



November 26, 2018

VIA ELECTRONIC MAIL

Margaret Hawkins, Director of Records Appraisal and Agency Assistance  
National Archives and Records Administration  
request.schedule@nara.gov

Re: COMMENTS ON THE DEPARTMENT OF INTERIOR'S REQUEST FOR RECORDS  
DISPOSITION AUTHORITY (DAA-0048-2015-0003)

Dear Director Hawkins:

The Center for Biological Diversity (“Center”), on behalf of itself and the undersigned organizations (collectively, the “Commenters”), respectfully submits these comments on the U.S. Department of the Interior’s (“Interior”) Request for Records Disposition Authority and Crosswalk (DAA-0048-2015-0003) (*hereinafter* “Records Disposition Request”), *see* 83 Fed. Reg. 45,979 (Sept. 11, 2018), relating to the destruction of a wide range of Interior agency records. *See* Attachment A (Interior’s Records Disposition Request); Attachment B (Crosswalk). The National Archives and Records Administration (“NARA”) recommended approval of Interior’s Records Disposition Request on August 2, 2018, *see* Attachment C (NARA Appraisal Memorandum (Aug. 2, 2018)). We urge NARA to reject Interior’s Records Disposition Request as to some items, and to modify it as to other items, to ensure compliance with the Federal Records Act, 44 U.S.C. § 3301 *et seq.*, and the ability of the public to exercise its rights of access to federal records under the Freedom of Information Act, 5 U.S.C. § 552, *as amended*.

Interior’s Records Disposition Request covers a wide range of records critical to agency decisions that affect natural resources and the environment. Many of these records have distinct and irreplaceable value to researchers interested in history, the environment, and transparency in federal agency decisionmaking. Many of the records are relevant to public engagement with Interior agency rulemaking, actions, and decisions, and some of the records may be pertinent to future litigation involving Interior and its bureau sub-agencies.

NARA should reconsider Interior’s Records Disposition Request’s designation of records as “temporary” but instead permanently store these records in searchable, electronic format because they have a significant public interest and value for research, advocacy, and litigation. The overarching principle governing NARA’s decision is its duties under the Federal Records Act and the Freedom of Information Act to preserve and provide the public with records important to the public interest. The Commenters rely on information within categories of records listed in the Records Disposition Request when conducting research for a variety of purposes, including advocating for imperiled species and the environment and pursuing litigation.

Authorizing this Records Disposition Request will erode transparency by obscuring Interior's decisionmaking. A lack of transparency in the records disposition process itself has undercut the public's ability to properly evaluate which records should be retained permanently. When coupled with significant deficiencies in Interior's recordkeeping and records management policies and practices generally, the process and proposal set forth in Interior's Request are highly vulnerable to political motivations that favor industry, with little-to-no public oversight.

I. The Records Proposed for Destruction Have Significant Value to Research, Advocacy, and Litigation.

If NARA approves Interior's Records Disposition Request, Interior and its bureaus and agencies will destroy massive numbers of records that have considerable historical significance, information, and value for research, advocacy, and litigation. These agencies include the Bureau of Land Management ("BLM"), Bureau of Safety and Environmental Enforcement ("BSEE"), Bureau of Indian Affairs ("BIA"), Bureau of Ocean Energy Management ("BOEM"), Bureau of Reclamation ("USBR"), National Park Service ("NPS"), U.S. Fish & Wildlife Service ("FWS"), Office of Surface Mining, Reclamation and Enforcement ("OSMRE"), and U.S. Geological Survey ("USGS"). Together, these agencies oversee and manage most of our nation's public lands and wildlife species, including those listed as threatened or endangered under the Endangered Species Act, 16 U.S.C. §§ 1531-1544. Some of the categories of records that these agencies will be permitted to destroy under Interior's proposal include:

- Natural resource planning and development case files
- Operational mission records related to fish and wildlife species management
- Critical habitat designations
- Assessment reports and surveys
- Federal onshore and offshore production audits and inspections
- Energy lease applications and issued leases
- Energy resource analysis and evaluations
- Land use planning, activities, and permit records
- Land title, operations, and realty, and land status records
- Reciprocal use and license agreements
- Water analysis and water use permitting
- Non-historic water and power projects and facility records
- Water quality records
- Wild horse and burro adoption records

The records on the chopping block include subject matters central to the Commenters' missions, including endangered species, critical habitats, oil and gas leases, mining, dams, forests, marine conservation, land acquisition and use, and water quality and use. Moreover, records that inform and/or support any final Interior agency decisions or policies are integral to legal proceedings involving the government. The types of records that Interior is proposing to destroy not only provide key data and information central to factual development to support legal arguments, but also provide the best record of the agency's decisionmaking processes and reveal undue influence on policymaking by special interest groups. A more complete list of all relevant records is included as Attachment D (List of "Temporary" Records That Should Be Permanent).

The Commenters are animal welfare and environmental advocacy groups that frequently utilize information in these types of public records to inform the public about how federal agencies carry out their duties to implement federal environmental laws like the National Environmental Policy Act, 42 U.S.C. §§ 4321-4370h (“NEPA”), and the Endangered Species Act, as well as how the agencies approve various uses of public lands, the locations of various mineral extraction activities and their ecological consequences, and more. Interior’s proposal will undermine scientific research and oversight by the undersigned organizations of Interior’s actions that impact the environment, such as wildlife and endangered species decisions, public land use, oil and gas development, mining, energy production, and more.

Due to the significant value in these records for research, advocacy, and litigation, the Commenters urge NARA to reject Interior’s Records Disposition Request as written, and advocate that more records are permanently retained and transferred to NARA in electronic format because the records have significant value for research, advocacy, and litigation.

## II. The Structure and Scope of Interior’s Records Disposition Request Undermine Transparency.

The Commenters oppose Interior’s Records Disposition Request for three main reasons. First, it consolidates a large number of existing bureau record disposition schedules into a single schedule, which would consolidate and politicize the recordkeeping practices at Interior while devaluing specialized bureau-level experience with the records that would be destroyed. Second, it includes broad categories of records and vague references to “cut-offs” for each type of record that are not properly defined and explained. Third, certain types of records that are proposed for temporary retention have value to research, advocacy, and litigation, and those records should be permanently archived with NARA to fulfill the purposes of the Federal Records Act, the Freedom of Information Act, and federal environmental laws.

### a. Consolidating Multiple Disposition Schedules Politicizes Interior’s Record Retention Practices.

NARA should reject the proposed consolidation of “disposition authority” from the individual bureau sub-agencies to the office of the Secretary of Interior. While consolidation may correct certain inefficiencies as Interior asserts, it could also cause two significantly deleterious side-effects. First, it would politicize the records disposition process, handing over more control of records retention decisions to a cabinet-level political appointee, facilitating the ability of special interests to affect the retention of data and information across the entire agency. Second, consolidation would make it more difficult for bureau staff who are the most familiar with the use and significance of the records to directly inform and be engaged in records classification and retention decisions. Transferring records disposition decisions from the bureau offices that are most likely to understand the value and significance of the records to a political appointee opens the door to political meddling and subterfuge of transparency in the name of special interests. Thus, the Commenters object to the consolidation of bureau-level retention schedules into Interior’s singular Records Disposition Request.

b. Interior's Records Disposition Request Uses Vague and Unclear Language to Describe Retention Periods.

Interior's proposal lacks information about what standard it would use to satisfy the cut-off for any record such that the retention timeframe would begin to elapse. Within each category of record in the Records Disposition Request, Interior proposes unspecified "cut-off" dates for each type of record. In some entries, Interior states that the cut-off would be "as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists." In other entries, Interior simply states that the cut-off will be relative to the close of the case file, or simply "[c]ut off at close of fiscal year in which the case file is closed."

In addition to being unclear, these terms are so vague as to force individual agency personnel to make subjective and inconsistent decisions about what does, or does not, qualify as a "cut-off" date for a particular record. For example, for records related to endangered species recovery plans, would the cut-off be the date that the species is recovered? The end of the post-delisting monitoring period? Or at some point after that? Given that the post-delisting monitoring period can be no less than five years, if a re-listing threshold is triggered, destroying records prematurely could greatly undermine conservation. We are unable to ascertain how Interior would address all of the varying scenarios relating to how it retains records on the recovery of endangered species.

Additionally, a bureau could change such manuals without public notice, and as far as we are aware, without notice to NARA either. Any change in cut-off date would affect the length of retention without being subject to oversight by NARA or the public, thereby making Interior's proposed retention standard a moving target.

Thus, at a minimum, we request that NARA ask Interior to provide more clarity about cut-offs for the various types of records because the proposal is vague and unclear. We also request that NARA either require Interior to specify the timeframe for retention of each type of record, instead of vaguely referring to a "cut-off" specified in bureau/office records manuals, or retain authority to review changes to bureau/office records manuals that may affect retention timeframes that are not specified in the schedule.

c. Records Classified as "Temporary" Have Significant Value and Should Be Changed to "Permanent."

The Commenters support Interior's proposal to permanently retain certain records under NARA's authority. The records proposed for permanent retention include final studies and reports related to Interior's mission programs and activities such as the Endangered Species Act, and Fish and Wildlife Act management and planning files, energy and mineral final financial reports and summaries, mineral lease case history files, land use management plans and reports requiring agency authorization, historic water and power projects, and water resources and delivery records. This is also consistent with M-12-18, the Managing Government Records Directive. Attachment E.

However, Interior proposes to classify as “temporary” certain types of records that it claims have “little to no research value.” In fact, these records are valuable to the Commenters’ research, litigation, and advocacy campaigns and will continue to be valuable in the future. The Commenters strongly believe that certain records, listed in Attachment D, should be retained permanently in an electronic, searchable format to benefit future research.

Classifying these records as “temporary”—and hence disposable—flouts government transparency norms and undermines the value of these records for environmental research and advocacy. While government transparency in and of itself is important, there is also a significant public interest in preserving records pertaining to the environment. These records contain information and data that are valuable to conservation, research, fish and wildlife protection, and agency/bureau oversight, and that inform potential legal action challenging federal agency decisions that impact human health and the environment that are of significant interest to the public. *See* Attachment D. This type of information is both historically relevant and important to future research and advocacy, as we track and monitor ecological changes in our land and the flora and fauna that inhabit the land, for many generations to come.

For example, “Technical or Scientific Documentation Used in the Development and Implementation of Recovery Plans for the Restoration of Endangered Native Species” is a type of record listed under 1.1 Endangered Species Recovery Plan Files and Fish & Wildlife Data Disposition Authority Number: DAA-0048-2015-0003-0001. This information is important for analysis and evaluation of any recovery plan for endangered species. Any FWS technical or scientific data used to prepare such plans should be retained in perpetuity so that it remains available to the public.

Another example is the entry listing “Maps” under 1.2 Critical Habitat (No Designation) records. Retaining such maps, even where critical habitat is not designated, is important. This information could be used to petition for critical habitat for the same species in the future to understand what areas were not designated and why. Such maps could also be valuable to evaluate how species habitat use and movement patterns have changed over time due to any number of factors including climate change and other anthropogenic impacts or disturbances.

