

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 <i>N1-473-98-4</i>	DATE RECEIVED <i>1-28-98</i>
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Office of Administration and Budget			
4. NAME OF PERSON WITH WHOM TO CONFER Celeste L. Mullally	5. TELEPHONE (703) 787-1357	DATE	ARCHIVIST OF THE UNITED STATES

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 <i>1/28/98</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Celeste L. Mullally</i>	TITLE Records Manager
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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 GRS OR SUPERSEDED JOB CITATION	10.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. The basic mission of the organization has remained the same. One new electronic series has been developed.</p> <p>Attached is the page of the schedule affected by the new series.</p>		

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- ▶ Destroy or delete when superseded or obsolete, or upon authorized deletion of the related master file or database, or upon the destruction of the output of the system if the output is needed to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, 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.

Supersedes Release No.

Date:

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.

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.

Supersedes Release No.

Date: