

DEPARTMENT OF THE INTERIOR
MINERALS MANAGEMENT SERVICE MANUAL

TRANSMITTAL SHEET

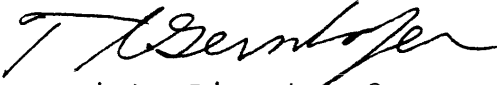
Release No. 165

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

INDEX TO CASE FILING RECORDS DISPOSITION SCHEDULE

	<u>Page</u>	
Chapter 1	Records Common to Most Offices	C-1
Section 1	Nonrecord Material	C-1
Section 2	Subject Files	C-3
Section 3	Daily Activities	C-4
Chapter 2	Planning and Management Records	C-7
Section 1	Program Planning and Management	C-7
Section 2	Records Management	C-9
Chapter 3	Financial Management Records	C-15
Section 1	Budget and Accounting Files	C-15
Section 2	Payroll Files	C-17
Section 3	Expenditures, General Accounting, and Appropriation Allotment Files	C-18
Chapter 4	General Administrative Support Records	C-19
Section 1	Communications Files	C-19
Section 2	Printing, Reproduction, and Distribution Files	C-21
Section 3	Buildings, Grounds, and Space Management Files	C-22
Section 4	Security Files	C-22
Section 5	Travel and Passenger Transportation Files	C-25
Section 6	Freight Transportation Files	C-26
Section 7	Motor Vehicles Files	C-27
Chapter 5	Procurement, Supply, and Personal Property Management Records	C-29
Section 1	General	C-29
Section 2	Purchase Transaction Files	C-29
Section 3	Contract Administration Records	C-31
Section 4	Supply and Property Management Records	C-33
Chapter 6	Personnel Management Records	C-37
Section 1	Personnel Program Records	C-37
Section 2	Employment, Performance, and Classification Files	C-38
Section 3	Training Files	C-41
Section 4	Labor Management Relations Files	C-42
Section 5	Employee Files	C-43
Section 6	Temporary Help Services	C-46
Chapter 7	Information Services and Public Relations Records	C-47
Section 1	Congressional Relations Records	C-47
Section 2	Informational Publication and Promotion Records	C-48
Section 3	Art, Graphics, and Photograph Files	C-49
Section 4	Technical Library Records	C-50
Section 5	Public Information Records	C-50

	<u>Page</u>
Chapter 7 Information Services and Public Relations Records (Cont.)	
Section 6 Technical Publications Management	C-55
Section 7 Claims, Appeals, and Litigation	C-56
Chapter 8 ADP Management	C-59
Chapter 9 Minerals Resource Inventory, and Evaluation Records	C-63
Section 1 Exploration Permit Records	C-63
Section 2 Geophysical Survey Data and Maps	C-64
Section 3 Well Logs and Sample Analysis Records	C-70
Section 4 General Subsurface Geologic Interpretations and Maps	C-74
Chapter 10 Mineral Lease Sales Records	C-79
Section 1 Lease Sales Activity Records	C-79
Section 2 Block Evaluation Files	C-81
Section 3 Postsale Evaluation Records	C-83
Chapter 11 Lease Management Records	C-85
Section 1 Lease Records	C-86
Section 2 Oil and Gas Field Records	C-89
Section 3 Base Maps and Finding Aids	C-90
Section 4 Reserved	
Section 5 Coastal Zone Management (CZM)	C-92
Chapter 12 Drilling Operations Records	C-93
Chapter 13 Supervision of Production Operations Records	C-95
Section 1 Production Rate Files	C-95
Section 2 OCS Production Measurement Files	C-99
Chapter 14 Accidents, Pollution Control, Certification, and Research Records	C-101
Section 1 Accidents	C-101
Section 2 Pollution Control	C-102
Section 3 Certification and Research Activities	C-103
Chapter 15 Supervision of Structures	C-105
Section 1 Platform and Installation Review Records	C-105
Section 2 Pipeline Files	C-107
Section 3 Reserved	
Chapter 17 Mineral Resource Conservation Records	C-109
Section 1 Maximum Efficient Rate (MER) Geologic and Engineering Files	C-109
Section 2 Reservoir/Field Study Files	C-110
Section 3 Unitization Program Records	C-112
Section 4 Enhanced Recovery and Pressure Maintenance Project Records	C-114

	<u>Page</u>
Chapter 17 Minerals Resource Conservation Records (Cont.)	
Section 5 Drainage Investigation Records	C-115
Chapter 18 Royalty Management Records	C-117
Section 1 Accounting Operations Records	C-118
Section 2 Compliance Records	C-130
Section 3 Royalty Valuation Records	C-131
Appendix 1 Subject File Classification System	S-1

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	<p style="text-align: center;">CHAPTER 9. MINERAL RESOURCE INVENTORY AND EVALUATION RECORDS</p> <p>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.</p> <p>See subject outlines Resource Evaluation (REV) and Resource Inventory and Data Acquisition (RID) for policy and procedural documents.</p> <p>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.</p> <p><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.</p> <p style="text-align: center;">SECTION 1. EXPLORATION PERMIT RECORDS</p> <p><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</p>	

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

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
902-01	<p><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.</p> <p>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.</p> <p>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.</p> <p>(1) <u>Prints Not Microfilmed.</u></p> <p>(2) <u>Prints That Have Been Converted to Microform.</u></p> <p>(3) <u>Silver-Halide Microform.</u></p> <p>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.</p>	<p>Cut off when all data required by related permit, lease, or contract have been submitted. Destroy 20 years after cutoff. NC1-57-84-7</p> <p><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</p> <p>Destroy reproducibles when microform has been verified in accordance with Chapter 6, Micrographics, page 6-1, of this handbook. N1-473-88-1</p> <p><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</p> <p>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</p>

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

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
902-02	<p><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.</p>	<p>25 years after cutoff for data from lease, 50 years for data from permit. N1-473-88-1</p> <p>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</p>
902-03	<p><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.</p> <p>a. <u>Preliminary Maps.</u></p> <p>b. <u>Final Drafted Maps.</u></p> <p>(1) <u>Master Copies.</u></p> <p>(2) <u>Other Copies.</u></p>	<p>Destroy upon receipt or completion of final drafted map. NC1-57-84-7</p> <p>Cut off when all information required by related permit, lease, or contract is submitted.</p> <p><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</p> <p>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</p>

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

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
902-04	<p><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.</p> <p>a. <u>Vellum or Sepia/Film Masters.</u></p> <p>b. <u>Blackline Sepia Paper Prints.</u></p>	<p>Cut off when all information required by related permit, lease, or contract has been submitted. NC1-57-84-7</p> <p><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</p> <p>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</p>
902-05	<p><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.</p>	<p>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</p>

Supersedes Release No. 119

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

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p>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.</p> <p>a. <u>Paper Not Microfilmed.</u></p> <p>b. <u>Paper That Has Been Converted to Microform.</u></p> <p>c. <u>Master Microform.</u></p>	<p>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</p> <p>Destroy paper when microform has been verified in accordance with Chapter 6, Micrographics, page 6-1, of this handbook. NC1-57-84-7</p> <p>Dispose of in accordance with Item 901-01a. NC1-57-84-7</p>
901-02	<p><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.</p>	<p>Cut off at close of fiscal year. Destroy when all listed items have been destroyed. NC1-57-84-7</p>
901-03	<p><u>Reserved.</u></p> <p>SECTION 2. GEOPHYSICAL SURVEY DATA AND MAPS</p> <p>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.</p>	

Supersedes Release No. 119

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ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
902-06	<p><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.</p> <p>a. <u>Paper Not Microfilmed.</u></p> <p>b. <u>Paper or Tape That Has Been Converted to Microform.</u></p> <p>c. <u>Silver-Halide Microform.</u></p> <p>d. <u>Magnetic Tape.</u></p> <p>(1) <u>Processing.</u></p> <p>(2) <u>Master.</u> See Chapter 7, Special Instructions, page 7-1, of this handbook.</p>	<p>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.</p> <p><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</p> <p>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</p> <p><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</p> <p>Erase when superseded. NC1-57-84-7</p> <p><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</p>

Supersedes Release No. 119

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

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
902-07	<p>e. <u>Other Copies.</u></p> <p><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.</p> <p>a. <u>Preliminary Maps.</u></p> <p>b. <u>Final Drafted Maps.</u></p> <p>(1) <u>Films or Master Copies.</u></p> <p>(2) <u>Other Copies.</u></p>	<p>Destroy when superseded, obsolete, or no longer needed for reference. NC1-57-84-7</p> <p>Destroy upon receipt or completion of final drafted map. NC1-57-84-7</p> <p>Cut off when all information required by related permit or lease is submitted.</p> <p><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</p> <p>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</p>
902-08	<p><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.</p>	<p><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</p>

Supersedes Release No. 119

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

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
902-09	<p><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.</p>	<p>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</p>
902-10	<p><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.</p> <p style="text-align: center;">SECTION 3. WELL LOGS AND SAMPLE ANALYSIS RECORDS</p> <p>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.</p>	<p>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</p>
903-01	<p><u>Samples.</u> Include cores and cuttings and thin sections of cores and cuttings submitted for examination and correspondence on particular samples.</p> <p>a. <u>Wells Drilled on OCS Leases.</u></p>	<p><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.</p>

Supersedes Release No. 119

Date: December 14, 1989 Release No. 165)

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p>b. <u>Prototype or Stratigraphic Test Wells in Frontier Areas.</u></p>	<p>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</p> <p><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</p>
903-02	<p><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.</p>	<p>Cut off when analysis of sample is completed. Destroy 6 months after cutoff. NC1-57-84-7</p>
903-03	<p>See Item 903-06.</p>	
903-04	<p><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.</p>	<p><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</p>

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ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
903-05	<p><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.</p> <p>a. <u>Detailed Reports.</u></p> <p>b. <u>Summary Reports.</u></p>	<p>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.</p> <p><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</p> <p>Destroy 30 years after cutoff or when no longer needed for reference, whichever is earlier. N1-473-88-1</p>
903-06	<p><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.</p> <p>a. <u>Record Set.</u> Official file copy maintained in the Regional Office.</p>	

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ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p>(1) <u>Paper Not Converted to Microform.</u></p> <p>(2) <u>Paper Converted to Microform.</u></p> <p>(3) <u>Silver-Halide Microform.</u></p> <p>(4) <u>Magnetic Tape.</u></p> <p style="padding-left: 40px;">(a) <u>Processing.</u></p> <p style="padding-left: 40px;">(b) <u>Master.</u> See Chapter 7, Special Instructions, page 7-1, of this handbook.</p> <p>b. <u>Other Copies.</u></p>	<p><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</p> <p>Destroy paper when microform has been verified in accordance with Chapter 6, Micrographics, page 6-1, of this handbook. N1-473-88-1</p> <p><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</p> <p>Erase when superseded. N1-473-88-1</p> <p><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</p> <p>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</p>

Supersedes Release No. 119

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ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
903-07	<p><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.</p> <p>a. <u>Record Set.</u> Official file copy maintained in the Regional Office.</p> <p>b. <u>Other Copies.</u></p>	<p>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</p> <p>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</p>
903-08	<p><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.</p>	<p><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</p>
903-09	<p><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.</p> <p style="text-align: center;">SECTION 4. GENERAL SUBSURFACE GEOLOGIC INTERPRETATIONS AND MAPS</p> <p>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</p>	<p><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</p>

Supersedes Release No. 119

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

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
904-01	<p>programs. See Item 705-01 for public information copies.</p> <p><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.</p>	<p><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</p>
904-02	<p><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.</p> <p>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).</p> <p>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.</p>	<p><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</p>

Supersedes Release No. 119

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

C-75

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p>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.</p>	<p>Cut off when project is completed. Destroy 3 years after cutoff. NC1-57-84-7</p>
904-03	<p><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.</p>	<p><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</p>
904-04	<p><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.</p> <p>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.</p>	<p><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</p>

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
	<p style="text-align: center;">CHAPTER 10. MINERAL LEASE SALES RECORDS</p> <p>The records described in this chapter are created and accumulated in planning, conducting, and evaluating mineral lease sales.</p> <p style="text-align: center;">SECTION 1. LEASE SALES ACTIVITY RECORDS</p>	
1001-01	<p><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.</p>	<p>Cut off at close of fiscal year in which lease sale is conducted. Destroy 10 years after cutoff. NC1-57-84-7</p>
1001-02	<p><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.</p>	<p>Cut off at close of fiscal year in which lease sale is conducted. Destroy 20 years after cutoff. N1-473-88-1</p>
1001-03	<p><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.</p> <p>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</p>	<p>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</p>

Supersedes Release No. 119

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

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p>environmental analysis and arranged by location and principal.</p> <p>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.</p>	<p>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</p>
1001-04	<p><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.</p>	<p>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</p>
1001-05	<p><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.</p>	<p>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</p>
1001-06	<p><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.</p>	

Supersedes Release No. 119

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

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p>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.</p> <p>a. <u>Record Sets Together With Pertinent Indexes.</u></p> <p>b. <u>Other Copies.</u></p> <p style="text-align: center;">SECTION 2. BLOCK EVALUATION FILES</p> <p>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.</p>	<p><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</p> <p>Cut off when study is completed. Dispose of when no longer needed for reference. N1-473-88-1</p>
1002-01	<p><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.</p>	<p>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 or when reference needs have been exhausted or sufficiently minimized, whichever is earlier. Destroy 75 years after cutoff. NC1-57-84-7</p>
1002-02	<p><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</p>	

Supersedes Release No. 119

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

C-81

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p>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.</p> <p>a. <u>Regional Office.</u></p> <p>b. <u>Other Copies.</u></p>	<p>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</p> <p>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</p>
1002-03	<p><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.</p>	<p>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</p>
1002-04	<p><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.</p>	<p>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</p>
1002-05	<p><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.</p>	<p>Transfer to FRC in accordance with Item 1002-02a. NC1-57-84-7</p>

Supersedes Release No. 119

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

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1002-06	<p><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.</p> <p style="text-align: center;">SECTION 3. POSTSALE EVALUATION RECORDS</p>	<p>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</p>
1003-01	<p><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.</p>	<p>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</p>
1003-02	<p><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.</p> <p>a. <u>Study Files.</u> Documents requesting the analysis and describing study objectives; intermediate progress reports and correspondence; preliminary and</p>	<p><u>Permanent.</u> Cut off when study is completed. Hold 5 years and transfer to FRC. Transfer to the</p>

Supersedes Release No. 119

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

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p>final reports presenting the results of the postsale analysis.</p> <p>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.</p>	<p>National Archives 20 years after cutoff. Volume 8 feet. Annual accumulation 1 foot. NC1-57-84-7</p> <p>Cut off when study is completed. Destroy 3 years after cutoff. NC1-57-84-7</p>

Supersedes Release No. 119

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

C-84

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p style="text-align: center;">CHAPTER 11. LEASE MANAGEMENT RECORDS</p> <p>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.</p> <p><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.</p> <p>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.</p>	

Supersedes Release No. 119

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

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1101-01	<p style="text-align: center;">SECTION 1. LEASE RECORDS</p> <p><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.</p>	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
1101-02	<p><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.</p> <p>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:</p> <p>(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.</p> <p>(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.</p> <p>(3) <u>Lease Operations File</u>. Documents relating to the operations of the lease. Include documents on</p>	Cut off when lease is terminated.

Supersedes Release No. 119

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

C-86

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p>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.</p> <p>(4) <u>Lease Rental, Minimum Royalty, and Royalty File</u>. Documents and correspondence relating to payment of the rentals and minimum royalties.</p> <p>(a) <u>Regional Office</u>.</p> <p>(b) <u>Other Offshore Copies</u>.</p> <p>(c) <u>Royalty Management</u>.</p> <p>1. <u>Paper Not Microfilmed</u>.</p> <p>2. <u>Magnetic Tape</u>. (These tapes contain data for calculating assessments.)</p> <p>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.</p>	<p>Transfer to FRC 5 years after cut-off. Destroy 75 years after cutoff. NC1-57-84-7</p> <p>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</p> <p>Cut off at end of fiscal year. Destroy 7 years after cutoff. NC1-57-84-7</p> <p>Destroy 7 years after date of last payment. NC1-57-84-7</p> <p>Cut off when lease is terminated.</p>

Supersedes Release No. 119

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

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p>(1) <u>Regional Office.</u></p> <p>(2) <u>Other Copies.</u></p> <p>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.</p> <p>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.</p> <p>e. <u>Expired Leases.</u></p> <p>f. <u>Corporate Files.</u></p>	<p>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</p> <p>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</p> <p>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</p> <p>Destroy when superseded, obsolete, or no longer needed for reference. NC1-57-84-7</p> <p>Transfer to the FRC 10 years after cutoff. Destroy 75 years after cut-off.</p> <p>Destroy when superseded, obsolete, or no longer needed for reference. N1-473-88-1</p>
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

Supersedes Release No. 119

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

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1101-05	<p><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.</p> <p>a. <u>Regional Office</u>.</p> <p>b. <u>Other Copies</u>.</p> <p style="text-align: center;">SECTION 2. OIL AND GAS FIELD RECORDS</p>	<p>Cut off at close of fiscal year.</p> <p>Transfer to FRC 3 years after cut-off. Destroy 7 years after cutoff. NC1-57-78-1</p> <p>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</p>
1102-01	<p><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.</p>	

Supersedes Release No. 119

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

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p>a. <u>Regional Office.</u></p> <p>(1) <u>Paper not microfilmed.</u></p> <p>(2) <u>Paper That Has Been Converted to Microform.</u></p> <p>(3) <u>Silver-Halide Microform.</u></p> <p>b. <u>Other Copies.</u></p> <p>SECTION 3. BASE MAPS AND FINDING AIDS</p> <p>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.</p> <p>--<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.</p> <p>--<u>Lease/Well Data Maps.</u> These base maps at various scales show leases and wells, and, in some cases, zone</p>	<p>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</p> <p>Destroy paper when microform has been verified in accordance with Chapter 6, Micrographics, page 6-1, of this handbook. NC1-57-84-7</p> <p>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</p> <p>Review at least annually to destroy documents which are no longer needed for local reference. NC1-57-84-7</p>

Supersedes Release No. 119

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

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p>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.</p> <p>--<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.</p> <p>--<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.</p>	
1103-01	<p><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.</p>	<p><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</p>
1103-02	<p><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.</p>	<p><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</p>
1103-03	<p><u>Other Base Map Copies</u>. Reference or working copy prints of base maps which are not described elsewhere.</p>	<p>Destroy when superseded, obsolete, or no longer needed for reference. NC1-57-84-7</p>
1103-04	<p><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.</p>	<p><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</p>

Supersedes Release No. 119

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

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1103-05	<p><u>Official Protraction Diagrams</u>. Reproducible and paper prints which show blocked acreage for lease sale.</p> <p>SECTION 4. RESERVED</p> <p>SECTION 5. COASTAL ZONE MANAGEMENT (CZM)</p> <p>The file described below pertains to the formulation, review, and implementation of local and State CZM plans.</p>	<p>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</p> <p><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</p>
1105-01	<p><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.</p>	<p>Destroy when CZM plan is superseded, obsolete, or no longer needed for reference. NC1-57-84-7</p>

Supersedes Release No. 119

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

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p style="text-align: center;">Chapter 12. DRILLING OPERATIONS RECORDS</p> <p>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.</p> <p><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.</p>	
1200-01	<p><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.</p>	<p>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</p>
1200-02	<p><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.</p>	<p>Cut off at close of calendar year in which rig leaves the district. Destroy 3 years after cutoff. NI-473-88-1</p>
1200-03	<p><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.</p>	<p>Cut off at close of fiscal year. Destroy 1 year after cutoff. NC1-57-84-7</p>
1200-04	<p><u>Reserved.</u></p>	
1200-05	<p><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,</p>	<p>Destroy when superseded, obsolete, or no longer needed for reference. NC1-57-84-7</p>

Supersedes Release No. 119

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

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p>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.</p>	
1200-06	<p><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.</p>	<p>Destroy when no longer needed for reference. NC1-57-84-7</p>
1200-07	<p><u>National Gas Policy Act (NGPA)</u>. Applications and determinations made by the Federal Energy Regulatory Commission. Include final determinations. Arrange by lease number.</p>	<p>Destroy when superseded, obsolete, or no longer needed for reference. NC1-57-84-7</p>

