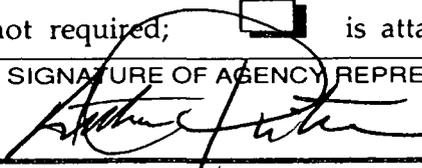


REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-413-93-5	DATE RECEIVED 7-22-93
1. FROM (Agency or establishment) Department of the Interior		NOTIFICATION 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Minerals Management Service			
3. MINOR SUBDIVISION Office of Administration Records and Mail Management Section		DATE 8-22-94	ARCHIVIST OF THE UNITED STATES WITHDRAWN
4. NAME OF PERSON WITH WHOM TO CONFER Celeste Mullally, Mgmt Analyst	5. TELEPHONE (703)787-1239		
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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 21 July 93	SIGNATURE OF AGENCY REPRESENTATIVE 	TITLE Records Manager	
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 GRS OR SUPERSEDED JOB CITATION	10.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. While the basic mission of the organization has remained the same, 42 record series require changes and 5 new series were developed.</p> <p>Attachment 1 reflects a description of the organization structure.</p> <p>Attachment 2 reflects the description of records.</p> <p>Attachment 3 is a description of the changes.</p>	WITHDRAWN	

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
201-04	<p><u>Management Statistical Hourly Report Files.</u> Computer printouts containing statistical data, by project, on employee hours/percent of hours spent in the various budgetary categories. Used for comparison and decisionmaking in budget and workforce planning. Arrange chronologically by pay period.</p> <p>a. <u>Paper.</u></p> <p>b. <u>Magnetic Tape.</u></p>	<p>Cut off at close of fiscal year. NC1-57-84-7</p> <p>Destroy 2 years after cutoff.</p> <p>Erase tape after first update cycle.</p>
201-08	<p><u>Internal Control Records.</u> Records created in accordance with procedures mandated by OMB Circular A-123, Internal Control Systems, and P.L. 97-255, the Federal Managers' Financial Integrity Act. Under these authorities, agencies are required to perform evaluations of their accounting and administrative controls to prevent waste, fraud, and mismanagement.</p> <p>a. <u>Management Control Plans.</u> Comprehensive plans documenting efforts to ensure compliance with OMB Circular A-123.</p> <p>b. <u>Risk Analyses.</u> Reports and supporting materials used to document review of program area for susceptibility to loss or unauthorized use of resources, errors in reports and information, and illegal and unethical actions.</p> <p>c. <u>Annual Reports and Assurance Statements.</u> Supporting documentation submitted to the Department for a single unified report for direct submission to the President and Congress.</p> <p>d. <u>Tracking Files.</u> Files used to ensure the completion and timeliness of submission of feeder reports, including schedules of evaluations, interim reporting, lists of units required to report, and correspondence relating to the performance of the reviews.</p> <p>e. <u>Review Files.</u> Correspondence, reports, action copies of audit findings, and other records that identify program internal control weaknesses, and corrective actions taken to resolve such problems. Include</p>	<p>Cut off at the close of the fiscal year.</p> <p>Destroy when superseded.</p> <p>Destroy when superseded.</p> <p>Destroy when superseded.</p> <p>Destroy when 2 years old or sooner.</p>

Supersedes Release No. 165

Date: January 19, 1993 (Release No. 207)

