

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-473-93-2	DATE RECEIVED 1-5-93
1. FROM (Agency or establishment) Department of the Interior		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Minerals Management Service		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
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 TELEPHONE (703) 787-1018	DATE P.22.94	ARCHIVIST OF THE UNITED STATES WITHDRAWN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 <i>[Signature]</i>	TITLE Records Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p>The Minerals Management Service disposition schedule is revised. While the basic mission of the organization has remained the same, 29 record series require changes, 4 new series were developed for International and Marine Minerals Activities, and one new series was developed for Financial Responsibility Files.</p> <p>Attachment 1 reflects a description of the MMS functions.</p> <p>Attachment 2 are the pages of the schedule affected by changes and a listing of series affected.</p>	WITHDRAWN	

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.

Changes to the MMS Records Management Handbook

705-16 Freedom of Information Act (FOIA) Files.
New series "c. Indian Land Records."

707-03 Mineral Leasing Claims and Litigation Files.
New series - "a. Indian Land Records."

902-01b(1)
and (3) Disposition changed, now hold 30 years.

902-06a Disposition changed, now hold 30 years.

902-07b Disposition changed, now hold 30 years.

902-08 Disposition changed, now hold 30 years.

902-09 Disposition changed, now hold 30 years.

903-01 Disposal instructions changed, no longer permanent.

903-04 Disposition changed, now hold 30 years.

903-05a Disposition changed, now hold 30 years.

903-06a(1) Disposition changed, now hold 30 years.

903-08 Disposition changed, now hold 30 years.

903-09 Disposition changed, now hold 30 years.

904-02a Disposition changed, now hold 30 years.

904-04a Disposition changed, now hold 30 years.

1001-06 Disposition changed, now transfer 30 years.

1003-02 Disposition changed, now hold 25 and transfer 30 years.

Section 4 New Section - "International and Marine Minerals Activities."

1004-01 New series - "International Minerals."

1004-02 New series - "Domestic Marine Minerals Activities."

1004-03 New series - "Working Documents."

1004-04 New series - "International Training Program."

1101-02a(4) Disposition changed, now hold 30 years.
(a)

1101-02a(5) New series, "Environmental Analysis Files."

1103-01 Disposition changed, transfer 25 years and 30 years.

1103-02 Disposition changed, transfer 25 years and 30 years.

1103-05 Disposition changed, transfer 25 years and 30 years.

1301-02 Series reserved.

1301-10 Reserved.

1302-07 New series - "Gas Meter Reports."

1401-01a Disposition changed, transfer 25 years and 30 years.

1402-05 Disposition changed, hold 25 years and transfer 30 years.

1702-04 New series - "Competitive Reservoir Determinations" and "a. b. and c."

1803-01a Disposition changed, transfer 7 years.

1101-07 Financial Responsibility Files - new series.

Records Management

MMSM 380.2-H

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
705-01 (con't)	<p>b. <u>Paper That Has Been Converted to Microform.</u></p> <p>c. <u>Master Microform.</u></p>	<p>Destroy when microform has been verified in accordance with Chapter 6 of this handbook. N1-473-88-1</p> <p>Destroy when superseded or obsolete. N1-473-88-1</p>
705-02	<p><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.</p>	<p>Cut off at close of fiscal year. Destroy 2 years after cutoff. GRS 14.15</p>
705-03 through 705-15	<p><u>Reserved.</u></p>	
705-16	<p><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.</p> <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 or Denying a Fee-Waiver Request.</u></p> <p>(a) <u>Request Not Appealed.</u></p> <p>(b) <u>Request Appealed.</u></p> <p>b. <u>Official File Copy of Requested Records.</u></p>	<p>Cut off at close of calendar year.</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> <p>Dispose in accordance with approved disposition for related records or with the</p>

Supersedes Release No. 187

Date:

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Records Management

MMSM 380.2-H

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
705-16 (con't)	c. <u>Indian Land Records.</u>	related FOIA requests. GRS 14.11b Transfer to FRC 1 year after cutoff. These records will be maintained indefinitely.
705-17	<p><u>FOIA Appeals Files.</u> Files created in response 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 records 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>b. <u>Official File Copy of Records Under Appeal.</u></p>	<p>Destroy 4 years after final determination by MMS or 3 years after final adjudication by courts. GRS 14.12a</p> <p>Dispose in accordance with approved disposition instructions for the related records.</p>
705-18	<u>FOIA Reports Files.</u> Recurring reports and one-time information requirements relating to the implementation of the FOIA.	Cut off at close of calendar year. Destroy 2 years after cutoff. GRS 14.14
705-19	<u>FOIA Administrative Files.</u> Records relating to the general implementation of the FOIA, including notices, memoranda, routine correspondence, and related documents.	Cut off at close of fiscal year. Destroy 2 years after cutoff. GRS 14.15
705-20	<p><u>Privacy Act Requests Files.</u> Files created in response to requests from individuals to gain access to their records or to any information in the records pertaining to them, as provided for under 5 U.S.C. 552a(d)(1). Files contain original request, copy of reply, and all related supporting documents, which may include a copy of records requested.</p> <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 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>Destroy 2 years after date of reply. GRS 14.21a(1)</p>

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ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
706-02	<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 memoranda; and correspondence regarding the publication.	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
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.	Cut off at close of fiscal year. 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. a. <u>Indian Land Records.</u>	Cut off at close of fiscal year in which claim is settled or disallowed or in which case is closed. Transfer to FRC 1 year after cutoff. These records will be maintained indefinitely.

