

DEPARTMENT OF THE INTERIOR
MINERALS MANAGEMENT SERVICE MANUAL

TRANSMITTAL SHEET

Release No. 165

December 14, 1989

SUBJECT: Administrative Series
Part 380 Records Management
Chapter 2 Maintenance, Use, and
Disposition--Handbook

EXPLANATION OF MATERIAL TRANSMITTED:

This release transmits the revised handbook on records management which provides procedures to ensure the preservation of records that document the organization, functions, policies, decisions, procedures, and essential transactions of the MMS and techniques to be used regarding the control and disposition of records created and/or maintained by the MMS. The use of this handbook is mandatory.


Associate Director for
Management and Budget

FILING INSTRUCTIONS:

REMOVE:

<u>Part</u>	<u>Chapter</u>	<u>Pages</u>	<u>Release</u>
380	2		119

Handbook:

MMSM 380.2-H
Records Management Handbook

INSERT:

<u>Part</u>	<u>Chapter</u>	<u>Pages</u>	<u>Release</u>
380	2		165

Handbook:

MMSM 380.2-H
Records Management Handbook
(The handbook may be filed
separately from the basic
manual.)

OPR: Records Management Section
Administrative Management and Analysis Branch
Financial and Administrative Management Division
Office of Administration
Office of Management and Budget

Handbook

FOREWORD

The Minerals Management Service (MMS) handbook on records management has been developed to provide procedures to ensure the preservation of records that document the organization, functions, policies, decisions, procedures, and essential transactions of the MMS. It provides techniques to be used regarding the control and disposition of records created and/or maintained by the MMS. The use of this handbook is mandatory. The policies and responsibilities for the Records Management Program are contained in MMSM 380.2. Questions regarding this handbook may be directed to the MMS Records Manager, 787-1239 or FTS 393-1239, or the Records Officers.



Associate Director for
Management and Budget

Date: DEC 14 1989

Records Management

MMSM 380.2-H

See [Release No. 241](#) for revisions to the Records Management Handbook

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Records Management

MMSM 380.2-H

See [Release No. 288](#) for revisions to the Records Management Handbook

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
901-01	CHAPTER 9. MINERAL RESOURCE INVENTORY AND EVALUATION RECORDS The records described in this chapter are accumulated while investigating the mineral resource potential. Include basic scientific and technical data and interpretations of these data in the form of maps and technical reports. These records are obtained from various sources such as purchases from geological and geophysical data contractors, confidential industry submittals, other Government Agencies, results of educational and research institution investigations, and data generated within the MMS. Many of these records are proprietary because they contain, or are based on, data secured from private sources with the understanding that the information will not be released outside the MMS. THESE RECORDS MAY ONLY BE RELEASED AND MADE AVAILABLE FOR PUBLIC INSPECTION AS APPROPRIATE TO AN INFORMAL OR OPEN FILE. See subject outlines Resource Evaluation (REV) and Resource Inventory and Data Acquisition (RID) for policy and procedural documents. See Chapter 10 for files related to evaluation of specific lease sale blocks/prospects. See Chapter 17 for files related to reservoir studies, reserve estimates, and resource conservation. <u>PROPRIETARY INFORMATION/DATA</u> includes electric logs, core descriptions and analyses, seismic record sections, and other geological, geophysical, and engineering information, maps, reports, and correspondence based on or containing information that is not available to the public. This data is furnished by industry sources to the MMS in compliance with the terms of leases, permits, regulations, and contracts. PROPRIETARY INFORMATION/DATA IS NOT AVAILABLE TO THE PUBLIC. SEE CHAPTER 7, SPECIAL INSTRUCTIONS, PAGE 7-1, OF THIS HANDBOOK. SECTION 1. EXPLORATION PERMIT RECORDS	
	<u>Geological and Geophysical Exploration Permit Files.</u> Documents which relate to the receipt, review, and issuance of and monitoring of operations under permits to conduct geological or geophysical explorations for	

Supersedes Release No. 119

Date: December 14, 1989 (Release No. 165)

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
902-01	<u>High-Resolution (Shallow) Geophysical Records.</u> Geophysical data and information regarding the near-surface structural configuration, sedimentary characteristics, and ocean bottom. Used to support environmental impact and shallow hazards analyses, lease block evaluations, and special studies such as marine archaeology. a. <u>Field Prints.</u> Nonprocessed data created from analog magnetic tape. Include nonindexed recordings in roll form and labeled record sections. (Note: Data not processed, such as sidescan sonar, should be filed under Item 902-01b.) Arrange by related lease sale number, contract, and line number. b. <u>Processed Prints.</u> Reproducible (mylar, sepia, or vellum) prints of data which have been processed to remove extraneous signals and interference. Arrange by company, area surveyed, and line number. (1) <u>Prints Not Microfilmed.</u> (2) <u>Prints That Have Been Converted to Microform.</u> (3) <u>Silver-Halide Microform.</u> c. <u>Magnetic Tapes.</u> High-resolution seismic profiles in analog form collected and submitted by contractors. See Chapter 7, Special Instructions, page 7-1, of this handbook.	Cut off when all data required by related permit, lease, or contract have been submitted. Destroy 20 years after cutoff. NC1-57-84-7 <u>Permanent.</u> Cut off at close of fiscal year. Hold 5 years and transfer to FRC. Transfer to National Archives 75 years after cutoff. Volume 302 feet. Annual accumulation 45 feet. NC1-57-84-7 Destroy reproducibles when microform has been verified in accordance with Chapter 6, Micrographics, page 6-1, of this handbook. N1-473-88-1 <u>Permanent.</u> Cut off at close of fiscal year. Hold 5 years and transfer to FRC. Transfer to National Archives 75 years after cutoff. Volume 7 feet. Annual accumulation 1 foot. N1-473-88-1 Cut off when all data required by the related permit, lease, or contract have been submitted. Hold 15 years and transfer to FRC. Release to public as follows: for unprocessed data from permit, 50 years after date of submission; from lease, 60 days after submission. Destroy

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
902-02	<u>Shallow Seismic Shot-Point Location Maps Record Set.</u> Official file copy of each of the base maps, usually at a scale of 1" = 4,000', or digital magnetic navigation tapes, which shows the location of high-resolution (shallow) seismic shot points. Include contractor maps/tapes showing coverage of individual contracts and index maps/tapes showing all high-resolution seismic coverage. Arrange by adjacent State, survey area, company, map number, or permit number.	25 years after cutoff for data from lease, 50 years for data from permit. N1-473-88-1 Destroy individual maps when all related seismic records have been destroyed or when no longer needed for reference, whichever is earlier. NC1-57-84-7
902-03	<u>High-Resolution (Shallow) Geophysical Interpretive Maps.</u> Interpretations of high-resolution geophysical data in terms of subsurface geology and engineering applications. Include bathymetric maps, shallow structure maps, and hazard maps (also called anomaly or geomorphic maps). Arrange by company and survey area mapped. a. <u>Preliminary Maps.</u> b. <u>Final Drafted Maps.</u> (1) <u>Master Copies.</u> (2) <u>Other Copies.</u>	Destroy upon receipt or completion of final drafted map. NC1-57-84-7 Cut off when all information required by related permit, lease, or contract is submitted. <u>Permanent.</u> Hold 25 years and transfer to FRC. Release to public as follows: for information from permit, 25 years after date of submission; from lease, 60 days after submission. Transfer to National Archives 75 years after cutoff. Volume 86 feet. Annual accumulation 14 feet. NC1-57-84-7 Destroy 15 years after cutoff or when no longer needed for reference, whichever is earlier. EXCEPT: If additional significant interpretive data is added to these copies and not placed on the master, disposal instructions for Item 902-03a(1) are applicable. NC1-57-78-1

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Date: December 14, 1989 (Release No. 165)

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
902-04	<u>Common Depth Point (CDP) (Deep Penetration) Seismic Records Sections.</u> Records of deep penetration CDP seismic surveys which depict the configuration and depth of subsurface geological formations. These data are purchased from contractors or obtained under MMS prelease permits or applications for permit to drill in support of the hazards report. Used primarily to support the identification and evaluation of the mineral potential of subsurface formations for block evaluation. Arrange by type and scale, i.e., full-scale and half-scale bright spot record sections, and thereunder by adjacent State, company, area surveyed, and line number. a. <u>Vellum or Sepia/Film Masters.</u> b. <u>Blackline Sepia Paper Prints.</u>	Cut off when all information required by related permit, lease, or contract has been submitted. NC1-57-84-7 <u>Permanent.</u> Hold 15 years and transfer to FRC. Release to public as follows: for information from permit, 25 years after date of submission; from lease, 10 years after date of submission. Transfer to National Archives 75 years after cutoff. Volume 3,356 feet. Annual accumulation 196 feet. N1-473-88-1 Destroy 15 years after cutoff or when no longer needed for reference, whichever is earlier. EXCEPT: If additional significant interpretive data is added to these copies and not placed on the master, disposal instructions for Item 902-04a are applicable. N1-473-88-1
902-05	<u>Deep Seismic Shot-Point Location Record Set and Magnetic Tape.</u> Official file copy of each of the base maps, usually at a scale of 1" = 4,000', or digital magnetic navigation tapes, which cover a majority of the blocked acreage showing the location of seismic shot points for CDP coverage. Include permittee/lessee maps/tapes showing locations for individual surveys and MMS maps/tapes summarizing locations for all coverage. Used as an index to available deep seismic record sections and as base maps for compiling detailed seismic interpretive maps. Arrange by adjacent State, survey area, company, map number, or permit number.	Destroy individual maps and erase tapes when all related seismic records have been destroyed or when no longer needed for reference, whichever is earlier. Release tapes to public as follows: from permit, 25 years after date of submission; from lease, 10 years after submission. N1-473-88-1

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Date: December 14, 1989 (Release No. 165)

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	mineral resources or for scientific research. Include signed original of approved permit application, any proprietary attachments, permit, and related correspondence. Arrange by adjacent State and thereunder by permit number. a. <u>Paper Not Microfilmed.</u> b. <u>Paper That Has Been Converted to Microform.</u> c. <u>Master Microform.</u>	Cut off at close of calendar year in which permit is approved. Release to public as follows: for geophysical permit, 25 years after submission; for geological permit, 10 years after submission, except for deep stratigraphic test well data and information, which are released 25 years after completion of test. Transfer to FRC 30 years after cutoff. Destroy 75 years after cutoff. NC1-57-84-7 Destroy paper when microform has been verified in accordance with Chapter 6, Micrographics, page 6-1, of this handbook. NC1-57-84-7 Dispose of in accordance with Item 901-01a. NC1-57-84-7
901-02	<u>Exploration Permit Assignment Control Log.</u> Logs or registers used to control the assignment of numbers and other identifying data to geological and geophysical exploration permits.	Cut off at close of fiscal year. Destroy when all listed items have been destroyed. NC1-57-84-7
901-03	<u>Reserved.</u> SECTION 2. GEOPHYSICAL SURVEY DATA AND MAPS The records described in this section relate to the accumulation and interpretation of subsurface structural information obtained from geophysical surveys. The results of these surveys are expressed in maps, sections, and diagrams. These records are used to identify and evaluate the mineral potential of subsurface formations. See Item 705-01 for public information copies.	

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ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
902-06	<u>Seismic Velocity Information.</u> Computer-generated velocity plots and listings of velocity analyses relative to or derived from CDP seismic data. Include velocity analysis plots and listings and power, frequency, and ancillary seismic plots and listings acquired from geophysical data contractors; Geophysical Interpretive Aid Package computer-generated plots and listings including velocity cross-reference, residual moveout, normal moveout and diffraction curve, frequency, transverse migration, detail time-depth, and 2-D velocity plots, 3-D velocity logs, check shot and vertical seismic profile surveys and listings and associated velocity interpretation reports. Used in block evaluation, hazards analyses, and analyses of unitization proposals and other requests concerning producing structures. a. <u>Paper Not Microfilmed.</u> b. <u>Paper or Tape That Has Been Converted to Microform.</u> c. <u>Silver-Halide Microform.</u> d. <u>Magnetic Tape.</u> (1) <u>Processing.</u> (2) <u>Master.</u> See Chapter 7, Special Instructions, page 7-1, of this handbook.	Cut off when all information required by related permit, lease, or contract is submitted. Release to public as follows: from permit, 25 years after date of submission; from lease, 10 years after submission. <u>Permanent.</u> Transfer to FRC 15 years after cutoff. Transfer to National Archives 75 years after cutoff. Volume 747 feet. Annual accumulation 121 feet. NC1-57-84-7 Destroy paper or erase tape when microform has been verified in accordance with Chapter 6, Micrographics, page 6-1, of this handbook. NC1-57-84-7 <u>Permanent.</u> Transfer to FRC 15 years after cutoff. Transfer to National Archives 75 years after cutoff. Volume 3 feet. Annual accumulation 1 foot. NC1-57-84-7 Erase when superseded. NC1-57-84-7 <u>Permanent.</u> Transfer to Center for Electronic Records 15 years after cutoff together with adequate system documentation. Transfer to National Archives 25 years after cutoff. Volume 5 feet. Annual accumulation 5 feet. NC1-57-84-7

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ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
902-07	e. <u>Other Copies.</u> <u>Regional Seismic Interpretive Maps.</u> Regional seismic structure maps based on interpretive geophysical correlation of CDP seismic record sections and velocity data. These maps, which show the types of structures such as salt domes, anticlines, synclines, faulting or stratigraphic traps, are used in evaluating blocks offered for leasing. Arrange by adjacent State, survey area, and map number. a. <u>Preliminary Maps.</u> b. <u>Final Drafted Maps.</u> (1) <u>Films or Master Copies.</u> (2) <u>Other Copies.</u>	Destroy when superseded, obsolete, or no longer needed for reference. NC1-57-84-7 Destroy upon receipt or completion of final drafted map. NC1-57-84-7 Cut off when all information required by related permit or lease is submitted. <u>Permanent.</u> Hold 25 years and transfer to FRC. Release to public 25 years after date of submission. Transfer to National Archives 75 years after cutoff. Volume 100 feet. Annual accumulation 20 feet. NC1-57-84-7 Destroy 15 years after cutoff or when no longer needed for reference, whichever is earlier. EXCEPT: If additional significant interpretive data is added to these copies and not placed on the master, disposal instructions for (1) above are applicable. NC1-57-84-7
902-08	<u>Detailed Seismic Interpretive Maps.</u> Sepia masters of seismic structure maps which are one product of the detailed prelease resource evaluation of each sale block. Two horizons and base of reflecting section are usually mapped for each block or prospect. Arrange by lease sale number, geographical area, and prospect number. See Item 1002-02 for annotated prints of these maps included in prospect investigation case files.	<u>Permanent.</u> Cut off when all information required by related permit or lease is submitted. Hold 25 years and transfer to FRC. Release to public 25 years after date of submission. Transfer to National Archives 75 years after cutoff. Volume 187 feet. Annual accumulation 36 feet. NC1-57-84-7

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ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
902-09	<u>Magnetic and Gravimetric Survey Records and Maps.</u> Graphic representations of measurements obtained by gravimeter and fluxgates, nuclear, and proton-precession magnetometer surveys and magnetic and gravimetric anomaly maps based on this survey data.	Cut off when all information required by related permit or lease is submitted. Hold 15 years and transfer to FRC. Release to public 25 years after date of submission. Destroy 75 years after cutoff. NC1-57-84-7
902-10	<u>Geophysical Data Indexes.</u> Registers or logs used for organizing, cataloging, filing, and retrieving CDP and high-resolution seismic record sections, seismic shot-point location maps, seismic velocity data, regional and detailed seismic interpretive maps, and magnetic and gravimetric survey data and maps. Include card indexes, descriptive lists, shelf lists, registers, and copies of contractor shipment lists. SECTION 3. WELL LOGS AND SAMPLE ANALYSIS RECORDS The records described in this section consist of basic subsurface geological and geochemical information based on specialized tests and analyses of well cuttings and cores or any other geologic samples; recordings made during or after drilling of wells and test holes; and related records. These basic data are used in making correlations and performing stratigraphic studies in identifying and measuring porosity and reservoir fluids, and in constructing geologic maps and cross-sections. See Item 705-01 for public information copies.	Destroy individual card or sheet when all items listed have been destroyed or when no longer needed for reference, whichever is earlier. NC1-57-84-7
903-01	<u>Samples.</u> Include cores and cuttings and thin sections of cores and cuttings submitted for examination and correspondence on particular samples. a. <u>Wells Drilled on OCS Leases.</u>	<u>Permanent.</u> Cut off at close of fiscal year in which well is completed. Release to the public as follows: for an active lease in primary term, 2 years after date of submission of data and information or 60 days after a lease sale such that any portion of an offered block is within 50 miles of the well, whichever is later; lease beyond primary term.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	b. <u>Prototype or Stratigraphic Test Wells in Frontier Areas.</u>	2 years after submission; for an expired lease, release immediately. Hold 5 years and transfer to FRC. Transfer to National Archives 25 years after cutoff. Volume 110 feet. Annual accumulation 2 feet. NC1-57-84-7 <u>Permanent.</u> Cut off when all data and information required by related permit are submitted. Release to public as follows: for geological data and information and geophysical information, 25 years after test well is completed, or 60 days after first lease sale of lands within 50 miles of test site, whichever is earlier; for geophysical data, 50 years after well is completed or 60 days after first lease sale within 50 miles, whichever is earlier. Hold 5 years and transfer to FRC. Transfer to National Archives 25 years after cutoff. Volume 150 feet. Annual accumulation 2 feet. NC1-57-84-7
903-02	<u>Sample Control Files.</u> Intermediate controls, such as cards or worksheets, maintained to account for work pending and status of each sample analysis. These files contain data duplicated elsewhere.	Cut off when analysis of sample is completed. Destroy 6 months after cutoff. NC1-57-84-7
903-03	See Item 903-06.	
903-04	<u>Petrographic Reports.</u> Official file copy of descriptions based on detailed microscopic examinations and analyses of thin sections of cores and cuttings. Include determinations of depositional environments, facies relationships, diagenesis properties, and reservoir rock characteristics.	<u>Permanent.</u> Review file at least annually to remove and place in inactive file reports which are superseded or obsolete. Cut off inactive file at close of fiscal year. Transfer to FRC 15 years after cutoff or when no longer needed for reference, whichever is earlier. Transfer to National Archives 75 years after cutoff. Volume 210 feet. Annual accumulation 4 feet. NC1-57-84-7

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ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
903-05	<u>Paleontological Reports</u>. Reports based on micropaleontological examination of washed well samples which identify zonal guide fossils by depth to establish the position of "tops" of successive biostratigraphic zones penetrated. These data are obtained from well completion and other reports submitted by operators, purchased from paleo data contractors, or prepared by MMS on the basis of samples submitted by operators. Used primarily in long-distance correlations using biostratigraphic zones and for constructing paleoenvironmental maps. Arrange by area, block, lease, and well number. a. <u>Detailed Reports</u>. b. <u>Summary Reports</u>.	Review file at least annually to remove and place in inactive file reports which are superseded or obsolete. Cut off inactive file at close of fiscal year. Where the contract does not prohibit release, release to public as follows: information from permit, 25 years; information from lease, 10 years after date of submission. <u>Permanent</u>. Hold 15 years and transfer to FRC. Transfer to National Archives 75 years after cutoff. Volume 55 feet. Annual accumulation 6 feet. NC1-57-84-7 Destroy 30 years after cutoff or when no longer needed for reference, whichever is earlier. N1-473-88-1
903-06	<u>Logs</u>. Records made by well logging devices during or after drilling of wells and test holes which furnish reports of geologic formations and fluids penetrated. These logs yield information on lithologic characteristics, porosity saturation, density, and other data used in geological correlation of the strata from well to well and in detection and evaluation of possible productive horizons. Include electrical logs, which record resistivities of subsurface formations and spontaneous potentials generated in the borehole; induction-electrical logs; laserlogs; micrologs; caliper logs; temperature logs; formation density logs; routine lithologic logs or descriptions of the geophysical properties of each formation penetration; and dipmeters. Arrange by area, block, lease, and well number. a. <u>Record Set</u>. Official file copy maintained in the Regional Office.	