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
201-08 (con't)	<p>reviews under OMB Circulars A-76, A-127, or A-130.</p> <p>(1) Office responsible for coordinating internal control functions.</p> <p>(2) Other copies.</p>	<p>Destroy 5 years after cutoff.</p> <p>Destroy when no further action is necessary.</p>
202-01	<p><u>Local Internal Directives Record Set.</u> Official file copy of each formal Field Office Supplement (FOS) policy and procedural issuance published by an office. Include documents relating to the preparation, review, clearance, internal directive. Arrange by type of directive and release number. See Item 101-07 for sets of directives maintained for reference.</p> <p>a. <u>Office Responsible for Issuance.</u></p> <p>b. <u>Copy Maintained by Directives Officer.</u></p>	<p>Cut off superseded FOS at close of fiscal year. Destroy 10 years after cutoff. NCl-57-84-7</p> <p>Destroy upon receipt of revised directive. NCl-57-84-7</p>
202-03	<p><u>External Directives Development History Files.</u> Documents relating to the utilization, preparation, review, clearance, publication, distribution, and revisions of Regulations, Notices to Lessees and Operators, and Safety Alert Notices, and external directives of other Agencies. Include a copy of each draft; material regarding clearance/concurrence in draft directives and other coordinating actions; comments by outside organizations (e.g., lessees, permittees, and operators)(verbal comments should be documented); and a copy of the final issuance. Internal comments are segregated from public comments. All related documents are consolidated at one location when rule-making actions are complete. Arrange by type of issuance and identification number.</p> <p>a. <u>Regulations.</u></p>	<p><u>Permanent.</u> Place in inactive file when canceled or superseded. Transfer to FRC 3 years after cutoff. Transfer to the National Archives in 5-year blocks when 20 years old. Volume</p>

Supersedes Release No. 165

Date: January 19, 1993 (Release No. 207)

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
202-03 (con't)	<p>b. <u>OCS Order No. 10.</u></p> <p>c. <u>Notices to Lessees and Operators.</u></p> <p>d. <u>Safety Alert Notices.</u></p> <p>e. <u>Copies of a. - d. above.</u></p> <p>f. <u>Submitter's File of Review Comments on a. - d. above.</u></p> <p>g. <u>Other Agency Directives.</u></p>	<p>10 feet. Annual accumulation 2 feet. NC1-57-84-7</p> <p><u>Permanent.</u> Place in inactive file when order is rescinded, superseded, or obsolete. Transfer to FRC 3 years after cutoff. Transfer to the National Archives in 5-year blocks when 20 years old. Volume 5 feet. Annual accumulation 2 feet. NC1-57-84-7</p> <p>Place in inactive file when notice is rescinded, superseded, or obsolete. If volume is sufficient, transfer to FRC 3 years after cutoff. Destroy 10 years after cutoff. NC1-57-84-7</p> <p>Destroy when superseded or obsolete. NC1-57-84-7</p> <p>Place in inactive file after clearance package has expired. Destroy 2 years after expiration. NC1-57-84-7</p> <p>Destroy when superseded or obsolete. N1-473-88-1</p> <p>Destroy when superseded or obsolete.</p>
202-09	<p><u>Internal Directives Record Set.</u> Official file copy of each issuance published to provide policies and procedural instructions. Includes all MMS manual chapters, Interim Policy Documents (IPD's), and handbooks released, with the applicable clearance record and transmittal sheets, all comments received, and the comments analysis sheet.</p> <p>a. <u>Official File.</u> The official record set is maintained by the Directives Officer and a record set is maintained at each Regional Office and the Royalty Management program by the Records officer.</p> <p>b. <u>Other Copies.</u></p>	<p>Cut off at close of fiscal year.</p> <p><u>Permanent.</u> Transfer to FRC 5 years after cutoff. Transfer to National Archives in 5-year blocks when 20 years old. Volume 4 feet. Annual accumulation 2 feet. NC1-57-84-7</p> <p>Destroy when superseded or obsolete.</p>

Supersedes Release No. 187

Date: January 19, 1993 (Release No. 207)

