NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-473-98-002

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 5/28/2021

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All items active except for those noted below

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 1101-07b is superseded by N1-473-12-005 Item 5I

Item 1302-07 is superseded by N1-473-12-005 Item 5E and N1-473-12-005 Item 5G

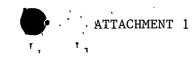
Item 1706-01a is superseded by N1-473-12-004 Item 4B, N1-473-12-005 Item 5A(5), and N1-589-12-005 Item 5A(5)

Item 1706-02a is superseded by N1-473-12-004 Item 4B

			LEAVE BLANK (NARA use only	
REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		JOB NUMBER NI-473-90		
^{TO:} NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)		DATE RECEIVED		
WASHINGTON, DC 20408 1. FROM (Agency or establishment)				
Department of the Interior				
2. MAJOR SUBDIVISION			In accordance with the provisions of U.S.C. 3303a the disposition requ	
Minerals Management Service 3. MINOR SUBDIVISION			including amendments, is approved ex for items that may be marked "dispos	
Office of Administration and Budget			not approved" or "withdrawn" in colum:	
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE		DATE ARCHIVIST OF THE UNITED	
Celeste L. Mullally	(703) 787–13	57	10-20-98 Alla W. Car	
I hereby certify that I am authorized to act for and that the records proposed for disposal on of this agency or will not be needed after the the General Accounting Office, under the pr Agencies, XX is not required; is at	the attached retention perio ovisions of Title tached; or	page ods specie 2 8 of the	e(s) are not now needed for the bu rified; and that written concurrence we GAO Manual for Guidance of Fo has been requested.	
DATE SIGNATURE OF AGENCY REPR	RESENTATIVE	TITLE		
1/23/98 Celesto C. W/ul	ally	Recor	rds Manager	
7.		· · · ·	9. GRS OR 10. A	
ITEM 8. DESCRIPTION OF ITEM AND PRO	POSED DISPOSI	TION	SUPERSEDED TAKE	
revised. The basic mission of th remained the same. Six new serie Attachment 1 reflects a descripti functions. Attachment 2 is the page(s) of th by a listing of new series.	s have been d on of the MMS	evelope		

OCT 28 1998 MAR Copy to : agency, NR





Minerals Management Service Organization Structure

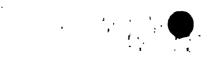
<u>Basic Organization Concept</u>. The Minerals Management Service (MMS) is headquartered in the Washington, D.C. metropolitan area with royalty management functions headquartered in Lakewood, Colorado. The MMS has operational centers and support offices located throughout the United States.

<u>Royalty Management Functions</u>. 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). Responsibility and program implementation is carried out through six divisions and five audit offices.

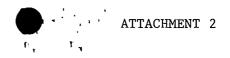
<u>Offshore Minerals Management Functions</u>. The Associate Director for Offshore Minerals Management is responsible for all offshore activities which include resource evaluation, environmental review, leasing activities (including public liaison and planning functions), lease management, and inspection and enforcement programs under MMS' jurisdiction. Responsibility 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 the Associate Director for Budget are responsible for administrative activities of the MMS and budget and financial management respectively. The Associate Director's are responsible for assuring that MMS' 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' 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's and program implementation is carried out by four headquarters divisions and two Administrative Service Centers.

<u>Policy and Management Improvement Functions</u>. 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.



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The following is a list of all the new proposed series for NARA's approval. A contact name and number is provided for assistance.

902-04c	Digital Seismic Data Reloaded on Magnetic Tape Contact: Robert Zainey (504) 756-2513
1101-02a.(5)	Environmental Analysis Files Contact: Richard Wilhelmsen (805) 389-7800
1101-07 ad.	Financial Responsibility Files. Contact: Ginny Morgan (703) 787-1689
1302-07	Gas Meter Reports Contact: Janice Hall (805) 389-7621
1706-01 ac.	Applications for Deepwater Royalty Relief Files Contact: Mary Carter (504) 736-2675
1706-02 ab.	Net Revenue Share Royalty Relief Application Contact: Mary Carter (504) 736-2675





902-03a. Preliminary Maps.