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ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	(1) <u>Paper Not Converted to Microform.</u> (2) <u>Paper Converted to Microform.</u> (3) <u>Silver-Halide Microform.</u> (4) <u>Magnetic Tape.</u> (a) <u>Processing.</u> (b) <u>Master.</u> See Chapter 7, Special Instructions, page 7-1, of this handbook. b. <u>Other Copies.</u>	<u>Permanent.</u> Cut off and stamp "Expired" when lease is expired, relinquished, or terminated. Hold 25 years and transfer to FRC. Transfer to National Archives 75 years after cutoff. Volume 916 feet. Annual accumulation 169 feet. Release data to public 2 years after date of submission. NC1-57-84-7 Destroy paper when microform has been verified in accordance with Chapter 6, Micrographics, page 6-1, of this handbook. N1-473-88-1 <u>Permanent.</u> Cut off and stamp "Expired" when lease is expired, relinquished, or terminated. Hold 25 years and transfer to FRC. Transfer to National Archives 40 years after cutoff. Release data to public 2 years after date of submission. Volume 5 feet. Annual accumulation 1 foot. N1-473-88-1 Erase when superseded. N1-473-88-1 <u>Permanent.</u> Cut off and stamp "Expired" when lease is expired, relinquished, or terminated. Release data to public 2 years after date of submission. Hold 1 year and transfer to Center for Electronic Records together with adequate system documentation. Transfer to National Archives 10 years after cutoff. Volume 2 feet. Annual accumulation 1 foot. N1-473-88-1 Cut off and stamp "Expired" when lease is canceled, relinquished, or terminated. Destroy 5 years after cutoff or when no longer needed for reference, whichever is earlier. NC1-57-84-7

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ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
903-07	<u>Directional Surveys.</u> Surveys of directionally drilled finished hole of each well. These surveys measure the degree of departure from the vertical and the direction of departure at various depths in the well. Arrange by lease number and thereunder by well number. a. <u>Record Set.</u> Official file copy maintained in the Regional Office. b. <u>Other Copies.</u>	Cut off when lease is canceled, relinquished, or terminated. Hold 5 years and transfer to FRC. Destroy 75 years after cutoff. NC1-57-84-7 Cut off when lease is canceled, relinquished, or terminated. Destroy 5 years after cutoff or when no longer needed for reference. NC1-57-84-7
903-08	<u>Well Log Card Index.</u> These cards serve as an index to the various types of logs (electric, radiation, directional survey, etc.) available for each well for both active and expired leases. The cards show lease number, State, area, well number, block, company or operator, and types of logs and surveys available. Arrange by geographical area and thereunder by block number and well number.	<u>Permanent.</u> Cut off when well is terminated. Place in inactive file. Transfer to FRC 3 years after cutoff or when no longer needed for reference, whichever is earlier. Transfer to National Archives 75 years after cutoff. Volume 6 feet. Annual accumulation 1 foot. NC1-57-84-7
903-09	<u>Geochemical Prospecting Survey Maps and Reports.</u> Maps and reports based on geochemical analyses of light hydrocarbons from seafloor cores. Include determinations of the hydrocarbon source quality, source type, and degree of thermal maturity of the sediments. Used in evaluating the hydrocarbon potential of the surveyed area. SECTION 4. GENERAL SUBSURFACE GEOLOGIC INTERPRETATIONS AND MAPS The records described in this section are accumulated in the preparation of structural and stratigraphic reports, maps, and cross-sections to evaluate the hydrocarbon potential. They result from the compilation, correlation, and interpretation of subsurface geologic data and its coordination with interpreted geophysical data. These records have repetitive and multiple applications in support of Federal leasing	<u>Permanent.</u> Cut off at close of fiscal year in which related lease sale is conducted. Hold 15 years and transfer to FRC. Transfer to National Archives 75 years after cutoff. Volume 44 feet. Annual accumulation 4 cubic feet. NC1-57-84-7

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ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
904-01	programs. See Item 705-01 for public information copies. <u>Geology Files.</u> Geological information on stratigraphy, general drainage, and general lease sale mapping, and reserve studies of individual fields. Include subsurface structural and stratigraphic maps and cross-sections, isopach maps, technical data, notes, and reports. Arrange by adjacent State, thereunder by area number and block number.	<u>Permanent.</u> Cut off at close of fiscal year in which report is completed. Release to public a minimum 25 years after cutoff. Transfer to FRC 30 years after cutoff. Transfer to National Archives 75 years after cutoff. Volume 8 feet. Annual accumulation 1 foot. NC1-57-84-7
904-02	<u>Tectonic and Stratigraphic Investigation and Mapping Project Files.</u> These files relate to regional tectonic, stratigraphic, and paleontologic studies and mapping tied to known producing horizons. The investigations are based on the study of subsurface information such as wireline surveys, paleo report, geophysical information, core analyses, and formation tests. They involve regional correlations and compilation of regional maps and cross-sections. The objective of these studies is to compile regional geologic interpretations. These studies provide the regional subsurface knowledge to define areas most prospective for future lease sales; to determine criteria indicative of productive rocks; to support lease block selection and evaluation; and to aid in defining the age of specific reservoirs and determining reserves by age. Arrange by project identification. Do not include subsurface studies conducted for lease sale environmental impact statements (Item 1001-03), specific sale areas (Item 1002-01), individual sale prospects (Item 1002-02), or reservoir and field study mapping (Items 1702-01 and -02). a. <u>Project Files.</u> Documents reflecting continuing history of the project from initiation to completion. Include documents authorizing the project and describing its scope, purpose, objectives, and methodology; interim progress reports and correspondence; structural contour maps and cross-sections; paleo-environment maps; and stratigraphic cross-sections; and final technical report or unpublished manuscript of report containing summary and conclusions of the study.	<u>Permanent.</u> Cut off at close of fiscal year in which project is completed. Release to public a minimum 25 years after cutoff. Transfer to FRC 15 years after cutoff or when no longer needed for reference, whichever is earlier. Transfer to National Archives 50 years after cutoff. Volume 76 feet. Annual accumulation 1 cubic foot. NC1-57-84-7

Supersedes Release No. 119

Date: December 14, 1989 (Release No. 165)

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ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	b. <u>Study Workpapers</u>. Notes, draft reports, and preliminary or intermediate technical and scientific data created in establishing regional well log correlations, constructing regional cross-sections, and preparing regional maps. These data and work maps are duplicated in the final maps, cross-sections, and reports, or are of such a routine or fragmentary nature that they have neither evidential nor informational long-term value.	Cut off when project is completed. Destroy 3 years after cutoff. NC1-57-84-7
904-03	<u>Stratigraphic Summary Well Reports</u>. The official file copy of geological and operational summary reports on test wells. These reports are based on subsurface information obtained from deep stratigraphic testing operations conducted under geological exploration permits. Arrange by well locations.	<u>Permanent</u>. Cut off when report is finalized. When related regional study is completed, consolidate with project case file and dispose in accordance with Item 904-02a. Volume 8 feet. Annual accumulation 1 foot. NC1-57-84-7
904-04	<u>Sediment Analysis Study Files</u>. These files relate to studies of productive trends. The objective of these studies is to establish and maintain a geologic framework for the area to support the evaluation of the potential of these rock sequences. Used to determine prospective environments of deposition; facies in carbonate reservoirs; to define and classify stratigraphic traps; to establish prospective trends in wildcat areas; to support lease block selection and evaluation; to identify and evaluate drainage blocks; to classify porosity and permeability type, pore geometry, and the diagenetic alteration of pore geometry for detailed reservoir analysis; to aid in evaluating performance characteristics of carbonate reservoirs in different sedimentary facies; and to evaluate the distribution and potential productivity of nonenergy minerals. Arrange by type of study; e.g., carbonate analysis studies, location, and study title. a. <u>Study Files</u>. Documents authorizing the study and describing its scope, purpose, objectives, and methodology; interim progress reports and correspondence; final carbonate maps and cross-sections; final study report containing summary and conclusions; and related papers and correspondence of value to the historical account of the project.	<u>Permanent</u>. Cut off when study is completed. Release to public a minimum 25 years after cutoff. Transfer to FRC 15 years after cutoff or when no longer needed for reference, whichever is earlier. Transfer to National Archives 50 years after cutoff. Volume 36 feet. Annual accumulation 3 feet. NC1-57-78-1

Supersedes Release No. 119

Date: December 14, 1989 (Release No. 165)

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
904-05	b. <u>Study Workpapers</u>. Preliminary or intermediate technical and scientific data which are duplicated or adequately summarized in the final report and minor administrative documents collected during the study but not necessary to ensure an adequate history of the study. <u>Reserved</u>.	Cut off when study is completed. Destroy 3 years after cutoff. NC1-57-84-7

Supersedes Release No. 119

Date: December 14, 1989 (Release No. 165)

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	CHAPTER 10. MINERAL LEASE SALES RECORDS The records described in this chapter are created and accumulated in planning, conducting, and evaluating mineral lease sales. SECTION 1. LEASE SALES ACTIVITY RECORDS 1001-01 <u>Summary Geologic Reports.</u> Official file copy of each prenomination summary geologic report on the geology and potential mineral, including hydrocarbon, resources of the area to be included in a lease sale. Maintained by office responsible for preparation of report. Used in selection of specific blocks to be offered for lease. Arrange by lease sale number or name. 1001-02 <u>Block Nomination Files.</u> Documents accumulated in reviewing nominations of blocks for leasing. Include industry nominations and requests describing areas and expressing an interest in leasing, abstracts of nominations showing name of company and block number nominated, index maps which summarize all nominations and recommendations for selection, and documents protesting lease activities. Arrange by lease sale number or name. 1001-03 <u>Sale Environmental Impact Statement Files.</u> Scientific and technical documents accumulated in the preparation of draft and final Environmental Impact Statements (EIS's). Include geologic summary reports and geologic framework descriptions; resource reports as to the possible effects of leasing on the total environment; detailed analyses on a block-by-block basis of any possible adverse impacts on the environment; documents related to public hearings on draft EIS's; and related information. Arrange by lease sale number or name. a. <u>Major Environmental Analysis Files.</u> Data and proposed plans of action submitted by lessees, permittees, and operators on the impact of proposed lease operations; checklists; analyses, reports, and correspondence with lessee, permittee, or operator and other Federal Agencies. These plans are selected for detailed analysis because of the magnitude and importance of proposed activities on the environment. Maintained by the Region or office responsible for	Cut off at close of fiscal year in which lease sale is conducted. Destroy 10 years after cutoff. NC1-57-84-7 Cut off at close of fiscal year in which lease sale is conducted. Destroy 20 years after cutoff. N1-473-88-1 Place in inactive file after compliance with environmental regulations has been determined. Cut off inactive file at close of fiscal year. Transfer to FRC 3 years after cutoff. Destroy 20 years after cutoff. NC1-57-84-7

Supersedes Release No. 119

Date: December 14, 1989 (Release No. 165)

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	environmental analysis and arranged by location and principal. b. <u>Minor Environmental Analysis Files</u>. Data and proposed plans of action submitted by lessee, permittee, or operator; analyses of proposed plans; and correspondence with other Agencies and the lessee, permittee, or operator. Maintained by the Region or office responsible for environmental analysis and arranged by location and principal.	Place in inactive file after compliance with environmental regulations has been determined. Cut off inactive at close of fiscal year. Destroy 3 years after cutoff. NC1-57-84-7
1001-04	<u>Lease Sale Activity History Files</u>. General information regarding each lease sale from block selection phase through the acceptance or rejection of bids. Include lists of blocks, copies of notices published in the <u>Federal Register</u> regarding the sale; reports on assignment of responsibility and status of detailed block evaluations; documents related to prices, interest rates, and tax figures to be used in evaluations; block evaluation estimates; copies of bid recaps and statistical summaries; recommendations for the acceptance or rejection of high bids together with supporting geological, geophysical, and engineering information; reports on sale results; and related documents. Arrange by lease sale number, subdivided by category as appropriate.	Cut off at close of fiscal year in which final determinations of bid acceptance or rejection are made. Dispose of when no longer needed for reference. N1-473-88-1
1001-05	<u>Environmental Studies Case Files</u>. General information regarding management of the program of scientific studies contracted for the prediction, assessment, and management of impacts on the OCS and near-shore areas which may be affected by marine mineral resource development. Include regional study plans; national study plans; national study lists; documents defining program priorities, requesting studies, and describing objectives; authorizing correspondence; interim reports on overall program progress. Contract monitoring documents are filed in Item 503-02b. Arrange by geographic location.	Cut off at close of fiscal year. Hold 15 years after cutoff and transfer to FRC. Destroy 25 years after cutoff. N1-473-88-1
1001-06	<u>Environmental Studies Reports</u>. Results of contracted studies designed to provide information on marine and coastal ecosystems, upon which prediction, assessment, and management of impacts of oil and gas development may be based. Include final reports, maps, and scientific and technical data. Arrange by subject.	

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ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	Complete record set is maintained by headquarters Branch of Environmental Studies; record set of regional studies, sponsored by the Region, is maintained by the respective Region. a. <u>Record Sets Together With Pertinent Indexes.</u> b. <u>Other Copies.</u> SECTION 2. BLOCK EVALUATION FILES Documents accumulated by marine evaluation geologists, geophysicists, and petroleum engineers in preparing detailed estimates of the value of oil and gas on each block to be included in the sale. While created in connection with a specific sale, this information has repetitive and multiple applications in support of lease management operations and future lease sales.	<u>Permanent.</u> Cut off when study is completed. Transfer to FRC 15 years after cutoff. Transfer to National Archives 30 years after cutoff. Volume 120 feet. Annual accumulation 12 feet. N1-473-88-1 Cut off when study is completed. Dispose of when no longer needed for reference. N1-473-88-1
1002-01	<u>Lease Sale Area Geological and Geophysical Information Files.</u> Technical data, reports, and interpretive maps prepared for a specific lease sale which pertain to the offered area in general rather than to individual prospect or group of prospects.	Cut off at close of fiscal year in which final determinations of bid acceptance or rejection are made. Transfer to FRC 30 years after cutoff or when reference needs have been exhausted or sufficiently minimized, whichever is earlier. Destroy 75 years after cutoff. NC1-57-84-7
1002-02	<u>Prospect Investigation Files.</u> Following the announcement of blocks to be included in a lease sale, the blocks are grouped into prospects on the basis of seismic/structural information. These files contain the results of detailed geological, geophysical, and engineering investigations of individual prospects for presale evaluation of blocks selected for leasing. Include geophysical investigation report discussing all phases of the seismic/structural evaluation in detail and velocity study data, if available; geological evaluation report containing concise information	

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ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	on the paleontological conditions, sand conditions, and structural aspects of the prospect based on data from selected wells in the vicinity of the prospect or based on model fields; reservoir engineering report containing estimates of the range of values and likelihood for occurrence of each value for basic engineering and economic parameters for expected reservoirs; and final drafted seismic structure maps (in some instances, manuscript) annotated to show estimated thickness, distribution, and depths of reasonably expected reservoirs, area figures of acres, well data, bright spots, and special notes. Arrange by lease sale number or name, thereunder by area, then prospect number. a. <u>Regional Office.</u> b. <u>Other Copies.</u>	Cut off at close of fiscal year in which final determinations of bid acceptance or rejection are made. Transfer to FRC 30 years after cut-off. Destroy 75 years after cutoff. NC1-57-84-7 Cut off at close of fiscal year. Destroy 10 years after cutoff or when no longer needed for reference, whichever is earlier. NC1-57-84-7
1002-03	<u>Prospect Evaluation Work Papers.</u> Preliminary or intermediate geophysical, geological, and engineering data which are duplicated or adequately summarized in final reports or maps filed in Item 1002-02. Arrange by lease number, name, area, or prospect names.	Cut off at close of fiscal year in which final determinations of bid acceptance or rejection are made. Destroy 3 years after cutoff. NC1-57-84-7
1002-04	<u>Prospect Investigation Files Card Index.</u> These cards serve as an index to the contents and coverage of "prospect folders." Arrange one set of cards by sale number or name and thereunder by prospect number and show the types of technical reports and maps available for each prospect. Arrange another set by block number and list the prospects included in that block.	Destroy individual card when all items listed thereon have been destroyed or when no longer needed for reference, whichever is earlier. NC1-57-84-7
1002-05	<u>Lease Sale Prospect Index Maps.</u> Base maps covering the sale area which are annotated to show prospect numbers, and if applicable, numbers of 1" = 4,000' scale base maps.	Transfer to FRC in accordance with Item 1002-02a. NC1-57-84-7

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ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1002-06	<u>Lease Sale Prospect Block Evaluation Report Files.</u> Computer printouts containing descriptive and statistical data on presale economic evaluation and risk analysis for blocks to be offered in upcoming lease sales. Reports are generated by a model (such as the Monte Carlo Range of Values System) for manipulation of geologic, engineering, and economic data to establish the fair market value of lands offered for competitive leasing. Include lease sale evaluation reports, plots of cumulative distribution frequency, evaluations of the most probable case, summary estimated reserves, and summary presale values by prospect and block. Used initially in determining presale values of blocks and thereafter in postsale evaluation reviews and analyses and in planning future lease sales. Arrange by lease sale number or name, thereunder by report title. SECTION 3. POSTSALE EVALUATION RECORDS	Cut off at close of fiscal year in which final determinations of bid acceptance or rejection are made. Hold 5 years and transfer to FRC. Destroy 25 years after cutoff. NC1-57-84-7
1003-01	<u>Lease Sale Bid Recap and Sale Summary Report Files.</u> Computer printouts containing descriptive and statistical data on bids submitted by industry in response to lease sales and presale values. Include bonus bid recap reports by area and block, highest bid, and prospect number; sale summaries by prospect block values and bids; and summaries of blocks receiving bids. Used in making recommendations on acceptance or rejection of bids, in postsale evaluation reviews, and in planning future lease sales. Arrange by lease sale number or name thereunder by report title.	Cut off at close of fiscal year in which final determinations of bid acceptance or rejection are made. Destroy 5 years after cutoff. NC1-57-84-7
1003-02	<u>Postsale Analysis Files.</u> Documents accumulated in comparing block evaluation techniques and estimates with sale results and subsequent drilling results. Include reports on comparisons of presale estimates with high, mean, and median bids and with individual company bids; comparisons of presale estimates and sale results with results of exploratory drillings; and correlation of bright spot data with bids and drilling results. Arrange by lease sale number or name. a. <u>Study Files.</u> Documents requesting the analysis and describing study objectives; intermediate progress reports and correspondence; preliminary and	<u>Permanent.</u> Cut off when study is completed. Hold 5 years and transfer to FRC. Transfer to the

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ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	final reports presenting the results of the postsale analysis. b. <u>Study Background Files</u>. Documents accumulated in the collection of data for postsale analysis which are duplicated or adequately summarized in the final report and/or of minor administrative nature not necessary to ensure an adequate history of the study.	National Archives 20 years after cutoff. Volume 8 feet. Annual accumulation 1 foot. NC1-57-84-7 Cut off when study is completed. Destroy 3 years after cutoff. NC1-57-84-7

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Date: December 14, 1989 (Release No. 165)

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ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	CHAPTER 11. LEASE MANAGEMENT RECORDS The leasing office issues leases of oil, gas, sulphur, and other minerals. After lease issuance, the MMS is responsible for collection of rents and royalties and supervision of lease operations up to relinquishment. The records described in this chapter document lease management activities in general. Lease management project files include bond decisions, lease instruments, assignments, and designation of operator; reports of operations; field development case files; base maps; appeals case files; power of attorney records; and related records. THE OFFICIAL FILE COPIES OF THESE RECORDS MUST BE MAINTAINED IN THE REGIONAL OFFICE CENTRAL FILE ROOM. <u>PROPRIETARY INFORMATION/DATA</u> includes electric logs, core descriptions and analyses, seismic record sections, and other geological, geophysical, and engineering information, maps, reports, and correspondence based on or containing information that is not available to the public. This data is furnished by industry sources to the MMS in compliance with the terms of leases, permits, regulations, and contracts. PROPRIETARY INFORMATION/DATA IS NOT AVAILABLE TO THE PUBLIC. SEE CHAPTER 7, SPECIAL INSTRUCTIONS, PAGE 7-1, OF THIS HANDBOOK. The lease operator is required to furnish copies of each drilling/production form and/or report to the regional office. One copy of the form or report should be marked by the <u>operator</u> in such a manner as to block out any proprietary data. This marked-up copy should be stamped or noted as "Public Information" by the <u>operator</u>. The public information copy should be made available to the general public, see Item 705-01. The unedited copy of the form or report should be placed in the appropriate lease file in the Central File Room. THIS COPY IS <u>NOT</u> AVAILABLE TO THE PUBLIC. The records contained in this chapter may be microfilmed. Destroy paper 4 months after verification of microfilm. Microfilmed records to be filmed in accordance with Chapter 6, Micrographics, page 6-1, of this handbook. The maintenance and disposal instructions are the same as provided for paper copies as outlined in this chapter.	

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Date: December 14, 1989 (Release No. 165)

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	SECTION 1. LEASE RECORDS 1101-01 <u>Undeveloped Lease Files</u>. Copies of lease instruments and related correspondence on leases for which no plan of development, plan of exploration, or Form MMS-331C has been received. Arrange numerically by lease number. 1101-02 <u>Lease Management Project Files</u>. Records which document supervision of activities on a specific lease and the wells drilled on that lease. THESE DETAILED FILES REPRESENT ONE OF THE LARGEST AND MOST IMPORTANT FILE GROUPS. Thus, these files must be carefully arranged and maintained. All project file material is arranged by lease sale number or name. a. <u>Lease History Files</u>. Records which reflect a continuing history of each lease from issuance to relinquishment. Because of the quantity of material accumulated on most active leases, standardized breakdowns have been established. Subdivide as follows if volume warrants: (1) <u>Lease Instrument File</u>. Lease instrument or equivalent. Include copy of State lease; lease transmittal; legal documents such as powers of attorney; decisions or memorandums concerning bonds or bond coverage; cross agreements with the State on disputed lands; designations of operator or agent; assignment of lease interest; mergers or name changes; rights-of-way, use, or easement; suspension of production; expiration, termination, cancellation, or relinquishment of part or all of the lease. (2) <u>Lease Plan of Exploration and Plan of Development and Production</u>. Applies to leases issued since 1970. Include operator's plan of development and/or exploration; transmittal letters; MMS approval; reports on progress of plan; and supporting geologic and engineering reports and data including maps, surveys, and plats. Plans are revised periodically and several may be contained in the file for a single lease. (3) <u>Lease Operations File</u>. Documents relating to the operations of the lease. Include documents on	Cut off inactive file at close of fiscal year. <u>Undeveloped leases</u>: cut off in 5-year blocks, destroy 10 years after cutoff. When Form MMS-331C or equivalent is received, transfer to project case file, Item 1101-02. NC1-57-84-7 Cut off when lease is terminated.

