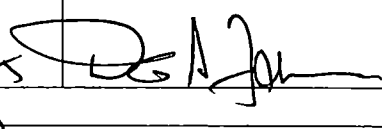
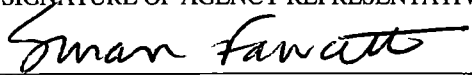


REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)		JOB NUMBER N1-589-12-3	
1. FROM (Agency or establishment) DEPARTMENT OF THE INTERIOR (DOI)		DATE RECEIVED 5-19-2015 (Rev. 2)	
2. MAJOR SUBDIVISION Bureau of Ocean Energy Management (BOEM)		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Susan Fawcett Records Officer , Office of Administration, Records, Directives and Delegations	5. TELEPHONE 703-787-1264	DATE 31 Aug 15	ARCHIVIST OF THE UNITED STATES 

6. AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in the matters pertaining to the disposition of its records and that the records proposed for disposal attached 23 page(s) are not 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 Manuel for Guidance of Federal Agencies,

☐ is not required; ☐ is attached; or ☒ has been requested.

DATE 5/19/2015	SIGNATURE OF AGENCY REPRESENTATIVE 	TITLE Records Officer for BOEM/BSEE, Office of Administration- Records, Directives and Delegations
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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 GRS OR SUPERSEDED JOB CITATION	10.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>Proposed Retention Schedule Submission-BOEM Bucket 3-Analysis and Evaluation of Outer Continental Shelf (OCS) Resources</p> <p>The Bureau of Ocean Energy Management (BOEM) is submitting the attached proposed records schedule for review and appraisal. The design of each schedule is premised on a functional "Big Bucket" format in lieu of the traditional organizational format for Federal Records retention scheduling.</p> <p>The disposition instructions have been developed in correlation with the BOEM lines of business functions and processes as they have been reported to the OMB and populated in the Department Enterprise Architecture Repository. The basic mission of the organization has remained the same. This schedule is written to authorize the disposition of the records in any media format (media neutral).</p> <p><i>Attachment : Proposed Functional Records Retention Schedule (aka "Big Buckets") -Analysis and Evaluation of Outer Continental Shelf (OCS) Resources</i></p>		

Each bucket summarizes a unique mission-essential business function and its related processes. The buckets are divided into sub-buckets. The sub-buckets categorize separate lines of business that warrant a unique and dedicated set of disposition instructions for the records created, received, maintained, preserved or ultimately disposed of within the applicable line of business.

A crosswalk for each bucket is also submitted along with the actual bucket schedule.

The submission of the crosswalk for each bucket is for the purpose of providing a cross-reference between the existing NARA-approved MMS schedules – including item numbers, series descriptions, and job numbers with the proposed sub-buckets and disposition instructions designated to supersede them.

BIG BUCKET RETENTION SCHEDULE FOR THE BUREAU OF OCEAN ENERGY MANAGEMENT-BOEM

Organization. The Bureau of Ocean Energy Management (BOEM) is headquartered in the Washington, D.C. Metropolitan area. BOEM has operational centers and support offices located throughout the United States.

The Bureau of Ocean Energy Management (BOEM) is responsible for safety and environmental oversight of offshore oil and gas operations, including permitting and inspections, of offshore oil and gas operations. Its functions include the development and enforcement of safety and environmental regulations, permitting offshore exploration, development and production, inspections, offshore regulatory programs, oil spill response and newly formed training and environmental compliance programs.

The Office of Administration is responsible for budget and financial management in addition to all administrative activities of BOEM. The functions of this organization include planning for and using budgetary resources in support of the BOEM's varied operating and support programs, e.g. management analysis, records and paperwork management, human resources, safety and health programs, procurement, property and space management, and information management.

Office of Policy Regulation and Analysis is responsible for providing policy review and coordinated program and policy positions on all matters relating to the BOEM, for providing a review and assessment capability within the Bureau, managing the strategic planning and quality improvement processes, and evaluating programs through economic and programmatic policy analyses.

Office(s) of Record refers to the office holding the official record copy of a specific record when multiple copies are used across offices. Most typically, this is the office that creates and maintains the record, although specific offices may be designated to hold official records generated across Program Offices.

Media. This schedule covers records in all media, formats, and produced using any and all tools. Records may include, but are not limited to, paper, word processing documents, presentation materials, statistical data, spreadsheets, databases, e-mail, photographic materials, audio, film, video, drawings, and any other electronic formats that fall within the unstructured, semi-structured, or structured classifications.

Litigation Holds and Freezes: This schedule is subject to the orders of the court to preserve any and all program records deemed potentially responsive in a legal proceeding where BOEM or its authorized agents are named parties to an applicable proceeding, regardless of media format. In accordance with such a court order, or, by direction of the Department of Justice or the Solicitor of the Department of the Interior, BSEE will fully suspend all retention schedule disposition instructions in their entirety, indefinitely, until instructed to do so otherwise by these same authorities through written notice.

BOEM - Bucket 3 - Analysis and Evaluation of Outer Continental Shelf (OCS)**Resources**

Provides overall management of OCS resource evaluation activities to support OCS program decisions. Analyses include the economic, geological and geophysical, and reservoir management aspects of the programs. Studies are conducted to identify broad areas favorable for the accumulation of hydrocarbons, to assess potential quantities of undiscovered oil and gas resources and other lease-able minerals, to estimate mineral reserves, to ensure the public receives fair market value for OCS mineral development.

