

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	N1-473-98-3
1. FROM (Agency or establishment) Department of the Interior		DATE RECEIVED	1-28-98
2. MAJOR SUBDIVISION Minerals Management Service		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Office of Administration and Budget		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Celeste L. Mullally	(703) 787-1357		
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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE	
1/23/98	<i>Celeste L. Mullally</i>	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 GRS OR SUPERSEDED JOB CITATION	10.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. The basic mission of the organization has remained the same. Seven new electronic series have been developed.</p> <p>Attachment 1 reflects a description of the MMS functions.</p> <p>Attachment 2 is the page(s) of the schedule affected by a listing of new series.</p>		

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). Responsibility 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' 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.

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 following is a list of proposed electronic series for NARA's scheduling in Chapter 8. A contact name and number is provided for assistance.

- 800-12 TIMS**
Contact: Carolyne Ridge (703) 787-1775
Offshore Records Officer: Ginny Morgan (703) 787-1689
- 800-13 COFR Database**
Contact: Richard Giangerelli (703) 787-1574
Offshore Records Officer: Ginny Morgan (703) 787-1689
- ~~**800-14 Archaeological & Shipwreck**
Contact: Melanic Stright (703) 787-1736
Offshore Records Officer: Ginny Morgan (703) 787-1689~~
- 800-15 AFS**
Contact: Chief, System Mgmt Div. (303) 275-7000
Royalty Records Officer: Donna Luna (303) 231-3282
- 800-16 PAAS Solids on VAX**
Contact: Chief, System Mgmt Div. (303) 275-7000
Royalty Records Officer: Donna Luna (303) 231-3282
- 800-17 PAAS Production Side**
Contact: Chief, System Mgmt Div. (303) 275-7000
Royalty Records Officer: Donna Luna (303) 231-3282
- 800-18 BIS**
Contact: Chief, System Mgmt Div. (303) 275-7000
Royalty Records Officer: Donna Luna (303) 231-3282

800-06b. Other Applications.

- ▶ Destroy/erase individual titles/listings when replaced by new ones. Destroy object code after program has been removed from the system or if source code has been transferred to magnetic file, destroy after magnetic file has proved satisfactory as adequate backup, I./e., after second update cycle. NC1-57-84-7

800-07 Reserved.

800-08 Raw Data Input Magnetic Tapes. Magnetic tapes used to temporarily store data to be transmitted to the host computer.

- ▶ Erase after related magnetic file has been loaded to the host computer and proved satisfactory. NC1-57-84-7

800-09 Print and Plotter Tapes. Magnetic tapes containing output data transmitted to the data terminal by the host computer facility. Used for producing required printouts or data files.

- ▶ Erase not later than 10 days after the output has been released and approved. NC1-57-84-7

800-10 Reserved.

800-11 Information Management Control Records. System used, regardless of medium, to record approved jobs, job numbers, requesting office, job description, date received, and date due; passwords, and related information.

- ▶ Cut off at close of fiscal year in which related job is completed. Destroy/erase 1 year after cutoff. NC1-57-84-7



800-12 Technical Information Management System. This system is located in the Offshore Minerals Management Program, where access is limited to program staff. This database provides the capabilities to collect, retrieve, store, process, and display information through a suite of standardized hardware, communications equipment, and software to support the Offshore mission. The records in this system date from 1948 to the present. The legal authority for the creation of this system is the OCS Lands Act of 1953 and the U.S. Congress House-Senate Budget conference language on October 17, 1991. The records in this system are necessary to protect the rights and interests of the Government and individuals affected by the Government as the records identify the sources that the Government and individuals can make claims against. The database contains proprietary data and geological & geophysical data concerning wells. They are exempted under exemptions 4 and 9, respectively, of the Freedom of Information Act. The system hardware is the Sun work station (the latest version is run with UNIX client/server configuration). The system software is Oracle in Windows 95 environment. The applications used in TIMS are Oracle and Arc/Info Mapping

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applications. The primary unit of analysis for each data file is the relational database accessed by System Query Language (SQL).