Supersedes Release No. 119

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

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1301-01	<p style="text-align: center;">CHAPTER 13. SUPERVISION OF PRODUCTION OPERATIONS RECORDS</p> <p>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 leases, internally prepared documents, and documents containing proprietary data. See Item 705-01 for public information copies.</p> <p><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.</p> <p style="text-align: center;">SECTION 1. PRODUCTION RATE FILES</p> <p>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.</p> <p><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.</p> <p>a. <u>Regional Office</u>.</p> <p>b. <u>Other Copies</u>.</p>	<p style="text-align: center;">DISPOSAL INSTRUCTIONS</p> <p>Cut off at close of fiscal year.</p> <p>Destroy 4 years after cutoff. NC1-57-84-7</p> <p>Destroy 2 years after cutoff. NC1-57-84-7</p>

Supersedes Release No. 119

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

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1301-02	<p><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.</p> <p>a. <u>Regional Office</u>.</p> <p>b. <u>Other Copies</u>.</p>	<p>Cut off at close of fiscal year.</p> <p>Destroy 4 years after cutoff. NC1-57-84-7</p> <p>Destroy 2 years after cutoff. NC1-57-84-7</p>
1301-03	<p><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.</p> <p>a. <u>Regional Office</u>.</p> <p>b. <u>Other Copies</u>.</p>	<p>Cut off inactive file at close of fiscal year.</p> <p>Destroy 4 years after cutoff. NC1-57-84-7</p> <p>Destroy 2 years after cutoff. NC1-57-84-7</p>
1301-04	<p><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.</p>	<p>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</p>
1301-05	<p><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.</p> <p>a. <u>Regional Office</u>.</p>	<p>Cut off at close of fiscal year. Destroy 4 years after cutoff. NC1-57-84-7</p>

Supersedes Release No. 119

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

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

Supersedes Release No. 119

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

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

Supersedes Release No. 119

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

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1301-20	<p><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.</p> <p>a. <u>Regional Office.</u></p> <p>b. <u>Other Copies.</u></p> <p>SECTION 2. OCS PRODUCTION MEASUREMENT FILES</p> <p>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.</p>	<p>Cut off at close of fiscal year.</p> <p>Destroy 4 years after cutoff. NC1-57-84-7</p> <p>Destroy 2 years after cutoff. NC1-57-84-7</p>
1302-01	<p><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.</p>	<p>Cut off when ACT unit is removed or destroyed. Destroy 7 years after cutoff. NC1-57-84-7</p>
1302-02	<p><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.</p>	<p>Cut off when system is abandoned or discontinued. Destroy 7 years after cutoff. NC1-57-84-7</p>
1302-03	<p><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.</p>	<p>Cut off at close of fiscal year. Destroy 3 years after cutoff. NC1-57-84-7</p>
1302-04	<p><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</p>	<p>Cut off at close of fiscal year. Destroy 3 years after cutoff. NC1-57-84-7</p>

Supersedes Release No. 119

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

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1302-05	<p>adjust the barrel figure on the meter totalizer. Arrange by system, area, and operator or by lease.</p> <p><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.</p>	<p>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</p>
1302-06	<p><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.</p>	<p>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</p>

Supersedes Release No. 119

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

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1401-01	<p>CHAPTER 14. ACCIDENTS, POLLUTION CONTROL, CERTIFICATION, AND RESEARCH RECORDS</p> <p>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.</p> <p><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.</p> <p>SECTION 1. ACCIDENTS</p> <p>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.</p> <p><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.</p> <p>a. <u>Files Maintained by Office with Primary Responsibility for Accident Investigation.</u> Record copies of accident investigation and analysis reports.</p>	<p>Permanent. Place in inactive folder at the close of the fiscal year in which the investigation is completed. Transfer to FRC 3 years after</p>

Supersedes Release No. 119

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

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p>b. <u>Other Copies.</u></p>	<p>cutoff. Transfer to National Archives 20 years after cutoff. Volume 22 feet. Annual accumulation 2 feet. NC1-57-84-7</p> <p>Cut off at close of fiscal year in which investigation is completed. Destroy 2 years after cutoff. NC1-57-84-7</p>
1401-02	<p><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.</p>	<p>Cut off at close of fiscal year in which accident is reported. Destroy 3 years after cutoff. N1-473-88-1</p>
1401-03	<p><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.</p>	<p>Cut off at close of fiscal year. Destroy 3 years after cutoff. N1-473-88-1</p>
1401-04	<p><u>Reserved.</u></p>	
1401-05	<p><u>Reserved.</u></p>	
1401-06	<p><u>Reserved.</u></p>	
1401-07	<p><u>Reserved.</u></p>	
SECTION 2. POLLUTION CONTROL		
1402-01	<p><u>Reserved.</u></p>	
1402-02	<p><u>Reserved.</u></p>	
1402-03	<p><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</p>	<p>Destroy on receipt of a superseding plan. NC1-57-84-7</p>

Supersedes Release No. 119

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

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
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.	

Supersedes Release No. 119

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

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p>a. <u>Paper.</u></p> <p>b. <u>Automated Records.</u></p>	<p>Cut off upon completion of school certification period. Destroy 5 years after cutoff. N1-473-88-1</p> <p>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</p>
1403-03	<p><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.</p>	<p>Cut off at the close of the fiscal year. Destroy 5 years after cutoff. N1-473-88-1</p>
1403-04	<p><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.</p>	<p>Cut off when study is completed. Destroy 30 years after cutoff.</p>
1403-05	<p><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.</p>	<p>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</p>

Supersedes Release No. 119

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

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1501-01	<p style="text-align: center;">CHAPTER 15. SUPERVISION OF STRUCTURES</p> <p>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.</p> <p><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.</p> <p style="text-align: center;">SECTION 1. PLATFORM AND INSTALLATION REVIEW RECORDS</p> <p><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.</p> <p>a. <u>Regional Office.</u></p> <p>b. <u>Other Copies.</u></p>	<p>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</p> <p>Place in inactive file when platform is removed or abandoned. Cut off inactive file at close of fiscal</p>

Supersedes Release No. 119

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

C-105

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1501-02	<p><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.</p> <p>a. <u>Paper.</u></p> <p>b. <u>Source Document.</u></p> <p>c. <u>Magnetic Tape.</u></p> <p>(1) <u>Processing.</u></p> <p>(2) <u>Master.</u> See Chapter 7, Special Instructions, page 7-1, of this handbook.</p>	<p>year. Destroy 2 years after cutoff. NC1-57-84-7</p> <p>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</p> <p>Destroy after accuracy of automated record has been verified. N1-473-88-1</p> <p>Erase when superseded. N1-473-88-1</p> <p>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</p>
1501-03	<p><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.</p>	<p>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</p>
1501-04	<p><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.</p>	<p>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</p>

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	SECTION 2. PIPELINE FILES	
1502-01	<p><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.</p> <p>a. <u>Paper Not Microfilmed</u>.</p> <p>b. <u>Paper That Has Been Converted to Microform</u>.</p> <p>c. <u>Master Microform</u>.</p>	<p>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</p> <p>Destroy paper when microform has been verified. NC1-57-78-1</p> <p>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</p>
1502-02	<p><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.</p>	<p>Cut off at close of fiscal year. Destroy 3 years after cutoff. NC1-57-84-7</p>
1502-03	<p><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.</p>	<p>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</p>
1502-04	<p><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.</p>	<p>Destroy when superseding printout is received. NC1-57-84-7</p>
1502-05	<p><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.</p>	<p>Cut off at close of fiscal year. Destroy 4 years after cutoff. NC1-57-84-7</p>
	SECTION 3. RESERVED	

Supersedes Release No. 119

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

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1701-01	<p style="text-align: center;">CHAPTER 17. MINERAL RESOURCE CONSERVATION RECORDS</p> <p>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.</p> <p><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.</p> <p style="text-align: center;">SECTION 1. MAXIMUM EFFICIENT RATE (MER) GEOLOGIC AND ENGINEERING FILES</p> <p><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.</p> <p>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.</p>	<p>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</p>

Supersedes Release No. 119

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

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1702-01	<p>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.</p> <p style="text-align: center;">SECTION 2. RESERVOIR/FIELD STUDY FILES</p> <p><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:</p> <p><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.</p> <p><u>Unitization Studies</u> include studies of areas in need of unitization, competitive reservoirs, and secondary/tertiary recovery projects in competitive reservoirs.</p> <p>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.</p>	<p><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</p>

Supersedes Release No. 119

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

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1702-02	<p>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.</p> <p>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.</p> <p><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.</p> <p>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.</p>	<p><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</p> <p>Cut off at close of fiscal year in which study is completed. Destroy 3 years after cutoff. NC1-57-84-7</p> <p><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</p> <p>Cut off at close of fiscal year in which study is completed. Destroy 3 years after cutoff. NC1-57-84-7</p>
1702-03	<p><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.</p>	<p>Cut off when superseded or obsolete. Destroy 1 year after cutoff. NC1-57-84-7</p>

Supersedes Release No. 119

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

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1703-01	<p style="text-align: center;">SECTION 3. UNITIZATION PROGRAM RECORDS</p> <p>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.</p> <p><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.</p> <p>a. <u>Declined Proposals.</u></p> <p>b. <u>Accepted Proposals.</u></p>	<p>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</p> <p>File in appropriate Unit Geology and Engineering file, Item 1703-02b, when unit area designation is approved. NC1-57-84-7</p>
1703-02	<p><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.</p>	

Supersedes Release No. 119

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

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p>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.</p> <p>(1) <u>Regional Office.</u></p> <p>(2) <u>Royalty Management.</u></p> <p style="padding-left: 40px;">A. INDIAN LAND RECORDS</p> <p style="padding-left: 40px;">B. OTHERS</p> <p>(3) <u>Other Offshore Copies.</u></p> <p>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.</p>	<p>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</p> <p>Cut off when agreement is terminated. Transfer to FRC 1 year after cutoff. These records will be maintained indefinitely. N1-473-88-1</p> <p>Cut off when agreement is terminated. Transfer to FRC 1 year after cutoff. Destroy 7 years after cutoff. N1-473-88-1</p> <p>Cut off when agreement is terminated. Destroy 2 years after cutoff. NC1-57-84-7</p>

Supersedes Release No. 119

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

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p>(1) <u>Regional Office.</u></p> <p>(2) <u>Other Copies.</u></p>	<p>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</p> <p>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</p>
1703-03	<p><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.</p>	<p>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</p>
1703-04	<p><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.</p> <p>a. <u>Petitions Resulting in Unit Agreements.</u></p> <p>b. <u>Other Petitions.</u></p> <p>SECTION 4. ENHANCED RECOVERY AND PRESSURE MAINTENANCE PROJECT RECORDS</p> <p>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</p>	<p>File in appropriate unit agreement case file and dispose in accordance with Item 1703-02a(1). NC1-57-84-7</p> <p>Cut off at close of fiscal year in which final determination is made. Destroy 8 years after cutoff. NC1-57-84-7</p>

Supersedes Release No. 119

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

C-114

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1704-01	<p>through gas injection, water injection, and other enhanced recovery operation.</p> <p><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.</p>	<p>Cut off at close of fiscal year. Destroy 2 years after cutoff. NC1-57-84-7</p>
1704-02	<p><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.</p>	<p>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</p>
1704-03	<p><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.</p> <p style="text-align: center;">SECTION 5. DRAINAGE INVESTIGATION RECORDS</p>	<p>Cut off at close of the fiscal year in which the project is terminated. Destroy 25 years after cutoff. N1-473-88-1</p>
1705-01	<p><u>Drainage Investigations of Varied Royalty Leases.</u> These files relate to evaluations of drainage situations which could impact royalty determinations. The</p>	<p>Cut off upon relinquishment of lease. Destroy 1 year after cutoff. N1-473-88-1</p>

Supersedes Release No. 119

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

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p>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.</p>	

Supersedes Release No. 119

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

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p style="text-align: center;">CHAPTER 18. ROYALTY MANAGEMENT RECORDS</p> <p>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.</p> <p>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></p> <p><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.</p> <p><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.</p> <p><u>PROPRIETARY INFORMATION.</u> The records described in this chapter contain proprietary information that is not available to the public. This information is</p>	

Supersedes Release No. 119

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

C-117

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p>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.</p> <p>SECTION 1. ACCOUNTING OPERATIONS RECORDS</p>	
1801-01	<p><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.</p>	<p>Cut off when all entries have been verified. Destroy 1 year after cutoff. NC1-57-84-7</p>
1801-02	<p><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.</p> <p>(1) <u>Paper.</u></p> <p>(2) <u>Magnetic Tape.</u></p> <p>(a) <u>Processing.</u></p> <p>(b) <u>Master.</u></p>	<p>Cut off when all entries have been verified. Destroy 1 year after cutoff. NC1-57-84-7</p> <p>Erase when superseded. NC1-57-84-7</p> <p>Cut off at close of fiscal year. Transfer to FRC 2 years after cutoff. Erase 7 years after cutoff. NC1-57-84-7</p>
1801-03	<p><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.</p> <p>a. <u>Program Management Summaries.</u></p>	<p>Cut off when summary is updated or replaced.</p>

Supersedes Release No. 119

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

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p>(1) <u>Paper Not Microfilmed.</u></p> <p>(2) <u>Paper or Tape That Has Been Converted to Microform.</u></p> <p>(3) <u>Master Microform.</u></p> <p>(4) <u>Magnetic Tape.</u></p> <p style="padding-left: 40px;">(a) <u>Processing.</u></p> <p style="padding-left: 40px;">(b) <u>Master Not Microfilmed.</u></p> <p>b. <u>Fiscal Accounting Summaries.</u></p> <p>A. <u>INDIAN LAND RECORDS</u></p> <p style="padding-left: 40px;">(1) <u>Paper Not Microfilmed.</u></p> <p style="padding-left: 40px;">(2) <u>Paper or Tape That Has Been Converted to Microform.</u></p> <p style="padding-left: 40px;">(3) <u>Silver-Halide Microform.</u></p> <p style="padding-left: 40px;">(4) <u>Magnetic Tape.</u></p> <p style="padding-left: 80px;">(a) <u>Processing.</u></p>	<p>Destroy 1 year after cutoff. NC1-57-84-7</p> <p>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</p> <p>Destroy 1 year after cutoff. NC1-57-84-7</p> <p>Erase when superseded. NC1-57-84-7</p> <p>Erase 1 year after cutoff. NC1-57-84-7</p> <p>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</p> <p>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</p> <p>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</p> <p>Erase when superseded. NC1-57-84-7</p>

Supersedes Release No. 119

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

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	(b) <u>Master Not Microfilmed.</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
	B. <u>OTHERS</u>	
	(1) <u>Paper Not Microfilmed.</u>	Cut off when summary is updated or replaced. 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>	Cut off at close of fiscal year. Destroy 7 years after cutoff. 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>	Cut off at close of fiscal year. Transfer to FRC 2 years after cut-off. Erase 7 years after cutoff. NC1-57-84-7
	c. <u>Production Accounting 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 are maintained indefinitely. 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

Supersedes Release No. 119

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

C-120

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	(3) <u>Silver-Halide Microform.</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
	(4) <u>Magnetic Tape.</u>	
	(a) <u>Processing.</u>	Erase when superseded. NC1-57-84-7
	(b) <u>Master Not Microfilmed.</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
	B. <u>OTHERS</u>	
	(1) <u>Paper Not Microfilmed.</u>	Cut off when summary is updated or replaced. 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>	Cut off at close of fiscal year. Destroy 7 years after cutoff. 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>	Cut off at close of fiscal year. Transfer to FRC 2 years after cut-off. Erase 7 years after cutoff. NC1-57-84-7
	d. <u>Exception Identification Summaries.</u>	
	A. <u>INDIAN LAND RECORDS</u>	
	(1) <u>Paper Not Microfilmed.</u>	Cut off when all exceptions identified are resolved. Transfer to FRC

Supersedes Release No. 119

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

C-121

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p>(2) <u>Paper or Tape That Has Been Converted to Microform.</u></p> <p>(3) <u>Silver-Halide Microform.</u></p> <p>(4) <u>Magnetic Tape.</u></p> <p>(a) <u>Processing.</u></p> <p>(b) <u>Master Not Microfilmed.</u></p> <p>B. <u>OTHERS</u></p> <p>(1) <u>Paper Not Microfilmed.</u></p> <p>(2) <u>Paper or Tape That Has Been Converted to Microform.</u></p> <p>(3) <u>Master Microform.</u></p> <p>(4) <u>Magnetic Tape.</u></p> <p>(a) <u>Processing.</u></p>	<p>1 year after cutoff. These records will be maintained indefinitely. NC1-57-84-7</p> <p>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</p> <p>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</p> <p>Erase when superseded. NC1-57-84-7</p> <p>Cut off at close of fiscal year. Transfer to FRC 2 years after cutoff. These records will be maintained indefinitely. NC1-57-84-7</p> <p>Cut off when all exceptions identified are resolved. Transfer to FRC 1 year after cutoff. Destroy 7 years after cutoff. NC1-57-84-7</p> <p>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</p> <p>Cut off when all exceptions identified are resolved. Destroy 7 years after cutoff. NC1-57-84-7</p> <p>Erase when superseded. NC1-57-84-7</p>

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p>(b) <u>Master Not Microfilmed.</u></p> <p>e. <u>Statistical Reporting Summaries.</u></p> <p>(1) <u>Paper Not Microfilmed.</u></p> <p>(2) <u>Paper or Tape That Has Been Converted to Microform.</u></p> <p>(3) <u>Silver-Halide Microform.</u></p> <p>(4) <u>Magnetic Tape.</u></p> <p>(a) <u>Processing.</u></p> <p>(b) <u>Master Not Microfilmed.</u></p> <p>f. <u>Systems Assurance Summaries.</u></p> <p>(1) <u>Paper Not Microfilmed.</u></p>	<p>Cut off at close of fiscal year. Transfer to FRC 2 years after cut-off. Erase 7 years after cutoff. NC1-57-84-7</p> <p>Cut off at close of fiscal year.</p> <p><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</p> <p>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</p> <p><u>Permanent.</u> Transfer to National Archives 7 years after cutoff. Volume 4 feet. Annual accumulation 1 foot. NC1-57-84-7</p> <p>Erase when superseded. NC1-57-84-7</p> <p><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</p> <p>Cut off after verification.</p> <p>Destroy when identically formatted replacement summary is produced. NC1-57-84-7</p>

Supersedes Release No. 119

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

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	(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 5-1, 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.	
1801-04	<p><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.</p> <p>A. <u>INDIAN LAND RECORDS</u></p> <p>(1) <u>Paper Not Microfilmed or Recorded on Optical Disk.</u></p> <p>(2) <u>Paper or Tape That Has Been Converted to Microform or Optical Disk.</u></p>	<p>Cut off at close of reporting period.</p> <p>Transfer to FRC 1 year after cutoff. These records will be maintained indefinitely. NC1-57-84-7</p> <p>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</p>

Supersedes Release No. 119

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

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p>(3) <u>Silver-Halide Microform.</u></p> <p>(4) <u>Magnetic Tape.</u></p> <p>(a) <u>Processing.</u></p> <p>(b) <u>Original Master Not Microfilmed.</u></p> <p>(c) <u>Duplicate Master Not Microfilmed.</u></p> <p>(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.)</p> <p>B. <u>OTHERS</u></p> <p>(1) <u>Paper Not Microfilmed or Recorded on Optical Disk.</u></p> <p>(2) <u>Paper or Tape That Has Been Converted to Microform or Optical Disk.</u></p> <p>(3) <u>Master Microform.</u></p> <p>(4) <u>Magnetic Tape.</u></p> <p>(a) <u>Processing.</u></p> <p>(b) <u>Original Master Not Microfilmed.</u></p> <p>(c) <u>Duplicate Master Not Microfilmed.</u></p>	<p>Transfer to FRC 1 year after cutoff. These records will be maintained indefinitely. NC1-57-84-7</p> <p>Erase when superseded. NC1-57-84-7</p> <p>Return to reporter when duplicate tape has been verified. NC1-57-84-7</p> <p>Transfer to FRC 1 year after cutoff. These records will be maintained indefinitely. NC1-57-84-7</p> <p>Transfer to FRC 1 year after cutoff. These records will be maintained indefinitely.</p> <p>Transfer to FRC 1 year after cutoff. Destroy 7 years after cutoff. NC1-57-84-7</p> <p>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</p> <p>Destroy 7 years after cutoff. NC1-57-84-7</p> <p>Erase when superseded. NC1-57-84-7</p> <p>Return to reporter when duplicate tape has been verified. NC1-57-84-7</p> <p>Transfer to FRC 1 year after cutoff. Erase tape 7 years after cutoff. NC1-57-84-7</p>

