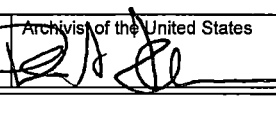
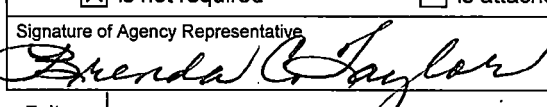


Request for Records Disposition Authority (See Instructions on reverse)		Leave Blank (NARA Use Only)	
To: National Archives and Records Administration (NIR) Washington, DC 20408		Job Number N1-589-12-5	
1. From: (Agency or establishment) Department of the Interior		Date Received 7-26-2012	
2. Major Subdivision Bureau of Ocean Energy Management (BOEM)		Notification to Agency 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 BSEE, Office of Administration, Technology Services Division			
4. Name of Person with whom to confer Brenda C. Taylor	5. Telephone (include area code) 703-787-1122	Date 13 Aug 14	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 <u>11</u> 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 <input type="checkbox"/> has been requested			
Signature of Agency Representative 		Title Acting, BSEE/BOEM Bureau Records Officer Date (mm/dd/yyyy) 05/16/2014	
7. Item Number	8. Description of Item and Proposed Disposition	9. GRS or Superseded Job Citation	10. Action taken (NARA Use Only)
	<p>REVISED - PROPOSED RETENTION SCHEDULE SUBMISSION FOR:</p> <p style="text-align: center;">BUCKET #5</p> <p>The Bureau of Ocean Energy Management (BOEM) is submitting the attached revised proposed retention schedule for review and appraisal. The changes are as follows:</p> <ol style="list-style-type: none"> 1. Change of proposed "Temporary disposition" to recommended "Permanent disposition" on item 5B(3), 5D(1), and 5D(2), as well as the change of the "proposed transfer instructions" to the "required change" in transfer instructions. 2. Recommended re-numbering changes applied on items with respect to 5B heading creation, 5C heading creation, and 5D heading creation with an overview included on each item. <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 Office of Management and Budget (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>Attachment 1 - Revised - Proposed Functional Records Retention Schedule (a.k.a "Big Buckets") - Regulatory Oversight and Stewardship</p>		

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 managing the environmentally and economically responsible development of the nation's offshore resources Its functions Include offshore leasing, resource evaluations, review and administration of oil and gas exploration and development plans, renewable energy development, and National Environmental Policy Act (NEPA) analyses and studies.

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 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, BOEM 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 5 - Regulatory Oversight and Stewardship

The Regulatory Oversight and Stewardship business area focuses on ensuring the safe and environmentally sound exploration and production of energy and mineral resources from the OCS. Activities in this business area include: processing plans and permits that ensure work and operational safety and protection of the marine, coastal, and human environments, including implementation of BUREAU mandated mitigations; monitoring industry compliance with laws, rules, and regulations; and providing external technical assistance on oil and gas issues.

Item Number	Title and Description	Retention Requested	Old Series
5A	<p>Offshore Oil and Gas User Plans & Permits (OM)</p> <p>The processing, review, and coordination of Bureau Exploration Plans (EP), Development and Production Plans (DPP), Development Operations Coordination Document (DOCD), Decommissioning, Oil Spill Response, and Deep Water Operations Plans (DWOP), and, any related documents and reports. Includes permits to decommission well, structures, and lease term pipelines, and final site clearance. Includes Applications for Permit to Drill (APDs), Rights of Use and Easements (RUEs) lease term pipelines, structures, and facilities. Includes work on related survey reports such as high-resolution geophysical, archaeological, and biological surveys, National Environmental Policy Act (NEPA) analysis, studies to support plan/permit decisions and consultation with resource managers, states and other Federal agencies. This activity also includes all work related to the review, coordination, and approval of applications to modify or repair permitted BUREAU activities, such as Applications for Permit to Modify (APM) wells, structures, facilities, and lease term pipelines.</p>		

Item Number	Title and Description	Retention Requested	Old Series
5A(1)	<p>Environmental Study Plans & Permit Application Review (AAP) All records that support the processing of oil and gas user plans or permits (including exploration plans and DPP and all permits). Includes management oversight to plan environmental studies under the Environmental Studies Program and work on individual projects. These projects support the environmental review of Applications for Permit to Drill, exploration plans, development plans, production plans, and decommissioning.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Development of: <ul style="list-style-type: none"> ○ - Annual Environmental Studies Plans ○ - Annual Regional Studies Priority Lists ○ - National Studies Priority Lists • Consultation with the Outer Continental Shelf Scientific Committee • Provision of environmental studies oversight <p>BUREAU outputs are: Well Files; Exploration Plans, Development Plans, Deep Water Operations Plans, Conservation Information Documents, drilling permit applications (APDs and RPDs), facility permit applications, structure permit applications, pipeline and right of way permit applications, Applications for Permit to Modify (APMs) and oil spill response plans</p>	<p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain on-site or at the FRC. Delete/Destroy 75 years after cutoff.</p>	<p>NC1-57-84-7 1101-02a2 1101-02b1 1402-03</p>
5A(2)	<p>Exploration Plans (AAT) All records related to the processing, review, evaluation, analysis, coordination, and approval of Exploration Plans (EP), as described in 30 CFR 250 Subpart B and C and related requirements.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Exploration Plans and related reports processing, non-environmental review, coordination, approval • Shallow hazards and all other non-environmental reviews of EP • Exploration Plans G&G reviews • Geophysical Survey Reports and coordination • Rights of Use and Easement Applications processing, review, coordination, and approval, related to exploration and drilling • Mitigation development, coordination, and review related to development plans • Office issued (non-field inspection) Incidents of Noncompliance processing relating to compliance with approved exploration plans • All other program support activities related to exploration plans except for regulation and policy development and industry standard reviews (API, ASME, ISO, AWS) 	<p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain on-site or at the FRC. Delete/Destroy 75 years after cutoff.</p>	<p>NC1-57-84-7 1101-02b1 1402-03</p>