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707-03 (con't)	b. <u>Federal Lands.</u>	Destroy 10 years after cutoff. NCI-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. NCI-57-84-7
707-05	<u>Hearing Files.</u> Documents related to MMS civil penalty procedures. Include assigning cases to reviewing officers, reviewing officer notification of alleged violators, case and hearing records, and case decisions.	Cut off upon payment of penalty or notice of nonviolation. Hold 5 years after cutoff and transfer to FRC. Destroy 25 years after cutoff. NCI-57-84-7
707-06	<u>Fishermen's Contingency Fund.</u> Request from the National Marine Fisheries Service for identification of lessee/operator to recover revenue or equipment losses by fishermen as a result of leasing activities.	Cut off at the close of fiscal year. Destroy 5 years after cutoff. N1-473-88-1.

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ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
902-01	<p>Section 2. GEOPHYSICAL SURVEY DATA AND MAPS</p> <p>The records described in this section relate to the accumulation and interpretation of subsurface structural information obtained from geophysical surveys. The results of these surveys are expressed in maps, sections, and diagrams. These records are used to identify and evaluate the mineral potential of subsurface formations.</p> <p><u>High-Resolution (Shallow) Geophysical Records.</u> Geophysical data and information regarding the near-surface structural configuration, sedimentary characteristics, and ocean bottom. Used to support environmental impact and shallow hazards analyses, lease block evaluations, and special studies such as marine archaeology.</p> <p>a. <u>Field Prints.</u> Nonprocessed data created from analog magnetic tape. Include nonindexed recordings in roll form and labeled record sections. (Note: Data not processed, such as sidescan sonar, should be filed under Item 902-01b.) Arrange by related lease sale number, contract, and line number.</p> <p>b. <u>Processed Prints.</u> Reproducible (mylar, sepia, or vellum) prints of data which have been processed to remove extraneous signals and interference. Arrange by company, area surveyed, and line number.</p> <p>(1) <u>Prints Not Microfilmed.</u></p> <p>(2) <u>Prints That Have Been Converted to Microform.</u></p> <p>(3) <u>Silver-Halide Microform.</u></p>	<p>cut off when all data required by related permit, lease, or contract have been submitted. Release to public as follows: for unprocessed data from permit, 50 years after date of submission; from lease, 60 days after submission.</p> <p>Destroy 20 years after cutoff. NCI-57-84-7</p> <p><u>Permanent. Hold 30 years</u> and transfer to <u>PRC</u>. Transfer to National Archives 75 years after cutoff. Volume 302 feet. Annual accumulation 45 feet.</p> <p>Destroy when verified in accordance with Chapter 6 of this handbook. N1-473-88-1</p> <p><u>Permanent. Hold 30 years</u> and transfer to National Archives. Volume 7 feet. Annual accumulation 1 foot.</p>

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
902-06	<p><u>Seismic Velocity Information.</u> Computer-generated velocity plots and listings of velocity analyses relative to or derived from CDP seismic data. Include velocity analysis plots and listings and power, frequency, and ancillary seismic plots and listings acquired from geophysical data contractors; geophysical interpretive aid package computer-generated plots and listings including velocity cross-reference, residual moveout, normal moveout and diffraction curve, frequency, transverse migration, detail time-depth, and 2-D velocity plots, 3-D velocity logs, check shot and vertical seismic profile surveys and listings and associated velocity interpretation reports. Used in block evaluation, hazards analyses, and analyses of unitization proposals and other requests concerning producing structures.</p> <p>a. <u>Paper Not Microfilmed.</u></p> <p>b. <u>Paper or Tape That Has Been Converted to Microform.</u></p> <p>c. <u>Silver-Halide Microform.</u></p> <p>d. <u>Magnetic Tape.</u></p> <p>(1) <u>Processing.</u></p> <p>(2) <u>Master.</u> See Chapter 6 of this handbook.</p> <p>e. <u>Other Copies.</u></p>	<p>Cut off when all information is required by related permit, lease, or contract is submitted. Release to public as follows: from permit, 25 years after date of submission; from lease 10 years after submission or upon termination of lease.</p> <p><u>Permanent.</u> Transfer to FRC 30 years after cutoff. Transfer to National Archives 75 years after cutoff. Volume 747 feet. Annual accumulation 121 feet.</p> <p>Destroy paper or erase tape when microform has been verified in accordance with Chapter 6 of this handbook. NC1-57-84-7</p> <p><u>Permanent.</u> Transfer to National Archives 30 years after cutoff. Volume 3 feet. Annual accumulation 1 foot.</p> <p>Erase when superseded. NC1-57-84-7</p> <p><u>Permanent.</u> Transfer to Center for Electronic Records with system documentation 30 years after cutoff together with adequate system documentation. Annual accumulation 5 feet. Volume 5 feet.</p> <p>Destroy when 2 years old.</p>

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
902-07	<p><u>Regional Seismic Interpretive Maps.</u> Regional seismic structure maps based on interpretive geological and 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>c. <u>Other Copies.</u></p>	<p>Cut off when all information required by related permit or lease is submitted. Release to public 25 years after date of submission.</p> <p>Destroy upon receipt or completion of final drafted map. NC1-57-84-7</p> <p><u>Permanent.</u> Hold 30 years and transfer to Center for Electronic Records with system documentation. Volume 100 feet. Annual accumulation 20 feet.</p> <p>Destroy 15 years after cutoff. EXCEPT: If additional significant interpretive data is added to these copies and not placed on the master, disposal instructions for b. 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 or more horizons and acoustic basement of the 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 30 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.</p>
902-09	<p><u>Magnetic and Gravimetric Survey Records and Maps.</u> Graphic representations of measurements obtained by gravimeter and fluxgates, nuclear, and protonprecession magnetometer surveys and magnetic and gravimetric anomaly maps based on this survey data.</p>	<p>Cut off when all information required by related permit or lease is submitted. Hold 30 years and transfer to FRC. Release geophysical data to the public 50 years after date of submission. Maps created from the data are releasable to the public 25 years after</p>