A third example is the entry under 1.3 Fish and Wildlife Coordination Act Reports and State Tagger Program Files. All of the sub-types of records, such as Biological Assessments, Habitat Assessments, Environmental Impact Statements, and more provide valuable information relevant to the historical and scientific record, compliance with mandatory terms of federal authorizations, and in regard to any future litigation. Project Funding Records provide similar information with the added value that they are relevant to any future litigation, including under NEPA, where the source of funding for a project can create the federal nexus required to trigger NEPA compliance.

These examples are not meant to be exhaustive, but merely illustrate the value of these records for ongoing and future research, advocacy, and litigation. Permanently retaining these records would aid in achieving the goals of the Managing Government Records Directive, M-12-18, which listed as a benefit of implementing the Directive “further identification and transfer to

[NARA] of the permanently valuable historical records through which future generations will understand and learn from our actions and decisions.” Attachment E.

The Commenters vehemently object to the proposed large-scale disposition of important public records. We urge NARA to reject the proposed records retention schedule relating to the disposition of this wide swath of important Interior records and to require certain categories of records listed in Attachment D to be permanently retained.

III. The Current Process of Approving Interior’s Records Disposition Request Undermines Public Participation and Understanding.

This large and complex scheduling request by Interior has brought the attention of the public both to Interior’s proposed schedule and to the records disposition scheduling process in general. The Commenters recommend that NARA re-evaluate its procedures and policies and align them with wider government efforts and initiatives in government transparency, the Freedom of Information Act, open- and big data, and data management.

NARA’s preservation of data and information contained in federal agency records is critical to the exercise of good government and the preservation of the historical record. NARA’s appraisal policy notes that its mission is to ensure “for the Citizen and the Public Servant, for the President and the Congress and the Courts ready access to essential evidence.” These Interior records comprise some of the very core essential evidence. *See* Attachment D. The inadvertent or deliberate destruction of these critical records will impair environmental and scientific research as well as the development and the creation of public policy both now and in the future.

In addition, to increase public understanding of the process of identifying records that have long-term value to the public and researchers, the Commenters recommend that NARA find new ways to encourage and facilitate public participation. Robust public participation in the process is essential to avoid destruction of essential information and to prevent agency capture by special interest groups. The significant public interest in these records offers NARA an opportunity to solicit public input about how these critical decisions are made.

IV. Conclusion

We are grateful for your consideration of these comments. We respectfully request that you deny Interior’s Records Disposition Request as written and respond to these comments by sending a letter to my attention at the address below. We look forward to your response.

Sincerely,



Margaret E. Townsend  
Open Government Staff Attorney  
Center for Biological Diversity

P.O. Box 11374  
Portland, OR 97211-0374  
(971) 717-6409  
[mtownsend@biologicaldiversity.org](mailto:mtownsend@biologicaldiversity.org)

Johanna Hamburger  
Wildlife Attorney  
Animal Welfare Institute  
900 Pennsylvania Avenue, SE  
Washington, DC 20003  
[johanna@awionline.org](mailto:johanna@awionline.org)

Leda Huta  
Executive Director  
Endangered Species Coalition  
[lhuta@endangered.org](mailto:lhuta@endangered.org)

Thomas Wheeler  
Executive Director  
Environmental Protection Information Center (EPIC)  
145 G Street, Suite A  
Arcata, CA 95521  
[tom@wildcalifornia.org](mailto:tom@wildcalifornia.org)

Judy Rodd  
Director  
Friends of Blackwater  
P.O. Box 247  
571 Douglas Rd  
Thomas, WV 26292  
[info@saveblackwater.org](mailto:info@saveblackwater.org)

Emily B. Roberson, Ph.D.  
Director  
Native Plant Conservation Campaign  
National Native Plant Society for the United States  
[emilyr@plantsocieties.org](mailto:emilyr@plantsocieties.org)

William Rossiter  
Vice President  
NY4WHALES  
P.O. Box 223  
Tuckahoe, NY 10707  
[williamrossiter@optimum.net](mailto:williamrossiter@optimum.net)

Lara Levison  
Senior Director, Federal Policy  
OCEANA | Protecting the World's Oceans  
1025 Connecticut Ave NW, Suite 200  
Washington, DC 20036 USA  
[llevison@oceana.org](mailto:llevison@oceana.org)

Kimberly Baker  
Executive Director  
Klamath Forest Alliance  
P.O. Box 21  
Orleans, CA 95556  
[kimberly@wildcalifornia.org](mailto:kimberly@wildcalifornia.org)

Karimah Schoenhut  
Staff Attorney  
Sierra Club  
Environmental Law Program  
50 F St NW, Eighth Floor  
Washington, DC 20001  
[karimah.schoenhut@sierraclub.org](mailto:karimah.schoenhut@sierraclub.org)

Laura King  
Staff Attorney  
Western Environmental Law Center  
103 Reeder's Alley  
Helena, MT 59601  
[king@westernlaw.org](mailto:king@westernlaw.org)

Attachments:

- Attachment A (Interior's Records Disposition Request)
- Attachment B (Crosswalk)
- Attachment C (NARA Appraisal Memorandum (Aug. 2, 2018))
- Attachment D (List of "Temporary" Records That Should Be Permanent)
- Attachment E (Managing Government Records Directive (M-12-18))

**Attachment A**

## Request for Records Disposition Authority

Records Schedule Number           DAA-0048-2015-0003  
Schedule Status                    Appraiser Working Version

Agency or Establishment           Department of the Interior  
Record Group / Scheduling Group   Records of the Office of the Secretary of the Interior  
Records Schedule applies to       Department-wide  
Schedule Subject                   Department Records Schedule 2.2 – Natural Resources Planning and Development  
Internal agency concurrences will be provided   No

Background Information           The U. S. Department of the Interior (DOI), Record Group 048, protects and manages the Nation’s natural resources and cultural heritage; provides scientific and other information about those resources; and honors its trust responsibilities and special commitments to American Indians, Alaska Natives, and affiliated island communities. In accomplishing this mission, DOI records these activities, maintaining adequate and proper documentation of DOI policies and transactions, through its comprehensive records management program. DOI serves its customers in the four broad areas of recreational uses, commercial uses, community services, and science for decision making. These services are being represented in the Departmental Records Schedule (DRS) through the following five mission areas:

1. Natural and Cultural Resources Protection and Management
2. Natural Resources Planning and Development
3. Indian Trust, Tribal Government, and International & Insular Areas
4. Science and Technology
5. Community & Social Services, Education, and Transportation

Department Organization: DOI is guided by the Office of the Secretary and includes the following Bureaus and Offices:  
# Bureau of Indian Affairs (BIA), Bureau of Indian Education (BIE), and the Office of the Special Trustee for American Indians (OST) – Record Group 075  
# Bureau of Land Management (BLM) – Record Group 049  
# Bureau of Ocean Energy Management (BOEM) – Record Group 589  
# Bureau of Reclamation (BOR) – Record Group 115

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- # Bureau of Safety and Environmental Enforcement (BSEE) – Record Group 473
- # Fish and Wildlife Service (FWS) – Record Group 022
- # National Park Services (NPS) – Record Group 079
- # Office of Surface Mining, Reclamation and Enforcement (OSMRE) – Record Group 471
- # US Geological Survey (USGS) – Record Group 057
- # Office of the Secretary (OS) – Record Group 048. This includes:
  - # Office of the Solicitor (SOL)
  - # Office of the Inspector General (OIG)
  - # Office of Hearings and Appeals (OHA)
  - # Interior Business Center (IBC)
  - # And all other offices under the Office of the Secretary

For a high-level departmental organization chart, visit: <https://www.doi.gov/whoweare/orgchart>

## Methodology:

DOI selected the Lines of Business applicable to its mission and operations, which were then divided among the categories of policy, mission, legal, and administrative schedules. Each bureau was asked to map their existing records retention schedules to DOI's Lines of Business. The crosswalks showing this work are attached. The schedule for each of the five mission areas will be submitted separately. This schedule is for mission area II. Natural Resources Planning and Development and includes the following Lines of Business:

- # Biological Resources and Marine Conservation
- # Energy and Minerals
- # Land Use and Planning
- # Water

This change to a departmental schedule, from individual bureau schedules, moves disposition authority for Record Groups 022 (FWS), 049 (BLM), 057 (USGS), 075 (BIA), 079 (NPS), 115 (BOR), 471 (OSMRE), 473 (BSEE), and 589 (BOEMRE) to 048. All Federal Records Center (FRC), Annual Move, and Direct Offer interactions with the National Archives and Records Administration (NARA) will continue to be broken out according to the assigned Record Group number for the creating agency. The underlying authority for each interaction will be the approved DRS authority established by this schedule.

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This disposal authority applies retroactively to active and inactive records located on site at DOI facilities (including central, regional, and field offices).

This disposal authority applies on a “day-forward” basis from the date of schedule approval for inactive agency records located in off-site storage (e.g., Federal Records Centers, third-party vendors), and does not require retroactive changes to existing accessions.

Exception: Records under RG 075; as well as the records groups for other DOI trust bureaus. that were previously scheduled as Permanent with an undefined retention period, including all such records at the American Indian Records Repository, must apply this disposal authority retroactively in order to facilitate proper retirement of records.

#### Automation:

As part of DOI’s comprehensive records management program, DOI implemented the eMail Enterprise Records and Document Management System (eERDMS) with the objective of providing DOI with a single cohesive integrated records and information governance platform, which directly supports M-12-18, the Presidential Directive on Records Management. The eERDMS is designed to support and manage DOI records, including email, documents, and related content, independently. The eERDMS consists of multiple systems brought together to support records, content management, and case management. Migrating DOI to the Departmental Records Schedule (DRS) described above will enable a smoother and more consistent implementation of the eERDMS.

#### Schedule 2 – Mission Records

##### 2.2 – Natural Resources Planning and Development

Records in this schedule pertain to the Department of the Interior’s role in developing the nation’s natural resources in a responsible manner to include the protection of people, wildlife, and the environment. Interior lands designated for multiple use includes harvestable timber, grasslands for grazing, and deposits of oil, gas, coal, and non-energy minerals on public lands and the Outer Continental Shelf. The Department is also committed to renewable energy development and the management of water resources in a safe and responsible manner.

This schedule does not distinguish between types of media and should be considered media neutral. Many functions throughout the Department are conducted in both hard copy (paper) and electronic form, though increasingly offices are moving to the convenience of

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electronic records. Though the retention does not differ, cut off and handling instructions may be different for records in other media than paper.

## Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
23	5	18	0

## GAO Approval

## Outline of Records Schedule Items for DAA-0048-2015-0003

Sequence Number	
1	Biological Resources and Marine Conservation
1.1	Endangered Species Recovery Plan Files and Fish & Wildlife Data Disposition Authority Number: DAA-0048-2015-0003-0001
1.2	Critical Habitat (No Designation) Case Files Disposition Authority Number: DAA-0048-2015-0003-0002
1.3	Fish & Wildlife Coordination Act Reports and State Tagger Program Files Disposition Authority Number: DAA-0048-2015-0003-0003
1.4	Fish & Wildlife Surveys, Critical Habitat Designation, and Revocation Case Files Disposition Authority Number: DAA-0048-2015-0003-0004
1.5	Species Management Files Disposition Authority Number: DAA-0048-2015-0003-0005
1.6	Endangered Species Act Management and Plan Files, and Fish & Wildlife Management Disposition Authority Number: DAA-0048-2015-0003-0006
2	Energy & Minerals
2.1	Accounting, Compliance, and Administration Records
2.1.1	Federal Files Disposition Authority Number: DAA-0048-2015-0003-0007
2.1.2	Financial Reports/Summaries Disposition Authority Number: DAA-0048-2015-0003-0008
2.2	Energy Application Case Files Disposition Authority Number: DAA-0048-2015-0003-0009
2.3	Resource Lease Case Files and Power Management Agreements Disposition Authority Number: DAA-0048-2015-0003-0010
2.4	Resource Analysis and Evaluation Disposition Authority Number: DAA-0048-2015-0003-0011
2.5	Lease Case History Files Disposition Authority Number: DAA-0048-2015-0003-0012
3	Land Use and Planning
3.1	Intermediate/Reference Materials for Land Use Activities, Special Land Use Permit Case Files (denied), Wild Horse & Burro Non-Adoptions Disposition Authority Number: DAA-0048-2015-0003-0013
3.2	Short Term Land Use Activities and Wild Horse & Burro (WH&B) Operation Records Disposition Authority Number: DAA-0048-2015-0003-0014

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3.3	Land Title, Operations, and Realty Disposition Authority Number: DAA-0048-2015-0003-0015
3.4	Planning and Wild Horse & Burro (WH&B) Adoptions Disposition Authority Number: DAA-0048-2015-0003-0016
3.5	Land Use Permits, Leases, Reciprocal-Use and License Agreements Disposition Authority Number: DAA-0048-2015-0003-0017
3.6	Land Status Disposition Authority Number: DAA-0048-2015-0003-0018
3.7	Management Plans and Reports, Land Titles, and Uses of Land Requiring Agency Authorization Disposition Authority Number: DAA-0048-2015-0003-0019
4	Water
4.1	Water Analysis and Water Use & Permitting Disposition Authority Number: DAA-0048-2015-0003-0020
4.2	Non-Historic Water and Power Projects & Facilities Disposition Authority Number: DAA-0048-2015-0003-0021
4.3	Water Project Contracts, Engineering, and Water Quality Disposition Authority Number: DAA-0048-2015-0003-0022
4.4	Historic Water and Power Projects, Water Resources and Delivery Disposition Authority Number: DAA-0048-2015-0003-0023

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		NC1-22-78-1, 39
	Disposition Instruction	
	Cutoff Instruction	Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists.
	Retention Period	Destroy 3 year(s) after cut-off
	Additional Information	
	GAO Approval	Not Required
1.2	Critical Habitat (No Designation) Case Files	
	Disposition Authority Number	DAA-0048-2015-0003-0002
	Case files or packages supporting decisions to designate a critical habitat under the Endangered Species Act that document the consideration process for a critical habitat designation where there was no designation of a critical habitat. Specific records identified under this item include: • Maps • Legal Descriptions of Land • Public Notification Information • Public Comments • Proposed or Final Listing Package	
	Final Disposition	Temporary
	Item Status	Pending
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	GRS or Superseded Authority Citation	N1-022-05-01, 53c
	Disposition Instruction	
	Cutoff Instruction	Cut off at close of fiscal year in which the case file is closed.
	Retention Period	Destroy 5 year(s) after cut-off
	Additional Information	
	GAO Approval	Not Required
1.3	Fish & Wildlife Coordination Act Reports and State Tagger Program Files	
	Disposition Authority Number	DAA-0048-2015-0003-0003

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Assessments and reports prepared for, and funded by, state or other Federal agencies used to protect, rear, stock, and increase the supply of game and fur-bearing animals, as well as to study the effects of domestic sewage, trade wastes, and other polluting substances on wildlife. Also, documents communication and agreements with state fur and tagger programs to identify individual animals listed as endangered species. Specific records identified under this item include:

- Biological Assessments
- Habitat Assessments
- Consultative Reports
- Correspondence Site Plans
- Monitoring Documentation
- Project Funding Records
- Progress Reports
- Environmental Impact Statements
- Internal Compliance Documents
- Package Applications
- Cooperative Agreements
- Financial Information
- Landowner Agreements
- Environmental Compliance
- Quarterly Reports
- Photo Documentation
- Tagging Reports
- Statistics

Final Disposition Temporary

Item Status Pending

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

GRS or Superseded Authority Citation  
N1-022-05-01, 44b  
N1-022-05-01, 50  
N1-022-05-01, 112a  
N1-022-05-01, 112b

## Disposition Instruction

Cutoff Instruction Cut off after completion of report or plan.

Retention Period Destroy 10 year(s) after cut-off

## Additional Information

GAO Approval Not Required

1.4 Fish & Wildlife Surveys, Critical Habitat Designation, and Revocation Case Files

Disposition Authority Number DAA-0048-2015-0003-0004

Marine conservation survey information, data, and summary reports of fish and wildlife numbers and locations that are used to produce publications and reports that track long-term trends. Case files or package supporting decisions to designate a critical habitat under the Endangered Species Act. The case files can also document the decision and action to revoke the critical habitat designation for a species or specific geographical areas. Specific records identified under this item include: • Fish Counts Data • Weir Monitoring Statistics • Commercial Harvest

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Data • Stream Surveys • Fish Flow Data • Habitat Data • Animal Counts • Herd Statistics • Tagging and Transponder Data • Aerial Count Information • Maps • Legal Descriptions of Land • Public Notification Information • Public Comments

Final Disposition Temporary

Item Status Pending

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

GRS or Superseded Authority Citation N1-022-05-01, 53a  
N1-022-05-01, 53b  
N1-022-05-01, 189

## Disposition Instruction

Cutoff Instruction Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists.

Retention Period Destroy 20 year(s) after cut-off

## Additional Information

GAO Approval Not Required

## Species Management Files

Disposition Authority Number DAA-0048-2015-0003-0005

Case files documenting DOI involvement with species the Department has an interest in, or an authority for, other than the Endangered Species Act, such as the Marine Mammal Protection Act of 1972 and Wild Bird Conservation Act of 1992. Specific records identified under this item include: • Briefing Statements • Reviews of Legal Statements • Legislative Development Case Files • Federal Register Notification Files • Conservation Efforts • Meeting Notes on Unusual Mortality for Marine Animals • Meeting Notes on Marine Mammal Stranding Panels

Final Disposition Temporary

Item Status Pending

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

1.5

# PENDING - NOT APPROVED FOR USE

# PENDING - NOT APPROVED FOR USE

1.6	Do any of the records covered by this item exist as structured electronic data?	Yes
	GRS or Superseded Authority Citation	N1-022-05-01, 151
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cut off after species is determined not to be under Departmental authority.
	Retention Period	Destroy 40 year(s) after cut-off
	<b>Additional Information</b>	
	GAO Approval	Not Required
	<b>Endangered Species Act Management and Plan Files, and Fish &amp; Wildlife Management</b>	
	Disposition Authority Number	DAA-0048-2015-0003-0006
	<p>The management of records relating to habitat management, preservation, and the Endangered Species Act. Fish and wildlife management documents DOI's management of fish and wildlife resources through the preservation of ecosystem and natural habitat through conservation. The records contain final or summarized reports of habitat preservation and species management that are historically significant. Specific records identified under this item include: # Studies Related to DOI's Environmental Management Activities # Reports regarding DOI's Environmental Management, Compliance, and Program Planning Activities # Consultation Documentation # Documented Activities With Other Government Agencies # Fish and Wildlife Resource Investigations # Fish and Wildlife Resource Surveys # Documentation of Habitat Management # Records on Wetlands Creation, Preservation, and Management # Plant and Animal Census # Analyses of Raw Data # Program Reviews # Conservation Management and Plans</p>	
	Final Disposition	Permanent
	Item Status	Pending
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes	
GRS or Superseded Authority Citation	NC1-22-78-1, 13a NC1-22-78-1, 29 N1-022-05-01, 44a	

# PENDING - NOT APPROVED FOR USE

# PENDING - NOT APPROVED FOR USE

N1-115-94-7, ENV-7.00  
N1-115-07-1, ENV-4.00

## Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply

Non-electronic Textual Records

Cutoff Instruction

Cut off at close of fiscal year when activity is completed.

Transfer to the National Archives for Accessioning

Transfer to the National Archives 15 year(s) after cut-off

## Additional Information

What will be the date span of the initial transfer of records to the National Archives?

From 1985 To 2000

How frequently will your agency transfer these records to the National Archives?

Every 1 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	5633 Cubic feet	228 Cubic feet
Microform		
Hardcopy or Analog Special Media		

## Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply

Electronic Records

Cutoff Instruction

Cut off at close of fiscal year when activity is completed.

Transfer to the National Archives for Accessioning

Transfer to the National Archives 15 year(s) after cut-off

## Additional Information

# PENDING - NOT APPROVED FOR USE

What will be the date span of the initial transfer of records to the National Archives? From 1985 To 2000

How frequently will your agency transfer these records to the National Archives? Every 1 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	68 GB	16 GB
Paper		
Microform		
Hardcopy or Analog Special Media		

## Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply Analog Moving Images

Cutoff Instruction Cut off at close of fiscal year when activity is completed.

Transfer to the National Archives for Accessioning Transfer to the National Archives 5 year(s) after cut-off

## Additional Information

What will be the date span of the initial transfer of records to the National Archives? From 1985 To 2010

How frequently will your agency transfer these records to the National Archives? Every 1 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper		
Microform		

# PENDING - NOT APPROVED FOR USE

Hardcopy or Analog Special Media	9 cubic feet	.5 cubic feet
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## Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply

Analog Sound Recordings

Cutoff Instruction

Cut off at close of fiscal year when activity is completed.

Transfer to the National Archives for Accessioning

Transfer to the National Archives 5 year(s) after cut-off

## Additional Information

What will be the date span of the initial transfer of records to the National Archives?

From 1985 To 2010

How frequently will your agency transfer these records to the National Archives?

Every 1 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper		
Microform		
Hardcopy or Analog Special Media	4 cubic feet	.5

## Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply

Non-electronic Maps and Charts

Cutoff Instruction

Cut off at close of fiscal year when activity is completed.

Transfer to the National Archives for Accessioning

Transfer to the National Archives 5 year(s) after cut-off

# PENDING - NOT APPROVED FOR USE

## Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 1985 To 2010**

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper		
Microform		
Hardcopy or Analog Special Media	412 cubic feet	12 cubic feet

## Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply **Non-electronic Photographs and Other Graphic Materials**

Cutoff Instruction **Cut off at close of fiscal year when activity is completed.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 5 year(s) after cut-off**

## Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 1985 To 2010**

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper		

# PENDING - NOT APPROVED FOR USE

Microform		
Hardcopy or Analog Special Media	220	2

## Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply

Rock, petrograph samples

Cutoff Instruction

Cut off at close of fiscal year when activity is completed.