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ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	secondary and tertiary recovery and pressure maintenance operations; requests and recommendations for field rules; requests for waivers; and documents which pertain to lease operations and structures (waivers for well operations are filed under Item 1101-02b), departure reports, confirmations of incidents of noncompliance, and suspension of operations and production. (4) <u>Lease Rental, Minimum Royalty, and Royalty File</u>. Documents and correspondence relating to payment of the rentals and minimum royalties. (a) <u>Regional Office</u>. (b) <u>Other Offshore Copies</u>. (c) <u>Royalty Management</u>. 1. <u>Paper Not Microfilmed</u>. 2. <u>Magnetic Tape</u>. (These tapes contain data for calculating assessments.) b. <u>Well Files</u>. Records documenting supervision of operations for each individual well drilled on the lease. Include Form MMS-331C; Form MMS-331; Form MMS-330; geologic and engineering data supporting operator submittals, such as sidewall core analyses, formation tests, bottomhole pressure test reports, well potential reports, packer tests; maps, plats, specifications, and drawings pertaining to individual wells; documents reflecting geological, geophysical, and engineering review and evaluation of operator submittals; and requests and approvals of waivers which pertain to an individual well number. See Items 903-01 through -09 for well samples, logs, and reports.	Transfer to FRC 5 years after cut-off. Destroy 75 years after cutoff. NC1-57-84-7 Destroy 5 years after cutoff except that technical data and reports of continuing usefulness for future research may be retained as non-record reference material until no longer needed. NC1-57-84-7 Cut off at end of fiscal year. Destroy 7 years after cutoff. NC1-57-84-7 Destroy 7 years after date of last payment. NC1-57-84-7 Cut off when lease is terminated.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	(1) <u>Regional Office.</u> (2) <u>Other Copies.</u> c. <u>Bond Files.</u> Lists of State and nationwide bonds, decisions regarding bonds, and correspondence. Arrange alphabetically by company name. This material is sometimes filed in the appropriate lease or permit history file Item 1101-02a. d. <u>Power of Attorney Files.</u> Changes to general and special powers of attorney and related correspondence. This material is sometimes filed in the appropriate lease or permit case history file. e. <u>Expired Leases.</u> f. <u>Corporate Files.</u>	Transfer to FRC 5 years after cut-off or when no longer needed for reference, whichever is earlier. Destroy 75 years after cutoff. NC1-57-84-7 Destroy 5 years after cutoff except that technical data and reports of continuing usefulness for future research may be retained as non-record reference material until no longer needed. NC1-57-84-7 Place in inactive file when lease is terminated. Cut off inactive file at close of fiscal year. Destroy 1 year after cutoff. NC1-57-84-7 Destroy when superseded, obsolete, or no longer needed for reference. NC1-57-84-7 Transfer to the FRC 10 years after cutoff. Destroy 75 years after cut-off. Destroy when superseded, obsolete, or no longer needed for reference. N1-473-88-1
1101-03	<u>Lease/Block Cross-Reference Card Index File.</u> Card indexes used to cross-reference well numbers to American Petroleum Institute (API) well and block numbers; other information such as lease operations data and well log availability.	Destroy when superseded, obsolete, or no longer needed for reference. NC1-57-84-7
1101-04	<u>Lease Record History Files.</u> Card forms or equivalent concise summaries of lease information. Include lessee's location, term of lease, State lease number (if any), rental royalty rates, interests of multiple owners, lease stipulation, and drilling and production data. Maintain by lease number and name.	Destroy when superseded, obsolete, or no longer needed for reference. NC1-57-84-7

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ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1101-05	<u>Report of Operations.</u> Information from Form MMS-4054, or equivalent, and ADP-generated facsimilies containing information on lease operations, individual well status and production, disposition of gas, and runs and sales of lease products. Used in monitoring lease operations and production (including drilling and producing wells) and engineering studies. Arrange by lease number and thereunder chronologically by month. a. <u>Regional Office.</u> b. <u>Other Copies.</u>	Cut off at close of fiscal year. Transfer to FRC 3 years after cut-off. Destroy 7 years after cutoff. NC1-57-78-1 Destroy 3 years after cutoff except that technical data and reports of continuing usefulness for future research may be retained as nonrecord reference material until no longer needed. NC1-57-78-1
1102-01	SECTION 2. OIL AND GAS FIELD RECORDS <u>Oil and Gas Field Development Files.</u> Correspondence and technical information which pertains to an oil and gas field or to a group of leases in a field rather than to any specific lease. May contain information regarding fields in State-owned zones. Include documents regarding drilling and production operations on the field in general; notices of State hearings; field plans of development; operator requests to establish, extend, or revise field drilling rules which govern development of a field; correspondence regarding annual review of field rules; documents reflecting the review of proposed field rules; copies of published field drilling rules and revisions; geologic and engineering reports and maps submitted in support of proposed field rules or revisions; pressure profiles; and structural information. See Chapter 17 for Maximum Efficient Rate (MER) field/reservoir data, field/reservoir studies, and unit geology and engineering data. See Item 1200-01 for the record set of field drilling rules.	

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ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	a. <u>Regional Office.</u> (1) <u>Paper not microfilmed.</u> (2) <u>Paper That Has Been Converted to Microform.</u> (3) <u>Silver-Halide Microform.</u> b. <u>Other Copies.</u> SECTION 3. BASE MAPS AND FINDING AIDS The records described in this section consist of base maps (noncontour maps) prepared at various scales of blocked acreage and related records. Do not include geological and geophysical interpretive maps and cross-sections prepared for lease sale evaluations or for special studies or projects. The word "published" as used in this section means reproduction by printing, photographic, and other methods whether for limited or general distribution. --<u>Oil and Gas Field Maps.</u> These maps, which cover all leased acreage, are in two scales. The 1" = 1,000' (one lease block) maps show detailed drilling information (e.g., platform and well locations and other data plotted from sundry notices on wells, well completion reports, new producible lease notices, etc). The 1" = 2,000' (nine lease blocks) maps show units and pipelines. Maintain in binders arranged by field. See Item 1200-05 for prints of the maps. --<u>Lease/Well Data Maps.</u> These base maps at various scales show leases and wells, and, in some cases, zone	Cut off every 5 years at close of fiscal year. Hold 10 years and transfer to FRC. Destroy 25 years after cutoff. NC1-57-84-7 Destroy paper when microform has been verified in accordance with Chapter 6, Micrographics, page 6-1, of this handbook. NC1-57-84-7 Cut off every 5 years at close of fiscal year. Hold 10 years and transfer to FRC. Destroy 25 years after cutoff. NC1-57-84-7 Review at least annually to destroy documents which are no longer needed for local reference. NC1-57-84-7

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ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	lines and fairways. Data is plotted from sundry notices on wells, well completion reports, new producible lease notices, directional surveys, etc. The 1" = 4,000' base maps are overlaid with CDP seismic shot-point location base maps, Item 902-05, to produce work maps used in detailed block evaluations. Arrange by adjacent State and thereunder by map number. --<u>Oil and Gas Development Maps</u>. These base maps, at a scale of 1" = 20,000', summarize all nonproprietary engineering data; i.e., areas, blocks, zones, lease platforms, pipelines, fairways, units, fields, and court decision lines for disputed areas. Prints of these maps are colored and annotated for use as finding aids and indexes. --<u>Base Maps (1" = 40,000' and 1" = 80,000')</u>. These base maps, one at each scale for blocked acreage, show blocks, leases, zone lines, and fairways. Used as base maps in preparing graphic indexes and trend maps.	
1103-01	<u>Manuscript Maps</u>. Master manuscript of each base map maintained and updated by organizational units responsible for drafting and cartographic support. For the most part, data shown on these maps is cumulative; i.e., the map is never "completed" so long as lease activities continue in the area covered by the map.	<u>Permanent</u>. Cut off when map is re-drafted or completed. Transfer to FRC 5 years after cutoff. Transfer to the National Archives 20 years after cutoff. Volume 10 feet. Annual accumulation 1 foot. NC1-57-84-7
1103-02	<u>Published Base Map Record Set</u>. One copy of each edition, revision, or variant of each printed or otherwise reproduced map. Maps in this set will be distinctly marked "Record Set" and will not be charged out.	<u>Permanent</u>. Cut off when published. Transfer to FRC 3 years after cutoff. Transfer to the National Archives 20 years after cutoff. Volume 16 feet. Annual accumulation 4 feet. NC1-57-84-7
1103-03	<u>Other Base Map Copies</u>. Reference or working copy prints of base maps which are not described elsewhere.	Destroy when superseded, obsolete, or no longer needed for reference. NC1-57-84-7
1103-04	<u>Graphic Indexes and Finding Aids</u>. Graphic indexes (usually base maps) which indicate the coverage of each map of an area covered by several maps; finding aids, such as card indexes and descriptive lists; and similar records not described elsewhere.	<u>Permanent</u>. Dispose of in accordance with instructions for records to which they relate. EXCEPT: Indexes to permanent records may be retained permanently in inactive files area as a finding aid after records to

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ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1103-05	<u>Official Protraction Diagrams</u>. Reproducible and paper prints which show blocked acreage for lease sale. SECTION 4. RESERVED SECTION 5. COASTAL ZONE MANAGEMENT (CZM) The file described below pertains to the formulation, review, and implementation of local and State CZM plans.	which they relate are transferred to FRC. Transfer to National Archives when the records to which they relate are offered. Volume 10 feet. Annual accumulation 2 feet. NC1-57-84-7 <u>Permanent</u>. Cut off when revised protraction diagram is received. Transfer to FRC 5 years after cut-off. Transfer to National Archives 20 years after cutoff. Volume 12 feet. Annual accumulation 4 feet. NC1-57-84-7
1105-01	<u>Coastal Zone Management</u>. Documents accumulated and plans developed by State and local areas including correspondence and similar material regarding review and implementation. Subdivide by State, territories, and/or sanctuaries.	Destroy when CZM plan is superseded, obsolete, or no longer needed for reference. NC1-57-84-7

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ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	Chapter 12. DRILLING OPERATIONS RECORDS The records described in this chapter are accumulated as part of the inspection and monitoring of drilling operations. Include official copies of field drilling rules; reports of the status of drilling operations and engineering development of individual wells; and field plats showing the locations of drilling activities. <u>PROPRIETARY INFORMATION/DATA</u> includes electric logs, core descriptions and analyses, seismic record sections, and other geological, geophysical, and engineering information, maps, reports, and correspondence based on or containing information that is not available to the public. This data is furnished by industry sources to the MMS in compliance with the terms of leases, permits, regulations, and contracts. PROPRIETARY INFORMATION/DATA IS NOT AVAILABLE TO THE PUBLIC. SEE CHAPTER 7, SPECIAL INSTRUCTIONS, PAGE 7-1, OF THIS HANDBOOK.	
1200-01	<u>Field Drilling Rules Record Set.</u> Official file copy of each set of drilling rules and revised rules published. This schedule applies to the master set maintained by the unit responsible for issuing field drilling rules. Arrange by State and thereunder by area, field name, and then depth.	Place in inactive file when canceled or superseded. Transfer inactive files in 5-year blocks to FRC 3 years after cutoff. Destroy 20 years after cutoff. NC1-57-84-7
1200-02	<u>Drilling Rig Inspections.</u> Reports from detailed rig inspections, random rig inspections, workover rig inspections, incidents of noncompliance, requests for waivers, approvals and departure reports pertaining to rigs, copies of waiver approvals and departure reports pertaining to wells. Arrange by company and rig.	Cut off at close of calendar year in which rig leaves the district. Destroy 3 years after cutoff. N1-473-88-1
1200-03	<u>Daily/Weekly Drilling and Progress Reports.</u> Reports submitted by operators on the status of drilling operations. Used to check progress on operations and to prepare periodic statistical reports. Arrange by company and lease number.	Cut off at close of fiscal year. Destroy 1 year after cutoff. NC1-57-84-7
1200-04	<u>Reserved.</u>	
1200-05	<u>Field Plats and Lease Maps.</u> Field plats and lease maps which show the locations of platforms, zones, and wells. The surface locations, bottomhole locations,	Destroy when superseded, obsolete, or no longer needed for reference. NC1-57-84-7

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	depth, and side blocks are detailed on these maps. Field plats are usually on a 1" = 1,000' scale showing a single block or a 1" = 2,000' scale showing a 9-block area. Lease maps are usually on a 1" = 200' or 1" = 300' scale. Field plats are prepared from data on the Forms MMS-330, -331, and -331C. Arrange by area and block or lease. See Items 1103-01 through -05 for other copies of base maps and finding aids.	
1200-06	<u>Well Location Log</u>. Cross-section card files which show the location of wells by area, block, well number, State or lease number, and summary of well history. Arrange by area, block, and well number.	Destroy when no longer needed for reference. NC1-57-84-7
1200-07	<u>National Gas Policy Act (NGPA)</u>. Applications and determinations made by the Federal Energy Regulatory Commission. Include final determinations. Arrange by lease number.	Destroy when superseded, obsolete, or no longer needed for reference. NC1-57-84-7

Supersedes Release No. 119

Date: December 14, 1989 (Release No. 165)

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1301-01	CHAPTER 13. SUPERVISION OF PRODUCTION OPERATIONS RECORDS The records described in this chapter are accumulated in the supervision of production operations. The records relate to the testing of gas wells, establishing rates of production, and monitoring rates of production. Include reports submitted by operators and lessees, internally prepared documents, and documents containing proprietary data. See Item 705-01 for public information copies. <u>PROPRIETARY INFORMATION/DATA</u> includes electric logs, core descriptions and analyses, seismic record sections, and other geological, geophysical, and engineering information, maps, reports, and correspondence based on or containing information that is not available to the public. This data is furnished by industry sources to the MMS in compliance with the terms of leases, permits, regulations, and contracts. PROPRIETARY INFORMATION/DATA IS NOT AVAILABLE TO THE PUBLIC. SEE CHAPTER 7, SPECIAL INSTRUCTIONS, PAGE 7-1, OF THIS HANDBOOK. SECTION 1. PRODUCTION RATE FILES The records described in this section pertain to the establishment of Maximum Efficient Rate (MER) for reservoirs and Maximum Production Rate (MPR) for wells and to the monitoring of production rates. These rates are based on requests from operators and well tests and other data submitted in support of the requests. The monitoring function records consist of established rates and production totals prepared from data submitted on operator reports.	
	<u>Quarterly Oil Well Test Report</u>. Form MMS-1869 or equivalent and related correspondence. Used to monitor the production rates of oil wells. Arrange by lease, well, field, block, and operator. a. <u>Regional Office</u>. b. <u>Other Copies</u>.	Cut off at close of fiscal year. Destroy 4 years after cutoff. NC1-57-84-7 Destroy 2 years after cutoff. NC1-57-84-7

Supersedes Release No. 119

Date: December 14, 1989 (Release No. 165)

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ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1301-02	<u>Semiannual Gas Well Test Report.</u> Form MMS-1870 or equivalent and related correspondence and attachments. Used to monitor production rates of gas wells. Arrange by lease, well, field, block, and operator. a. <u>Regional Office.</u> b. <u>Other Copies.</u>	Cut off at close of fiscal year. Destroy 4 years after cutoff. NC1-57-84-7 Destroy 2 years after cutoff. NC1-57-84-7
1301-03	<u>Multi-Point Back Pressure Tests.</u> Reports submitted by operators which show the results of tests to determine the theoretical open-flow potential of gas wells. Submitted within 30 days after a well is connected to a pipeline. Arrange by lease, well, field, block, and operator. a. <u>Regional Office.</u> b. <u>Other Copies.</u>	Cut off inactive file at close of fiscal year. Destroy 4 years after cutoff. NC1-57-84-7 Destroy 2 years after cutoff. NC1-57-84-7
1301-04	<u>Monthly Report of Reservoir Overproduction.</u> Form MMS-1866 submitted by operators indicating the amount produced from a reservoir in excess of the established MER. The report should include the reservoir, location, rate, volume of overproduction, and the time period. Include operator's notification that production from the overproduced reservoir has been balanced with the established MER. Arrange by operator.	Place in inactive file when production from an overproduced reservoir has been balanced. Cut off inactive file at close of calendar year. Destroy 4 years after cutoff. NC1-57-84-7
1301-05	<u>Approved MER for Reservoirs and MPR for Wells.</u> Computer printouts or equivalents which show the location by State, area, block, operator, field, and lease; number of reservoirs and wells; the MER for reservoirs; and the MPR for wells. Used to monitor production to ensure economic development and depletion of reservoirs. The report is available to the public. It is published on a quarterly basis. a. <u>Regional Office.</u>	Cut off at close of fiscal year. Destroy 4 years after cutoff. NC1-57-84-7

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ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	b. <u>Other Copies.</u>	Destroy when superseding printout is received. NC1-57-84-7
1301-06	<u>Quarterly Over-/Underproduction Reports.</u> Quarterly computer printouts showing the production of crude oil and gas for each well and the approved MPR. Used to balance quarterly production. Arrange by operator.	Cut off at close of fiscal year. Destroy 4 years after cutoff. NC1-57-84-7
1301-07	<u>MER/MPR Reports.</u> Computer printouts showing the approved MER/MPR, volume of production, and the volume of over- and underproduction. Used to monitor production levels and for quarterly balancing of production to approved rates. Maintained by the office with responsibility for production control. Arrange by individual well and reservoir.	Cut off at close of reporting period.
	a. <u>MER/MPR Monthly Files.</u> Monthly printout showing the production data for the month.	Destroy 6 months after cutoff. NC1-57-84-7
	b. <u>MER/MPR Quarterly Files.</u> Quarterly printout showing production for current quarter and one previous quarter.	Destroy 6 months after cutoff. NC1-57-84-7
1301-08	<u>MER/MPR Change Reports.</u> Monthly computer printouts showing changes to the approved MER/MPR rates. Maintained by office with responsibility for production control. Arrange by individual well and reservoir.	Retain until a quarterly approved MER/MPR report is received. NC1-57-84-7
1301-09	<u>Quarterly Balancing Reports.</u> Computer printouts produced quarterly showing over- or underproduction of reservoirs on an exception basis. Used to check actual production against approved production rates and to advise operators of the need to balance quarterly production as required. Arrange by individual well and reservoir.	Cut off at close of fiscal year. Transfer to FRC 3 years after cutoff. Destroy 10 years after cutoff. NC1-57-84-7
1301-10	<u>Monthly Producing Well Files.</u> Documents or printouts which show the number of producing wells by operator, area, and State. Arrange by operator.	Destroy when superseding report is received. NC1-57-84-7
1301-11	<u>Production Control Studies Files.</u> Documents and printouts regarding special studies of production control rates. Include documents authorizing the study, describing its scope and objectives, intermediate progress reports and correspondence, and the finished report. Arrange by lease and well number.	Place in inactive file at close of the fiscal year in which the study is completed. Cut off inactive files in 5-year blocks. Transfer to FRC 3 years after cutoff. Destroy 20 years after cutoff. NC1-57-84-7

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ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1301-12	<u>Gas Flaring Reports.</u> Monthly computer printouts which show the volume of gas flared. Prepared from the gas disposition data submitted on the MMS Form-4054, or equivalent. Used to monitor and control volume of gas flared. Arrange by lease and operator number.	Cut off at close of fiscal year. Destroy 2 years after cutoff. NC1-57-84-7
1301-13	<u>Production Files.</u> Monthly printouts or other documents showing the production of crude oil and gaswell gas.	Destroy when superseding printout is received. NC1-57-84-7
1301-14	<u>Clearance Files.</u> Monthly printouts listing approvals of requests to test wells for increased MPR. Maintained by the office with responsibility for production control. Arrange by individual wells.	Destroy when superseding printout is received. NC1-57-84-7
1301-15	<u>Lease Disposition--All Products.</u> Monthly computer printouts which show the monthly disposition of products by lease offerings of oil, condensate, gas and gas used for fuel, flared, or injected. Leases are identified by operator, area, and field. Prepared from data submitted on Form MMS-4054 or equivalent. Arrange by lease number.	Cut off at close of fiscal year. Destroy 2 years after cutoff. NC1-57-84-7
1301-16	<u>Lease Disposition--Oilwell Gas and Gaswell Gas.</u> Monthly computer printouts showing the disposition of oilwell gas and gaswell gas by lease. The total disposition and the volume of gas sold, flared, vented, injected, and used for fuel are listed. Arrange by lease number.	Cut off at close of fiscal year. Destroy 2 years after cutoff. NC1-57-84-7
1301-17	<u>Summary Sales by Lease.</u> Monthly computer printout showing the location of the lease, operator, accumulation of offerings by product, and dates of accumulation. Compiled from data reported on Form-4054 or equivalent.	Destroy when superseding report is received. NC1-57-84-7
1301-18	<u>Individual Well Production.</u> Monthly printout reports or other documents which show the production of oil, condensate, oilwell gas, gaswell gas, and water produced during the month by individual wells. Arrange by well number, operator, lease field, and block.	Cut off at close of fiscal year. Destroy 2 years after cutoff. NC1-57-84-7
1301-19	<u>Shut-In Wells Report.</u> Monthly printout report or other document showing the well number, operator, location, and cause of well shut-in.	Destroy when superseding report is received. NC1-57-84-7

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ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1301-20	<u>Well Potential Test Report.</u> Form MMS-1868 submitted by operators which shows the results of production tests of wells. Used to establish or increase an oil or gas well MPR. Arrange by lease and well number. a. <u>Regional Office.</u> b. <u>Other Copies.</u> SECTION 2. OCS PRODUCTION MEASUREMENT FILES The records described in this section pertain to the measurement of production at the lease and as it is transported via pipeline and barging systems. Included are approvals for automatic custody transfer units, pipeline and barging system records, and reports on tests to determine the accuracy of production measurement equipment.	Cut off at close of fiscal year. Destroy 4 years after cutoff. NC1-57-84-7 Destroy 2 years after cutoff. NC1-57-84-7
1302-01	<u>Automatic Custody Transfer (ACT) Unit Approvals.</u> Applications and approvals for ACT units. Include schematics, flow diagram, leases and fields involved, estimated amounts and types of production involved, calibration data, and proposed royalty value basis. Arrange by system number, area, and operator or by lease.	Cut off when ACT unit is removed or destroyed. Destroy 7 years after cutoff. NC1-57-84-7
1302-02	<u>Commingling Systems File.</u> Correspondence, applications, drawings, specifications, operating agreements, approvals, and authorizations to commingle production in a pipeline or barging system. Arrange by system number and operator.	Cut off when system is abandoned or discontinued. Destroy 7 years after cutoff. NC1-57-84-7
1302-03	<u>Meter Proving Reports.</u> Forms submitted monthly by operators which show the results of accuracy tests on allocation and sales meters. Used to adjust production figures for deviations found in meters. Arrange by system, area, and operator or by lease.	Cut off at close of fiscal year. Destroy 3 years after cutoff. NC1-57-84-7
1302-04	<u>Meter Adjustment Tickets.</u> Forms submitted by operators to adjust the calculated run volumes of production measured through a meter with a deviation of more than ± 0.0025 in any measurement factor. The meter adjustment ticket eliminates the need to change or	Cut off at close of fiscal year. Destroy 3 years after cutoff. NC1-57-84-7

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ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1302-05	adjust the barrel figure on the meter totalizer. Arrange by system, area, and operator or by lease. <u>Allocation Schedules</u> . Schedules which allocate the sales volume attributable to each lease from the commingled production of two or more leases measured through a single sales meter. Arrange by system and area or by lease.	Place in inactive file when superseding schedule is received. Cut off at close of fiscal year. Destroy 6 years after cutoff. NC1-57-84-7
1302-06	<u>Calibration Charts--Tank Tables</u> . Charts which show the volume of storage tanks by foot and inch. Used in the audit of run tickets from tank storage batteries. Arrange by operator, area, and tank.	Place in inactive file when tank is destroyed or permanently removed from service. Cut off inactive file at close of fiscal year. Destroy 3 years after cutoff. NC1-57-84-7

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Date: December 14, 1989 (Release No. 165)