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
903-01 (con't)	<p>b. <u>Prototype or Stratigraphic Test Wells in Frontier Areas.</u></p>	<p>that contain data of significant future research as determined by the Regional Director or Supervisor may be retained for 25 additional years.</p> <p>Cut off when all data and information required by related permit are submitted. Release to public as follows: for geological data and geophysical information, 25 years after test well is completed, OR 60 days after first lease sale of lands within 50 miles of test site, whichever is earlier; for geophysical data, 50 years after well is completed OR 60 days after first lease sale within 50 miles, whichever is earlier. Destroy 75 years after cutoff.</p> <p>EXCEPT: Samples of a continuing value that contain data of significant future research as determined by the Regional Director or Supervisor may be retained for 25 additional years.</p>
903-02	<p><u>Sample Control Files.</u> Cards or work-sheets maintained to account for work pending and status of each sample analysis. These files contain data duplicated elsewhere.</p>	<p>Cut off when analysis of sample is completed. Destroy 6 months after cutoff. NCI-57-84-7</p>
903-03	<p>See Item 903-06.</p>	
903-04	<p><u>Petrographic Reports.</u> Official file copy of descriptions based on detailed microscopic examinations and analyses of thin sections of cores and cuttings. Include determinations of depositional environments, facies relationships, diagenesis properties, and reservoir rock characteristics.</p>	<p><u>Permanent.</u> Review file at least annually to remove and place in inactive file reports which are superseded or obsolete. Cut off inactive file at close of fiscal year. Transfer to FRC 30 years after cutoff. Transfer to National Archives 75 years after cutoff. Volume 210 feet. Annual accumulation 4 feet.</p>
903-05	<p><u>Paleontological Reports.</u> Reports based on micropaleontological examination of</p>	<p>Review file at least annually to remove and</p>

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903-05 (con't)	<p>washed well samples which identify zonal guide fossils by depth to establish the position of "tops" of successive biostratigraphic zones penetrated. These data are obtained from well completion and other reports submitted by operators, purchased from paleo data contractors, or prepared by MMS on the basis of samples submitted by operators. Used primarily in long-distance correlations using biostratigraphic zones and for constructing paleoenvironmental maps. Arrange by area, block, lease, and well number.</p> <p>a. <u>Detailed Reports.</u></p> <p>b. <u>Summary Reports.</u></p>	<p>place in inactive file reports which are superseded or obsolete. Cut off inactive file at close of fiscal year. Where the contract does not prohibit release, release to public as follows: information from permit, 10 years after submission; information from lease, 10 years after date of submission.</p> <p><u>Permanent.</u> Hold 30 years and transfer to FRC. Transfer to National Archives 75 years after cutoff. Volume 55 feet. Annual accumulation 6 ft.</p> <p>Destroy 30 years after cutoff. N1-473-88-1</p>
903-06	<p><u>Logs.</u> Records made by well logging devices during or after drilling of wells and test holes which furnish reports of geologic formations and fluids penetrated. These logs yield information on lithologic characteristics, porosity saturation, density, and other data used in geological correlation of the strata from well to well and in detection and evaluation of possible productive horizons. Include electrical logs, which record resistivities of subsurface formations and spontaneous potentials generated in the borehole, induction-electrical logs, laserlogs, micrologs, caliper logs, temperature logs, formation density logs, routine lithologic logs or descriptions of the geophysical properties of each formation penetration, and dipmeters. Arrange by area, block, lease, and well number.</p> <p>a. <u>Record Set.</u> Official file copy maintained in the Regional Office.</p> <p>(1) <u>Paper Not Converted to Microform.</u></p>	<p>Cut off and stamp "Expired" when lease is expired, relinquished, or terminated. Release data to public 2 years after date of submission.</p> <p><u>Permanent.</u> Hold 30 years and transfer to FRC. Transfer to National Archives 75 years after cutoff. Volume 916 feet. Annual accumulation 169 feet.</p>

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ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
903-06 (con't)	<p>(2) <u>Paper Converted to Microform.</u></p> <p>(3) <u>Silver-Halide Microform.</u></p> <p>(4) <u>Magnetic Tape.</u></p> <p>(a) <u>Processing.</u></p> <p>(b) <u>Master.</u> See Chapter 6 of this handbook.</p> <p>b. <u>Other Copies.</u></p>	<p>Destroy paper when microform has been verified in accordance with Chapter 6 of this handbook. N1-473-88-1</p> <p><u>Permanent.</u> Hold 30 years and transfer to National Archives. Volume 5 feet. Annual accumulation 1 foot.</p> <p>Erase when superseded. N1-473-88-1</p> <p><u>Permanent.</u> Hold 30 years and transfer to Center for Electronic Records with system documentation. Volume 2 feet. Annual accumulation 1 foot.</p> <p>Destroy 5 years after cutoff. N1-57-84-7</p>
903-07	<p><u>Directional Surveys.</u> Surveys of directionally drilled finished hole of each well. These surveys measure the degree of departure from the vertical and the direction of departure at various depths in the well. Arrange by lease number and thereunder by well number.</p> <p>a. <u>Record Set.</u> Official file copy (hard copy, magnetic tape, or floppy diskette) maintained in the Regional Office.</p> <p>b. <u>Other Copies.</u></p>	<p>Cut off when lease is canceled, relinquished, or terminated.</p> <p>Hold 30 years and transfer to FRC. Destroy 75 years after cutoff.</p> <p>Destroy 5 years after cutoff. N1-57-84-7</p>
903-08	<p><u>Well Log Card Index.</u> These cards serve as an index to the various types of logs (electric, radiation, directional survey, etc.) available for each well for both active and expired leases. The cards show lease number, State, area, well number, block, company or operator, and types of logs and surveys available. Arrange by geographical area and thereunder by block number and well number.</p>	<p><u>Permanent.</u> Cut off when well is expired, relinquished or terminated. Place in inactive file. Transfer to FRC 30 years after cutoff. Transfer to National Archives 75 years after cutoff. Volume 6 feet. Annual accumulation 1 foot.</p>

