

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
✓ 902-02	<p><u>Shallow Seismic Shot-Point Location Maps Record Set.</u> Official file copy of each of the base maps, usually at a scale of 1" = 4,000', or digital magnetic navigation tapes, which shows the location of high-resolution (shallow) seismic shot points. Include contractor maps/tapes showing coverage of individual contracts and index maps/tapes showing all high-resolution seismic coverage. Arrange by adjacent State, survey area, company, map number, or OCS number.</p>	<p>Permanent. Cut off when all information required by permit, lease, or contract is submitted. Hold 30 years and transfer to the Center for Electronic Records. Volume 400 feet. Annual accumulation 20 feet.</p>
✓ 902-05	<p><u>Deep Seismic Shot-Point Location Record Set and Magnetic Tape.</u> Official file copy of each of the base maps, usually at a scale of 1" = 4,000' or digital magnetic navigation tapes, which cover a majority of the blocked acreage showing the location of seismic shot points for CDP coverage. Include permittee/lessee maps/tapes showing locations for individual surveys and MMS maps/tapes summarizing locations for all coverage. Used as an index to available deep seismic record sections and as base maps for compiling detailed seismic interpretive maps. Arrange by adjacent State, survey area, company, map number, or permit number.</p>	<p>Permanent. Cut off when all related seismic records have been received. Release tapes to public as follows: from permit, 25 years after date of submission; from lease, 10 years after submission or upon termination of lease. Transfer to the Center for Electronic Records 30 years after cutoff. Volume 300 feet. Annual accumulation 50 feet.</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>Permanent. Cut off when lease is canceled, relinquished, or terminated.</p> <p>Hold 30 years and transfer to Center for Electronic Records. Volume 89 feet. Annual accumulation 10 feet.</p>
1101-02	<p><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>	

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	<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>(1) Lease Instrument File.</p> <p>(2) Lease Plan of Exploration and Plan of Development and Production.</p> <p>(3) Lease Operations File.</p> <p>(5) Environmental Analysis Files.</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>Permanent. Cut off when lease is canceled, relinquished, or terminated. Hold 30 years and transfer to FRC. Transfer to National Archives when 75 years old. Volume 3320 feet. Annual accumulation 15 feet.</p> <p>Permanent. Cut off when lease is canceled, relinquished, or terminated.</p> <p>Transfer to FRC 30 years after cutoff. Transfer to National Archives 75 years after cutoff. Volume 2510 feet. Annual accumulation 40 feet.</p>
1301-01	<p><u>Semiannual Well Test Report</u>. Form MMS-128 or equivalent and related correspondence. Used to monitor the production rates of wells. Arrange by lease or well number.</p> <p>a. <u>Regional Office</u>.</p>	<p>Permanent. Cut off annually. Hold 30 years and transfer to FRC. Transfer to National Archives 35 years after cutoff. Volume 110 feet. Annual accumulation 4 feet.</p>

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/ 1301-05	<p><u>Approved MER for Reservoirs and MPR for Wells.</u> Computer printouts or equivalents which show the location by State, area, block, operator, field, and lease; number of reservoirs and wells; the MER for reservoirs; and the MPR for wells. Used to monitor production to ensure economic development and depletion of reservoirs.</p> <p>a. <u>Regional Office.</u></p>	<p>Permanent. Cut off tapes annually. Hold 30 years and transfer to the Center for Electronic Records. Volume 110 feet. Annual accumulation 4 feet.</p>
1301-07	<p><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. Arrange by individual well and reservoir.</p> <p>a. <u>Monthly Files.</u> Monthly printout showing the production data for the month.</p> <p>b. <u>Quarterly Files.</u> Quarterly printout showing the production data for the quarter.</p>	<p>Permanent. Cut off at the end of the reporting. Hold 30 years after cutoff and transfer to the National Archives 75 years after cutoff. Volume 200 feet. Annual accumulation 30 feet.</p>
1301-20	<p><u>Well Potential Test Report.</u> Form MMS-126 submitted by operators which shows the results of production tests of wells. Used to establish or increase an oil or gas well MPR. Arrange by lease and well number.</p> <p>a. <u>Regional Office.</u></p>	<p>Permanenet. Cut off when lease is terminated.</p> <p>Transfer to FRC 30 years after cutoff. Transfer to the National Archives 75 years after cutoff. Volume 120 feet. Annual accumulation 2 feet.</p>
1701-01	<p><u>MER Geologic and Engineering Report and Map Files.</u> Documents accumulated in reviewing and recommending approval or rejection of initial and revised MER requests submitted by oil and gas lease operators. Include approved Form MMS-127, PVT, gas analysis, capillary pressure, relative permeability data, geologic structure and isopach maps; average reservoir pressures, various plots of production, and pressure data; and related papers and correspondence. Arrange by area, thereunder by field name, or reservoir.</p>	<p>Permanent. Cut off every 5 years at close of fiscal year. Hold 30 years and transfer to FRC. Transfer to the National Archives 75 years after cutoff. Volume 160 feet. Annual accumulation 3 feet.</p>

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1703-02	<p>MER geologic and engineering data that apply more to the field than to individual reservoir in that field, e.g., geology structure maps on a field basis that transgress several reservoirs, are filed by field name preceding the reservoir MER data files for that field.</p> <p>These records have repetitive and multiple applications in field studies and reservoir analyses to support MER determinations, reserve estimates, and lease offering programs. See Items 1301-05 through -08 for other MER records.</p> <p><u>Unit or Communitization Agreement Project Files.</u> The records described below relate to the initiation, review, approval, and monitoring of agreements to conduct development and/or production operations for a prospective or producing oil and gas reservoir, field, or area under a unitization or communitization plan. The agreement provides for exploration, development, and operation of the property by a single operator and for allocation of costs and benefits if more than one lessee or operator is involved. Arrange by State and thereunder by unit name, e.g., Eugene Island Block 276, R Sand, Res A.</p> <p>a. <u>Unit or Communitization Agreement Files.</u> Include the application of area designation, proposed form of agreement, and approval. Include 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, or Plans of Development.</p> <p>(1) <u>Regional Office.</u></p>	<p>Permanent. Place in inactive file when agreement is terminated. Cut off inactive file at close of fiscal year.</p> <p>Hold 30 years and transfer to FRC. Transfer to the National Archives 75 years after cutoff. Volume 90 feet. Annual accumulation 5 feet.</p>