C-100

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1401-01	CHAPTER 14. ACCIDENTS, POLLUTION CONTROL, CERTIFICATION, AND RESEARCH RECORDS The records described in this chapter are accumulated as a part of the supervision of operational safety and pollution control. Include reports of investigations of accidents, reports of oil spills, oil spill contingency plans, and pollution coordination files, equipment and school certifications, and records on research activities. <u>PROPRIETARY INFORMATION/DATA</u> includes electric logs, core descriptions and analyses, seismic record sections, and other geological, geophysical, and engineering information, maps, reports, and correspondence based on or containing information that is not available to the public. This data is furnished by industry sources to the MMS in compliance with the terms of leases, permits, regulations, and contracts. PROPRIETARY INFORMATION/DATA IS NOT AVAILABLE TO THE PUBLIC. SEE CHAPTER 7, SPECIAL INSTRUCTIONS, PAGE 7-1, OF THIS HANDBOOK. SECTION 1. ACCIDENTS Documentation relating to operational accidents. May involve blowouts, hydrocarbon spills, fires and explosions, structural collapse, pollution by other than hydrocarbons, and personal injury or death. Include operator's notification of incident and written reports, investigation reports, and reports on the analysis of accidents. Record sets and development case histories of Safety Notices and Notices to Lessees and Operators are covered under Items 202-02 and -03. <u>Major Accident Investigation Files.</u> Operator's notification and reports, MMS-prepared reports, investigations, and analyses of pollution events of 200 or more barrels, fires, explosions, personal injury and loss of life, and other accidents selected for investigation. These files are available for public inspection. Arrange by accident case number. a. <u>Files Maintained by Office with Primary Responsibility for Accident Investigation.</u> Record copies of accident investigation and analysis reports.	<u>Permanent.</u> Place in inactive folder at the close of the fiscal year in which the investigation is completed. Transfer to FRC 3 years after

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ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	b. <u>Other Copies</u> .	cutoff. Transfer to National Archives 20 years after cutoff. Volume 22 feet. Annual accumulation 2 feet. NC1-57-84-7 Cut off at close of fiscal year in which investigation is completed. Destroy 2 years after cutoff. NC1-57-84-7
1401-02	<u>Minor Accidents Reports Files</u> . Operator's notice, written reports, and operator's reports of accidents or pollution events of less than 200 barrels, and events not selected for subsequent investigation and analysis. Arrange chronologically by type of accident or event.	Cut off at close of fiscal year in which accident is reported. Destroy 3 years after cutoff. N1-473-88-1
1401-03	<u>Event Files</u> . Local forms or printouts which summarize events or accidents. These are prepared from operator submitted reports. Used for statistical reporting purposes. Arrange chronologically by type of event.	Cut off at close of fiscal year. Destroy 3 years after cutoff. N1-473-88-1
1401-04	<u>Reserved</u> .	
1401-05	<u>Reserved</u> .	
1401-06	<u>Reserved</u> .	
1401-07	<u>Reserved</u> .	
	SECTION 2. POLLUTION CONTROL	
1402-01	<u>Reserved</u> .	
1402-02	<u>Reserved</u> .	
1402-03	<u>Operator-Submitted Plans</u> . Operator-developed action plans submitted in accordance with requirements. These plans include <u>Oil Spill Contingency Plans</u> for dealing with fires, leaks, spills, and other events; <u>Simultaneous Operations Plans</u> for dealing with undesirable events during drilling, wireline, workover, or major construction operations; <u>Welding and Burning Safe Practices and Procedures Plans</u> detailing personnel requirements and approved methods relating to these operations; <u>Training Plans</u> describing courses to be conducted and methods used to qualify personnel	Destroy on receipt of a superseding plan. NC1-57-84-7

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1402-04	for offshore operations; and other contingency plans as may be required. Arrange alphabetically by plan.	
	<u>Reserved.</u>	
1402-05	<u>Pollution Control Coordination.</u> Correspondence, memorandums of agreement/understanding, and reports regarding pollution control and prevention with U.S. Coast Guard, Environmental Protection Agency, etc. Include records on oil and hazardous material, simulated environmental test tank and arctic marine oil spill programs. SECTION 3. CERTIFICATION AND RESEARCH ACTIVITIES Documentation relating to the lessee-operator school certification and equipment certification programs; the technology assessment and research program; and technical coordination and information exchange. Record sets and development case histories of rules and regulations resulting from these programs are covered under Items 202-02 and 202-03. These files are maintained by the headquarters Offshore Inspection and Enforcement Division.	<u>Permanent.</u> Cut off at close of fiscal year. Hold 10 years and transfer to FRC. Transfer to National Archives 20 years after cutoff. Volume 3 feet. Annual accumulation 1 foot. NC1-57-84-7
1403-01	<u>School Certification Files.</u> Documents related to the approval of schools providing lessee-operator training in drilling well control; surface and subsurface safety device; and workover and well completion well control, and to the monitoring of the approved programs. Include requests for certification or recertification, related plans and technical manuals, any necessary revisions, requests for waivers or departures, and MMS actions and correspondence thereon; documentation from onsite evaluations prior to a school's final certification or recertification approvals and from unannounced audits of records conducted during the 4-year certification period. Arrange by type of training, subdivided by school.	Cut off upon completion of certification period. Destroy 1 year after cutoff. EXCEPT: For those schools recertified, transfer into new file that documentation relevant to the recertification. N1-473-88-1
1403-02	<u>Course Completion Files.</u> Information contained in or extracted from letters submitted by schools, and other related correspondence, on students who have successfully completed courses. Letters contain candidate's name, course type, date completed, job title, test scores, date of last course taken, etc.	

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ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	a. <u>Paper.</u> b. <u>Automated Records.</u>	Cut off upon completion of school certification period. Destroy 5 years after cutoff. N1-473-88-1 Cut off at the end of the calendar year by backing up the data. Destroy backed up data 20 years after cutoff. N1-473-88-1
1403-03	<u>Equipment Certification.</u> Documents related to the operation of the equipment certification program for safety and pollution prevention equipment. Include such items as correspondence with organization developing and authorizing quality assurance standard, industry inquiries, and records of evaluations or reviews conducted on certifier's adherence to standards and regulations.	Cut off at the close of the fiscal year. Destroy 5 years after cutoff. N1-473-88-1
1403-04	<u>Technical Assessment and Research Reports.</u> Results of studies conducted by contractors or grantees designed to provide information on new technology for use in OCS operations, specifically regarding structures, well control, and oil spill cleanup and containment. Include final reports and scientific and technical data, any representative professional papers, dissertations, etc. Arrange by project number, subject, and principal investigator.	Cut off when study is completed. Destroy 30 years after cutoff.
1403-05	<u>Technical Committee Files.</u> Agendas, directives, minutes of meetings, and reports covering general operations of committees and subcommittees, and papers relating to the establishment, revision, or termination of individual projects. Used for MMS- and industry-sponsored committees on technical issues. See Item 201-06 for policy committees.	Cut off at close of fiscal year. Destroy at either termination of committee or 5 years after cutoff whichever occurs first. N1-473-88-1

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Date: December 14, 1989 (Release No. 165)

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ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1501-01	CHAPTER 15. SUPERVISION OF STRUCTURES The records described in this chapter are accumulated as a part of the supervision of structures. Such structures as platforms, artificial islands, and pipelines are included. The records relate to approval of structure design construction, permits, waivers, and operational inspections. <u>PROPRIETARY INFORMATION/DATA</u> includes electric logs, core descriptions and analyses, seismic record sections, and other geological, geophysical, and engineering information, maps, reports, and correspondence based on or containing information that is not available to the public. This data is furnished by industry sources to the MMS in compliance with the terms of leases, permits, regulations, and contracts. PROPRIETARY INFORMATION/DATA IS NOT AVAILABLE TO THE PUBLIC. SEE CHAPTER 7, SPECIAL INSTRUCTIONS, PAGE 7-1, OF THIS HANDBOOK. SECTION 1. PLATFORM AND INSTALLATION REVIEW RECORDS	
	<u>Platform Approval Files.</u> Documents relating to the approval of platform design and construction. Include applications to install platform; construction drawings, plats and maps; Corps of Engineers permits; assessments by district engineers; checklists for environmental evaluation; engineering certifications; completion reports with "as built" drawings; written technical review and correspondence with the operator; and applications and correspondence to remove, reuse, and dispose of platforms. Arrange by platform designation or by lease. a. <u>Regional Office.</u> b. <u>Other Copies.</u>	

Place in inactive file when platform is removed or abandoned. Cut off inactive file at close of fiscal year. Transfer to FRC 3 years after cutoff. Destroy 10 years after cutoff. NC1-57-84-7

Place in inactive file when platform is removed or abandoned. Cut off inactive file at close of fiscal

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1501-02	<u>Platform and/or Installation Inspection Files</u>. Inspection reports, notices of incidents of noncompliance, requests for waiver, approvals and departure reports pertaining to platforms and/or installations, and copies of waiver approvals pertaining to platform wells. Arrange by platform or installation designation or lease number. a. <u>Paper</u>. b. <u>Source Document</u>. c. <u>Magnetic Tape</u>. (1) <u>Processing</u>. (2) <u>Master</u>. See Chapter 7, Special Instructions, page 7-1, of this handbook.	year. Destroy 2 years after cutoff. NC1-57-84-7 Cut off at the close of the calendar year in which the platform/installation is removed or abandoned. Destroy 2 years after cutoff. N1-473-88-1 Destroy after accuracy of automated record has been verified. N1-473-88-1 Erase when superseded. N1-473-88-1 Cut off at the close of the calendar year in which the platform/installation is removed or abandoned. Destroy 2 years after cutoff. N1-473-88-1
1501-03	<u>Platform and/or Installation Questionnaire Files</u>. Operator-submitted forms detailing the location, primary use, structural specifications, and equipment for each platform or installation. Maintained as a quick reference source. Arrange by platform or installation designation.	Place in inactive file when platform/installation is removed. Cut off inactive file at close of fiscal year. Destroy 2 years after cutoff. NC1-57-84-7
1501-04	<u>Platform Verification Files</u>. Documents pertaining to the structure, management, and operation of the Platform Verification Program. Include documents relating to certified verification agents (CVA), resumes, financial standings, approvals, and disapprovals; and recommendations concerning design, fabrication, installation verification plans, final CVA reports, and field inspection reports for offshore platforms.	Place in inactive file after platform is installed. Destroy at the end of the calendar year after the platform is removed. NC1-57-84-7

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	SECTION 2. PIPELINE FILES 1502-01 <u>Pipeline Permit Files.</u> Proposals to construct pipelines. Include supporting drawings, maps, plats, and specifications; approvals; permits; and completion reports with "as built" drawings, as well as flowlines. Arrange by pipeline system designation. a. <u>Paper Not Microfilmed.</u> b. <u>Paper That Has Been Converted to Microform.</u> c. <u>Master Microform.</u> 1502-02 <u>Pipeline Reports.</u> Annual reports submitted by pipeline operators showing the dates and results of monthly inspections, methods used, and test results. Maintained by the office with responsibility for supervision of pipelines. Arrange by pipeline system designation. 1502-03 <u>Pipeline Waiver Requests.</u> Requests for waivers of pipelines and flowlines. Include requests, approvals, or denials, and departure reports for granted waivers. Arrange by pipeline system designation. 1502-04 <u>Index to Pipeline Systems.</u> Computer printouts which describe approved pipelines. Data includes operator, system designation, date of approval, size, type, location, length, and date of completion. 1502-05 <u>Pipeline Inspection Files.</u> Inspection reports, notice of incidents of noncompliance, requests for waivers, and copies of waiver approvals pertaining to pipelines. Arrange by pipeline system designation. SECTION 3. RESERVED	Place in inactive file when pipeline is removed or abandoned. Cut off inactive file at close of fiscal year. Destroy 10 years after cut-off. NC1-57-78-1 Destroy paper when microform has been verified. NC1-57-78-1 Place in inactive file when pipeline is removed or abandoned. Cut off inactive file at close of fiscal year. Destroy 10 years after cut-off. NC1-57-78-1 Cut off at close of fiscal year. Destroy 3 years after cutoff. NC1-57-84-7 Place in inactive file when waiver is revoked or expires. Cut off at close of fiscal year. Destroy 4 years after cutoff. NC1-57-84-7 Destroy when superseding printout is received. NC1-57-84-7 Cut off at close of fiscal year. Destroy 4 years after cutoff. NC1-57-84-7

Supersedes Release No. 119

Date: December 14, 1989 (Release No. 165)

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1701-01	CHAPTER 17. MINERAL RESOURCE CONSERVATION RECORDS The records described in this chapter relate to efforts to ensure prevention of waste, conservation of natural resources, and protection of correlative rights. Efforts include studies and mapping of the extent and size of oil and gas fields and reservoirs, calculation of amounts of hydrocarbons in those fields and reservoirs, identification of competitive reservoirs, and determination of maximum efficient rates of production. <u>PROPRIETARY INFORMATION/DATA</u> includes electric logs, core descriptions and analyses, seismic record sections, and other geological, geophysical, and engineering information, maps, reports, and correspondence based on or containing information that is not available to the public. This data is furnished by industry sources to the MMS in compliance with the terms of leases, permits, regulations, and contracts. PROPRIETARY INFORMATION/DATA IS NOT AVAILABLE TO THE PUBLIC. SEE CHAPTER 7, SPECIAL INSTRUCTIONS, PAGE 7-1, OF THIS HANDBOOK. SECTION 1. MAXIMUM EFFICIENT RATE (MER) GEOLOGIC AND ENGINEERING FILES <u>MER Geologic and Engineering Report and Map Files.</u> Documents accumulated in reviewing and recommending approval or rejection of initial and revised MER requests submitted by oil and gas lease operators. Include approved Form MMS-1866; PVT, gas analysis, capillary pressure, relative permeability data; geologic structure and isopach maps; average reservoir pressures, various plots of production, and pressure data; and related papers and correspondence. Arrange by area, thereunder by field name, then reservoir. MER geologic and engineering data that apply more to the field than to individual reservoir in that field, e.g., geology structure maps on a field basis that transgress several reservoirs, are filed by field name preceding the reservoir MER data files for that field.	Cut off every 5 years at close of fiscal year. Hold 15 years and transfer to FRC. Destroy 50 years after cutoff. NC1-57-84-7

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ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1702-01	These records have repetitive and multiple applications in field studies and reservoir analyses to support MER determinations, reserve estimates, and lease offering programs. See Items 1301-05 through -08 for other MER records. SECTION 2. RESERVOIR/FIELD STUDY FILES <u>Reservoir/Field Study Files.</u> Documents accumulated in planning, conducting, and reporting findings of subsurface geologic and engineering studies and mapping projects for individual producing oil and gas reservoirs and/or fields. These studies involve determination of reservoir geometry through detailed subsurface mapping, definition of reservoir limits from geologic and engineering data, estimation of original oil or gas in place, analysis of past reservoir behavior, and prediction of future reservoir performance and ultimate recovery under various rates and drive mechanisms. Studies are performed by "classical" engineering methods (e.g., volumetric calculation, material balance, and production decline curves) or physical or mathematical simulation models or a combination. Disposal criteria given below apply to studies such as the following: <u>Reservoir Analyses</u> conducted to determine maximum efficient withdrawal rate, determine the degree of rate sensitivity as it affects ultimate recovery, identify reservoirs that should be placed under pressure maintenance operations, and maintain equities and protect correlative rights. <u>Unitization Studies</u> include studies of areas in need of unitization, competitive reservoirs, and secondary/tertiary recovery projects in competitive reservoirs. a. <u>Project History Files.</u> In order to provide for the systematic accumulation of records relating to reservoir/field studies and mapping projects, project history case files will be established and maintained for each project. Include project proposals and planning documents, authorization documents, work assignment memorandums and instructions, records of meetings, interim and final progress reports, and related records of value to the historical account of the project.	<u>Permanent.</u> Cut off at close of fiscal year in which project is completed. Hold 5 years and transfer to FRC. Transfer to National Archives 50 years after cutoff. Volume 4 feet. Annual accumulation 1 foot. NC1-57-84-7

Supersedes Release No. 119

Date: December 14, 1989 (Release No. 165)

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ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1702-02	b. <u>Final Maps and Reports.</u> Final study report or unpublished manuscript including the summary and conclusions of the study. Include the final geologic structure maps, cross-sections and isopach maps, basic supporting geologic and engineering data such as rock and fluid data, production data, MER data, material balance data, and history match data.	<u>Permanent.</u> Cut off when project is completed. Dispose in accordance with instructions for project history case files in Item 1702-01a. Volume 4 feet. Annual accumulation 1 foot. NC1-57-84-7
	c. <u>Study Workpapers.</u> Include input values of basic reservoir engineering parameters; preliminary or intermediate tables, graphs, and maps; computer printouts containing basic results; minor administrative papers; and other workpapers.	Cut off at close of fiscal year in which study is completed. Destroy 3 years after cutoff. NC1-57-84-7
1702-02	<u>Field and Reservoir Reserves Estimate Study Files.</u> Studies performed to determine the area extent of oil and gas reservoir/fields. Records are used to calculate and update individual reservoir/field reserves and total remaining reserves in place.	
	a. <u>Final Reports and Maps.</u> Include the final study report or unpublished manuscript of report containing summary and conclusions of the study and final geologic maps and cross-sections.	<u>Permanent.</u> Cut off at close of fiscal year in which study is completed. Hold 5 years and retire to FRC. Transfer to National Archives 50 years after cutoff. Volume 58 feet. Annual accumulation 3 feet. NC1-57-84-7
1702-03	b. <u>Study Workpapers.</u> Preliminary or intermediate technical and scientific data, duplicated or sufficiently summarized in final reports and maps, and minor administrative papers unnecessary to an adequate history of the study.	Cut off at close of fiscal year in which study is completed. Destroy 3 years after cutoff. NC1-57-84-7
	<u>Field and Reservoir Reserves Estimates (FRRE) System Report Files.</u> Computer printouts of periodic and special reports containing statistical data on production, recoverable reserves, and remaining reserves of oil and gas by field, reservoir, and lease; and identification of types of estimates (e.g., volumetric, material balance, production decline), best estimate, date made, and reservoir parameters and cumulative production. Arrange chronologically by report title.	Cut off when superseded or obsolete. Destroy 1 year after cutoff. NC1-57-84-7

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ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	SECTION 3. UNITIZATION PROGRAM RECORDS The records described in this section relate to the initiation of unitization of prospective or producing oil and gas reservoirs, fields, or areas and to the administration and supervision of operations in unitized areas. See Item 1702-01a for unitization study project files. 1703-01 <u>Unit Proposal Files.</u> Documents accumulated in reviewing and recommending action on unitization proposals. Include proposal, supporting geologic and engineering reports and maps, and evaluation documentation. Arrange by area and thereunder by block number. a. <u>Declined Proposals.</u> b. <u>Accepted Proposals.</u> 1703-02 <u>Unit or Communitization Agreement Project Files.</u> The records described below relate to the initiation, review, approval, and monitoring of agreements to conduct development and/or production operations for a prospective or producing oil and gas reservoir, field, or area under a unitization or communitization plan. The agreement provides for exploration, development, and operation of the property by a single operator and for allocation of costs and benefits if more than one lessee or operator is involved. Arrange by State and thereunder by unit name; e.g., Eugene Island Block 276, R Sand, Res A.	Cut off at close of fiscal year in which final determination is made. Destroy 5 years after cutoff. EXCEPT: Technical reports and maps which are of continuing value for future research should be removed. File this technical data with MER Geologic and Engineering Reports and Maps Files and dispose in accordance with Item 1701-01. NC1-57-84-7 File in appropriate Unit Geology and Engineering file, Item 1703-02b, when unit area designation is approved. NC1-57-84-7

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	a. <u>Unit or Communitization Agreement Documents Files.</u> Include the application of area designation, proposed form of agreement, and letter approval; the approved agreement, approval memorandum, and letter transmitting the approved agreement, and operating agreement; all participating area applications, schedules, and approvals; the official plat of the area; all plans of development and/or operations and approvals; and requests for termination of agreement. Subdivide by subject as appropriate; e.g., Agreement, Operating Agreement, Participating Area, Plans of Development. (1) <u>Regional Office.</u> (2) <u>Royalty Management.</u> A. INDIAN LAND RECORDS B. OTHERS (3) <u>Other Offshore Copies.</u> b. <u>Unit Geology and Engineering Files.</u> Geological maps, cross-sections, reports and engineering data, reports pertaining to producing or potential structures upon which the unit area is established, and related documents. Include information submitted in support of the original unitization proposal, plans of development and/or operation, and applications to initiate secondary/tertiary recovery and pressure maintenance operations.	Place in inactive file when agreement is terminated. Cut off inactive file at close of fiscal year. Hold 5 years and transfer to FRC. Destroy 25 years after cutoff. NC1-57-84-7 Cut off when agreement is terminated. Transfer to FRC 1 year after cutoff. These records will be maintained indefinitely. N1-473-88-1 Cut off when agreement is terminated. Transfer to FRC 1 year after cutoff. Destroy 7 years after cutoff. N1-473-88-1 Cut off when agreement is terminated. Destroy 2 years after cutoff. NC1-57-84-7

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ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	(1) <u>Regional Office.</u> (2) <u>Other Copies.</u>	Place in inactive file when agreement is terminated. Cut off inactive file at close of fiscal year. Hold 5 years and transfer to FRC. Destroy 50 years after cutoff. NC1-57-84-7 Cut off when agreement is terminated. Destroy 5 years after cutoff or when no longer needed for reference, whichever is earlier. NC1-57-84-7
1703-03	<u>Unit Reports of Operations Files.</u> Form MMS-4054, or equivalent, for the unit. Arrange by State and thereunder by unit name; e.g., Eugene Island Block 276, R Sand, Res A.	Place in inactive file at close of period covered by each plan of development. Cut off inactive files when agreement is terminated. Destroy 2 years after cutoff. NC1-57-84-7
1703-04	<u>Forced Unitization Petition Files.</u> Documents accumulated in evaluating operator and lessee petitions regarding forced unitization of competitive reservoirs when the operators or lessees have been unable to voluntarily effect unitization. Include operator and lessee submittals, conference notes and reports, evaluation reports on petitions, documents reflecting decisions and appeals, and related documents. Arrange by State and thereunder by unit name; e.g., Eugene Island Block 276, R Sand, Res A. a. <u>Petitions Resulting in Unit Agreements.</u> b. <u>Other Petitions.</u> SECTION 4. ENHANCED RECOVERY AND PRESSURE MAINTENANCE PROJECT RECORDS The documents described in this section relate to the review, approval, and monitoring of projects to maximize oil and gas recovery from a producing formation	File in appropriate unit agreement case file and dispose in accordance with Item 1703-02a(1). NC1-57-84-7 Cut off at close of fiscal year in which final determination is made. Destroy 8 years after cutoff. NC1-57-84-7

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1704-01	through gas injection, water injection, and other enhanced recovery operation. <u>Enhanced Recovery and Pressure Maintenance Project Request Files.</u> Operator requests to conduct enhanced recovery and pressure maintenance projects and documents reflecting review of the proposal and approval of rejection. This is a convenience file used to prepare statistical reports. Subdivide by enhancement type (e.g., secondary/tertiary). Official file copies are placed in the appropriate lease or well file for nonunit projects.	Cut off at close of fiscal year. Destroy 2 years after cutoff. NC1-57-84-7
1704-02	<u>Enhanced Recovery and Pressure Maintenance Report Files.</u> Monthly reports submitted by operators on approved pressure and maintenance or enhanced recovery projects, and related documents. Reports include information on number of days and volume of water or gas injected and volume of oil, gas, and water produced. Used in reservoir analyses and field studies as well as in monitoring individual injection projects to ensure maximum recovery of oil or gas. Subdivide by enhancement type (e.g., secondary/tertiary). Arrange chronologically by geographic area and thereunder by company, field name, and reservoir.	Cut off at close of fiscal year in which project is terminated. Hold 3 years and transfer to the FRC. Destroy 25 years after cutoff. NC1-57-84-7
1704-03	<u>Temporary Storage of Casinghead Gas for Conservation Purposes.</u> Documents accumulated in evaluating operators' requests for temporary storage of casinghead gas. Include letter requests, with information such as operator's name, leases involved, storage reservoir name, geologic and engineering data; projected timeframe for the project; and documents reflecting review, approval or rejection, and royalty disposition of the injected gas. The temporary storage is required because of such reasons as lack of gas market, pipeline failures, gas curtailment, etc. In the interest of conservation, these projects allow the production of oil without flaring of gas being reproduced. Used to provide accurate account of all current storage projects. Arrange by operator name. SECTION 5. DRAINAGE INVESTIGATION RECORDS	Cut off at close of the fiscal year in which the project is terminated. Destroy 25 years after cutoff. N1-473-88-1
1705-01	<u>Drainage Investigations of Varied Royalty Leases.</u> These files relate to evaluations of drainage situations which could impact royalty determinations. The	Cut off upon relinquishment of lease. Destroy 1 year after cutoff. N1-473-88-1

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	evaluations delineate reservoirs on varied royalty or State/Federal leases and consider planned production and development activities. Include copies of records filed elsewhere in the lease management and operations files, as well as the evaluation reports, any updates, recommendations, and correspondence with involved companies.	