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
903-09	<p><u>Geochemical Prospecting Survey Maps and Reports.</u> Maps and reports based on geochemical analyses of light hydrocarbons from seafloor cores. Include determinations of the hydrocarbon source quality, source type, and degree of thermal maturity of the sediments. Used in evaluating the hydrocarbon potential of the surveyed area.</p> <p>Section 4. GENERAL SUBSURFACE GEOLOGIC INTERPRETATIONS AND MAPS</p> <p>The records described in this section are accumulated in the preparation of structural and stratigraphic reports, maps, and cross-sections to evaluate the hydrocarbon potential. They result from the compilation, correlation, and interpretation of subsurface geologic data and its coordination with interpreted geophysical data. These records have repetitive and multiple applications in support of Federal leasing programs.</p>	<p><u>Permanent.</u> Cut off at close of fiscal year in which related lease sale is conducted. Release to public 10 years after date of permit. Hold 30 years and transfer to FRC. Transfer to National Archives 75 years after cutoff. Volume 44 feet. Annual accumulation 4 feet.</p>
904-01	<p><u>Geology Files.</u> Geological information on stratigraphy, general drainage, general lease sale mapping, and reserve studies of individual fields. Include subsurface structural and stratigraphic maps and cross-sections, isopach maps, technical data, notes, and reports. Arrange by adjacent State, thereunder by area number and block number.</p>	<p><u>Permanent.</u> Cut off at close of fiscal year in which report is completed. Release to public a minimum of 25 years after cutoff. Transfer to FRC 30 years after cutoff. Transfer to National Archives 75 years after cutoff. Volume 8 feet. Annual accumulation 1 foot.</p>
904-02	<p><u>Tectonic and Stratigraphic Investigation and Mapping Project Files.</u> These files relate to regional tectonic, stratigraphic, and paleontologic studies and mapping tied to known horizons. The investigations are based on the study of subsurface information such as wireline surveys, paleo report, geophysical information, core analyses, and formation tests. They involve regional correlations and compilation of regional maps and cross-sections. The objective of these studies is to compile regional geologic interpretations. These studies provide the regional subsurface</p>	<p>Cut off when project is completed. Release to public a minimum 25 years after cutoff.</p>

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ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
904-02 (con't)	<p>knowledge to define areas most prospective for future lease sales, to determine criteria indicative of productive rocks, to support lease block selection and evaluation, and to aid in defining the age of specific reservoirs, and determining reserves by age. Arrange by project identification. Do not include subsurface studies conducted for lease sale environmental impact statements (Item 1001-03), specific sale areas (Item 1002-01), individual sale prospects (Item 1002-02), or reservoir and field study mapping (Item 1702-02).</p> <p>a. <u>Project Files</u>. Documents reflecting continuing history of the project from initiation to completion. Include documents authorizing the project and describing its scope, purpose, objectives, and methodology; interim progress reports and correspondence; structural contour maps and cross-sections; paleo-environment maps; and stratigraphic cross-sections; and final technical report or unpublished manuscript of report containing summary and conclusions of the study.</p> <p>b. <u>Study Workpapers</u>. Notes, draft reports, and preliminary or intermediate technical and scientific data created in establishing regional well log correlations, constructing regional cross-sections, and preparing regional maps. These data and work maps are duplicated in the final maps, cross-sections, and reports, or are of such a routine or fragmentary nature that they have neither evidential nor informational long-term value.</p>	<p><u>Permanent</u>. Transfer to FRC 30 years after cutoff. Transfer to National Archives 50 years after cutoff. Volume 76 feet. Annual accumulation 1 foot.</p> <p>Destroy 3 years after cutoff. NCI-57-84-7</p>
904-03	<p><u>Stratigraphic Summary Well Reports</u>. The official file copy of geological and operational summary reports on test wells. These reports are based on subsurface information obtained from deep stratigraphic testing operations conducted under geological exploration permits. Arrange by well locations.</p>	<p><u>Permanent</u>. Cut off when report is finalized. When related regional study is completed, consolidate with project case file and dispose in accordance with Item 904-02a. Volume 8 feet. Annual accumulation 1 foot. NCI-57-84-7</p>