Item Number	Title and Description	Retention Requested	Old Series
5A(3)	<p>Well Permits: Application for Permits to Drill (APDs) (AAV) All records related to the processing, review, evaluation, analysis, coordination, and approval of Applications for Permits to Drill (APDs), As described in 30 CFR 250 Subpart D, E, F, G, and Q and related requirements.</p> <p>Includes:</p> <ul style="list-style-type: none"> • APD processing, review, coordination and approval • Drilling Permit geological and geophysical • Hydrogen Sulfide Contingency Plans and related reports for drilling associated with APDs • Safe Welding Area review for rigs for APDs • Welding and Burning Practices and Procedures (i.e., Hot Tap Plan) for rigs for APDs • Well Activity Reports engineering review • End of Operations Reports engineering review • All other well permit reviews • Office issued (non-field inspection) incident of non-compliance processing relating to compliance with approved drilling permits. • Well decommissioning (plugging and abandonment) • Sustained Casing Pressure Departure requests analysis and mitigation • No flow wells analysis • Casing stubs annual report • All program support activities related to well modifications, maintenance, waivers, and well decommissioning applications except for regulation development. • Alternate Compliance and Departure Requests • All other program support activities related to drilling permits except for regulation and policy development and industry standard reviews (API, ASME, ISO and AWS) • Well Logs • Wire Line Surveys 	<p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain on-site or at the FRC. Delete/Destroy 75 years after cutoff.</p>	<p>NC1-57-84-7 N1-473-06-2 903-01 903-04 903-05a 903-06 903-07a 903-08 904-03 1101-02a(3) 1101-02b1 1301-19 1402-03</p>

Item Number	Title and Description	Retention Requested	Old Series
5A(4)	<p>Development and Production Plans and Related Permits (AAW) All records related to the processing, review, evaluation, analysis, coordination, and approval of development plans and permits; Development Production Plans (DPP), Development Operations Coordination Documents (DOCD), Conservation Information Document (CID), and development right of use and easement, and other non-well permits, as described in the regulation 30 CFR 250 Subpart B, C, I, Q and related requirements.</p> <p>Includes:</p> <ul style="list-style-type: none"> • DPP and DOCD, and related reports, processing, non-environmental review, coordination, and approval • All other non-environmental reviews of DPP and DOCD • Review new technology pertaining to deep water development • Review of a Proposal that has modifications (e.g., revisions) to an approved development plan or permit • Review of Rights of Use and Easement Applications related to development and production • Conservation Information Document (CID) (plan review and assessment) • Hydrogen Sulfide Contingency Plans and related reports for production facilities • Support activities for Alaska and Pacific regions (specific to platforms) • All other program support activities related to development and production plans and permits except for regulation development and industry standard reviews (API, ASME, ISO and AWS) • Mitigation development, coordination, and review related to development and production plans and permits 	<p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain on-site or at the FRC. Delete/Destroy 75 years after cutoff.</p>	<p>NC1-57-84-7 1101-02a(2) 1703-02(a)1</p>

Item Number	Title and Description	Retention Requested	Old Series
5A(5)	<p>Deep Water Operations Plans (DWOP) and Related Permits (ABS) All records related to the processing, review, evaluation, analysis, coordination, and approval of Deep Water Operations Plans (DWOP) and related permits, as described in the regulation 30 CFR 250 Subpart B, C, H, I, J, Q and related requirements.</p> <p>Includes:</p> <ul style="list-style-type: none"> • DWOP and related reports, processing, non-environmental review, coordination, and approval • Pipeline and Platform Section Deep Water Operations Plans Review • All other non-environmental reviews of DWOPs • Review new technology pertaining to deep water development • Review of a Proposal that has modifications (e.g., revisions) to an approved DWOP • Review of Rights of Use and Easement Applications related to deep water development and production • Deep water structure permits processing, review, and coordination. Such as requests to install new structures, requests to modify old structures, and requests to decommission structures. • Mitigation development, coordination, and review related to development and production plans and permits 	<p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain on-site or at the FRC. Delete/Destroy 75 years after cutoff.</p>	<p>N1-473-98-2 1706-01a</p>
5B	<p>NEPA Compliance All records related to NEPA reviews such as Categorical Exclusion Review (CER) of OCS oil and gas plans (EPs, DOCs, DPPs,), applications (facility applications, pipeline applications, G&G applications, APMs and APDs), suspensions and flaring requests. Ensure NEPA procedural compliance, perform the NEPA analyses and prepare the NEPA document.</p>		
5B(1)	<p>NEPA Categorically-Excluded Activities (AAN) All records related to NEPA Categorical Exclusion Review (CER) of OCS oil and gas plans (EPs, DOCs, DPPs,), applications (facility applications, pipeline applications, G&G applications, APMs and APDs), suspensions and flaring requests. Ensure NEPA procedural compliance, perform the NEPA analyses and prepare the NEPA document.</p>	<p>TEMPORARY Cut off at close of FY or when activity is completed. Retain on site or at the FRC. Delete/Destroy 25 years after cut-off.</p>	<p>NC1-57-84-7 1001-03a 1301-02a</p>