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ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	CHAPTER 18. ROYALTY MANAGEMENT RECORDS The records described in this chapter pertain to the combined onshore and offshore royalty management function and are maintained in Royalty Management Program offices. They relate to the collection, deposit, distribution, disbursement, and accounting for rental, royalty, bonus, and assessment payments due from Federal and Indian lands, energy and nonenergy mineral leases, permits, licenses, lease products stored underground, the sale to small refiners of royalty oil taken in kind, and the maintenance of impounded and/or disputed funds. In addition, they relate to audits of lessee financial and production reporting and payment responsibilities, the establishment of acceptable product values, and the reporting and payment of applicable taxes. The majority of royalty accounting records described in Chapters 16 and 26 of the Files Maintenance and Records Disposition Handbook dated October 1977 have been determined to be obsolete and of no further legal, research, or operational value. The records described in this chapter replace or incorporate the provisions of the superseded chapters. <u>EXCEPTED FROM THIS DETERMINATION ARE THOSE OFFICIAL RECORDS PERTAINING TO INDIAN LANDS OR LANDS UNDER CURRENT AUDIT OR LITIGATION, AS FOLLOWS:</u> <u>INDIAN LAND RECORDS.</u> When records described in this chapter include data necessary to account for Indian land royalty or rental funds, they are to be retained indefinitely as described in this chapter. The records must be maintained in the order specified herein but separately from records affecting only Federal lands. <u>AUDIT/LITIGATION RECORDS.</u> Records previous to October 1, 1977, relevant to audit or litigation cases, must be maintained until each such case is concluded. At that time, such records must be incorporated into the official audit or litigation case file and disposed of under the applicable schedule. <u>PROPRIETARY INFORMATION.</u> The records described in this chapter contain proprietary information that is not available to the public. This information is	

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	furnished by industry sources to the MMS in compliance with the terms of leases, permits, regulations, and contracts. PROPRIETARY INFORMATION IS NOT AVAILABLE TO THE PUBLIC. SEE CHAPTER 7, SPECIAL INSTRUCTIONS, PAGE 7-1, OF THIS HANDBOOK. SECTION 1. ACCOUNTING OPERATIONS RECORDS 1801-01 <u>Automated Systems Input Coding Forms.</u> Originals of input coding forms on which data extracted from other sources are written and then used for entry into the automated accounting systems. Used to directly update and verify system entries and/or for internal audit purposes. Include Forms MMS-4001, -4005, -4006, -4012, -4019, etc., or equivalents. Arrange by form number, chronologically by month. 1801-02 <u>Automated Systems Input Verification Printouts.</u> Computer and microcomputer printouts produced by automated accounting systems for data input verification and internal audit purposes. Arrange chronologically by report identification number or name. (1) <u>Paper.</u> (2) <u>Magnetic Tape.</u> (a) <u>Processing.</u> (b) <u>Master.</u> 1801-03 <u>Automated Systems Output Summaries.</u> Summaries of computerized data documenting daily royalty management activities including program management, fiscal or production accounting, exception identification, statistical reporting, or system assurance. Each report is classified into one of the following categories and maintained chronologically thereunder by summary identification number or name. a. <u>Program Management Summaries.</u>	Cut off when all entries have been verified. Destroy 1 year after cutoff. NC1-57-84-7 Cut off when all entries have been verified. Destroy 1 year after cutoff. NC1-57-84-7 Erase when superseded. NC1-57-84-7 Cut off at close of fiscal year. Transfer to FRC 2 years after cutoff. Erase 7 years after cutoff. NC1-57-84-7 Cut off when summary is updated or replaced.

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ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	(1) <u>Paper Not Microfilmed.</u> (2) <u>Paper or Tape That Has Been Converted to Microform.</u> (3) <u>Master Microform.</u> (4) <u>Magnetic Tape.</u> (a) <u>Processing.</u> (b) <u>Master Not Microfilmed.</u> b. <u>Fiscal Accounting Summaries.</u> A. <u>INDIAN LAND RECORDS</u> (1) <u>Paper Not Microfilmed.</u> (2) <u>Paper or Tape That Has Been Converted to Microform.</u> (3) <u>Silver-Halide Microform.</u> (4) <u>Magnetic Tape.</u> (a) <u>Processing.</u>	Destroy 1 year after cutoff. NC1-57-84-7 Destroy paper or erase tape when microform has been verified in accordance with Chapter 6, Micrographics, page 6-1, of this handbook. NC1-57-84-7 Destroy 1 year after cutoff. NC1-57-84-7 Erase when superseded. NC1-57-84-7 Erase 1 year after cutoff. NC1-57-84-7 Cut off when summary is updated or replaced. Transfer to FRC 1 year after cutoff. These records will be maintained indefinitely. NC1-57-84-7 Destroy paper or erase tape when microform has been verified in accordance with Chapter 6, Micrographics, page 6-1, of this handbook. NC1-57-84-7 Cut off when summary is updated or replaced. Transfer to FRC 1 year after cutoff. These records will be maintained indefinitely. NC1-57-84-7 Erase when superseded. NC1-57-84-7

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	(b) <u>Master Not Microfilmed.</u> B. <u>OTHERS</u> (1) <u>Paper Not Microfilmed.</u> (2) <u>Paper or Tape That Has Been Converted to Microform.</u> (3) <u>Master Microform.</u> (4) <u>Magnetic Tape.</u> (a) <u>Processing.</u> (b) <u>Master Not Microfilmed.</u> c. <u>Production Accounting Summaries.</u> A. <u>INDIAN LAND RECORDS</u> (1) <u>Paper Not Microfilmed.</u> (2) <u>Paper or Tape That Has Been Converted to Microform.</u>	Cut off at close of fiscal year. Transfer to FRC 2 years after cut-off. These records will be maintained indefinitely. NC1-57-84-7 Cut off when summary is updated or replaced. Transfer to FRC 1 year after cutoff. Destroy 7 years after cutoff. NC1-57-84-7 Destroy paper or erase tape when microform has been verified in accordance with Chapter 6, Micrographics, page 6-1, of this handbook. NC1-57-84-7 Cut off at close of fiscal year. Destroy 7 years after cutoff. NC1-57-84-7 Erase when superseded. NC1-57-84-7 Cut off at close of fiscal year. Transfer to FRC 2 years after cut-off. Erase 7 years after cutoff. NC1-57-84-7 Cut off when summary is updated or replaced. Transfer to FRC 1 year after cutoff. These records are maintained indefinitely. NC1-57-84-7 Destroy paper or erase tape when microform has been verified in accordance with Chapter 6 Micrographics, page 6-1, of this handbook. NC1-57-84-7

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ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	(3) <u>Silver-Halide Microform.</u> (4) <u>Magnetic Tape.</u> (a) <u>Processing.</u> (b) <u>Master Not Microfilmed.</u> B. <u>OTHERS</u> (1) <u>Paper Not Microfilmed.</u> (2) <u>Paper or Tape That Has Been Converted to Microform.</u> (3) <u>Master Microform.</u> (4) <u>Magnetic Tape.</u> (a) <u>Processing.</u> (b) <u>Master Not Microfilmed.</u> d. <u>Exception Identification Summaries.</u> A. <u>INDIAN LAND RECORDS</u> (1) <u>Paper Not Microfilmed.</u>	Cut off when summary is updated or replaced. Transfer to FRC 1 year after cutoff. These records will be maintained indefinitely. NC1-57-84-7 Erase when superseded. NC1-57-84-7 Cut off at close of fiscal year. Transfer to FRC 2 years after cut-off. These records will be maintained indefinitely. NC1-57-84-7 Cut off when summary is updated or replaced. Transfer to FRC 1 year after cutoff. Destroy 7 years after cutoff. NC1-57-84-7 Destroy paper or erase tape when microform has been verified in accordance with Chapter 6, Micrographics, page 6-1, of this handbook. NC1-57-84-7 Cut off at close of fiscal year. Destroy 7 years after cutoff. NC1-57-84-7 Erase when superseded. NC1-57-84-7 Cut off at close of fiscal year. Transfer to FRC 2 years after cut-off. Erase 7 years after cutoff. NC1-57-84-7 Cut off when all exceptions identified are resolved. Transfer to FRC

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ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	(2) <u>Paper or Tape That Has Been Converted to Microform.</u> (3) <u>Silver-Halide Microform.</u> (4) <u>Magnetic Tape.</u> (a) <u>Processing.</u> (b) <u>Master Not Microfilmed.</u> B. <u>OTHERS</u> (1) <u>Paper Not Microfilmed.</u> (2) <u>Paper or Tape That Has Been Converted to Microform.</u> (3) <u>Master Microform.</u> (4) <u>Magnetic Tape.</u> (a) <u>Processing.</u>	1 year after cutoff. These records will be maintained indefinitely. NC1-57-84-7 Destroy paper or erase tape when microform has been verified in accordance with Chapter 6, Micrographics, page 6-1, of this handbook. NC1-57-84-7 Cut off when all exceptions identified are resolved. Transfer to FRC 1 year after cutoff. These records will be maintained indefinitely. NC1-57-84-7 Erase when superseded. NC1-57-84-7 Cut off at close of fiscal year. Transfer to FRC 2 years after cutoff. These records will be maintained indefinitely. NC1-57-84-7 Cut off when all exceptions identified are resolved. Transfer to FRC 1 year after cutoff. Destroy 7 years after cutoff. NC1-57-84-7 Destroy paper or erase tape when microform has been verified in accordance with Chapter 6, Micrographics, page 6-1, of this handbook. NC1-57-84-7 Cut off when all exceptions identified are resolved. Destroy 7 years after cutoff. NC1-57-84-7 Erase when superseded. NC1-57-84-7

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ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	(b) <u>Master Not Microfilmed.</u> e. <u>Statistical Reporting Summaries.</u> (1) <u>Paper Not Microfilmed.</u> (2) <u>Paper or Tape That Has Been Converted to Microform.</u> (3) <u>Silver-Halide Microform.</u> (4) <u>Magnetic Tape.</u> (a) <u>Processing.</u> (b) <u>Master Not Microfilmed.</u> f. <u>Systems Assurance Summaries.</u> (1) <u>Paper Not Microfilmed.</u>	Cut off at close of fiscal year. Transfer to FRC 2 years after cut-off. Erase 7 years after cutoff. NC1-57-84-7 Cut off at close of fiscal year. <u>Permanent.</u> Transfer to FRC 1 year after cutoff or when no longer needed for reference, whichever is earlier. Transfer to National Archives 7 years after cutoff. Volume 2 feet. Annual accumulation 1 foot. NC1-57-84-7 Destroy paper or erase tape when microform has been verified in accordance with Chapter 6, Micrographics, page 6-1, of this handbook. NC1-57-84-7 <u>Permanent.</u> Transfer to National Archives 7 years after cutoff. Volume 4 feet. Annual accumulation 1 foot. NC1-57-84-7 Erase when superseded. NC1-57-84-7 <u>Permanent.</u> Transfer to Center for Electronic Records together with adequate system documentation 2 years after cutoff. Transfer to National Archives 7 years after cutoff. Volume 4 feet. Annual accumulation 1 foot. NC1-57-84-7 Cut off after verification. Destroy when identically formatted replacement summary is produced. NC1-57-84-7

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ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1801-04	(2) <u>Paper or Tape That Has Been Converted to Microform.</u>	Destroy paper or erase tape when microform has been verified in accordance with Chapter 6, Micrographics, page 6-1, of this handbook. NC1-57-84-7
	(3) <u>Master Microform.</u>	Destroy when identically formatted replacement summary is produced. NC1-57-84-7
	(4) <u>Magnetic Tape.</u>	
	(a) <u>Processing.</u>	Erase when superseded. NC1-57-84-7
	(b) <u>Master Not Microfilmed.</u>	Erase when identically formatted replacement summary is produced. NC1-57-84-7
	SEE: Item 101-11 for additional paper or microform copies. SEE: Item 1801-02 for Automated Systems Input Verification Printouts.	
	<u>Royalty Management Information Collection Forms.</u> Forms document the data collected from lessees, operators, and payors which are used to manage mineral royalties, rentals, sales, bonuses, and production, processing, transportation, etc., on Federal and Indian lands. Include Forms MMS-4025, -2014, or equivalent, and all transportation allowance forms. Arrange alphabetically by company, reporter name, or lease or operator number. A. <u>INDIAN LAND RECORDS</u> (1) <u>Paper Not Microfilmed or Recorded on Optical Disk.</u> (2) <u>Paper or Tape That Has Been Converted to Microform or Optical Disk.</u>	Cut off at close of reporting period. Transfer to FRC 1 year after cutoff. These records will be maintained indefinitely. NC1-57-84-7 Destroy paper or erase tape when microform has been verified in accordance with Chapter 6, Micrographics, page 6-1, of this handbook and optical disk verified for accuracy. NC1-57-84-7

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ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	(3) <u>Silver-Halide Microform.</u> (4) <u>Magnetic Tape.</u> (a) <u>Processing.</u> (b) <u>Original Master Not Microfilmed.</u> (c) <u>Duplicate Master Not Microfilmed.</u> (5) <u>Optical Disks.</u> (To assure continued credibility of information, new disks will be created and backed up 3 years before the 10-year period of the medium's storage guarantee lapses.) B. <u>OTHERS</u> (1) <u>Paper Not Microfilmed or Recorded on Optical Disk.</u> (2) <u>Paper or Tape That Has Been Converted to Microform or Optical Disk.</u> (3) <u>Master Microform.</u> (4) <u>Magnetic Tape.</u> (a) <u>Processing.</u> (b) <u>Original Master Not Microfilmed.</u> (c) <u>Duplicate Master Not Microfilmed.</u>	Transfer to FRC 1 year after cutoff. These records will be maintained indefinitely. NC1-57-84-7 Erase when superseded. NC1-57-84-7 Return to reporter when duplicate tape has been verified. NC1-57-84-7 Transfer to FRC 1 year after cutoff. These records will be maintained indefinitely. NC1-57-84-7 Transfer to FRC 1 year after cutoff. These records will be maintained indefinitely. Transfer to FRC 1 year after cutoff. Destroy 7 years after cutoff. NC1-57-84-7 Destroy paper or erase tape when microform has been verified in accordance with Chapter 6, Micrographics, page 6-1, of this handbook and optical disk verified for accuracy. NC1-57-84-7 Destroy 7 years after cutoff. NC1-57-84-7 Erase when superseded. NC1-57-84-7 Return to reporter when duplicate tape has been verified. NC1-57-84-7 Transfer to FRC 1 year after cutoff. Erase tape 7 years after cutoff. NC1-57-84-7

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1801-05	(5) <u>Optical Disk.</u> <u>Royalty-in-Kind (RIK) Sale Files.</u> Documentation of RIK oil sales to refining companies. Each sale file is divided into sections as follows and maintained chronologically by refining company name. a. <u>Identification and Estimates of Production and RIK Oil Available.</u> b. <u>Announcement of Sale to Refiners.</u> c. <u>Approved Applications for Purchase and Lottery Draw-Position Notices.</u> d. <u>Declined Applications and Notices.</u> e. <u>Approved Purchase or Sale Agreements.</u> f. <u>Purchaser Surety Documents.</u> g. <u>Sale Summary Report and Correspondence.</u>	Destroy 7 years after cutoff. Cut off when all applicable purchase or sale agreements are approved. Transfer to FRC 2 years after cutoff. Destroy 7 years after cutoff. NC1-57-84-7 See 1801-05a. NC1-57-84-7 See 1801-05a. NC1-57-84-7 See 1801-05a. NC1-57-84-7 Cut off 2 months after contract reconciliation bill is paid or refund action is completed. Transfer to FRC 2 years after cutoff. Destroy 20 years after cutoff. N1-473-88-1 See 1801-05e. N1-473-88-1 See 1801-05a. NC1-57-84-7
1801-06	<u>RIK Collection and Reconciliation Files.</u> Billings for the collection and reconciliation of proceeds due from the sale of RIK oil to refining companies and related correspondence. Arrange by purchase or sale agreement number. (1) <u>Paper Not Microfilmed.</u> (2) <u>Paper That Has Been Microfilmed.</u> (3) <u>Silver-Halide Microform.</u>	Cut off 2 months after contract reconciliation bill is paid or refund action is completed. Transfer to FRC 2 years after cutoff. Destroy 20 years after cutoff. N1-473-88-1 Destroy paper when microform has been verified in accordance with Chapter 6, Micrographics, page 6-1, of this handbook. N1-473-88-1 Destroy 20 years after cutoff. N1-473-88-1

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1801-07	<u>Windfall Profit Tax Return Files.</u> Documentation for the computation and disbursement of Windfall Profit Taxes. Include copies of the quarterly and annual Windfall Profit Tax returns, related correspondence, computation workpapers, and exhibits such as SF 1166, or equivalent.	Cut off at close of each tax reporting period. Destroy 7 years after cutoff. NC1-57-84-7
1801-08	<u>Fund Deposit Files.</u> Copies of checks, money orders, electronic fund transfer notices, SF 215 and support documents such as checkstubs, Forms MMS-4149 and -4158. Used to document receipt of payments due the Government under the terms of Federal and Indian mineral leases, laws, and regulations, and for internal audit purposes. Arrange by deposit ticket number. A. <u>INDIAN LAND RECORDS</u> (1) <u>Paper Not Microfilmed.</u> (2) <u>Paper That Has Been Microfilmed.</u> (3) <u>Silver-Halide Microform.</u> B. <u>OTHERS</u> (1) <u>Paper Not Microfilmed.</u> (2) <u>Paper That Has Been Microfilmed.</u> (3) <u>Master Microform.</u>	Cut off at close of reporting period. Transfer to FRC 1 year after cutoff. These records will be maintained indefinitely. NC1-57-84-7 Destroy paper when microform has been verified in accordance with Chapter 6, Micrographics, page 6-1. of this handbook. NC1-57-84-7 Transfer to FRC 1 year after cutoff. These records will be maintained indefinitely. NC1-57-84-7 Transfer to FRC 1 year after cutoff. Destroy 7 years after cutoff. NC1-57-84-7 Destroy paper when microform has been verified in accordance with Chapter 6, Micrographics, page 6-1. of this handbook. NC1-57-84-7 Transfer to FRC 1 year after cutoff. Destroy 7 years after cutoff. NC1-57-84-7

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Date: December 14, 1989 (Release No. 165)

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ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1801-09	<u>Company Files</u>. Correspondence and other documents, such as bankruptcy documents, accumulated to provide a perspective of the royalty management activities relating to ongoing operations of a specific company, payor, or reporter. Arrange by name or code number of company, payor, or reporter. A. <u>INDIAN LAND RECORDS</u> B. <u>OTHERS</u>	Cut off at close of fiscal year. Transfer to FRC 1 year after cutoff. These records will be maintained indefinitely. N1-473-88-1 Transfer to FRC 1 year after cutoff. Destroy 7 years after cutoff. N1-473-88-1
1801-10	<u>Distribution and Disbursement Files</u>. Documents including SF 1081, SF 1166, and correspondence supporting the distribution and disbursement of royalty and rental funds to other Government offices. Arrange chronologically. A. <u>INDIAN LAND RECORDS</u> (1) <u>Paper Not Microfilmed</u>. (2) <u>Paper That Has Been Microfilmed</u>. (3) <u>Silver-Halide Microform</u>. B. <u>OTHERS</u> (1) <u>Paper Not Microfilmed</u>. (2) <u>Paper That Has Been Microfilmed</u>.	Cut off at close of reporting period Transfer to FRC 1 year after cutoff. These records will be maintained indefinitely. NC1-57-84-7 Destroy paper when microform has been verified in accordance with Chapter 6, Micrographics, page 6-1, of this handbook. NC1-57-84-7 Transfer to FRC 1 year after cutoff. These records will be maintained indefinitely. NC1-57-84-7 Transfer to FRC 1 year after cutoff. Destroy 7 years after cutoff. NC1-57-84-7 Destroy paper when microform has been verified in accordance with Chapter 6, Micrographics, page 6-1, of this handbook. NC1-57-84-7

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Date: December 14, 1989 (Release No. 165)

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ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1801-11	(3) <u>Master Microform.</u> <u>Collection Files.</u> Billings for the collection of funds due from rental and royalty payors. Arrange by bill number and index by payor code number, company name, and issue date. A. <u>INDIAN LAND RECORDS</u> (1) <u>Paper Not Microfilmed.</u> (2) <u>Paper or Tape That Has Been Converted to Microform.</u> (3) <u>Master Microform.</u> B. <u>OTHERS</u> (1) <u>Paper Not Microfilmed.</u> (2) <u>Paper or Tape That Has Been Converted to Microform.</u> (3) <u>Master Microform.</u>	Transfer to FRC 1 year after cutoff. Destroy 7 years after cutoff. NC1-57-84-7 Cut off at close of quarter. Transfer to FRC 1 year after cutoff. These records will be maintained indefinitely. NC1-57-84-7 Destroy paper or erase tape when microform has been verified in accordance with Chapter 6, Micrographics, page 6-1, of this handbook. NC1-57-84-7 Transfer to FRC 1 year after cutoff. These records will be maintained indefinitely. NC1-57-84-7 Transfer to FRC 1 year after cutoff. Destroy 7 years after cutoff. NC1-57-84-7 Destroy paper or erase tape when microform has been verified in accordance with Chapter 6, Micrographics, page 6-1, of this handbook. NC1-57-84-7 Destroy 7 years after cutoff. NC1-57-84-7