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p>Chapter 10. MINERAL LEASE SALES RECORDS</p> <p>The records described in this chapter are created and accumulated in planning, conducting, and evaluating mineral lease sales.</p> <p>If disposal instructions are not described for automated records, determine which medium will be the <u>record copy</u> and follow the disposition described for the series. The other copies destroy when 2 years old or sooner.</p> <p>For record series which do not identify disposal instructions for <u>other copies</u>, destroy when 2 years old or sooner. Simply add a "b" or next available letter to the series number.</p> <p>Section 1. LEASE SALES ACTIVITY RECORDS</p>	
1001-01	<p><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>Cut off at close of fiscal year in which final determination of bid acceptance or rejection is made or final decision is made concerning sale cancellation or sale deferral. Destroy 10 years after cutoff. NCI-57-84-7</p>
1001-02	<p><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 summarizing nominations and recommendations, and documents protesting lease activities. Arrange by lease sale number or name.</p>	<p>Cut off at close of fiscal year in which final determination of bid acceptance or rejection is made or final decision is made concerning sale cancellation or sale deferral. Destroy 20 years after cutoff. NCI-473-88-1</p>
1001-03	<p><u>Sale Environmental Impact Statement Files</u>. Scientific and technical documents accumulated in the preparation of draft and final EIS's. Include geologic summary reports and geologic framework descriptions, reports on possible effects of leasing on the environment, detailed analyses on a block-by-block basis of adverse impacts on the environment, public hearings documents on draft EIS's, and related information. Arrange by lease sale number or name.</p>	<p>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. NCI-57-84-7</p>

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ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1002-06 (con't)	<p>competitive leasing. Include lease sale evaluation reports, plots of cumulative distribution frequency, evaluations of the most probable case, summary estimated reserves, and summary presale values by prospect and block. Used initially in determining presale values of blocks and thereafter in postsale evaluation reviews and analyses and in future lease sales. Arrange by lease sale number or name, or by report title.</p> <p>Section 3. POSTSALE EVALUATION RECORDS</p>	
1003-01	<p><u>Lease Sale Bid Recap and Sale Summary Report Files.</u> Computer printouts containing descriptive and statistical data on bids submitted by industry in response to lease sales and presale values. Include bonus bid recap reports by area and block, highest bid, and prospect number; sale summaries by prospect block values and bids; and summaries of blocks receiving bids. Used in making recommendations on acceptance or rejection of bids, in postsale evaluation reviews, and in planning future lease sales. Arrange by lease sale number or name thereunder by report title.</p>	<p>Cut off at close of fiscal year in which final determination of bid acceptance or rejection is made or final decision is made concerning sale cancellation or sale deferral. Destroy/erase 5 years after cutoff.</p>
1003-02	<p><u>Postsale Analysis Files.</u> Documents accumulated in comparing block evaluation techniques and estimates with sale results and subsequent drilling results. Include reports on comparisons of presale estimates with high, mean, and median bids and with individual company bids; comparisons of presale estimates and sale results with results of exploratory drillings; and correlation of bright spot data with bids and drilling results. Arrange by lease sale number or name.</p> <p>a. <u>Study Files.</u> Documents requesting the analysis and describing study objectives, intermediate progress reports and correspondence, preliminary and final reports presenting the results of the postsale analysis.</p> <p>b. <u>Study Background Files.</u> Documents duplicated elsewhere.</p>	<p><u>Permanent.</u> Cut off when study is completed. Hold 25 years and transfer to FRC. Transfer to the National Archives 30 years after cutoff. Volume 8 feet. Annual accumulation 1 foot.</p> <p>Cut off when study is completed. Destroy 3 years after cutoff. NCI-57-84-7</p>

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p>Chapter 11. LEASE MANAGEMENT RECORDS</p> <p>The leasing office issues leases of oil, gas, sulphur, and other minerals. After lease issuance, the MMS is responsible for collection of rents and royalties and supervision of lease operations up to cancellation, relinquishment, or termination. The records described in this chapter document lease management activities in general. Lease management project files include bond decisions, lease instruments, assignments, and designation of operator; reports of operations; field development case files; base maps; power of attorney records; and related records. THE OFFICIAL FILE COPIES OF THESE RECORDS MUST BE MAINTAINED IN THE REGIONAL OFFICE CENTRAL FILE ROOM.</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. 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>The lease operator is required to furnish copies of each drilling/production form and/or report to the Regional Office. One copy of the form or report should be marked by the <u>operator</u> in such a manner as to block out any proprietary data. This marked-up copy should be stamped or noted as "Public Information" by the <u>operator</u>. The public information copy should be made available to the general public, see Item 705-01. The unedited copy of the form or report should be placed in the appropriate lease file in the Central File Room.</p>	

Supersedes Release No. 165

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ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p>The records contained in this chapter may be microfilmed. Destroy paper 4 months after verification of microfilm. See Chapter 6 of this handbook for microfilming records.</p> <p>If disposal instructions are not described for automated records, determine which medium will be the <u>record copy</u> and follow the disposition described for the series. The other copies destroy when 2 years old or sooner.</p> <p>For record series which do not identify disposal instructions for <u>other copies</u>, destroy when 2 years old or sooner. Simply add a "b" or next available letter to the series number.</p> <p style="text-align: center;">Section 1. LEASE RECORDS</p> <p>1101-01 <u>Undeveloped Lease Files.</u> Copies of lease instruments and related correspondence on leases for which no plan of development, plan of exploration, or Form MMS-123 has been received. Arrange numerically by lease number.</p> <p>1101-02 <u>Lease Management Project Files.</u> Records which document supervision of activities on a specific lease and the wells drilled on that lease. THESE DETAILED FILES REPRESENT ONE OF THE LARGEST AND MOST IMPORTANT FILE SERIES IN MMS. Thus, these files must be carefully arranged and maintained. Arrange by lease number.</p> <p>a. <u>Lease History Files.</u> Records which reflect a continuing history of each lease from issuance to relinquishment. Because of the quantity of material accumulated on most active leases, standardized breakdowns have been established. Subdivide as follows if volume warrants.</p>	<p>Cut off inactive file at close of fiscal year. <u>Undeveloped leases:</u> cut off in 5-year blocks, destroy 10 years after cutoff. When Form MMS-123 or equivalent is received, transfer to project case file, Item 1101-02. NC1-57-84-7</p> <p>Cut off when lease is canceled, relinquished, or terminated. Destroy 75 years after cutoff.</p>