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
202-09 (con't)	c. <u>Submitter's File of Review Comments.</u>	Destroy when superseded or obsolete. N1-473-88-1
202-14	<p><u>Microform Inspection Records.</u></p> <p>a. Copy of inventories, logs, and reports documenting the inspection of permanent microform records, as required by 36 CFR Part 1230.</p> <p>b. Copy of logs and other records documenting the inspection of temporary microform records, as recommended by 36 CFR Part 1230.</p>	<p>Cut off at close of fiscal year in which last entry is made. Destroy 1 year after the records are transferred to the legal custody of the National Archives.</p> <p>Destroy when 2 years old or sooner.</p>
202-16	<p><u>Federal Register Documents.</u></p> <p>a. <u>Publishing Documentation.</u> Files documenting the processing of notices announcing committee meetings, including meetings open to the public under the Government in Sunshine Act (5 U.S.C. 552b(e)(3)); hearings and investigations; filing of petitions and applications; issuance or revocation of a license; grant application deadlines, the availability of certain environmental impact statements; delegations of authority; and other matters that are not codified in the CFR.</p> <p>b. <u>Semiannual Regulatory Agenda.</u> Files documenting the processing of semiannual regulatory agenda. Include semiannual agenda of rules.</p> <p>c. <u>Tracking Systems.</u></p> <p>(1) Weekly Regulatory Management Report.</p> <p>(2) Annual List of Anticipated Rulemaking Documents.</p> <p>(3) Federal Register Log.</p> <p>d. <u>Regulatory Program of the Federal Government.</u> Annual input to the Department's Regulatory Program of significant rulemaking actions.</p>	<p>Cut off at close of fiscal year.</p> <p>Destroy 1 year after cutoff. GRS 16.13a</p> <p>Destroy 2 years after cutoff. GRS 16.13b</p> <p>Destroy 2 years after cutoff.</p> <p>Destroy 2 years after cutoff.</p>
401-05	<u>Telephone Call Detail Records.</u> Listings of long distance telephone calls made or received. Include telephone numbers, dates, specific times, and length of calls.	Cut off at close of reporting period. Destroy 3 years after cutoff.

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Date: January 19, 1993 (Release No. 207)

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
401-07	<u>Mail Report Files.</u> Correspondence, reports, and all related documents on mail not covered elsewhere in this handbook.	Cut off at close of fiscal year. Destroy 2 years after cutoff.
602-05	<p><u>Employee Performance File System Records.</u> Non-Senior Executive Service (SES) appointees (as defined in 5 U.S.C. 4301(2)). See Item 602-05f, for SES appointees.</p> <p>a. <u>Appraisals of Unacceptable Performance, Where a Notice of Proposed Demotion or Removal is Issued but Not Effected, and All Related Documents.</u></p> <p>b. <u>Performance Records Superseded Through an Administrative, Judicial, or Quasi-Judicial Procedure.</u></p> <p>c. <u>Performance Related Records Pertaining to a Former Employee.</u></p> <p>(1) <u>All Ratings of Record 4 Years Old or Less, Performance Plan Upon Which Most Recent Rating Was Based, and Any Summary Ratings Prepared When the Employee Changes Positions.</u></p> <p>(2) <u>All Other Performance Plans and Ratings.</u></p> <p>d. <u>Performance Related Records Pertaining to a Current Employee.</u></p> <p>e. <u>Supporting Documents.</u></p> <p>f. <u>SES Appointees (as Defined in 5 U.S.C. 3132a(2)).</u></p> <p>(1) <u>Performance Records Superseded Through an Administrative, Judicial, or Quasi-Judicial Procedure.</u></p> <p>(2) <u>Performance-Related Records Pertaining to a Former SES Appointee.</u></p> <p>(a) <u>All Performance-Related Documents 5 Years Old or Less.</u></p>	<p>Destroy after the employee completes 1 year of acceptable performance from the date of the written advance notice of proposed removal or reduction-in-grade. GRS 1.23a(1)</p> <p>Destroy upon supersession. GRS 1.23a</p> <p>Transfer to OPF and forward to gaining Federal Agency upon transfer or to NPRC if employee separates. See Item 601-01a(1).</p> <p>Destroy when 3 years old. GRS 1.23a(3)(b)</p> <p>Except as discussed in Items 602-05a and -05b, destroy after 4 years from their completion date.</p> <p>Destroy 4 years after date of appraisal.</p> <p>Destroy upon supersession. GRS 1.23b(1)</p> <p>Transfer to OPF and forward to gaining Federal Agency upon transfer or to NPRC if employee leaves Federal</p>