800-12a. Data Inputs. Manual and electronic input of information from paper forms, lease, mapping and boundary data, economic and geologic & geophysical information, and seismic logs and inspection reports. The data is entered by the Offshore Minerals Management Program personnel.

- ▶ Destroy paper files and delete electronic data input after the information has been converted to an electronic medium and verified. GRS 20.2a

800-12b. TIMS Master Data Files. The inclusive dates of the records in the system are from 1948 to present.

- ▶ Cut off electronic files at the end of the fiscal year. Delete 10 years after the Government is no longer in the business of leasing on the OCS.

800-12c. On-Line Working Data Files. Various data extracts generated by queries against the TIMS Master Database, consisting of on-screen reports and on-line look-up screens.

- ▶ Delete on-line working data files when no longer needed for current business.

800-12d. Hardcopy Outputs. Hardcopy ad hoc reports generated by queries against the TIMS Master Database.

- ▶ Cut off hard copy outputs at the end of the fiscal year. Destroy when no longer needed for current business.

800-12e. System Backup. The TIMS application database is backed up on tape on a daily basis. All data are stored electronically on the Oracle System.

- ▶ Delete when no longer needed for current business or when replaced by a subsequent security backup file. GRS 20.8b

800-12f. Documentation. User manuals, data dictionaries, code books, system design and analysis manuals are used in assisting interpretation of TIMS data files.

- ▶ Destroy or delete after the Government is no longer in the business of leasing on the OCS.

 **800-13 Certificate of Financial Responsibility (COFR) Database.** The purpose of this database is to track the compliance of responsible parties for offshore oil and gas operations with oil spill financial responsibility requirements and to ensure that permits to drill for or produce oil or gas condensate from the Outer Continental Shelf (OCS) or to transport oil from the OCS are not issued unless the applicant is covered by a current valid certificate of financial responsibility (COFR). The database is also used to identify who should be presented a claim for oil spill clean-up costs or damages should an oil spill occur. The database is maintained in the Oil Spill Financial Responsibility Program, where access is limited to program staff. Access to a copy of the database is available agency-wide via a wide area network. The inclusive dates of the records in the system are from 1980 to the present. The legal authority for the creation of this system is the Outer Continental Shelf Lands Act as amended (PL 95-372) and the Oil Pollution Act of 1990 (PL 101-380). The records in this system are necessary to protect the rights and interest of the Government and individuals affected by the Government. They identify the party and facility for assessing oil spill clean-up and damage expenses incurred on an OCS facility in order for the Government to make a claim. The COFR database is written in dBASE IV and the WAN uses Novel 4.0

800-13a. Data Inputs. Manual input of information from applications submitted to the MMS by OCS responsible parties and from COFR issued by MMS. The data is entered by OSFR Program personnel from micro-computers connected to the MMS Operations and Safety Management local area network.

- ▶ Destroy paper files 6 years after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the master file, whichever is later.

800-13b. COFR Master Data Files. The inclusive dates of the records in the system are from 1980 to the present.

- ▶ Cut off electronic fields upon expiration of COFR. Delete data 6 years after cutoff.

800-13c. On-Line Working Data Files and Hardcopy Outputs. Various data extracts generated by queries against the COFR Master Database, consisting of on-screen and hardcopy ad hoc reports and on-line look-up screens.

- ▶ Delete on-line working data files and destroy hardcopy outputs when no longer needed for current business.

800-13d. System Backup. Nightly and weekly backups of system, intended for restoration to its native environment in the event of system failure.

- ▶ Delete when no longer needed for current business or when replaced by a subsequent security backup file. GRS 20.8a

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800-13e. Documentation. Codebooks, data dictionaries, file layouts, and any other documentation that assist in interpreting COFR data files.