Item Number	Title and Description	Retention Requested	Old Series
5B(2)	<p>NEPA Compliance -Environmental Assessments and Environmental Impact Statements - For Oil Gas Plans (AAO) & For Oil and Gas Permits (ACD)</p> <p>All work and records related to NEPA reviews such as EA or EIS of OCS oil and gas plans (EPs, DOCs, and DPPs), applications (facility permit applications, Right of Use and Easement (RUEs), pipeline applications, G&G applications, structure removal applications, and APMs), and Suspensions of Operations (SOOs) and Suspensions of Production (SOPs). Ensure NEPA procedural compliance by performing NEPA analyses, and preparing the NEPA document.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Management oversight of the NEPA process • Conduct scoping or public hearings • Conduct supportive environmental and socio-economic analyses • Development of environmental mitigation measures 	<p>TEMPORARY</p> <p>Cut off at close of FY or when activity completed.</p> <p>Retain on-site or at the FRC.</p> <p>Delete/Destroy 25 years after cutoff</p>	<p>NC1-57-84-7</p> <p>1001-03a</p> <p>1301-02a</p>
5B(3)	<p>Oil Spill Risk Analyses for Plans and Permit Application Reviews For Oil and Gas Plans (AAQ) For Oil and Gas Permits (ACE)</p> <p>All records related to work done to prepare an oil spill risk analysis to support the review of post-lease activities such as Application for Permit to Drill (APD), Development Plans, and Production Plans.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Identification of potential spill areas (launch areas and points) • Identification of potentially affected resource areas (targets) • Acquisition of datasets for model seeding or validation • Data preparation • Model development • Modeling efforts • Preparation of model results for dissemination 	<p>PERMANENT</p> <p>Cut off at close of FY or when activity completed.</p> <p>Electronic Records: Transfer electronic files (including nonproprietary public versions) to the National Archives at three years intervals under the instruction in 36 CFR 1235.44-50, or whichever guidance is in place at the time of the transfer.</p> <p>Hard Copies: Transfer to the FRC 5 years after cut-off. Transfer to NARA 25 years after cut-off.</p>	<p>NC1-57-84-7</p> <p>N1-473-88-1</p> <p>1001-03a</p> <p>1001-05</p>

Item Number	Title and Description	Retention Requested	Old Series
5B(4)	<p>NEPA Compliance for Programmatic Issues (AAX) All records related to National Environmental Policy Act (NEPA) review as Environmental Assessment (EA) or Environmental Impact Statement (EIS) of OCS oil and gas programmatic issues. Ensure NEPA procedural compliance, perform the NEPA analyses and prepare the NEPA document. Includes:</p> <ul style="list-style-type: none"> • Management oversight of the NEPA process & preparation of NEPA (PEA) document • Conduct scoping or public hearings • Conduct supportive environmental and socio-economic analyses • Development of environmental mitigation • Consultation and coordination supporting programmatic NEPA documents, excluding the 5-year EIS, lease sale NEPA documents and "Grid EAs" 	<p>TEMPORARY. Cut off at close of FY or when activity completed. Retain on-site or at the FRC. Delete/Destroy 25 years after cutoff</p>	<p>NC1-57-84-7 1001-03a</p>
5B(5)	<p>Environmental Coordination for Site-specific Applications (AAY) All records related to the coordination and consultation with States and other Federal agencies in support of industry submittals [such as Development and Production Plans (DPPs), Development Operations Coordination Documents (DOCDs), Exploration Plans (EPs), pipeline applications, Application for Permit to Modify (APMs), structure removal applications, and G&G applications, and rights-of-use and easements]. Prepare environmental analysis to support the consultations. Includes:</p> <ul style="list-style-type: none"> • Coordination and consultations with other agencies/governments concerning issues related to: CZMA, ESA, MMPA, CAA, NHPA • Air quality consultations • Coastal Zone Management Act (CZMA) consistency determinations and certifications • Endangered Species Act Section 7 biological assessments and consultations (FWS & NOAA) • Essential Fish Habitat consultations (with NOAA, Fisheries) <p>Perform reviews of industry submittals (as described above) to determine compliance of industry proposals with certain environmental laws or regulations, such as:</p> <ul style="list-style-type: none"> • Clean Air Act and Outer Continental Shelf Lands Act (OCSLA) air emission requirements • Clean Water Act and National Pollutant Discharge Elimination System Permits • CZMA consistency certifications <p>Endangered Species Act Sect 7, Marine Mammal Protection Act, National Historic Preservation Act (Section 106), OCSLA (compliance with Minerals Management Service regulations; especially archaeology and air quality regulations)</p>	<p>TEMPORARY. Cut off at close of FY or when activity completed. Retain on-site or at the FRC. Delete/Destroy 25 years after cutoff</p>	<p>NC1-57-84-7 1001-03a</p>