Item Number	Title and Description	Retention Requested	Old Series
3A	Optimal Value of Oil and Gas Resources (OR) Ensuring optimal value is a process by which a Bureau identifies and analyzes the geologic, geophysical, engineering and economic aspects of oil and gas resources. This activity is performed to receive either optimal or fair value for the public and to provide interpreted data and information to potential bidders and government decision makers.	N/A	N/A
3A(1)	Digital Final Maps Interpretive Report Products for Tectonic and Stratigraphic Investigation, Lease/Well Development and Reserve Estimations. Includes: Regional Geologic and Geophysical (G&G) Mapping and Interpretations (NAI) All final products only in digital format, for maps and interpretive reports, developed for determining the geological and geophysical significance of both analyzed and processed G&G information. EXCLUDES: Paper copies as well as supporting G&G data that do not constitute final products.	PERMANENT. Cut off after issuance of the permit under which the inclusive geological/geophysical information was collected under 30CFR 551.14. Transfer eligible electronic records to NARA 50 years after cut off under the instructions in 35 CFR 1235.44-50, OR whichever guidance is in place at the time of transfer. Subsequent transfers to NARA will occur 15 years after cutoff. Upon request NARA will be given the opportunity to review and select products prior to transfer.	902-02 902-03b 902-04a NC1-473-88-1 902-05 902-07b1 902-08 902-09 903-09 904-01 904-02a NC1-57-84-7
3A(2)	All other Geological and Geophysical Maps. All data and records that do not represent final products and all hard copy versions of mapping records and reports. Includes: <ul style="list-style-type: none"> • Shallow Seismic Shot Point Location Maps • Correlated Well Logs • High Resolution (Shallow) Geophysical Interpretive Maps • 2D and 3D Seismic Trace Volumes and Data Sets • Deep Seismic Shot-Point Location Record Set • Regional and detailed Seismic Interpretive Maps • Magnetic and Gravimetric Survey Records and Maps • Geochemical Prospecting Survey Maps • Geology Files, Subsurface Geologic Interpretations • Tectonic & Stratigraphic Investigation and Mapping Project Files • Oil and Gas Maps for Field, Lease/Well Development • Cartographic work paper or digital, visual displays, charts or graphs of pre lease • Special projects associated with pre lease regional or G&G interpretations • Paleontology group work associated with pre lease detailed G&G interpretations 	TEMPORARY Cutoff at close of FY or when activity is completed. Retain on-site of at the FRC. Delete/Destroy 75 years after cutoff. Longer retention is authorized if required for business use.	902-02 902-03b 902-04a NC1-473-88-1 902-05 902-07 902-08 902-09 903-09 904-01 904-02a NC1-57-84-7

Item Number	Title and Description	Retention Requested	Old Series
3B	<p>Interpretations of Shallow Seismic Data (NAJ) All records related to the analysis and application of shallow seismic data and information to study and identify shallow geologic hazards and features. This work includes but is not limited to shallow gas, mass movement of sediments, and methane hydrate deposits.</p> <ul style="list-style-type: none"> • Interpretation of shallow seismic data geo hazards analysis and archeology analysis reports • Analysis of water bottom or sea floor interface • Identification of shallow hazards 	<p>TEMPORARY Cutoff at close of FY or when activity is completed. Retain on-site or at the FRC. Destroy 50 years after cutoff. Longer retention is authorized if required for business use.</p>	<p>NC1-57-84-7 902-01b1 NC1-57-84-7 902-01b3</p>
3C	<p>Reserve Estimates, Engineering and Economic Interpretations and Reports (NAM) All records relating to reserves estimating process; developing independent estimates of original amounts of natural gas and oil in discovered fields. Staff conducts field reserve studies on the Outer Continental Shelf and makes periodic revisions of estimates of remaining natural gas and oil that reflect new discoveries or development information and annual production.</p> <ul style="list-style-type: none"> • Engineering and economic and reserve estimates, analyses, interpretation of new and revised estimates pertaining to fields and or leaseholds using resource evaluation geological and geophysical interpretations and maps • Data Analysis Performance Reports • Reports of geologic and geophysical data to determine new or revised field or leasehold reserve estimates • Annual Reserves Report containing reserve estimates and statistics • Geological, geophysical analysis to place new completions in fields and make revisions to reservoir data in the Reserves Database process reports • Paleontology Group Staff reports -work done to support analysis of work discovered, resources and reserves • Field and Reservoir Estimate Study Files Final Reports and Map 	<p>PERMANENT Cutoff after issuance of the permit under which the inclusive geological/geophysical information was collected under 30 CFR 551.14. Transfer eligible records to NARA 50 years after cut off, under the instructions in 36 CFR 1235.44-50, or whichever guidance is in place at the time of transfer.</p>	<p>NC1-57-84-7 1702-02a</p>

Item No	Title and Description	Retention Requested	Old Series
3D	<p>Geological and Geophysical Records-Overview</p> <p>The main objective of the acquisition and analysis of geological and geophysical (G&G) data is the development of maps identifying areas favorable for the accumulation of hydrocarbons. This is done by incorporating the data acquired through G&G surveys plus analyzing technical information in order to develop a basic knowledge of the geologic history of an area and its effects on hydrocarbon or strategic/critical minerals generation, distribution, and accumulation within the planning area. G&G records are comprised of maps, cross-sections, analyses and reports of G&G data and information. G&G data and information may be seismic data, processed and interpreted seismic data, well logs, geologic core/cutting samples or paleontological samples.</p>	N/A	N/A
3D(1)	<p>National Resource Assessment (NAA)</p> <p>All records related to an assessment of the hydrocarbon potential of the Outer Continental Shelf (OCS) based on geologic knowledge and theory that estimates the undiscovered hydrocarbon resources estimated to exist outside of known accumulations.</p> <p>This component identifies geologic plays on the OCS that offer the highest potential for the occurrence of oil and gas development. It further prepares reports that describe the geology and petroleum potential, forming part of the public information base for decision making with regard to lease offerings. Includes:</p> <ul style="list-style-type: none"> • Geologic, engineering and economic assessments and reports(presale documents- related to oil, gas or hard minerals • Geologic, engineering and economic studies and reports • Program and test resource evaluation assessments and evaluate computer models records • resource assessment-geologic, engineering, geophysical and economic data analysis, interpretation and modeling to estimate oil and gas reserves and resources under the lands of the Atlantic and the Gulf of Mexico Outer Continental Shelf(OCS) records • Cartographic staff report work associated with pre-lease analysis, interpretation and the report on NAA • assessment of national OCS resource documents 	<p>TEMPORARY</p> <p>Cut off at close of FY or when activity is completed. Retain onsite or at the FRC. Delete/ Destroy 75 years after cutoff. Longer retention is authorized if required for business use.</p>	901-01