Supersedes Release No. 119

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

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1801-05	<p>(5) <u>Optical Disk</u>.</p> <p><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.</p> <p>a. <u>Identification and Estimates of Production and RIK Oil Available</u>.</p> <p>b. <u>Announcement of Sale to Refiners</u>.</p> <p>c. <u>Approved Applications for Purchase and Lottery Draw-Position Notices</u>.</p> <p>d. <u>Declined Applications and Notices</u>.</p> <p>e. <u>Approved Purchase or Sale Agreements</u>.</p> <p>f. <u>Purchaser Surety Documents</u>.</p> <p>g. <u>Sale Summary Report and Correspondence</u>.</p>	<p>Destroy 7 years after cutoff.</p> <p>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</p> <p>See 1801-05a. NC1-57-84-7</p> <p>See 1801-05a. NC1-57-84-7</p> <p>See 1801-05a. NC1-57-84-7</p> <p>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</p> <p>See 1801-05e. N1-473-88-1</p> <p>See 1801-05a. NC1-57-84-7</p>
1801-06	<p><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.</p> <p>(1) <u>Paper Not Microfilmed</u>.</p> <p>(2) <u>Paper That Has Been Microfilmed</u>.</p> <p>(3) <u>Silver-Halide Microform</u>.</p>	<p>Cut off 2 months after contract reconciliation bill is paid or refund action is completed.</p> <p>Transfer to FRC 2 years after cutoff. Destroy 20 years after cutoff. N1-473-88-1</p> <p>Destroy paper when microform has been verified in accordance with Chapter 6, Micrographics, page 6-1, of this handbook. N1-473-88-1</p> <p>Destroy 20 years after cutoff. N1-473-88-1</p>

Supersedes Release No. 119

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

C-126

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.	Cut off at close of reporting period.
	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
	(2) <u>Paper That Has Been Microfilmed.</u>	Destroy paper when microform has been verified in accordance with Chapter 6, Micrographics, page 6-1, of this handbook. NC1-57-84-7
	(3) <u>Silver-Halide 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 That Has Been Microfilmed.</u>	Destroy paper 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. Destroy 7 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
1801-09	<p><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.</p> <p>A. <u>INDIAN LAND RECORDS</u></p> <p>B. <u>OTHERS</u></p>	<p>Cut off at close of fiscal year.</p> <p>Transfer to FRC 1 year after cutoff. These records will be maintained indefinitely. N1-473-88-1</p> <p>Transfer to FRC 1 year after cutoff. Destroy 7 years after cutoff. N1-473-88-1</p>
1801-10	<p><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.</p> <p>A. <u>INDIAN LAND RECORDS</u></p> <p>(1) <u>Paper Not Microfilmed</u>.</p> <p>(2) <u>Paper That Has Been Microfilmed</u>.</p> <p>(3) <u>Silver-Halide Microform</u>.</p> <p>B. <u>OTHERS</u></p> <p>(1) <u>Paper Not Microfilmed</u>.</p> <p>(2) <u>Paper That Has Been Microfilmed</u>.</p>	<p>Cut off at close of reporting period</p> <p>Transfer to FRC 1 year after cutoff. These records will be maintained indefinitely. NC1-57-84-7</p> <p>Destroy paper when microform has been verified in accordance with Chapter 6, Micrographics, page 6-1, of this handbook. NC1-57-84-7</p> <p>Transfer to FRC 1 year after cutoff. These records will be maintained indefinitely. NC1-57-84-7</p> <p>Transfer to FRC 1 year after cutoff. Destroy 7 years after cutoff. NC1-57-84-7</p> <p>Destroy paper when microform has been verified in accordance with Chapter 6, Micrographics, page 6-1, of this handbook. NC1-57-84-7</p>

Supersedes Release No. 119

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

C-128

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1801-11	<p>(3) <u>Master Microform.</u></p> <p><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.</p> <p>A. <u>INDIAN LAND RECORDS</u></p> <p>(1) <u>Paper Not Microfilmed.</u></p> <p>(2) <u>Paper or Tape That Has Been Converted to Microform.</u></p> <p>(3) <u>Master Microform.</u></p> <p>B. <u>OTHERS</u></p> <p>(1) <u>Paper Not Microfilmed.</u></p> <p>(2) <u>Paper or Tape That Has Been Converted to Microform.</u></p> <p>(3) <u>Master Microform.</u></p>	<p>Transfer to FRC 1 year after cutoff. Destroy 7 years after cutoff. NC1-57-84-7</p> <p>Cut off at close of quarter.</p> <p>Transfer to FRC 1 year after cutoff. These records will be maintained indefinitely. NC1-57-84-7</p> <p>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</p> <p>Transfer to FRC 1 year after cutoff. These records will be maintained indefinitely. NC1-57-84-7</p> <p>Transfer to FRC 1 year after cutoff. Destroy 7 years after cutoff. NC1-57-84-7</p> <p>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</p> <p>Destroy 7 years after cutoff. NC1-57-84-7</p>

Supersedes Release No. 119

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

C-129

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
1802-01	<p style="text-align: center;">SECTION 2. COMPLIANCE RECORDS</p> <p><u>Compliance Audit Files</u>. Audit requests or proposals, workplans, workpapers, correspondence, internal and external exhibits and reports of findings, conclusions, and recommendations reflecting eight audit types, as follows:</p> <ul style="list-style-type: none"> a. <u>Company</u> - Filed alphabetically by company name. b. <u>Lease</u> - Filed numerically by lease number. c. <u>Subject</u> - Filed alphabetically within type: i.e., Post-RIK, First Production, etc. d. <u>Joint State/Tribal</u> - Filed alphabetically by State or Tribal name. e. <u>Account Reconciliations</u> - Filed alphabetically by account name. f. <u>Exception Situations</u> - Filed alphabetically by account name. g. <u>Residencies</u> - Filed alphabetically by company name. h. <u>"Lookback" Technical Assistance</u> - Filed alphabetically by company name. <p>A. <u>INDIAN LAND RECORDS</u></p> <p>B. <u>OTHERS</u></p>	<p>Cut off when audit is complete or in fiscal year blocks, whichever occurs first.</p> <p>Transfer to FRC 2 years after cut-off. These records will be maintained indefinitely. NC1-57-84-7</p> <p>Transfer to FRC 2 years after cut-off. Destroy 7 years after cutoff. NC1-57-84-7</p>
1802-02	<p><u>Compliance Audit Appeal Files</u>. Correspondence, workpapers, internal and external exhibits, legal opinions, and reports of findings, conclusions, and final decisions regarding <u>appeals to previous compliance audit results</u>. Subdivide and arrange as described in Item 1802-01.</p>	<p>Cut off when appeal is settled or in fiscal year blocks, whichever occurs first.</p>

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p>A. <u>INDIAN LAND RECORDS</u></p> <p>B. <u>OTHERS</u></p> <p>SECTION 3. ROYALTY VALUATION RECORDS</p>	<p>Transfer to FRC 2 years after cut-off. These records will be maintained indefinitely. NC1-57-84-7</p> <p>Transfer to FRC 2 years after cut-off. Destroy 7 years after cutoff. NC1-57-84-7</p>
1803-01	<p><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.</p>	<p>Cut off when valuation is established.</p>
	<p>A. <u>INDIAN LAND RECORDS</u></p> <p>B. <u>OTHERS</u></p>	<p>Transfer to FRC 2 years after cut-off. These records will be maintained indefinitely. NC1-57-84-7</p> <p>Transfer to FRC 2 years after cut-off. Destroy 7 years after cutoff. NC1-57-84-7</p>
1803-02	<p><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.</p>	<p>Cut off at close of allowance period granted or when disapproved or terminated.</p>
	<p>A. <u>INDIAN LAND RECORDS</u></p> <p>(1) <u>Paper Not Microfilmed.</u></p>	<p>Transfer to FRC 1 year after cutoff. These records will be maintained indefinitely. NC1-57-84-7</p>

Supersedes Release No. 119

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

C-131

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
	<p><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.</p>	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

Supersedes Release No. 119

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

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p>(2) <u>Paper or Tape That Has Been Converted to Microform.</u></p> <p>(3) <u>Master Microform.</u></p> <p>B. <u>OTHERS</u></p> <p>(1) <u>Paper Not Microfilmed.</u></p> <p>(2) <u>Paper of Tape That Has Been Converted to Microform.</u></p> <p>(3) <u>Master Microform.</u></p>	<p>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</p> <p>Transfer to FRC 1 year after cutoff. These records will be maintained indefinitely. NC1-57-84-7</p> <p>Transfer to FRC 1 year after cutoff. Destroy 7 years after cutoff. NC1-57-84-7</p> <p>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</p> <p>Destroy 7 years after cutoff. NC1-57-84-7</p>
1803-04	<p><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.</p> <p>A. <u>INDIAN LAND RECORDS</u></p> <p>B. <u>OTHERS</u></p>	<p>Cut off when agreement terminates.</p> <p>Transfer to FRC 1 year after cutoff. These records will be maintained indefinitely. NC1-57-84-7</p> <p>Transfer to FRC 1 year after cutoff. Destroy 7 years after cutoff. NC1-57-84-7</p>
1803-05	<p><u>Transportation System Files.</u> Workpapers, correspondence, internal and external maps, reports and exhibits. Used to document the establishment, boundaries,</p>	<p>Cut off when system is abandoned or discontinued.</p>

Supersedes Release No. 119

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

C-133

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

Supersedes Release No. 119

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

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.

Supersedes Release No. 119

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

S-1

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
 - 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
- General material relating to control of waste materials including sewage, drilling cuttings, mud, sand, and oil.

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 |

Supersedes Release No. 119

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

S-15

- 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 publi-
cations.

- 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. |

- 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.

- 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.

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

- 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 | |

Supersedes Release No. 119

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

S-39

- 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
- 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. |

- 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 and 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. |

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

- 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.

- 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 Reconciliations
 - 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.

- 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
General correspondence relating to design and analysis, installation, construction, operation, and maintenance of structures.
 - 8-1 Drilling and Work-over Rigs
 - 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

Keyword Index

<u>Subject</u>	<u>Subject Code</u>	<u>Page</u>	<u>Case Code</u>	<u>Page</u>
<u>A</u>				
Accidents				
Investigations	OFS-4-8	S-31	404-07	C-23
	PER-19	S-37		
Major (OCS)	ACE-4	S-3	1401-01	C-101
Minor (OCS)	ACE-4	S-3	1401-02	C-102
Motor Vehicle	TRV-5	S-67	407-03	C-28
Accountability				
Controlled Property	OFS-7	S-32	504-10	C-34
			504-12	C-34
Transportation Requests	BFM-12	S-8	405-03	C-26
Accountable Officer	OFS-7-6	S-32	504-10	C-34
Accounting and Budget				
Development	BFM-7	S-7	301-01	C-15
Changes/Adjustments	BFM-8	S-7	301-06	C-17
Estimates	BFM-7-1	S-7	301-01	C-15
Justifications	BFM-7-2	S-7	301-01	C-15
Operating Plans	BFM-9	S-7	301-01	C-15
Accrued Expenditures	BFM-6	S-7	301-05	C-16
Acoustic Bottom Scanning	RID-6-2	S-58	902-01	C-65
ADP (see Automated Data Processing)				
Advance of Funds	BFM-12	S-8	405-02	C-26
Adverse Actions	PER-6-4	S-36	605-06	C-45
Affirmative Action	EEO-4	S-19	605-03f	C-44
Agency Directives	REC-5	S-47	101-07	C-3
			202-01	C-9
			202-02	C-9
			202-03	C-10
			202-09	C-12
Agreements				
Blanket Purchases	PRC-7-1	S-40	502-03	C-30
Communitization	RCP-7	S-50	1703-02	C-112
	RMP-5	S-61		
Contract	PRC-3	S-39	503-02	C-31
Oil and Gas Purchases	RMP-20	S-63	1803-04	C-133
Royalty-In-Kind	RMP-13-7	S-63	1801-05	C-126
Small Purchase	PRC-7-2	S-40	502-03	C-30
Unit Operating	RCP-12-2	S-51	1703-02	C-112
Allocation, Production	PRO-5	S-43	1302-05	C-100
Announcements, Vacancy	PER-18	S-37	602-02	C-38
Annual				
Inventory of Controlled Property	OFS-7	S-32	504-10	C-34
Appeals				
Audit, Royalty Management	RMP-6	S-61	1802-02	C-130
FOIA	REC-13	S-48	705-17	C-52

<u>Subject</u>	<u>Subject Code</u>	<u>Page</u>	<u>Case Code</u>	<u>Page</u>
Appeals (cont.)				
Formal	LLG-4	S-27	707-01	C-56
IBLA	LLG-4	S-27	707-04	C-56
Privacy Act	REC-13-3	S-48	705-21	C-54
Applications				
Employment	PER-18	S-37	602-02	C-38
Lease Permit	LAD-6	S-25	1101-02	C-86
Permit to Drill, Deepen, or Plug Back	DRO-8-1	S-13	1101-02b 705-01	C-87 C-51
Appropriation Allotments	BFM-13	S-8	303-03	C-18
Area Geology	REV-5	S-53	904-01	C-75
	RID-7	S-58	1001-01 1001-03	C-79 C-79
Arts, Visuals, Exhibits, and Graphics	OFS-9-1 PUB-5	S-32 S-45	703-01	C-49
Assignments, Motor Vehicle	TRV-5	S-67	407-01	C-27
Attendance and Leave	PER-4 BFM-11	S-35 S-8	302-01 302-02	C-17 C-17
Audit Support				
Documents	RMP-6	S-61	1802-01	C-130
Audits, Internal	ORM-6	S-33	201-02	C-7
Authorizations				
Training	PER-21	S-37	601-01b 603-01	C-37 C-41
Travel	TRV-6-1	S-67	405-01 405-02	C-25 C-26
Automated Data Processing (ADP)				
Contingency of Operations Plan	ORM-8 REC-12	S-34 S-48	404-12	C-24
Equipment	ADP-7	S-5	800-01	C-59
Error/Edit	ADP-4	S-5	800-05	C-60
Facilities	ADP-6	S-5	403-02	C-22
Feasibility	ADP-9	S-6	800-01	C-59
Input Coding Forms	ADP-4	S-5	1801-01	C-118
Job Control Records	ADP-4	S-5	800-11	C-61
Operations	ADP-4	S-5	800-02	C-60
Output Summaries	ADP-4	S-5	1801-03	C-118
Risk Analysis	ORM-6 REC-13	S-33 S-48	201-02	C-7
Security	ADP-11 INF-4 REC-13	S-6 S-21 S-48	404-04 404-09 201-02	C-23 C-23 C-7
Source				
Documents	ADP-4	S-5	800-04	C-60
Program	ADP-4	S-5	800-06	C-61

<u>Subject</u>	<u>Subject Code</u>	<u>Page</u>	<u>Case Code</u>	<u>Page</u>
Automated Data Processing (ADP) (cont.) Systems				
Conversions	ADP-5	S-5	800-02	C-60
Studies	ADP-9	S-6	800-01	C-59
Automatic Custody Transfer Unit Approvals	ISP-5-8	S-24	1302-01	C-99
Available Funds Status	BFM-13	S-8	301-03	C-15
Awards	PER-5	S-35	602-10	C-41
<u>B</u>				
Back Pressure Multi-Point	RCP-13-3	S-51	1301-03 705-01	C-96 C-51
Balancing of Production	RCP-4	S-49	1301-09	C-97
Bankruptcy Documents (companies)	RMP-1	S-61	1801-09	C-128
Base Maps	DRC-4	S-11	1103-02 1103-03	C-91 C-91
Bid Recap, Lease Offering	REV-12	S-55	1003-01	C-83
Bills of Lading Registers	TRV-4-2	S-67	406-01	C-26
Block Diagrams	LAD-5	S-25	1103-05	C-92
Block/Lease Cross References	LAD-5	S-25	1101-03	C-88
Nominations	REV-8	S-54	1001-02	C-79
Bonds Offshore	LAD-4	S-25	1101-02c	C-88
Royalty-in-Kind	RMP-13-4	S-62	1801-05	C-126
Boundaries Offshore Leasing	LAD-11	S-26	1001-04	C-80
Organizational	ORM-11	S-34	201-07	C-9
Brochures	PRC-6-4	S-40	101-09	C-3
Budget Development and Administration	BFM-7	S-7	301-01	C-15
Expenditures	BFM-6	S-7	301-05 303-01	C-16 C-18
Status	BFM-2	S-7	301-02 301-03	C-15 C-15
Buildings Maintenance	OFS-4-1	S-31	403-02	C-22
Pass	OFS-4-2	S-31	404-02	C-22
Security	OFS-4-2	S-31	404-04	C-23
Service	OFS-4-5	S-31	403-02	C-22
Bulletins and Numbered Memorandums	INF-4	S-21	202-10 101-07	C-12 C-3

Supersedes Release No. 119

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

K-3

<u>Subject</u>	<u>Subject Code</u>	<u>Page</u>	<u>Case Code</u>	<u>Page</u>
	<u>C</u>			
Calendars	REC-9	S-47	103-01	C-4
Calibration Charts	PRO-5	S-43	1302-06	C-100
Caliper Logs	RCP-6-1	S-49	903-06	C-72
Campaigns				
Combined Federal	PER-6-2	S-35		
Political	PER-6-3	S-36		
Carbonate Analyses	RID-7-2	S-58	904-04	C-76
Carrier Transportation				
Records	TRV-6-4	S-68	406-01	C-26
Casinghead Gas,				
Temporary Storage	RCP-1	S-49	1704-03	C-115
Catalogs	PRC-6-4	S-40	101-09	C-3
Certificates				
Deposit, Royalty	RMP-8	S-62	1801-08	C-127
Eligibles	PER-18	S-37	602-01	C-38
Performance	PER-13	S-37	602-05	C-39
Certification				
School (Offshore)	ISP-8	S-24	1403-01	C-103
Equipment (Offshore)	SEQ-4	S-65	1403-03	C-104
Certified Mail Receipts	OFS-5-1	S-31	401-02	C-19
Chronological Files	REC-9	S-47	101-02	C-1
Claims, Mineral Leasing	LLG-4	S-27	707-03	C-56
Classified Documents				
National Security	OFS-4-2	S-31	404-03	C-22
Proprietary Data	OFS-4-2	S-31	Ch.9-18	
	REC-13	S-48		
Clippings, Press, etc.	INF-7	S-21	702-01	C-48
	PUB-10	S-45		
Coastal Zone Management	ENV-11	S-17	1105-01	C-92
Code of Federal				
Regulations	ALL		101-08	C-3
Commercial Bills of				
Lading	TRV-4-2	S-67	406-01	C-26
Commingling Systems	PRO-5	S-43	1302-02	C-99
Committees and Conferences				
Policy	CMC-5	S-9	201-06	C-8
Technical	CMC-5	S-9	1403-05	C-104
	ORM-4	S-33		
Common Depth Point				
Seismic Records	RID-6-1	S-58	902-04	C-67
Communications	OFS-5	S-31	401-03	C-19
Communitization	RCP-7	S-50	1703-02	C-112
Company Files, Royalty	RMP-21	S-63	1801-09	C-128
Competitive Leasing	LAD-6	S-25	1001-04	C-80
Complaints and Grievances	EEO-5	S-19	605-03	C-43
	PER-6-1	S-35		