Item Number	Title and Description	Retention Requested	Old Series
5B(6)	<p>Analysis and Evaluation of OCS Environmental Compliance (DAR) All records comprising activities employed to analyze, assess, and evaluate OCS energy producing activities in accordance with established environmental legal mandates, regulations, lease stipulations, approved plans and permits, and conditions of approval.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Conduct evaluations related to various environmental laws, regulations, executive orders, etc., to include but not limited to OCS Lands Act, Code of Federal Regulations (specific citations, e.g., 30 CFR 250, 30 CFR 251) BUREAU issued lease stipulations, BUREAU issued Notice to Lessees, National Environmental Policy Act, Endangered Species Act, Marine Mammal Protection Act, Coastal Zone Management Act, Clean Air Act, Clean Water Act, and the National Historic Preservation Act. • Conduct oversight reviews to ensure appropriate and consistent applications on OCS environmental requirements. • Perform the Environmental Performance Index to document and track industries environmental performance. • Perform accountability assessments for OCS environmental issues, both initiated by BUREAU and those referred to BUREAU by other agencies and the general public. • Analyze Regions Environmental Monitoring Compliance Report and make recommendations for environmental accountability improvements. • Coordinate, at a national level, with task forces, workgroups, other agencies, states, lessees, and other interested parties on BUREAU environmental issues. • Collaborate with safety personnel, legal advisors, resource managers, and others involved with environmental implementations. • Collaborate with offices and groups performing a variety of functions to gather data for environmental performance accountability measures. 	<p>TEMPORARY Cut off at close of FY or when activity completed. Retain on-site or at the FRC. Delete/Destroy 25 years after cutoff</p>	NEW

Item Number	Title and Description	Retention Requested	Old Series
5C	<p>Technical Assistance to Inform Decisions on Energy Resources (Y5) All records related to technical assistance, technical support, technical training, technology transfer, and technical studies are provided to land managers and other customers to solve a variety of environmental problems. These activities enhance resource management and policy development, including the design and systematic collection of environmental data, and analytical support for a variety of activities, including but not limited to: data synthesis, pollution and disease control, offsite impacts, enforcement activities, permitting, violation, abatement, firefighting, reclamation, stream protection, re-vegetation and husbandry techniques and adaptive management techniques.</p>		
5C(1)	<p>Provision of Technical and Programmatic Consultation-International (LAA) All records related to providing technical expertise for governmental groups, and a wide variety of coordination and consultation with other state, federal, international agencies and non-governmental organizations.</p> <p>Includes:</p> <ul style="list-style-type: none"> • International activities • International regulatory interface • International standards • International treaties and conventions 	<p>TEMPORARY Cut off at close of FY or when activity is completed. Retain on-site or at the FRC. Delete/ Destroy 25 years after cutoff.</p>	<p>N1-473-97-1 1004-01 1004-03</p>
5C(2)	<p>Liquefied Natural Gas (LNG) Projects (LAB) All records related to the processing, review, evaluation, analysis and coordination of LNG project applications. These records include memoranda of understanding and/or cooperative agreements with the U.S. Coast Guard specific to LNG activity, such as engineering review and recommendation regarding LNG pipelines.</p> <p>Includes:</p> <ul style="list-style-type: none"> • NEPA document development (environmental assessments and environmental impact statements) • Application completeness review for NEPA compliance • Participation in pre-application, public and NEPA scoping meetings • Identification of recommended mitigations and conditions of approval • Individual reviews (e.g., archaeological, biological, hazards and etc.) • Fair Market Value determinations of LNG ports 	<p>TEMPORARY Cut off at close of FY or when activity is completed. Retain on-site or at the FRC. Delete/ Destroy 25 years after cutoff.</p>	<p>NC1-57-84-7 1200-07</p>

Item Number	Title and Description	Retention Requested	Old Series
5D	Environmental Compliance Monitoring (DAB and DAM) All records related to Intertidal and Specific Monitoring Projects		
5D(1)	California Inter-tidal Monitoring Program (DAM) All records related to all funds used to conduct the in-house California Inter-tidal Program Monitoring effort. Activities include: <ul style="list-style-type: none"> • Coordination and consultancy with DOI, other Federal agencies, State agencies and non-governmental organizations on offshore infrastructure protection issues(memoranda of understanding, National Energy Security Policy and the Gulf Safety Committee) • Provision of oversight guidance, review and coordination of Offshore Energy and BOEM protection procedures for offshore platforms and pipelines • Development of program-specific protection measures, policies and procedures for BOEM • Analysis of offshore critical infrastructure and assets 	PERMANENT Cut off at close of FY or when activity completed. Electronic Records: Transfer electronic files (including nonproprietary public versions)to the National Archives at three years intervals under the instruction in 36 CFR 1235.44-50, or whichever guidance is in place at the time of the transfer. Hard Copies: Transfer to the FRC 5 years after cut-off. Transfer to NARA 25 years after cut-off.	NEW

Item Number	Title and Description	Retention Requested	Old Series
5D(2)	<p>Environmental Studies in Support of Environmental Compliance Monitoring (DAB)</p> <p>All records related to oil and gas environmental compliance monitoring. This does not include all monitoring projects but only those projects that specifically monitor whether a company is in compliance with environmental stipulations.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Development of <ul style="list-style-type: none"> ○ - Annual Environmental Studies Plans ○ - Annual Regional Studies Priority Lists ○ - National Studies Priority Lists • Consultation with the Outer Continental Shelf Scientific Committee • Maintenance of the Environmental Study Plan Financial Project Management System • Provision of environmental studies oversight 	<p>PERMANENT Cut off at close of FY or when activity completed. Electronic Records: Transfer electronic files (including nonproprietary public versions) to the National Archives at three years intervals under the instruction in 36 CFR 1235.44-50, or whichever guidance is in place at the time of the transfer. Hard Copies: Transfer to the FRC 5 years after cut-off. Transfer to NARA 25 years after cut-off.</p>	<p>NC1-57-84-7 N1-473-97-1 N1-473-88-1 1001-05 1004-02a 1105-01</p>

