

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 NI-473-97-1	DATE RECEIVED 9/30/96
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Management Services and Security Division			
4. NAME OF PERSON WITH WHOM TO CONFER Celeste L. Mullally	5. TELEPHONE (703) 787-1357	DATE 11-20-97	ARCHIVIST OF THE UNITED STATES <i>John W. Cal</i>

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 9/27/96	SIGNATURE OF AGENCY REPRESENTATIVE <i>Celeste L. Mullally</i>	TITLE <i>Records Manager</i>
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<p>The Minerals Management Service disposition schedule is revised. While the basic mission of the organization has remained the same, 4 new series were developed for International and Marine Minerals Activities.</p> <p>Attachment 1 reflects a description of the MMS functions.</p> <p>Attachment 2 is the page of the schedule affected by a listing of new series.</p>		

DEC 11 11 AM '97
copy to: agency
11/17/97

United States Department of the Interior
Minerals Management Service
International and Marine Minerals Activities (INTERMAR)
Attachment to SF 115

1004-01 International Training Files. The international training program assists countries in resource management, evaluations, mineral assessment, filing systems, and royalty management. Documents relating to international training include requests for training, certificates, technical manuals, and training proposals.

Disposition: TEMPORARY. Cut off at close of the fiscal year. Destroy 5 years after cutoff.

1004-02 International Cooperative Agreements.

a. MMS has cooperative agreements with several countries to exchange information relating to minerals management. Documents relating to cooperative agreements include memoranda of understanding, letters of agreement, and official information.

Disposition: TEMPORARY. Cut off at the end of the fiscal year in which the MOU or letter of agreement is finalized. Destroy when superseded or rescinded.

b. Copies of office administrative files, i.e. trip reports, travel records, conference and workshop information.

Disposition: TEMPORARY. Cut off at close of the fiscal year. Destroy when 2 years old or no longer needed for current business, whichever is sooner. GRS 23.1

c. Draft copies of MOU and letters of agreement.

Disposition: TEMPORARY. Destroy six months after verification of final document.

1004-03 Department of State Technical Assistance Files. MMS provides technical support to the Department of State on the formulation, interpretation, and policy decisions regarding treaties relating to minerals management. Documents relating to the Department of State Technical Assistance files include treaty convention files (Law of the Sea Treaty, Marine Pollution Treaty, etc.), international boundaries issues, Arctic Counsel files (Arctic Environmental Protection Strategy), and UN committee files.

Disposition: TEMPORARY. Cut off at close of the fiscal year. Destroy 10 years after cutoff or when no longer needed for current business, whichever is later.

1004-04 State Cooperative Agreements. These files document cooperative efforts with the States to study and evaluate the feasibility of offering negotiated agreements of lease/sales for public works projects (i.e. beach renewal, wetlands restoration, etc.).

Disposition: TEMPORARY. Cut off at the end of the fiscal year. Destroy 5 years after termination of cooperative agreements.

1004-05 Negotiated Agreements. These files document the process of state by state negotiation of mineral use for public works projects.

Disposition: TEMPORARY. Cut off at the end of the fiscal year. Destroy 10 years after cutoff.

1004-06 Competitive Lease/Sales. The competitive lease process is initiated by a state or private company that wishes to embark on a specific mining venture for commercial purposes. These files document the case by case competitive lease/sale process.

Disposition: TEMPORARY. Cut off at the end of the fiscal year. Destroy 10 years after cutoff.

1004-07 Marine Mineral Technology Centers Files. Originally the responsibility of the Bureau of Mines, these Centers collect, compile, and analyze nonenergy mineral resource development. The centers conduct special studies on the effects of potential technologic developments on resource availability. There are three centers, located in Mississippi, Hawaii, and Alaska. All are affiliated with universities. These files consist of documents related to the centers.

Disposition: TEMPORARY. Cut off at the close of the fiscal year. Destroy 10 years after cutoff.