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Date: January 19, 1993 (Release No. 207)

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
602-05 (con't)	<p>(b) <u>All Other Performance Documents.</u></p> <p>(3) <u>All Performance Documents Pertaining to a Current Employee, EXCLUDING Those for SES Appointees Serving on a Presidential Appointment.</u></p> <p>(4) <u>Supporting Documents.</u></p>	<p>service. See Item 601-01a(1). GRS 1.23b(2)(a)</p> <p>Destroy when 5 years old. GRS 1.23b(2)(b)</p> <p>Destroy 5 years after date of appraisal. GRS 1.23b(3)</p> <p>Destroy 5 years after date of appraisal. GRS 1.23b(4)</p>
605-01	<p><u>Employee Confidential File.</u> Employee certification, conflict of interest/standard of conduct submissions, worksheet/computer run, correspondence, final determination, etc.</p>	<p>Cut off at close of fiscal year. Destroy/erase 6 years after cutoff. For transferred or separated employees destroy 2 years after cutoff by pulping, shredding, etc.</p>
605-02	<p><u>Financial Disclosure Reports.</u> Reports and related documents submitted by individuals as required under the Ethics in Government Act of 1978 (P.L. 95-521).</p> <p>a. <u>Records Including SF 278 for Individuals Filing According to Section 201b of the Act, and Not Subsequently Confirmed by the U.S. Senate.</u></p> <p>b. <u>All Other Records, Including SF 278.</u></p> <p>c. <u>All Other Statements of Employment and Financial Interests and Related Records, Including Confidential Statements Files Under E.O. 12674.</u></p>	<p>Destroy 1 year after nominee ceases to be under consideration for appointment. EXCEPT: Documents needed in an ongoing investigation will be retained until no longer needed in the investigation. GRS 1.24a(1)</p> <p>Destroy when 2 years old. EXCEPT: Documents needed in an ongoing investigation will be retained until no longer needed in the investigation. GRS 1.24a(2)</p> <p>Destroy when 6 years old. EXCEPT: Documents needed in an ongoing investigation will be retained until no longer needed in the investigation. GRS 1.24b</p>
605-06	<p><u>Grievance, Disciplinary, and Adverse Action Files.</u></p> <p>a. <u>Grievance, Appeals Files (5 CFR 771).</u> Records originating in the review of grievances and appeals raised by MMS employees, except EEO complaints.</p>	<p>Cut off at close of fiscal year.</p> <p>Destroy 4 years after case is closed by pulping, shredding, etc. GRS 1.30a</p>

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Date: January 19, 1993 (Release No. 207)

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
605-06 (con't)	<p>Include statements of witnesses, reports of interviews and hearings, examiner's findings and recommendations, a copy of the original decision, related correspondence and exhibits, and records relating to a reconsideration request.</p> <p>b. <u>Adverse Action Files (5 CFR 752)</u>. Records created in reviewing an adverse action (disciplinary or nondisciplinary removal, suspension, leave without pay, reduction-in-force) against an employee. Include a copy of the proposed adverse action with supporting documents, statements of witnesses, employee's reply, hearing notices, reports, and decisions; reversal of action, and appeal records, EXCLUDING letters of reprimand which are filed in the OPF under Item 601-01a.</p> <p>c. <u>Performance-Based Action Files (5 CFA 432)</u>. Records created in reviewing a performance-based action (e.g., removal, reduction-in-grade) against an employee. Includes a copy of the notice of proposed action, supporting documentation employee's reply, notice of decision, and appeal records.</p>	<p>Destroy 4 years after case is closed by pulping, shredding, etc. GRS 1.30b</p> <p>Destroy 4 years after case is closed by pulping or shredding, etc.</p>
605-09	<p><u>Donated Leave Program Case Files</u>. Case Files documenting the receipt and donation of leave for medical emergencies, including recipient applications, approvals, or denials, medical or physician certifications, leave donation records or OF 630-A, supervisor/timekeeper approvals, leave transfer records, payroll notification records, and leave program termination records.</p>	<p>Beginning in January 1994, destroy one year after the end of the year in which the file is closed.</p>
702-02	<p><u>Information Publications Master Files</u>. Official file copy of each booklet, pamphlet, poster, monograph, monthly or annual report; employee newsletter, or other issuance primarily of an informational character. Include publications for internal MMS use and publications for promotional or external use, clearance record sheets, comments, and all documents concerning the issuance of the publication. Official file copy maintained by the office responsible for preparation and issuance or the office requiring contractor preparation. Publications in this file</p>	