May 9, 2014

BOEM Bucket 5 Crosswalk-Regulatory Oversight and Stewardship

New Schedule		Former Schedule			
Bucket 5 Oil and Gas User Plans & Permits – (OM)	Work Element	Series No.	Title	Retention	NARA Authority
5A(1) Environmental Study Plans & Permit Application Review (AAP) All records that support the processing of oil and gas user plans or permits (including exploration plans and DPP and all permits). Includes management oversight to plan environmental studies under the Environmental Studies Program and work on individual projects. These projects support the environmental review of Applications for Permit to Drill, exploration plans, development plans, production plans, and decommissioning. Includes: <ul style="list-style-type: none"> • Development of Annual Study Plans • Development of Annual Regional Studies • Development of National Studies Priority Lists • Consultation with other OCS Scientific Committee • Provision of Environmental Oversight BUREAU outputs are: Well Files; Exploration Plans, Development Plans, Deep Water Operations Plans, Conservation Information Documents, drilling permit	AAP	1101-02a(2)	Lease Plan of Exploration and Plan of Development and Production	- 10 yrs	NC1-57-84-7 1101-02a2
	AAP	1101-02b1	Well Files	75 yrs	NC1-57-84-7 1101-02b1
		1402-03	Operator Submitted Plans	When Superseded	NC1-57-84-7 1402-03

applications (APDs and RPDs), facility permit applications, structure permit applications, pipeline and right of way permit applications, Applications for Permit to Modify (APMs) and oil spill response plans. TEMPORARY. Cut off at close of FY or when activity is completed. Retain on-site or at the FRC. Delete/Destroy 75 years after cutoff.					
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BOEM Bucket 5 Crosswalk-Regulatory Oversight and Stewardship					
New Schedule		Former Schedule			
Bucket 5	Work Element	Series No.	Title	Retention	NARA Authority
5A(2) Exploration Plans (AAT) All records related to the processing, review, evaluation, analysis, coordination, and approval of Exploration Plans (EP), as described in 30 CFR 250 Subpart B and C and related requirements. Includes: <ul style="list-style-type: none"> • Exploration Plans and Related Reports processing, non-environmental review, coordination, approval • Shallow hazards and all other non-environmental reviews of EP • Exploration Plans and G&G reviews • Geophysical Survey Reports and coordination • Rights of Use and Easement Applications processing, review, coordination, and approval, related to exploration and drilling • Mitigation Development, coordination and review related to development plans • Office issued non field Inspection, Incidents of non-compliance processing related to compliance with approved explorations plans • All other program support activities related to exploration plans except for regulation and policy development and 	AAT	1101-02b1	Well Files	75 yrs	NC1-57-84-7
	AAT	1402-03	Operator Submitted Plans	When superseded	1101-02b1 NC1-57-84-7 1402-03

industry standard reviews (API, ASME,ISO, AWS. TEMPORARY. Cut off at close of FY or when activity is completed. Retain on-site or at the FRC. Delete/Destroy 75 years after cutoff.					
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BOEM Bucket 5 Crosswalk-Regulatory Oversight and Stewardship

New Schedule		Former Schedule			
Bucket 5	Work Element	Series No.	Title	Retention	NARA Authority
5A(3) Well Permits: Application for Permits to Drill (AAV) All records related to the processing, review, evaluation, analysis, coordination, and approval of Applications for Permits to Drill (APDs), As described in 30 CFR 250 Subpart D, E, F, G, and Q and related requirements. Includes: <ul style="list-style-type: none"> • APD processing, review, coordination and approval • Drilling Permit geological and geophysical • Hydrogen Sulfide Contingency Plans and related reports for drilling associated with APDs • Safe Welding Area review for rigs for APDs • Welding and Burning Practices and Procedures (i.e., Hot Tap Plan) for rigs for APDs • Well Activity Reports engineering review • End of Operations Reports engineering review • All other well permit reviews • Office issued (non-field inspection) incident of non-compliance processing relating to compliance with approved drilling permits. • Well decommissioning (plugging and abandonment) • Sustained Casing Pressure Departure requests analysis and mitigation 	AAV	903-01	Well Logs-Samples	P	NC1-57-84-7 903-01
	AAV	903-04	Petrographic Reports	P	NC1-57-84-7 903-04
	AAV	903-05a	Paleontological Reports	P	NC1-57-84-7 903-05a
	AAV	903-06	Logs	P 75 yrs	NC1-57-84-7 N1-473-06-2 903-06a
	AAV	903-07a	Directional Surveys	75 yrs	NC1-57-84-7 903-07a
	AAV	903-08	Well Log Card Index	P	NC1-57-84-7 903-08
	AAV	904-03	Stratigraphic Summary Well Reports	P	NC1-57-84-7 904-03
	AAV	1101-02a(3)	Lease Operation File	75 yrs -	NC1-57-84-7 1101-02a3
	AAV	1101-02b1	Well Files	75 yrs	NC1-57-84-7 1101-02b1
	AAV	1301-19	Shut-In Well report	When superseded	NC1-57-84-7 1301-19
	AAV	1402-03	Operator Submitted Plans	When superseded	NC1-57-84-7 1402-03

