or other groups:</p> <p>(1) <u>Office Negotiating Agreement.</u></p>	<p>Cut off at expiration of agreement. Destroy 5 years after cutoff. GRS 1.28a(1)</p>

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
605-04	<u>Personnel Counseling Records</u> . Reports of interviews, analyses, and related records.	Destroy 3 years after termination of counseling by pulping or shredding, etc. GRS 1.26a
605-05	<u>Reserved</u> .	
605-06	<u>Grievance, Disciplinary, and Adverse Action Files</u> . a. <u>Grievance, Appeals Files (5 CFR 771)</u> . Records originating in the review of grievances and appeals raised by MMS employees, except EEO complaints. Include statements of witnesses, reports of interviews and hearings, examiner's findings and recommendations, a copy of the original decision, related correspondence and exhibits, and records relating to a reconsideration request. b. <u>Adverse Action Files (5 CFR 752)</u> . Records created in reviewing an adverse action (disciplinary or nondisciplinary removal, suspension, leave without pay, reduction-in-force) against an employee. Include a copy of the proposed adverse action with supporting documents; statements of witnesses; employee's reply; hearing notices, reports, and decisions; reversal of action; and appeal records, EXCLUDING letters of reprimand which are filed in the OPF under Item 601-01a.	Cut off at close of fiscal year. Destroy 3 years after case is closed by pulping or shredding, etc. GRS 1.30a Destroy 4 years after case is closed by pulping or shredding, etc. GRS 1.30b
605-07	<u>Personal Injury Files</u> . Forms, reports, correspondence, and related medical and investigatory records relating to on-the-job injuries, whether or not a claim for compensation was made, EXCLUDING copies filed in the OPF and copies submitted to the Department of Labor.	Cut off on termination of compensation or when deadline for filing a claim has passed. Destroy 3 years after cutoff. GRS 1.31
605-08	<u>Employee Medical Folder (EMF)</u> . a. <u>Long-Term Medical Records as Defined in the FPM, Chapter 293</u> . (Full time employees) (1) <u>Transferred Employees</u> . (2) <u>Separated Employees</u> .	See FPM for instructions. GRS 1.21a(1) Transfer to NPRC, St. Louis, MO, 30 days after separation. NPRC will destroy 75 years after birth date of employee, 60 years after date of the earliest document in the folder if

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
606-01	<p>b. <u>Temporary or Short-Term Records as Defined in the FPM.</u> (Temporary or short-term employees)</p> <p>SECTION 6. TEMPORARY HELP SERVICES</p> <p><u>Temporary Help Services Use History Files.</u> Records applicable to each instance where temporary help services are used. Include position description; information on all recruiting efforts undertaken to fill the position; name of the temporary help service and the person referred; cost; detailed description of the critical need which caused use of the service; and results in terms of individuals referred and their performance (satisfactory or unsatisfactory).</p> <p>a. <u>Personnel Offices.</u></p> <p>b. <u>Other Copies.</u></p>	<p>the date of birth cannot be ascertained, or 30 years after latest separation, whichever is later. GRS 1.21a(2)</p> <p>Destroy 1 year after separation or transfer of employee. GRS 1.21b</p> <p>Cut off at completion of services. Destroy 6 years and 3 months after cutoff.</p> <p>Destroy 2 years after cutoff.</p>

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p data-bbox="365 464 919 520">CHAPTER 7. INFORMATION SERVICES AND PUBLIC RELATIONS RECORDS</p> <p data-bbox="298 562 995 940">The files described below pertain to information and public activities. Include congressional investigations, newspaper clippings, speeches, presentations, technical and informational publications, library control records, records maintained for public inspection under the Freedom of Information Act (FOIA), Privacy Act, and legislative, legal, and litigation records. Routine requests for information or publications are maintained in a transitory correspondence file and destroyed in accordance with Item 101-05. See Item 202-05 for congressional reports. SEE CHAPTER 7, SPECIAL INSTRUCTIONS, PAGE 7-1, OF THIS HANDBOOK.</p> <p data-bbox="402 982 854 1039">SECTION 1. CONGRESSIONAL RELATIONS RECORDS</p> <p data-bbox="168 1081 245 1102">701-01</p> <p data-bbox="298 1081 995 1297"><u>Congressional Committee Investigation Hearing Files.</u> Documents accumulated as a result of investigations and studies of activities by congressional committees. Include records relating to the conduct of the investigation, information on the activities of investigating committees, analyses of committee reports, committee recommendations, and MMS replies.</p> <p data-bbox="168 1787 245 1808">701-02</p> <p data-bbox="298 1787 995 1906"><u>Legislative Programs.</u> Records regarding legislative programs. Include legislation proposed for MMS, comments submitted by staff on bills proposed for MMS, comments on other bills, proposed local laws, etc.</p>	<p data-bbox="1008 1081 1471 1717">Place in inactive file when investigation is closed. Cut off inactive file at close of fiscal year. Destroy 10 years after cutoff. EXCEPTIONS: (1) Records on investigations which require extensive research projects or special geologic, geophysical, and engineering studies should be filed and destroyed in accordance with specific disposal instructions provided for that study or project in this schedule, or (2) routine correspondence, reports, and other records accumulated in the course of preparing input for replies to routine congressional inquiries should be in the subject files and destroyed in accordance with instructions in Items 102-01 or 102-02. NC1-57-84-7</p>

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p>a. <u>MMS Program Legislation.</u></p> <p>b. <u>Other Legislation.</u></p>	<p>Place in inactive file when legislative process is completed. Cut off inactive file at close of fiscal year. Destroy 5 years after cutoff. NC1-57-84-7</p> <p>Cut off at close of fiscal year. Destroy 2 years after cutoff. NC1-57-84-7</p>
	SECTION 2. INFORMATIONAL PUBLICATION AND PROMOTION RECORDS	
702-01	<u>Morgue Files.</u> Newspaper, magazine, press, and teletype clippings regarding MMS programs, activities, and personnel. Arrange chronologically by month.	Cut off monthly. Destroy 3 months after cutoff. GRS 14.3
702-02	<u>Information Publications Master Files.</u> Official file copy of each booklet, pamphlet, poster, monograph, or monthly and annual report, employee newsletter, other issuance primarily of an informational character. Include publications for internal MMS use and publications for promotional or external use, clearance record sheets, comments, and all documents concerning the issuance of the publication. Official file copy maintained by the office responsible for preparation and issuance or the office requiring contractor preparation. Publications in this file will be distinctly marked "Record Set" and will not be charged out.	<u>Permanent.</u> Cut off when publication is superseded, canceled, or 5 years after issuance, whichever is earlier. Transfer to FRC 3 years after cutoff. Transfer to National Archives in 5-year blocks when 20 years old. Volume 4 feet. Annual accumulation 2 feet. NC1-57-84-7
702-03	<p><u>Public Relations Files.</u> These files are created by MMS high-level officials.</p> <p>a. <u>Speeches, Addresses, and Comments.</u> Remarks made at formal ceremonies and during interviews concerning MMS programs. The speeches and addresses may be presented to executives from other Federal Agencies, representatives of State and local governments, or private groups, such as college and university students, business associations, and cultural news media commentators. Form may be paper, audio or video tape, or motion picture film.</p> <p>b. <u>News Releases.</u> One copy of each prepared statement or announcement issued for distribution to the</p>	<p><u>Permanent.</u> Cut off when superseded, canceled, or 3 years after issuance, whichever is earlier. Transfer to FRC 3 years after cutoff. Transfer to the National Archives in 5-year blocks when 20 years old. Volume 4 feet. Annual accumulation 2 feet. NC1-57-84-7</p>

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p>news media. News releases announce events such as the adoption of new MMS programs, termination of old programs, major shifts in policy, and changes in senior MMS personnel and may be a textual record such as a formal press release or a nontextual record, such as film and video or sound recordings.</p> <p>(1) <u>Public Affairs Office and Regional Offices.</u></p> <p>(2) <u>Other Copies.</u></p> <p>SECTION 3. ART, GRAPHICS, AND PHOTOGRAPH FILES</p>	<p><u>Permanent.</u> Cut off when superseded, canceled, or 3 years after issuance, whichever is earlier. Transfer to FRC 3 years after cutoff. Transfer to the National Archives in 5-year blocks when 20 years old. Volume 4 feet. Annual accumulation 2 feet. NC1-57-84-7</p> <p>Destroy 2 years after issuance.</p>
703-01	<p><u>Visuals, Exhibits, Art, and Graphic Files.</u> Original art work, illustrations, slides, charts, graphics, acetates, negatives, and other visual aids. Include correspondence and logs.</p>	<p>Destroy 1 year after final publication or when no longer needed. EXCEPT: Artwork of continuing usefulness may be retained as nonrecord material until no longer needed. GRS 21.6</p>
703-02	<p><u>Video Recording and Motion Picture Files.</u></p> <p>a. <u>Motion Picture and Video Tapes Produced or Sponsored by MMS Activities and Used for Promotional, Educational, and Informational Purposes.</u></p> <p>(1) <u>Video Recordings.</u> The original recording or the earliest generation of each recording.</p> <p>(2) <u>Motion Picture Films.</u> The original negative or color original plus separate optical sound track, an intermediate master positive or duplicate negative plus optical sound track, and sound projection print for each motion picture.</p>	<p>Cut off at close of fiscal year.</p> <p><u>Permanent.</u> Transfer to FRC 2 years after cutoff. Transfer to National Archives in 5-year blocks 5 years after cutoff. Volume 1 foot. Annual accumulation .5 foot. NC1-57-84-7</p> <p><u>Permanent.</u> Transfer to FRC 2 years after cutoff. Transfer to National Archives in 5-year blocks 5 years after cutoff. Volume 1 foot. Annual accumulation .5 cubic NC1-57-84-7</p>