- ▶ Destroy or delete when superseded or obsolete, or upon authorized deletion of the related master file or database, or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is latest. GRS 20.11a

800-14 Archaeological and Shipwreck Information System (ASIS). This system is located and maintained in Offshore Minerals Management Headquarters, where access is limited to program staff. This system allows searches of potential project areas to be conducted to determine the number and potential significance of shipwrecks and prehistoric sites that may be impacted by the project. The database is also available to other Federal agencies, State agencies, and qualified professionals upon request. The records in the system result from baseline studies conducted between 1979 to 1989. The legal authority for the creation of this system is the National Historic Preservation Act of 1966 (amended 1992) (PL 102-575, section 304(a)). That statute and the Archaeological Resources Protection Act of 1979, PL 96-95, section 9(a), exempt archaeological data from the provisions of the Freedom of Information Act, exemption 3, ^{is protected} because disclosure of such information could harm the resource. These records are used to protect the rights and interests of the Government and historical artifacts. The hardware used for this system is a 486 personal computer and the software is dBASE IV+.

800-14a. Data Inputs. Manual input of information from MMS-funded from Archaeological Baseline studies containing hard copy listings of historic shipwrecks and coastal prehistoric locations. The data is entered into the system by Headquarters and regional personnel using personal computers.

- ▶ Destroy paper files after the information has been converted to an electronic medium and verified. GRS 20.2a

800-14b. Archaeological Master Data Files. The records were created from studies from 1979 to 1989.

- ▶ Delete when no longer needed for current business. These records will not be released to the public and are protected under exemption 3 of the Freedom of Information Act in accordance with the National Historic Preservation Act of 1966 and the Archaeological Resources Protection Act of 1979.

800-14c. On-Line Working Data Files and Hardcopy Outputs. Various data extracts generated by queries against the ASIS Master Database, consisting of on-screen and hardcopy ad hoc reports and on-line look-up screens.

- ▶ Delete on-line working data files and destroy hardcopy outputs when no longer needed for current business.

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800-14d. System Backup. No ongoing update of system since there is no new information since 1989. Data is backed up on disks.

- ▶ Delete when no longer needed for current business or when replaced by a subsequent security backup file. GRS 20.8a

800-14e. Documentation. A user manual listing fields and codes for the database is used to assist in interpreting ASIS data files.

- ▶ Delete when no longer needed for current business.

Resubmitted as NI-473-98-4

 **800-15 Auditing and Financial System (AFS).** Located in the MMS Royalty Management Program in Lakewood, Colorado, the system is used for the accounting of Federal and Indian Minerals Royalties. The records in the system date from October 1, 1985, to the present, and are used to protect the rights and interests of the Government and individuals, especially Native Americans, affected by the Government. The system hardware is a Hitachi Data Systems EX-90 IBM plug-compatible mainframe. The system software is IBM ESA Operating System with associated utilities including Job Control Language. The application is custom-written in a combination of COBOL and Computer Associates Application Development System/Online (ADS/O) with data stored in Computer Associates IDMS/R databases. The restrictions on the release of this data is covered by the Freedom of Information Act, 5 U.S.C. Section 552. This data is considered commercial or financial information and meets exemption 4 of 5 U.S.C. 552 (b)(4). The other applications that support this system are the Bureau of Land Management and Bureau of Indian Affairs accounting and production systems. The primary unit of analysis for each data file is the lease, payor, accounting identification number and agreement number.

800-15a. Data Input. Manual and electronic input of information from paper forms, magnetic tape and cartridge, diskettes, electronic data interchange and electronic mail. The data is entered by the Royalty Management Program and contractor personnel.

- ▶ Destroy paper files and delete electronic data input after the information has been converted to an electronic medium and verified. GRS 20.2a

800-15b. AFS Master Data Files. The inclusive dates of the records in the system are from October 1985 to present.

800-15b.(1) Federal Minerals Royalties Master Data Files.

- ▶ Cut off electronic files at the end of each fiscal year. Delete 7 years after cutoff.

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800-15b.(2) Indian Minerals Royalties Master Data Files.

- ▶ Permanent. Cut off electronic files at the end of each fiscal year. Transfer to NARA in annual increments. (Note: All transfers of data will be done in accordance with 36 CFR Section 1228).

800-15c. On-Line Working Data Files. Various data extracts generated by queries against the AFS Master Database, consisting of on-screen reports and on-line look-up screens.