<u>Subject</u>	<u>Subject Code</u>	<u>Page</u>	<u>Case Code</u>	<u>Page</u>
Compliance Records				
Contractor, EEO	EEO-1	S-19	605-03d	C-44
	EEO-4	S-19		
Royalty	RMP-6	S-61	1802-01	C-130
Computer (see Automated Data Processing (ADP))				
Conference Records	CMC-5	S-9	201-06	C-8
Configuration Management (ADP)	ADP-4	S-5	800-02	C-60
Congressional				
Committee Investigations	LLG-2-2	S-27	701-01	C-47
Documents	LLG-3	S-27	101-08	C-3
Legislator Correspondence	ALL		ALL	
Contingency Plans,				
Emergency	ORM-8	S-34	404-12	C-24
Oil Spill	ENV-8-3	S-17	1402-03	C-102
Records	REC-12	S-48		
Contract				
Monitoring	PRC-10-2	S-42	503-02	C-31
Proposal	PRC-9-3	S-41	503-01	C-31
Controlled Property				
Accountability	OFS-7	S-32	504-10	C-34
Inventory	OFS-7	S-32	504-10	C-34
Issue Cards	OFS-7	S-32	504-10	C-34
Control Records				
Correspondence Tracking	REC-1	S-47	101-06	C-2
Data Processing	ADP-4	S-5	800-11	C-61
Records Chargeout	REC-9	S-47	101-06	C-2
Visitors	OFS-4-2	S-31	404-01	C-22
COOP				
	ORM-8	S-34	404-12	C-24
	REC-12	S-48		
Copying				
Costs and Production	OFS-9-2	S-32	402-03	C-21
Fee Collection Registers	REC-13	S-48	705-02	C-51
Corporate Files (Lease Management)			1101-02f	C-88
Correction Documents	BFM-8	S-7	302-05	C-18
Correspondence				
"Subject" Files				
"Mission"	ALL		102-01	C-4
Program			102-01a	C-4
Administration			102-01b	C-4
"Nonmission"	ALL		102-02	C-4
Credentials, ID	OFS-4-2	S-31	404-02	C-22
			401-06	C-20
Cross Reference to API	LAD-6	S-25	1101-03	C-88
Crude Oil	DRO-9	S-14		
Production	PRO-7	S-43	1301-13	C-98
Quarterly Report	PRO-2	S-43	1301-06	C-97
Custodian Services	OFS-4-1	S-31	403-02	C-22

<u>Subject</u>	<u>Subject Code</u>	<u>Page</u>	<u>Case Code</u>	<u>Page</u>
Custody Transfer Unit, Automatic Approvals	ISP-5-8	S-24	1302-01	C-99
<u>D</u>				
Data Processing Job Control Records	ADP-4	S-5	800-11	C-61
Deep Penetration Seismic Surveys	RID-6-1	S-58	902-04	C-67
Deep Seismic Shot Points	RID-6 DRC-4	S-58 S-11	902-05	C-67
Delegations "Acting"			101-03c	C-2
Formal	ORM-7	S-34	202-09	C-12
Deposits, RM Certificate of Determination/ Application, NGPA	RMP-8	S-62	1801-08	C-127
Differential, Pay	DRO-3	S-13	1200-07	C-94
Directional Surveys	PER-12	S-37	302-03	C-17
Directives, MMS	DRO-6-1	S-13	903-07	C-74
External	REC-5	S-47	202-02	C-9
			202-03	C-10
Internal	REC-5	S-47	202-09	C-12
Local (Field Office Supplements)	REC-5	S-47	202-01	C-9
Reference Copies	REC-5	S-47	101-07	C-3
Other Agencies			101-08	C-3
Director's General File	ALL		102-01c	C-4
Discrimination Complaints	EEO-5	S-19	605-03a	C-43
Disposition Schedules	REC-8-2	S-47	202-08	C-12
Changes	REC-8-2	S-47	202-12	C-12
Distribution and Disbursement, Royalty	RMP-12	S-62	1801-10	C-128
Drainage Investigations	RCP-6	S-49	1705-01	C-115
Drilling Reports	DRO-2	S-13	1200-03	C-93
Rig Inspection	ISP-5-4	S-23	1200-02	C-93
Rules, Record Set, Field	DRO-3	S-13	1200-01	C-93
Driver Tests	TRV-5	S-67	407-07	C-28
Driving Awards, Safe	PER-5	S-35	602-10	C-41
<u>E</u>				
Edit Listing Files (See Error/Edit Listing Files, ADP)				
Electric Well Logs	RID-7-3	S-58	903-06	C-72
	RID-1	S-57	903-08	C-74
Emergency Planning	REC-12	S-48	404-12	C-24
	ORM-8	S-34		

Supersedes Release No. 119

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

K-6

<u>Subject</u>	<u>Subject Code</u>	<u>Page</u>	<u>Case Code</u>	<u>Page</u>
Employee				
Attendance	PER-4	S-35	302-01	C-17
			302-02	C-17
Confidential File	PER-6-3	S-36	605-01	C-43
Exit Clearance	OFS-7-7	S-32	504-15	C-35
Identification Cards	OFS-4-2	S-31	504-15	C-35
			404-02	C-22
Leave Data	PER-4	S-35	302-01	C-17
Locator	OFS-5	S-31	601-03	C-38
Medical Folder (EMF)	PER-8	S-36	605-08	C-45
Official Personnel File	PER-7	S-36	601-01	C-37
Performance	PER-13	S-37	602-05	C-39
Property Issue Cards	OFS-7	S-32	504-10	C-34
Records Cards	PER-2	S-35	601-02	C-37
Time Reporting	BFM-11	S-8	302-01	C-17
	PER-4	S-35		
Travel	TRV-6	S-67	405-02	C-26
Employment Statistics	EEO-2	S-19	605-03e	C-44
Enhanced Recovery	RCP-11	S-50	1704-01	C-115
	RCP-6	S-49	1704-02	C-115
Environmental				
Major Analyses	ENV-5-4b	S-16	1001-03a	C-79
Minor Analyses	ENV-5-4b	S-16	1001-03b	C-80
Statements	ENV-5	S-16	1001-03	C-79
	ENV-10	S-17		
Studies	ENV-5	S-16	1001-05	C-80
			1001-06	C-80
Equal Employment				
Opportunity				
Affirmative Action	EEO-4	S-19	605-03f	C-44
Compliance	EEO-2	S-19	605-03d	C-44
Discrimination Complaints	EEO-5	S-19	605-03a	C-43
Equipment				
Certification	ISP-7	S-24	1403-03	C-104
Manuals	OFS-8-1	S-32	501-02	C-29
Error/Edit Listing Files				
(ADP)	ADP-4	S-5	800-05	C-60
Royalty	ADP-4	S-5	1801-02	C-118
Estimates, Budget	BFM-7-1	S-7	301-01	C-15
Events/Accidents, OCS	ACE-2	S-3	1401-03	C-102
Excess Personal Property	OFS-7-5	S-32	504-11	C-34
Exhibits	PUB-5	S-45	703-01	C-49
Expenditures				
Accrual Reports	BFM-6	S-7	301-05	C-16
Posting and Control	BFM-6	S-7	303-04	C-18
	BFM-13	S-8		
Exploration Permits				
Assignment Controls	RID-1	S-57	901-02	C-64
Geologic/Geophysical	RID-4	S-57	901-01	C-63
External Directives				
History	REC-5	S-47	202-03	C-10

Supersedes Release No. 119

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

K-7

<u>Subject</u>	<u>Subject Code</u>	<u>Page</u>	<u>Case Code</u>	<u>Page</u>
External Directives (cont.)				
Record Set	REC-5	S-47	202-02	C-9
Reference	REC-5	S-47	101-07	C-3
Reviewer's Copy			202-03	C-10
	<u>F</u>			
Federal				
Register Notices	ALL		202-02	C-9
			202-16	C-13
			101-08	C-3
Regulations, Code of State Agreements	ALL		101-08	C-3
FEDSTRIP Requisitions	ALL		Ch. 9-18	
Fee Collection Register, Copy	OFS-7	S-32	504-01	C-33
Field	REC-13	S-48	705-02	C-51
Development	DRO-1	S-13	1102-01	C-89
Drilling Rules	DRO-3	S-13	1200-01	C-93
Office Supplements (Directives)	REC-5	S-47	202-01	C-9
Plats/Lease Maps	DRO-5	S-13	1200-05	C-93
	DRO-9	S-14		
	DRC-4	S-11		
Prints, Geophysical	RID-4	S-57	902-01a	C-65
	RID-6	S-58		
Reservoir Reserves	RCP-14	S-51	1702-02	C-111
			1702-03	C-111
Study Project History	RCP-6	S-49	1702-01	C-110
Files Maintenance and Disposition	REC-9	S-47	101-01	C-1
			202-08	C-12
Financial				
Disclosure Programs	PER-6-3	S-36	605-02	C-43
	BFM-1	S-7	301-01	C-15
Fiscal Accounting	BFM-15	S-8	303-01	C-18
			301-06	C-17
Fisherman's Contingency Fund	LLG-4	S-27	707-06	C-57
Floor Plans	OFS-4-6	S-31	403-01	C-22
Forced Unitization				
Petitions	RCP-12	S-50	1703-04	C-114
Forecasts, Budget	BFM-7	S-7	301-01	C-15
Forms				
Development	REC-6	S-47	202-04	C-11
Requisition	PRC-7	S-40	504-02	C-34
Stock Records	OFS-6	S-32	504-05	C-34
Freight				
Bills and Tickets	TRV-4	S-67	504-03	C-34
Claims	TRV-4-3	S-67	406-03	C-27

<u>Subject</u>	<u>Subject Code</u>	<u>Page</u>	<u>Case Code</u>	<u>Page</u>
Freedom of Information Act				
Administration	REC-13-4	S-48	705-19	C-53
Appeals			705-17	C-52
Reports			705-18	C-53
Request			705-16	C-51
Funds				
Accounting Adjustment	BFM-8	S-7	301-06	C-17
Advance	BFM-12	S-8	405-02	C-26
Deposits, Royalty	RMP-8	S-62	1801-08	C-127
Monthly Status	BFM-2	S-7	301-03	C-15
Recommendations	BFM-7	S-7	301-01	C-15
Status	BFM-2	S-7	301-03	C-15
<u>G</u>				
Gamma Ray Logs	RID-7-3	S-58	903-06	C-72
Gas				
Field Development	DRO-3	S-13	1102-01	C-89
	DRO-5	S-13		
Flaring	RCP-9	S-50	1301-12	C-98
Sales Contracts	RMP-5	S-61	1803-04	C-133
Semiannual Test Report	RCP-13-5	S-51	1301-02	C-96
			705-01	C-51
Wells, Production	PRO-7	S-43	1301-06	C-97
	PRO-8	S-43	1301-13	C-98
	RCP-4	S-49		
General Accounting Ledgers	BFM-15	S-8	303-02	C-18
	BFM-8	S-7		
Geochemical				
Maps and Reports	REV-6	S-54	903-09	C-74
	RID-5	S-58		
Prospecting Surveys	REV-6	S-54	903-09	C-74
	RID-5	S-58		
Geological and Geophysical				
Contracts	PRC-10	S-41	503-02e	C-32
Data	RID-7-3	S-58	902-10	C-70
Exploration Permits	RID-4	S-57	901-01	C-63
Geology Files	REV-5	S-53	904-01	C-75
	RID-7	S-58		
Indexes	RID-1	S-57	902-10	C-70
Open File	REC-13-2	S-48	705-01	C-51
Permit Data/ Interpretation	RID-4	S-57	901-01	C-63
Records, High Resolution	RID-6-2	S-58	902-01	C-65
Registers	RID-1	S-57	902-10	C-70
Seismic Velocity			902-06	C-68
Grant				
Monitoring	PRC-10	S-42	503-02	C-31
Proposals	PRC-9	S-41	503-01	C-31
Unsuccessful			503-04	C-33

Supersedes Release No. 119

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

K-9

<u>Subject</u>	<u>Subject Code</u>	<u>Page</u>	<u>Case Code</u>	<u>Page</u>
Graphics	OFS-9-1	S-32	703-01	C-49
	PUB-4	S-45		
Gravimetric Surveys	DRC-6	S-11	902-09	C-70
Grievance				
Appeals	PER-6-1	S-35	605-06a	C-45
Disciplinary/Adverse				
Actions	PER-6-4	S-36	605-06b	C-45
GSA Publications	ALL		101-08	C-3
<u>H</u>				
Hazardous Duty Pay	BFM-11	S-8	302-03	C-17
	PER-12	S-37		
Health Records	PER-8	S-36	605-08	C-45
Hearings	LLG-4	S-27	707-05	C-56
High-Resolution Geophysical				
Data	RID-6-2	S-58	902-01	C-65
Exploration Permits	RID-4	S-57	901-01	C-63
Interpretive Maps	RID-6	S-58	902-03	C-66
Records	RID-6-2	S-58	902-01	C-65
Shot-Point Locations	DRC-4	S-11	902-02	C-66
	RID-6	S-58	902-05	C-67
Highlights, Weekly	REC-10	S-48	201-05a	C-8
Holiday Duty	PER-4	S-35	302-03	C-17
Hourly Report Files, Management Statistical	ORM-2	S-33	201-04	C-8
<u>I</u>				
IBLA Appeals	LLG-4	S-27	707-04	C-56
Identification Cards and Credentials, Employee	OFS-4-2	S-31	404-02	C-22
Incentive Awards	PER-5	S-35	602-08	C-40
Indexes				
Geophysical Data	RID-1	S-57	902-10	C-70
Lease Records	DRO-9	S-14	705-01	C-51
Pipeline Systems	SEQ-8-2	S-66	1502-04	C-107
Purchase Documents	PRC-7	S-40	502-02	C-29
Individual Well Production	PRO-7	S-43	1301-18	C-98
Information Collection				
Budget	REC-14	S-48	201-01	C-7
Clearances	REC-14	S-48	202-13	C-13
Forms	REC-14	S-48	202-05	C-11
			1801-04	C-124
Publications	PUB-10	S-45	702-02	C-48
Reference Materials	INF-7	S-21	101-11	C-3
Informal Resources Management				
Triennial Review	REC-2	S-47	202-15	C-13
Injury (Personal)	PER-19	S-37	605-07	C-45
Inspections				
Drilling Rig	ISP-5-4	S-23	1200-02	C-93

<u>Subject</u>	<u>Subject Code</u>	<u>Page</u>	<u>Case Code</u>	<u>Page</u>
Inspections (cont.)				
Installation	ISP-5	S-23	1501-02	C-106
Pipeline	ISP-5-5	S-23	1502-05	C-107
Platform	ISP-5-6	S-23	1501-02	C-106
Installation				
Inspections	SEQ-8-3	S-66	1501-02	C-106
Questionnaires	SEQ-8-3	S-66	1501-03	C-106
Insured Mail	OFS-5-1	S-31	401-02	C-19
Interior Board of Land				
Appeals (IBLA)	LLG-4	S-27	707-04	C-56
Internal Audits/Reviews	ORM-6	S-33	201-02	C-7
Internal Directives				
Field Office Supplements	REC-5	S-47	202-01	C-9
Record Set	REC-5	S-47	202-09	C-12
Reference Set	REC-5	S-47	101-07	C-3
Reviewer's Copy	REC-5	S-47	202-09	C-12
Interpretations				
Geological	RID-5	S-58	901-01	C-63
			705-01	C-51
Geophysical	RID-5	S-58	901-01	C-63
			902-03	C-66
			902-07	C-69
			705-01	C-51
Interviews				
Applicant Referrals	PER-18	S-37	602-04	C-39
Inventory Control	OFS-7	S-32	504-10	C-34
Investigations				
Congressional Committee	LLG-2	S-27	701-01	C-47
Fires, Explosions, Accidents	OFS-4-8	S-31	404-07	C-23
Major Accidents (OCS)	ACE-4	S-3	1401-01	C-101
Minor Accidents (OCS)	ACE-4	S-3	1401-02	C-102
Sales Prospects	RID-1	S-57	1002-02	C-81
	REV-1	S-53		
Security Violations	OFS-4-2	S-31	404-11	C-24
Invoice Files	BFM-8	S-7	303-04	C-18
Recurring Services	PRC-7	S-40	502-06	C-30
	J			
Joint Committee on Printing	OFS-9	S-32	402-04	C-21
	K			
Keys	OFS-4	S-31	404-15	C-25
	L			
Labor Management	PER-11	S-36	604-01	C-42

Supersedes Release No. 119

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

K-11

<u>Subject</u>	<u>Subject Code</u>	<u>Page</u>	<u>Case Code</u>	<u>Page</u>
Layouts, Space	OFS-4-3	S-31	403-01	C-22
	OFS-4-6	S-31		
Lease				
Block Nominations	ENV-10	S-17	1001-02	C-79
	REV-8	S-54		
Card Index	DRO-9	S-14	1101-03	C-88
Disposition				
All Products	PRO-7	S-43	1301-15	C-98
	RCP-2	S-49		
Oilwell Gas/Gaswell Gas	PRO-7	S-43	1301-16	C-98
	RCP-2	S-49		
Environmental				
Impact Statements	ENV-5-4a	S-16	1001-03	C-79
Instruments	LAD-6	S-25	1101-02a	C-86
	PRO-9	S-44		
Management Projects	DRO-1	S-13	1101-02	C-86
	ISP-1	S-23		
	PRO-1	S-43		
	RCP-1	S-49		
	RID-1	S-57		
Monthly Report of Operations	PRO-7	S-43	1101-05	C-89
Offering Area Geological and Geophysical Information	REV-1	S-53	1002-01	C-81
Offering Bid Recap and Summary	REV-13	S-53	1003-01	C-83
Operations	ISP-4	S-23	1101-02a	C-86
	ISP-6	S-24		
	PRO-9	S-44		
	RCP-11	S-50		
	SEQ-8	S-66		
Permits, Diligence	LAD-8	S-25	1101-02a	C-86
Plan of Development	DRO-5	S-13	1101-02a	C-86
Product Disposition (see "Lease Disposition")				
Prospect				
Block Evaluation	REV-1	S-53	1002-06	C-83
Maps	LAD-5	S-25	1002-05	C-82
Summary Sales	PRO-7	S-43	1301-17	C-98
Record History	LAD-5	S-25	1101-04	C-88
Record Index	DRO-9	S-14	705-01	C-51
Rental Minimum				
Royalty	RMP-11	S-62	1101-02a	C-86
Sale History	REV-1	S-53	1001-04	C-80
Undeveloped	LAD-5	S-25	1101-01	C-86
Well Data Maps	DRO-11	S-14	1101-02b	C-87
Leased Vehicles	TRV-5-2	S-67	407-01	C-27
Leave Data, Employee	PER-4	S-35	302-01	C-17
Ledger, General	BFM-8	S-7	303-02	C-18
	BFM-15	S-8		
Letter of Transmittal	REC-9	S-47	101-05b	C-2

Supersedes Release No. 119

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

K-12

<u>Subject</u>	<u>Subject Code</u>	<u>Page</u>	<u>Case Code</u>	<u>Page</u>
Library				
Catalog Card/Shelf Lists	INF-5	S-21	704-01	C-50
Materials	INF-5	S-21	101-10	C-3
Procurement	PRC-7	S-40	704-02	C-50
Life Cycle Management (ADP)	ADP-4	S-5	800-02	C-60
Lithologic Logs	RID-7-3	S-58	903-06	C-72
Litigation	LLG-4	S-27	707-03	C-56
Local Internal Directives	REC-5	S-47	202-01	C-9
Locators				
Employee	OFS-5	S-31	601-03	C-38
Equipment/Furniture	OFS-8-1	S-32	504-12	C-34
Logs				
ADP	ADP-4	S-5	800-11	C-61
Electric	RID-7-3	S-58	903-06	C-72
Geophysical Data	RID-7-3	S-58	902-10	C-70
Lithologic	RID-7-3	S-58	903-06	C-72
Wire Line Surveys	RID-1	S-57	903-06	C-72
	<u>M</u>			
Magazine Clippings	PUB-10-3	S-45	702-01	C-48
Magnetic/Gravimetric Surveys	RID-6	S-58	902-09	C-70
	DRC-4	S-11		
Magnetic Tapes				
Print and Plotter	ADP-4	S-5	800-09	C-61
Raw Data Input	ADP-4	S-5	800-08	C-61
Major				
Accident Investigations (OCS)	ACE-4	S-3	1401-01	C-101
Environmental Analyses	ENV-5-4b	S-16	1001-03a	C-79
	ENV-10	S-17		
Mail				
Reports	OFS-5	S-31	401-07	C-20
Service			401-08	C-20
Mailing Lists	OFS-5-1	S-31	402-02	C-21
Maintenance				
Building	OFS-4-1	S-31	403-02	C-22
Files	REC-9	S-47	101-01	C-1
Management Information	ORM-2	S-33	201-05	C-8
Reports	REC-2	S-47		
Management Objectives	ORM-13-1	S-34	201-01	C-7
Hourly Reports	ORM-2	S-33	201-04	C-8
Survey Background	ORM-9	S-34	201-02	C-7
Management Studies	ORM-1	S-33	201-02	C-7
Manual Releases (see "Directives")				
Manuscript Maps	DRC-4	S-11	1103-01	C-91
Manuscripts	INF-7	S-21	702-02	C-48
	PUB-10	S-45	706-02	C-55
Maps				
Deep Seismic Shot Point	RID-6-1	S-58	902-05	C-67