Item No	Title and Description	Retention Requested	Old Series
3D(2)	<p>Geologic and Geophysical (G&G) Permitting (NAB) All records related to geophysical data processing for analysis of geophysical data, to help determine the constitution of the earth's interior; enabling the location of petroleum and mineral prospects. Records include:</p> <ul style="list-style-type: none"> • G&G permits, coordination and approval documents • Coastal State/others- Geological Survey reports • Seismic data processing, wave equation reports • Data modeling by least square reports • Scattered wave filtering reports 	<p>TEMPORARY Cut off at close of FY or when activity is completed. Retain onsite or at the FRC. Delete/ Destroy 75 years after cutoff. Longer retention is authorized if required for business use.</p>	<p>NC1-57-84-7 901-01a NC1-57-84-7 901-02</p>
3D(3)	<p>G&G Data Management (NAC) All records related to the managing of geological and geophysical (G&G) data and information with regard to acquisition, interpretation, analyses, statistical reporting, archiving, data release, terms of reproduction, development of proprietary terms and other business practices as related to G&G data and information. Includes:</p> <ul style="list-style-type: none"> • Data management tasks for seismic and well data • G&G data acquisition and data procurement • Work related to geophysical data management • Open hole data management (acquisition, security, quality, release and inquiries reports • Offshore minerals management wide priority list for funding • G&G contracts monitoring and evaluation reports • Data related to lease acquisition and management of G&G data including seismic, velocity and vertical seismic profiles • Data related to the management of open hole data including well logs, directional surveys, core analysis and well locations • paper files and store, shelve, retrieval and maintenance of official records 	<p>TEMPORARY Cut off at close of FY or when activity is completed. Retain onsite or at the FRC. Delete/ Destroy 75 years after cutoff. Longer retention is authorized if required for business use.</p>	<p>NC1-57-84-7 902-06a,b,c NC1-57-84-7 1002-01</p>

Item Number	Title and Description	Retention Requested	Old Series
3E	Fair Market Value (FMV) -Overview The resource economic value of a tract offered for lease involves calculating the amount of economically recoverable resources, estimating recovery factors, production profiles, exploration and development costs, operating costs, and performing a discounted cash-flow analysis. BOEM uses a computer simulation model to determine the resource economic value of certain OCS tracts offered for lease by the Federal Government.	N/A	N/A
3E(1)	FAIR Market Value-Engineering and Economic Evaluation (NAD), Phase I (NAE) and Phase II (NAF) All records related to the amount of cash, or in terms reasonably equivalent to cash, for which in a probability, the property would be sold by a knowledgeable purchaser who is desirable but not obligated to pay. All records related to tract by tract analysis designed to accept those high bids where competitive market forces can be relied upon to assure receipt of fair market value. All records related to the use of a probabilistic discounted cash flow computer simulation model that utilizes detailed geologic analysis, reservoir studies, seismic stratigraphy and prospect mapping to conduct a resource economic evaluation that results in an estimate of the expected net present value of a tract or prospect. Also includes: <ul style="list-style-type: none"> • Program and test resource evaluation assessment and computer models • Engineering and economic evaluation reports • Computer models test reports associated with fair market value evaluations • Bid adequacy procedures • Tract evaluations for fair market value reports • Model use training records • Design, development, maintenance and support of models for evaluation and resource assessment reports • Fair market value determinations • Tract evaluation and fair market value oversight reports • Fair market value (geophysical and geological analysis work associated with interpreting G&G data for presale and phase I tract evaluations • Fair market value (resource economic evaluations)work associated with interpretation of engineering and economic data for presale and phase I tract evaluations • Fair market value work associated with interpretation of geologic and geophysical data for phase II and post- sale work • Fair market value (resource economic evaluation) work associated with interpretation of engineering and economic data for phase II and post- sale work • Cartographic staff work in support of phase II and post- sale work 	TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at the FRC. Delete/ Destroy 75 years after cutoff. Longer retention is authorized if required for business use.	NC1-57-84-7 1002-06a,b NC1-57-84-7 1003-02a,b

Item No	Title and Description	Retention Requested	Old Series
3E(2)	<p>Bid Appeal Analysis (NAG) All records related to bids and or rejection of bids, appeal processes and the reviews of appeals based upon well log interpretation, seismic correlation, engineering and economic parameters.</p> <p>Includes:</p> <ul style="list-style-type: none"> Field determination appeals records Rejected bid appeal economic review reports 	<p>TEMPORARY Cutoff at close of FY or when activity is completed. Retain onsite or at the FRC. Delete/Destroy 25 years after cutoff</p>	<p>NC1-57-84-7 1003-01</p>

Item No	Title and Description	Retention Requested	Old Series
3F	<p>Geological Interpretative Tools (NAH) All records related to Geological Interpretative Tools (GIT) provide the OEMM with the necessary technology to effectively and efficiently evaluate the highly sophisticated data used in the petroleum industry. The goal of GIT is to keep OEMM geosciences and engineering interpretive technologies on a par with industry. Reduces the risk making critical decisions: fair market value, royalty relief, conservation of resources or field determinations.</p> <ul style="list-style-type: none"> • GIT hardware and software activities planning reports • GIT contract work conducting reports including GIT maintenance but not information technology work • Reports of design and configuration of user interfaces and access methodologies for GIT data stores 	<p>TEMPORARY Cut off at close of FY or when activity is completed. Retain onsite or at the FRC. Delete/Destroy 75 years after cutoff. Longer retention is authorized if required for business use.</p>	NEW
3G	<p>Resource Assessment Special Projects (NAK) All records related to broad reaching resource assessment projects whose work begins with the study of an area's geology in order to determine the potential for the presence of oil and gas deposits involving processes of geologic history, regional stratigraphy, major geologic trends, major structural features, source rocks, reservoir rocks seals & trapping mechanism, petroleum exploration history. Includes:</p> <ul style="list-style-type: none"> • Annual Mississippi CMRET earmark for methane hydrate research reports • Lease buy backs or land exchange reports • Post sale data analysis • What-if analysis • Support and information for formal reports to Congress • Offshore Atlas publication • Special studies and publications • Federal or State agencies on BOEM or joint agency projects and initiatives • Special studies and technical expertise or information input as mandated by DOI or Bureau directives 	<p>TEMPORARY Cutoff at close of FY or when activity is completed. Retain onsite or at the FRC. Delete/Destroy 25 years after cutoff. Longer retention is authorized if required for business use.</p>	NEW