Transfer to the National Archives for Accessioning

Transfer to the National Archives 15 year(s) after cut-off

## Additional Information

What will be the date span of the initial transfer of records to the National Archives?

From 1985 To 2000

How frequently will your agency transfer these records to the National Archives?

Every 1 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper		
Microform		
Hardcopy or Analog Special Media	412 cubic feet	1 cubic feet

2

## Energy & Minerals

Records of all DOI activities devoted to ensuring the availability of energy for the United States and its citizens including fossil fuels, minerals, non-minerals, helium, geothermal, wind, solar and hydropower for exploration and production. Once produced, the energy is also transmitted as power for consumer use. DOI is responsible for the development of mineral and non-mineral (including alternative

energy) resources under the principles of multiple-use management of Federal lands. DOI is also responsible for the decision to lease; issuance of the lease; lease management on administered lands; evaluation of social and economic factors; safety and risk management factors; record title management; and coordination with other land management agencies and should be documented in the case files. DOI performs the financial management of all resources on Federal lands including the collection and disbursement of monies from the sale of natural resources. The statutory authority of Energy & Mineral records are covered by: # General Mining Law of 1872 (30 USC 22, et. seq.) # Mineral Leasing Act for Acquired Lands (30 USC 351) # Indian Mineral Leasing Act of 1938 (25 USC 396) # Federal Land Policy & Management Act of 1976 (43 USC 1700) # Outer Continental Shelf Lands Act of 1953 (43 USC 1330) # Energy Policy Act of 2005 (42 USC 15801) # Federal Oil & Gas Royalty Management Act of 1982 (30 USC 1701) # Surface Mining Control & Reclamation Act (30 USC 25, et. seq.) The following list is a broad overview of the records covered by this item, with specific details included where possible, but it should not be considered a complete and exclusive listing of all pertinent documents. Energy and Mineral files cover: # Fossil Fuels (Oil & Gas) # Minerals # Non-Minerals (primarily Sand, Gravel, and Timber) # Natural Gas # Helium # Geothermal # Wind # Solar # Hydropower

2.1

## Accounting, Compliance, and Administration Records

The Financial Management business function performs the collection, accounting, and disbursement mineral lease revenues to the appropriate recipients consistent with all applicable laws, regulations, and lease terms. Compliance Management functions include assuring proper royalties have been paid; assuring consistent compliance with lease terms, regulations, and laws; conducting mineral revenue audits and reviews in compliance with applicable standards; and applying fiduciary trust principles on public trust leases. Compliance Management documents address the financial auditing of leases and the managing of the oil, gas and solid minerals that are extracted from the leased lands. Compliance Management will also address the financial auditing of leases and the managing of renewable energies like wind and solar that are captured from leased Federal lands. Asset Sales and Asset Valuation Programs are responsible for addressing the feasibility to manage the Nation's Royalty assets and product valuation of the minerals produced on the Outer Continental Shelf (OCS) and on Federal lands. Program components include the small refiner program, Strategic Petroleum Reserve (SPR) fill, commercial natural gas and crude oil sales, and cooperative energy commodity sales with states. This includes establishing the fair market value of commodities, issuing royalty valuation determinations, and authorizing adjustments to the valuation base used for royalty calculations. Specific records identified under this item include, but are not limited to: # Mineral Revenue Distribution and Disbursement Files # Payor Account Reconciliation # Debt Collection # Reference Data – Leases, Agreements, Mines & Facility Measurement Points # Billing and Invoices # Refunds and Other Documentation # Check and Money Order Images # Reporter Training & Guidance # Royalty Reporting # Investment Files # Compliance Reviews – States # Oil & Gas and Mineral Audits – States # Asset Compliance Assurance # Revenue Enforcements # Appeals Files (DOI, ONRR,

# PENDING - NOT APPROVED FOR USE

and IBLA) # Royalty Alternative Dispute Resolution # Data Mining # Mineral Economic Analysis and Market Research # Requests for Valuation Guidance # Requests to Exceed Regulatory Limits for Transportation and Processing Allowances # Draft Valuation Regulations # Royalty Valuation Unbundling Program Files – Unbundling Cost Allocation (UCA) Files # New York Mercantile Exchange (NYMEX) Calendar Month Average (CMA) Oil Price Files # Market Analysis and Royalty Summary (MARS) Report # Price/Map Requests # Mineral Economic Analysis and Market Research # Asset Management Sales or Exchanges # Production Reporting, Errors, Exceptions, and Well Actions

2.1.1

## Federal Files

Disposition Authority Number      DAA-0048-2015-0003-0007

Records that document the planning, conducting, determining the extent of the analysis, and reporting of exploration and production activities on onshore and offshore DOI administered land. In addition to the records listed above, also included are State Outreach, Audit & Compliance Information Collect from Companies, Production Accountability Compliance Monitoring, Compliance Inspection Planning and Inspections, Production Measurement Inspections and Enforcements, Asset Management Sales or Exchanges, Credit Assurance, Asset Management Service Agreements, and Asset Accounting and Verification. Note: Excludes records that are related to Indian Fiduciary Trust. See DRS Mission Schedule 2.3, Indian Trust, Tribal Government, and Insular Affairs.

Final Disposition                      Temporary

Item Status                              Pending

Is this item media neutral?          Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      Yes

Do any of the records covered by this item exist as structured electronic data?      Yes

GRS or Superseded Authority Citation      NC1-22-78-1, 35  
N1-022-05-01, 176  
DAA-0048-2012-0001-0003  
NC1-49-85-2, 4/6c  
N1-49-90-1, 4/25b  
N1-49-00-3, 32/2c(1)  
N1-49-00-3, 32/3b  
N1-49-00-3, 32/3c  
N1-49-00-3, 32/3d  
N1-49-00-3, 32/3e  
N1-49-00-3, 32/3f  
N1-49-00-3, 32/4

# PENDING - NOT APPROVED FOR USE

# PENDING - NOT APPROVED FOR USE

		N1-49-00-3, 32/8e DAA-0049-2013-0002-0001 N1-589-12-4, 4J
	Disposition Instruction	
	Cutoff Instruction	Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists.
	Retention Period	Destroy 10 year(s) after cut-off
	Additional Information	
	GAO Approval	Not Required
2.1.2	Financial Reports/Summaries	
	Disposition Authority Number	DAA-0048-2015-0003-0008
	Reports and/or summaries related to reconciling subsidiary and control accounts, monitoring and analyzing daily accounting journal entries to subsidiary ledgers and the balance sheet and other financial management reports. Includes summaries of data from the Financial Sub-System documenting daily revenue management activities. Covers both Native American-related and Federal, and includes but not limited to: • Program Management Summaries • Fiscal Accounting Summaries • Production Accounting Summaries • Exception Identification Summaries • Statistical Reporting Summaries • System Assurance Summaries	
	Final Disposition	Permanent
	Item Status	Pending
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	GRS or Superseded Authority Citation	NC1-57-84-7, 1801-03b
	Disposition Instruction	
	Cutoff Instruction	Cut off as instructed in bureau/office records manual, or at the end of fiscal year when activity is completed.
	Transfer to the National Archives for Accessioning	Transfer to the National Archives 25 year(s) after cut-off.

# PENDING - NOT APPROVED FOR USE

# PENDING - NOT APPROVED FOR USE

## Additional Information

First year of records accumulation **1984**

What will be the date span of the initial transfer of records to the National Archives? **From 1985 To 1992**

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	538 Cubic feet	8 Cubic feet
Microform		
Hardcopy or Analog Special Media		

2.2

## Energy Application Case Files

Disposition Authority Number **DAA-0048-2015-0003-0009**

Case files documenting various types of approved lease applications for energy and mineral resources. Also includes related bonds and legal instruments. Specific records identified under this item cover onshore lands and include: # Oil & Gas Lease Application Case Files # Oil Shale Lease Application Case Files # Geothermal Lease Application Case Files # Natural Gas Lease Application Sales Case Files # Solid Mineral Lease Application Case Files # Communitization or Unitization Agreement Application Case Files # Adjudicated Alternative Energy Lease Applications # Personal or Surety Bonds # Alternative Energy Financial Instruments and Bonds # Riders # Powers-of-Attorney # Security Instruments

Final Disposition **Temporary**

Item Status **Pending**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

# PENDING - NOT APPROVED FOR USE

# PENDING - NOT APPROVED FOR USE

GRS or Superseded Authority Citation N1-022-05-01, 80b  
NC1-49-76-3, B/13 & 16  
N1-049-10-2, 4/21

## Disposition Instruction

Cutoff Instruction Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists.

Retention Period Destroy 15 year(s) after cut-off

## Additional Information

GAO Approval Not Required

2.3

## Resource Lease Case Files and Power Management Agreements

Disposition Authority Number DAA-0048-2015-0003-0010

Records for case files on leases issued by DOI including exploration and production activities on onshore and offshore DOI administered land as allowed to existing subsurface rights holders. Files document DOI involvement in ensuring that leases are valid, that activities are conducted under any stipulated conditions, and the leases are financially managed, valued and audited. The power generation and transmission records contain documentation pertaining to hydropower generation and power contracts and agreements between the Department and irrigation districts, or industrial and municipal customers regarding the sale of power, transmission, or payment for such services. Specific records identified under this item include: # Period energy consumption/conservation reports # Long-term statistics # Trend data compilations and summaries # Outer Continental Shelf (OCS) Resources # Well Production Rates # Plugging Records # Production Records # Exploratory Studies # Fair Market Value Determinations Documentation # Lease Buy Backs # Post-Sale Data Analysis # Contractual Timber Sales # What-if Analysis Documentation # Federal or State Agency Projects or Initiatives # Individual Lease Sale Areas of Interest List # Indicated Hydrocarbon List # Coastal Zone Management Act Certifications # Lease Sale Planning Records # Supporting Documentation to Prepare and Execute New Leases including Sand & Gravel and Non-Energy # MOUs and MOAs Pertaining to Renewable Energy Leasing on the OCS # Renewable Energy State Task Force Documentation # Renewable Energy Technical Studies for Programmatic and Regulatory Decisions # Renewable Energy Lease Administrative Records # Renewable Energy Company Qualification Submittals # Non-Energy Task Force Documentation # Power Service Contracts, agreements, Memorandum of Agreement's # Transmission service agreements # Sale of power documentation # Payment schedules # Power generation studies and requirements # Federal Energy Regulatory Commissioner (FERC) issued permits # Technical correspondence # Pumped storage generation # Statistical studies of

# PENDING - NOT APPROVED FOR USE

# PENDING - NOT APPROVED FOR USE

existing and potential power development # 4-E terms and conditions # Exploration and Prospecting Permit Approved