Supersedes Release No. 119

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

K-13

<u>Subject</u>	<u>Subject Code</u>	<u>Page</u>	<u>Case Code</u>	<u>Page</u>
Maps (cont.)				
Detailed Seismic Interpretive	DRC-4	S-11	902-08	C-69
	RID-6	S-58		
	REV-6	S-54		
Field Plats	DRO-5	S-13	1200-05	C-93
Finding Aids	DRC-4	S-11	1103-04	C-91
Graphic Indexes	DRC-7	S-11		
Gravimetric Survey	DRC-4	S-11	902-09	C-70
	RID-6	S-58		
High-Resolution (Shallow) Geophysical Interpretive Lease Offering Prospect Index	RID-6-2	S-58	902-03	C-66
Magnetic Surveys	LAD-5	S-25	1002-05	C-82
	DRC-4	S-11	902-09	C-70
	RID-6	S-58		
Manuscript Base	DRC-4	S-11	1103-01	C-91
MER Geologic and Engineering	RCP-10-2	S-50	1701-01	C-109
Official Protraction Diagrams	REV-8	S-54	1103-05	C-92
Published Base Record Set	DRC-4	S-11	1103-02	C-91
Reference Base	DRC-4	S-11	1103-03	C-91
Regional Seismic Interpretive	DRC-4	S-11	902-07	C-69
	RID-6	S-58		
Shallow Seismic Shot Point	DRC-4	S-11	902-02	C-66
	RID-6	S-58		
	RID-7	S-58	904-01	C-75
Subsurface Structure				
Maximum Efficient Rate (MER)				
Approved for Reservoirs Change Reports	RCP-10-2	S-50	1301-05	C-96
	RCP-10	S-50	1301-08	C-97
Geology and Engineering	RCP-10-2	S-50	1701-01	C-109
Quarterly Balancing Reports	RCP-10-2	S-50	1301-07	C-97
	RCP-10-3	S-50		
Maximum Production Rate (MPR)				
Approved for Wells Change Reports	RCP-10-3	S-50	1301-05	C-96
	RCP-10	S-50	1301-08	C-97
Quarterly Balancing Reports	RCP-10-2	S-50	1301-07	C-97
	RCP-10-3	S-50		
Meetings (see Minutes)				
Memorandums				
Agreement	ALL		503-01	C-31
Understanding	ALL		202-12	C-12
Merit Promotion	PER-17	S-37	602-04	C-39
Meter, Allocation and Sales				
Adjustment Tickets	PRO-8	S-43	1302-04	C-99
Proving Reports	PRO-8	S-43	1302-03	C-99

Supersedes Release No. 119

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

K-14

<u>Subject</u>	<u>Subject Code</u>	<u>Page</u>	<u>Case Code</u>	<u>Page</u>
Microform				
Inspections	REC-7	S-47	202-14	C-13
Management	REC-7	S-47	202-11	C-12
Mineral Leasing Claims and Litigation	LLG-4	S-27	707-03	C-56
Mining Plans	MIN-8	S-29	1101-02	C-86
			705-01	C-51
Minor				
Accidents (OCS)	ACE-4	S-3	1401-02	C-102
Environmental Analyses	ENV-5-4b	S-16	1001-03b	C-80
	ENV-10	S-17		
Minutes				
Committee/Conferences				
Policy	CMC-5	S-9	201-06	C-8
Technical	CMC-7	S-9	1403-05	C-104
Meetings (Daily Activities)	ORM-4	S-33	103-01	C-4
	ORM-10	S-34		
Mission Subject Files	ALL		102-01	C-4
Monthly/Annual Reports				
Budget Status	BFM-2	S-7	301-02	C-15
			301-03	C-15
Management Information	ORM-2	S-33	201-05	C-8
MER/MPR	RCP-2	S-49	1301-07	C-97
Producing Well	RCP-2	S-49	1301-10	C-97
Reservoir Over-Production	RCP-4	S-49	1301-04	C-96
Status of Available Funds	BFM-13	S-8	301-03	C-15
Morgue Files	PUB-10	S-45	702-01	C-48
Motor Vehicle				
Accident Reports	OFS-4-8	S-31	407-03	C-28
	TRV-5	S-67		
History Records	TRV-5	S-67	407-04	C-28
Operator Files	TRV-5	S-67	407-07	C-28
Multi-Point Back Pressure Test	RCP-13-3	S-51	1301-03	C-96
			705-01	C-51

N

National Gas Policy Act (NGPA)	DRO-3	S-13	1200-07	C-94
News Releases	INF-7	S-21	702-01	C-48
	PUB-10-3	S-46		
Nomination Files, Block	LAD-5	S-25	1001-02	C-79
Non-Government Publications	INF-7	S-21	101-09	C-3
Notices to Lessees	DRO-3	S-13	202-03	C-10
	LAD-3	S-25		
	PRO-3	S-43		

O

Office Copying Equipment	OFS-9-2	S-32	402-03	C-21
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Supersedes Release No. 119

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

K-15

<u>Subject</u>	<u>Subject Code</u>	<u>Page</u>	<u>Case Code</u>	<u>Page</u>
Official				
Personnel Files (OPF)	PER-1	S-35	601-01	C-37
Protraction Diagrams	REV-8	S-54	1103-05	C-92
Oil and Gas Fields (see "Field")				
Oil Spill Contingency Plans	ACE-5	S-3	1402-03	C-102
OMB Circulars			101-08	C-3
Operating Instructions				
Equipment Technical				
Manuals	OFS-8	S-32	501-02	C-29
Operator Files,				
Motor Vehicle	TRV-5	S-67	407-07	C-28
OPM Certificates	PER-18	S-37	602-01	C-38
Orders (Rules, OCS)				
Development, History	REC-5	S-47	202-03	C-10
Record Set	REC-5	S-47	202-02	C-9
Reference Set	REC-5	S-47	101-07	C-3
Waiver Requests	ISP-4	S-23	707-02	C-56
Organization				
Charts	ORM-11	S-34	201-07	C-9
Files	ORM-11	S-34	201-07	C-9
Studies	ORM-11	S-34	201-02	C-7
Over, Short, and Damage				
Reports	TRV-4-3	S-67	406-03	C-27
Overproduction Report	RCP-4	S-49	1301-06	C-97
Overtime Requests	BFM-11	S-8	302-03	C-17
	PER-4	S-35		
	P			
Paleontologic				
Investigations and Mapping	RID-7-2	S-58	904-02	C-75
Pamphlets			101-07	C-3
Paperwork Management Studies	ORM-9	S-34	201-02	C-7
Parking Permits	OFS-4	S-31	401-06	C-20
			404-02	C-22
Passenger Transportation				
(Carrier) Records	TRV-6	S-67	406-01	C-26
Passes, Visitor	OFS-4-2	S-31	404-02	C-22
			401-06	C-20
Pay Differentials	BFM-11	S-8	302-03	C-17
	PER-12	S-37		
Payroll	BFM-11	S-8	302-05	C-18
			302-04	C-17
Performance Rating				
Certificates	PER-13	S-37	602-05	C-39
Permits				
Geological and Geophysical				
Exploration	RID-4	S-57	901-01	C-63
			901-02	C-64
Pipeline	SEQ-8	S-66	1502-01	C-107

Supersedes Release No. 119

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

K-16

<u>Subject</u>	<u>Subject Code</u>	<u>Page</u>	<u>Case Code</u>	<u>Page</u>
Personal				
Injury Files	PER-19	S-37	605-07	C-45
Property				
Accountability	OFS-7	S-32	504-12	C-34
Excess	OFS-7-5	S-32	504-11	C-34
Personnel				
Actions Report	PER-2	S-35	601-04	C-38
Counseling	EEO-8	S-20	605-04	C-45
Official File (OPF)	PER-1	S-35	601-01	C-37
Security Clearances	PER-15	S-37	404-09	C-23
			404-10	C-24
Temporary Help Services	PER-1	S-35	606-01	C-46
Petrographic Reports	RID-7	S-58	903-04	C-71
Photographs	PUB-4	S-45	703-03	C-50
	INF-9	S-22		
Pipeline				
Inspections	ISP-5-5	S-23	1502-05	C-107
Permits	SEQ-8-2	S-66	1502-01	C-107
Reports	ISP-5-5	S-23	1502-02	C-107
Waiver Requests	ISP-4	S-23	1502-03	C-107
Platform				
Approvals	SEQ-8-3	S-66	1501-01	C-105
Inspection	ISP-5-6	S-23	1501-02	C-106
Questionnaires	ISP-5-6	S-23	1501-03	C-106
Verification	ISP-5-6	S-23	1501-04	C-106
	SEQ-8-3	S-66		
Pollution				
Control Coordination	ENV-6	S-16	1402-05	C-103
Position				
Descriptions	PER-16	S-37	602-07	C-40
Vacancy Notices	PER-18	S-37	602-04	C-39
Postal Records	OFS-5-1	S-31	401-02	C-19
Postsale Analysis	REV-13	S-55	1003-02	C-83
Power of Attorney	LAD-1	S-25	1101-02d	C-88
Press Service/Clipping	PUB-10-3	S-46	702-01	C-48
Pressure Maintenance				
Project Requests	RCP-11	S-50	1704-01	C-115
Reports	RCP-11	S-50	1704-02	C-115
Price List, Non-Government			101-09	C-3
Print and Plotter Tapes	ADP-4	S-5	800-09	C-61
Printing and Reproduction	OFS-9	S-32	402-01	C-21
Privacy Act				
Accounting of Disclosures	REC-13-3	S-48	705-22	C-54
Amendments	REC-13-3	S-48	705-21	C-54
Control Registers	REC-13-3	S-48	705-23	C-55
Reports	REC-13-3	S-48	705-24	C-55
Requests	REC-13-3	S-48	705-20	C-53
Processed Prints,				
Geophysical Records	RID-6	S-58	902-01b	C-65
Processing Allowances,				
Royalty	RMP-5	S-61	1803-02	C-131

Supersedes Release No. 119

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

K-17

<u>Subject</u>	<u>Subject Code</u>	<u>Page</u>	<u>Case Code</u>	<u>Page</u>
Procurement				
Contract Monitoring	PRC-10-2	S-42	503-02	C-31
FEDSTRIP Requisitions	PRC-7	S-40	504-01	C-33
Publications/Forms				
Requisitions	PRC-7	S-40	504-02	C-34
Purchase Orders	PRC-7	S-40	502-03	C-30
Registers	PRC-7	S-40	502-01	C-29
Requisitions	PRC-7	S-40	502-04	C-30
Producing Wells	PRO-2	S-43	1301-10	C-97
Product Value Establishment	RMP-20	S-63	1803-01	C-131
Production				
Accounting	RMP-21	S-63	1801-03	C-118
Approved Maximum Rate	RCP-10-3	S-50	1301-05	C-96
Change Report, MER/MPR	RCP-10	S-50	1301-08	C-97
Control Studies	RCP-10-3	S-50	1301-11	C-97
Copy Equipment	OFS-9-2	S-32	402-03	C-21
Crude Oil/Gaswell Gas	PRO-7	S-43	1301-13	C-98
Production (cont.)				
History File, MER/MPR	RCP-10	S-50	1301-07	C-97
Individual Well	PRO-7	S-43	1301-18	C-98
	RCP-2	S-49		
Master File, MER/MPR	RCP-10	S-50	1301-07	C-97
Over/Under Report	RCP-4	S-49	1301-06	C-97
Quarterly Balancing Reports	RCP-4	S-49	1301-09	C-97
Reservoir Overproduction	RCP-10	S-50	1301-04	C-96
Project Funding				
Recommendations	BFM-7	S-7	301-01	C-15
Promotion Plan Announcements	PER-17	S-37	601-01	C-37
			602-04	C-39
Property				
Accountability	OFS-7	S-32	504-10	C-34
Acquisition, Real	OFS-7	S-32	502-08	C-31
Employee-Issue Cards	OFS-7-1	S-32	504-10	C-34
Excess	OFS-7-5	S-32	504-11	C-34
Inventory	OFS-7	S-32	504-10	C-34
Pass	OFS-7	S-32	404-14	C-25
Survey Report	OFS-7	S-32	504-13	C-34
Transfer Requests	OFS-7-2	S-32	504-10	C-34
Proprietary Data	see Ch.7, Special Instructions, p. 7-1			
Prospect				
Evaluation Work Papers	REV-1	S-53	1002-03	C-82
	RID-1	S-57		
Investigations	REV-1	S-53	1002-02	C-81
	RID-1	S-57	1002-04	C-82
Tract Evaluations	REV-1	S-53	1002-06	C-83
Protraction Diagrams	REV-8	S-54	1103-05	C-92
Public Relations	PUB-1	S-45	702-03	C-48
	REC-5	S-47	101-07	C-3
	PUB-10	S-45		
Publications				
Information Masters	PUB-10	S-45	702-02	C-48

Supersedes Release No. 119

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

K-18

<u>Subject</u>	<u>Subject Code</u>	<u>Page</u>	<u>Case Code</u>	<u>Page</u>
Publications (cont.)				
Non-Government	INF-5/7	S-21	101-09	C-3
	PRC-6-4	S-40		
Other Agencies	INF-7	S-21	101-08	C-3
Publications Requests	INF-1	S-21	101-05	C-2
	PUB-1	S-45		
Reference Copies			101-07	C-3
Requisitions	PRC-7	S-40	504-02	C-34
Stock Records	OFS-6	S-32	504-05	C-34
Published Base Map Record Set	DRC-4	S-11	1103-02	C-91
Purchase Orders	PRC-7	S-40	502-03	C-30
			502-02	C-29
	<u>Q</u>			
Quarterly Reports				
Balancing	RCP-2	S-49	1301-09	C-97
	RCP-4	S-49		
Oil Well Test	RCP-2	S-49	1301-01	C-95
	RCP-13-4	S-51	705-01	C-51
Over/Under Production	RCP-10-3	S-50	1301-06	C-97
Quasi-Official Notices			101-05c	C-2
	<u>R</u>			
Raw Data Input				
Magnetic Tapes	ADP-4	S-5	800-08	C-61
Reading and Chron Files	REC-9	S-47	101-02	C-1
Real Property	OFS-7	S-32	502-08	C-31
Receipts				
Invoice Verification	BFM-8	S-7	502-06	C-30
Motor Vehicle	TRV-5	S-67	407-01	C-27
Postal Records	OFS-5-1	S-31	401-02	C-19
Printing Delivery	OFS-9	C-32	402-01	C-21
Receiving				
Report Certification	PRC-7	S-40	502-07	C-31
Reports	PRC-7	S-40	504-03	C-34
Records Retirement Lists	REC-8	S-47	202-07	C-11
Recurring Services Invoices	BFM-8	S-7	502-06	C-30
	PRC-7	S-40		
Reference Files				
Agency Directives/ Publications	REC-5	S-47	101-07	C-3
Technical	INF-7	S-21	101-11	C-3
Vendor Materials	PRC-6-4	S-40	501-01	C-29
			101-09	C-3
Regional				
Carbonate Analyses	RID-7-2	S-58	904-04	C-76
Seismic Interpretive Maps	RID-6	S-58	902-07	C-69
	DRC-4	S-11		

Supersedes Release No. 119

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

K-19

<u>Subject</u>	<u>Subject Code</u>	<u>Page</u>	<u>Case Code</u>	<u>Page</u>
Registers				
Bills of Lading	TRV-4-2	S-67	406-01	C-26
Geophysical Data	RID-1	S-57	902-10	C-70
Procurement	PRC-7	S-40	502-01	C-29
Regulations	REC-5	S-47	202-02	C-9
			202-03	C-10
			202-09	C-12
			101-07	C-3
Reorganization Studies	ORM-11	S-34	201-07	C-9
Reports Control	REC-10	S-48	202-05	C-11
Reproduction Requisitions	OFS-9	S-32	402-01	C-21
Requisitions				
Duplicating Services	OFS-9-2	S-32	402-01	C-21
FEDSTRIP	OFS-7	S-32	504-01	C-33
Forms	OFS-6	S-32	504-02	C-34
Printing	OFS-9-3	S-32	402-01	C-21
Publications	OFS-6	S-32	504-02	C-34
Purchases	PRC-7	S-40	502-04	C-30
Supply Room	OFS-6	S-32	504-04	C-34
Reservoir				
Analyses	RCP-6	S-49	1702-01	C-110
Approved Maximum Efficient Rate (MER)	RCP-10-2	S-50	1301-05	C-96
MER Geologic and Engineering	RCP-10-2	S-50	1701-01	C-109
	RCP-4	S-49		
Overproduction	RCP-10	S-50	1301-04	C-96
Reserves Estimates	RCP-14	S-50	1702-02	C-111
Unitization	RCP-6	S-49	1702-01	C-110
Retirement Lists, Records	REC-8	S-47	202-07	C-11
Reviews, Internal	ORM-6	S-33	201-02	C-7
Risk Analysis (ADP)	ORM-6	S-33	201-02	C-7
	REC-13	S-48		
	ADP-11	S-6		
Routine Controls	REC-4	S-47	101-06	C-2
Royalty-in-Kind (RIK)				
Collections	RMP-7	S-62	1801-06	C-126
Sales	RMP-13	S-62	1801-05	C-126
Royalty Management Information				
Collection Forms	RMP-22	S-64	1801-04	C-124
Windfall Profit	RMP-14	S-63	1801-07	C-127
	<u>S</u>			
Safe Driving Awards	TRV-5	S-67	602-10	C-41
Safety				
Alert Notices	OFS-4-8	S-31	202-03d	C-11
Alerts Record Set	REC-5	S-47	202-02	C-9
Sales, Royalty-in-Kind Oil	RMP-13	S-62	1801-05	C-126
Sample Control Files	RID-7	S-58	903-02	C-71

<u>Subject</u>	<u>Subject Code</u>	<u>Page</u>	<u>Case Code</u>	<u>Page</u>
Secondary Recovery	RCP-11-1	S-50	1704-01	C-115
	RCP-6	S-49	1704-02	C-115
Security				
ADP	ADP-11	S-6	Ch.4, Sec.4	
Clearance Files	PER-15	S-37	404-08	C-23
			404-09	C-23
Facilities	OFS-4-2	S-31	404-04	C-23
Incidents Reports	OFS-4-2	K-31	404-16	C-25
Inspections (Facilities)	OFS-4-2	S-31	404-05	C-23
Violations	OFS-4-2	S-31	404-11	C-24
Sediment				
Analyses	RID-7-2	S-58	904-04	C-76
Summary Well Reports	RID-7-3	S-58	904-04	C-76
Seismic Data				
Common Depth Point	RID-6-1	S-58	902-04	C-67
	ENV-4-5	S-15		
	ENV-4-10	S-15		
Detailed Interpretive Maps	DRC-4	S-11	902-08	C-69
	RID-6	S-58		
	REV-6	S-54		
High Resolution (Shallow)				
Seismic Records	RID-6-2	S-58	902-01	C-65
Shot-Point Location Map	RID-6	S-58	902-02	C-66
			902-05	C-67
Velocity	RID-6-1	S-58	902-06	C-68
Semiannual Gas Well Test Report	RCP-13-5	S-51	1301-02	C-96
			705-01	C-51
Service Files, Building	OFS-4-1	S-31	403-02	C-22
Shallow Seismic Shotpoint Location Maps	DRC-4	S-11	902-02	C-66
	RID-6	S-58		
Shelf Lists, Library	INF-5	S-21	704-01	C-50
Shipments, Lost or Damaged	TRV-4-2	S-67	406-03	C-27
Shut-in Wells	PRO-9	S-44	1301-19	C-98
Source Material (see "Automated Data Processing")				
Space Allocation and Utilization	OFS-4	S-31	403-01	C-22
Special Delivery	OFS-5-1	S-31	401-02	C-19
Speeches, Addresses and Comments	INF-6	S-21	702-03a	C-48
	PUB-7	S-45		
Standards of Conduct	PER-6-3	S-36	605-01	C-43
Statistical Hourly Reports, Management	ORM-2	S-33	201-04	C-8
Stratigraphic Investigations and Mapping	RID-7-2	S-58	904-01	C-75
			904-02	C-75
			904-03	C-76
Subbottom Profiles	RID-4	S-57	901-01	C-63
	RID-6-2	S-58	705-01	C-51

Supersedes Release No. 119

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

K-21

<u>Subject</u>	<u>Subject Code</u>	<u>Page</u>	<u>Case Code</u>	<u>Page</u>
Subscription Documents	INF-5	S-21	704-02	C-50
Subsurface Structural Maps	RID-7-2	S-58	904-01	C-75
Summary				
Geologic Reports	REV-5	S-53	1001-01	C-79
Sales by Lease	PRO-7	S-43	1301-17	C-98
Sundry Notices and Reports on Wells	DRO-11	S-14	1101-02b	C-87
	DRO-8	S-13	705-01	C-51
Supply Room				
Receiving Files	OFS-6	S-32	504-03	C-34
	PRC-7	S-40		
Requests	OFS-6	S-32	504-04	C-34
Survey Board				
Inspections Reports				
Government Owned	OFS-4	S-31	404-05	C-23
Privately Owned	OFS-4	S-31	404-06	C-23
Suspense Files	REC-9	S-47	101-03	C-2
Systems Design	ADP-4	S-5	800-01	C-59
Feasibility	ADP-9	S-6	800-01	C-59
Operation Documentation	ADP-4	S-5	800-02	C-60
<u>T</u>				
Technical				
Assessments	PRC-1	S-39	1403-04	C-104
Committees	CMC-5	S-9	1403-05	C-104
Manuals and Publications	INF-7	S-21	706-01	C-55
			706-02	C-55
			705-01	C-51
			501-02	C-29
			101-11	C-3
Tectonic and Stratigraphic Investigation and Mapping	RID-7	S-58	904-02	C-75
Telecommunications Operations	OFS-5-4	S-32	401-04	C-20
Telephone				
Directories	OFS-5-3	S-31	401-01	C-19
Summaries	OFS-5-3	S-31	401-05	C-20
Temporary Help Services	PER-1	S-35	606-01	C-46
Time and Attendance	BFM-11	S-8	302-01	C-17
	PER-4	S-35	302-02	C-17
Top Secret Controls	OFS-4-2	S-31	404-13	C-25
Tort Claims	BFM-8	S-7	303-04	C-18
Training	PER-21	S-37	601-01	C-37
			603-01	C-41
			603-02	C-42
			603-03	C-42
Transitory Files	REC-9	S-47	101-05	C-2
Transportation Allowances				
GTR's	TRV-6	S-67	405-03	C-26
Royalty	RMP-5	S-61	1803-03	C-132

Supersedes Release No. 119

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

K-22

<u>Subject</u>	<u>Subject Code</u>	<u>Page</u>	<u>Case Code</u>	<u>Page</u>
Transportation Allowances (cont.)				
Systems	RMP-5	S-61	1803-05	C-133
Travel, Employee	TRV-6-2	S-67	405-02	C-26
	<u>U</u>			
Underproduction Report, Quarterly	RCP-4	S-49	1301-06	C-97
Undeveloped Leases	LAD-5	S-25	1101-01	C-86
Unit				
Agreements	RCP-12-2	S-51	1703-02a	C-113
Geology and Engineering	RCP-12	S-50	1703-02b	C-113
Proposals	RCP-12	S-50	1703-01	C-112
Unitization				
Petitions, Forced	RCP-12	S-50	1703-04	C-114
Studies	RCP-12	S-50	1702-01	C-110
	<u>V</u>			
Vacancy Notice	PER-18	S-37	602-04	C-39
Vehicles	TRV-5	S-67	Ch. 4, Sec. 7	
Velocity Data	RID-6-1	S-58	902-06	C-68
Vendor Materials	PRC-6-4	S-40	501-01	C-29
Videos and Motion Pictures	INF-9	S-22	703-02	C-49
	PUB-4	S-45		
Visitor				
Controls	OFS-4-2	S-31	404-01	C-22
Pass	OFS-4-2	S-31	404-02	C-22
Visuals, Exhibits, Art, and Graphics	INF-9	S-22	703-01	C-49
	PUB-4	S-45		
Vouchers, Travel	TRV-6-4	S-68	405-02	C-26
	<u>W</u>			
Waiver/Departures	ISP-4	S-23	1501-02	C-106
			1502-03	C-107
Well Completion/Recompletion	DRO-7	S-13	1101-02b	C-87
			705-01	C-51
Well Files	DRO-1	S-13	1101-02b	C-87
	ISP-4	S-23		
Application to Drill, Deepen or Plug Back	DRO-8	S-13	1101-02b	C-87
			705-01	C-51
Carbonate Summary Reports	RID-7-3	S-58	904-04	C-76
Completion/Recompletion	DRO-7	S-13	1101-02b	C-87
			705-01	C-51
Individual Well Production	PRO-7	S-43	1301-18	C-98
			705-01	C-51

<u>Subject</u>	<u>Subject Code</u>	<u>Page</u>	<u>Case Code</u>	<u>Page</u>
Well Files (cont.)				
Lease Management	LAD-1	S-25	1101-02	C-86
	DRO-1	S-13		
	ISP-1	S-23		
Location Log	DRO-5-5	S-13	1200-06	C-94
Log Card Index	RID-7-3	S-58	903-08	C-74
Logs, Electric	RID-7-3	S-58	903-06	C-72
Maximum Production Rate	RCP-10-3	S-50	1301-07	C-97
Monthly Producing	RCP-2	S-49	1301-10	C-97
Potential Test Reports	RCP-10	S-50	1301-20	C-99
Samples	RID-7-3	S-58	903-01	C-70
Shut-in Wells Reports	PRO-9	S-44	1301-19	C-98
Stratigraphic Summary	RID-7	S-58	904-03	C-76
Sundry Notices and Reports	DRO-8	S-13	1101-02b	C-87
	DRO-11	S-14	705-01	C-51
Testing Clearance	RCP-13	S-51	1301-14	C-98
Windfall Profit Tax	RMP-14	S-63	1801-07	C-127
Within Grade Increase	PER-12	S-37	601-01b	C-37
Certificates				
Work Distribution				
Analyses	ORM-9	S-34	201-02	C-7

XYZ

Forms Index
Minerals Management Service Forms (MMS)

Form No. -----	Title -----	Case Code -----	Page -----
MMS-0050A 01/89	PERMANENT CHANGE OF STATION EXPENSES	405-02	C-26
MMS-0050B 05/86	WORKSHEET FOR CALCULATION OF WTA	405-02	C-26
MMS-0050C 05/86	PERMANENT CHANGE OF STATION-REIMBURSEMENT EXPENSES	405-02	C-26
MMS-0051 06/86	AMDAHL REGISTRATION FORM	402-02	C-21
MMS-0052 02/87	REQUEST FOR CONTRACTOR PROVIDED RELOCATION SERVICES	405-02	C-26
MMS-0053 04/87	OFFICIAL PHOTO RECORD	202-11	C-12
MMS-0054 04/87	OPS SUSPENSE AGREEMENT	101-03	C-2
MMS-0055 05/87	PROPRIETARY DATA/INFORMATION COVER SHEET	--	--
MMS-0056 09/87	EMERGENCY SALARY PAYMENT AUTHORIZATION AND RECEIPT	302-05	C-18
MMS-0057 06/88	NOTIFICATION OF NON-COMPLETION OF COLLEGE/UNIVERSITY TRAINING	603-03	C-42
MMS-0058 06/88	COLLEGE/UNIVERSITY EMPLOYEE TRAINING AGREEMENT	603-03	C-42
MMS-0059 06/89	VISUAL INFORMATION SECTION REQUEST FORM	703-01	C-49
MMS-0060 03/86	COPIER COST/DATA INVENTORY	402-03	C-21
MMS-0061 11/88	SHIPPING INSTRUCTION CARD	406-01	C-26
MMS-0062 05/88	INDIVIDUAL DEVELOPMENT PLAN	601-01	C-37

Supersedes Release No. 119

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

F-1

Records Management

MMSM 380.2-H

Form No. -----	Title -----	Case Code -----	Page -----
MMS-0063 11/89	VISUAL INFORMATION CONFERENCE ROOM RESERVATION	703-01	C-49
MMS-0064 08/85	PROPERTY TRANSFER REQUEST	504-10	C-34
MMS-0065 09/88	PROPERTY FILE DATA INPUT	504-10	C-34
MMS-0067 03/86	INVENTORY OF CONTROLLED PROPERTY	504-10	C-34
MMS-0067A 03/86	PROPERTY INVENTORY-EXCEPTION LISTING	504-10	C-34
MMS-0068 07/89	PROPRIETARY SOFTWARE SPECIAL USE FORM	800-02	C-60
MMS-0069 01/86	MICROGRAPHICS EQUIPMENT INVENTORY	202-11	C-12
MMS-0070 10/83	EXAMINATION OF CASE/CARD RECORD REQUEST	202-06	C-11
MMS-0071 07/89	USER REGISTRATION FORM	402-02	C-21
MMS-0072 11/86	ADMINISTRATIVE SYSTEMS SERVICE REQUEST (ASSR)	504-14	C-35
MMS-0073 02/89	MICROCOMPUTER WORK REQUEST FORM - ADP SECTION	800-11	C-61
MMS-0073A 08/89	MICROCOMPUTER WORK REQUEST FORM - IRM DIVISION	800-11	C-61
MMS-0074 05/89	PUBLIC REQUEST FOR INFORMATION	101-05	C-2
MMS-0075 11/86	TRANSMITTAL OF MATERIAL FOR PRINTING	402-01	C-21
MMS-0076 12/86	TALLY SHEET FOR ALTERNATE CASHIERS	303-04	C-18
MMS-0077 02/88	CONTRACTOR REPORT OF NONEXPENDABLE PROPERTY	503-02b	C-32
MMS-0077A 04/88	CONTINUATION SHEET - CONTRACTOR REPORT OF NONEXPENDABLE PROPERTY	503-02b	C-32

Supersedes Release No. 119

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

F-2

Records Management

MMSM 380.2-H

Form No. -----	Title -----	Case Code -----	Page -----
MMS-0078 11/88	PRIVACY ACT DISCLOSURE RECORD	705-23a	C-55
MMS-0079 11/88	PLACEMENT FOLLOWUP GUIDE	601-01	C-37
MMS-0080 11/88	PERS. SEC. CHECK & REF. & QUALS. ANALYSIS FOR SCIENTIFIC, ETC.	602-02	C-38
MMS-0081 11/88	PERS. SEC. CHECK & REF. & QUALS. ANALYSIS FOR ADMIN., ETC.	602-02	C-38
MMS-0082 11/88	PROBATION PERIOD NOTICE FOR NEW EMPLOYEES	601-01	C-37
MMS-0083 11/88	EXIT INTERVIEW	504-15	C-35
MMS-0084 12/88	RATING SHEET	602-05	C-39
MMS-0085 12/88	SUMMARY RATING SHEET	602-05	C-39
MMS-0086 12/88	QUALIFICATIONS RATING SHEET	602-02	C-38
MMS-0087 03/89	IDENTIFICATION CARD REQUEST	404-02	C-22
MMS-0088 06/89	MAIL RECEIPT FORM	401-08	C-20
MMS-0089 10/89	EQUIPMENT REPAIR CALL SHEET	102-01b	C-4
MMS-0090 10/89	PERSONAL EMERGENCY INFORMATION CARD	601-03	C-38
MMS-0091 11/89	SOURCE SELECTION INFORMATION OR PROPRIETARY DATA	--	--
MMS-0099 05/88	PERSONNEL ACTION REQUEST FORM	601-01	C-37
MMS-0100 09/86	CORRESPONDENCE SURNAME TAB (SECRETARY SURNAME)	--	--
MMS-0100A 09/86	CORRESPONDENCE SURNAME TAB (MMS GENERAL FILE)	--	--

Records Management

MMSM 380.2-H

Form No. -----	Title -----	Case Code -----	Page -----
MMS-0100B 09/86	CORRESPONDENCE SURNAME TAB (DIVISION/OFFICE)	--	--
MMS-0101 07/88	APPLICANT RATING/RANKING SHEET - GS POSITIONS	602-02	C-38
MMS-0102 07/88	JOB ANALYSIS AND KSAP DEFINITION SHEET	601-01	C-37
MMS-0102A 03/89	JOB ANALYSIS (A)	601-01	C-37
MMS-0102B 03/89	JOB ANALYSIS (B)	601-01	C-37
MMS-0103 07/88	PANEL RECORD	602-02	C-38
MMS-0104 07/88	MICROGRAPHICS LOG INDEX	101-06	C-2
MMS-0105 07/88	MICROGRAPHICS FILE INDEX	101-06	C-2
MMS-0106 07/88	MICROFILM LOG - MICLE CAMERA	703-02	C-49
MMS-0107 07/88	MICROGRAPHICS UNIT, QUALITY CONTROL LOG	703-02	C-49
MMS-0108 07/88	MICROFILM LOG - CAMERA	703-02	C-49
MMS-0109 07/88	MICROFILM LOG - 3M/3401 ROTARY	703-02	C-49
MMS-0110 06/89	RECOMMENDATION FOR DIRECTOR'S COMMENDATION	602-10	C-41
MMS-0115 01/86	RECEIPT FOR BIDS	503-01	C-31
MMS-0120 11/84	RECEIPT FOR PARTIAL DELIVERY	504-01	C-33
MMS-0121 04/89	TRAINING ROOM RESERVATION REQUEST	101-06	C-2
MMS-0122 02/86	ELIGIBILITY FOR CAREER PROMOTION	602-04	C-39

Supersedes Release No. 119

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

F-4

Records Management

MMSM 380.2-H

Form No. -----	Title -----	Case Code ----	Page ----
MMS-0281 02/89	SMALL PURCHASES REPORT INDIVIDUAL PROCUREMENT ACTION OF \$25,000 OR LES	503-01	C-31
MMS-0300 06/88	TRAVEL AUTHORIZATION QUESTIONNAIRE	405-02	C-26
MMS-0301 06/88	RECORD OF LONG DISTANCE CALLS	401-05	C-20
MMS-0302 06/88	TEMPORARY QUARTERS COMPUTATION	405-02	C-26
MMS-0303 05/89	BUILDING MAINTENANCE LOG	403-02	C-22
MMS-0304 05/89	SURVEY OF INDIVIDUAL EXPERTISE	602-02	C-38
MMS-0327 03/87	APPLICATION FOR PERMIT TO CONDUCT G&G EXPLORATION FOR MIN. RESOURCES	901-01	C-63
MMS-0328 04/86	PERMIT FOR GEOPHYSICAL EXPLOR. FOR MIN. RES. OR SCIEN. RESEARCH ON OCS	901-01	C-63
MMS-0329 04/86	PERMIT FOR GEOLOGICAL EXPLOR. FOR MIN. RES. OR SCIEN. RESEARCH ON OCS	901-01	C-63
MMS-0330 11/88	WELL (RE)COMPLETION REPORT	705-01 1101-02	C-51 C-86
MMS-0331 07/88	SUNDRY NOTICES AND REPORTS ON WELLS	705-01 1101-02	C-51 C-87
MMS-0331C 07/88	APPLICATION FOR PERMIT TO DRILL	705-01 1101-02	C-51 C-86
MMS-0332 07/88	NOTICE OF INTENT/REPORT OF WELL ABANDONMENT	705-01 1101-02	C-51 C-86
MMS-0333 10/83	RECEIPT FORM (PACIFIC LOCAL USE)	1001-04	C-80
MMS-0335 05/85	DAILY VEHICLE INSPECTION CHECKLIST	407-02	C-28
MMS-0336 07/85	TRIP LOG	407-02	C-28
MMS-0337 07/85	AUTHORIZATION FOR USE OF GOVERNMENT-FURNISHED VEHICLE	407-01	C-27

Records Management

MMSM 380.2-H

Form No. -----	Title -----	Case Code -----	Page -----
MMS-0338 05/87	SEISMIC DATA REQUEST FORM	101-06	C-2
MMS-0339 02/86	GEOPHYSICAL REVIEW	1101-02	C-86
MMS-0340 02/86	GEOLOGICAL REVIEW	1101-02	C-86
MMS-0341 03/86	CHECK LIST FOR HIGH BIDS AND BIDDERS	1101-02	C-86
MMS-0343 02/89	PERSONNEL ACTION REQUEST	601-01b	C-37
MMS-0344 01/89	BPA ORDER FORM	502-01	C-29
MMS-0345 03/86	ADP PROBLEM REPORT	800-02	C-60
MMS-0347 01/89	BPA LOG SHEET	103-01	C-4
MMS-0357 12/83	FILE CHARGE-OUT CARD	101-06	C-2
MMS-0360 05/85	PAYROLL PROBLEM SHEET	302-05	C-18
MMS-0362 04/87	VERIFICATION OF MONIES RECEIVED	1001-04	C-80
MMS-0370 02/89	EXPLORATION AND DEVELOPMENT DRILLING COSTS	1002-06	C-83
MMS-0371 02/89	PRODUCTION PLATFORM COSTS--COMPLIANT TOWER	1002-06	C-83
MMS-0372 02/89	PRODUCTION PLATFORM COSTS--FIXED PLATFORM GREATER THAN 5 WELL SLOTS	1002-06	C-83
MMS-0373 02/89	PRODUCTION PLATFORM COSTS--FIXED PLATFORM LESS THAN 5 WELL SLOTS	1002-06	C-83
MMS-0374 02/89	PRODUCTION PLATFORM COSTS--SUBMERSIBLE/SEMI-SUBMERSIBLE/TANKER/JACK-UP	1002-06	C-83
MMS-0375 02/89	PRODUCTION PLATFORM COSTS--TENSION LEG PLATFORM	1002-06	C-83

Records Management

MMSM 380.2-H

Form No. -----	Title -----	Case Code ----	Page ----
MMS-0376 02/89	TOPSIDE FACILITIES COSTS	1002-06	C-83
MMS-0377 02/89	OPERATIONS COSTS	1002-06	C-83
MMS-0378 02/89	PIPELINE COSTS	1002-06	C-83
MMS-0411 01/88	RECOMMENDATION FOR MONETARY AWARD	602-08	C-40
MMS-0412 07/85	RECORD OF EMPLOYEE AWARD	602-08	C-40
MMS-0593C 07/84	INDIVIDUAL WELL RECORD--OUTER CONTINENTAL SHELF OPERATIONS	903-08	C-74
MMS-0803 08/84	MISCELLANEOUS OBLIGATION DOCUMENT (MOD)	301-05	C-16
MMS-0809 05/85	STATEMENT OF CLAIM	504-13	C-34
MMS-1040 05/87	BILL FOR COLLECTION	303-04	C-18
MMS-1090 02/88	EMPLOYEE EXIT CLEARANCE REPORT	504-15	C-35
MMS-1123 09/85	DESIGNATION OF OPERATOR	1101-02b	C-87
MMS-1181 07/87	BILLING INDEX	1101-06	C-89
MMS-1207 12/83	REQUEST FOR ANNUAL LEAVE TRAVEL BETWEEN TOURS OF OVERSEAS DUTY	302-01	C-17
MMS-1216 03/83	REQUEST FOR NEW OR REVISED FORM	202-04	C-11
MMS-1219 12/83	OVERSEAS EMPLOYMENT AGREEMENT	601-01	C-37
MMS-1262 07/85	STATEMENT OF UNDERSTANDING/ COOPERATIVE EDUCATION PROGRAM	601-01	C-37
MMS-1263 06/85	EMPLOYMENT AGREEMENT	602-02a	C-38