Supersedes Release No. 119

Date: December 14, 1989 (Release No. 165)

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Supersedes Release No. 119
Date: December 14, 1989 (Release No. 165) C-130

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	A. <u>INDIAN LAND RECORDS</u> B. <u>OTHERS</u> SECTION 3. ROYALTY VALUATION RECORDS	Transfer to FRC 2 years after cut-off. These records will be maintained indefinitely. NC1-57-84-7 Transfer to FRC 2 years after cut-off. Destroy 7 years after cutoff. NC1-57-84-7
1803-01	<u>Product Value Establishment Files.</u> Workpapers, correspondence, internal and external exhibits, and reports of findings, conclusions, and recommendations forming the basis on which acceptable values for payment of royalties are placed on minerals extracted from Federal and Indian lands. Arrange in numerical order by internally assigned case number designation. Technical reference materials used in this function such as company price bulletins, published market prices, etc., are maintained as nonrecord material and disposed of in accordance with Item 101-11. A. <u>INDIAN LAND RECORDS</u> B. <u>OTHERS</u>	Cut off when valuation is established. Transfer to FRC 2 years after cut-off. These records will be maintained indefinitely. NC1-57-84-7 Transfer to FRC 2 years after cut-off. Destroy 7 years after cutoff. NC1-57-84-7
1803-02	<u>Processing Allowance Files.</u> Workpapers, correspondence, internal and external exhibits, reports of findings, conclusions, and recommendations. Document calculations and determinations of approval or disapproval of royalty rate allowances based on costs of solid minerals, oil, and/or gas washing, smelting, refining, milling treatment, etc., and processing plant operations. Arrange alphabetically by plant name. A. <u>INDIAN LAND RECORDS</u> (1) <u>Paper Not Microfilmed.</u>	Cut off at close of allowance period granted or when disapproved or terminated. Transfer to FRC 1 year after cutoff. These records will be maintained indefinitely. NC1-57-84-7

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Date: December 14, 1989 (Release No. 165)

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ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1803-03	(2) <u>Paper or Tape That Has Been Converted to Microform.</u>	Destroy paper or erase tape when microform has been verified in accordance with Chapter 6, Micrographics, page 6-1, of this handbook. NC1-57-84-7
	(3) <u>Master Microform.</u>	Transfer to FRC 1 year after cutoff. These records will be maintained indefinitely. NC1-57-84-7
	B. <u>OTHERS</u>	
	(1) <u>Paper Not Microfilmed.</u>	Transfer to FRC 1 year after cutoff. Destroy 7 years after cutoff. NC1-57-84-7
	(2) <u>Paper or Tape That Has Been Converted to Microform.</u>	Destroy paper or erase tape when microform has been verified in accordance with Chapter 6, Micrographics, page 6-1, of this handbook. NC1-57-84-7
	(3) <u>Master Microform.</u>	Destroy 7 years after cutoff. NC1-57-84-7
	<u>Transportation Allowance Files.</u> Workpapers, correspondence, internal and external exhibits, and reports of findings, conclusions, and recommendations. Document calculations and determinations of approval or disapproval of royalty rate allowances based on costs of barge, pipeline, truck, etc., transportation of oil, condensate, or gas from lease area to point of delivery and handling, loading, trimming demurrage sales, sales, assay charges, and transportation for solid minerals. Arrange by system number (see Item 1803-05) within transportation type. Each allowance is documented alphabetically within the case file by operator or lessee name. An operator or lessee file may be further subdivided by specific lease number if the warrants.	Cut off at close of allowance period granted or when disapproved or terminated.
	A. <u>INDIAN LAND RECORDS</u>	
	(1) <u>Paper Not Microfilmed.</u>	Transfer to FRC 1 year after cutoff. These records will be maintained indefinitely. NC1-57-84-7

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	(2) <u>Paper or Tape That Has Been Converted to Microform.</u> (3) <u>Master Microform.</u> B. <u>OTHERS</u> (1) <u>Paper Not Microfilmed.</u> (2) <u>Paper or Tape That Has Been Converted to Microform.</u> (3) <u>Master Microform.</u>	Destroy paper or erase tape when microform has been verified in accordance with Chapter 6, Micrographics, page 6-1, of this handbook. NC1-57-84-7 Transfer to FRC 1 year after cutoff. These records will be maintained indefinitely. NC1-57-84-7 Transfer to FRC 1 year after cutoff. Destroy 7 years after cutoff. NC1-57-84-7 Destroy paper or erase tape when microform has been verified in accordance with Chapter 6, Micrographics, page 6-1, of this handbook. NC1-57-84-7 Destroy 7 years after cutoff. NC1-57-84-7
1803-04	<u>Sale Agreements and Contracts.</u> Initial and amending oil or condensate sale agreements, gas sale contracts, and/or gas processing agreement documents and solid minerals sales contracts, related Federal Price Code dockets and proceedings, and correspondence. Used as the basis for the computation of product values and allowances. Arrange by agreement type and maintain alphabetically by name of buyer. A. <u>INDIAN LAND RECORDS</u> B. <u>OTHERS</u>	Cut off when agreement terminates. Transfer to FRC 1 year after cutoff. These records will be maintained indefinitely. NC1-57-84-7 Transfer to FRC 1 year after cutoff. Destroy 7 years after cutoff. NC1-57-84-7
1803-05	<u>Transportation System Files.</u> Workpapers, correspondence, internal and external maps, reports and exhibits. Used to document the establishment, boundaries,	Cut off when system is abandoned or discontinued.

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ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	and general operational and historical factors of solid minerals, barge, pipeline, truck, etc., oil, condensate, and gas transportation systems. Arrange numerically by system number. A. <u>INDIAN LAND RECORDS</u> B. <u>OTHERS</u>	Transfer to FRC 1 year after cutoff. These records will be maintained indefinitely. NC1-57-84-7 Transfer to FRC 1 year after cutoff. Destroy 7 years after cutoff. NC1-57-84-7

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Date: December 14, 1989 (Release No.165)

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SUBJECT FILE CLASSIFICATION SYSTEM

SUBJECT FILES, ALSO KNOWN AS GENERAL FILES, ARE USED ONLY FOR FILING DOCUMENTS CONTAINING POLICY AND PROCEDURES OR WHICH ARE OF A GENERAL NATURE NOT SPECIFIC TO ANY INDIVIDUAL, CONTRACT, LEASE, ETC. Documents contained in subject files are arranged by the thought conveyed--i.e., the subject. Physical form of the documents might be originals or copies of memorandums, reports, telegrams, etc.; subject material could also be automated. All MMS subject files are assigned disposition schedules under either Item 102-01 or 102-02. The following is an index to the approved outlines for MMS subject files.

<u>Primary Subject</u>	<u>Subject Code</u>	<u>Page</u>	<u>Case Code</u>	<u>Page</u>
Accidents.....	ACE	S-3	1400	C-101
Automated Data Processing.....	ADP	S-5	800	C-59
Budget and Financial Management...	BFM	S-7	300	C-15
Committees/Meetings/Conferences...	CMC	S-9	200	C-7
Drafting and Cartography.....	DRC	S-11	1103	C-91
Drilling Operations.....	DRO	S-13	1200	C-93
Environment.....	ENV	S-15	1001	C-79
Equal (Employment) Opportunity....	EEO	S-19	605	C-43
Information Services/Publications.	INF	S-21	700	C-47
Inspections and Monitoring.....	ISP	S-23	1200	C-93
Lease Administration.....	LAD	S-25	1100	C-85
Legislative and Legal Affairs.....	LLG	S-27	701	C-47
Mining Operations.....	MIN	S-29	1101	C-86
Office Services.....	OFS	S-31	400	C-19
			500	C-29
Organization and Management.....	ORM	S-33	200	C-7
Personnel.....	PER	S-35	600	C-37
Procurement and Contracting.....	PRC	S-39	500	C-29
Production Operations.....	PRO	S-43	1300	C-95
Public Relations.....	PUB	S-45	700	C-47
Records Management.....	REC	S-47	200	C-7
Resource Conservation and Production Control.....	RCP	S-49	1700	C-107
Resource Evaluation.....	REV	S-53	1001	C-79
			900	C-63
Resource Inventory and Data Aquisition.....	RID	S-57	900	C-63
Royalty Management Program.....	RMP	S-61	1800	C-116
Structures/Facilities/Equipment...	SEQ	S-65	1500	C-105
Travel and Transportation.....	TRV	S-67	400	C-19

NOTE: Material relating to specific actions, events, persons, etc., is to be filed in case files. A case file typically documents a transaction from its beginning until its end (e.g., a lease file, a contract, an individual's travel) and can be retrieved by name, number, or some other similar identifier. Items 102-01 and 102-02 are not to be used for such materials.

ACCIDENTS (ACE)

Use this subject outline for the policy and procedures relating to the causes, investigations, and prevention of accidents on the Outer Continental Shelf.

SEE: INSPECTION AND MONITORING (ISP) for inspection of structures and operations, departures and waivers, and incidents of noncompliance.

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|------|--|---|
| 1 | General Policy/Plans | Safety planning and management in general. |
| 2 | Reports and Statistics | Correspondence regarding reporting requirements. |
| 3 | Laws, Regulations, Orders, Notices, and Agreements | Laws, regulations, agreements, and revisions thereto, relating to accidents. |
| 4 | Accidents/Incidents Investigations | General correspondence relating to the causes, classification, prevention, and reporting of accidents and injury or loss of life. |
| 4-1 | Blowouts | |
| 4-2 | Equipment Failure | |
| 4-3 | Fire and Explosion | |
| 4-4 | Hydrogen Sulfide | |
| 4-5 | Storm Damage | |
| 4-6 | Structural Damage | |
| 4-7 | Unsafe Act | |
| 4-8 | Unsafe Procedure | |
| 4-9 | Icing | |
| 4-10 | Pipeline Damage | |
| 5 | Oil Spill and Discharge Contingency Plans | General correspondence pertaining to plans dealing with pollution events, accidents, or emergencies. File specific contingency plans in the lease management project file, Item 1101-02, by lease number. |
| 5-1 | Oil Spill | |
| 5-2 | Hydrogen Sulfide | |

5-3 Critical Operations
and Curtailment
Plans

6 Reclamation

6-1 Fish and Wildlife

6-2 Surface Restoration

7 Waste Disposal

General material relating to
control of waste materials in-
cluding sewage, drilling cut-
tings, mud, sand, and oil.

7-1 Waste Water

7-2 Sewage

7-3 Solid Waste

7-4 Muds and Cuttings

7-5 Produced Water

7-6 National Pollution
Discharge Elimination
System Permits

AUTOMATED DATA PROCESSING (ADP)

Use this subject outline for general material pertaining to automated and electronic data processing equipment, systems, management, and operations.

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|-----|---|--|
| 1 | General Policy/Plans | ADP planning and management in general. |
| 2 | Reports and Statistics | Correspondence regarding reporting requirements. |
| 3 | Laws, Regulations, and Agreements | Laws and regulations, and revisions thereto, relating to ADP programs. |
| 4 | Automated Systems | General correspondence regarding system life cycle and configuration management, including systems initiation, development, documentation, operation, and maintenance, etc. Subdivide by program area and name of system. See Chapter 8 of the case files for official system documentation records. |
| 4-1 | Administration | |
| 4-2 | Offshore | |
| 4-3 | Royalty | |
| 4-4 | Program Review | |
| 5 | System Conversions | Correspondence regarding the conversion of data from one data base system to another. |
| 6 | Data Processing Facilities | |
| 6-1 | Accessories--Auxiliary Equipment | |
| 6-2 | Machine Utilization | |
| 6-3 | Maintenance and Repair | |
| 6-4 | Software | |
| 7 | Equipment Selection | |
| 7-1 | Requirements, Specifications, and Standards | |
| 7-2 | Equipment Studies | |

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| 8 Liaison and Information Exchange | General correspondence regarding computer facilities and programs of other internal components and other Federal Agencies. |
| 9 Feasibility Studies | General correspondence relating to feasibility studies. See Item 800-01 for specific study projects. |
| 10 Standardization | General correspondence regarding data processing standards and standards development. |
| 11 Security | General correspondence regarding ADP Security. See INF 4 and REC 13 for information security. |
| 12 Office Automation | General correspondence regarding office automation, electronic mail, or telecommunications. |

BUDGET AND FINANCIAL MANAGEMENT (BFM)

Use this subject outline for general correspondence and similar material relating to the preparation and submission of budget data; budgetary policies and procedures; disbursement activities; and the maintenance, control, and accountability of allocated funds.

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|---|-----------------------------------|---|
| 1 | General Policy/Plans | Budget and financial planning and management in general. |
| 2 | Reports and Statistics | Correspondence regarding reporting requirements. |
| 3 | Laws, Regulations, and Agreements | Laws, regulations, and agreements relating to budget and financial management. |
| 4 | Accounting Codes/Symbols | General correspondence regarding the establishment of accounting codes/symbols. |
| 5 | Authorizations/Designations | General correspondence regarding authorization and designation of personnel to perform paying, collecting, and timekeeping functions. |
| 6 | Budget Execution | General correspondence regarding allotments, apportionments, ceilings and limitations, transfer of funds, etc. |
| 7 | Budget Preparation and Submission | Procedures and correspondence regarding budget preparation. |
| | 7-1 Budget Estimates | |
| | 7-2 Budget Justifications | |
| 8 | Disbursements | General correspondence and procedures regarding accounts payable adjustments, voucher examination, and certification. Does not include payroll or travel. |
| 9 | Financial Operating Plans | General correspondence regarding overall plans for expenditure of funds, including requests and consolidations. |
| | 9-1 Initial Fiscal Year Plan | |

- 9-2 Mid-year Review
- 9-3 Fiscal Year Closeout
- 10 Obligation (Fund) Control and Flow General correspondence regarding fund control and flow.
- 11 Payroll--Salaries General correspondence and procedures regarding deductions (bond, insurance, retirement), differentials (overtime, hazardous duty), time and attendance reporting, and withholding taxes.
- 12 Travel Accounting General correspondence and procedures regarding advances, per diem, transportation, and voucher examination and processing.
- 13 Fund Availability General correspondence and procedures regarding appropriated funds, earned reimbursements, refunds, allocations received, transfer appropriations, etc.
- 14 Reimbursements General correspondence and procedures regarding reimbursement processing.
 - 14-1 Other Federal Agencies
 - 14-2 Non-Federal Agencies
- 15 Fiscal Accounting General correspondence regarding accounting procedures and practices, audits, and revisions to the MMS fiscal accounting system.
- 16 Imprest Fund General correspondence regarding imprest fund procedures, practices, and safeguards.

COMMITTEES, MEETINGS, AND CONFERENCES (CMC)

Use this subject outline for general policy and procedures regarding EXTERNAL committees, boards, commissions, meetings, conferences, seminars, task forces, symposiums, conventions, etc. If volume warrants, establish individual files by name of committee, conference, etc.

SEE: ORGANIZATION AND MANAGEMENT (ORM) for INTERNAL committee management and management meetings.

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|---|-----------------------------------|---|
| 1 | General Policy/Plans | General correspondence regarding committees, meetings, conferences, etc. |
| 2 | Reports and Statistics | Correspondence regarding reporting requirements. |
| 3 | Laws, Regulations, and Agreements | |
| 4 | Congressional | |
| 5 | Committee Management | General correspondence regarding external committees, committee assignments, etc. DO NOT use for records on an internal committee; see ORM. See also Item 201-06. |
| 6 | Appointments/Assignments | Practices and procedures pertaining to external committee participation. |
| 7 | Committee Types | General committee information. |
| | 7-1 Interagency | |
| | 7-2 Coordinating | |
| | 7-3 Intergovernmental Planning | |
| | 7-4 Working Groups/Task Forces | |

DRAFTING AND CARTOGRAPHY (DRC)

Use this subject outline for general correspondence regarding the policies and procedures for providing drafting and cartographic support. Includes constructing, numbering, and reproducing final maps, cross sections, and other graphics based on map worksheets prepared by geologists, geophysicists, and engineers.

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|---|------------------------------------|--|
| 1 | General Policy/Plans | Drafting and cartographic program planning and management in general. |
| 2 | Reports and Statistics | Correspondence regarding reporting requirements. |
| 3 | Laws, Regulations, and Agreements | Laws, regulations, and agreements on drafting and cartography. |
| 4 | Base Maps | General correspondence regarding updating and annotating various types of base maps. |
| 5 | Coordination of Mapping Activities | General correspondence regarding mapping services from other Federal, State, and private mapping agencies. |
| 6 | Map Construction | General correspondence on drafting techniques, tools, equipment, map design and layout techniques, standardized symbolization, lettering, etc. |
| 7 | Map Identification | General correspondence on the determination, standardization, and application of systems for numbering and indexing maps and other cartographic records. |
| 8 | Map Reproduction | Duplicating and printing processes, equipment, and techniques to be used in map reproductions. |

DRILLING OPERATIONS (DRO)

Use this subject outline for general correspondence relating to the designation of fields, plans of exploration, plans of development and production, well development and control, completions, workovers, and plugging and abandonment. Documents relating to specific leases or wells should be filed in the appropriate case file, see Item 1101-02 of the case files.

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|---|--|--|
| 1 | General Policy/Plans | Program planning and managing drilling operations. |
| 2 | Reports and Statistics | Correspondence regarding reporting requirements. |
| 3 | Laws, Regulations, Orders, Notices, and Agreements | Laws, regulations, agreements, and revisions thereto, relating to drilling operations. |
| 4 | Designation of Fields | General correspondence regarding the designation of fields. Includes notices of new field names or extension of existing fields. |
| 5 | Plans of Exploration and Plans of Development and Production | General correspondence on the preparation, submission, and review of exploratory drilling plans and/or plans of development. |
| 6 | Problem Wells | General correspondence regarding problem wells. |
| | 6-1 Directional Drilling | |
| | 6-2 Unauthorized Wells | |
| 7 | Well Completions | Requirements for submission and procedures for processing reports and logs of well completions or recompletions. |
| 8 | Well Development and Control | General correspondence on well development and control. |
| | 8-1 Drilling | |
| | 8-2 Shallow Geologic Hazards Analysis | |

- 8-3 Mud Program
- 8-4 Well Casing and Cementing
- 8-5 Well Engineering
- 9 Well Identification
 - Correspondence relating to conventions and procedures for identifying wells and property boundaries. Includes material relating to industry identification systems (API number).
- 10 Well Plugging and Abandonment
 - General correspondence on procedures for plugging and abandonment of wells.
- 11 Well Records
 - Correspondence regarding requirements on maintenance and submission of records and reports of well operations which cannot be filed under a more specific topic in this outline.
- 12 Well Servicing and Workovers
 - General correspondence on well workovers. Includes fracturing, acidizing, special chemical treatments, and the installation of mechanical devices in the well bore to improve the natural flow of fluids or remove barriers to the passage of fluids.

ENVIRONMENT (ENV)

Use this subject outline for general correspondence relating to environmental protection of MMS action, i.e., lease offering action, approval of plans of exploration, approval of plans of development and production, approval of geological and geophysical permits, pipeline rights-of-way, and pipelines. Includes information pertaining to monitoring programs and biology studies.

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| 1 | General Policy/Plans | Environmental program planning and management in general. |
| 2 | Reports and Statistics | Correspondence regarding reporting requirements. |
| 3 | Laws, Regulations, Orders, Notices, and Agreements | Laws, regulations, agreements, and revisions thereto, relating to environment. |
| 4 | Environmental and Ecological Data Collection | General correspondence on environmental and ecological data collections. |
- 4-1 Aesthetics and Scenic
 - 4-2 Air Quality and Meteorology
 - 4-3 Archeology and Historical Sites
 - 4-4 Biology
 - 4-5 Geology and Geophysics
 - 4-6 Water Quality
 - 4-7 Microenvironmental Concerns
 - 4-8 Noise
 - 4-9 Radiation
 - 4-10 Seismicity
 - 4-11 Sediments
 - 4-12 Marine Mammals
 - 4-13 Oceanography

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- 4-14 Ice
 - 4-15 Permafrost
 - 5 Environmental Protection/Assessment
 - 5-1 Aesthetics
 - 5-1a Prelease
 - 5-1b Postlease
 - 5-1c Environmental Inspection
 - 5-2 Air Quality
 - 5-3 Wildlife Management
 - 5-4 National Environmental Policy Act (NEPA) Documents
 - 5-4a Prelease EIS's
 - 5-4b EA's and Findings of Nonsignificant Impacts (FONSI's)
 - 5-4c Categorical Exclusion Reviews (CER's)
 - 5-4d Postlease EIS's
 - 5-5 Water Quality
 - 6 Pollution Control
 - 6-1 Diving
 - 6-2 Military Cooperation
 - 6-3 Wet Lands
 - 6-4 Marine Sanctuaries
- Environmental control standards and procedures for EIS's, EA's, and studies.
- General correspondence relating to pollution control activities including overflights, questionnaires, and pollution control techniques.

- 6-5 Artificial Reefs
- 6-6 NPDES Permits
- 7 Endangered and Threatened Species General information on endangered and threatened species.
 - 7-1 Biological Opinions
 - 7-2 Bowhead Whales
 - 7-3 Open Water Operations
 - 7-4 Seasonal Drilling
- 8 Pollution Events General information on pollution events and the causes.
 - 8-1 Natural Seepage
 - 8-2 Pipeline and Flowline Leaks
 - 8-3 Spills and Discharges
 - 8-4 Waste
- 9 Biological Monitoring
- 10 Prelease Environmental Analysis General information on detailed environmental analysis of blocks offered.
- 11 Coastal Zone Management Act Compliance General correspondence on Coastal Zone Management compliance.
- 12 Cultural Resources
- 13 Military Stipulations and Compliance

EQUAL (EMPLOYMENT) OPPORTUNITY (EEO)

Use this subject outline for general correspondence and related papers pertaining to equal employment opportunity. DO NOT use this outline for documentation that is appropriate for filing in a specific discrimination case file; see Item 605-03.