Final Disposition Temporary

Item Status Pending

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

GRS or Superseded Authority Citation  
N1-022-05-01, 175  
N1-022-05-01, 178  
NC1-49-85-2, 4/6b(1)  
N1-49-90-1, 4/24a  
N1-49-90-1, 4/25a  
N1-49-00-3, 32/2a  
N1-115-94-8, PRJ-17.10  
N1-115-94-8, PRJ-18.00  
N1-473-12-3, 3A(1)  
N1-473-12-3, 3A(2)  
N1-473-12-3, 3A(3)  
N1-473-12-4, 4D  
N1-473-12-4, 4D(1)  
N1-473-12-4, 4E  
N1-473-12-5, 5B(1)(b)  
N1-473-12-5, 5B(2)  
N1-473-12-5, 5B(3)  
N1-473-12-5, 5B(4)  
N1-473-12-5, 5C(1)  
N1-473-12-5, 5C(2)  
N1-473-12-5, 5C(3)(b)  
N1-473-12-5, 5C(4)(b)  
N1-473-12-5, 5D(1)  
N1-473-12-5, 5D(2)  
N1-473-12-5, 5D(3)  
N1-473-12-5, 5D(4)  
N1-473-12-5, 5D(5)  
N1-473-12-5, 5E  
N1-473-12-5, 5F(2)(b)  
N1-473-12-5, 5H(2)  
N1-473-12-5, 5H(4)  
N1-473-12-5, 5H(5)  
N1-473-12-5, 5H(6)

# PENDING - NOT APPROVED FOR USE

# PENDING - NOT APPROVED FOR USE

N1-473-12-5, 5H(7)  
N1-473-12-5, 5I  
N1-473-12-5, 5J(1)  
N1-473-12-5, 5J(3)  
N1-473-12-5, 5J(4)  
N1-473-12-5, 5K(1)  
N1-473-12-5, 5L  
N1-589-12-3, 3E(2)  
N1-589-12-3, 3G  
N1-589-12-3, 3I(2)  
N1-589-12-4, 4D(1)(b)  
N1-589-12-4, 4D(4)  
N1-589-12-4, 4D(5)  
N1-589-12-4, 4E(1)(b)  
N1-589-12-4, 4E(2)  
N1-589-12-4, 4E(3)  
N1-589-12-4, 4F  
N1-589-12-4, 4F(1)  
N1-589-12-4, 4L(1)  
N1-589-12-4, 4L(2)  
N1-589-12-4, 4L(3)(b)  
N1-589-12-4, 4L(4)  
N1-589-12-4, 4L(5)  
N1-589-12-4, 4M  
N1-589-12-4, 4N(1)  
N1-589-12-4, 4N(2)  
N1-589-12-4, 4N(3)  
N1-589-12-4, 4N(4)  
N1-589-12-4, 4N(5)  
N1-589-12-5, 5B(5)

## Disposition Instruction

### Cutoff Instruction

Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project.

### Retention Period

Destroy 25 year(s) after cut-off

## Additional Information

### GAO Approval

Not Required

## Resource Analysis and Evaluation

Disposition Authority Number DAA-0048-2015-0003-0011

Provides complete analysis and evaluation of resource activities to support program decisions. Analyses and evaluation are conducted to assess the

2.4

# PENDING - NOT APPROVED FOR USE

# PENDING - NOT APPROVED FOR USE

validity of potential quantities of undiscovered oil and gas resources, natural gas, and other leasable minerals, to estimate mineral reserves, to ensure the public receives fair market value for mineral development, and the planning and processing of leases under the various energy and mineral programs. Specific records identified under this item include: # Geologic, Engineering, and Economic Assessments and Reports # Program and Resource Evaluation Assessments # Cartographic Materials Associated with Pre-Lease Analysis # Seismic and Well Data # Open Hole Data Management Documentation (Well Logs, Directional Surveys and Core Analysis) # Geologic and Geophysical Contracts # Well Completion and Recompletion Logs # 2D and 3D Seismic Trace Volumes and Data Sets # Magnetic and Gravimetric Survey Records and Maps # Geochemical Prospecting Survey Maps # Tectonic & Stratigraphic Investigation and Mapping Project Files # Shallow Seismic Data Geo Hazards Analysis # Fair Market Value Determinations # Tract Evaluations for Fair Market Value # Cartographic Work in Support of Fair Market Value Phase II and Post-Sale Work # Geological Interpretative Tools Documentation # Production Forecasts, In-Place Resource Estimates, and Economic Resource Estimates Documentation # Process Bid and Field Determination Appeals # Well Evaluations and New Producing Lease Determinations # Environmental Studies for Oil & Gas and Non-Energy Lease Sales # Communitization or Unitization Agreement Operations Lease and Well Files # Oil & Gas, Oil Shale, Geothermal, Natural Gas, Helium, and Solid Mineral Operations Lease and Well Files – Federal Agreements # Outer Continental Shelf Block and Composite Block Diagrams # Corps of Engineer Permits # Coastal and Marine Spatial Planning Documentation # 5-Year Program Development Documentation # Lease Presale Process Documentation # Adjudicated Leases # Lessee or Operator Bankruptcy Reviews # Lease Status Reviews # Fishermen's Contingency Fund Claims # Designation of Operator Forms # Lease Rights-of-Way # Operator Rights Assignments # Lease Relinquishment Documentation # Applicants for Qualification Requests # Company Merger and Name Change Applications # Lessee/Operator Bankruptcy Documentation # Oil Spill Financial Responsibility Forms and Financial Data # Royalty Relief Program Documentation # Production Payments # Net Profit Reports # 3rd Party Notice Documentation # Alternative Energy Development Plans # Non-Environmental Reviews # Deep Water Operation Plans # Alternate Use Project Documentation # Alternative Energy Technical Studies for Programmatic and Regulatory Decisions # Alternative Energy Field Monitoring, Safety Inspections and Engineering Inspections # Alternative Energy Leases, Rights of Way and Right of Use and Easements # Non-Energy Mineral Leases # Non-Energy Environmental Studies # Non-Energy Permit Decisions # Mining Claim Recordation Files # Unpatented Mining Claim Records # Mining Claim Validity Examination Case Files # Mining Claim Surface Management Case Files

Final Disposition	Temporary
Item Status	Pending
Is this item media neutral?	Yes

# PENDING - NOT APPROVED FOR USE

# PENDING - NOT APPROVED FOR USE

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes
GRS or Superseded Authority Citation	N1-49-90-1, 4/22a(1)(b) N1-49-90-1, 4/22a(2) N1-49-90-1, 4/22b N1-49-90-1, 4/22c N1-49-90-1, 4/26b(2) N1-49-90-1, 4/27b(2) N1-49-90-1, 4/28b(2) N1-49-90-1, 4/29b(2) N1-49-90-1, 4/30b(2) N1-057-07-01, 1801-04 N1-473-12-3, 3B N1-473-12-4, 4B N1-473-12-4, 4B(1) N1-473-12-5, 5A(1) N1-473-12-5, 5A(2) N1-473-12-5, 5A(3) N1-473-12-5, 5A(4) N1-473-12-5, 5A(5) N1-589-12-3, 3B N1-589-12-3, 3D(1) N1-589-12-3, 3D(2) N1-589-12-3, 3D(3) N1-589-12-3, 3E(1) N1-589-12-3, 3F N1-589-12-3, 3H(1) N1-589-12-3, 3H(2) N1-589-12-3, 3H(3) N1-589-12-4, 4C N1-589-12-4, 4G(1) N1-589-12-4, 4G(2) N1-589-12-4, 4G(3) N1-589-12-4, 4G(4) N1-589-12-4, 4G(5) N1-589-12-4, 4H N1-589-12-4, 4H(1) N1-589-12-4, 4H(2) N1-589-12-4, 4H(3) N1-589-12-4, 4I N1-589-12-4, 4K(2)

PENDING - NOT APPROVED FOR USE

# PENDING - NOT APPROVED FOR USE

N1-589-12-4, 4K(4)  
N1-589-12-4, 4K(5)  
N1-589-12-4, 4K(6)  
N1-589-12-5, 5A(1)  
N1-589-12-5, 5A(2)  
N1-589-12-5, 5A(3)  
N1-589-12-5, 5A(4)  
N1-589-12-5, 5A(5)

## Disposition Instruction

### Cutoff Instruction

Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists.

### Retention Period

Destroy 75 years after cut off or longer if authorized.

## Additional Information

### GAO Approval

Not Required

## Lease Case History Files

### Disposition Authority Number

DAA-0048-2015-0003-0012

The records document the foundational aspects of planning, conduct, and evaluation of competitive mineral lease sales and provides a history of each sale from tract selection through bid acceptance and issuance to relinquishment. The records pertain to the development, conservation, and the exploitation of energy and mineral resources. Specific records identified under this item include: # Oil and Gas Historical Development Map Masters # High Resolution Geophysical Interpretive Maps # Regional and Detailed Seismic Interpretive Maps # Subsurface Geologic Interpretations # Archeology Analysis # Water Bottom of Sea Floor Interface Analysis # Engineering, Economic and Reserve Analysis and Estimates # Annual Reserve Reports Containing Reserve Estimates and Statistics # Field and Reservoir Estimate Study Final Reports and Maps # Cadastral and Mapping Aspects and Boundary Records # Spatial Information and Metadata to Coastal States, Federal Agencies, Private Industry, and Foreign Governments # Official Marine Cadastre Description # Protraction Diagrams # Leasing Maps # Oil Shale Lease Operations Final Maps # Solid Mineral Lease Operations Files (Coal and Oil Shale) – Indian Files # Solid Mineral and Oil Shale Lease Operations Case Files – Indian Files # Mineral Lease Sale and Tract Evaluation Final Report and Map Masters # Renewable Energy Program Development # Renewable Energy Technical Studies These records are associated with properties of DOI activities deemed to have long lasting interest to the Nation, and are therefore considered appropriate for permanent preservation at NARA after the point where they are no longer needed by the Department.

### Final Disposition

Permanent

2.5

# PENDING - NOT APPROVED FOR USE

# PENDING - NOT APPROVED FOR USE

Item Status	Pending
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes
GRS or Superseded Authority Citation	N1-49-90-1, 4/24b N1-49-90-1, 4/27e N1-49-90-1, 4/29c N1-49-90-1, 4/30c(1) N1-49-00-3, 32/3a N1-49-00-3, 32/7a N1-49-00-3, 32/8c N1-115-94-7, ENV-7.10 N1-473-12-5, 5B(1)(a) N1-473-12-5, 5C(3)(a) N1-473-12-5, 5C(4)(a) N1-473-12-5, 5F(2)(a) N1-473-12-5, 5H(3) N1-473-12-5, 5J(4)(a) N1-589-12-3, 3A(1) N1-589-12-3, 3C N1-589-12-4, 4A(1) N1-589-12-4, 4B(1) N1-589-12-4, 4D(1)(a) N1-589-12-4, 4E(1)(a) N1-589-12-4, 4K(1) N1-589-12-4, 4L(3)(a) N1-589-12-5, 5B(3) N1-589-12-5, 5D(1) N1-589-12-5, 5D(2)
Disposition Instruction	
If this item has multiple sections, indicate here records to which this section apply	Non-electronic Textual Records
Cutoff Instruction	Cut off at close of fiscal year when activity is completed.
Transfer to the National Archives for Accessioning	Transfer to the National Archives 15 year(s) after cut-off

# PENDING - NOT APPROVED FOR USE

# PENDING - NOT APPROVED FOR USE

## Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 1985 To 2000**

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	8230 Cubic feet	134 Cubic feet
Microform		
Hardcopy or Analog Special Media		

## Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply **Electronic Records**

Cutoff Instruction **Cut off at close of fiscal year when activity is completed.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 15 year(s) after cut-off**

## Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 1985 To 2000**

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	14 GB	1 GB
Paper		

# PENDING - NOT APPROVED FOR USE

Microform		
Hardcopy or Analog Special Media		

## Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply

**Non-electronic Maps and Charts**

Cutoff Instruction

**Cut off at close of fiscal year when activity is completed.**

Transfer to the National Archives for Accessioning

**Transfer to the National Archives 5 year(s) after cut-off**

## Additional Information

What will be the date span of the initial transfer of records to the National Archives?