Supersedes Release No. 119

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

F-7

Records Management

MMSM 380.2-H

Form No. -----	Title -----	Case Code -----	Page -----
MMS-1309 01/88	ORIENTATION CHECKLIST	601-01	C-37
MMS-1310 03/85	REQUEST FOR AMOUNT OF WAE SERVICE	601-01	C-37
MMS-1324 03/84	CONTRACTUAL PUBLICATIONS ROUTING AND APPROVAL SHEET	101-06	C-2
MMS-1325 09/87	MANUSCRIPT REVIEW AND APPROVAL	101-06	C-2
MMS-1326 06/85	EIS/EA ROUTING AND RECORD SHEET	1001-03	C-79
MMS-1425 12/82	LEASE MASTER RECORD	1102-01	C-89
MMS-1510 08/85	REQUEST TO ENGAGE IN OUTSIDE WORK OR ACTIVITY	601-01	C-37
MMS-1533 06/85	REQUEST FOR BASIC WORKWEEK CHANGE	601-01	C-37
MMS-1546 02/85	CORRECTION DOCUMENT	301-06	C-17
MMS-1571 03/85	OFFER AND ACCEPTANCE OF TEMPORARY PROMOTION	602-02	C-38
MMS-1575 06/89	READY OR STANDBY RESERVE DATA	1702-03	C-111
MMS-1590 06/88	CHARGE-OUT AGREEMENT	704-01	C-50
MMS-1594 02/89	ANNUAL SUMMARY OF RECORDS HOLDINGS	202-05	C-11
MMS-1595 09/83	LOG CHARGE-OUT RECORD	101-06	C-2
MMS-1595A 09/83	FILE CHARGE-OUT RECORD	101-06	C-2
MMS-1596 01/84	DOCUMENT INVENTORY/RECORD	101-06	C-2
MMS-1626 03/85	TRANSMITTAL OF PERSONNEL RECORDS	101-06	C-2

Supersedes Release No. 119

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

F-8

Records Management

MMSM 380.2-H

Form No. -----	Title -----	Case Code -----	Page -----
MMS-1628 02/83	EMPLOYEE SUGGESTION	602-08	C-40
MMS-1629 06/85	RECORD OF EMPLOYEE SUGGESTION	602-08	C-40
MMS-1630 01/89	SUGGESTION AWARD REPORT	602-08	C-40
MMS-1631 10/83	AUTHORIZ. FOR PAID O/T AND/OR HOLIDAY WORK, AND FOR COMP. O/T	302-03	C-17
MMS-1632 06/84	REQUEST FOR EXCEPTION TO FLEXITIME	302-01	C-17
MMS-1633 06/87	ANNUAL TRAINING PLAN (OPTIONAL)	601-01	C-37
MMS-1660 08/88	EMP. APP. FOR REIMB. EXP. INCURRED UPON CHANGE OF OFFICIAL STATION	405-02	C-26
MMS-1677 08/86	MERIT PROMOTION ANNOUNCEMENT	602-08	C-40
MMS-1678 01/84	APPLICATION ACKNOWLEDGMENT	602-02	C-38
MMS-1678A 04/86	APPLICATION ACKNOWLEDGMENT	602-02	C-38
MMS-1832 09/85	NOTICE OF INCIDENTS OF NON-COM- PLIANCE DETECTED AND ACTIONS TAKEN	1802-01	C-130
MMS-1866 02/88	REQUEST FOR RESERVOIR MER	705-01 1301-04	C-51 C-96
MMS-1867 02/88	REQUEST FOR WELL MAXIMUM PRODUCTION RATE (MPR)	705-01 1301-01	C-51 C-95
MMS-1868 04/88	WELL POTENTIAL TEST REPORT	705-01 1301-02	C-51 C-96
MMS-1869 02/88	QUARTERLY OIL WELL TEST REPORT	705-01 1301-01	C-51 C-95
MMS-1870 02/88	SEMI-ANNUAL GAS WELL TEST REPORT	705-01 1301-02	C-51 C-96
MMS-1894 12/84	REQUEST FOR AUTHORIZATION TO ATTEND MEETING	405-02	C-26

Records Management

MMSM 380.2-H

Form No. -----	Title -----	Case Code ----	Page ----
MMS-1933 02/89	FILES INVENTORY AND DISPOSITION PLAN	101-01	C-1
MMS-1933A 02/89	FILES INVENTORY AND DISPOSITION PLAN (CONTINUATION)	101-01	C-1
MMS-1982 07/85	REQUEST FOR APPROVAL OF OFFICIAL EXPRESSION BY ORAL PRESENTATION	405-02	C-26
MMS-1983 04/87	NOTICE OF INTENTION & CERT. OF COMPLIANCE NONOFFICIAL EXPR.	405-02 605-01	C-26 C-43
MMS-1988 03/84	STORAGE LABEL	--	--
MMS-1996 09/85	REQUEST FOR SPECIAL MAILING	402-02	C-21
MMS-1997 08/83	MMS MOTOR VEHICLE OPERATOR'S REPORT	407-06	C-28
MMS-1999 03/87	SERIAL REGISTER PAGE	502-08	C-31
MMS-1999A 03/87	SERIAL REGISTER PAGE CONTINUATION PAGE	502-08	C-31
MMS-2000 10/82	MMS MANUAL PAPER	--	--
MMS-2000A 02/88	MMS MANUAL PAPER (LASER)	--	--
MMS-2001 10/82	MMS INTERIM POLICY DOCUMENT PAPER	--	--
MMS-2001A 02/88	MMS INTERIM POLICY DOCUMENT PAPER (LASER)	--	--
MMS-2002 04/83	TELEPHONE CONVERSATION RECORD	101-02	C-1
MMS-2003 03/83	RECORDS SCHEDULING WORKSHEET	101-06	C-2
MMS-2005 03/86	OIL AND GAS LEASE OF SUBMERGED LANDS UNDER THE OCS LANDS ACT	1101-02	C-86
MMS-2006 12/87	SULPHUR AND SALT LEASE OF SUB- MERGED LANDS UNDER THE OCSLA	1101-02	C-86

Supersedes Release No. 119

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

F-10

Records Management

MMSM 380.2-H

Form No. -----	Title -----	Case Code -----	Page -----
MMS-2007 10/83	REQUEST FOR AD HOC INFORMATION FROM PAY/PERS	800-11	C-61
MMS-2008 07/83	DOCUMENTATION OF NONCOMPETITIVE PROMOTION DUE TO RECLASSIFICATION	602-07	C-40
MMS-2009 02/87	PERFORMANCE PLANNING AND APPRAISAL FORM	601-01	C-37
MMS-2009A 02/87	PERFORMANCE PLANNING AND APPRAISAL FORM CONTINUATION SHEET	601-01	C-37
MMS-2009B 03/88	SUMMARY PERFORMANCE RATING FORM	601-01	C-37
MMS-2009D 03/87	RECERTIFICATION OF PERFORMANCE ELEMENTS AND STANDARDS	602-05	C-39
MMS-2010 02/83	ACCIDENT INVESTIGATION REPORT OUTER CONTINENTAL SHELF	1401-01	C-101
MMS-2012 09/83	GROUP ACTION REQUEST LIST	601-04	C-38
MMS-2014 03/86	REPORT OF SALES AND ROYALTY REMITTANCE	1801-04	C-124
MMS-2015 12/87	PURCHASE ORDER REVIEW SHEET DOCUMENT	502-01	C-29
MMS-2016 12/87	REQUISITION	502-03	C-30
MMS-2017 05/86	ORDER FOR SUPPLIES OR SERVICES	504-04	C-34
MMS-2018 05/86	AMENDMENT TO ORDER FOR SUPPLIES OR SERVICES	504-04	C-34
MMS-2019 06/83	ROUTING AND TRANSMITTAL SLIP	101-05	C-2
MMS-2020 06/83	SHORT NOTE TRANSMITTAL	101-05	C-2
MMS-2023 06/83	MERIT PROMOTION CERTIFICATE	602-08	C-40
MMS-2024 10/84	SAFE COMBINATION ENVELOPE	602-08	C-40

Supersedes Release No. 119

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

F-11

Records Management

MMSM 380.2-H

Form No. -----	Title -----	Case Code ----	Page ----
MMS-2028 11/86	OCS MINERAL LESSEE'S AND OPERATOR'S BOND (\$300,000)	1101-02	C-86
MMS-2030 05/83	OCS RIGHT-OF-WAY GRANT BOND	1101-02	C-86
MMS-2031 05/83	OCS STRATIGRAPHIC TEST WELL BOND	1101-02	C-86
MMS-2032 06/85	EQUAL OPPORTUNITY AFFIRMATIVE ACTION PROGRAM REPRESENTATION	605-03f	C-44
MMS-2033 06/85	EQUAL OPPORTUNITY COMPLIANCE REPORT CERTIFICATION	605-03d	C-44
MMS-2034 06/83	REQUEST FOR PRECLEARANCE	404-09	C-23
MMS-2034A 03/89	REQUEST FOR PRECLEARANCE (LOCAL USE ONLY)	404-09	C-23
MMS-2035 04/85	PERSONNEL SECURITY ACTION REQUEST	404-08	C-23
MMS-2036 06/83	REQUEST FOR WAIVER OF PREAPPOINTMENT BACKGROUND INVESTIGATION	404-09	C-23
MMS-2037 07/83	REQUEST FOR SERVICES FROM THE USGS	502-06	C-30
MMS-2039 11/83	SELECTION CRITERIA	602-02	C-38
MMS-2040 11/83	SAFETY AWARD FOR EXCELLENCE INSPECTION LOG	404-04	C-23
MMS-2041 10/84	OFFSHORE MINERALS MANAGEMENT BULLETIN	702-02	C-48
MMS-2042 11/86	OCS MINERAL LESSEE'S AND OPERATOR'S BOND (\$50,000)	1101-02	C-86
MMS-2044 07/88	CERTIFICATION OF BRIEFING FOR A SENSITIVE POSITION	404-09	C-23
MMS-2050 02/88	MMS LETTERHEAD BOND	--	--
MMS-2051 03/88	MMS LETTERHEAD TISSUE (CARBON)	--	--

Supersedes Release No. 119

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

F-12

Records Management

MMSM 380.2-H

Form No. -----	Title -----	Case Code -----	Page -----
MMS-2052 02/88	MMS LETTERHEAD TISSUE (LASER)	--	--
MMS-2053 02/88	MMS YELLOW OFFICIAL FILE TISSUE (CARBON)	--	--
MMS-2054 02/88	MMS YELLOW OFFICIAL FILE TISSUE (LASER)	--	--
MMS-2055 02/88	OFFICE OF ADMINISTRATION BULLETIN (OAB)	--	--
MMS-2056 01/89	LETTERHEAD STATIONARY (ATLANTIC OCS REGION)	--	--
MMS-2057 01/89	ENVELOPES (9 1/2 X 4 1/4) WITH RETURN ADDRESS (ATLANTIC OCS REGION)	--	--
MMS-2058 01/89	ENVELOPES (9 1/2 X 12) WITH RETURN ADDRESS (ATLANTIC OCS REGION)	--	--
MMS-3160 03/88	MONTHLY REPORT OF OPERATIONS	1801-04	C-124
MMS-4000 12/82	AGREEMENT DATA MAINTENANCE PARTS A, B, C	1801-01	C-118
MMS-4001 12/82	COMPANY DATA MAINTENANCE FORM	1801-01	C-118
MMS-4002 03/83	REQUEST FOR MICROGRAPHICS SYSTEM APPROVAL	202-11	C-12
MMS-4003 02/85	LEASE MASTER DATA MAINTENANCE PARTS A, B, C, D	1801-01	C-118
MMS-4004 12/82	LESSEE DATA MAINTENANCE FORM	1801-01	C-118
MMS-4005 12/82	MINIMUM ROYALTY SCHEDULE DATA MAINTENANCE FORM	1801-01	C-118
MMS-4006 12/82	RENT SCHEDULE DATA MAINTENANCE FORM	1801-01	C-118
MMS-4007 11/86	ADJUSTMENT REASON DATA MAINTENANCE FORM	1801-01	C-118
MMS-4008 12/82	ASSESSMENTS DATA MAINTENANCE FORM	1801-01	C-118

Supersedes Release No. 119

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

F-13

Records Management

MMSM 380.2-H

Form No. -----	Title -----	Case Code ----	Page ----
MMS-4009 12/82	AUTOMATED JOURNAL ENTRY ACCOUNTS DATA MAINTENANCE FORM	1801-01	C-118
MMS-4010 12/82	CHART OF ACCOUNTS DATA MAINTENANCE FORM	1801-01	C-118
MMS-4011 09/86	DISTRIBUTION CODES DATA MAINTENANCE FORM	1801-01	C-118
MMS-4012 03/85	EXCEPTION CODES DATA MAINTENANCE FORM	1801-01	C-118
MMS-4013 10/86	FUND CODE DATA MAINTENANCE FORM	1801-01	C-118
MMS-4014 08/84	REPORT OF SALES AND ROYALTY REMITTANCE SOLID MINERALS	1801-04	C-124
MMS-4015 09/83	GENERAL CODE DETAIL DATA MAINTENANCE FORM	1801-01	C-118
MMS-4016 12/82	INFLATION FACTORS/INTEREST RATE DATA MAINTENANCE FORM	1801-01	C-118
MMS-4018 12/82	PERIOD DATA MAINTENANCE FORM	1801-01	C-118
MMS-4019 12/82	RIK CONTRACT DATA MAINTENANCE FORM	1801-01	C-118
MMS-4020 12/82	WINDFALL PROFIT TAX RATES DATA MAINTENANCE FORM	1801-01	C-118
MMS-4022 12/82	GENERAL CODE GROUP DATA MAINTENANCE FORM	1801-01	C-118
MMS-4023 12/83	GAS STORAGE AGREEMENT DATA MAINTENANCE FORM - PARTS A, B, D	1801-01	C-118
MMS-4024 12/86	TFCS PAYMENT DATA FORM	1801-01	C-118
MMS-4025 11/86	PAYOR INFORMATION FORM ACCOUNTING IDENTIFICATION SHEET	1801-04	C-124
MMS-4026 12/82	STATUS CHANGE BY PAYOR FORM	1801-01	C-118
MMS-4027 12/82	STATUS CHANGE BY OID FORM	1801-01	C-118

Records Management

MMSM 380.2-H

Form No. -----	Title -----	Case Code ----	Page ----
MMS-4028 11/86	REFUND REQUEST FORM	1801-01	C-118
MMS-4029 06/89	CASH REAPPLICATION FORM	1801-01	C-118
MMS-4030 08/84	PAYOR INFORMATION SOLID MINERALS	1801-04	C-124
MMS-4031 08/84	PAYOR ROYALTY SCHEDULE DATA MAINTENANCE FORM	1801-01	C-118
MMS-4032 12/82	PAYOR INFORMATION FORM-INTERNAL PAYOR CHANGE	1801-01	C-118
MMS-4033 12/82	OVERRIDE BY PAYOR FORM	1801-01	C-118
MMS-4034 12/82	OVERRIDE BY OID FORM	1801-01	C-118
MMS-4035 12/82	IMMEDIATE LIQUIDATION BY PAYOR FORM	1801-01	C-118
MMS-4036 12/82	IMMEDIATE LIQUIDATION BY OID FORM	1801-01	C-118
MMS-4037 12/82	MINE-LMU DATA MAINTENANCE FORM	1801-01	C-118
MMS-4038 12/82	GENERAL LEDGER MANUAL JOURNAL ENTRY MAINTENANCE FORM	1801-01	C-118
MMS-4039 12/82	DEBIT/CREDIT ADJUSTMENT FORM	1801-01	C-118
MMS-4040 12/82	DEFAULT/CORRECTION FORM	1801-01	C-118
MMS-4043 09/87	CHECK PAYMENT CORRECTIONS FORM	1801-01	C-118
MMS-4044 12/82	CASH ADJUSTMENT FORM PARTS A, B	1801-01	C-118
MMS-4046 12/82	ADVANCE ROYALTY SCHEDULE DATA MAINTENANCE FORM	1801-01	C-118
MMS-4047 12/82	PAYOR SELLING ARRANGEMENT DATA MAINTENANCE FORM	1801-01	C-118

Supersedes Release No. 119

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

F-15

Records Management

MMSM 380.2-H

Form No. -----	Title -----	Case Code ----	Page ----
MMS-4050 10/87	MINE INFORMATION FORM (MIF)	1801-04	C-124
MMS-4051 07/84	FACILITY AND MEASUREMENT INFORMATION FORM (FMIF)	1801-04	C-124
MMS-4052 08/83	WELL INFORMATION FORM (WIF)	1801-04	C-124
MMS-4053 08/83	FIRST PURCHASER REPORT (FPR)	1801-04	C-124
MMS-4054 08/83	OIL AND GAS OPERATIONS REPORT PARTS A, B, C	1801-04	C-124
MMS-4055 08/83	GAS ANALYSIS REPORT (GAR)	1801-04	C-124
MMS-4056 08/83	GAS PLANT OPERATIONS REPORT - PARTS A, B, C	1801-04	C-124
MMS-4057 08/83	FRACTIONATION PLANT OPERATIONS REPORT (FPOR)	1801-04	C-124
MMS-4058 08/83	PRODUCTION ALLOCATION SCHEDULE REPORT (PASR)	1801-04	C-124
MMS-4059 07/84	SOLID MINERALS OPERATIONS REPORT - PARTS A, B	1801-04	C-124
MMS-4060 07/84	SOLID MINERALS FACILITY REPORT - PARTS A, B	1801-04	C-124
MMS-4061 08/83	API WELL NUMBER CHANGE REPORT (ANCR)	1801-04	C-124
MMS-4068 04/84	CONTRACTOR SHIFT REPORT	503-02c	C-32
MMS-4070 07/88	APPLICATION FOR THE PURCHASE OF ROYALTY OIL	1801-05	C-126
MMS-4071 11/88	SEMIANNUAL REPORT OF ROYALTY-IN- KIND (RIK) OIL ENTITLEMENTS	1801-06	C-126
MMS-4074 05/85	REPORT DISTRIBUTION REQUEST FORM	101-06	C-2
MMS-4075 08/83	PAYOR INFORMATION LOG	800-11	C-61

Supersedes Release No. 119

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

F-16

Records Management

MMSM 380.2-H

Form No. -----	Title -----	Case Code -----	Page -----
MMS-4076 08/83	PAYOR TAPE LOG	101-06	C-2
MMS-4077 08/89	DOCUMENT DISTRIBUTION SYSTEM UPDATE REQUEST	101-06	C-2
MMS-4078 10/88	DIRECT PAYMENT TO TRIBAL LOCKBOXES DATA ENTRY FORM	1801-01	C-118
MMS-4082 11/84	COMPUTER ROOM TAPE IDENTIFICATION LOG	101-06	C-2
MMS-4084 03/86	PAAS OPERATOR TAPE LOG	101-06	C-2
MMS-4086 09/85	ACCESS SYMBOL FORM	--	--
MMS-4087 07/86	PERTEC WRITE TAPE LOG - PARTS A, B	800-11	C-61
MMS-4090 07/86	ROYALTY CORRECTION BATCH LOG-SYSTEMS MANAGEMENT DIVISION	800-11	C-61
MMS-4091 07/86	DATA ENTRY CONTROL SHEET	800-11	C-61
MMS-4095 08/86	PERTEC AFS DATA ENTRY TAPE TRANSMITTAL	800-11	C-61
MMS-4097 09/83	DATA ENTRY PROBLEM REPORT	101-06	C-2
MMS-4099 03/83	OFFICIAL FILE COVER PARTS A, B, C, D, E	--	--
MMS-4100 12/84	NOTICE OF RENT DUE ON YOUR LEASE	1801-11	C-129
MMS-4101 12/84	BILL FOR COLLECTION OF BONUS DUE ON YOUR LEASE	1801-11	C-129
MMS-4102 12/84	BILL FOR COLLECTION OF PENALTY DUE ON YOUR LEASE	1801-11	C-129
MMS-4103 12/84	BILL OF COLLECTION OF ADMINISTRATIVE FEE ON YOUR LEASE	1801-11	C-129
MMS-4104 12/84	BILL FOR COLLECTION OF INTEREST ON YOUR LEASE	1801-11	C-129