- ▶ Delete on-line working data files when no longer needed for current business.

800-15d. Hardcopy Outputs. Hardcopy ad hoc reports generated by queries against the AFS Master Database.

- ▶ Cut off hard copy outputs at the end of each fiscal year. Destroy 1 year after cutoff or when no longer needed for current business whichever is sooner.

800-15e. System Backup. AFS collects royalty data and royalty payments and updates the Financial Data Base immediately. The AFS application database is backed up to tape on a daily basis. The Tape Management System is used as our main method of tracking all tape inventories. All financial transactions are stored electronically on the IBM system. Weekly full volume IBM AFS backups are completed.

- ▶ For data files authorized for disposal in item 800-15b.(1): Delete when no longer needed for current business or when replaced by a subsequent security backup file.
GRS 20.8b
- ▶ For data files authorized for transfer to NARA in item 800-15b.(2): Delete when the identical records have been captured in a subsequent backup file or when the identical records have been transferred to NARA and successfully copied.
GRS 20.8a

800-15f. Documentation. Operator manuals, data dictionaries, code books, file layouts, system design and analysis manual are used in assisting interpretation of AFS data files.

- ▶ Permanent. Transfer to NARA along with corresponding AFS master data files (see 800-15b.(2)).



800-16 Production Auditing Accounting System- (PAAS) Solids on VAX. This database is an agency-wide system maintained in the Royalty Management Program, used for the accounting of Federal and Indian Solids (Coal, Gold, other hardrock minerals) Royalties - Production side. The records in the system date from June 1984 to the present, and are used to protect the rights and interests of the Government and individuals, especially Native Americans, affected by the Government. The system hardware is a Digital Equipment Corporation (DEC) VAX 4000. The system software is a DEC VMS Operating System with associated utilities including Data Control Language. The application is custom-written in a combination of COBOL and VAX DBMS-11 Database and utilities. The restrictions on the release of this data is covered by the Freedom of Information Act, 5 U.S.C. Section 552. This data is considered commercial or financial information and meets exemption 4 of 5 U.S.C. (b)(4). The other applications that support this system are the Bureau of Land Management and Bureau of Indian Affairs accounting and production systems. The primary unit of analysis for each data file is the lease, payor, accounting identification number and agreement number.

800-16a. Data Inputs. Manual and electronic input of information from paper forms, magnetic tape and cartridge, diskettes, electronic data interchange and electronic mail. The data is entered by the Royalty Management Program and contractor personnel.

- ▶ Destroy paper files and delete electronic data input after the information has been converted to an electronic medium and verified. GRS 20.2a

800-16b. PAAS-Solids Master Data Files. The inclusive dates of the records in the system are from June 1984 to present.

800-16b.(1) Federal Minerals Royalties Master Data Files.

- ▶ Cut off electronic files at the end of each fiscal year. Delete 7 years after cutoff.

800-16b.(2) Indian Minerals Royalties Master Data Files.

- ▶ Permanent. Cut off electronic fields at the end of each fiscal year. Transfer to NARA in annual increments. (Note: All transfers of data will be done in accordance with 36 CFR 1228).

800-16c. On-Line Working Data Files. Various data extracts generated by queries against the PAAS-Solids Master Database, consisting of on-screen reports and on-line look-up screens.

- ▶ Delete on-line working data files when no longer needed for current business.

800-16d. Hardcopy Outputs. Hardcopy ad hoc reports generated by queries against the PAAS-Solids Master Database.

- ▶ Cut off hard copy outputs at the end of each fiscal year. Destroy 1 year after cutoff or when no longer needed for current business whichever is sooner.

800-16e. System Backup. PAAS-Solids collects solid minerals data and updates the PAAS VAS Database Base immediately. Daily backups are performed daily to tape. The PAAS Data Base is backed up to tape on a daily basis.