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1101-02 (con't)	<p>(1) <u>Lease Instrument File</u>. Lease instrument or equivalent. Include copy of State lease, lease transmittal, cross agreements with the state on disputed lands, designations of operator or agent, assignment of lease interest, mergers or name changes, rights-of-way, use, or easement; suspension of production, expiration, termination, cancellation, or relinquishment of part or all of the lease.</p> <p>(2) <u>Lease Plan of Exploration and Plan of Development and Production</u>. Applies to leases issued since 1970. Include operator's plan of development and/or exploration, transmittal letters, MMS approval, reports on progress of plan, and supporting geologic and engineering reports and data. Include maps, surveys, and plats. Plans are revised periodically and several may be contained in the file for a single lease.</p> <p>(3) <u>Lease Operations File</u>. Documents relating to the operations of the lease. Include documents on secondary and tertiary recovery and pressure maintenance operations, requests and recommendations for field rules, and documents which pertain to lease operations and structures, departure reports, confirmations of incidents of noncompliance, and suspension of operations and production. Waivers for well operation are filed under b. below.</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 Copies</u>.</p> <p>(c) <u>Royalty Management</u>.</p> <p>1. Paper Not Microfilmed.</p>	<p>Cut off when lease is canceled, relinquished, or terminated.</p> <p>Transfer to FRC 30 years after cutoff. Destroy 75 years after cutoff. NC1-57-84-7</p> <p>Destroy 5 years after cutoff. NC1-57-84-7</p> <p>Destroy 75 years after cutoff. NC1-57-84-7</p>

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1101-02 (con't)	<p>2. <u>Magnetic Tape</u>. These tapes contain data for calculating assessments.</p> <p>3. <u>Microform</u>.</p> <p>4. <u>Indian Land Records</u>.</p> <p>(5) <u>Environmental Analysis Files</u>. Data and proposed plans of action submitted by lessees, permittees, and operators; checklist, analyses, reports, and correspondence with lessee, permittees, or operators and other Federal Agencies. These plans are selected for analysis because of the magnitude and importance of proposed activities on the environment. Maintained by the Region or office responsible for environmental analysis by location and principal.</p> <p>b. <u>Well Files</u>. Records documenting supervision of operations for each individual well drilled on the lease. Include Forms MMS-123, -124, and -125; 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 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.</p>	<p>Destroy 7 years cutoff.</p> <p>Destroy 7 years after cutoff.</p> <p>Transfer to FRC 1 year after cutoff. These records will be maintained indefinitely.</p> <p>Cut off when lease is canceled, relinquished, or terminated.</p> <p>Transfer to FRC 5 years after cutoff. Destroy 75 years after cutoff. NCl-57-84-7</p> <p>Destroy 5 years after cutoff. NCl-57-84-7</p> <p>Place in inactive file when lease is terminated. cut off inactive file at close of fiscal year. Destroy 10 years after cutoff.</p>

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1101-02 (con't)	<p>2. <u>Magnetic Tape</u>. These tapes contain data for calculating assessments.</p> <p>3. <u>Microform</u>.</p> <p>4. <u>Indian Land Records</u>.⁷</p> <p>(5) <u>Environmental Analysis Files</u>.⁷ Data and proposed plans of action submitted by lessees, permittees, and operators; checklist, analyses, reports, and correspondence with lessee, permittees, or operators and other Federal Agencies. These plans are selected for analysis because of the magnitude and importance of proposed activities on the environment. Maintained by the Region or office responsible for environmental analysis by location and principal.</p> <p>b. <u>Well Files</u>. Records documenting supervision of operations for each individual well drilled on the lease. Include Forms MMS-123, -124, and -125; 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 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.</p>	<p>Destroy 7 years cutoff.</p> <p>Destroy 7 years after cutoff.</p> <p>Transfer to FRC 1 year after cutoff. These records will be maintained indefinitely.</p> <p>Cut off when lease is canceled, relinquished, or terminated.</p> <p>Transfer to FRC 5 years after cutoff. Destroy 75 years after cutoff. NC1-57-84-7</p> <p>Destroy 5 years after cutoff. NC1-57-84-7.</p> <p>Place in inactive file when lease is terminated. Cut off inactive file at close of fiscal year. Destroy 10 years after cutoff.</p>

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ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1101-02 (con't)	<p>d. <u>Power of Attorney Files</u>. Changes to general and special powers of attorney and related correspondence.</p> <p>e. <u>Expired Leases</u>.</p> <p>f. <u>Corporate (Qualification) Files</u>.</p>	<p>Destroy when superseded or obsolete. NC1-57-84-7</p> <p>Transfer to FRC 10 years after cutoff. Destroy 75 years after cutoff.</p> <p>Destroy when superseded or obsolete. N1-473-88-1</p>
1101-03	<p><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 and other information such as lease operations data and well log availability.</p>	<p>Destroy when superseded or obsolete. NC1-57-84-7</p>
1101-04	<p><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.</p>	<p>Destroy when superseded or obsolete. NC1-57-84-7</p>
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>c. <u>Indian Land Records</u>.</p>	<p>Backup tapes monthly. Cut off tapes at close of fiscal year.</p> <p>Destroy 7 years after lease is canceled, relinquished, or terminated.</p> <p>Destroy when superseding report is received.</p> <p>Transfer to the FRC 1 year after cutoff. These records will be maintained indefinitely.</p>

1101-07

Financial Responsibility Files.