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p>(3) <u>Duplicate Recording of "(1)" or Print of "(2)" Maintained by the Sponsoring Office.</u></p> <p>(4) <u>Finding Aids and Production Documentation.</u> Finding aids such as data sheets, shot lists, catalogs, indexes, and other textual documentation necessary for the proper identification, retrieval, and use of video recordings and motion pictures. Include production or similar files which contain copies of production contracts, scripts, or other documentation bearing on the origin, acquisition, release, or ownership of the production.</p> <p>b. <u>Films Acquired From Outside Sources (not Sponsored by MMS) for Personnel and Management Training.</u></p>	<p>Destroy 5 years after cutoff or when no longer needed, whichever occurs first. NC1-57-84-7</p> <p><u>Permanent.</u> Transfer to FRC 2 years after cutoff. Transfer to National Archives in 5-year blocks 5 years after cutoff. Volume 1 foot. Annual accumulation .5 foot. NC1-57-84-7</p> <p>Destroy 1 year after completion of training program or when no longer needed, whichever is later. N1-473-88-1</p>
703-03	<p><u>Photograph Files.</u> The original negative and a captioned print for each black and white image and the original color transparency or color negative, a captioned print, and an internegative (if one exists) for each color image. Include the date, location, names of people, event, copyright owner, and other information as appropriate.</p> <p>a. <u>Photographs of Significant MMS Officials and Other Individuals and Photographs Resulting from Significant MMS Program Responsibilities Which Constitute Evidence of the Organization, Function, Policy Development, Decisions, Procedures, Operations, or Other Activities.</u></p> <p>b. <u>Photographs Made to Serve a Temporary Purpose but Not Having Sufficient Value to Justify Continued Retention.</u> Include photos reproduced in technical reports which are meaningless without text; duplicate copies; and photographs of local interest only.</p> <p>SECTION 4. TECHNICAL LIBRARY RECORDS</p>	<p>Cut off at close of fiscal year.</p> <p><u>Permanent.</u> Transfer to FRC 2 years after cutoff. Transfer to National Archives in 5-year blocks 5 years after cutoff. Volume 1 foot. Annual accumulation .5 foot. NC1-57-84-7</p> <p>Destroy 1 year after cutoff or when no longer needed. GRS 21.1</p>
704-01	<p><u>Library Catalog Cards and Shelf Lists.</u> Cards, lists, and similar documents showing author, titles, cross-references, subject, items loaned, and location of items on shelves.</p>	<p>Destroy when related items have been permanently removed from the library. GRS 23.6</p>

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
704-02	<p><u>Library Item Procurement Files.</u> Documents accumulated by the librarian in reviewing, approving, and controlling the procurement of books, periodicals, and other publications for library and reference purposes. Include copies of purchase orders and invoices, subscription documents, and related information.</p> <p>SECTION 5. PUBLIC INFORMATION RECORDS</p> <p>The records described in this section are accumulated and maintained in separate collections specifically for public inspection in accordance with local directives, the FOIA, Privacy Act, and related laws and regulations regarding public access to Government records. These regulations provide that certain information on active leases and wells, geological and geophysical data on expired leases, accident investigations, pollution and enforcement action reports, and mining development plans be available to the public. PROPRIETARY AND PERSONAL INFORMATION HAS BEEN DELETED FROM THESE RECORDS. The disposal criteria given below in Item 705-01 for records pertaining to leases and wells apply ONLY TO THE COPIES OF THESE DOCUMENTS MAINTAINED SPECIFICALLY FOR PUBLIC INSPECTION. See MMSM 316 and 383 for release of FOIA and Privacy Act records.</p>	<p>Destroy when 2 years old or when no longer needed, whichever is sooner. GRS 23.1</p>
705-01	<p><u>Public Information Offices Records.</u> Copies of all documents maintained for inspection/acquisition by public, including certain information on active leases and wells, accident investigations, etc. Specific types of records include Forms MMS-330, -331, -1869, etc. Incorporates material formerly covered under Items 705-01 and 705-03 through 705-15, as well as additional public inspection records not previously described.</p> <p>a. <u>Paper Not Microfilmed.</u></p> <p>b. <u>Paper That Has Been Converted to Microform.</u></p>	<p>Destroy when obsolete, superseded, or no longer needed for reference. N1-473-88-1</p> <p>Destroy when microform has been verified in accordance with Chapter 6, Micrographics, page 6-1, of this handbook. N1-473-88-1</p>

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	c. <u>Master Microform.</u>	Destroy when obsolete, superseded, or no longer needed for reference. N1-473-88-1
705-02	<u>Copy Fee Collection Register.</u> Documents showing the receipt and disposition of funds received for copies of FOIA, Privacy Act, or records obtained from OCS Public Information Offices.	Cut off at close of fiscal year. Destroy 2 years after cutoff. GRS 14.15
705-03 through 705-15	<u>Reserved.</u>	
705-16	<u>Freedom of Information Act (FOIA) Files.</u> Files created in response to requests for information under the FOIA consisting of the original request, a copy of the reply, and all related supporting files which may include a copy of the requested record.	Cut off at close of calendar year.
	<p>a. <u>Correspondence and Supporting Documents (EXCLUDING the Official File Copy of the Records Requested).</u></p> <p>(1) <u>Granting Access to All of the Requested Records.</u></p> <p>(2) <u>Responding to Requests for Nonexistent Records; to Requesters Who Provide Inadequate Descriptions; and to Those Who Fail to Pay MMS Reproduction Fees.</u></p> <p>(a) <u>Request Not Appealed.</u></p> <p>(b) <u>Request Appealed.</u></p> <p>(3) <u>Denying Access to All or Part of the Records Requested.</u></p> <p>(a) <u>Request Not Appealed.</u></p> <p>(b) <u>Request Appealed.</u></p>	<p>Destroy 2 years after date of reply. GRS 14.11a(1)</p> <p>Destroy 2 years after date of reply. GRS 14.11a(2)(a)</p> <p>Destroy as authorized under Item 705-17. GRS 14.11a(2)(b)</p> <p>Destroy 6 years after date of reply. GRS 14.11a(3)(a)</p> <p>Destroy as authorized under Item 705-17. GRS 14.11a(3)(b)</p>

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
705-17	<p>b. <u>Official File Copy of Requested Records.</u></p> <p><u>FOIA Appeals Files.</u> Files created in responding to administrative appeals under the FOIA for release of information denied by MMS. Include appellant's letter, a copy of the reply, and related supporting documents, which may include a copy of the record under appeal.</p> <p>a. <u>Correspondence and Supporting Documents (EXCLUDING the File Copy of the Records Under Appeal).</u> Maintained by the FOIA Officer; Solicitor's Office maintains official file.</p>	<p>Dispose in accordance with approved disposition for related records or with the related FOIA requests, whichever is later. GRS 14.11b</p> <p>Destroy 4 years after final determination by MMS or 3 years after final adjudication by courts, whichever is later. GRS 14.12a</p>

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
705-21	<p>(b) <u>Requests Appealed.</u></p> <p>b. <u>Official File Copy of Requested Records.</u></p> <p><u>Privacy Act Amendment Files.</u> Files relating to an individual's request to amend a record pertaining to that individual as provided for under 5 U.S.C. 552a(d)(2); to the individual's request for a review of MMS's refusal of the individual's request to amend a record as provided under 5 U.S.C. 552a(d)(3); and to any civil action brought by the individual against the MMS as provided under 5 U.S.C. 552a(g).</p> <p>a. <u>Requests to Amend Agreed to by MMS.</u> Include individual's request to amend and/or review refusal to amend, copies of MMS's replies thereto, and related materials.</p> <p>b. <u>Requests to Amend Refused by MMS.</u> Include individual's request to amend and to review refusal to amend, copies of MMS's replies thereto, statement of disagreement, MMS's justification for refusal to amend a record, and related materials.</p> <p>c. <u>Appealed Requests to Amend.</u> Include all files created in responding to appeals under the Privacy Act for refusal by MMS to amend a record.</p>	<p>Destroy as authorized under Item 705-21. GRS 14.21a(3)(b)</p> <p>Dispose in accordance with approved disposition instructions for the related records, or with the related Privacy Act request, whichever is later. GRS 14.21b</p> <p>Dispose in accordance with approved disposition instructions for the related records or 4 years after MMS's agreement to amend, whichever is later. GRS 14.22a</p> <p>Dispose in accordance with approved disposition instructions for the related records, 4 years after final determination by MMS, or 3 years after final adjudication by courts, whichever is later. GRS 14.22b</p> <p>Dispose in accordance with approved disposition instructions for the related records or 3 years after final adjudication by courts, whichever is later. GRS 14.22c</p>
705-22	<p><u>Privacy Act Accounting of Disclosure Files.</u> Files maintained under the provisions of 5 U.S.C. 552a(c) for an accurate accounting of the date, nature, and purpose of each disclosure of a record to any person or to another Agency, including forms for showing the subject individual's name, requester's name and address, purpose and date of disclosure, and proof of subject individual's consent when applicable.</p>	<p>Dispose in accordance with approved disposition instructions for the related records or 5 years after the disclosure for which the accountability was made, whichever is later. GRS 14.23</p>