- ▶ For data files authorized for disposal in item 800-16b.(1): Delete when no longer needed for current business or when replaced by a subsequent security backup file.
GRS 20.8b
- ▶ For data files authorized for transfer to NARA in item 800-16b.(2): Delete when the identical records have been captured in a subsequent backup file or when the identical records have been transferred to NARA and successfully copied.
GRS 20.8a

800-16f. Documentation. Operator manuals, data dictionaries, code books, file layouts, system design and analysis manuals are used in assisting interpretation of PAAS-Solids data files.

- ▶ Permanent. Transfer to NARA along with corresponding PAAS-Solids master data files (see Item 800-16b.(2)).

 **800-17 Production Auditing Accounting System- (PAAS) Production Side.** This system is used to support the accounting Federal and Indian Minerals Royalties - Production Side. The database is maintained in the Royalty Management Program in Lakewood, Colorado, where access is agency-wide. The records in the system are from June 1984 to the present, and are used to protect the rights and interests of the Government and individuals, especially Native Americans, affected by the Government. The system hardware is a Hitachi Data Systems EX-90 IBM plug-compatible mainframe. The system software is an IBM ESA Operating System with associated utilities including Job Control Language. The application is custom-written in a combination of COBOL and Computer Associates Application Development System/Online (ADS/O) with data stored in Computer Associates IDMS/R database. The restrictions on the release of this data is covered by the Freedom of Information Act, 5 U.S.C. Section 552. This data is considered commercial or financial information and meets exemption 4 of 5 U.S.C. 552 (b)(4). The other applications that support this system are the Bureau of Land Management and Bureau of Indian Affairs accounting and production systems. The primary unit of analysis for each data file is the lease, payor, accounting identification number and agreement number.

800-17a. Data Input. Manual and electronic input of information from paper forms, magnetic tape and cartridge, diskettes, electronic data interchange and electronic mail. The data is entered by the Royalty Management Program and contractor personnel.

- ▶ Destroy paper files and delete electronic data input after the information has been converted to an electronic medium and verified. GRS 20.2a

800-17b. PAAS-Production Side Master Data Files. The inclusive dates of the records in the system are from June 1984 to present.

800-17b.(1) Federal Minerals Royalties Master Data Files.

- ▶ Cut off electronic files at the end of the fiscal year. Delete 7 years after cutoff.

800-17b.(2) Indian Minerals Royalties Master Data Files.

- ▶ Permanent. Cut off electronic files at the end of each fiscal year. Transfer to NARA in annual increments. (Note: All transfers of data will be done in accordance with 36 CFR Section 1228).

800-17c. On-Line Working Data Files. Various data extracts generated by queries against the PAAS-Production Side Master Database, consisting of on-screen reports and on-line look-up screens.

- ▶ Delete on-line working data files when no longer needed for current business.

800-17d. Hardcopy Outputs. Hardcopy ad hoc reports generated by queries against the PAAS-Production Side Master Database.

- ▶ Cut off hard copy outputs at the end of the fiscal year. Destroy 1 year after cutoff or when no longer needed for current business whichever is sooner.

800-17e. System Backup. PAAS-Production Side collects production data and updates the PAAS-Production Side Database Base immediately. The PAAS-Production Side application Data Base is backed up to tape on a daily basis. The Tape Management System (TMS) is used as our main method of tracking all tape inventories. Weekly full volume IBM PAAS-Production Side backups are done each Friday and stored offsite until the next Friday.

- ▶ For data files authorized for disposal in Item 800-17b.(1): Delete when no longer needed for current business or when replaced by a subsequent security backup file.
GRS 20.8b
- ▶ For data files authorized for transfer to NARA in Item 800-17b.(2): Delete when the identical records have been captured in a subsequent backup file or when the identical records have been transferred to NARA and successfully copied.
GRS 20.8a

800-17f. Documentation. Operator manuals, data dictionaries, code books, file layouts, system design and analysis manuals are used in assisting interpretation of PAAS-Production Side data files.

- ▶ Permanent. Transfer to NARA along with corresponding PAAS-Production Side master data files (see Item 800-17b.(2)).