Include documentation of evidence of financial capabilities to clean up spills and pay for associated damages to Offshore facilities and leases; and recommendations for penalties. Filed by company/guarantor.

- | | |
|---------------------------|---|
| a. Company Files. | Cut off when lessee/operator certificate terminates. Destroy 10 years after cutoff. |
| b. Civil Penalties. | Cut off at close of fiscal year. Destroy 5 years after cutoff. |
| c. Annual Financial Data. | Cut off when 2 years old. Destroy 5 years after cutoff. |
| d. General Files. | Cut off at close of fiscal year. Destroy 5 years after cutoff. |

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<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>. The base maps at various scales show leases and wells, and, in some cases, zone 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 shotpoint location base maps. See 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>	

Supersedes Release No. 165

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ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p>Chapter 13. SUPERVISION OF PRODUCTION OPERATIONS RECORDS</p> <p>The records described in this chapter are accumulated in the supervision of production operations. The records relate to the testing of gas wells, establishing rates of production, and monitoring rates of production. Include reports submitted by operators and lessees, internally prepared documents, and documents containing proprietary data.</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. <u>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 705-01 for public information copies.</u></p> <p>If disposal instructions are not described for automated records, determine which medium will be the <u>record copy</u> and follow the disposition described for the series. The other copies destroy when 2 years old or sooner.</p> <p>For record series which do not identify disposal instructions for <u>other copies</u>, destroy when 2 years old or sooner. Simply add a "b" or next available letter to the series number.</p> <p>Section 1. PRODUCTION RATE FILES</p> <p>The records described in this section pertain to the establishment of Maximum Efficient Rate (MER) for reservoirs, and Maximum Production Rate (MPR) for wells, and to the monitoring of production rates. These rates are based on requests from operators and well tests and other data submitted in support of the requests. The monitoring function</p>	

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ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	production involved, calibration data, and proposed royalty value basis. Arrange by system number, area, and operator or by lease.	
1302-02	<u>Commingling Systems File.</u> Correspondence, applications, drawings, specifications, operating agreements, approvals, and authorizations to commingle production in a pipeline or barging system. Arrange by system number and operator.	Cut off when system is abandoned or discontinued. Destroy when superseded or obsolete.
1302-03	<u>Meter Proving Reports.</u> Forms submitted monthly by operators which show the results of accuracy tests on allocation and sales meters. Used to adjust production figures for deviations found in meters. Arrange by system, area, and operator or by lease.	Cut off at close of fiscal year. Destroy when superseded or obsolete.
1302-04	<u>Run Tickets and Meter Adjustment Tickets.</u> Include forms submitted by operators to calculate volume of production measured through a meter (run ticket) and to adjust the calculated run volumes of production measured through a meter with a deviation of more than ± 0.0025 in any measurement factor. The meter adjustment ticket eliminates the need to change or adjust the barrel figure on the meter totalizer. Arrange by system, area, and operator or by lease.	Cut off at close of fiscal year. Destroy when superseded or obsolete.
1302-05	<u>Allocation Schedules.</u> Schedules which allocate the sales volume attributable to each lease from the commingled production of two or more leases measured through a single sales meter. Arrange by system and area or by lease.	Place in inactive file when superseding schedule is received. Cut off at close of fiscal year. Destroy when superseded or obsolete.
1302-06	<u>Calibration Charts--Tank Tables.</u> Charts which show the volume of storage tanks by foot and inch. Used in the audit of run tickets from tank storage batteries. Arrange by operator, area, and tank.	Place in inactive file when tank is destroyed or permanently removed from service. Cut off inactive file at close of fiscal year. Destroy when superseded or obsolete.
1302-07	<u>Gas Meter Reports.</u> Gas volume statements, charts, and computer printouts used to calculate volume of production measured through a sales meter. Arrange by system area and operator or by lease.	Destroy when superseded or obsolete.

Supersedes Release No. 165

Date:

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ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p>Chapter 14. ACCIDENTS, POLLUTION CONTROL, CERTIFICATION, AND RESEARCH RECORDS</p> <p>The records described in this chapter are accumulated as a part of the supervision of operational safety and pollution control. Include reports of investigations of accidents, reports of oil spills, oil spill contingency plans, and pollution coordination files; equipment and school certifications, and records on research 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 AVAILABLE TO THE PUBLIC IN ACCORDANCE WITH 30 CFR 250 OR 251. SEE CHAPTER 7, SPECIAL INSTRUCTIONS, OF THIS HANDBOOK.</p> <p>If disposal instructions are not described for automated records, determine which medium will be the <u>record copy</u> and follow the disposition described for the series. The other copies destroy when 2 years old or sooner.</p> <p>For record series which do not identify disposal instructions for <u>other copies</u>, destroy when 2 years old or sooner. Simply add a "b" or next available letter to the series number.</p> <p>Section 1. ACCIDENTS</p> <p>Documentation relating to operational accidents. May involve blowouts, hydrocarbon spills, fires and explosions, structural collapse, pollution by other than hydrocarbons, and personal injury or death. Include operator's notification of incident and written reports, investigation reports, and reports on the analysis of accidents. Record sets and development case histories of Safety Notices and</p>	