**From 1985 To 2010**

How frequently will your agency transfer these records to the National Archives?

**Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper		
Microform		
Hardcopy or Analog Special Media	2449 cubic feet	10 cubic feet

## Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply

**Non-electronic Photographs and Other Graphic Materials**



# PENDING - NOT APPROVED FOR USE

received by Bureau of Land management and referred to Reclamation to determine Reclamation's interest in the land. # Waterpower Project Reference Material and Working Files # Natural Gas Policy Act (NGPA) Well Determination Reference Files

Final Disposition Temporary

Item Status Pending

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

GRS or Superseded Authority Citation  
N1-022-05-01, 74  
N1-022-05-01, 110b  
N1-49-90-1, 4/8c  
NC1-49-90-1, 4/10(h)  
N1-49-90-1, 4/11d(1)  
N1-49-90-1, 4/11e  
N1-49-90-1, 4/18c(2)  
N1-49-90-1, 4/18f  
N1-49-90-1, 4/18g(3)  
N1-49-90-1, 4/19c  
N1-49-91-2, 5b  
N1-49-91-2, 5e  
N1-49-91-2, 6b  
N1-49-91-2, 6d  
N1-49-91-2, 8e  
N1-49-91-2, 9b  
N1-49-91-2, 10a  
N1-49-91-2, 10b  
N1-49-91-2, 10c  
N1-49-96-6; 20/44  
N1-49-99-1, 4/24c  
N1-115-94-6, LND-4.10

Disposition Instruction

Cutoff Instruction Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists.

Retention Period Destroy when no longer needed

Additional Information

# PENDING - NOT APPROVED FOR USE

# PENDING - NOT APPROVED FOR USE

3.2	GAO Approval	Not Required
	Short Term Land Use Activities and Wild Horse & Burro (WH&B) Operation Records	
	Disposition Authority Number	DAA-0048-2015-0003-0014
	These files document the preparation of horses for private maintenance by adopters, shipment of horses, and agreements with prisons or other facilities for training of horses. Approved Special Land Use Permits issued by the USFWS. Exceptions to the permits include: Recreational, cultural, paleontological, etc. Recreational use statistics cover number of visitors, total visitor hours, types of visitor activities, visitor impacts on facilities, etc. Management plans of a 1 to 5 year duration including normal year fire plans, annual timber sale plans, etc. Specific records covered by this item include: # WH&B Adoption Files: Animal Preparation Case Files, Animal Shipping Case Files, Animal Training Facility Files. # Special Land Use Permit Case Files. # Resource Activity Plan (RAP) Records - Short Range	
	Final Disposition	Temporary
	Item Status	Pending
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	GRS or Superseded Authority Citation	NC1-22-78-1, 72 N1-022-05-01, 110a N1-022-05-01, 179b NC1-49-85-2, 4/26a(1)c NC1-49-85-2, 4/26a(2) N1-49-90-1, 4/8e N1-49-90-1, 4/8f N1-49-90-1, 4/8g N1-49-90-1, 4/20d
	Disposition Instruction	
	Cutoff Instruction	Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists.
	Retention Period	Destroy 3 year(s) after cut-off
Additional Information		

# PENDING - NOT APPROVED FOR USE

# PENDING - NOT APPROVED FOR USE

3.3

GAO Approval Not Required

Land Title, Operations, and Realty

Disposition Authority Number DAA-0048-2015-0003-0015

These records document conservation easements, land title status, land operations and realty, acquired real property and real property appraisal services, sales of small vegetative materials and minor forest products. Records under this item involve several areas of Land Use to include land title, operations, realty, appraisals and sales of small vegetative and minor forest products. Also included are rejected, unapproved, or withdrawn Land Use, Classification, and Designation applications. Specific records covered under this item include: # Valuation Services. Case/ Work Files # Sales of Vegetative Materials and Minor Forest Products # Acquired Real Property Files # Land Withdrawal, Reservation, and Classification Files - Informal Proposals # Refuge Compatible Uses Reports # Texas Railroad Commission (TRRC) Base Maps # Conservation Easements # Land Title Status Records # Land Operations and Realty Subject Files. # Airborne Hunting Reports # Grazing and other Land-Use Applications Rejected or Withdrawn # Right-of-Way, Reciprocal-Use, and License Agreement Applications Rejected or Withdrawn # Withdrawal, Classification, and Designation Applications or Initiatives Unapproved Case Files

Final Disposition Temporary

Item Status Pending

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

GRS or Superseded Authority Citation  
N1-022-05-01, 24  
N1-022-05-01, 31  
N1-022-05-01, 40  
N1-022-05-01, 134  
N1-022-05-01, 173  
N1-048-10-01, Item 10.3  
NC1-49-76-3, B16, 4/14d  
NC1-49-85-2, 4/6d(1)  
NC1-49-85-2, 4/6d(2)  
N1-49-85-2, 4/20a  
N1-49-85-2, 4/20b  
NC1-49-85-2, 4/25a  
N1-49-91-2, 8a  
N1-49-91-2, 8b

# PENDING - NOT APPROVED FOR USE

# PENDING - NOT APPROVED FOR USE

		N1-115-94-6, LND-1.10
	Disposition Instruction	
	Cutoff Instruction	Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists.
	Retention Period	Destroy 10 year(s) after cut-off
	Additional Information	
	GAO Approval	Not Required
3.4	Planning and Wild Horse & Burro (WH&B) Adoptions	
	Disposition Authority Number	DAA-0048-2015-0003-0016
	These records document applications that were rejected, unapproved, or withdrawn regarding grazing, right-of-way, and withdrawals. Documentation of healthy excess wild horses and Burros are also included. Records under this item relate to planning and wild horse & burro adoptions. Specific records covered under this item include: # Resource Management Plan (RMP) Public Participation # Working Wilderness Studies # WH&B Approved Titled Adoption Case Files # Audit Reports	
	Final Disposition	Temporary
	Item Status	Pending
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	GRS or Superseded Authority Citation	N1-022-05-01, 179a N1-022-05-01, 185b NC1-49-76-3, B/9 & 12 NC1-49-85-2, 4/7c(2) N1-49-90-1, 4/8b N1-49-90-1, 4/11b N1-49-90-1, 4/18g(1) N1-49-90-1, 4/18g(2) N1-49-90-1, 4/19b N1-49-98-1, 4/8(a)
	Disposition Instruction	

# PENDING - NOT APPROVED FOR USE

# PENDING - NOT APPROVED FOR USE

3.5	Cutoff Instruction	Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists.
	Retention Period	Destroy 20 year(s) after cut-off
	Additional Information	
	GAO Approval	Not Required
	Land Use Permits, Leases, Reciprocal-Use and License Agreements	
	Disposition Authority Number	DAA-0048-2015-0003-0017
	Records pertaining to Land Use Permits, Leases, and License Agreements. This item also includes compliance files for patents and land status determinations. Specific records covered under this item include: # Land-Use Permits Approved Case Files # Land-Use Leases Approved Case Files - All Other # Land Status Determinations # Reciprocal-Use and License Agreement Case Files # Compliance Files for allowed Patents # Resources Inventory, Study, or Survey Working Files	
	Final Disposition	Temporary
	Item Status	Pending
	Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes	
Do any of the records covered by this item exist as structured electronic data?	Yes	
GRS or Superseded Authority Citation	N1-022-05-01, 172 NC1-49-76-3, B/10 (4/13c) N1-49-90-1, 4/14b N1-49-90-1, 4/14c(2)	
Disposition Instruction		
Cutoff Instruction	Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists.	
Retention Period	Destroy 30 year(s) after cut-off	
Additional Information		
GAO Approval	Not Required	
3.6	Land Status	

# PENDING - NOT APPROVED FOR USE

Disposition Authority Number      DAA-0048-2015-0003-0018

The records document the ownership and availability of public land and document sales, transfers, exchanges, and disposals of agency land. Specific records covered under this item include: # Land Acquisition # Sale, Transfer, Exchange, and Disposal of Reclamation # Land Classification

Final Disposition                      Temporary

Item Status                              Pending

Is this item media neutral?          Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      Yes

Do any of the records covered by this item exist as structured electronic data?      Yes

GRS or Superseded Authority Citation      N1-115-97-1, LND-3.00  
N1-115-94-6, LND-5.00  
N1-115-94-6, LND-10.00

## Disposition Instruction

Cutoff Instruction                      Cut off annually at the end of the fiscal year, or as instructed in the Bureau or Office records manual.

Retention Period                      DO NOT execute final disposition until there is agreement by DOI Responsible Records Officers, and the records in question are designated as inactive by DOI. Final disposition cannot be executed any sooner than 25 years after cut-off. Thereafter, revisit the execution of disposition as necessary every 5 years.

## Additional Information

GAO Approval                              Not Required

## Management Plans and Reports, Land Titles, and Uses of Land Requiring Agency Authorization

Disposition Authority Number      DAA-0048-2015-0003-0019

Records relating to resources planning, withdrawals and restoration of lands, establishment and administration of town sites, uses of land which require a permissive authority, land entries and title, irrigation management, and Conservation Case Files. Specific records covered under this item include: # Resources Inventory, Study, Survey and Mapping Files # Grazing Operator Case Files # Rights-of-Way Case Files # Resource Management Plan (RMP) Files

3.7

# PENDING - NOT APPROVED FOR USE

# PENDING - NOT APPROVED FOR USE

# Resource Activity Plan (RAP) Records – Long Range # Subsistence Hunting Permit Case Files # Withdrawal, Classification and Designation Reports. # Land Operations and Realty Reports # Townsites # Irrigation Management # Natural Area Files # Master Title Plat Master # Supplemental Use Plat Masters # Historical Indexes # TAMP Project History Files # TAMP Master Title and Use Plats # TAMP Historical Indexes # Settlement and Land Entries # Acquisition and disposal of interests in land under the various land laws, special designations or classifications that affect the availability of land for use, periodic inspection of land for compliance with the legal requirements, and indexes and plats that display historic and current land status by portraying ownership of public lands and availability of those lands for entry and use under the various public land laws. # Acquired real property, contracts/deeds and other supporting papers documenting the sale, transfer, exchange, and disposal of land.