Supersedes Release No. 119

Date: December 14, 1989 (Release No. 165)

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ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
705-23	<p><u>Privacy Act Control Files.</u> Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature of request, and name and address of requester.</p> <p>a. <u>Registers or Listings.</u></p> <p>b. <u>Other Files.</u></p>	<p>Destroy 5 years after date of last entry. GRS 14.24a</p> <p>Destroy 5 years after final action by MMS or final adjudication by courts, whichever is later. GRS 14.24b</p>
705-24	<p><u>Privacy Act Reports Files.</u> Recurring reports and one-time information requirement relating to MMS implementation, including annual reports to the Congress of the United States, the Office of Management and Budget, and the report on new or revised systems.</p>	<p>Cut off at close of fiscal year. Destroy 2 years after cutoff. GRS 14.25b</p>
705-25	<p><u>Privacy Act General Administrative Files.</u> Include notices, memorandums, and related documents.</p>	<p>Cut off at close of calendar year. Destroy 2 years after cutoff or sooner if no longer needed for administrative use. GRS 14.26</p>
	<p>SECTION 6. TECHNICAL PUBLICATIONS MANAGEMENT</p> <p>The records described below are accumulated in providing basic editorial services and advice regarding publication of technical reports and maps. Include formal MMS publications, informal reports, and outside publications.</p>	
706-01	<p><u>Technical Publications Controls.</u> Documents used to control the numbering of publications and record actions in processing publications. Include publication control number assignment and status cards, logs, registers, or similar records.</p>	<p>Cut off at close of fiscal year in which subject item (or all listed items) is published. Destroy 1 year after cutoff. NC1-57-84-7</p>
706-02	<p><u>Technical Publications Background Files.</u> Copies of documents reflecting the preparation, review, clearance, approval, and issuance of technical reports and maps. Include records of clearances, approvals, and other coordinating actions; technical and editorial review reports and comments; abstracts; press releases; transmittal memorandums; and correspondence regarding the publication.</p>	<p>Destroy 6 months after final action on project or report or 3 years after completion of report if it is not published. NC1-57-84-7</p>

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
706-03	<u>Reserved.</u> SECTION 7. CLAIMS, APPEALS, AND LITIGATION	
707-01	<u>MMS Appeals Files.</u> Records relating to formal appeals to the Director, MMS, from final orders or decisions by MMS. The appeals procedures are governed by 30 CFR 290. Include notices of appeals and documents showing argument of the facts by the appellant, reports in reply to the appellant's argument, requests for extension of time, records reflecting the final decision by the Director, and other related correspondence. Official file copies of these documents are maintained at the headquarters level. Arrange numerically by appeal number.	Cut off upon issuance of final decision or withdrawal of appeal. Destroy 10 years after cutoff. NC1-57-84-7
707-02	<u>Waiver/Departure Requests.</u> Copies of approvals and denials of requests for waivers from operational directives for lessee compliance. Arrange by type and number. This is an extra copy (convenience file) maintained to prepare statistical reports. Official copies are maintained in appropriate case file. See Items 1101-02, 1200-02, 1501-02, or 1502-03.	Cut off at close of fiscal year or when no longer needed for reference, whichever is earlier. Destroy 2 years after cutoff. NC1-57-84-7
707-03	<u>Mineral Leasing Claims and Litigation Files.</u> Documents relating to claims or actual legal proceedings involving mineral leasing activities or lease operations on the OCS or on Federal and Indian lands in which MMS has an interest. Include advisory reports, investigation reports, litigation reports, statements of claims, copies of processes and pleadings, supporting documents, and related correspondence. Official file copies of these documents are maintained at the headquarters level.	Cut off at close of fiscal year in which claim is settled or disallowed or in which case is closed. Destroy 10 years after cutoff. NC1-57-84-7
707-04	<u>Interior Board of Land Appeals (IBLA) Files.</u> Documents related to formal appeals to the IBLA. Include notices of appeal, retained copies of MMS reports to IBLA, and copies of IBLA decisions. Include IBLA Decisions Index Book.	<u>Permanent.</u> Cut off upon issuance of final decision or withdrawal of appeal. Hold 7 years and transfer to FRC. Transfer to National Archives in 5-year blocks when 25 years old. Volume 12 feet. Annual accumulation 2 feet. NC1-57-84-7
707-05	<u>Hearing Files.</u> Documents related to MMS civil penalty procedures. Include memorandums assigning cases to reviewing officers, reviewing officer notification	Cut off upon payment of penalty or notice of nonviolation. Hold 5 years after cutoff and transfer to

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
800-06	<p><u>ADP Source Program Files</u>. Source code program, regardless of language used. Used with a processor or compiler program to produce an object code program.</p> <p>a. <u>Computer Simulation Applications, Such as Programs Used in Economic Evaluation of Lease Blocks, Reservoir Simulation, and Other Geologic Modeling; for Example, Monte Carlo Range of Values and Black Oil Simulation Systems.</u></p> <p>b. <u>Other Applications.</u></p>	<p><u>Permanent</u>. Cut off when program has been removed from system. Transfer to FRC 5 years after cut-off. Offer to National Archives in 5-year blocks when 7 years old. Volume 1 foot. Annual accumulation .5 foot. NC1-57-84-7</p> <p>Destroy individual titles/listings when replaced by new ones. Destroy object code after program has been removed from the system; or if source code has been transferred to magnetic file, destroy after magnetic file has proved satisfactory as adequate backup; i.e., after second update cycle. NC1-57-84-7</p>
800-07	<u>Reserved.</u>	
800-08	<u>Raw Data Input Magnetic Tapes</u> . Magnetic tapes used to temporarily store data to be transmitted to the host computer facility.	Erase after related magnetic file maintained at the host computer facility has proved satisfactory. NC1-57-84-7
800-09	<u>Print and Plotter Tapes</u> . Magnetic tapes containing output data transmitted to the data terminal by the host computer facility. Used for producing required printouts or card files.	Erase not later than 10 days after the output has been released and approved. NC1-57-84-7
800-10	<u>Reserved.</u>	
800-11	<u>Data Processing Control Records</u> . System used, regardless of medium, to record approved jobs, job numbers, requesting office, job description, date received, and date due; passwords, and related information.	Cut off at close of fiscal year in which related job is completed. Destroy 1 year after cutoff. NC1-57-84-7

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
902-07	<p>e. <u>Other Copies.</u></p> <p><u>Regional Seismic Interpretive Maps.</u> Regional seismic structure maps based on interpretive geophysical correlation of CDP seismic record sections and velocity data. These maps, which show the types of structures such as salt domes, anticlines, synclines, faulting or stratigraphic traps, are used in evaluating blocks offered for leasing. Arrange by adjacent State, survey area, and map number.</p> <p>a. <u>Preliminary Maps.</u></p> <p>b. <u>Final Drafted Maps.</u></p> <p>(1) <u>Films or Master Copies.</u></p> <p>(2) <u>Other Copies.</u></p>	<p>Destroy when superseded, obsolete, or no longer needed for reference. NC1-57-84-7</p> <p>Destroy upon receipt or completion of final drafted map. NC1-57-84-7</p> <p>Cut off when all information required by related permit or lease is submitted.</p> <p><u>Permanent.</u> Hold 25 years and transfer to FRC. Release to public 25 years after date of submission. Transfer to National Archives 75 years after cutoff. Volume 100 feet. Annual accumulation 20 feet. NC1-57-84-7</p> <p>Destroy 15 years after cutoff or when no longer needed for reference, whichever is earlier. EXCEPT: If additional significant interpretive data is added to these copies and not placed on the master, disposal instructions for (1) above are applicable. NC1-57-84-7</p>
902-08	<p><u>Detailed Seismic Interpretive Maps.</u> Sepia masters of seismic structure maps which are one product of the detailed prelease resource evaluation of each sale block. Two horizons and base of reflecting section are usually mapped for each block or prospect. Arrange by lease sale number, geographical area, and prospect number. See Item 1002-02 for annotated prints of these maps included in prospect investigation case files.</p>	<p><u>Permanent.</u> Cut off when all information required by related permit or lease is submitted. Hold 25 years and transfer to FRC. Release to public 25 years after date of submission. Transfer to National Archives 75 years after cutoff. Volume 187 feet. Annual accumulation 36 feet. NC1-57-84-7</p>