Supersedes Release No. 165

Date: January 19, 1993 (Release No. 207)

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
702-02 (con't)	<p>will be distinctly marked "Record Set" and will not be charged out.</p> <p>a. <u>Official File</u>. Maintained by technical publications units at Headquarters, Royalty Management, and at each Region.</p> <p>b. <u>Other Copies</u>.</p>	<p><u>Permanent</u>. Cut off when superseded, canceled, or 5 years after issuance. Transfer to FRC 3 years after cutoff. Transfer to National Archives in 5-year blocks when 20 years old. Volume 4 feet. Annual accumulation 2 feet. NC1-57-84-7</p> <p>Destroy when 2 years old.</p>
800-01	<p><u>Systems Feasibility Files</u>. Feasibility studies conducted before the installation of any technology or equipment associated with information management systems. Provide information on time, cost, and resources required related to the design, implementation, and operation of an ADP system. Accumulated by the office conducting the study or sponsoring the contract or interagency agreement to perform the study. Include requests for the establishment of a data system, project authorizations, documents containing definition of the system including system objectives, feasibility studies reflecting comparison of present and proposed systems, advantages and disadvantages of alternate solutions, costs analyses, equipment requirements, tangible benefits, output requirements, and a schedule for implementing the proposed system. Include documents reflecting review and recommendations for acceptance or rejection of the proposal, and documents on major changes to systems. Arrange by system title.</p> <p>a. <u>Rejected Systems</u>.</p> <p>b. <u>Approved Systems</u>.</p> <p>c. <u>Proposed Systems</u>.</p>	<p>Cut off at close of fiscal year in which final decision is made. Destroy 5 years after cutoff.</p> <p>Cut off at close of fiscal year in which system is discontinued. Destroy with related data covered by the system.</p> <p>After adoption place in appropriate system file a. or b. above.</p>

Supersedes Release No. 187

Date: January 19, 1993 (Release No. 207)

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
901-01	<p><u>Geological and Geophysical Exploration Permit Files</u>. Documents which relate to the receipt, review, and issuance of and monitoring of operations under permits to conduct geological or geophysical explorations for mineral resources or for scientific research. Include signed original of approved permit application, any proprietary attachments, permit, and related correspondence. Arrange by adjacent State and thereunder by permit number.</p> <p>a. <u>Paper Not Microfilmed</u>.</p> <p>b. <u>Paper That Has Been Converted to Microform</u>.</p> <p>c. <u>Master Microform</u>.</p>	<p>Cut off at close of calendar year in which permit is approved. Release to public as follows: for geophysical permit, 10 years after date of issuance; for geological permit, 10 years after date of issuance of permit. EXCEPT: For deep stratigraphic test well data and information, which are released 25 years after completion of tests; or for a lease sale held after the test well is completed, 60 calendar days after executing the first lease for a block and any part of which is within 50 geographic miles of the site of the completed test. Transfer to FRC 30 years after cutoff. Destroy 75 years after cutoff.</p> <p>Destroy paper when microform has been verified in accordance with Chapter 6 of this handbook. NC1-57-84-7</p> <p>Dispose/release in accordance with Item 901-01a. NC1-57-84-7</p>
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</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</p>