Destroy upon receipt or completion of final drafted map. NC1-57-84-7

902-03b. Final Drafted Maps.

902-03b.(1) Master Copies.

Permanent. Hold 25 years and transfer to FRC. Transfer to NARA 75 years after cutoff. Volume 86 feet. Annual accumulation 14 feet. NC1-57-84-7

902-03b.(2) Other Copies.

 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 Item 902-03b(1) are applicable. NC1-57-84-7

NCI-57-84

902-04 Common Depth Point (CDP) (Deep Penetration) Seismic Records Sections. Records of deep penetration CDP seismic surveys which depict the configuration and time to subsurface geological formations. These data are purchased from contractors or obtained under MMS prelease permits or applications for permit to drill in support of the hazards report. Used primarily to support the identification and evaluation of the mineral potential of subsurface formations for block evaluation. Arrange by type and scale, i.e., full-scale and half-scale bright spot record sections, and thereunder by adjacent State. company, area surveyed, and line number.

Cut off when all information required by related permit, lease, or contract has been submitted. Release to public as follows: for information from permit, 25 years after date of submission; from lease, 10 years after date of submission or upon termination of lease.

902-04a. Vellum or Sepia/Film Masters.

 <u>Permanent.</u> Hold 15 years and transfer to FRC. Transfer to NARA 75 years after cutoff. Volume 3,356 feet. Annual accumulation 196 feet. N1-473-88-1

902-04b. Blackline Sepia Paper Prints.

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 902-04a are applicable. N1-473-88-1

N1-473 authority

perdiscussion

withdrawn

6/3/98

902-04c. Digital Seismic Data Recorded on Magnetic Tape.

Permanent. Transfer to Center for Electronic Records with system documentation 30 years after cutoff.

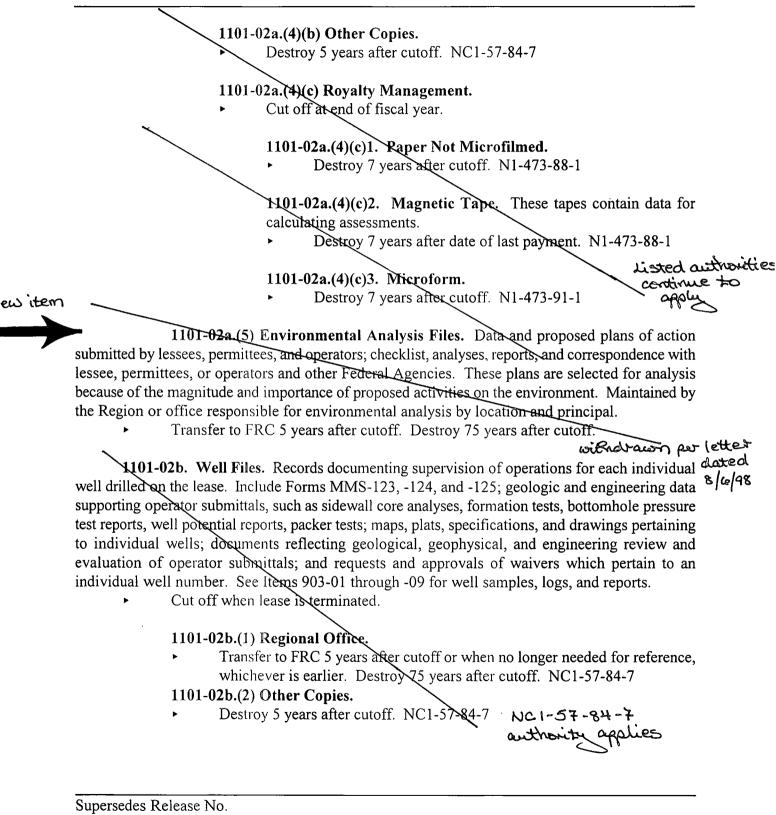
Supersedes Release No. Date:

new item





MMSM 380.2-H



Date:





1101-05b. Other Copies.

