

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)

Department of the Interior

2. MAJOR SUBDIVISION

Minerals Management Service

3. MINOR SUBDIVISION

Office of Administration
Records and Mail Management Section

4. NAME OF PERSON WITH WHOM TO CONFER

Robert H. Pope

5. TELEPHONE

(703) 787-1018

LEAVE BLANK (NARA use only)

JOB NUMBER

N 73-93-1

DATE RECEIVED

1-4-93

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE

P-22-94

ARCHIVIST OF THE UNITED STATES

WITHDRAWN

6. AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached ___ 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE

12/30/92

SIGNATURE OF AGENCY REPRESENTATIVE

Robert H. Pope

TITLE

Records Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>The Minerals Management Service disposition schedule is revised to include Offshore electronic records. While the basic mission of the organization has not changed, these changes reflect current electronic recordkeeping practices.</p> <p>Attachment 1 reflects a description of the organization functions.</p> <p>Attachment 2 reflects a new Chapter 16, Offshore Electronic Records.</p>	<p>WITHDRAWN</p>	

Minerals Management Service Organization Structure

Basic Organization Concept. The Minerals Management Service (MMS) is headquartered in the Washington, D.C. metropolitan area with royalty management functions headquartered in Lakewood, Colorado. The MMS has operational centers and support offices located throughout the United States.

Royalty Management Functions. The Associate Director for Royalty Management is responsible for the collection and distribution of all royalty payments, rentals, bonus payments, fines, penalties and assessments, and other revenues due the Federal Government and Indian lessors (Tribal and allotted) as monies or royalties-in-kind from the extraction of mineral resources from Federal and Indian lands onshore, and from the leasing and extraction of mineral resources on the Outer Continental Shelf (OCS). These responsibilities are shared with three Deputy Associate Directors, and program implementation is carried out through six divisions and five audit offices.

Offshore Minerals Management Functions. The Associate Director for Offshore Minerals Management is responsible for all offshore activities which include resource evaluation, environmental review, leasing activities (including public liaison and planning functions), lease management, and inspection and enforcement programs under MMS's jurisdiction. Responsibility is shared with two Program Directors and two Deputy Associate Directors, and program implementation is carried out through four staff divisions and four line regional field organizations.

Administration, Budget, and Finance Functions. The Associate Director for Administration and Budget is responsible for budget and financial management, as well as all administrative activities of the MMS. The Associate Director for Administration and Budget is responsible for assuring that MMS's management resources are used effectively in support of its delegated responsibilities. The functions of this organization include planning for and using budgetary resources in support of the MMS's varied operating and support programs. The administrative functions include management analysis; records and paperwork management; human resource management and training; safety and health program management; procurement; property and space management; office services; personnel and physical security; distribution of publications; printing; and information resources management functions such as automated data processing (ADP) and related activities, i.e., ADP security, data telecommunications, office automation, and data administration. In carrying out these responsibilities the Associate Director is supported by two Deputy Associate Directors, and program implementation is carried out by six headquarters divisions and two Administrative Service Centers.