Final Disposition Permanent

Item Status Pending

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

GRS or Superseded Authority Citation  
NN1-171-77, I/5  
NC1-22-78-1, 86  
N1-022-05-01, 32  
N1-022-05-01, 185a  
NC1-49-76-3, B/13 4/14c(1)  
NC1-49-85-2, 4/7a(1)  
NC1-49-85-2, 4/7(a)(2)  
NC1-49-85-2, 4/7b  
NC1-49-85-2, 4/7c(1)  
NC1-49-85-2, 4/7c(4)  
NC1-49-85-2, 4/7(d)  
NC1-49-85-2, 4/20c  
NC1-49-85-2, 4/25b(1)  
NC1-49-85-2, 4/26a(1)(a)  
NC1-49-85-2, 17/1c  
NC1-49-85-2, 22/2a  
NC1-49-85-2, 23/7a  
N1-49-86-2, 1a  
N1-49-90-1, 4/7c(4)  
N1-49-90-1, 4/11a  
N1-49-90-1, 4/11c(1)(a)  
N1-49-90-1, 4/11c(1)(b)

# PENDING - NOT APPROVED FOR USE

# PENDING - NOT APPROVED FOR USE

N1-49-90-1, 4/14a(1)  
 N1-49-90-1, 4/18c(1)(b)  
 N1-49-90-1, 4/18h  
 N1-49-90-1, 4/19a(1)  
 N1-49-90-1, 4/19a(2)  
 N1-49-90-1, 4/19d  
 N1-49-90-1, 4/20a(2)  
 N1-49-90-1, 4/20d  
 N1-49-91-2, 7c  
 N1-115-94-6, LND-2.00  
 N1-115-94-6, LND-4.00  
 N1-115-94-6, LND-5.10  
 N1-115-94-6, LND-6.00  
 N1-115-94-6, LND-11.00  
 NC1-49-85-2, 17/1/a/1  
 NC1-49-85-2, 17/1/b/1  
 NC1-49-85-2, 17/4/a/1  
 N1-49-91-2, 1  
 N1-49-91-2, 2/5(d)2  
 N1-49-91-2, 6c  
 N1-115-94-6, LND-7.00

## Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply

**Non-electronic Textual Records**

Cutoff Instruction

Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists.

Transfer to the National Archives for Accessioning

Transfer to the National Archives 30 year(s) after cut-off

## Additional Information

What will be the date span of the initial transfer of records to the National Archives?

**From 1965 To 1985**

How frequently will your agency transfer these records to the National Archives?

**Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	42614 Cubic feet	776 Cubic feet

# PENDING - NOT APPROVED FOR USE

Microform		
Hardcopy or Analog Special Media		

## Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply

**Electronic Records**

Cutoff Instruction

Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists.

Transfer to the National Archives for Accessioning

Transfer to the National Archives 30 year(s) after cut-off

## Additional Information

What will be the date span of the initial transfer of records to the National Archives?

**Unknown**

Not yet determined when electronic files were first created for this item.

How frequently will your agency transfer these records to the National Archives?

**Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	51 GB	4 GB
Paper		
Microform		
Hardcopy or Analog Special Media		

## Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply

**Non-electronic Maps and Charts**



# PENDING - NOT APPROVED FOR USE

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper		
Microform		
Hardcopy or Analog Special Media	436 cubic feet	16 cubic feet

## Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply **Architecture**

Cutoff Instruction **Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 30 year(s) after cut-off**

## Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 1965 To 1985**

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper		
Microform		
Hardcopy or Analog Special Media	640 cubic feet	13 cubic feet

# PENDING - NOT APPROVED FOR USE

4	<b>Water</b> Records the information needed to manage and protect the Nation's water resources, water and hydropower projects and facilities, water delivery infrastructure, and water quality. Also includes project and activities supporting the analysis of international water resources. DOI bureaus with responsibility for managing water include the Bureau of Land Management, the U.S. Fish and Wildlife Service, and the Bureau of Reclamation.
4.1	<b>Water Analysis and Water Use &amp; Permitting</b> Disposition Authority Number      DAA-0048-2015-0003-0020  Records contain water use permits and disputes including materials pertaining to proof of beneficial use and extensions of time as well as records related to drinking water chemical and bacteria analyses, variances, and exceptions testing files for public, community, and non-community water systems. Specific records covered under this item include: # Water Permits # Application and Amendments for State Permits # Land Water and Stream Descriptions # State Letters of Approval # Cartographic Materials # Public, Community, and non-Community Water Filing Systems for Bacteria Analysis, Chemical Analysis, and Violations and Measures Taken  Final Disposition                      Temporary Item Status                              Pending Is this item media neutral?          Yes Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      Yes Do any of the records covered by this item exist as structured electronic data?                      Yes  GRS or Superseded Authority Citation      NC1-49-85-2, 4/24 NC1-49-85-2, 4/26d(2)a NC1-49-85-2, 4/26d(2)c  Disposition Instruction Cutoff Instruction                      Cut off at the termination of the water permit or completion of water analysis or activity. Retention Period                        Destroy 5 year(s) after cut-off  Additional Information GAO Approval                            Not Required
4.2	<b>Non-Historic Water and Power Projects &amp; Facilities</b> Disposition Authority Number      DAA-0048-2015-0003-0021

# PENDING - NOT APPROVED FOR USE

Records are retained for continued management, operation and maintenance of water and power projects and facilities. The records consist of drawings and design data of constructed and non-constructed projects, designs of long-term water structures and facilities intended to endure for many years that are critical to the mission for operational needs, but have no lasting historical importance beyond agency use. Structures and facilities can include dams, conveyance systems, hydropower plants, supporting features, bridges canals, diversion structures, drainage systems, and wells. The records also document general water and hydropower management of a temporary nature relating to water project development, power management, water resource management, and Federal Energy Regulatory Commission (FERC) licensing activities. The records contain documentation of consultation with or recommendations to the FERC to prevent loss and damage to resources during FERC projects where streams or other bodies of water are impounded, diverted, or otherwise controlled or modified. Specific records covered under this item include: # Routine Maintenance and Service Such as Design, Repair, Restoration, Construction, or Rehabilitation of non-permanent or non-historic Water Management Structures # Non-Historic Drawings or Design Data # Technical Information or Volume Logs for Wells # Well Inventories # General Files for Water Resources Management # Project Development, Power Management, FERC and Water Project Consultations # Application and Amendments for State Permits # Land Water and Stream Descriptions # State Letters of Approval # Cartographic Materials # Public, Community, and non-Community Water Filing Systems for Bacteria Analysis, Chemical Analysis, and Violations and Measures Taken

Final Disposition Temporary

Item Status Pending

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

GRS or Superseded Authority Citation  
NC1-22-78-1, 43  
N1-022-05-01, 47  
N1-022-05-01, 49  
NC1-49-85-2, 4/26d(2)b  
N1-115-94-5, WTR-1.10  
N1-115-94-8, PRJ-1.10

Disposition Instruction

Cutoff Instruction Cut off when facility or structure ceases to exist, is transferred to a non-DOI entity, records are no longer

# PENDING - NOT APPROVED FOR USE

# PENDING - NOT APPROVED FOR USE

4.3		needed for continued operation of the structure or feature, or at the completion of project activities.
	Retention Period	Destroy 10 year(s) after cut-off
	Additional Information	
	GAO Approval	Not Required
	<b>Water Project Contracts, Engineering, and Water Quality</b>	
	Disposition Authority Number	DAA-0048-2015-0003-0022
	Records under this item contain documentation accumulated during the lifecycle of a construction or architectural and engineering (A&E) contract providing for the construction, alteration, or repair of long-term or permanent water management structures and features. Research data related to structural engineering and analysis for the design and construction of water management facilities, features, or structures. Also contain documentation relating to the improvement and protection of water quality and its integrated relationship between water projects and the environment. Specific records covered under this item include: # Construction and Architectural & Engineering Contract Documents # Daily Construction Logs # Structural and Materials Engineering # Materials Research # Soil and Rock Properties # Water Quality and Ecology Studies # Water Delivery Standards # Water Quality Improvement Research	
	Final Disposition	Temporary
	Item Status	Pending
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	GRS or Superseded Authority Citation	N1-115-94-4, RES-3.40 N1-115-94-8, PRJ-8.10 N1-115-07-1, RES-9.00 N1-115-07-1, WTR-7.00
	Disposition Instruction	
	Cutoff Instruction	Cut off at the end of final contract payment, or upon completion of event or study.
Retention Period	Destroy 75 year(s) after cut-off	
Additional Information		

# PENDING - NOT APPROVED FOR USE

# PENDING - NOT APPROVED FOR USE

4.4	<table><tr><td>GAO Approval</td><td>Not Required</td></tr><tr><td colspan="2">Historic Water and Power Projects, Water Resources and Delivery</td></tr><tr><td>Disposition Authority Number</td><td>DAA-0048-2015-0003-0023</td></tr><tr><td colspan="2"><p>Historically significant records documenting the management of water resources and the construction and operation of major water and power projects. Water and power project and facilities contain records that relate to the development, design, construction, operation and maintenance, management repair and rehabilitation of water and power projects, features, facilities, appurtenant works and water resource improvement projects. The documentation establishes a history of water projects including project authorization, scope, purpose, objectives, methodology, accounting of project construction, operation and maintenance activities and costs, safety of dam investigations and modifications, and condition assessments. Structures and facilities can include dams, reservoirs, conveyance systems, hydropower plants, supporting features, guzzlers, water catchments, bridges, canals, diversion structures, drainage systems, wells and other structures. For water resource management the records contain documentation of activities relating to the management, conservation, delivery, and utilization of water and water trust resources through activities such as appropriating, securing, establishing, or settlement of water rights. The records also encompass documentation on interstate compacts and international water treaties, engineering and economic requirements of water delivery as well as water and power project costs and repayment, interagency drought management planning, determination of surface and groundwater supplies, identification of arable Native American lands and irrigable acreage assessments, ownership and priority of the water rights, water source, purpose of use, fish and wildlife water needs, flood plain management, reservoir management, irrigation management, water marketing, and water conservation. Specific records covered under this item include: # Ground Water Assessment and Use Surveys # Water Level Inventories # Water Resource Inventories # Studies and Surveys # Water Rights Documentation # Documentation on the Sale, Delivery, and Transfer or Exchange of Water # Hydrographic Survey Reports # Water Project Cost Estimates # Water and Power Project Technical Reports # Safety of Dams Documentation</p></td></tr><tr><td>Final Disposition</td><td>Permanent</td></tr><tr><td>Item Status</td><td>Pending</td></tr><tr><td>Is this item media neutral?</td><td>Yes</td></tr><tr><td>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</td><td>Yes</td></tr><tr><td>Do any of the records covered by this item exist as structured electronic data?</td><td>Yes</td></tr><tr><td>GRS or Superseded Authority Citation</td><td>N1-075-04-6 (4903a)</td></tr></table>	GAO Approval	Not Required	Historic Water and Power Projects, Water Resources and Delivery		Disposition Authority Number	DAA-0048-2015-0003-0023	<p>Historically significant records documenting the management of water resources and the construction and operation of major water and power projects. Water and power project and facilities contain records that relate to the development, design, construction, operation and maintenance, management repair and rehabilitation of water and power projects, features, facilities, appurtenant works and water resource improvement projects. The documentation establishes a history of water projects including project authorization, scope, purpose, objectives, methodology, accounting of project construction, operation and maintenance activities and costs, safety of dam investigations and modifications, and condition assessments. Structures and facilities can include dams, reservoirs, conveyance systems, hydropower plants, supporting features, guzzlers, water catchments, bridges, canals, diversion structures, drainage systems, wells and other structures. For water resource management the records contain documentation of activities relating to the management, conservation, delivery, and utilization of water and water trust resources through activities such as appropriating, securing, establishing, or settlement of water rights. The records also encompass documentation on interstate compacts and international water treaties, engineering and economic requirements of water delivery as well as water and power project costs and repayment, interagency drought management planning, determination of surface and groundwater supplies, identification of arable Native American lands and irrigable acreage assessments, ownership and priority of the water rights, water source, purpose of use, fish and wildlife water needs, flood plain management, reservoir management, irrigation management, water marketing, and water conservation. 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GAO Approval	Not Required																				
Historic Water and Power Projects, Water Resources and Delivery																					
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Final Disposition	Permanent																				
Item Status	Pending																				
Is this item media neutral?	Yes																				
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes																				
Do any of the records covered by this item exist as structured electronic data?	Yes																				
GRS or Superseded Authority Citation	N1-075-04-6 (4903a)																				