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Date: January 19, 1993 (Release No. 207)

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
902-06 (con't)	<p>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>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. NCI-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. NCI-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>
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</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</p>

Supersedes Release No. 187

Date: January 19, 1993 (Release No. 207)

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1001-01 (con't)	be offered for lease. Arrange by lease sale number or name.	deferral. Destroy 10 years after cutoff.
1001-02	<u>Block Nomination Files.</u> Documents accumulated in reviewing nominations of blocks for leasing. Include industry nominations and requests describing areas and expressing an interest in leasing, abstracts of nominations showing name of company and block number nominated, index maps summarizing nominations and recommendations, and documents protesting lease activities. Arrange by lease sale number or name.	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.
1001-03	<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.	Place in inactive file after compliance with environmental regulations has been determined. Cut off inactive file at close of fiscal year. Transfer to FRC 3 years after cutoff. Destroy 20 years after cutoff. NC1-57-84-7
1001-04	<u>Lease Sale Activity History Files.</u> General information regarding each lease sale from block selection phase through the acceptance or rejection of bids. Include lists of blocks, copies of notices published in the <u>Federal Register</u> regarding the sale, reports on assignment of responsibility and status of detailed block evaluations. Documents related to prices, interest rates, and tax figures to be used in evaluations; block evaluation estimates; copies of bid recaps and statistical summaries; recommendations for the acceptance or rejection of high bids together with supporting geological, geophysical, and engineering information; reports on sale results; and related documents. Arrange by lease sale number, subdivided by category as appropriate. A complete record set is maintained by Headquarters and a record set is maintained at the respective region.	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. Transfer to FRC 25 years after cutoff. Destroy 75 years after cutoff.
1002-01	<u>Lease Sale Area Geological and Geophysical Information Files.</u> Technical data, reports, and interpretive maps prepared for a specific lease sale which pertain to the offered area in general	Cut off at close of fiscal year in which final determination of bid acceptance or rejection is made or final decision is

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Date: January 19, 1993 (Release No. 207)

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1002-01 (con't)	rather than to individual prospect or group of prospects.	made concerning sale cancellation or sale deferral. Transfer to FRC 30 years after cutoff or when reference needs have been exhausted or sufficiently minimized, whichever is earlier. Destroy 75 years after cutoff.
1002-02	<p><u>Prospect Investigation Files.</u> Following the announcement of blocks to be included in a lease sale, the blocks are grouped into prospects on the basis of seismic/structural information. These files contain the results of detailed geological, geophysical, and engineering investigations of individual prospects for presale evaluation of blocks selected for leasing. Include geophysical investigation report discussing all phases of the seismic/structural evaluation in detail and velocity study data, if available. Also, geological evaluation report containing concise information on the paleontological conditions, sand conditions, and structural aspects of the prospect based on data from selected wells in the vicinity of the prospect or based on model fields; reservoir engineering report containing estimates of the range of values and likelihood for occurrence of each value for basic engineering and economic parameters for expected reservoirs; and final drafted seismic structure maps (in some instances, manuscript) annotated to show estimated thickness, distribution, and depths of reasonably expected reservoirs, area figures of acres, well data, bright spots, and special notes. Arrange by lease sale number or name, thereunder by area, then prospect number.</p> <p>a. <u>Regional Office.</u></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. Transfer to FRC 30 years after cutoff. Destroy 75 years after cutoff.</p>

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Date: January 19, 1993 (Release No. 207)

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	b. <u>Other Copies.</u>	Cut off at close of fiscal year. Destroy 10 years after cutoff. NCl-57-84-7
1002-03	<u>Prospect Evaluation Work Papers.</u> Preliminary or intermediate geophysical, geological, and engineering data which are duplicated or adequately summarized in final reports or maps filed in Item 1002-02. Arrange by lease number, name, area, or prospect names.	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 3 years after cutoff.
1002-06	<u>Lease Sale Prospect Block Evaluation Report Files.</u> Computer printouts containing descriptive and statistical data on presale economic evaluation and risk analysis for blocks to be offered in upcoming lease sales. Reports are generated by a model (such as the Monte Carlo Range of Values System) for manipulation of geologic, engineering, and economic data to establish the fair market value of lands offered for 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.	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. Hold 5 years and transfer to FRC. Destroy/erase 25 years after cutoff.
1003-01	<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.	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.
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	