Destroy when superseding report is received. N1-473-91-1

1101-06 Billing Index. Form MMS-1181 containing information on pipeline rental payments, rates, and county distribution. Used for posting annual payments received for pipeline rental. Arrange by lease number.

• Destroy when superseded or obsolete. N1-473-91-1

NI-473-91-1 autronty applies

new item

1101-07 Financial Responsibility Files. Includes 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.

1101-07a. Company Files.

• Cut off when lessee/operator certificate terminates. Destroy 10 years after cutoff.

1101-07b. Civil Penalties.

• Cut off at close of fiscal year. Destroy 6 years after cutoff.

1101-07c. Annual Financial Data.

Cut off when 2 years old. Destroy 6 years after cutoff.

1101-07d. General Files.

• Cut off at close of fiscal year. Destroy 6 years after cutoff.





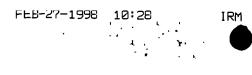
1302-06 Calibration Charts--Tank Tables. Charts which show the volume of storage tanks by foot and inch. Used in the audit of run tickets from tank storage batteries. Arrange by operator, area, and tank.

 Place in inactive file when tank is destroyed or permanently removed from service. Cut off inactive file at close of fiscal year. Destroy 3 years after cutoff. NC1-57-84-7
 NC1-57-84-7
 NC1-57-84-7

Jew item

■ 1302-07 Gas Meter Reports. 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.



MMSM 380.2-H

1704-03 Temporary Storage of Casinghead Gas for Conservation Purposes. Documents accumulated in evaluating operators' requests for temporary storage of casinghead gas. Include requests, with information such as operator's name, leases involved, storage reservoir name, geologic and engineering data; projected timeframe for the project; and documents reflecting review, approval or rejection, and royalty disposition of the injected gas. The temporary storage is required because of such reasons as lack of gas market, pipeline failures, gas curtailment, etc. In the interest of conservation, these projects allow the production of oil without flaring of gas being reproduced. Used to provide accurate account of all current storage projects. Arrange by operator name.

 Cut off at close of fiscal year in which project is terminated. Destroy 25 years after cutoff. N1-473-88-1
 N1-473-88-1
 N1-473-88-1
 Authority applies

Section 5. DRAINAGE INVESTIGATION RECORDS

1705-01 Drainage Investigations of Varied Royalty Leases. 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 management and operations files, as well as the evaluation reports, any updates, recommendations, and correspondence with involved companies.

- Cut off upon termination of lease. Destroy 25 years after cutoff. N1-473-91-2
 - NI-473-91-2 autronty applies

New item

Section 6. ROYALTY RELIEF FILES

1706-01 Applications for Deepwater Royalty Relief Files. Files consists of applications for royalty relief from lease operator with supporting data which includes: (1) administrative information and relief justification; (2) geological and geophysical report; (3) cost report; (4) engineering report; and (5) economic report. Files are arranged by deepwater field name (geographic location).

1706-01a. Approved Applications.

 Cut off at close of fiscal year in which production volume is reached and royalty payments are due. Retire to FRC 8 years after cutoff. Destroy 25 years after cutoff.

1706-01b. Denied Applications.

 Cut off at close of fiscal year in which application is denied. Destroy 8 years after cutoff.



1706-01c. Incomplete Applications. Include letters of applications from lease operator and MMS letters documenting return of application.

Cut off at close of fiscal year in which application is returned. Destroy 8 years after cutoff.

Newitem

➤ 1706-02 End of Life Royalty Relief Applications. Files consists of applications for net revenue share royalty relief from lease operator with supporting data which includes administrative, geological, engineering, economic, or geophysical data to support requests. Filed by OCS lease number.

1706-02a. Approved Applications.

• Cut off at close of fiscal year in which project reserves are depleted or approved time frame expires. Retire to FRC 8 years after cutoff. Destroy 25 years after cutoff.

1706-02b. Denied Applications.

 Cut off at close of fiscal year in which application is denied. Destroy 8 years after cutoff.