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
902-09	<u>Magnetic and Gravimetric Survey Records and Maps.</u> Graphic representations of measurements obtained by gravimeter and fluxgates, nuclear, and proton-precession magnetometer surveys and magnetic and gravimetric anomaly maps based on this survey data.	Cut off when all information required by related permit or lease is submitted. Hold 15 years and transfer to FRC. Release to public 25 years after date of submission. Destroy 75 years after cutoff. NC1-57-84-7
902-10	<p><u>Geophysical Data Indexes.</u> Registers or logs used for organizing, cataloging, filing, and retrieving CDP and high-resolution seismic record sections, seismic shot-point location maps, seismic velocity data, regional and detailed seismic interpretive maps, and magnetic and gravimetric survey data and maps. Include card indexes, descriptive lists, shelf lists, registers, and copies of contractor shipment lists.</p> <p>SECTION 3. WELL LOGS AND SAMPLE ANALYSIS RECORDS</p> <p>The records described in this section consist of basic subsurface geological and geochemical information based on specialized tests and analyses of well cuttings and cores or any other geologic samples; recordings made during or after drilling of wells and test holes; and related records. These basic data are used in making correlations and performing stratigraphic studies in identifying and measuring porosity and reservoir fluids, and in constructing geologic maps and cross-sections. See Item 705-01 for public information copies.</p>	Destroy individual card or sheet when all items listed have been destroyed or when no longer needed for reference, whichever is earlier. NC1-57-84-7
903-01	<p><u>Samples.</u> Include cores and cuttings and thin sections of cores and cuttings or slides submitted for examination and correspondence on particular samples.</p> <p>a. <u>Wells Drilled on OCS Leases.</u></p>	<u>Permanent.</u> Cut off at close of fiscal year in which well is completed. Release to the public as follows: for an active lease in primary term, 2 years after date of submission of data and information or 60 days after a lease sale such that any portion of an offered block is within 50 miles of the well, whichever is later; lease beyond primary term,

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p data-bbox="380 436 894 459">CHAPTER 10. MINERAL LEASE SALES RECORDS</p> <p data-bbox="289 501 971 588">The records described in this chapter are created and accumulated in planning, conducting, and evaluating mineral lease sales.</p> <p data-bbox="380 630 894 653">SECTION 1. LEASE SALES ACTIVITY RECORDS</p> <p data-bbox="162 695 251 718">1001-01 <u>Summary Geologic Reports.</u> Official file copy of each prenomination summary geologic report on the geology and potential mineral, including hydrocarbon, resources of the area to be included in a lease sale. Maintained by office responsible for preparation of report. Used in selection of specific blocks to be offered for lease. Arrange by lease sale number or name.</p> <p data-bbox="162 984 251 1008">1001-02 <u>Block Nomination Files.</u> Documents accumulated in reviewing nominations of blocks for leasing. Include industry nominations and requests describing areas and expressing an interest in leasing, abstracts of nominations showing name of company and block number nominated, index maps which summarize all nominations and recommendations for selection, and documents protesting lease activities. Arrange by lease sale number or name.</p> <p data-bbox="162 1308 251 1331">1001-03 <u>Sale Environmental Impact Statement Files.</u> Scientific and technical documents accumulated in the preparation of draft and final Environmental Impact Statements (EIS's). Include geologic summary reports and geologic framework descriptions; resource reports as to the possible effects of leasing on the total environment; detailed analyses on a block-by-block basis of any possible adverse impacts on the environment; documents related to public hearings on draft EIS's; and related information. Arrange by lease sale number or name.</p> <p data-bbox="289 1656 971 1938">a. <u>Major Environmental Analysis Files.</u> Data and proposed plans of action submitted by lessees, permittees, and operators on the impact of proposed lease operations; checklists; analyses, reports, and correspondence with lessee, permittee, or operator and other Federal Agencies. These plans are selected for detailed analysis because of the magnitude and importance of proposed activities on the environment. Maintained by the Region or office responsible for</p>	<p data-bbox="992 695 1435 812">Cut off at close of fiscal year in which lease sale is conducted or canceled. Destroy 5 years after cutoff. N1-473-88-1</p> <p data-bbox="992 984 1435 1102">Cut off at close of fiscal year in which lease sale is conducted or canceled. Destroy 5 years after cutoff. N1-473-88-1</p> <p data-bbox="992 1656 1458 1869">Place in inactive file after compliance with environmental regulations has been determined. Cut off inactive file at close of fiscal year. Transfer to FRC 3 years after cutoff. Destroy 20 years after cutoff. NC1-57-84-7</p>

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	<p>environmental analysis and arranged by location and principal.</p> <p>b. <u>Minor Environmental Analysis Files</u>. Data and proposed plans of action submitted by lessee, permittee, or operator; analyses of proposed plans; and correspondence with other Agencies and the lessee, permittee, or operator. Maintained by the Region or office responsible for environmental analysis and arranged by location and principal.</p>	<p>Place in inactive file after compliance with environmental regulations has been determined. Cut off inactive at close of fiscal year. Destroy 3 years after cutoff. NC1-57-84-7</p>
1001-04	<p><u>Lease Sale Activity History Files</u>. General information regarding each lease sale from block selection phase through the acceptance or rejection of bids. Include lists of blocks, copies of notices published in the <u>Federal Register</u> regarding the sale; reports on assignment of responsibility and status of detailed block evaluations; documents related to prices, interest rates, and tax figures to be used in evaluations; block evaluation estimates; copies of bid recaps and statistical summaries; recommendations for the acceptance or rejection of high bids together with supporting geological, geophysical, and engineering information; reports on sale results; and related documents. Arrange by lease sale number, subdivided by category as appropriate.</p>	<p>Cut off at close of fiscal year in which final determinations of bid acceptance or rejection are made. Dispose of when no longer needed for reference. N1-473-88-1</p>
1001-05	<p><u>Environmental Studies Case Files</u>. General information regarding management of the program of scientific studies contracted for the prediction, assessment, and management of impacts on the OCS and near-shore areas which may be affected by marine mineral resource development. Include regional study plans; national study plans; national study lists; documents defining program priorities, requesting studies, and describing objectives; authorizing correspondence; interim reports on overall program progress. Contract monitoring documents are filed in Item 503-02b. Arrange by geographic location.</p>	<p>Cut off at close of fiscal year. Hold 15 years after cutoff and transfer to FRC. Destroy 25 years after cutoff. N1-473-88-1</p>
1001-06	<p><u>Environmental Studies Reports</u>. Results of contracted studies designed to provide information on marine and coastal ecosystems, upon which prediction, assessment, and management of impacts of oil and gas development may be based. Include final reports, maps, and scientific and technical data. Arrange by subject.</p>	

Supersedes Release No. 119

Date: December 14, 1989 (Release No. 165)

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p>secondary and tertiary recovery and pressure maintenance operations; requests and recommendations for field rules; requests for waivers; and documents which pertain to lease operations and structures (waivers for well operations are filed under Item 1101-02b), departure reports, confirmations of incidents of noncompliance, and suspension of operations and production.</p> <p>(4) <u>Lease Rental, Minimum Royalty, and Royalty File</u>. Documents and correspondence relating to payment of the rentals and minimum royalties.</p> <p>(a) <u>Regional Office</u>.</p> <p>(b) <u>Other Offshore Copies</u>.</p> <p>(c) <u>Royalty Management</u>.</p> <ol style="list-style-type: none"> <u>Paper Not Microfilmed</u>. <u>Magnetic Tape</u>. (These tapes contain data for calculating assessments.) <u>Microform</u>. <p>b. <u>Well Files</u>. Records documenting supervision of operations for each individual well drilled on the lease. Include Form MMS-331C; Form MMS-331; Form MMS-330; geologic and engineering data supporting operator submittals, such as sidewall core analyses, formation tests, bottomhole pressure test reports, well potential reports, packer tests; maps, plats, specifications, and drawings pertaining to individual wells; documents reflecting geological, geophysical, and engineering review and evaluation of operator submittals; and requests and approvals of waivers which</p>	<p>Transfer to FRC 5 years after cut-off. Destroy 75 years after cutoff. NC1-57-84-7</p> <p>Destroy 5 years after cutoff except that technical data and reports of continuing usefulness for future research may be retained as non-record reference material until no longer needed. NC1-57-84-7</p> <p>Cut off at end of fiscal year.</p> <p>Destroy 7 years after cutoff. NC1-57-84-7</p> <p>Destroy 7 years after date of last payment. NC1-57-84-7</p> <p>Destroy 7 years after cutoff.</p> <p>Cut off when lease is terminated.</p>