Item No	Title and Description	Retention Requested	Old Series
3H	Reserves-Assessment of conventionally Recoverable Hydrocarbon Resources, Daily Oil and Gas Production Rate Projections	N/A	N/A
3H(1)	Reserves, Production Projections and Activity Forecasts (NAL) All records related to work associated with production forecasts, in-place resource estimates, economic resource estimates and Outer Continental Shelf activities performed to support long term planning and/or specific sales. <ul style="list-style-type: none"> Sale revenue estimates from receipts (bonus, rentals, royalties) data analysis performance reports 	TEMPORARY Cut off at close of FY or when activity is completed. Retain onsite or at the FRC. Delete/ Destroy 75 years after cutoff. Longer retention is authorized if required for business use.	NC1-57-84-7 1101-04
3H(2)	Field Determinations (NAN) All records related to the field determination process involve assigning field designations to leaseholds that have qualifying oil and gas discoveries. This work includes the interpretation and review of well logs, geophysical and geologic data and other pertinent data to establish the existence of a new field or the extension of an existing field. <ul style="list-style-type: none"> Field determination /DWRR-Assignment of new producible lease or discoveries not associated with DWRR to new or existing field documentations Bid and field determination appeals process reports 	TEMPORARY Cut off at close of FY or when activity is completed. Retain onsite or at the FRC. Delete/ Destroy 75 years after cutoff. Longer retention is authorized if required for business use.	NC1-57-84-7 1102-01a1 NC1-57-84-1 1102-01a2 NC1-57-84-7 1102-01a3 NC1-57-84-7 1102-01b NC1-57-84-7 1200-05 NC1-57-84-7 1200-06

3H(3)	<p>Well Evaluations and New Producidle Lease Determinations (NAO)</p> <p>All records related to the new well evaluation process entails evaluating new exploratory wells drilled on the outer Continental Shelf. The new producible lease determination process involves determining if a well qualifies leasehold as producible.</p> <ul style="list-style-type: none"> • Reports of new well evaluations involving the use of petro-physical analysis and correlations to evaluate new exploratory wells to drilled to place discoveries in to the proper display. • Reports of new producible lease determinations- determine if a well qualifies a lease holds producible via well test evaluation or petro-physical analysis per 30 CFR 250.115 or 116 • 	<p>TEMPORARY</p> <p>Cut off at close of FY or when activity is completed. Retain onsite or at the FRC. Delete/ Destroy 75 years after cutoff. Longer retention is authorized if required for business use.</p>	NEW

Item Number	Title and Description	Retention Requested	Old Series
3I	Conservation Management: The integration of development and environment that manages and influences resource use to enhance public benefit and economic values through emphasis on conservation thorough responsible use management practices.	N/A	N/A
3I(1)	Conservation Management - Analytical, Legal, Technical Support (BAC) All records related to program support activities related to the enhancement of the public benefit or management initiatives and Reports <ul style="list-style-type: none"> • Technical expertise reports in response to unique internal and external stakeholder requests. • Analytical support reports for both internal and external unique projects on as needed basis • Regional and Offshore BOEM initiatives coordination and implementation reports • Legal guidance principally to office units that have conservation management documents 	TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at the FRC. Delete/ Destroy 25 years after cutoff.	NEW
3I(2)	Conservation Management - Monitor Reservoir Performance and Well Production Rates (DAL) All records related to this work element cover all monitoring activities associated with efficient and proper reservoir management, prudent well production and practical leasehold management <ul style="list-style-type: none"> • Sensitive reservoir information reviews • Follow up reviews for the Conservation Information Document after final approval • Production and development (e.g. reservoir simulation) reviews • Oil and Gas production rate monitoring reports • MER, MPR and semi-annual well test reports, sub surface commingling reviews and approval reports • Bottom hole pressure survey and waivers or violations reports • Reclassification reservoirs reports • Reviews and analysis of production in paying quantities • Applications processes for enhanced oil recovery or violations reports • Semi- annual well test and violations reviews • Down hole commingling applications or violations • Gas flaring requests or violations reviews • Applications for well potential test or violations process reports • Process applications for gas flaring and conduct compliance monitoring activity reports • Inspections reports • Well potential test reports 	TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at the FRC. Delete/ Destroy 25 years after cutoff.	NC1-57-84-7 1101-05a 1101-05b 1301-01a NC1-57-84-7 1301-01b 1301-02a,b 1301-04 1301-05a,b 1301-07a,b 1301-12 1301-14 1301-16 1301-20a,b 1302-02 1701-01 1704-01 1704-02 1704-03

Item no	Title and Description	Retention Requested	Old Series
3J	<p>Information Management and Transfer-Ensure Optimal Value (NAQ) All records related to information and data related business processes and tasks that should be planned and consistently implemented across BOEM. This work <i>does not include technical information system or application design and development.</i></p> <ul style="list-style-type: none"> • Manuscripts and desktop publishing services reports • Records and document management in accordance with National Archives and Records Management Requirement • Information collection activities and forms requiring OMB approval documents • Web management and related tasks and activities • extensible markup language applications, publications, public data sets, Fast Facts of offshore data sets documents • BOEM information products(intra or Internet publications and documents • Data and information quality efforts (version control, verification or validation, especially for public images, graphics or information) • Data including the conversion of paper to electronic files or electronic files from one format to another • Activities (including OMB requirements) related to customer service documents • Fair market value determination reports 	<p>TEMPORARY Cut off at close of FY or when activity is completed. Retain onsite or at the FRC. Delete/ Destroy 7 years after cutoff.</p>	NEW