<ul style="list-style-type: none">• No flow wells analysis....• Casing stubs annual report• All program support activities related to well modifications, maintenance, waivers, and well decommissioning applications except for regulation development.• Alternate Compliance and Departure Requests• All other program support activities related to drilling permits except for regulation and policy development and industry standard reviews (API, ASME, ISO and AWS)• Well Logs• Wire Line Surveys <p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain on-site or at the FRC. Delete/Destroy 75 years after cutoff.</p>			<p>Note: Some of the Series No's listed above are scheduled as Permanent on former Records Schedule.</p>		
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BOEM Bucket 5 Crosswalk-Regulatory Oversight and Stewardship					
New Schedule		Former Schedule			
Bucket 5	Work Element	Series No.	Title	Retention	NARA Authority
5A(4) Development and Production Plans and Related Permits (AAW) All records related to the processing, review, evaluation, analysis, coordination, and approval of development plans and permits; Development Production Plans (DPP), Development Operations Coordination Documents (DOCD), Conservation Information Document (CID), and development right of use and easement, and other non-well permits, as described in the regulation 30 CFR 250 Subpart B, C, I, Q and related requirements.	AAW	1101-02a(2)	Lease Plan of Exploration and Plan of Development and Production	- 10yrs	NC1-57-84-7 1101-02a2
	AAW	1703-02(a)1	Unit or Communitization Agreement Document Files	25yrs	NC1-57-84-7 1703-02a1
Includes: <ul style="list-style-type: none"> DPP and DOCD, and related reports, processing, non-environmental review, coordination, and approval All other non-environmental reviews of DPP and DOCD Review new technology pertaining to deep water development Review of a Proposal that has modifications (e.g., revisions) to an approved development plan or permit Review of Rights of Use and Easement Applications related to development and production Conservation Information Document (CID) 					

<p>(plan review and assessment)</p> <ul style="list-style-type: none">• Hydrogen Sulfide Contingency Plans and related reports for production facilities• Support activities for Alaska and Pacific regions (specific to platforms)• All other program support activities related to development and production plans and permits except for regulation development..• Mitigation development, coordination, and review related to development and production plans and permits <p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain on-site or at the FRC. Delete/Destroy 75 years after cutoff.</p>					
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BOEM Bucket 5 Crosswalk-Regulatory Oversight and Stewardship					
New Schedule		Former Schedule			
Bucket 5	Work Element	Series No.	Title	Retention	NARA Authority
5A(5) Deep Water Operations Plans (DWOP) and Related Permits (ABS) All records related to the processing, review, evaluation, analysis, coordination, and approval of Deep Water Operations Plans (DWOP) and related permits, as described in the regulation 30 CFR 250 Subpart B, C, H, I, J, Q and related requirements. Includes: <ul style="list-style-type: none"> DWOP and related reports, processing, non-environmental review, coordination, and approval Pipeline and Platform Section Deep Water Operations Plans Review All other non-environmental reviews of DWOPs Review new technology pertaining to deep water development Review of a Proposal that has modifications (e.g., revisions) to an approved DWOP Review of Rights of Use and Easement Applications related to deep water development and production Deep water structure permits processing, review, and coordination. Such as requests to install new structures, requests to modify old structures, and requests to decommission 	ABS	1706-01a	Application for Deep Water Royalty Relief Files	25 yrs	N1-473-98-2-1706-01a

structures.

- Mitigation development, coordination, and review related to development and production plans and permits....

TEMPORARY.

Cut off at close of FY or when activity is completed. Retain on-site or at the FRC. Delete/Destroy 75 years after cutoff.

BOEM Bucket 5 Crosswalk-Regulatory Oversight and Stewardship					
New Schedule		Former Schedule			
Bucket 5	Work Element	Series No.	Title	Retention	NARA Authority
5B NEPA Compliance for Categorically-Excluded Activities (AAN) All records related to NEPA reviews such as Categorical Exclusion Review (CER) of OCS oil and gas plans (EPs, DOCDs, DPPs,), applications (facility applications, pipeline applications, G&G applications, APMs and APDs), suspensions and flaring requests. Ensure NEPA procedural compliance, perform the NEPA analyses and prepare the NEPA document. TEMPORARY Cut off at close of FY or when activity completed. Retain on-site or at the FRC. Delete/Destroy 25 years after cutoff	AAN	1301-02a	Semi-Annual Gas Well Test Report	4 yrs	NC1-57-84-7 1301-02a
5B(1) NEPA Compliance -Environmental Assessments (EA) and Environmental Impact Statements (EIS) for Oil Gas Plans (AAO) and Gas Permits Note: The Statement above is different they what the Bucket 5 Schedule has. 5B(1) NEPA Compliance -Environmental Assessments and Environmental Impact Statements - For Oil Gas Plans (AAO) &	AAO/A CD	1001-03a	Sale Environmental Impact Statement Files	20yrs	NC1-57-84-7 1001-03a