Policy and Management Improvement Functions. The Associate Director for Policy and Management Improvement is responsible for providing policy review and coordinated program and policy positions on all matters relating to the MMS; for providing a review and assessment capability within the Bureau; for managing the Bureau's strategic planning and quality improvement processes; and for evaluating MMS programs through economic and programmatic policy analyses. The Associate Director is also responsible for managing the Bureau's appeals activities and the alternative dispute resolution and litigation support programs. In carrying out these responsibilities, the Associate Director is supported by two Deputy Associate Directors and five divisions.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p>Chapter 16. OFFSHORE ELECTRONIC RECORDS</p> <p>This chapter describes offshore electronic recordkeeping systems. The data covered in this chapter are created and accumulated in carrying out the lease management functions assigned to the Offshore program. The chapter is subdivided into 5 sections: lease/permit management, environmental, maps, resource evaluation, and operations.</p> <p><u>PROPRIETARY INFORMATION/DATA</u> includes electric logs, core descriptions and analyses, seismic records 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.</p> <p>PROPRIETARY INFORMATION/DATA IS AVAILABLE TO THE PUBLIC IN ACCORDANCE WITH 30 CFR 250 OR 251. SEE CHAPTER 7, SPECIAL INSTRUCTIONS, OF THIS HANDBOOK. SEE ITEM 701-01 FOR PUBLIC INFORMATION COPIES.</p> <p style="text-align: center;"><u>Lease/Permit Management</u></p> <p>The data described in this section are created and accumulated in planning, conducting, and evaluating mineral lease sales and in the supervision of lease operations.</p>	
1601-01	<p><u>Block and Boundary (OBMIS)</u>. Consists of information for all OCS blocks, boundaries, and OPD/MAPS. Defines coordinate data used to generate maps and legal definitions of OCS blocks, baselines, state seaward boundary, the 8(g) limit, maritime boundary lines, and the exclusive economic zone limit or the 200 mile zone on the OCS.</p>	<p>Erase data 5 years after the lease sale.</p>
1601-02	<p><u>Company and Bonding</u>. Tracks all entities conducting business in the OCS, their addresses, authorized officials, resolutions in brief, telephone numbers, financial attributes, and certification of compliance with the Equal Opportunity Affirmation Action Program and the collection of bond and surety information on entities qualified to</p>	<p>Erase data 1 year after termination of lease.</p>

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1601-05 (cont')	and Boundary module requiring the database to maintain block-specific information identifying the water depth and the environmental resources/ archeological resources associated with a block.	
1601-06	<u>Right-of-Way (ROW) Management.</u> Collects and tracks information from the right-of-way (ROW) permit and related activities. Includes the serial number, applicant/principal, address, route, size, product, length, date application was approved, units (exact mileage), county distribution/name (blocks and area), proof of construction, date of action, and change to indicate new mileage. Includes assignments and company name changes.	Erase data 5 years after termination of lease.
1601-07	<u>Sale.</u> Collects and tracks all activities on bid information from the receipt of bids through the public opening and reading of the bids. Includes the acreage/hectarage, lease term, bid system, stipulation(s), and the number of bids received by block each block receiving a bid including a split block diagram or aliquot description.	Permanent.
1601-08	<u>Units.</u> Collects information used to monitor compliance with unitization agreements. Includes all unitized leases and reservoirs and their participating area in the unit. Include the various unit types (fieldwide, reservoir, and composite).	Erase data 25 years after termination of agreement.
	<p style="text-align: center;"><u>Environmental</u></p> <p>Tracks and stores information collected for predicting, assessing, and managing the possible effects of oil and gas activities on the human, marine, and coastal environments. Describes the physical, chemical, geological, and biological components of lease areas to allow sound statistical comparison to conditions in the area after the completion of oil and gas activities.</p>	
1602-01	<u>Physical.</u> Tracks physical environmental studies and other data. Studies are categorized into 9 series of studies: habitat and environmental mapping, physical oceanography, marine ecosystems, coastal studies, living marine resources, ecological effects of	Permanent.

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1603-01 (con't)	<p>particular data sets from the database.</p> <p>Well index - overlays include block, lease, wells, coastline, federal-state boundary, OPD outlines.</p> <p>Permit - overlays include well index and permits.</p> <p>official protraction diagram - overlays include blocks, coastline, and OPD outline.</p> <p>Fish hang site map - overlays include well index and fish hang sites with one mile radius circles around each site.</p>	
1603-02	<p><u>GIT/RE</u>. Maps produced include: structure, cross section, seismic velocity, isopach, bug zone contour, production map by bug zone, mesh, etc. The information for map production is extracted from well logs and seismic lines, borehole data, paleo data, and well production data.</p>	Permanent.
1603-03	<p><u>GIT/GIS (Geographical Information System)</u>. Maps products and overlays are as follows:</p> <p>Environmental analysis include whale sightings, turtle habitat, seagrass locations, mammal habits, other plant habits, and meteorological data.</p> <p>Study planning include platform study sites, hazardous waste disposal sites, shipwrecks, and oil spills.</p> <p>Operational analysis include drilling activities and environmental overlays.</p> <p>oil spill analysis include water currents, meteorological data, platform locations, fairways, environmental data, and past oil spill trajectories.</p> <p>Flight planning include platform locations, past flight logs, and inspection data.</p> <p>Accident trends include platform locations, accident reports, and inspection data.</p> <p style="text-align: center;"><u>RESOURCE EVALUATION</u></p>	Permanent.
1604-01	<p><u>Reserves</u>. Include reserves data on all reservoirs. Stores the reservoir and</p>	Permanent.