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	<p>pertain to an individual well number. See Items 903-01 through -09 for well samples, logs, and reports.</p> <p>(1) <u>Regional Office.</u></p> <p>(2) <u>Other Copies.</u></p> <p>c. <u>Bond Files.</u> Lists of State and nationwide bonds, decisions regarding bonds, and correspondence. Arrange alphabetically by company name. This material is sometimes filed in the appropriate lease or permit history file Item 1101-02a.</p> <p>d. <u>Power of Attorney Files.</u> Changes to general and special powers of attorney and related correspondence. This material is sometimes filed in the appropriate lease or permit case history file.</p> <p>e. <u>Expired Leases.</u></p> <p>f. <u>Corporate (Qualification) Files.</u></p>	<p>Transfer to FRC 5 years after cut-off or when no longer needed for reference, whichever is earlier. Destroy 75 years after cutoff. NC1-57-84-7</p> <p>Destroy 5 years after cutoff except that technical data and reports of continuing usefulness for future research may be retained as non-record reference material until no longer needed. NC1-57-84-7</p> <p>Place in inactive file when lease is terminated. Cut off inactive file at close of fiscal year. Destroy 1 year after cutoff. NC1-57-84-7</p> <p>Destroy when superseded, obsolete, or no longer needed for reference. NC1-57-84-7</p> <p>Transfer to the FRC 10 years after cutoff. Destroy 75 years after cut-off.</p> <p>Destroy when superseded, obsolete, or no longer needed for reference. N1-473-88-1</p>
1101-03	<u>Lease/Block Cross-Reference Card Index File.</u> Card indexes used to cross-reference well numbers to American Petroleum Institute (API) well and block numbers; other information such as lease operations data and well log availability.	Destroy when superseded, obsolete, or no longer needed for reference. NC1-57-84-7
1101-04	<u>Lease Record History Files.</u> Card forms or equivalent concise summaries of lease information. Include lessee's location, term of lease, State lease number (if any), rental royalty rates, interests of multiple owners, lease stipulation, and drilling and production data. Maintain by lease number and name.	Destroy when superseded, obsolete, or no longer needed for reference. NC1-57-84-7

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1101-05	<p><u>Report of Operations</u>. Automated information from Form MMS-4054, or equivalent, and ADP-generated facsimiles containing information on monthly lease/unit operations, individual well status, and production of oil condensate and gas. Monthly report includes disposition of products by sale, lease use, flared or injected used in monitoring lease operations and production (including drilling and producing wells) and engineering studies. Arrange by lease number and thereunder chronologically by month.</p> <p>a. <u>Master Magnetic Tape</u>.</p> <p>b. <u>Other Copies</u>.</p>	<p>Backup tapes monthly. Cut off tapes at end of fiscal year. Destroy 7 years after cutoff.</p> <p>Destroy when superseding report is received.</p>
1101-06	<p><u>Billing Index</u>. Form MMS-1181 containing information on pipeline rental payments, rates, and county distribution. Used for posting annual payments received for pipeline rental. Arrange by lease number.</p>	<p>Destroy when superseded, obsolete, or no longer needed for reference.</p>
SECTION 2. OIL AND GAS FIELD RECORDS		
1102-01	<p><u>Oil and Gas Field Development Files</u>. Correspondence and technical information which pertains to an oil and gas field or to a group of leases in a field rather than to any specific lease. May contain information regarding fields in State-owned zones. Include documents regarding drilling and production operations on the field in general; notices of State hearings; field plans of development; operator requests to establish, extend, or revise field drilling rules which govern development of a field; correspondence regarding annual review of field rules; documents reflecting the review of proposed field rules; copies of published field drilling rules and revisions; geologic and engineering reports and maps submitted in support of proposed field rules or revisions; pressure profiles; and structural information. See Chapter 17 for Maximum Efficient Rate (MER) field/reservoir data, field/reservoir studies, and unit geology and engineering data. See Item 1200-01 for the record set of field drilling rules.</p>	

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p>a. <u>Regional Office.</u></p> <p>(1) <u>Paper Not Microfilmed.</u></p> <p>(2) <u>Paper That Has Been Converted to Microform.</u></p> <p>(3) <u>Silver-Halide Microform.</u></p> <p>b. <u>Other Copies.</u></p> <p>SECTION 3. BASE MAPS AND FINDING AIDS</p> <p>The records described in this section consist of base maps (noncontour maps) prepared at various scales of blocked acreage and related records. Do not include geological and geophysical interpretive maps and cross-sections prepared for lease sale evaluations or for special studies or projects. The word "published" as used in this section means reproduction by printing, photographic, and other methods whether for limited or general distribution.</p> <p>--<u>Oil and Gas Field Maps.</u> These maps, which cover all leased acreage, are in two scales. The 1" = 1,000' (one lease block) maps show detailed drilling information (e.g., platform and well locations and other data plotted from sundry notices on wells, well completion reports, new producible lease notices, etc). The 1" = 2,000' (nine lease blocks) maps show units and pipelines. Maintain in binders arranged by field. See Item 1200-05 for prints of the maps.</p> <p>--<u>Lease/Well Data Maps.</u> These base maps at various scales show leases and wells, and, in some cases, zone</p>	<p>Cut off every 5 years at close of fiscal year. Hold 10 years and transfer to FRC. Destroy 25 years after cutoff. NC1-57-84-7</p> <p>Destroy paper when microform has been verified in accordance with Chapter 6, Micrographics, page 6-1, of this handbook. NC1-57-84-7</p> <p>Cut off every 5 years at close of fiscal year. Hold 10 years and transfer to FRC. Destroy 25 years after cutoff. NC1-57-84-7</p> <p>Review at least annually to destroy documents which are no longer needed for local reference. NC1-57-84-7</p>

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p>lines and fairways. Data is plotted from sundry notices on wells, well completion reports, new producible lease notices, directional surveys, etc. The 1" = 4,000' base maps are overlaid with CDP seismic shot-point location base maps, Item 902-05, to produce work maps used in detailed block evaluations. Arrange by adjacent State and thereunder by map number.</p> <p>--<u>Oil and Gas Development Maps</u>. These base maps, at a scale of 1" = 20,000', summarize all nonproprietary engineering data; i.e., areas, blocks, zones, lease platforms, pipelines, fairways, units, fields, and court decision lines for disputed areas. Prints of these maps are colored and annotated for use as finding aids and indexes.</p> <p>--<u>Base Maps (1" = 40,000' and 1" = 80,000')</u>. These base maps, one at each scale for blocked acreage, show blocks, leases, zone lines, and fairways. Used as base maps in preparing graphic indexes and trend maps.</p>	
1103-01	<p><u>Manuscript Maps</u>. Master manuscript of each base map maintained and updated by organizational units responsible for drafting and cartographic support. For the most part, data shown on these maps is cumulative; i.e., the map is never "completed" so long as lease activities continue in the area covered by the map.</p>	<p><u>Permanent</u>. Cut off when map is re-drafted or completed. Transfer to FRC 5 years after cutoff. Transfer to the National Archives 20 years after cutoff. Volume 10 feet. Annual accumulation 1 foot. NC1-57-84-7</p>
1103-02	<p><u>Published Base Map Record Set</u>. One copy of each edition, revision, or variant of each printed or otherwise reproduced map. Maps in this set will be distinctly marked "Record Set" and will not be charged out.</p>	<p><u>Permanent</u>. Cut off when published. Transfer to FRC 3 years after cutoff. Transfer to the National Archives 20 years after cutoff. Volume 16 feet. Annual accumulation 4 feet. NC1-57-84-7</p>
1103-03	<p><u>Other Base Map Copies</u>. Reference or working copy prints of base maps which are not described elsewhere.</p>	<p>Destroy when superseded, obsolete, or no longer needed for reference. NC1-57-84-7</p>
1103-04	<p><u>Graphic Indexes and Finding Aids</u>. Graphic indexes (usually base maps) which indicate the coverage of each map of an area covered by several maps; finding aids, such as card indexes and descriptive lists; and similar records not described elsewhere.</p>	<p><u>Permanent</u>. Dispose of in accordance with instructions for records to which they relate. EXCEPT: Indexes to permanent records may be retained permanently in inactive files area as a finding aid after records to</p>

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1103-05	<u>Official Protraction Diagrams</u> . Reproducible and paper prints which show blocked acreage for lease sale. Includes nautical charts and split-block diagrams.	which they relate are transferred to FRC. Transfer to National Archives when the records to which they relate are offered. Volume 10 feet. Annual accumulation 2 feet. NC1-57-84-7
	SECTION 4. RESERVED	
	SECTION 5. COASTAL ZONE MANAGEMENT (CZM)	
	The file described below pertains to the formulation, review, and implementation of local and State CZM plans.	
1105-01	<u>Coastal Zone Management</u> . Documents accumulated and plans developed by State and local areas including correspondence and similar material regarding review and implementation. Subdivide by State, territories, and/or sanctuaries.	<u>Permanent</u> . Cut off when revised protraction diagram is received. Transfer to FRC 5 years after cut-off. Transfer to National Archives 20 years after cutoff. Volume 12 feet. Annual accumulation 4 feet. NC1-57-84-7
		Destroy when CZM plan is superseded, obsolete, or no longer needed for reference. NC1-57-84-7