March, 2015

N1-589-12-003 -BOEM Bucket 3 Crosswalk-Analysis and Evaluation of OCS Resources					
New Schedule		Former Schedule			
Bucket 3 Optimal Value of Oil and Gas Resources (OR)	Work Element	Series No.	Title	Retention	NARA Authority
3A(1) Final Maps and Reports for Interpretive, Tectonic and Stratigraphic Investigation, Lease well developments and Reserve Estimations Includes: Regional Geologic and Geophysical (G&G) Mapping and Interpretations (NAI) All records related to the development of knowledge, usually in the form of schematic cross sections, 3-dimensional representations or other types of geological and/or geophysical maps and derivatives. This knowledge is developed by determining the geological and geophysical (G&G) significance of both analyzed and processed G&G information. Includes: <ul style="list-style-type: none"> • Shallow Seismic Shot Point Location Maps • Correlated Well Logs • High Resolution (Shallow) Geophysical Interpretive Maps • 2D and 3D Seismic Trace Volumes and Data Sets • Deep Seismic Shot-Point Location Record Set • Regional and detailed Seismic Interpretive Maps • Magnetic and Gravimetric Survey Records and Maps • Geochemical Prospecting Survey Maps • Geology Files, Subsurface Geologic 	NAI	902-02	Shallow seismic shot point location maps	When no longer needed P	NC1-57-84-7-902-02
	NAI	902-03b1	High Resolution Geophysical /Final Drafted Maps /Master Copies	P	NC1-57-84-7-902-03b
	NAI	902-04a	Common Depth Point(CDP)		NC1-57-84-7-902-04a
	NAI	902-05	Deep seismic shot-point	When no longer needed P	N1-473-88-1-902-05
	NAI	902-07b1	Regional Seismic Interpretive Maps/Final Drafted Maps/Films or Master Copies	P	NC1-57-84-7-902-07-b1
	NAI	902-08	Detailed Seismic Interpretive Maps	75 yrs	NC1-57-84-7-902-08
	NAI	902-09	Magnetic and Gravimetric Survey records and maps	P	NC1-57-84-7-902-09
	NAI	903-09	Geochemical Prospecting Survey Maps	P	NC1-57-84-7-903-09
	NAI	904-01	Geology Files	P	NC1-57-84-7-904-01
	NAI	904-02a	Tectonic and Stratigraphic Investigation and Mapping Project Files		NC1-57-84-7-904-02a
			Note: Item 902-02, 902-05 and 902-09 the former Records Schedule has this item as		

<p>Interpretations ...</p> <ul style="list-style-type: none"> • Tectonic & Stratigraphic Investigation and Mapping Project Files • Oil and Gas Maps for Field, Lease/Well Development • Cartographic work paper or digital, visual displays, charts or graphs of pre lease • Special projects associated with pre lease regional or G&G interpretations <p>Paleontology group work associated with pre lease detailed G&G interpretations</p> <p>PERMANENT. Cutoff at close of FY or when activity is completed. Retain on-site or at the FRC. Transfer legal ownership to NARA 75 years after cutoff</p>			<p>Temporary.</p> <p>Note: Copied this information from the Bucket 3 – Analysis & Evaluation of OCS Resources Schedule</p>		
<p>3A(2) All other Geological and Geophysical Maps. All data and records that do not represent final products and all hard copy versions of mapping records and reports.</p> <p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain on-site of at the FRC. Delete/Destroy 75 years after cutoff. Longer retention is authorized if required for business use.</p>			<p>See 3A(1)</p>	<p>SEE 3A(1)</p>	<p>SEE 3A(1)</p>

N1-589-12-003 -BOEM Bucket 3 Crosswalk-Analysis and Evaluation of OCS Resources

New Schedule		Former Schedule			
Bucket 3 Optimal Value of Oil and Gas Resources (OR)	Work Element	Series No.	Title	Retention	NARA Authority
(3B) Interpretations of Shallow Seismic Data(NAJ) All records related to the analysis and application of shallow seismic data and information to study and identify shallow geologic hazards and features. This work includes but is not limited to shallow gas, mass movement of sediments, and methane hydrate deposits. <ul style="list-style-type: none"> • Interpret shallow seismic data geo hazards analysis and archeology analysis • Analysis of water bottom or sea floor interface • Identification of shallow hazards TEMPORARY Cutoff at close of FY or when activity is completed. Retain on-site or at the FRC. Transfer legal ownership to NARA 50 years after cutoff. Longer retention is authorized if required for business use.	NAJ	902-01b1	High Resolution (Shallow) Geophysical Records/Prints Not Microfilmed	P	NC1-57-84-7-902-01b1
	NAJ	902-01b3	Silver-Halide Microfilm	P	NC1-57-84-7-902-01b3

<p>3(C) Reserve Estimates, Engineering and Economic Interpretation and Reports (NAM) All records relating to reserves estimating; involves developing independent estimates of original amounts of natural gas and oil in discovered fields. Staff conducts field reserve studies on the Outer Continental Shelf and makes periodic revisions of estimates of remaining natural gas and oil that reflect new discoveries or development information and annual production.</p> <ul style="list-style-type: none"> • Perform engineering and economic reserve estimates, analysis, interpretation of new and revised estimates pertaining to fields and or leaseholds using resource evaluation geological and geophysical interpretations and maps • Perform data analysis • Interpret geologic and geophysical data to determine new or revised field or leasehold reserve estimates • Produce annual reserve report containing reserve estimates and statistics • Conduct geological geophysical analysis to place new completions in fields and make revisions to reservoir data in the Reserves Database • Paleontology Group Staff work done to support analysis of work done to support analysis of work discovered resources and reserves • Field and Reservoir Estimate Study Files Final Reports and Map <p>PERMANENT. Cutoff at close of FY or when activity is completed. Retain on-site or at the FRC. Transfer legal ownership to NARA 75 years after cutoff</p>	NAM	1702-02a	Field and Reservoir Reserves Estimate Study Files	P	NC1-57-84-7-1702-02a

N1-589-12-003 -BOEM Bucket 3 Crosswalk- Analysis and Evaluation of OCS Resources					
New Schedule		Former Schedule			
Bucket 3 Optimal Value of Oil and Gas Resources (OR)	Work Element	Series No.	Title	Retention	NARA Authority
3D(1) National Resource Assessment (NAA) All records related to an assessment of the hydrocarbon potential of the Outer Continental Shelf (OCS) based on geologic knowledge and theory that estimates the undiscovered hydrocarbon resources estimated to exist outside of known accumulations. <ul style="list-style-type: none"> • Geologic, engineering and economic assessments and reports(presale documents-related to oil, gas or hard minerals • Geologic, engineering and economic reports (output from work element NAA is used for AAD) • Conduct and publish geologic, engineering and economic studies and reports • Program and test resource evaluation assessments and evaluate computer models • Perform resource assessment-geologic, engineering, geophysical and economic data analysis, interpretation and modeling to estimate oil and gas reserves and resources under the lands of the Atlantic and the Gulf of Mexico Outer Continental Shelf(OCS) • Cartographic staff work associated with pre-lease analysis, interpretation and the report on 	NAA	901-01	Geological and Geophysical permit files	75 yrs	NC1-57-84-7