<p>For Oil and Gas <i>Permits</i> (ACD) All work and records related to NEPA reviews such as EA or EIS of OCS oil and gas plans (EPs, DOCDs, and DPPs), applications (facility permit applications, Right of Use and Easement (RUEs), pipeline applications, G&G applications, structure removal applications, and APMs), and Suspensions of Operations (SOOs) and Suspensions of Production (SOPs). Ensure NEPA procedural compliance by performing NEPA analyses, and preparing the NEPA document.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Management oversight of the NEPA process • Conduct scoping or public hearings • Conduct supportive environmental and socio-economic analyses • Development of environmental mitigation measures <p>TEMPORARY Cut off at close of FY or when activity completed. Retain on-site or at the FRC. Delete/Destroy 25 years after cutoff</p>					
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BOEM Bucket 5 Crosswalk-Regulatory Oversight and Stewardship					
New Schedule		Former Schedule			
Bucket 5	Work Element	Series No.	Title	Retention	NARA Authority
5B(2) Oil Spill Risk Analyses for Plans and Permit Application Reviews (AAQ)-for Oil and Gas Plans (AAQ), FOR Oil and Gas Permits Note: The Statement above is different they what the Bucket 5 Schedule has. 5B(2) Oil Spill Risk Analyses for Plans and Permit Application Reviews For Oil and Gas <i>Plans</i> (AAQ) For Oil and Gas <i>Permits</i> (ACE) All records related to work done to prepare an oil spill risk analysis to support the review of post-lease activities such as Application for Permit to Drill (APD), Development Plans, and Production Plans. Includes: <ul style="list-style-type: none"> • Identification of potential spill areas (launch areas and points) • Identification of potentially affected resource areas (targets) • Acquisition of datasets for model seeding or validation • Data preparation • Model development • Modeling efforts • Preparation of model results for dissemination TEMPORARY. Cut off at close of FY or when activity completed.	AAQ/A CE	1001-03a	Sale Environmental Impact Statement Files	20yrs	NC1-57-84-7 1001-03a
		1001-05	Environmental Studies Case Files	25yrs	N1-473-88-1 1001-05

Retain on-site or at the FRC. Delete/Destroy 25 years after cutoff					
<p>5B(3) NEPA Compliance for Programmatic Issues (AAX)</p> <p>All records related to National Environmental Policy Act (NEPA) review as Environmental Assessment (EA) or Environmental Impact Statement (EIS) of OCS oil and gas programmatic issues. Ensure NEPA procedural compliance, perform the NEPA analyses and prepare the NEPA document.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Management oversight of the NEPA process & preparation of NEPA (PEA) document • Conduct scoping or public hearings • Conduct supportive environmental and socio-economic analyses • Development of environmental mitigation • Consultation and coordination supporting programmatic NEPA documents, excluding the 5-year EIS, lease sale NEPA documents and "Grid EAs" <p>TEMPORARY. Cut off at close of FY or when activity completed. Retain on-site or at the FRC. Delete/Destroy 25 years after cutoff</p>	AAX	1001-03a	Sale Environmental Impact Statement Files	20yrs	NC1-57-84-7 1001-03a

BOEM Bucket 5 Crosswalk-Regulatory Oversight and Stewardship					
New Schedule		Former Schedule			
Bucket 5	Work Element	Series No.	Title	Retention	NARA Authority
5B(4) Environmental Coordination for Site-specific Applications (AAY) All records related to the coordination and consultation with States and other Federal agencies in support of industry submittals [such as Development and Production Plans (DPPs), Development Operations Coordination Documents (DOCDs), Exploration Plans (EPs), pipeline applications, Application for Permit to Modify (APMs), structure removal applications, and G&G applications, and rights-of-use and easements]. Prepare environmental analysis to support the consultations. Includes: <ul style="list-style-type: none"> • Coordination and consultations with other agencies/governments concerning issues related to: CZMA, ESA, MMPA, CAA, NHPA • Air quality consultations • Coastal Zone Management Act (CZMA) consistency determinations and certifications • Endangered Species Act Section 7 biological assessments and consultations (FWS & NOAA) • Essential Fish Habitat consultations (with NOAA, Fisheries) 	AAY	1001-03a	Sale Environmental Impact Statement Files	20yrs	NC1-57-84-7 1001-03a

<p>Perform reviews of industry submittals (as described above) to determine compliance of industry proposals with certain environmental laws or regulations, such as:</p> <ul style="list-style-type: none">• Clean Air Act and Outer Continental Shelf Lands Act (OCSLA) air emission requirements• Clean Water Act and National Pollutant Discharge Elimination System Permits• CZMA consistency certification.. <p>Endangered Species Act Sect 7, Marine Mammal Protection Act, National Historic Preservation Act (Section 106), OCSLA (compliance with Minerals Management Service regulations; especially archaeology and air quality regulations)</p> <p>TEMPORARY. Cut off at close of FY or when activity completed. Retain on-site or at the FRC. Delete/Destroy 25 years after cutoff</p>					
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BOEM Bucket 5 Crosswalk-Regulatory Oversight and Stewardship					
New Schedule		Former Schedule			
Bucket 5	Work Element	Series No.	Title	Retention	NARA Authority
5B(5) Analysis and Evaluation of OCS Environmental Compliance (DAR) All records comprising activities employed to analyze, assess, and evaluate OCS energy producing activities in accordance with established environmental legal mandates, regulations, lease stipulations, approved plans and permits, and conditions of approval. Includes: <ul style="list-style-type: none"> Conduct evaluations related to various environmental laws, regulations, executive orders, etc., to include but not limited to OCS Lands Act, Code of Federal Regulations (specific citations, e.g., 30 CFR 250, 30 CFR 251) BUREAU issued lease stipulations, BUREAU issued Notice to Lessees, National Environmental Policy Act, Endangered Species Act, Marine Mammal Protection Act, Coastal Zone Management Act, Clean Air Act, Clean Water Act, and the National Historic Preservation Act. Conduct oversight reviews to ensure appropriate and consistent applications on OCS environmental requirements. Perform the Environmental Performance Index to document and track industries environmental performance. 	DAR	NEW			