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1402-03 (con't)	<u>Burning Safe Practices and Procedures</u> Plans detailing personnel requirements and approved methods relating to these operations; <u>Training Plans</u> describing courses to be conducted and methods used to qualify personnel for offshore operations; and other contingency plans as may be required. Arrange alphabetically by plan.	
1402-04	<u>Reserved.</u>	
1402-05	<p><u>Pollution Control Coordination.</u> Correspondence, memorandums of agreement/understanding, and reports regarding pollution control and prevention with U.S. Coast Guard, Environmental Protection Agency, etc. Include records on oil and hazardous material, simulated environmental test tank, and arctic marine oil spill programs. Subdivide as necessary.</p> <p style="text-align: center;">Section 3. CERTIFICATION AND RESEARCH ACTIVITIES</p> <p>Documentation relating to the lessee-operator school certification and equipment certification programs, the technology assessment and research program, and technical coordination and information exchange. Record sets and development case histories of rules and regulations resulting from these programs are covered under Items 202-02 and 202-03.</p>	<p><u>Permanent.</u> Cut off at close of fiscal year. Hold 25 years and transfer to FRC. Transfer to National Archives 30 years after cutoff. Volume 3 feet. Annual accumulation 1 foot.</p>
1403-01	<p><u>School Certification Files.</u> Documents related to the approval of schools providing lessee-operator training in drilling well control, surface and subsurface safety device, workover and well completion well control, and the monitoring of the approved programs. Include requests for certification or recertification, related plans and technical manuals, any necessary revisions, requests for waivers or departures, and MMS actions and correspondence thereon; documentation from onsite evaluations prior to a school's final certification or recertification approvals and from unannounced audits of records conducted during the 4-year certification period. Arrange by type of training, subdivide by school.</p>	<p>Cut off upon completion of certification period. Destroy 1 year after cutoff. EXCEPT: For those schools recertified, transfer into new file that documentation relevant to the recertification. N1-473-88-1</p>
1403-02	<u>Course Completion Files.</u> Information contained in or extracted from letters	

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1702-02 (con't)	b. <u>Study Workpapers</u> . Preliminary or intermediate technical and scientific data, duplicated or sufficiently summarized in final reports and maps, and minor administrative papers unnecessary to an adequate history of the study.	Destroy 3 years after cutoff. NCI-57-84-7
1702-03	<u>Field and Reservoir Reserves Estimate (FRRE) System Report Files</u> . Computer printouts of periodic and special reports containing statistical data on production, recoverable reserves, and remaining reserves of oil and gas by field, reservoir, and lease; and identification of types of estimates (e.g., volumetric, material balance, production decline), best estimate, date made, and reservoir parameters and cumulative production. Arrange chronologically by report title.	Cut off when superseded or obsolete. Destroy/erase 1 year after cutoff. N1-473-91-2
1702-04	<p><u>Competitive Reservoir Determinations</u>. Documents accumulated in reviewing and recommending action on operator proposals for competitive reservoir determinations. Include proposals supporting subsurface mapping and engineering reports used to determine volumes in place and reservoir performance. Arrange by area and thereunder by block number.</p> <p>a. <u>Declined Proposals</u>.</p> <p>b. <u>Proposals Resulting in a Unit Agreement</u>.</p> <p>c. <u>Proposals Resulting in Joint Plan of Development/Production</u>.</p> <p>Section 3. UNITIZATION PROGRAM RECORDS</p> <p>The records described in this section relate to the initiation of unitization of prospective or producing oil and gas reservoirs, fields, or areas and to the</p>	<p>Cut off at close of fiscal year in which final determination of competitiveness is made. Destroy 25 years after cutoff. N1-473-91-2</p> <p>File in appropriate unit file, Item 1703-02b, when unit designation is approved. N1-473-91-2</p> <p>Place in inactive file when joint plan is terminated. Cut off inactive file at close of fiscal year. Destroy 25 years after cutoff. N1-473-91-2</p>

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MMSM 380.2-H

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1801-10 (con't)	<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>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 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 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>
1801-11	<p><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.</p> <p>A. <u>INDIAN LAND RECORDS.</u></p> <p>(1) <u>Paper Not Microfilmed.</u></p> <p>(2) <u>Paper or Tape That Has Been Converted to Microform.</u></p> <p>(3) <u>Master Microform.</u></p> <p>B. <u>OTHERS.</u></p>	<p>Cut off at close of fiscal quarter in which payment is made. See Item 1802-01 for appeal files.</p> <p>Transfer to FRC 1 year after cutoff. These records will be maintained indefinitely. NC1-57-84-7</p> <p>Destroy paper or erase tape when microform has been verified in accordance with Chapter 6 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>

Supersedes Release No. 187
Date:

C-131

Records Management

MMSM 380.2-H

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1803-01 (con't)	<p>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>Transfer to FRC 7 years after cutoff. These records will be maintained indefinitely. NC1-57-84-7</p> <p>Destroy 7 years after cutoff. NC1-57-84-7</p>
1803-02	<p><u>Processing/Washing Allowance Files.</u> Workpapers, correspondence, internal and external exhibits, reports of findings, conclusions, and recommendations. Document calculations and determinations of approval or disapproval of processing and/or washing allowances based on costs of gas processing, coal washing, and/or solid mineral smelting, refining, and/or milling operations. These files are arranged alphabetically by lessee name. Each allowance within the lessee's files is arranged by case project number. Include Forms MMS-4292, -4109, or equivalent.</p> <p>A. <u>INDIAN LAND RECORDS.</u></p> <p>(1) <u>Paper Not Microfilmed.</u></p> <p>(2) <u>Paper or Tape That Has Been Converted to Microform.</u></p> <p>(3) <u>Master Microform.</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> <p>Destroy paper or erase tape when microform has been verified in accordance with Chapter 6 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>

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Date:

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