<p>NAA</p> <ul style="list-style-type: none"> • Oversee assessment of OCS resources • Develop, maintain and support computer models to help with tract evaluation and resource assessment • Train regions on model use • Coordinate with coastal states and geological surveys <p>Temporary. Cut off at close of FY or when activity is completed. Retain onsite or at the FRC. Delete/Destroy 75 yrs after cutoff. Longer retention is authorized if required for business use.</p>					
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N1-589-12-003 -BOEM Bucket 3 Crosswalk-Analysis and Evaluation of OCS Resources					
New Schedule		Former Schedule			
Bucket 3 Optimal Value of Oil and Gas Resources (OR)	Work Element	Series No.	Title	Retention	NARA Authority
3D(2) Geologic and Geophysical Permitting (NAB) All records related to a contract, other than a lease, under which a person acquires the right to conduct geological and geophysical pre-lease exploration for minerals or pre-lease scientific research. <ul style="list-style-type: none"> G&G permits, coordination and approval documents Coastal State/others- Geological Survey reports Seismic data processing, wave equation reports Data modeling by least square reports Scattered wave filtering reports 	NAB	901-02	Exploration Permit Assignment Control Log		NC1-57-84-7 901-02
Temporary. Cut off at close of FY or when activity is completed. Retain onsite or at the FRC. Delete/ Destroy 75 years after cutoff. Longer retention is authorized if required for business use.	NAC	902-06a		P Destroy	

3D(3) G &G Data Management(NAC) All records related to an assessment of the hydrocarbon potential of the Outer Continental Shelf (OCS) based on geologic knowledge and theory that estimates the undiscovered hydrocarbon resources estimated to exist outside of known accumulations <ul style="list-style-type: none">• Conduct data management• Manage G&G data• Open hole data management• Establish offshore minerals management• Monitor G&G contracts• Process data related to lease acquisitions..• Geologic, engineering and economic assessments and reports(presale documents- related to oil, gas or hard minerals• Geologic, engineering and economic reports(output from work element NAA is used for AAD)• Conduct and publish geologic, engineering and economic studies and reports• Program and test resource evaluation assessments and evaluate computer models• Perform resource assessment-geologic, engineering, geophysical and economic data analysis, interpretation and modeling to estimate oil and gas reserves and resources under the lands of the Atlantic and the Gulf of Mexico Outer Continental Shelf(OCS)• Cartographic staff work associated with pre-lease analysis, interpretation and the report on	NAC	902-06b	Seismic Velocity Information Paper not microfilmed	paper or erase tape when Microform has been verified P	NC1-57-84-7-902-06a
	NAC	902-06c	Paper or Tape that has been Converted to Microform		NC1-57-84-7-902-06b
	NAC	902-06d1		Erase	
	NAC	902-06d2	Silver-Halide Microfilm	P	NC1-57-84-7-902-06C
	NAC	902-06e	Magnetic Tape/Processing	When Superseded	NC1-57-84-7-902-06d1
	NAC	1002-01	Master	75 yrs	NC1-57-84-7-902-06d2
			Other Copies		NC1-57-84-7-902-06e
			Lease Sale Area Geological and Geophysical Information		NC1-57-84-7-1002-01
Note: Items 902-06a, 902-06c and 902-06d2 the former Records Schedule has these items as Permanent.					

<p>NAA</p> <ul style="list-style-type: none"> • Oversee assessment of national OCS resources • Develop, maintain and support computer models to help with tract evaluation and resource assessment • Train regions on model use • Coordinate with coastal states and geological surveys <p>Temporary. Cut off at close of FY or when activity is completed. Retain onsite or at the FRC. Delete/Destroy 75 yrs after cutoff. Longer retention is authorized if required for business use.</p>					
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N1-589-12-003 -BOEM Bucket 3 Crosswalk-Analysis and Evaluation of OCS Resources					
New Schedule			Former Schedule		
Bucket 3 Optimal Value of Oil and Gas Resources (OR)	Work Element	Series No.	Title	Retention	NARA Authority
<p>3(E1) Includes: Fair Market Value (FMV)-Engineering and Economic Evaluation (NAD)-Phases I and II</p> <p>All records related to the amount of cash, or in terms reasonably equivalent to cash, for which in a probability, the property would be sold by a knowledgeable purchaser who is desirable but not obligated to pay.</p> <ul style="list-style-type: none"> • Program and test resource evaluation assessment and computer models • Engineering and economic evaluation reports. • computer models test reports associated with fair market value evaluations 	NAD	1002-06	Lease sale Prospect Block Evaluation Report Files	25 yrs	NC1-57-84-7 1002-06
	NAD	1003-02a	Post-sale Analysis Files/Study Files	P	NC1-57-84-7 1003-02a
	NAD	1003-02b	Study Background Files	3 yrs	NC1-57-84-7- 1003-02b

<ul style="list-style-type: none"> • bid adequacy procedures • tract evaluations for fair market value reports • Train staff in model use training records • Design, develop, maintain and support computer models for evaluation and resource assessment reports <p>Temporary. Cut off at close of FY or when activity is completed. Retain onsite or at the FRC. Delete/Destroy 75 yrs after cutoff. Longer retention is authorized if required for business use.</p>					
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N1-589-12-003 -BOEM Bucket 3 Crosswalk- Analysis and Evaluation of OCS Resources					
New Schedule			Former Schedule		
Bucket 3 Sub-Bucket	Work Element	Series No.	Title	Retention	NARA Authority
Optimal Value of Oil and Gas Resources (OR)					
3E(2) Bid Appeals Analysis All records related to bids and /or rejection of , appeals processes and the review of appeals based upon well log interpretation , seismic correlation , engineering and economic parameters <ul style="list-style-type: none"> • Field determination appeal reports • Rejected bid appeal economic review reports • Temporary. Cut off at close of FY or when activity is completed. Retain onsite or at the FRC. Delete/ Destroy 25 yrs after cutoff. Longer retention is authorized if required for business use.	NAG	1003-01	Lease Sale Bid Recap and Sale Summary Report Files	5 yrs..	NC1-57-84-1003-01