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p>Chapter 12. DRILLING OPERATIONS RECORDS</p> <p>The records described in this chapter are accumulated as part of the inspection and monitoring of drilling operations. Include official copies of field drilling rules; reports of the status of drilling operations and engineering development of individual wells; and field plats showing the locations of drilling activities.</p> <p><u>PROPRIETARY INFORMATION/DATA</u> includes electric logs, core descriptions and analyses, seismic record sections, and other geological, geophysical, and engineering information, maps, reports, and correspondence based on or containing information that is not available to the public. This data is furnished by industry sources to the MMS in compliance with the terms of leases, permits, regulations, and contracts. PROPRIETARY INFORMATION/DATA IS NOT AVAILABLE TO THE PUBLIC. SEE CHAPTER 7, SPECIAL INSTRUCTIONS, PAGE 7-1, OF THIS HANDBOOK.</p>	
1200-01	<p><u>Field Drilling Rules Record Set.</u> Official file copy of each set of drilling rules and revised rules published. This schedule applies to the master set maintained by the unit responsible for issuing field drilling rules. Arrange by State and thereunder by area, field name, and then depth.</p>	<p>Place in inactive file when canceled or superseded. Transfer inactive files in 5-year blocks to FRC 3 years after cutoff. Destroy 20 years after cutoff. NC1-57-84-7</p>
1200-02	<p><u>Drilling Rig Inspections.</u> Reports from detailed rig inspections, random rig inspections, workover rig inspections, incidents of noncompliance, requests for waivers, approvals and departure reports pertaining to rigs, copies of waiver approvals and departure reports pertaining to wells. Arrange by company and rig.</p>	<p>Cut off at close of calendar year in which rig leaves the district. Destroy 3 years after cutoff. N1-473-88-1</p>
1200-03	<p><u>Daily/Weekly Drilling and Progress Reports.</u> Reports submitted by operators on the status of drilling operations. Used to check progress on operations and to prepare periodic statistical reports. Arrange by company and lease number.</p>	<p>Cut off at close of fiscal year. Destroy 1 year after cutoff. NC1-57-84-7</p>
1200-04	<p><u>Reserved.</u></p>	
1200-05	<p><u>Field Plats and Lease Maps.</u> Field plats and lease maps which show the locations of platforms, zones, and wells. The surface locations, bottomhole locations,</p>	<p>Destroy when superseded, obsolete, or no longer needed for reference. NC1-57-84-7</p>

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1200-06	<p>depth, and side blocks are detailed on these maps. Field plats are usually on a 1" = 1,000' scale showing a single block or a 1" = 2,000' scale showing a 9-block area. Lease maps are usually on a 1" = 200' or 1" = 300' scale. Field plats are prepared from data on the Forms MMS-330, -331, and -331C. Arrange by area and block or lease. See Items 1103-01 through -05 for other copies of base maps and finding aids.</p>	
	<p><u>Well Location Log</u>. Cross-section card files which show the location of wells by area, block, well number, State or lease number, and summary of well history. Arrange by area, block, and well number.</p>	<p>Destroy when no longer needed for reference. NC1-57-84-7</p>
1200-07	<p><u>Natural Gas Policy Act (NGPA)</u>. Applications and determinations made by the Federal Energy Regulatory Commission. Include final determinations. Arrange by lease number.</p>	<p>Destroy when superseded, obsolete, or no longer needed for reference. NC1-57-84-7</p>

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	b. <u>Other Copies.</u>	Destroy when superseding printout is received. NC1-57-84-7
1301-06	<u>Quarterly Over-/Underproduction Reports.</u> Quarterly computer printouts showing the production of crude oil and gas for each well and the approved MPR. Used to balance quarterly production. Arrange by operator.	Cut off at close of fiscal year. Destroy 4 years after cutoff. NC1-57-84-7
1301-07	<u>MER/MPR Reports.</u> Computer printouts showing the approved MER/MPR, volume of production, and the volume of over- and underproduction. Used to monitor production levels and for quarterly balancing of production to approved rates. Maintained by the office with responsibility for production control. Arrange by individual well and reservoir.	Cut off at close of reporting period.
	a. <u>MER/MPR Monthly Files.</u> Monthly printout showing the production data for the month.	Destroy 6 months after cutoff. NC1-57-84-7
	b. <u>MER/MPR Quarterly Files.</u> Quarterly printout showing production for current quarter and one previous quarter.	Destroy 6 months after cutoff. NC1-57-84-7
1301-08	<u>MER/MPR Change Reports.</u> Monthly computer printouts showing changes to the approved MER/MPR rates. Maintained by office with responsibility for production control. Arrange by individual well and reservoir.	Retain until a quarterly approved MER/MPR report is received. NC1-57-84-7
1301-09	<u>Quarterly Balancing Reports.</u> Computer printouts produced quarterly showing over- or underproduction of reservoirs on an exception basis. Used to check actual production against approved production rates and to advise operators of the need to balance quarterly production as required. Arrange by individual well and reservoir.	Cut off at close of fiscal year. Transfer to FRC 3 years after cutoff. Destroy 10 years after cutoff. NC1-57-84-7
1301-10	<u>Reserved.</u>	
1301-11	<u>Production Control Studies Files.</u> Documents and printouts regarding special studies of production control rates. Include documents authorizing the study, describing its scope and objectives, intermediate progress reports and correspondence, and the finished report. Arrange by lease and well number.	Place in inactive file at close of the fiscal year in which the study is completed. Cut off inactive files in 5-year blocks. Transfer to FRC 3 years after cutoff. Destroy 20 years after cutoff. NC1-57-84-7

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1301-12	<u>Gas Flaring Reports</u> . Monthly computer printouts which show the volume of gas flared. Prepared from the gas disposition data submitted on the MMS Form-4054, or equivalent. Used to monitor and control volume of gas flared. Arrange by lease and operator number.	Cut off at close of fiscal year. Destroy 2 years after cutoff. NC1-57-84-7
1301-13	<u>Reserved</u> .	
1301-14	<u>Clearance Files</u> . Monthly printouts listing approvals of requests to test wells for increased MPR. Maintained by the office with responsibility for production control. Arrange by individual wells.	Destroy when superseding printout is received. NC1-57-84-7
1301-15	<u>Reserved</u> .	
1301-16	<u>Lease Disposition--Oilwell Gas and Gaswell Gas</u> . Monthly computer printouts showing the disposition of oilwell gas and gaswell gas by lease. The total disposition and the volume of gas sold, flared, vented, injected, and used for fuel are listed. Arrange by lease number.	Cut off at close of fiscal year. Destroy 2 years after cutoff. NC1-57-84-7
1301-17	<u>Reserved</u> .	
1301-18	<u>Reserved</u> .	
1301-19	<u>Shut-In Wells Report</u> . Monthly printout report or other document showing the well number, operator, location, and cause of well shut-in.	Destroy when superseding report is received. NC1-57-84-7

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1501-01	<p>CHAPTER 15. SUPERVISION OF STRUCTURES</p> <p>The records described in this chapter are accumulated as a part of the supervision of structures. Such structures as platforms, artificial islands, and pipelines are included. The records relate to approval of structure design construction, permits, waivers, and operational inspections.</p> <p><u>PROPRIETARY INFORMATION/DATA</u> includes electric logs, core descriptions and analyses, seismic record sections, and other geological, geophysical, and engineering information, maps, reports, and correspondence based on or containing information that is not available to the public. This data is furnished by industry sources to the MMS in compliance with the terms of leases, permits, regulations, and contracts. PROPRIETARY INFORMATION/DATA IS NOT AVAILABLE TO THE PUBLIC. SEE CHAPTER 7, SPECIAL INSTRUCTIONS, PAGE 7-1, OF THIS HANDBOOK.</p> <p>SECTION 1. PLATFORM AND INSTALLATION REVIEW RECORDS</p> <p><u>Platform Approval Files.</u> Documents relating to the approval of platform design and construction. Include applications to install platform; construction drawings, plats and maps; Corps of Engineers permits; assessments by district engineers; checklists for environmental evaluation; engineering certifications; completion reports with "as built" drawings; written technical review and correspondence with the operator; and applications and correspondence to remove, reuse, and dispose of platforms. Arrange by platform designation or by lease.</p> <p>a. <u>Regional Office.</u></p> <p>(1) <u>Paper Not Microfilmed.</u></p>	<p>Place in inactive file when platform is removed or abandoned. Cut off inactive file at close of fiscal year. Transfer to FRC 3 years after cutoff. Destroy 10 years after cutoff. NC1-57-84-7</p>

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1501-02	(2) <u>Paper That Has Been Converted to Microform.</u>	Destroy paper when microform has been verified in accordance with Chapter 6, Mircorgraphics, page 6-1, of this handbook.
	(3) <u>Master Microform.</u>	Place in inactive file when platform is removed or abandoned. Cut off inactive file at close of fiscal year. Destroy 10 years after cut-off.
	b. <u>Other Copies.</u>	Place in inactive file when platform is removed or abandoned. Cut off inactive file at close of fiscal year. Destroy 2 years after cutoff. NC1-57-84-7
	<u>Platform and/or Installation Inspection Files.</u> Inspection reports, notices of incidents of noncompliance, requests for waiver, approvals and departure reports pertaining to platforms and/or installations, and copies of waiver approvals pertaining to platform wells. Arrange by platform or installation designation or lease number.	
	a. <u>Paper.</u>	Cut off at the close of the calendar year in which the platform/installation is removed or abandoned. Destroy 2 years after cutoff. N1-473-88-1
	b. <u>Source Document.</u>	Destroy after accuracy of automated record has been verified. N1-473-88-1
	c. <u>Magnetic Tape.</u>	
	(1) <u>Processing.</u>	Erase when superseded. N1-473-88-1
	(2) <u>Master.</u> See Chapter 7, Special Instructions, page 7-1, of this handbook.	Cut off at the close of the calendar year in which the platform/installation is removed or abandoned. Destroy 2 years after cutoff. N1-473-88-1