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|---|-----------------------------------|--|
| 1 | General Policy/Plans | Correspondence pertaining to EEO policies, plans, and procedures. |
| 2 | Reports and Statistics | Correspondence regarding reporting requirements. |
| 3 | Laws, Regulations, and Agreements | Laws, regulations, agreements, and revisions thereto, relating to EEO. |
| 4 | Affirmative Action Planning | Standards and procedures for the implementation and documentation of affirmative action programs. |
| 5 | Complaints | General correspondence regarding the processing of formal and informal complaints of discrimination. |
| | 5-1 Formal | |
| | 5-2 Informal | |
| 6 | Discrimination | General correspondence relating to discrimination in EEO. |
| | 6-1 Age | |
| | 6-2 National Origin | |
| | 6-3 Mental or Physical Handicap | |
| | 6-4 Race | |
| | 6-5 Color | |
| | 6-6 Sex | |
| | 6-7 Religion | |
| 7 | Special Observances | General correspondence regarding special programs or events relating to equal employment. |

- | | | |
|---|----------------------------------|--|
| 8 | Counseling and Counselors | General correspondence relating to techniques and practices used to counsel employees or applicants on equal employment. |
| 9 | Supervisory Program Requirements | General correspondence regarding evaluations, responsibilities, and training of supervisors with regard to EEO. |

INFORMATION SERVICES AND PUBLICATIONS (INF)

Use this subject outline for material regarding informational services; distribution of scientific and technical information through publications and presentations in the fields of geophysics, geology, and petroleum engineering; and technical library services.

SEE: PUBLIC RELATIONS (PUB) for material regarding nontechnical publicity and promotional activities.

SEE: RECORDS MANAGEMENT (REC) for material regarding document and information security.

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|---|---------------------------------------|---|
| 1 | General Policy/Plans | Technical information services program planning and management in general. |
| 2 | Reports and Statistics | Correspondence regarding reporting requirements. |
| 3 | Laws, Regulations, and Agreements | Laws, regulations, and agreements relating to MMS programs. |
| 4 | Information Services and Security | Correspondence regarding issuance of procedural information and guidance. See REC 13. |
| 5 | Library Services | General correspondence regarding library acquisitions, including free publications, subscriptions, and purchases. |
| | 5-1 Library Acquisitions | |
| | 5-2 Interlibrary Loans | |
| | 5-3 Utilization of Library | |
| 6 | Presentations, Briefings, or Speeches | General correspondence regarding formal oral presentations and speeches before scientific and technical societies. |
| 7 | Technical Publications | General information regarding distribution of scientific and technical information through publications. Includes publication in MMS, other Federal Agencies, and commercial monographs, reports, and articles in scientific, |

technical, and trade journals.
DO NOT use for copies of publications.

- 8 Technical Writing and Editing
- 9 Audiovisual
- 10 Exhibits, Ceremonies, Community Projects
- 11 Invitations-Engagements
- 12 Public Opinion
 - 12-1 Congratulations, Commendations, and Appreciations
 - 12-2 Criticism
- 13 Press Relations
- 14 Radio, Television, and Motion Pictures
- 15 Visitors, Representatives, or Guests

Correspondence on the preparation, submission, review, clearance, and approval of scientific and technical manuscripts for publication.

Correspondence of a general nature regarding public opinion.

INSPECTIONS AND MONITORING (ISP)

Use this subject outline for general correspondence relating to inspecting and monitoring operations for compliance with regulations.

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| 1 | General Policy/Plans | Inspecting and monitoring program planning and management in general. |
| 2 | Reports and Statistics | Correspondence regarding reporting requirements. |
| 3 | Laws, Regulations, Orders, Notices, and Agreements | Laws, regulations, orders, notices, and agreements on the inspection and monitoring program. |
| 4 | Departures and Waivers | General correspondence relating to departures and waivers from orders, notices, and regulations which pertain to structures, equipment, and operating procedures |
| 5 | Inspections | General correspondence relating to detailed and random inspections. |
| 5-1 | Drilling Operations | General correspondence relating to core, test, drill, and boreholes. |
| | 5-1a Core Tests | |
| | 5-1b Gas Wells | |
| | 5-1c Oil Wells | |
| | 5-1d Water Wells | |
| 5-2 | Gas Plant Inspections | General correspondence relating to inspection of gas plants to determine compliance with gas processing agreements. |
| 5-3 | Mining Operations | General correspondence relating to inspections of mining operations. |
| 5-4 | Drill Rig | Procedures for rig inspections; includes work-over rig inspections. |
| 5-5 | Pipeline | Includes flowlines. |

- 5-6 Platform General correspondence relating to scheduling and selection of platforms for inspection, procedures for inspections, etc.
- 5-7 Production General correspondence relating to inspection of oil and gas operations; includes inspection of gathering and storage facilities.
- 5-8 Production Measurement Correspondence relating to monitoring Automatic Custody Transfer Unit installations and meter-proving tests to evaluate equipment and testing procedures.
- 6 Incidents of Noncompliance General correspondence relating to violations.
- 7 Inspection Support Activities
 - 7-1 Radio Communications Support Correspondence on requirements and procedures for radio communications. See Item 503-02 for the specific contract file.
 - 7-1a Frequency Allocations
 - 7-1b Operating Procedures
 - 7-1c Systems Maintenance
 - 7-2 Transportation Correspondence relating to use of boat, helicopter, and special use vehicles for inspections. See Item 503-02 for the specific contract file.
- 8 Certifications General correspondence related to certification of schools providing lessee-operator training.

LEASE ADMINISTRATION (LAD)

Use this subject outline for general correspondence regarding overall policies, plans, and procedures for administering mineral leases and prospecting permits. Includes oil, gas, sulfur, and other mineral leases.

Correspondence relating to a particular lease which also documents a standard or principle applicable to all leases may be cross-referenced and filed in both the appropriate lease management case file and under this subject outline. See Chapter 11 of the case files.

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| 1 | General Policy/Plans | Prelease and administrative program planning/management of leases in general. |
| 2 | Reports and Statistics | Correspondence regarding reporting requirements. |
| 3 | Laws, Regulations, Orders, Notices, and Agreements | Laws, regulations, agreements, Secretarial Orders, and Director's decisions relating to lease administration. |
| 4 | Bonds | General correspondence concerning lessee, permittee, or operator bonds. |
| 5 | Prelease Steps | General correspondence regarding calls for information, area identification, decision materials, or stipulation development. |
| 6 | Issuance of Leases, Permits, and Licenses | General correspondence regarding award of leases, bonuses, forms, terms, and implementation of stipulations. |
| 7 | Lease Assignments, Designations, and Transfers | General correspondence relating to the assignment of lease interest, transfer of leases or permits, and designations of operator. |
| 8 | Lease Diligent Development | General correspondence concerning the determination of diligent development of leases/permits. |

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| 9 | Lease Extensions and Readjustments | General correspondence relating to extensions of leases/permits/licenses and for periodic readjustments of lease terms and conditions. |
| 10 | Lease Termination, Expiration, and Cancellation | General correspondence relating to relinquishment of a lease or any part thereof; expiration by law; or cancellation for noncompliance with lease terms, notices, orders, or stipulations. |
| 11 | Boundaries | General correspondence on State and international boundaries, including boundary disputes. |
| 12 | State Leases | General correspondence regarding special considerations for maintenance of State leases. Includes State-issued leases which meet the requirements of Section 6(a) of the Outer Continental Shelf Lands Act as amended and leases involving land patented to the States. |
| 13 | Surface Use of Leased Lands | General correspondence on the use of land surface by the lessee and the interference by mineral lease operations with surface activities. |

LEGISLATIVE AND LEGAL AFFAIRS (LLG)

Use this subject outline for papers pertaining to the MMS legislative program, relations with Congress, and legal matters which are so general in nature that they cannot be filed under more specific subjects.

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| 1 | Legislative Program | Overall legislative program, including bills introduced on behalf of and those affecting MMS programs and operations. Subdivide as necessary (Federal, State, local, etc.). See Item 701-02 for comments on bills. |
| 2 | Congressional Activities and Relations | Routine correspondence with Senators, Representatives, and other Federal, State, and local legislative officials and committees which cannot be filed subjectively under other outlines. File alphabetically by member or committee. See CMC-4. |
| | 2-1 Congressional Visits | Policy and procedures for visits by individual Members of Congress and congressional delegations. |
| | 2-2 Congressional Investigations | Policy and procedures relating to congressional investigations. See Item 701-01 for congressional committee investigation files. |
| 3 | Laws and Regulations | General correspondence regarding Federal, State, and local laws and regulations including rulemaking, Code of Federal Regulations, and Executive Orders/Proclamations which cannot be filed under a specific subject. |
| 4 | Claims, Litigations, Appeals | General material on claims by or against the U.S. Government, claims procedures, etc. See Items 707-01 through -05 for formal appeals and litigation records. |
| | 4-1 Civil Action | |
| | 4-2 Criminal Actions | |
| 5 | Copyrights/Patents | |

- 6 Legal Fees
- 7 Legal Library
- 8 Opinions, Decisions, and Interpretations Opinions, decisions, and interpretations which affect MMS programs or operations. See Item 707-05 for specific cases.
 - 8-1 Regional Attorneys
 - 8-2 U.S. Attorneys
 - 8-3 U.S. Courts and Judges
 - 8-4 Solicitor

MINING OPERATIONS (MIN)

Use this subject outline for general correspondence relating to mining operations. Includes abandonment, equipment, mining methods, operations and plans for sand and gravel, polymetallic sulfides, etc.

SEE: LEASE ADMINISTRATION (LAD) for material relating to mining leases, permits, and licenses.

SEE: RESOURCE INVENTORY AND DATA ACQUISITION (RID) for mining exploration methods and plans.

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| 1 | General Policy/Plans | Correspondence regarding mining methods, operations, and plans in general. |
| 2 | Reports and Statistics | Correspondence regarding reporting requirements. |
| 3 | Laws, Regulations, Orders, Notices and Agreements | Laws, regulations, orders, notices, and agreements regarding mining operations. |
| 4 | Abandonment | General correspondence relating to mining abandonment. |
| 5 | Equipment | General correspondence relating to mining equipment. |
| 6 | Mining Methods | General correspondence regarding mining methods, practices, and procedures. |
| 7 | Mining Operations | General correspondence regarding mining operations. |
| 8 | Mining Plans | General correspondence regarding mining plans. |

OFFICE SERVICES (OFS)

Use this subject outline for material regarding office services including mail, messenger, and telecommunications; printing and reproduction; office equipment and supplies; buildings and grounds; and property management.

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| 1 | General Policy/Plans | Correspondence regarding office services policies, plans, and procedures. |
| 2 | Reports and Statistics | Correspondence regarding reporting requirements. |
| 3 | Laws, Regulations, and Agreements | Laws, regulations, and agreements regarding office services. |
| 4 | Buildings and Grounds | General correspondence regarding buildings, real property, and grounds maintenance; and space, safety, and security management. See Chapter 4 of the case files for papers concerning a specific building. |
| 4-1 | Building Maintenance | |
| 4-2 | Security | |
| 4-3 | Space Needs | |
| 4-4 | Guidelines and Allowances | |
| 4-5 | Services and Alterations | |
| 4-6 | Space Plans | |
| 4-7 | Real Property | |
| 4-8 | Safety | |
| 5 | Communications Services | General correspondence regarding addresses, mailing lists, postage and fees, and messenger service. |
| 5-1 | Mail Facilities and Services | |
| 5-2 | Telegraph, Teletype, and Facsimile Service | |
| 5-3 | Telephone Service (Commercial) | |

- 5-4 Federal Telecommuni-
cations Systems (FTS)
- 6 Supply Management General correspondence on the
 acquisition, distribution, and
 inventory of supplies.
- 7 Personal Property General correspondence concerning
 Accountability procurement, FEDSTRIP, inventories,
 transfers, losses, or damages to
 personal property.
- 7-1 Issuing Property
 Numbers
- 7-2 Transfers
- 7-3 Board of Survey
- 7-4 Equipment Rental/Loan
- 7-5 Excess/Surplus Property
- 7-6 Accountable Officer
- 7-7 Employee Exit Clearance
- 8 Personal Property Mainte- General correspondence for mainte-
 nance and Repairs nance and repairs.
- 8-1 Equipment
- 8-2 Furniture
- 8-3 Other
- 9 Printing and Reproduction General correspondence regarding
 graphic, duplicating/copying,
 printing, and binding services.
- 9-1 Graphic Services
- 9-2 Duplicating/Copying
 Service
- 9-3 Printing and Binding

ORGANIZATION AND MANAGEMENT (ORM)

Use this subject outline for general correspondence on the establishment, organization, reorganization, and termination of organizational units; INTERNAL committees and meetings; the assignment and reassignment of functions; operational planning; management analyses and surveys; staff-year requirements and utilization; and emergency planning.

SEE: COMMITTEES, MEETINGS, AND CONFERENCES (CMC) for EXTERNAL committee management.

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| 1 | General Policy/Plans | Organizational management and planning in general. |
| 2 | Reports and Statistics | Correspondence regarding reporting requirements. |
| 3 | Laws and Regulations | Laws, regulations, and revisions relating to MMS programs. |
| 4 | Committee Management | General correspondence regarding the management and administration of MMS internal committees. DO NOT use for records on an external committee; see CMC. See also Item 201-06. |
| 5 | Administrative Audits, Surveys, and Inspections | General correspondence regarding administrative audits, surveys, and inspections. See Item 201-02. |
| | 5-1 General Accounting Office (GAO) | |
| | 5-2 Office of Inspector General (OIG) | |
| 6 | Evaluations | |
| | 6-1 Internal | General correspondence relating to evaluation activities. |
| | 6-2 Office of Management and Budget Circular A-123 | General correspondence relating to vulnerability assessments and internal control review of MMS programs as set forth in the circular. |

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| <p>6-3 Office of Management
and Budget Circular
A-50</p> | General correspondence relating to audit followup activities as set forth in the circular. |
| <p>7 Delegations of Authority</p> | Includes designations. |
| <p>8 Emergency Planning</p> | Procedures to be followed in an emergency. See REC 12. |
| <p>9 Management Analysis and
Improvement</p> | General correspondence on management improvement and cost reduction activities other than inspections. |
| <p>10 Management Meetings</p> | General correspondence regarding staff or other management meetings that cannot be filed under a more precise subject. |
| <p>11 Organization/
Reorganization</p> | |
| <p>12 Position Management</p> | Correspondence regarding requests and justifications for the establishment of, and control over, numerical authorization of staffing levels or personnel ceilings. |
| <p>13 Program Planning and
Evaluation</p> | General correspondence on the overall supervision, planning, direction coordination, review, and evaluation of program goals. |
| <p>13-1 Management by
Objectives</p> | |
| <p>13-2 5-Year Plans</p> | |
| <p>14 Visits</p> | General correspondence on visits by officials for briefings on administrative or program matters. |
| <p>15 Project Management</p> | General correspondence relating to the management and administration of projects. |

PERSONNEL (PER)

Use this subject outline for general correspondence concerning all phases of personnel administration including employment, employee relations, training and career development, security, etc. This outline is to be used by NONPERSONNEL offices. PERSONNEL offices should use relevant FPM chapter numbers as identified in the index to the FPM.

SEE: EQUAL (EMPLOYMENT) OPPORTUNITY (EEO) for correspondence regarding equal opportunity.

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| 1 | General Policy/Plans | General correspondence regarding personnel policy and plans. |
| 2 | Reports and Statistics | Correspondence regarding reporting requirements. |
| 3 | Laws, Regulations, and Agreements | Laws, regulations, and agreements relating to MMS personnel management. |
| 4 | Attendance and Leave | General information regarding leave and overtime procedures. |
| | 4-1 Hours of Duty | |
| | 4-2 Overtime | |
| 5 | Awards and Commendations | General information regarding cash and honor awards, awards committees, commendations/recognition, non-Federal awards, and suggestion program. |
| 6 | Employee Relations and Services | |
| | 6-1 Appeals/Grievances | General correspondence on appeals system; policies and procedures for handling appeals, complaints, and grievances. |
| | 6-2 Campaign Fund Drives | General correspondence on charitable contribution campaigns and U.S. Savings Bond promotion. |

- 6-3 Conduct of Employees Correspondence regarding regulations and procedures governing conflicts-of-interest, political activity, acceptance of gratuities, etc. Subdivide as necessary.
- 6-4 Disciplinary and Adverse Actions
- 6-5 Employee Organizations Employee associations, social, welfare, and recreational activities.
- 7 Employment General information regarding students, handicapped people, veterans, experts, consultants, etc.
 - 7-1 Vacancies
 - 7-2 Former Employees
 - 7-3 Job Retention and Restoration
 - 7-4 Special Employment
- 8 Health and Medical Care General information regarding injuries and workmen's compensation claims, alcoholism, medical and first aid services, and physical examinations.
- 9 PAY/PERS Correspondence relating to the development, implementation, and operation of the integrated Payroll/Personnel System.
- 10 Insurance/Annuities General information regarding group life insurance, health benefits, retirement, and unemployment compensation.
- 11 Labor Management Relations General material regarding relations with labor organizations including recognition, negotiation, contract grievances, and unfair labor practice charges. For records regarding a specific organization, agreement, consultation meeting, or complaint, see Item 604.

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| 12 | Pay Administration | General information regarding merit pay, allowances/differentials, deductions, pay increases, and wage and salary determinations. |
| 13 | Performance Evaluation | General information regarding employee performance standards, rating committees, boards, panels, ratings, appraisals, appeals, and hearings. |
| 14 | Personnel Program | General information on program inspections and surveys. |
| 15 | Personnel Security and Suitability | General correspondence regarding personal reference checks. |
| 16 | Position Classification | General information regarding appeals, job descriptions, position series, standards, surveys, and evaluations. |
| 17 | Promotion/Internal Placement | General information regarding assignments, details, promotions, and demotions. |
| 18 | Recruitment, Selection, and Appointment | General information regarding advertising and publicity, applications for employment, appointment, certification of eligibles, examination and testing, qualifications, and college recruitment. |
| 19 | Safety Program | General information regarding accident prevention, inspections, and surveys. |
| 20 | Separation/Displacement | General information regarding employee death, reduction-in-force, resignation, retirement, separation for cause, and transfer. |
| 21 | Training and Career Development | |
| | 21-1 Career Planning and Counseling | General correspondence regarding employee training plans and counseling. |

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| 21-2 | Orientation | General correspondence regarding orientation of new employees. |
| 21-3 | Technical Manuals and Materials | General correspondence regarding training manuals and materials. |
| 21-4 | Training Courses and Seminars | |
| 21-5 | Training Facilities and Equipment | General correspondence regarding the acquisition of training logistics. |

PROCUREMENT AND CONTRACTING (PRC)

Use this subject outline for general correspondence and related records pertaining to procurement of supplies, equipment, and services; contracting for supplies and services; and interagency agreements. DO NOT use this outline for documentation that is appropriate for filing in a specific contract or procurement case file; see Chapter 5 of the case files.

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| 1 | General Policy/Plans | Correspondence pertaining to general policies and procedures. |
| 2 | Reports and Statistics | Correspondence regarding reporting requirements. |
| 3 | Laws, Regulations, Decisions, and Agreements | Laws, regulations, and agreements relating to procurement and contracts. Includes Interior Board Contract and Claims Court Decisions. |
| 4 | Authorizations and Delegations of Authority | General correspondence on Contracting Officers' Warrant System and internal delegations. |
| 5 | Procurement Methods | General correspondence regarding formal advertising, two-step negotiations, letter contracts, and small purchases. ADP, 8(a), service contract, consulting, aircraft services, etc. Scheduling, conducting reviews, findings, problem resolutions, reports to the Department, etc. |
| | 5-1 Special Categories of Procurement | |
| | 5-2 Procurement Management Reviews | |
| | 5-3 Advance Procurement Planning | |
| | 5-4 Socioeconomic Program | |
| | 5-4a Small Businesses | |
| | 5-4b Minority Businesses | |
| | 5-4c Women-owned Businesses | |
| | 5-4d Labor Surplus Areas | |
| | 5-4e Small Business Innovative Research Program | |

- 5-4f Historically
Black Colleges
and Universities
Initiative
- 5-4g Procurement
Goals/Achieve-
ments
- 6 Suppliers and Contractors General correspondence regarding
supplies, suppliers, and con-
tractors.
 - 6-1 Bidder Lists/
Applications
 - 6-2 Procurement Program
Information Requests
 - 6-3 Suspended and Debarred
Bidders/Offerors
 - 6-4 Catalogs, Price
Lists, Schedules,
and Capability State-
ments
- 7 Purchase Orders and General correspondence regarding
Requisitions submission and requisitioning of
supplies, equipment, and services.
 - 7-1 Blanket Purchase
Agreements
 - 7-2 Small Purchase
Agreements
 - 7-2a Status Requests
 - 7-2b Emergency
Justifications
 - 7-3 Contract Action
Requests
 - 7-4 Contract
Representative
 - 7-5 Request for Waivers
 - 7-6 Protests and Disputes

- 7-7 Bids, Solicitations,
and Negotiations
- 7-8 Unauthorized
Purchases
- 7-9 Ratifications
- 8 Contracts General correspondence on clauses,
forms, etc.
 - 8-1 Noncompetitive
Procurement
 - 8-2 Unsolicited
Proposals
 - 8-3 Approvals
- 9 Solicitations and Awards
 - 9-1 Synopsis
 - 9-2 Invitation for Bids
and Request for
Proposals
 - 9-3 Evaluation of Bids
and Proposals
 - 9-3a Mistakes in Bid
 - 9-3b Certificates of
Competency
 - 9-3c Congressional
Inquiries
 - 9-3d Competitive
Range
 - 9-4 Negotiation
 - 9-5 Preaward Protests
 - 9-6 Awards
- 10 Contract Administration
 - 10-1 Postaward Protests/
Debriefings

- 10-2 Contract Monitoring
 - 10-2a Contracting Officers
 - 10-2b Contracting Officers Representatives
- 10-3 Changes, Orders, and Modifications
- 10-4 Cost and Billing Rates
- 10-5 Contract Closeout and Terminations
- 10-6 Disputes/Claims
- 10-7 Audit Resolutions
- 10-8 Terminations for Convenience/Default

PRODUCTION OPERATIONS (PRO)

Use this subject outline for general correspondence relating to production, transportation, and control of the transfer of oil and gas.

SEE: INSPECTIONS AND MONITORING (ISP) for inspections and monitoring operations.