N1-589-12-003 -BOEM Bucket 3 Crosswalk- Analysis and Evaluation of OCS Resources					
New Schedule		Former Schedule			
Bucket 3	Work Element	Series No.	Title	Retention	NARA Authority
Oil and Gas Reservoir Management Agreements (OU)					
3F Geological Interpretive Tools (NAH): All records related to Geological Interpretive Tools (GIT) provide the OEMM with the necessary technology to effectively and efficiently evaluate the highly sophisticated data used in the petroleum industry. The goal of GIT is to keep OEMM geosciences and engineering interpretive technologies on a par with industry. Reduces the risk making critical decisions: fair market value, royalty relief, conservation of resources or field determinations. <ul style="list-style-type: none"> • Plan GIT software and hardware activities • Conduct GIT contract work including GIT maintenance but not information technology work • Design and configure user interface and access methodologies for GIT data stores Temporary. Cut off at close of FY or when activity is completed. Retain onsite or at the FRC. Delete/ Destroy 75 years after cutoff. Longer retention is authorized if required for business use.	NAH	NEW		-	-

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N1-589-12-003 -BOEM Bucket 3 Crosswalk-Analysis and Evaluation of OCS Resources					
New Schedule		Former Schedule			
Bucket 3 Sub-Bucket Oil and Gas Reservoir Management Agreements (OU)	Work Element	Series No.	Title	Retention	NARA Authority

<p>3G Resource Assessment Special Projects (NAK) Resource Assessment Special Projects (NAK) All records related to broad reaching resource assessment projects whose work begins with the study of an area's geology in order to determine the potential for the presence of oil and gas deposits involving processes of geologic history, regional stratigraphy, major geologic trends, major structural features, source rocks, reservoir rocks seals & trapping mechanism, petroleum exploration history. Includes:</p> <ul style="list-style-type: none"> • Annual Mississippi CMRET earmark for methane hydrate research reports • Lease buy backs or land exchange reports • Post sale data analysis • What-if analysis • Support and information for formal reports to Congress • Offshore Atlas publication • Conduct special studies and publications • Federal or State agencies on BOEM or joint agency projects and initiatives • Special studies and technical expertise or information input as mandated by DOI or Bureau directives <p>Temporary Cutoff at close of FY or when activity is completed. Retain onsite or at the FRC. Delete/Destroy 25 years after cutoff. Longer retention is authorized if required for business use.</p>	NAK	NEW			
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3H (1) Reserves, Productions and Activity Forecasts (NAL): All records related to work associated with production forecasts, in-place resource estimates, economic resource estimates and Outer Continental Shelf activities performed to support long term planning and/or specific sales. <ul style="list-style-type: none"> • Develop Sale Revenue estimate form receipts • Perform data analysis Temporary. Cut off at close of FY or when activity is completed. Retain onsite or at the FRC. Delete/ Destroy 75 yrs after cutoff. Longer retention is authorized if required for business use.	NAL	1101-04	Lease Record History Files	No Longer Needed	NC1-57-84-7 1101-04
3H(2) Field Determinations (NAN): All records related to the field determination process involve assigning field designations to leaseholds that have qualifying oil and gas discoveries. This work includes the interpretation and review of well logs, geophysical and geologic data and other pertinent data to establish the existence of a new field or the extension of an existing field. <ul style="list-style-type: none"> • Field determination/DWRR-Assignment of new producible lease or discoveries not associated with DWRR to new or existing fields • Process bid and field determination appeals Temporary. Cut off at close of FY or when activity is completed. Retain onsite or at the FRC. Delete/ Destroy 75 years after cutoff. Longer retention is authorized if required for business use.	NAN	1102-01a1	Oil and Gas field Development Files Paper not microfilmed	25yrs	NC1-57-84-7 1102-01a1
	NAN	1102-01a2	Paper that has been Converted to Microform	Destroy when Microform has been verified 25 yrs	NC1-57-84-1- 1102-01a2
	NAN	1102-01a3	Silver-Halide Microform Other Copies		NC1-57-87-7- 1102-01a3
	NAN	1102-01b	Field Plates and Lease Maps	No longer Need	NC1-57-84-7- 1102-01b
	NAN	1200-05	Well Location Log	No longer needed	NC1-57-84-7 1200-05
	NAN	1200-06		No longer needed	NC1-57-84-7 1200-06

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N1-589-12-003 -BOEM Bucket 3 Crosswalk-Analysis and Evaluation of OCS Resources					
New Schedule			Former Schedule		
Bucket 3		Series No.	Title	Retention	NARA Authority
Oil and Gas Reservoir Management Agreements (OU)	Work Element				
3H(3) Well Evaluations and New Producing Lease Determinations (NAO) All records related to the new well evaluation process entails evaluating new exploratory wells drilled on the outer Continental Shelf. The new producing lease determination process involves determining if a well qualifies leasehold as producible. <ul style="list-style-type: none"> New well evaluations involving the use of petro-physical analysis and correlations to evaluate new exploratory wells to be drilled to place discoveries in to proper display New producing lease determinations- determine if a well qualifies a lease hold producible via test evaluation or petro-physical analysis per CFR 250.115 OR 116 Temporary. Cut off at close of FY or when activity is completed. Retain onsite or at the FRC. Delete/ Destroy 75 years after cutoff. Longer retention is authorized if required for business use.	NAO	NEW	-	-	-

N1-589-12-003 -BOEM Bucket 3 Crosswalk-Analysis and Evaluation of OCS Resources

New Schedule		Former Schedule			
Bucket 3	Work Element	Series No.	Title	Retention	NARA Authority
Oil and Gas Reservoir Management Agreements (OU)					
3I(1) Conservation Management-Analytical, Legal, Technical Support (BAC) All records related to program support activities related to the enhancement of the public benefit or management initiatives which cannot be linked to a specific work element. <ul style="list-style-type: none"> • Provide technical expertise in response to unique internal and external stakeholder requests not related to a specific task • Provide Analytical support for both internal and external unique projects on as needed basis • Coordinate and implement regional and offshore BSEE initiatives • Provide legal guidance principally to offshore units that have conservation management 	BAC	NEW	-	-	-
Temporary. Cut off at close of FY or when					

activity is completed. Retain onsite or at the FRC. Delete/ Destroy 25 years after cutoff.					
N1-589-12-003 -BOEM Bucket 3 Crosswalk-Analysis and Evaluation of OCS Resources					
New Schedule			Former Schedule		
Bucket 3 Oil and Gas Reservoir Management Agreements (OU)	Work Element	Series No.	Title	Retention	NARA Authority