Records Management

MMSM 380.2-H

Form No. -----	Title -----	Case Code ----	Page ----
MMS-4105 12/84	NOTICE OF DEFICIENT RENT ON YOUR LEASE	1801-11	C-129
MMS-4109 01/88	GAS PROCESSING ALLOWANCE SUMMARY REPORT	1803-02	C-131
MMS-4110 01/88	OIL TRANSPORTATION ALLOWANCE REPORT	1803-03	C-132
MMS-4113 11/85	OFFSITE MAGNETIC TAPE RELEASE SIGNATURE FORM	404-08	C-23
MMS-4114 10/83	ALLOCATION INPUT FORM	1801-01	C-118
MMS-4115 10/83	BRASS PAYMENT TRANSFER REPORT	1801-01	C-118
MMS-4116 10/86	BRASS PAYMENT ENTRY TRANSACTION	1801-01	C-118
MMS-4117 10/83	BLM FUNDS CROSS REFERENCE INPUT FORM	1801-01	C-118
MMS-4118 02/88	BRASS BILLEE INPUT FORM	1801-01	C-118
MMS-4119 07/87	CREDIT/DEBIT MEMO INPUT FORM (CRDM)	1801-01	C-118
MMS-4120 10/83	MANUAL BILL INPUT FORM (MBIL)	1801-01	C-118
MMS-4121 10/83	REFUND INPUT FORM (RFND)	1801-01	C-118
MMS-4123 11/83	SECURITY STATEMENT	601-01b	C-37
MMS-4127 01/85	DOCUMENT DISTRIBUTION SYSTEM REQUEST FOR OUTPUT	101-06	C-2
MMS-4133 12/84	PAYOR BILL FOR COLLECTION-WORKSHEET	1801-01	C-118
MMS-4134 01/87	FIELD OFFICE BILL FOR COLLECTION-WORKSHEET	1801-01	C-118
MMS-4135 02/87	ROYALTY UNDERPAYMENT BILL FOR COLLECTION-WORKSHEET	1801-01	C-118

Supersedes Release No. 119

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

F-18

Form No. -----	Title -----	Case Code ----	Page ----
MMS-4136 01/87	CREDIT MEMORANDUM WORKSHEET	1801-01	C-118
MMS-4137 08/86	SYSTEMS LIBRARY TRANSMITTAL FORM (LTF)	101-05b	C-2
MMS-4138 08/84	INFORMATION/DOCUMENT REQUEST AND RECEIPT	1801-01	C-118
MMS-4139 12/87	DOCUMENTATION CHANGE NOTICE	706-02	C-55
MMS-4141A 01/87	ADP DOCUMENTATION PROBLEM REPORT	800-11	C-61
MMS-4141B 01/87	ADP PROBLEM REPORT	800-11	C-61
MMS-4142 08/84	ROYALTY COMPLIANCE DIVISION--MONTHLY TIME REPORT	101-06	C-2
MMS-4143 03/86	FEDERAL CHECK BATCH SHEET PARTS A, B	800-11	C-61
MMS-4144 03/86	INDIAN CHECK BATCH SHEET PARTS A, B	800-11	C-61
MMS-4145 12/84	AFS CHECK BATCH SHEET	800-11	C-61
MMS-4146 12/84	ROYALTY REPORT BATCH SHEET OIL AND GAS, FORM MMS-2014	800-11	C-61
MMS-4147 12/84	ROYALTY REPORT BATCH SHEET SOLID MINERALS, FORM MMS-4014	800-11	C-61
MMS-4148 12/84	PAAS REPORT BATCH SHEET	800-11	C-61
MMS-4148A 3/88	PAAS REPORT BATCH SHEET	800-11	C-61
MMS-4149 12/84	PAYMENT PROCESSING WORKSHEET	1801-08	C-127
MMS-4150 12/84	BRASS CHECK BATCH SHEET	800-11	C-61
MMS-4151 12/84	AFS CHECK BATCH LOG	800-11	C-61

Records Management

MMSM 380.2-H

Form No. -----	Title -----	Case Code -----	Page -----
MMS-4152 12/84	AFS REPORT BATCH LOG--FORM MMS 2014	101-06	C-2
MMS-4153 12/84	BRASS CHECK BATCH LOG	800-11	C-61
MMS-4154 12/84	BRASS DISKETTE BATCH LOG	800-11	C-61
MMS-4155 12/84	BRASS DISK TRANSMITTAL FORM	101-06	C-2
MMS-4156 12/84	PAAS REPORT BATCH LOG	800-11	C-61
MMS-4157 12/84	BRASS DOCUMENT TRANSMITTAL FORM	101-06	C-2
MMS-4158 12/84	PAYMENT PROCESSING WORKSHEET--INDIAN 2	1801-08	C-127
MMS-4159 01/86	SPECIAL PRODUCTION RUN REQUEST	800-02	C-60
MMS-4160A 10/87	AMSOC TASK ORDER	--	--
MMS-4160B 10/85	TASK ORDER COMPLETION CERTIFICATE	101-06	C-2
MMS-4161 03/87	SERVICE REQUEST/WORK ORDER	403-02	C-22
MMS-4171 03/86	OFFSITE TAPE LOG SHEET	101-06	C-2
MMS-4172 08/89	OFFSITE MAGNETIC TAPE RELEASE FORM	101-06	C-2
MMS-4175 06/85	PAAS INTERFACE/EXTRACT TAPES	101-06	C-2
MMS-4176 03/86	OCSIS PAAS INTERFACE TAPES	101-06	C-2
MMS-4179 12/84	MINERALS MANAGEMENT SERVICE TAPES SENT OFFSITE	101-06	C-2
MMS-4181 12/84	BRASS DISKETTE LOG	101-06	C-2

Supersedes Release No. 119

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

F-20

Records Management

MMSM 380.2-H

Form No. -----	Title -----	Case Code -----	Page -----
MMS-4183 12/86	MICROFICHE LOG	101-06	C-2
MMS-4186 12/84	BRASS BILLING TAPES	101-06	C-2
MMS-4189 12/88	AFS MMS-2014 TAPE SPECIFICATION REPORT	101-06	C-2
MMS-4191 12/84	AFS PAYOR TAPES TRANSMITTAL FORM	101-06	C-2
MMS-4192 12/84	PAAS OPERATOR TAPES TRANSMITTAL FORM	101-06	C-2
MMS-4193 09/86	LASER PRINT TAPES	101-06	C-2
MMS-4195 06/85	PASS INTERFACE TAPE TRANSMITTAL FORM	101-06	C-2
MMS-4196 12/84	AFS REPORT BATCH LOG-SOLID MINERALS FORM MMS 4014	101-06	C-2
MMS-4199 04/86	TAPE COPY REQUEST	101-06	C-2
MMS-4204 04/85	AFS-MODEL 2014 OFFSITE PROCESSING	101-06	C-2
MMS-4207 04/86	DATA ITEM DESCRIPTION	101-06	C-2
MMS-4208 05/85	KEY LOG	101-06	C-2
MMS-4209 05/85	COMPUTER ROOM PAPER USAGE LOG	101-06	C-2
MMS-4212 06/85	AFS SYSTEMS CHANGE CHECKLIST	101-06	C-2
MMS-4217 07/85	FEDERAL SHORT PIF (SPIF) INPUT FORM	1801-01	C-118
MMS-4218 06/85	U.P.S. DIESEL GENERATOR WEEKLY CHECK LIST	101-06	C-2
MMS-4219 04/85	RMP COMPUTER USER REGISTRATION	404-08	C-23

Records Management

MMSM 380.2-H

Form No. -----	Title -----	Case Code -----	Page -----
MMS-4220 04/85	PROJECT REGISTRATION	404-08	C-23
MMS-4221 06/85	SYSTEM CHANGE NOTICE	800-02	C-60
MMS-4221A 09/87	SYSTEM CHANGE IMPACT ANALYSIS	800-02	C-60
MMS-4222 04/85	SOFTWARE BATCH TRANSMITTAL	800-02	C-60
MMS-4223 08/87	SOFTWARE TRANSMITTAL FORM	101-06	C-2
MMS-4224 01/88	FIRST FORTY HOUR (FFH) AUTHORIZATION AND WORK SCHEDULE	302-01	C-17
MMS-4227 03/85	LASER PRINT REQUEST	101-06	C-2
MMS-4228 02/85	PERTEC TAPE TRANSMITTAL	101-06	C-2
MMS-4229 08/89	PAAS-INDUSTRY OGOR TAPE TRANSMITTAL FORM	101-06	C-2
MMS-4230 02/85	PAAS-OCSIS TAPE TRANSMITTAL FORM	101-06	C-2
MMS-4231 01/89	LIBRARY/FMS MAINTENANCE FORM	800-01	C-59
MMS-4232 12/88	ERROR CODES CHANGE FORM	800-01	C-59
MMS-4233 12/88	GENERAL CODES CHANGES FORM	800-01	C-59
MMS-4235 04/88	CONTRACT QUALITY ASSURANCE INFORMATION REPORT	503-02b	C-32
MMS-4236 08/86	REPORT DISTRIBUTION--REPORT LOG	101-06	C-2
MMS-4237 07/86	AFS-PAAS-BRASS DATA ENTRY BATCH LOG	101-06	C-2
MMS-4238 03/86	ACCOUNT USE COURTESY NOTICE	1801-11	C-129

Supersedes Release No. 119

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

F-22

Records Management

MMSM 380.2-H

Form No. -----	Title -----	Case Code -----	Page -----
MMS-4239 07/85	INDIAN SHORT PIF (SPIF) INPUT FORM	1801-01	C-118
MMS-4240 07/85	S/A LEVEL SPIF END DATE FORM	1801-01	C-118
MMS-4241 07/85	AID LEVEL SPIF END DATE FORM	1801-01	C-118
MMS-4242 07/85	MAINTENANCE DOCUMENT CONTROL LOG AND STATUS TALLY SHEET	101-06	C-2
MMS-4243 07/85	BRASS ONLINE DOCUMENT INPUT LOG	101-06	C-2
MMS-4244 07/85	BRASS INPUT LOG FOR PERTEC	101-06	C-2
MMS-4245 07/85	ASSOCIATED DOCUMENT CONTROL LOG AND STATUS TALLY SHEET	101-06	C-2
MMS-4246 10/88	MICROGRAPHICS RECORD REQUEST	101-06	C-2
MMS-4248 05/88	PIF PROBLEM REPORT	101-06	C-2
MMS-4249 09/85	PIF TRANSFER REQUEST FORM	101-06	C-2
MMS-4251 09/85	LOG OF DOCUMENT CONTROL NUMBERS	101-06	C-2
MMS-4252 06/89	PIF DATABASE LOG	101-06	C-2
MMS-4253 05/88	LEASE PROBLEM REPORT	101-06	C-2
MMS-4254 05/88	ROYALTY REPORT CORRECTION NOTIFICATION FORM	101-06	C-2
MMS-4255 09/85	SUMMARY CONTROL LOG	101-06	C-2
MMS-4257 05/88	EXPECTED PIF FORM	101-03a	C-2
MMS-4258 02/86	AFS ADP CONTINGENCY PLAN--ADP REVIEW PANEL WORKSHEET	404-12	C-24

Records Management

MMSM 380.2-H

Form No. -----	Title -----	Case Code -----	Page -----
MMS-4259 02/86	AFS ADP CONTINGENCY PLAN	404-12	C-24
MMS-4260 02/86	AFS ADP CONTINGENCY PLAN ACTIVITY LOG	101-06	C-2
MMS-4261 02/86	AFS ADP CONTINGENCY PLAN EQUIPMENT LOCATION LOG	101-06	C-2
MMS-4262 02/86	AFS ADP CONTINGENCY PLAN DISCREPANCY LOG	101-06	C-2
MMS-4263 02/86	AFS ADP CONTINGENCY PLAN WATCH/SHIFT LOG	101-06	C-2
MMS-4264 02/86	AFS ADP CONTINGENCY PLAN TEST OBSERVER WORKSHEET	404-12	C-24
MMS-4265 02/86	FACILITY STRUCTURE AND CONTENT DAMAGE ASSESSMENT	404-12	C-24
MMS-4266 02/86	VAX 11/780 SYSTEM DAMAGE ASSESSMENT	404-12	C-24
MMS-4267 02/86	DATA ENTRY DAMAGE ASSESSMENT	404-12	C-24
MMS-4268 02/86	MICROGRAPHICS DAMAGE ASSESSMENT	404-12	C-24
MMS-4270 01/89	RMP GENERAL CODES CHANGES FORM	101-06	C-2
MMS-4271 06/89	RMP SYSTEM CHANGE NOTICE	101-06	C-2
MMS-4272 12/88	RMP TEST FAILURE REPORT	101-06	C-2
MMS-4273 01/89	RMP SOFTWARE BATCH TRANSMITTAL PARTS A, B	101-06	C-2
MMS-4275 03/86	BPET BATCH COVER SHEET, PARTS A, B	101-06	C-2
MMS-4276 03/86	BRASS ENVIRONMENT/SECURITY IDENTIFICATION	404-08	C-23
MMS-4277 03/89	RMP SOFTWARE TRANSMITTAL FORM	101-06	C-2

Supersedes Release No. 119

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

F-24

Records Management

MMSM 380.2-H

Form No. -----	Title -----	Case Code ----	Page ----
MMS-4278 07/86	CHECK TRANSMITTAL	101-06	C-2
MMS-4279 07/86	BRASS BATCH LOG	101-06	C-2
MMS-4280 04/87	APPLICATION FOR REWARD FOR ORIGINAL INFORMATION PARTS A, B	707-05	C-56
MMS-4286 07/86	PAYROLL DOCUMENTS	800-11	C-61
MMS-4289 05/86	TFCS BATCH COVER SHEET PARTS A, B	101-06	C-2
MMS-4291 01/89	RMP ERROR CODES	101-06	C-2
MMS-4292 02/89	COAL WASHING ALLOWANCE REPORT	1801-04	C-124
MMS-4293 02/89	COAL TRANSPORTATION ALLOWANCE REPORT	1801-04	C-124
MMS-4294 11/86	RMP EMERGENCY SOFTWARE AUTHORIZATION	101-06	C-2
MMS-4295 01/88	GAS TRANSPORTATION ALLOWANCE REPORT	1801-04	C-124
MMS-4296 03/89	COMPUTER OUTPUT MICROFICHE (COM) JOB SET-UP FORM	202-11	C-12
MMS-4298 03/87	BRASS SYSTEM GLOBALS MODSYSGLO MAINTENANCE FORM PARTS A, B, C, D	800-11	C-61
MMS-4299 03/87	RMP PROJECT REGISTRATION FORM	800-02	C-60
MMS-4300 03/87	MMDS USER IBM ID TRANSMITTAL	101-06	C-2
MMS-4301 03/87	RMP IBM AFS USER REGISTRATION FORM	800-02	C-60
MMS-4302 06/88	RMP IBM RACF/IDMS USER REGISTRATION FORM	800-02	C-60
MMS-4303 05/87	FRONT-END PROBLEM REPORT	101-06	C-2

Records Management

MMSM 380.2-H

Form No. -----	Title -----	Case Code ----	Page ----
MMS-4304 06/89	RMP MAINTENANCE ACTION	101-06	C-2
MMS-4305 08/87	STATSS RELEASE CERTIFICATION	800-02	C-60
MMS-4306 09/87	MMS-2014 TRANSMITTAL LETTER	101-06	C-2
MMS-4307 11/87	C & G TASK ORDER	101-06	C-2
MMS-4308 04/88	STATSS ACCESS REQUEST	101-06	C-2
MMS-4310 04/88	STATSS SITE MAINTENANCE FORM	101-06	C-2
MMS-4311 03/88	RVSD REPORT BATCH SHEET	800-11	C-61
MMS-4312 04/88	RMP IBM TSO USER REGISTRATION FORM	800-02	C-60
MMS-4313 05/88	LEASE DATABASE LOG	101-06	C-2
MMS-4314 05/88	NONSTANDARD DATA BASE INTERVENTION	800-04	C-60
MMS-4315 08/88	MICROGRAPHICS WORK ORDER	202-11	C-12
MMS-4316 05/88	DATA COMMUNICATIONS REQUEST FORM	101-06	C-2
MMS-4317 07/88	PERFORMANCE EVALUATION OF DOCUMENTATION SERVICES	800-02	C-60
MMS-4318 05/88	NOTICE OF DESIGNATION AS COLLECTION OFFICER	102-01a	C-4
MMS-4319 05/88	NOTICE OF DESIGNATION AS AUTHORIZED CERTIFYING OFFICER	102-01a	C-4
MMS-4320 01/89	EMERGENCY SOFTWARE AUTHORIZATION FOR VAX ENVIRONMENT	800-11	C-61
MMS-4321 01/89	AD HOC REPORT REQUEST	800-11	C-61

Records Management

MMSM 380.2-H

Form No. -----	Title -----	Case Code -----	Page -----
MMS-4322 10/88	BATCH CHECKLIST	800-11	C-61
MMS-4323 09/88	RMP IBM PAAS USER REGISTRATION FORM	404-04	C-23
MMS-4324 09/88	PAAS SYSTEM SECURITY ONLINE FUNCTION SETUP	404-04	C-23
MMS-4325 10/88	QUALITY ASSURANCE LOG SUPPLEMENT - CUSTOMER REVIEW FORM	101-06	C-2
MMS-4326 10/88	ADMINISTRATIVE APPEAL BOND	707-01	C-56
MMS-4327 11/88	DOCUMENT TRANSMITTAL	101-06	C-2
MMS-4328 11/88	DOCUMENTATION SERVICES REQUEST	101-06	C-2
MMS-4329 11/88	NOTICE OF REVOCATION OF DESIGNATION AS AN ACCOUNTABLE OFFICER	102-01a	C-4
MMS-4330 01/89	PROJECT WALK-THROUGH FORM	800-02a	C-60
MMS-4331 11/88	FIELD OR AREA PURCHASER REPORT	101-06	C-2
MMS-4332 12/88	MICROGRAPHICS APPLICATION ANALYSIS FORM	101-06	C-2
MMS-4333 12/88	RACF PROTECTED DATA RESOURCE USER ACCESS REQUEST	101-06	C-2
MMS-4334 01/89	CONTRACT QUALITY ASSURANCE INCIDENT REPORT	503-02b	C-32
MMS-4335 5/89	PRELIMINARY INVESTIGATION MEMO	800-01	C-59
MMS-4336 06/89	QUALITY ASSURANCE LOG SUPPLEMENT - MICROGRAPHICS REVIEW FORM	202-11	C-12
MMS-4337 02/89	SCHEDULE OF SELECTED LEASES	1801-05	C-126
MMS-4338 04/89	OPERATOR INFORMATION CHANGE FORM (OICF)	800-04	C-60

Supersedes Release No. 119

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

F-27

Records Management

MMSM 380.2-H

Form No. -----	Title -----	Case Code -----	Page -----
MMS-4339 06/89	QUALITY ASSURANCE LOG SUPPLEMENT - CUSTOMER REVIEW FORM	202-11	C-12
MMS-4340 03/89	INDIAN NONSTANDARD LEASES PAYMENT PROCESSING WORKSHEET	101-06	C-2
MMS-4341 03/89	RDP PAYMENT ADVICE LOG - INDIAN NONSTANDARD LEASES	101-06	C-2
MMS-4342 03/89	RDP ROYALTY REPORT CONTROL LOG - INDIAN NONSTANDARD LEASES	101-06	C-2
MMS-4343 04/89	PIF FILE REQUEST FORM	101-06	C-2
MMS-4344 06/89	RCD AUDIT PROCEDURES MANUAL REVISION REQUEST FORM	101-06	C-2
MMS-FL01 04/89	CERTIFICATION OF LONG DISTANCE CALLS	401-03	C-19