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| 1 | General Policy/Plans | Correspondence on the development, coordination, and administration of policies regarding production in general. |
| 2 | Reports and Statistics | Correspondence regarding reporting requirements. |
| 3 | Laws, Regulations, Orders, Notices, and Agreements | Laws, regulations, orders, notices, and agreements relating to production operations. |
| 4 | Allowable Schedules | General correspondence relating to State production allowances. |
| 5 | Commingling Systems | General correspondence relating to approvals of systems, equipment, storage, calibration charts, and lease allocations. |
| | 5-1 Barge | |
| | 5-2 Pipeline | |
| | 5-3 Tank Storage | |
| | 5-4 Underground Storage | |
| 6 | Discoveries | Correspondence for reporting discoveries, new fields, and zones; determining if a well is capable of commercial production; and reporting first production. |
| 7 | Report of Operations | Correspondence on reporting requirements, corrections, or revisions of reports. |
| 8 | Production Measurement | General correspondence on equipment and techniques for measuring oil and gas production and related reporting requirements. |

8-1 Equipment

8-2 Techniques

9 Suspensions of
Operations/Production

General correspondence relating
to shut-in wells, suspension of
operations, and production.

PUBLIC RELATIONS (PUB)

Use this subject outline for correspondence regarding nontechnical communications with the general public, press, private organizations, and other Government Agencies. Includes information on external communications, public opinion, and distribution of information through mass media.

SEE: INFORMATION SERVICES AND PUBLICATIONS (INF) for material regarding technical information, disclosure of Government records, scientific and technical publications, and library services.

SEE: LEGAL AND LEGISLATIVE AFFAIRS (LLG) for congressional relations.

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| 1 | General Policy/Procedures | General correspondence regarding MMS nontechnical public relations. |
| 2 | Reports and Statistics | Correspondence regarding reporting requirements. |
| 3 | Laws, Regulations, and Agreements | Laws, regulations, agreements, and revisions relating to public relations. |
| 4 | Audiovisual | Correspondence regarding promotional aids only. |
| 5 | Exhibits, Fairs, Ceremonies, Expositions, and Community Projects | Correspondence regarding requests for exhibits, fairs, etc. |
| 6 | Histories/Anniversaries | |
| 7 | Informal Talks/Speeches | |
| 8 | Invitations/Engagements | |
| 9 | Public Opinion | |
| | 9-1 Commendation, Congratulations, and Appreciation | |
| | 9-2 Criticism | |
| 10 | Publicity and Promotion | General correspondence only. |
| | 10-1 Annual Reports | |

10-2 Newsletters

10-3 Press Relations and
Releases

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| 11 | Visitors, Representatives,
and Guests | See ORM 14 for visits by MMS
officials. See LLG 2-1 for
congressional visits. |
| 12 | Radio, Television, and
Motion Picture | MMS relations with these groups. |
| 13 | Outreach Program | |
| 14 | Cannabis Reduction
Program | General correspondence regarding
the Cannabis Reduction Program. |

RECORDS MANAGEMENT (REC)

Use this subject outline for general correspondence relating to records/information management functions, including records maintenance and disposition, correspondence, forms, directives, reports, Privacy and Freedom of Information Acts, and document security.

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| 1 | General Policy/Plans | Correspondence relating to over-all program. |
| 2 | Reports and Statistics | Correspondence regarding reporting requirements. |
| 3 | Laws, Regulations, and Agreements | Laws, regulations, and agreements relating to records (information) management. |
| 4 | Correspondence | Procedures and instructions for correspondence and word processing output. |
| 5 | Directives (Issuance) Management | Correspondence regarding systems for issuing policy and procedural information and guidance. DO NOT use for copies of published issuances. |
| 6 | Forms Management | General correspondence regarding forms clearance and control, design and development, analysis, storage, and distribution. |
| 7 | Automated Records Management | General correspondence regarding the management of automated records, including electronic and microform records. |
| 8 | Records Disposition | Policy and procedures to be followed in administering and operating the records disposition program as a whole. |
| | 8-1 Statistical Report
Records Holdings | |
| | 8-2 Disposition
Schedules | |
| 9 | Records Maintenance | Procedures to be followed in maintaining records. |

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| 10 | Reports Management | General correspondence concerning reports preparation, submission, control, costs, and elimination of unnecessary reports. |
| 11 | Records Equipment and Supplies | General correspondence regarding records equipment and supplies. |
| 12 | Vital Records | Policy and procedures to be followed in handling records essential to operations in an emergency situation. See ORM 8. |
| 13 | Information Services and Security | General correspondence regarding information services and disclosure of information and records to other Government Agencies, States, private industry, and the general public. Do not use for copies of requests. See Special Instructions, Chapter 7 of this handbook. |
| 13-1 | Document and Information Security | Technical, administrative, and physical safeguards to ensure the confidentiality of records containing personal and proprietary information. |
| 13-2 | Public Inspection a Copying of Records | Disclosure of information submitted by lessees, permittees, and the general public. |
| 13-3 | Privacy Act | Disclosure of information about individuals. See Item 705-20 through 23 for correspondence regarding specific requests. |
| 13-4 | Freedom of Information Act (FOIA) | Requirements specifically identified as FOIA requests. See Items 705-16 and -17 for correspondence regarding specific requests. |
| 13-5 | Federal Register | |
| 14 | Information Collection Budget | Use for correspondence and procedures for development of the information collection budget (the reporting burden imposed on the public). |

RESOURCE CONSERVATION AND PRODUCTION CONTROL (RCP)

Use this subject outline for general correspondence relating to programs which provide for the prevention of waste, conservation of natural resources, and protection of correlative rights. Includes classification of reservoirs, unitization, communitization, enhanced recovery (secondary and tertiary), establishment and control of production rates, and well testing.

SEE: RESOURCE INVENTORY AND DATA ACQUISITION (RID) for reservoir analysis to support MER determinations.

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| 1 | General Policy/Plans | Development, coordination, and administration of resource conservation program policies and plans. |
| 2 | Reports and Statistics | Correspondence regarding reporting requirements. |
| 3 | Laws, Regulations, Orders, Notices, and Agreements | Laws, regulations, and agreements regarding resource conservation. |
| 4 | Balancing of Production | General correspondence on oil and gas production variances, balance periods, shut-in for overproduction, and balancing for temporary shut-in. |
| 5 | Classification of Reservoirs | Policy and procedures for classification and reclassification of producing reservoirs. |
| | 5-1 Gas | |
| | 5-2 Oil | |
| | 5-3 Oil with Associated Gas Caps | |
| | 5-4 Rate Sensitive | |
| 6 | Reservoir Analysis | General correspondence regarding the overall design and development of studies to analyze past behavior of producing oil and gas reservoirs and predict future performance. |

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| 6-1 | Reservoir Geology and Mechanics | Rock and fluid characteristics, PVT, gas analysis, capillary pressure, permeability and porosity, drive mechanism, and production rates. |
| 6-2 | Reservoir Study Methodology | Classical and procedural engineering calculations, physical or simulated reservoir models, and reservoir mapping. |
| 7 | Communitization Agreements | General correspondence on the initiation, review, approval, and monitoring of communitization agreements and State well-spacing orders. |
| 8 | Competitive Reservoir Operations | General correspondence on competitive reservoir determinations, pooling, and drilling, etc. |
| 9 | Gas Flaring and Venting | Correspondence regarding the criteria for flaring and venting without approval and application requirements when approval is necessary. |
| 10 | Production Rates/Control | Correspondence relating to submission of MAR, MER, and MPR and revisions. |
| | 10-1 Maximum Allowable Rate (MAR) | |
| | 10-2 Maximum Efficient Rate (MER) | |
| | 10-3 Maximum Production Rate (MPR) | |
| 11 | Enhanced Recovery Pressure Maintenance | Correspondence regarding the requirements for submission, review, and monitoring of requests to conduct enhanced oil and gas recovery operations. |
| | 11-1 Secondary | |
| | 11-2 Tertiary | |
| 12 | Unitization | General correspondence regarding the initiation, review, approval, and monitoring of agreements to conduct oil and |
| | 12-1 Unit Plan | |

- 12-2 Unit Operating Agreements
 - 12-3 Unit Participating
 - 12-4 Unit Plans of Development/
Operation
 - 12-5 Terminations of Unit Agreements
 - 13 Well Testing
 - 13-1 Bottom Hole Pressure
 - 13-2 Packer
 - 13-3 Multi-Point Back Pressure
 - 13-4 Quarterly Oil Well
 - 13-5 Semiannual Gas Well
 - 13-6 Well Potential
 - 14 Reserves Inventory
- gas development and production operations under a unit plan. Includes both voluntary and compulsory unitization. See Item 1703-02 for specific case file.
- Correspondence on oil and gas well testing procedures, test report submission and review, and witnessing well tests. For specific case file, see Item 1301-20.
- General correspondence on detailed investigations performed to calculate reserves in oil and gas fields or for other leasable mineral deposits.

RESOURCE EVALUATION (REV)

Use this subject outline for general correspondence relating to the development and implementation of policies and procedures for providing technical assistance in resource evaluation activities. Includes provision of resource estimates of oil and gas and other mineral resources; preparation of geologic, resource, and economic reports and exploration and development reports for use in lease sale Environmental Impact Statements (EIS's); definition of the proposed Area of Hydrocarbon Potential for the Call for Information and Nominations and the subsequent Area Identification proposal; bidding systems design; and fair market value assessments.

For materials regarding a specific lease sale, see Chapter 10 of the case files.

Most of this material is accumulated in the prelease phase.

SEE: RESOURCE INVENTORY AND DATA ACQUISITION (RID) for geological/geophysical exploration permits, data collection, and interpretation methods.

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| 1 General Policy/Plans | Development, coordination, administration of mineral leasing policies, and plans in general. |
| 2 Reports and Statistics | Correspondence regarding reporting requirements. |
| 3 Laws, Regulations, Orders, Notices, Agreements, and Decisions | Laws, regulations, agreements, Secretarial Orders, and Director's decisions regarding mineral leasing. |
| 4 Nonenergy Minerals | Nonsale specific correspondence, selection of commodities, and timing for offerings, etc. |
| 5 Geology Reports | Information on preparation and submission of geology reports and review of resource reports of other Federal Agencies and States. The geology reports should be filed in the specific case lease file; see Chapter 10 of the case files. |

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| <p>6 Maps on Area of Hydro-carbon Potential</p> <p style="padding-left: 20px;">6-1 Structural Maps</p> <p style="padding-left: 20px;">6-2 Overlays</p> | <p>Maps and correspondence used in determining the hydrocarbon potential of planning areas.</p> |
| <p>7 Exploration and Development Reports</p> | <p>General correspondence on the preparation of the Exploration and Development report and resource estimates for use in the EIS preparation.</p> |
| <p>8 Area Identification and Analyses</p> <p style="padding-left: 20px;">8-1 Call for Information and Nominations Maps</p> <p style="padding-left: 20px;">8-2 Area Identification Maps</p> <p style="padding-left: 20px;">8-3 Other Maps, Charts, and Cross-Sections</p> | <p>Maps and correspondence related to area identification and identification of main area of concentration in EIS.</p> |
| <p>9 Resource Economic and Engineering Evaluation</p> <p style="padding-left: 20px;">9-1 Resource Assessment</p> <p style="padding-left: 20px;">9-2 Economic Evaluation and Analysis</p> <p style="padding-left: 20px;">9-3 Engineering Evaluation and Analysis</p> | <p>Material regarding resource economic and engineering evaluations.</p> |
| <p>10 Bidding Processes</p> <p style="padding-left: 20px;">10-1 Fair Market Value</p> <p style="padding-left: 20px;">10-2 Bid Adequacy Procedures</p> | <p>General correspondence and procedures for economic value estimates, bidding systems, economic parameters, economic studies, etc.</p> |
| <p>11 Lease Offering Terms, Coordinations, and Decisions</p> | <p>Secretarial Issue Documents, decision memorandum guidance, stipulations, policies on lease term sizes, etc., Section 8(g), interagency coordination, etc.</p> |

- 11-1 Longer Lease Terms
- 11-2 Section 8(g)
- 11-3 5-Year Program
- 11-4 Tract Size
- 11-5 Sulphur
- 12 Minerals Lease Sales General correspondence on planning, coordinating, and evaluating the results of competitive lease sales.
- 13 Postlease Review Postlease evaluation guidance.

RESOURCE INVENTORY AND DATA ACQUISITION (RID)

Use this subject outline for general correspondence on procedures for conducting resource inventory and data acquisition activities. Includes the acquisition and assessment of regional and detailed geological and geophysical data required in support of OCS leasing; administration of the prelease deep stratigraphic test and geological and geophysical permit programs; and assessment of regional hazards for use in lease sale EIS's, and resource economic and engineering evaluations. The data are used to identify regions or specific areas in which mineral deposits are likely to occur or to establish the nature of a deposit preparatory to lease sales. This outline also includes activities related to the security of proprietary geological and geophysical data; release and publication of pertinent geological and geophysical data and assessments as appropriate conduct of applied geological and geophysical research in direct support of the OCS leasing program; and the preparation of regulations governing prelease geological and geophysical exploration for mineral resources on the OCS.

Most of the records created by scientific and technical data analysis will be filed in the appropriate lease sale case file. A smaller volume of records is created, however, which does not concern a particular study but which is directly related to the subject of resource evaluation data acquisition and analysis.

Most of these records are created in the prelease phase.

SEE: RESOURCE EVALUATION (REV) for material related to geological/geophysical data to support presale evaluation activities and for lease sales tract evaluations.

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| 1 | General Policy/Plans | Resource identification and data acquisition program planning and management. |
| 2 | Reports and Statistics | Correspondence regarding reporting requirements. |
| 3 | Laws, Regulations, Orders, Notices, and Agreements | Laws, regulations, agreements, Secretarial Orders, Director's decisions and policies regarding data acquisition. |
| 4 | Geological and Geophysical Exploration Permits | General correspondence concerning submission and review of geological/geophysical exploration permits, supervision of operations under permits, and submission of survey |

- results. For filing copies of individual permits, see Chapter 9 of the case files.
- 5 Acquisition of Geological/Geophysical and Geochemical Data General correspondence regarding acquisition of geological, geophysical, geochemical survey data, and interpretations for lease sale.
 - 6 Geophysical Exploration General correspondence regarding methods of interpreting the results of data acquisition operations.
 - 6-1 Deep Seismic Surveys Regular time and digital common-depth-point recordings, bright spot data, seismic velocity data and analysis, and seismic contour mapping.
 - 6-2 High-Resolution Surveys Profiling, shallow subbottom profiling, bathymetric acoustic bottom scanning, and magnetic total intensity.
 - 6-3 Analysis and Evaluation
 - 7 Geological General correspondence on equipment, techniques, methods, and procedures. Includes bottom sampling, shallow coring, and deep stratigraphic testing.
 - 7-1 Drilling, coring, and sampling Deep stratigraphic test wells and cost wells.
 - 7-2 Subsurface geological investigation and mapping Structural geology, paleontology, mapping, stratigraphy, and carbonate analysis.
 - 7-3 Well Logs and Samples Well logging techniques, correlation of well logs, laboratory techniques for examination and analysis of cores and cuttings, lithologic logs, and paleontological reports.
 - 7-4 Geochemical Studies Geochemical studies and analyses.

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| 7-5 Analysis and Evaluation | Area I.D., tract-specific mapping, regional mapping, OCS reports, prospect evaluation, and input to resource assessment. |
| 8 Release of G&G data | Procedures governing the release of G&G data. |
| 8-1 NGDC Agreement | |

ROYALTY MANAGEMENT PROGRAM (RMP)

Use this subject outline for general correspondence relating to the accounting for, collection, deposit, distribution, and disbursement of rental, royalty, and bonus payments; payment of taxes; determination of royalty rates; royalty allowances and rental offsets; sale of royalty-in-kind oil; establishment of product values; audit of royalty accounts; and administration, management, and maintenance of Federal and Indian royalty accounts.

SEE: AUTOMATED DATA PROCESSING (ADP) outline for correspondence relative to present or proposed ADP royalty management systems.

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| 1 | General Policy/Plans | General correspondence, policies, and procedures regarding the development, implementation, coordination, and management of the Royalty Management Program. |
| 2 | Reports and Statistics | Correspondence regarding reporting requirements. |
| 3 | Laws, Regulations, and Agreements | General correspondence regarding Federal, Indian, State, and local laws, regulations, and agreements concerning royalty management. |
| 4 | Accounting Principles and/or Standards | General correspondence regarding accounting principles and/or standards. |
| 5 | Allowances and Offset Credits | General correspondence regarding allowable deductions from Federal and Indian royalty, rental and bonus rates for handling processing, storage, transportation, rental offsets, etc. |
| 6 | Audits | General correspondence regarding standards and procedures concerning the audit of Federal and Indian royalty accounts. For specific audit case files, see Item 1802-01. |
| | 6-1 Company/Lease/
Subject Matter
Audits | |
| | 6-2 Account Reconcil-
iations | |
| | 6-3 Exception Situations | |
| | 6-4 Residencies | |

6-5 "Lookback" Technical Assistance

- 7 Collections General correspondence regarding the collection of Federal and Indian royalties, rentals, bonuses, and other fees due to mineral leases.

- 8 Deposits General correspondence regarding deposit of collections and status of deposit accounts. For fund deposit case files, see Item 1801-08.

- 9 Gas Extraction General correspondence regarding gas plant reports, profitability, and ownership. For specific sale agreement case file, see Item 1803-04.

- 10 Market Prices General correspondence relating to mineral market prices. Does not include company price bulletins which are maintained as nonrecord under Item 101-11.

- 11 Payments General correspondence relating to procedures, methods, and payments by lessee/operator of rental, royalty, bonus, penalty, or other assessments due from Federal and Indian mineral leases.

- 12 Distribution of Funds General correspondence and procedures on the distribution of funds.

- 13 Sale of Royalty-in-Kind Oil General correspondence regarding standards and procedures for the sale of royalty-in-kind oil. For specific case file, see Item 1801-05.
 - 13-1 Application to Purchase
 - 13-2 Availability and Evaluation
 - 13-3 Sale Notices
 - 13-4 Bond Requirements

- 13-5 Exchange Agreements
- 13-6 Bidding Procedures
- 13-7 Agreements
- 14 Tax Reporting
General correspondence and procedures regarding the calculation, preparation, submission of returns, and payments of Windfall Profit and Federal excise taxes. For specific case file, see Item 1801-07.
- 15 Refunds and Credit Memorandums
General correspondence and procedures regarding the calculation and issuance of refunds and credit memorandums.
- 16 Disbursement of Funds
General correspondence and procedures regarding disbursement of funds.
- 17 Adjustments
General correspondence relating to other adjustments to royalties, rentals, etc., not covered by a more specific subject in this outline.
- 18 Penalties and Assessments
General correspondence relating to penalties and assessments charged to lessees/operators for failure to meet regulated responsibilities on Federal or Indian leaseholds.
- 19 Compensatory Royalty
General correspondence and procedures relating to compensatory royalty.
- 20 Royalty Valuation
General correspondence and procedures concerning the establishment of mineral product values for royalty purposes. For specific valuation case files, see Item 1803-01.
- 21 Production Accounting
General correspondence and procedures concerning accounting for the quality and quantity of mineral products.

22 Operator/Lessee
Reporting Requirements

General correspondence and procedures concerning operator/lessee reporting necessary to the Royalty Management Program. Does not include report forms which are maintained in accordance with Item 1801-04.

STRUCTURES, FACILITIES, AND EQUIPMENT (SEQ)

Use this subject outline for general correspondence relating to structures, facilities, and equipment on the Outer Continental Shelf. Includes interagency cooperation, rights-of-way, design, application, and reliability analysis.

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| 1 | General Policy/Plans | Correspondence regarding OCS structures, facilities, and equipment policies and plans. |
| 2 | Reports and Statistics | Correspondence regarding reporting requirements. |
| 3 | Laws, Regulations, Orders, Notices, and Agreements | Includes agreements on operation of marine fairways, navigational channels, and on equipment. |
| 4 | Equipment | General correspondence relating to requirements for, and the use and reliability of, individual pieces of equipment. Includes material on the design, application, operation, certification, and maintenance of equipment. |
| | 4-1 Blowout Preventors | |
| | 4-2 Drilling Equipment | |
| | 4-3 Emergency Equipment | |
| | 4-4 Personal Protective Equipment | |
| | 4-5 Pollution Control Equipment | |
| | 4-6 Production Equipment | |
| | 4-7 Safety Equipment | |
| | 4-8 Subsurface Safety Equipment | |
| 5 | Equipment Reliability Analysis | General correspondence relating to the analysis of design and failure of individual items of equipment. |
| 6 | Facilities | |
| | 6-1 Dams and Waterbars | |
| | 6-2 Drill Pads | |

- 6-3 Loading Facilities
- 6-4 Pits and Sumps
- 6-5 Service Roads
- 7 Rights-of-Way and Easement
 - General correspondence relating to granting and terminating rights-of-way and easements.
- 8 Structures
 - 8-1 Drilling and Work-over Rigs
 - General correspondence relating to design and analysis, installation, construction, operation, and maintenance of structures.
 - 8-2 Pipelines
 - 8-3 Platforms
 - 8-4 Artificial Islands

TRAVEL AND TRANSPORTATION (TRV)

Use this subject outline for general correspondence on policies and procedures regarding the travel of individuals and movement of household goods; the shipment of equipment, supplies, and materials; and the acquisition, maintenance, use, and disposition of motor vehicles.

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| 1 | General Policy, Procedures, and Plans | General correspondence on travel and transportation policy and procedures. |
| 2 | Reports and Statistics | Correspondence regarding travel reporting requirements. |
| 3 | Laws, Regulations, and Agreements | Laws, regulations, and agreements regarding travel. |
| 4 | Freight and Express Shipments | Procedures on rates, fares, tariffs, routes, and schedules. Preparation and submission of Government bills of lading and claims for loss or damage. |
| | 4-1 Carriers | |
| | 4-2 Bills of Lading | |
| | 4-3 Claims | |
| | 4-4 Transportation of Personal and Household Effects | |
| 5 | Vehicles | Procedures on acquisition, accidents, assignments and use, credit cards, operator permits, maintenance and repairs, and motor vehicle reporting. Includes GSA interagency motor pool vehicles and departmental vehicles. |
| | 5-1 Government-Owned | |
| | 5-2 Leased/Rented | |
| | 5-3 Special Use | |
| | 5-4 Privately Owned | |
| 6 | Official Travel | General correspondence and procedures regarding official travel including foreign travel. See Item 405-02 for employee travel files. |
| | 6-1 Travel Orders/Authorizations | |
| | 6-2 Itineraries and Reservations | |

6-3 Travel Allowances

6-4 Travel Vouchers

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