3I(2) Conservation Management-Monitor Reservoir Performance and Well Production Rates (DAL) All records related to this work element covers all monitoring activities associated with efficient and proper reservoir management, prudent well production and practical leasehold management <ul style="list-style-type: none"> • Review sensitive reservoir information • After final approval, conduct follow-up review for the conservation of information document • Review production and development (e.g. reservoir simulation) • Monitor oil and gas production rate • Review and approve MER, MPR and semi-annual well test report • Receive applications, conduct reviews and make determinations • Reclassify reservoirs • Review and analyze production in paying quantities 	DAL	1101-05a	Report of Operations	7 yrs	N1-473-91-1
	DAL	1101-05b	Other Copies	3 yrs	1101-05a
	DAL	1301-01a	Quarterly Oil Test report/Regional Office	4 yrs	NC1-57-78-1-1101-05b
	DAL	1301-01b	Other Copies	2 yrs	NC1-57-84-7-1301-01a
	DAL	1301-02a	Semiannual gas well test report/Regional Office	4 yrs	NC1-57-84-7-1301-01b
	DAL	1301-02b	Other Copies	2 yrs	NC1-57-84-7-1301-02a
	DAL	1301-04	Monthly report of reservoir overproduction	4 yrs	NC1-57-84-7-1302-02b
	DAL	1301-05a	Approved MER for reservoirs/Regional Office	4 yrs	NC1-57-84-7-1301-04
	DAL	1301-05b	Other Copies	When Superseded	NC1-57-84-7-1301-05a
	DAL	1301-07a	MER/MPR Reports/Monthly Reports	6 mos	NC1-57-84-7-1301-05b
	DAL	1301-07b	Quarterly Reports	6 mos	NC1-57-84-7-1301-07a
	DAL	1301-12	Gas flaring reports	2 yrs	NC1-57-84-7-1301-07b
	DAL	1301-14	Clearance Files	When Superseded	NC1-57-84-7-1301-12
	DAL	1301-16	Lease disposition	2 yrs	NC1-57-84-7-1301-14
	DAL	1301-20a	Well potential test report/Regional Office	4yrs	NC1-57-84-7-1301-16
Temporary. Cut off at close of FY or when activity is completed. Retain onsite or at the FRC. Delete/ Destroy 25 years after cutoff.	DAL	1301-20b	Other Copies	2 yrs	NC1-57-84-7-1301-02a
	DAL	1302-02	Commingle systems files	7 yrs	NC1-57-84-7-1301-20b
					NC1-57-84-7-1302-02

	DAL	1701-01	MER Geologic	50 yrs	NC1-57-84-7-1701-01
	DAL	1702-04	-		
	DAL	1704-01	Enhanced recovery and pressure	2 yrs	NC1-57-84-7-1704-01
	DAL	1704-02	Enhanced recover and maintenance report files	25 yrs	NC1-57-84-1704-02
	DAL	1704-03	Temporary storage of casing head gas for conservation purposes	25 yrs	N1-473-88-1-1704-03

N1-589-12-003 -BOEM Bucket 3 Crosswalk-Analysis and Evaluation of OCS Resources

New Schedule		Former Schedule			
Bucket 3	Work Element	Series No.	Title	Retention	NARA Authority
Oil and Gas Reservoir Management Agreements (OU)					
3J Information Management and Transfer-Ensure optimal Value (NAQ) All records related to information and data related business processes and tasks that should be planned and consistently implemented across BOEM. This work <i>does not include technical information system or application design and development.</i> <ul style="list-style-type: none">Review and edit manuscripts and provide desktop publishing servicesPerform records and document management in accordance with National Archives and Records Management RequirementsManage program office information collection activities and forms requiring OMB approvalConduct web management and related tasks and activitiesPerform oversight and extensible markup language applications, publications, public data sets, Fast Facts of offshore data setsEnsure quality and consistent content and vocabularies for BOEM	NAQ	NEW	-	-	-

<p>information products(intra or Internet publications and documents</p> <ul style="list-style-type: none"> • Perform data and information quality efforts (version control, verification or validation, especially for public images, graphics or information) • Change data including the conversion of paper to electronic files or electronic files from one format to another • Perform activities (including OMB requirements) related to customer service • Revise and review structure of fair market value determinations • New well evaluations involving the use of petro-physical analysis and correlations to evaluate new exploratory wells to be drilled to place discoveries in to proper display • New producible lease determinations- determine if a well qualifies a lease hold producible via test evaluation or petro-physical analysis per CFR 250.115 OR 116 					
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N1-589-12-003 -BOEM Bucket 3 CANCELLED SERIES

New Schedule		Former Schedule			
Bucket 3	No longer required	Series No.	Title	Retention	NARA Authority
	CANCELED		-Geophysical Data Indexes	902-10	No Longer Needed
	CANCELED		Sample Control File	903-02	6 mos.
	CANCELED		Prospect Evaluation Work Paper	1002-03	3 yrs.
	CANCELED		Prospect Investigation File Card	1002-04	No Longer Needed
	CANCELED		Billing Index	1101-06	Superseded
	CANCELED		Other Base Map Copies	1103-03	Superseded
	CANCELED		Multi Point Back Pressure Tests	1301-03	4 yrs.
	CANCELED		Quarterly Over/Underproduction	1301-06	4 yrs.
	CANCELED		MER/MPR Change Reports	1301-08	Superseded
	CANCELED		Quarterly Balancing Reports	1301-09	10 yrs.
	CANCELED		Production Control Studies File	1301-11-	20 yrs.

N1-589-12-003 -BOEM Bucket 3- Cancelled Series					
New Schedule			Former Schedule		
Bucket 3	No longer required	Series No.	Title	Retention	NARA Authority
	CANCELLED	1302-01	Automatic Custody Transfer (ACT)		NC1-57-84-7
	CANCELLED	1403-01	School Certification		N1-473-88-1
	CANCELLED	1702-01	Reservoir/Field Study File		N1-473-91-2