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Date: January 19, 1993 (Release No. 207)

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1101-02 (con't)	<p>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>(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>Cut off when lease is canceled, relinquished, or terminated. Destroy 75 years after cutoff.</p> <p>Cut off when lease is canceled, relinquished, or terminated.</p>

Supersedes Release No. 187

Date: January 19, 1993 (Release No. 207)

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p>(a) <u>Regional Office.</u></p> <p>(b) <u>Other Copies.</u> -</p> <p>(c) <u>Royalty Management.</u></p> <p>1. <u>Paper Not Microfilmed.</u></p> <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>Transfer to FRC 30 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>Destroy 7 years after cutoff. NCl-57-84-7</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>

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ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<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>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>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> <p>Destroy when superseded or obsolete. NCl-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>
1200-02	<u>Drilling Rig Inspections.</u> Reports from detailed rig inspections, random rig inspections, workover rig inspections, incidents, incidents of noncompliance, requests for waivers, approvals and departure reports pertaining to rigs, copies of waiver approvals and departure reports pertaining to wells. Arrange by company and rig.	Cut off at close of calendar year in which rig leaves the district. Destroy when superseded or obsolete.
1200-03	<u>Daily/Weekly Drilling and Progress Reports.</u> Reports submitted by operators on the status of drilling operations. Used to check progress on operations and to prepare periodic statistical reports. Arrange by company and lease number.	Cut off at close of fiscal year. Destroy when superseded or obsolete.
1301-01	<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.	
1301-03	<p>a. <u>Regional Office.</u></p> <p>b. <u>Other Copies.</u></p> <p><u>Multi-Point Back Pressure Tests.</u> Reports submitted by operators which show the results of tests to determine the theoretical open-flow potential of gas wells. Submitted within 30 days after a well is connected to a pipeline. Arrange</p>	<p>Destroy when superseded or obsolete.</p> <p>Destroy when 2 years old.</p> <p>Cut off inactive file at close of fiscal year.</p>

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ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1301-03 (con't)	<p>by lease, well, field, block, and operator.</p> <p>a. <u>Regional Office.</u></p> <p>b. <u>Other Copies.</u></p>	<p>Destroy when superseded or obsolete.</p> <p>Destroy 2 years after cutoff. NC1-57-84-7</p>
1301-04	<p><u>Request for Reservoir Maximum Efficient Rate (MER).</u> Form MMS-127 submitted by operators requesting the rate of production from a sensitive reservoir to establish a MER. The request should include the reservoir, location, and rate. Include approval and related correspondence, operator's notification that production from the overproduced reservoir has been balanced with the established MER. Arrange by field.</p>	<p>Destroy when superseded or obsolete.</p>
1301-12	<p><u>Gas Flaring/Venting Reports.</u> Monthly computer printouts which show the volume of gas flared. Prepared from the gas disposition data submitted on the Form MMS-4054, or equivalent. Used to monitor and control volume of gas flared. Include requests for approval to flare/vent and approval/denial correspondence. Arrange by lease and operator.</p>	<p>Cut off at close of fiscal year. Destroy/erase when superseded or obsolete.</p>
1302-01	<p><u>Automatic Custody Transfer (ACT) Unit Approvals.</u> Applications and approvals for ACT units. Include schematics, flow diagram, leases and fields involved, estimated amounts and types of production involved, calibration data, and proposed royalty value basis. Arrange by system number, area, and operator or by lease.</p>	<p>Cut off when ACT unit is removed or destroyed. Destroy when superseded or obsolete.</p>
1302-02	<p><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.</p>	<p>Cut off when system is abandoned or discontinued. Destroy when superseded or obsolete.</p>
1302-03	<p><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.</p>	<p>Cut off at close of fiscal year. Destroy when superseded or obsolete.</p>