800-18 Business Information System (BIS). This system is used to support the Explanation of Payment (EOP) requirement of 1983 Oil and Gas Royalty Act to States and Indians. The database is located in the Royalty Management Program where access is available agency-wide. The records in the system date from October 1985 to the present, are used to protect the rights and interests of the Government and individuals, especially Native Americans, affected by the Government. The system hardware is a Hitachi Data Systems EX-90 IBM plug-compatible mainframe. The system software is IBM ESA Operating System with associated utilities including Job Control Language. The application is custom-written in a combination of COBOL and Computer Associates Application Development System/Online (ADS/O) with data stored in Computer Associates IDMS/R database. The restrictions on the release of this data is covered by the Freedom of Information Act 5 U.S.C. Section 552. This data is considered commercial or financial information and meets exemption 4 of 5 U.S.C. 552 (b)(4). The other applications that support this system are the Bureau of Land Management and Bureau of Indian Affairs accounting and production systems. The primary unit of analysis for each data file is the lease, payor, accounting identification number and agreement number.

800-18a. Data Input. Manual and electronic input of information from paper forms, magnetic tape and cartridge, diskettes, electronic data interchange and electronic mail. The data is entered by the Royalty Management Program and contractor personnel.

- ▶ Destroy paper files and delete electronic data input after the information has been converted to an electronic medium and verified. GRS 20.2a

800-18b. BIS Master Data Files. The inclusive dates of the records in the system are from October 1985 to present.

800-18b.(1) Federal Minerals Royalties Master Data Files.

- ▶ Cut off electronic files at the end of the fiscal year. Delete 7 years after cutoff.

800-18b.(2) Indian Minerals Royalties Master Data Files.

- ▶ Permanent. Cut off electronic files at the end of each fiscal year. Transfer to NARA in annual increments. (Note: All transfers of data will be done in accordance with 36 CFR Section 1228).

800-18c. On-Line Working Data Files. Various data extracts generated by queries against the BIS Master Database, consisting of on-screen reports and on-line look-up screens.

- ▶ Delete on-line working data files when no longer needed for current business.

800-18d. Hardcopy Outputs. Hardcopy and ad hoc reports generated by queries against the BIS Master Database.

- ▶ Cut off hard copy outputs at the end of the fiscal year. Destroy 1 year after cutoff or when no longer needed for current business whichever is sooner.

800-18e. System Backup. BIS summarizes royalty data and royalty payments and updates its databases daily. The BIS Database is backed up to tape on a daily basis. The Tape Management System (TMS) is used as our main method of tracking all tape inventories.

- ▶ For data files authorized for disposal in Item 800-18b(1): Delete when no longer needed for current business or when replaced by a subsequent security backup file. GRS 20.8b.
- ▶ For data files authorized for transfer to NARA in Item 800-18b(2): Delete when the identical records have been captured in a subsequent backup file or when the identical records have been transferred to NARA and successfully copied. GRS 20.8a

800-18f. Documentation. Operator manuals, data dictionaries, code books, file layouts, system design and analysis manuals are used in assisting interpretation of BIS data files.

- ▶ Permanent. Transfer to NARA along with corresponding BIS master data files (see Item 800-18b.(2)).

800-19 Files/Records Relating to the Creation, Use, and Maintenance of Computer Systems, Applications, or Electronic Records.

800-19a. Electronic files or records created solely to test system performance, as well as hard-copy printouts and related documentation for the electronic files/records.

- ▶ Delete/destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes. GRS 20.1a

800-19b. Electronic files or records used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records.

- ▶ Delete after information has been transferred to the master file and verified. GRS 20.1b

800-19c. Electronic files and hard copy printouts created to monitor system usage, including, but not limited to, long-in files, password files, audit trail files, system usage files, and cost-back files used to assess charges for system use.

- ▶ Delete/destroy when the agency determines they are not longer needed for administrative, legal, audit, or other operational purposes. GRS 20.1c

800-20 Input/Source Records.

800-20a. Non-electronic documents or forms designed and used solely to create, update, or modify the records in an electronic medium and not required for audit or legal purposes (such as need for signatures) and not previously scheduled for permanent retention in a NARA approved agency records schedule.

- ▶ Destroy after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the master file, whichever is later. GRS 20.2a