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1501-03	<u>Platform and/or Installation Questionnaire Files.</u> Operator-submitted forms detailing the location, primary use, structural specifications, and equipment for each platform or installation. Maintained as a quick reference source. Arrange by platform or installation designation.	Place in inactive file when platform/installation is removed. Cut off inactive file at close of fiscal year. Destroy 2 years after cutoff. NC1-57-84-7
1501-04	<p><u>Platform Verification Files.</u> Documents pertaining to the structure, management, and operation of the Platform Verification Program. Include documents relating to certified verification agents (CVA), resumes, financial standings, approvals, and disapprovals; and recommendations concerning design, fabrication, installation verification plans, final CVA reports, and field inspection reports for offshore platforms.</p> <p>(a) <u>Paper Not Microfilmed.</u></p> <p>(b) <u>Paper That Has Been Microfilmed.</u></p> <p>(c) <u>Master Microform.</u></p>	<p>Place in inactive file after platform is installed. Destroy at the end of the calendar year after the platform is removed. NC1-57-84-7</p> <p>Destroy paper when microform has been verified in accordance with Chapter 6, Micrographics, page 6-1, of this handbook.</p> <p>Place in inactive file after platform is installed. Destroy at the end of the calendar year after the platform is removed.</p>
	SECTION 2. PIPELINE FILES	
1502-01	<p><u>Pipeline Permit Files.</u> Proposals to construct pipelines. Include supporting drawings, maps, plats, and specifications; approvals; permits; and completion reports with "as built" drawings, as well as flowlines. Arrange by pipeline system designation.</p> <p>a. <u>Paper Not Microfilmed.</u></p>	Place in inactive file when pipeline is removed or abandoned. Cut off inactive file at close of fiscal year. Destroy 10 years after cutoff. NC1-57-78-1

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	b. <u>Paper That Has Been Converted to Microform.</u>	Destroy paper when microform has been verified in accordance with Chapter 6, Micrographics, page 6-1, of this handbook.
	c. <u>Master Microform.</u>	Place in inactive file when pipeline is removed or abandoned. Cut off inactive file at close of fiscal year. Destroy 10 years after cut-off. NC1-57-78-1
1502-02	<u>Pipeline Reports.</u> Annual reports submitted by pipeline operators showing the dates and results of monthly inspections, methods used, and test results. Maintained by the office with responsibility for supervision of pipelines. Arrange by pipeline system designation.	Cut off at close of fiscal year. Destroy 3 years after cutoff. NC157-84-7
1502-03	<u>Pipeline Waiver Requests.</u> Requests for waivers of pipelines and flowlines. Include requests, approvals, or denials, and departure reports for granted waivers. Arrange by pipeline system designation	Place in inactive file when waiver is revoked or expires. Cut off at close of fiscal year. Destroy 4 years after cutoff. NC1-57-84-7
1502-04	<u>Index to Pipeline Systems.</u> Computer printouts which describe approved pipelines. Data includes operator, system designation, date of approval, size, type, location, length and date of completion.	Destroy when superseding printout is received. NC1-57-84-7
1502-05	<u>Pipeline Inspection Files.</u> Inspection reports, notice of incidents of noncompliance, requests for waivers, and copies of waiver approvals pertaining to pipelines. Arrange by pipeline system designation.	Cut off at close of fiscal year. Destroy 4 years after cutoff. NC1-57-84-7
	SECTION 3. RESERVED	

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p>a. <u>Unit or Communitization Agreement Documents Files.</u> Include the application of area designation, proposed form of agreement, and letter approval; the approved agreement, approval memorandum, and letter transmitting the approved agreement, and operating agreement; all participating area applications, schedules, and approvals; the official plat of the area; all plans of development and/or operations and approvals; and requests for termination of agreement. Subdivide by subject as appropriate; e.g., Agreement, Operating Agreement, Participating Area, Plans of Development.</p> <p>(1) <u>Regional Office.</u></p> <p>(2) <u>Royalty Management.</u></p> <p>A. INDIAN LAND RECORDS</p> <p>B. OTHERS</p> <p>(3) <u>Other Offshore Copies.</u></p> <p>b. <u>Unit Geology and Engineering Files.</u> Geological maps, cross-sections, reports and engineering data, reports pertaining to producing or potential structures upon which the unit area is established, and related documents. Include information submitted in support of the original unitization proposal, plans of development and/or operation, and applications to initiate secondary/tertiary recovery and pressure maintenance operations.</p>	<p>Place in inactive file when agreement is terminated. Cut off inactive file at close of fiscal year. Hold 5 years and transfer to FRC. Destroy 25 years after cutoff. NC1-57-84-7</p> <p>Cut off when agreement is terminated. Transfer to FRC 1 year after cutoff. These records will be maintained indefinitely. N1-473-88-1</p> <p>Cut off when agreement is terminated. Transfer to FRC 1 year after cutoff. Destroy 7 years after cutoff. N1-473-88-1</p> <p>Cut off when agreement is terminated. Destroy 2 years after cutoff. NC1-57-84-7</p>

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	(1) <u>Regional Office.</u>	Place in inactive file when agreement is terminated. Cut off inactive file at close of fiscal year. Hold 5 years and transfer to FRC. Destroy 50 years after cutoff. NC1-57-84-7
	(2) <u>Other Copies.</u>	Cut off when agreement is terminated. Destroy 5 years after cutoff or when no longer needed for reference, whichever is earlier. NC1-57-84-7
1703-03	<u>Reserved.</u>	
1703-04	<p><u>Forced Unitization Petition Files.</u> Documents accumulated in evaluating operator and lessee petitions regarding forced unitization of competitive reservoirs when the operators or lessees have been unable to voluntarily effect unitization. Include operator and lessee submittals, conference notes and reports, evaluation reports on petitions, documents reflecting decisions and appeals, and related documents. Arrange by State and thereunder by unit name; e.g., Eugene Island Block 276, R Sand, Res A.</p> <p>a. <u>Petitions Resulting in Unit Agreements.</u></p> <p>b. <u>Other Petitions.</u></p>	<p>File in appropriate unit agreement case file and dispose in accordance with Item 1703-02a(1). NC1-57-84-7</p> <p>Cut off at close of fiscal year in which final determination is made. Destroy 8 years after cutoff. NC1-57-84-7</p>
	<p>SECTION 4. ENHANCED RECOVERY AND PRESSURE MAINTENANCE PROJECT RECORDS</p> <p>The documents described in this section relate to the review, approval, and monitoring of projects to maximize oil and gas recovery from a producing formation</p>	

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1801-07	<u>Windfall Profit Tax Return Files.</u> Documentation for the computation and disbursement of Windfall Profit Taxes. Include copies of the quarterly and annual Windfall Profit Tax returns, related correspondence, computation workpapers, and exhibits such as SF 1166, or equivalent.	Cut off at close of each tax reporting period. Destroy 7 years after cutoff. NC1-57-84-7
1801-08	<p><u>Fund Deposit Files.</u> Copies of checks, money orders, electronic fund transfer notices, SF 215 and support documents such as checkstubs, Forms MMS-4149 and -4158. Used to document receipt of payments due the Government under the terms of Federal and Indian mineral leases, laws, and regulations, and for internal audit purposes. Arrange by deposit ticket number.</p> <p>A. <u>INDIAN LAND RECORDS</u></p> <p>(1) <u>Paper Not Microfilmed.</u></p> <p>(2) <u>Paper That Has Been Microfilmed.</u></p> <p>(3) <u>Silver-Halide Microform.</u></p> <p>B. <u>OTHERS</u></p> <p>(1) <u>Paper Not Microfilmed.</u></p> <p>(2) <u>Paper That Has Been Microfilmed.</u></p> <p>(3) <u>Master Microform.</u></p>	<p>Cut off at close of reporting period.</p> <p>Transfer to FRC 1 year after cutoff. These records will be maintained indefinitely. NC1-57-84-7</p> <p>Destroy paper when microform has been verified in accordance with Chapter 6, Micrographics, page 6-1, of this handbook. NC1-57-84-7</p> <p>Transfer to FRC 1 year after cutoff. These records will be maintained indefinitely. NC1-57-84-7</p> <p>Transfer to FRC 1 year after cutoff. Destroy 7 years after cutoff. NC1-57-84-7</p> <p>Destroy paper when microform has been verified in accordance with Chapter 6, Micrographics, page 6-1, of this handbook. NC1-57-84-7</p> <p>Transfer to FRC 1 year after cutoff. Destroy 7 years after cutoff. NC1-57-84-7</p>