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
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.
1401-01	<p><u>Major Accident Investigation Files.</u> Operator's notification and reports, MMS-prepared reports, investigations, and analyses of pollution events of 200 or more barrels, fires, explosions, personal injury and loss of life, and other accidents selected for investigation. These files are available for public inspection. Arrange by accident case number.</p> <p>a. <u>Files Maintained by Office with Primary Responsibility for Accident Investigation.</u> Record copies of accident investigation and analysis reports.</p> <p>b. <u>Other Copies.</u></p>	<p>Place in an active folder at the close of the fiscal year in which the investigation is completed.</p> <p>Permanent. Transfer to FRC 25 years after cutoff. Transfer to National Archives 30 years after cutoff. Volume 22 feet. Annual accumulation 2 feet.</p> <p>Destroy 3 years after cutoff. N1-473-88-1</p>
1401-02	<u>Minor Accident Report Files.</u> Operator's notice and reports of accidents or pollution events of less than 200 barrels, and events not selected for subsequent investigation and analysis. Arrange chronologically by type of accident or event.	Cut off at close of fiscal year in which accident is reported. Destroy 10 years after cutoff. N1-473-88-1

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ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1501-04	<p><u>Platform Verification Files</u>. Documents pertaining to the structure, management, and operation of the Platform Verification Program. Include documents relating to certified verification agents (CVA), resumes, financial standings, approvals, and disapprovals; and recommendations concerning design, fabrication, installation verification plans, final CVA reports; and field inspection reports for platforms.</p> <p>a. <u>Paper Not Microfilmed.</u></p> <p>b. <u>Paper That Has Been Microfilmed.</u></p> <p>c. <u>Master Microform.</u></p>	<p>Place in active file after platform is installed.</p> <p>Destroy 10 years after the platform is removed. NC1-57-84-7</p> <p>Destroy paper when microform has been verified in accordance with Chapter 6 of this handbook.</p> <p>Destroy 10 years after the platform is removed.</p>
1702-01	<u>Reserved.</u>	
1704-01	<p><u>Enhanced Recovery and Pressure Maintenance Project Request Files</u>. Operator requests to conduct enhanced recovery, pressure maintenance projects, and documents reflecting review of the proposal and approval or rejection. Subdivide by enhancement type (e.g., secondary/tertiary).</p>	<p>Cut off at close of fiscal year. Transfer to Item 1704-02 after completion of project.</p>
1704-02	<p><u>Enhanced Recovery and Pressure Maintenance Files</u>. Operator requests to conduct enhanced recovery and pressure maintenance projects and documents reflecting review of the proposal and approval or rejection. Include reports on injection and production volumes. Used in reservoir analyses and field studies as well as in monitoring individual injection projects to ensure maximum recovery of oil or gas. Subdivide by enhancement type (e.g., secondary/tertiary). Arrange by company, field name, and reservoir.</p>	<p>Cut off at close of fiscal year in which project is terminated. Hold 3 years and transfer to the FRC. Destroy 25 years after cutoff. NC1-57-84-7</p>
1705-01	<p><u>Drainage Investigations of Varied Royalty Leases</u>. These files relate to evaluations of drainage situations which could impact royalty determinations. The evaluations delineate reservoirs on varied royalty or State/Federal leases and consider planned production and development activities. Include copies of records filed elsewhere in the lease</p>	<p>Cut off upon termination of lease. Destroy 25 years after cutoff. N1-473-91-2</p>

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Records Management

MMSM 380.2-H

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1705-01 (con't)	management and operations files, as well as the evaluation reports, any updates, recommendations, and correspondence with involved companies.	

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Date: January 19, 1993 (Release No. 207)