<ul style="list-style-type: none">• Perform accountability assessments for OCS environmental issues, both initiated by BUREAU and those referred to BUREAU by other agencies and the general public.• Analyze Regions Environmental Monitoring Compliance Report and make recommendations for environmental accountability improvements.• Coordinate, at a national level, with task forces, workgroups, other agencies, states, lessees, and other interested parties on BUREAU environmental issues.• Collaborate with safety personnel, legal advisors, resource managers, and others involved with environmental implementations.• Collaborate with offices and groups performing a variety of functions to gather data for environmental performance accountability measures. <p>TEMPORARY Cut off at close of FY or when activity completed. Retain on-site or at the FRC. Delete/Destroy 25 years after cutoff</p>					
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BOEM Bucket 5 Crosswalk-Regulatory Oversight and Stewardship					
New Schedule		Former Schedule			
Bucket 5 Technical Assistance to Inform Decisions on Energy Resources	Work Element	Series No.	Title	Retention	NARA Authority
5C(1) Technical Assistance for Managing or Influencing Use of Energy Resources (LAA) Note: The Statement above is different than what the Bucket 5 Schedule has. <div style="border: 1px solid black; padding: 5px;"> Provision of Technical and Programmatic Consultation- International (LAA) All records related to providing technical expertise for governmental groups, and a wide variety of coordination and consultation with other state, federal, international agencies and non-governmental organizations. </div> Includes: <ul style="list-style-type: none"> • International activities • International regulatory interface • International standards • International treaties and conventions TEMPORARY Cut off at close of FY or when activity is completed. Retain on-site or at the FRC. Delete/ Destroy 25 years after cutoff.	LAA	1004-01	International Training Files	5 yrs.	N1-473-97-1 1004-01
	LAA	1004-03	Department of State Technical Assistance Files	10 yrs.	N1-473-97-1 1004-03

<p>5C(2) Liquefied Natural Gas (LNG) Projects (LAB) All records related to the processing, review, evaluation, analysis and coordination of LNG project applications. These records include memoranda of understanding and/or cooperative agreements with the U.S. Coast Guard specific to LNG activity, such as engineering review and recommendation regarding LNG pipelines.</p> <p>Includes:</p> <ul style="list-style-type: none"> • NEPA document development (environmental assessments and environmental impact statements) • Application completeness review for NEPA compliance • Participation in pre-application, public and NEPA scoping meetings • Identification of recommended mitigations and conditions of approval • Individual reviews (e.g., archaeological, biological, hazards and etc.) • Fair Market Value determinations of LNG ports <p>TEMPORARY Cut off at close of FY or when activity is completed. Retain on-site or at the FRC. Delete/ Destroy 25 years after cutoff.</p>	LAB	1200-07	Natural Gas Policy Act	When no longer needed	NC1-57-84-7 1200-07
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BOEM Bucket 5 Crosswalk-Regulatory Oversight and Stewardship					
New Schedule		Former Schedule			
Bucket 5	Work Element	Series No.	Title	Retention	NARA Authority
5D California Inter-tidal Monitoring Program (DAM) All records related to all funds used to conduct the in-house California Inter-tidal Program Monitoring effort. Activities include: <ul style="list-style-type: none"> • Coordination and consultancy with DOI, other Federal agencies, State agencies and non-governmental organizations on offshore infrastructure protection issues(memoranda of understanding, National Energy Security Policy and the Gulf Safety Committee) • Provision of oversight guidance, review and coordination of Offshore Energy and BOEM protection procedures for offshore platforms and pipelines • Development of program-specific protection measures, policies and procedures for BOEM • Analysis of offshore critical infrastructure and assets TEMPORARY Cut off at close of FY or when activity is completed. Retain on-site or at the FRC. Delete/ Destroy 25 years after cutoff.	NEW				

BOEM Bucket 5 Crosswalk-Regulatory Oversight and Stewardship					
New Schedule		Former Schedule			
Bucket 5 Technical Assistance to Inform Decisions on Energy Resources	Work Element	Series No.	Title	Retention	NARA Authority
5D(1) Environmental Studies in Support of Environmental Compliance Monitoring (DAB) All records related to oil and gas environmental compliance monitoring. This does not include all monitoring projects but only those projects that specifically monitor whether a company is in compliance with environmental stipulations. Includes: <ul style="list-style-type: none"> • Development of <ul style="list-style-type: none"> ○ - Annual Environmental Studies Plans ○ - Annual Regional Studies Priority Lists ○ - National Studies Priority Lists • Consultation with the Outer Continental Shelf Scientific Committee • Maintenance of the Environmental Study Plan Financial Project Management System • Provision of environmental studies oversight TEMPORARY Cut off at close of FY or when activity is completed. Retain on-site or at the FRC. Delete/ Destroy 25 years after cutoff.	DAB	1001-05	Environmental Studies Case Files	25 yrs.	N1-473-88-1 1001-05
	DAB	1004-02a	International Cooperative Agreements.	10 yrs. When Superseded	N1-473-97-1 1004-02a
	DAB	1105-01	Coastal Zone Management	When no longer needed	NC1-57-84-7 1105-01