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1801-09	<p><u>Company Files.</u> Documents including correspondence, created while monitoring the operations of a specific company, payor, or reporter while performing related royalty collection activities. Company files may be created, maintained, and used for audit, collection, distribution, disbursement, valuation, production, or legal purposes and activities (bankruptcy, followup/appeal, surety, appeals, etc.). These files, or copies, may be transferred within RMP to perform different processes. For example, audit compliance files may be transferred to a different RMP office, and assigned a new records series number as 1801-11, for collection of royalties after an audit has been completed.</p> <p>Use this records series only when no specific records series number exists (i.e., audit compliance, bankruptcy, distribution, disbursement, etc.). Arrange by name or code number of company, payor, or reporter.</p> <p>A. <u>INDIAN LAND RECORDS</u></p> <p>B. <u>OTHERS</u></p>	<p>Cut off at close of fiscal year.</p> <p>Transfer to FRC 1 year after cutoff. These records will be maintained indefinitely. N1-473-88-1</p> <p>Transfer to FRC 1 year after cutoff. Destroy 7 years after cutoff. N1-473-88-1</p>
1801-10	<p><u>Distribution and Disbursement Files.</u> Documents including SF 1081, SF 1166, and correspondence supporting the distribution and disbursement of royalty and rental funds to other Government offices. Arrange chronologically.</p> <p>A. <u>INDIAN LAND RECORDS</u></p> <p>(1) <u>Paper Not Microfilmed.</u></p> <p>(2) <u>Paper That Has Been Microfilmed.</u></p> <p>(3) <u>Silver-Halide Microform.</u></p>	<p>Cut off at close of reporting period.</p> <p>Transfer to FRC 1 year after cutoff. These records will be maintained indefinitely. NC1-57-84-7</p> <p>Destroy paper when microform has been verified in accordance with Chapter 6, Micrographics, page 6-1, of this handbook. NC1-57-84-7</p> <p>Transfer to FRC 1 year after cutoff. These records will be maintained in-</p>

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1801-11	B. <u>OTHERS</u>	
	(1) <u>Paper Not Microfilmed.</u>	Transfer to FRC 1 year after cutoff. Destroy 7 years after cutoff. NC1-57-84-7
	(2) <u>Paper That Has Been Microfilmed.</u>	Destroy paper when microform has been verified in accordance with Chapter 6, Micrographics, page 6-1, of this handbook. NC1-57-84-7
	(3) <u>Master Microform.</u>	Transfer to FRC 1 year after cutoff. Destroy 7 years after cutoff. NC1-57-84-7
	<u>Collection Files.</u> Billings for the collection of funds due from rental and royalty payors. Arrange by bill number and index by payor code number, company name, and issue date.	Cut off at close of quarter.
	A. <u>INDIAN LAND RECORDS</u>	
	(1) <u>Paper Not Microfilmed.</u>	Transfer to FRC 1 year after cutoff. These records will be maintained indefinitely. NC1-57-84-7
	(2) <u>Paper or Tape That Has Been Converted to Microform.</u>	Destroy paper or erase tape when microform has been verified in accordance with Chapter 6, Micrographics, page 6-1, of this handbook. NC1-57-84-7
	(3) <u>Master Microform.</u>	Transfer to FRC 1 year after cutoff. These records will be maintained indefinitely. NC1-57-84-7
	B. <u>OTHERS</u>	
	(1) <u>Paper Not Microfilmed.</u>	Transfer to FRC 1 year after cutoff. Destroy 7 years after cutoff. NC1-57-84-7
	(2) <u>Paper or Tape That Has Been Converted to Microform.</u>	Destroy paper or erase tape when microform has been verified in accordance with Chapter 6, Micrographics, page 6-1, of this handbook. NC1-57-84-7

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1802-01	<p>(3) <u>Master Microform</u>.</p> <p>SECTION 2. COMPLIANCE RECORDS</p> <p><u>Compliance Audit Files</u>. Audit requests or proposals, workplans, workpapers, correspondence, internal and external exhibits and reports of findings, conclusions, and recommendations reflecting eight audit types, as follows:</p> <p>a. <u>Company</u> - Filed alphabetically by company name.</p> <p>b. <u>Lease</u> - Filed numerically by lease number.</p> <p>c. <u>Subject</u> - Filed alphabetically within type; i.e., Post-RIK, First Production, etc.</p> <p>d. <u>Joint State/Tribal</u> - Filed alphabetically by State or Tribal name.</p> <p>e. <u>Account Reconciliations</u> - Filed alphabetically by account name.</p> <p>f. <u>Exception Situations</u> - Filed alphabetically by account name.</p> <p>g. <u>Residencies</u> - Filed alphabetically by company name.</p> <p>h. <u>"Lookback" Technical Assistance</u> - Filed alphabetically by company name.</p> <p>A. <u>INDIAN LAND RECORDS</u></p> <p>B. <u>OTHERS</u></p>	<p>Destroy 7 years after cutoff. NC1-57-84-7</p> <p>Cut off when audit is complete or in fiscal year blocks, whichever occurs first.</p> <p>Transfer to FRC 2 years after cut-off. These records will be maintained indefinitely. NC1-57-84-7</p> <p>Transfer to FRC 2 years after cut-off. Destroy 7 years after cutoff. NC1-57-84-7</p>
1802-02	<p><u>Compliance Audit Appeal Files</u>. Correspondence, workpapers, internal and external exhibits, legal opinions, and reports of findings, conclusions, and final decisions regarding <u>appeals to previous compliance audit results</u>. Subdivide and arrange as described in Item 1802-01.</p>	<p>Cut off when appeal is settled or in fiscal year blocks, whichever occurs first and transfer to 1801-11.</p>

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p>A. <u>INDIAN LAND RECORDS</u></p> <p>B. <u>OTHERS</u></p>	<p>Transfer to FRC 2 years after cut-off. These records will be maintained indefinitely. NC1-57-84-7</p> <p>Transfer to FRC 2 years after cut-off. Destroy 7 years after cutoff. NC1-57-84-7</p>
1803-01	<p>SECTION 3. ROYALTY VALUATION RECORDS</p> <p><u>Product Value Establishment Files.</u> Workpapers, correspondence, internal and external exhibits, and reports of findings, conclusions, and recommendations forming the basis on which acceptable values for payment of royalties are placed on minerals extracted from Federal and Indian lands. Arrange in numerical order by internally assigned case number designation. Technical reference materials used in this function such as company price bulletins, published market prices, etc., are maintained as nonrecord material and disposed of in accordance with Item 101-11.</p> <p>A. <u>INDIAN LAND RECORDS</u></p> <p>B. <u>OTHERS</u></p>	<p>Cut off when valuation is established.</p> <p>Transfer to FRC 2 years after cut-off. These records will be maintained indefinitely. NC1-57-84-7</p> <p>Transfer to FRC 2 years after cut-off. Destroy 7 years after cutoff. NC1-57-84-7</p>
1803-02	<p><u>Processing Allowance Files.</u> Workpapers, correspondence, internal and external exhibits, reports of findings, conclusions, and recommendations. Document calculations and determinations of approval or disapproval of royalty rate allowances based on costs of solid minerals, oil, and/or gas washing, smelting, refining, milling treatment, etc., and processing plant operations. Arrange alphabetically by plant name.</p> <p>A. <u>INDIAN LAND RECORDS</u></p> <p>(1) <u>Paper Not Microfilmed.</u></p>	<p>Cut off at close of allowance period granted or when disapproved or terminated.</p> <p>Transfer to FRC 1 year after cutoff. These records will be maintained indefinitely. NC1-57-84-7</p>

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1803-03	(2) <u>Paper or Tape That Has Been Converted to Microform.</u>	Destroy paper or erase tape when microform has been verified in accordance with Chapter 6, Micrographics, page 6-1, of this handbook. NC1-57-84-7
	(3) <u>Master Microform.</u>	Transfer to FRC 1 year after cutoff. These records will be maintained indefinitely. NC1-57-84-7
	B. <u>OTHERS</u>	
	(1) <u>Paper Not Microfilmed.</u>	Transfer to FRC 1 year after cutoff. Destroy 7 years after cutoff. NC1-57-84-7
	(2) <u>Paper or Tape That Has Been Converted to Microform.</u>	Destroy paper or erase tape when microform has been verified in accordance with Chapter 6, Micrographics, page 6-1, of this handbook. NC1-57-84-7
	(3) <u>Master Microform.</u>	Destroy 7 years after cutoff. NC1-57-84-7
	<u>Transportation Allowance Files.</u> Workpapers, correspondence, internal and external exhibits, and reports of findings, conclusions, and recommendations. Document calculations and determinations of approval or disapproval of royalty rate allowances based on costs of barge, pipeline, truck, etc., transportation of oil, condensate, or gas from lease area to point of delivery and handling, loading, trimming demurrage sales, sales, assay charges, and transportation for solid minerals. Arrange by system number (see Item 1803-05) within transportation type. Each allowance is documented alphabetically within the case file by operator or lessee name. An operator or lessee file may be further subdivided by specific lease number if volume warrants.	Cut off at close of allowance period granted or when disapproved or terminated.
	A. <u>INDIAN LAND RECORDS</u>	
	(1) <u>Paper Not Microfilmed.</u>	Transfer to FRC 1 year after cutoff. These records will be maintained indefinitely. NC1-57-84-7