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1605-03	<u>Investigations.</u> Accident investigations resulting from OCS oil and gas operations. Include data about the accident, transcripts from hearing, draft and final reports and findings, etc.	a. Major accident: permanent. b. Minor accident: Erase 2 years after investigation is completed.
1605-04	<u>Drilling/Rigs.</u> Include checking for installation, operation, and maintenance on all safety and antipollution devices and associated equipment on drilling rigs utilizing visual and/or records inspection, and physical testing. Inspections of the safety equipment required in H2S prone environment. Includes all rig drilling on the OCS and incidents of noncompliance on drilling rigs. Include information on exploratory drilling rigs: drill ship, semisubmersible, and jack-up rigs. Information is stored on type of rig, maximum drilling depth, maximum water depth, well control and oil spill containment capabilities, and other pertinent data. Include exploratory wells drilled by each rig and summary information on number of wells drilled by rig type.	Erase data 2 years after platform/installation is removed or abandoned.
1605-05	<u>Environmental Inspection.</u> Collects data on lease stipulation or permit at rigs, platforms, and facilities. Identifies potential incidents of noncompliance, number of inspections performed, and number and type of incidents of noncompliance detected.	Erase 2 years after platform/installation inspection.
1605-06	<u>Mine Inspection.</u> Collects data on the size, location, and type of mine developed to recover offshore solid minerals. Include the potential incidents of noncompliance, number of inspections performed, and number and type of incidents detected.	Erase data 2 years after platform/installation inspection.
1605-07	<u>Oil Spill Equipment Inspection.</u> Tracks oil spill equipment and drills. Include information on inspection activities, identifies the inventory of oil spill response equipment, and incidents of noncompliance and potential incidents of noncompliance.	Erase data 2 years after completion of inspection.
1605-08	<u>Pipeline Inspection.</u> Collects data on the tract, right-of-way, and route of a pipeline from offshore oil and gas operations. Include summary data by number of inspections performed and	Erase data 4 years after completion of inspection.

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1605-14	<u>Natural Gas Policy Act.</u> Tracks and reviews well applications for qualifying for higher gas prices or new gas prices. Validates and stores data used to check progress of all applications.	Erase data when 7 years old.
1605-15	<u>Plan of Exploration/Development.</u> Tracks data necessary to approve a plan of exploration. Identifies all the potential hydrocarbon accumulations and wells that the lessee proposes to drill. Provides a description of and schedule for the development and production including commencement date, date of first production, total time to complete all development and production activities, and dates and sequences for drilling well and installing facilities and equipment. Interfaces with the POE, the EIS, and the Application for Permit to Drill. Provides information on the status, including the approval process, of leases that are under a voluntary or directed suspension of production and/or operations.	Erase data 5 years after termination of lease.
1605-16	<u>Production.</u> Collects and stores monthly production data by well beginning with the first OCS production to present. Reports indicate the status of all completions for every month, show the oil, gas, and water production and injection amounts for each completion. Sales, lease use, gas flaring, and other dispositions are summarized for each lease or unit. Interfaces with PAAS.	Erase data when 7 years old.
1605-17	<u>Production Verification.</u> Provides a method of verifying production volumes on which royalty is due on a lease or unit basis. Includes meter information to interface with PAAS reports and provides accountability of hydrocarbon quantity and quality. Meter malfunctions are detected and identified for filing of corrected reports. Include operator submitted documents to verify the compliance with measurement regulations and the accuracy of operator-submitted sales volumes upon which royalty collections are based.	Erase data 3 years after verification.
1605-18	<u>Rate Control.</u> Used for monitoring reservoir development and production rates and processes approved production rates, well tests, basic reservoir data and bottom-hole pressure surveys. Well tests are used to allocate sales fuel, flare, etc., from commingled production	Erase data 4 years after reporting period.