# PENDING - NOT APPROVED FOR USE

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N1-075-04-6 (4933)  
N1-075-04-6 (4934a)  
N1-075-04-6 (4934b)  
N1-115-94-2, FIN-6.20  
N1-115-94-4, RES-2.00  
N1-115-94-5, WTR-2.00  
N1-115-94-5, WTR-4.00  
N1-115-94-5, WTR-4.03  
N1-115-94-5, WTR-4.10  
N1-115-94-5, WTR-4.11

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N1-115-94-5, WTR-4.12  
 N1-115-94-8, PRJ-3.00  
 N1-115-94-8, PRJ-4.00  
 N1-115-94-8, PRJ-6.00  
 N1-115-94-8, PRJ-7.00  
 N1-115-94-8, PRJ-8.00  
 N1-115-94-8, PRJ-9.00  
 N1-115-94-8, PRJ-10.00  
 N1-115-94-8, PRJ-13.00  
 N1-115-94-8, PRJ-13.10  
 N1-115-94-8, PRJ-15.00  
 N1-115-94-8, PRJ-17.00  
 N1-115-94-8, PRJ-19.00  
 N1-115-94-8, PRJ-22.00  
 N1-115-94-8, PRJ-22.10  
 N1-115-94-8, PRJ-22.20  
 N1-115-94-8, PRJ-23.00  
 N1-115-94-8, PRJ-25.00  
 N1-115-94-8, PRJ-27.00  
 N1-115-94-8, PRJ-28.00  
 N1-115-94-8, PRJ-29.00  
 N1-115-07-2, PRJ-2.00

## Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply

Non-electronic Textual Records

Cutoff Instruction

Cut off at end of fiscal year.

Transfer to the National Archives for Accessioning

Transfer to the National Archives 25 year(s) after cut-off

## Additional Information

What will be the date span of the initial transfer of records to the National Archives?

From 1965 To 1990

How frequently will your agency transfer these records to the National Archives?

Every 1 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	5278 Cubic feet	987 Cubic feet

# PENDING - NOT APPROVED FOR USE

Microform		
Hardcopy or Analog Special Media		

## Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply

**Electronic Records**

Cutoff Instruction

Cut off at end of fiscal year.

Transfer to the National Archives for Accessioning

Transfer to the National Archives 25 year(s) after cut-off

## Additional Information

What will be the date span of the initial transfer of records to the National Archives?

**Unknown**

Unknown when use of electronic records for this item began.

How frequently will your agency transfer these records to the National Archives?

**Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	20 GB	4 GB
Paper		
Microform		
Hardcopy or Analog Special Media		

## Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply

**Non-electronic Maps and Charts**

Cutoff Instruction

Cut off at end of fiscal year.

# PENDING - NOT APPROVED FOR USE

Transfer to the National Archives for Accessioning      Transfer to the National Archives 5 year(s) after cut-off

## Additional Information

What will be the date span of the initial transfer of records to the National Archives?      From 1965 To 2010

How frequently will your agency transfer these records to the National Archives?      Every 1 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper		
Microform		
Hardcopy or Analog Special Media	20 cubic feet	4 cubic feet

## Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply      Non-electronic Photographs and Other Graphic Materials

Cutoff Instruction      Cut off at end of fiscal year.

Transfer to the National Archives for Accessioning      Transfer to the National Archives 5 year(s) after cut-off

## Additional Information

What will be the date span of the initial transfer of records to the National Archives?      From 1965 To 2010

How frequently will your agency transfer these records to the National Archives?      Every 1 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper		

# PENDING - NOT APPROVED FOR USE

Microform		
Hardcopy or Analog Special Media	4 cubic feet	.5 cubic feet

# PENDING - NOT APPROVED FOR USE

## Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

## Signatory Information

Date	Action	By	Title	Organization
04/26/2016	Certify	Edwin McCeney	Departmental Records Manager	Office of the Secretary - Office of the Chief Information Officer
01/12/2017	Return for Revision	Jessica Blessman	Appraisal Archivist	National Archives and Records Administration - ACRA
12/29/2017	Submit For Certification	John Langsdorf	Records Management Specialist	Office of the Secretary - National Business Center IMB
01/03/2018	Return to Submitter	David Alspach	OS Records Officer	Office of the Secretary - OCIO
01/12/2018	Submit For Certification	John Langsdorf	Records Management Specialist	Office of the Secretary - National Business Center IMB
01/18/2018	Certify	David Alspach	OS Records Officer	Office of the Secretary - OCIO

# PENDING - NOT APPROVED FOR USE

## Executive Summary

### Summary

Permanent Item Numbers 0006, 0008, 0012, 0019, 0023

Federal Register Notice

Publication Date

Copies Requested 0

Comments Received 0

**Attachment B**

# PENDING - NOT APPROVED FOR USE

Proposed Item DAA-0048-2015-0003-	Proposed Retention	Records Description	Current Authority	Current Retention
<b>Biological Resources &amp; Marine Conservation</b>				
0001 - Endangered Species Recovery Plan Files and Fish & Wildlife Data	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 3 years after cut-off.	Endangered Species Recovery Plan Files - Material that Supports the Development and Implementation of a Specific Plan, Including Preliminary and Draft Plans - These plans include but are not necessarily limited to proposals for corrective measures and	NC1-22-78-1, 13b	TEMPORARY. Destroy 3 yrs after the goals of the plan are achieved; the plan is superseded or otherwise rendered obsolete.
0001 - Endangered Species Recovery Plan Files and Fish & Wildlife Data	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 3 years after cut-off.	Endangered Species Recovery Plan Files - Material that Reflects Repetitive, Routine, or Housekeeping-Type Activities - These plans include but are not necessarily limited to proposals for corrective measures and recommendations for land acquisition,	NC1-22-78-1, 13c	TEMPORARY. Destroy when 3 yrs old or no longer needed.
0001 - Endangered Species Recovery Plan Files and Fish & Wildlife Data	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 3 years after cut-off.	Fish Harvesting - Great Lakes - Records include data on commercial and sport fishing on the Great Lakes. Data is also used to study the population dynamics of several species of fish.	NC1-22-78-1, 32	TEMPORARY. Review annually. Destroy data which is no longer needed.
0001 - Endangered Species Recovery Plan Files and Fish & Wildlife Data	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 3 years after cut-off.	Migratory Webless Game Bird Management - The Webless Migratory Game Bird Program was designed to provide cooperative funding for both research and management activities from the USFWS, state wildlife agencies, and other	NC1-22-78-1, 34	TEMPORARY. Review annually. Destroy that which is no longer needed.
0001 - Endangered Species Recovery Plan Files and Fish & Wildlife Data	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 3 years after cut-off.	Sea Lamprey Data - Documentation to monitor the Sea Lamprey and its parasitical effects on the fish in the Great Lakes. The data captures various efforts to control the Sea Lamprey population to the benefit of the fish restoration	NC1-22-78-1, 39	TEMPORARY. Review annually. Destroy when no longer needed.
0002 - Critical Habitat (No Designation) Case Files	TEMPORARY. Cut off at close of fiscal year in which the case file is closed. Destroy 5 years after cut-off.	Critical Habitat Case Files - No Designation Case Files - Case files or package supporting decisions to designate a critical habitat under the Endangered Species Act. Case files documenting the consideration process for a	N1-022-05-01, 53c	TEMPORARY. Destroy 5 years after last activity.
0003 - Fish & Wildlife Coordination Act Reports and State Tagger Program Files	TEMPORARY. Cut off after completion of report or plan. Destroy 10 years after cut-off.	Restoration Plan Case Files - Plan Development Files - Documents the involvement of USFWS in planning efforts for restoration activities usually through cooperative efforts with other	N1-022-05-01, 44b	TEMPORARY. Destroy 10 years after completion of plan.
0003 - Fish & Wildlife Coordination Act Reports and State Tagger Program Files	TEMPORARY. Cut off after completion of report or plan. Destroy 10 years after cut-off.	Fish and Wildlife Coordination Act Reports - Biological assessment, habitat assessments, and general consultative reports prepared for, and funded by, state or other Federal agencies used to protect, rear, stock, and increase the supply of game and fur-bearing animals, as well	N1-022-05-01, 50	TEMPORARY. Destroy 10 years after completion of report or 10 years after last activity, whichever is later.

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0003 - Fish & Wildlife Coordination Act Reports and State Tagger Program Files	TEMPORARY. Cut off after completion of report or plan. Destroy 10 years after cut-off.	State Tagger Program Files - Agreements - Documents communication and agreements with state fur and tagger programs to identify individual animals listed as endangered species.	N1-022-05-01, 112a	TEMPORARY. Destroy 6 years after agreement terminates.
0003 - Fish & Wildlife Coordination Act Reports and State Tagger Program Files	TEMPORARY. Cut off after completion of report or plan. Destroy 10 years after cut-off.	State Tagger Program Files - Other Records - Documents communication and agreements with state fur and tagger programs to identify individual animals listed as endangered species.	N1-022-05-01, 112b	TEMPORARY. Destroy when 6 years old.
0004 - Fish & Wildlife Surveys, Critical Habitat Designation, and Revocation Case Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 20 years after cut-off.	Critical Habitat Case Files - Designation Case Files - Case files or package supporting decisions to designate a critical habitat under the Endangered Species Act. Case files documenting the consideration process for a	N1-022-05-01, 53a	TEMPORARY. Destroy 20 years after designation is revoked or otherwise cancelled.
0004 - Fish & Wildlife Surveys, Critical Habitat Designation, and Revocation Case Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 20 years after cut-off.	Critical Habitat Case Files - Revocation Case Files - Case files or package supporting decisions to designate a critical habitat under the Endangered Species Act. Case files documenting the decision and action to revoke	N1-022-05-01, 53b	TEMPORARY. Destroy 20 years after completion of revocation.
0004 - Fish & Wildlife Surveys, Critical Habitat Designation, and Revocation Case Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 20 years after cut-off.	Fish and Wildlife Surveys - Survey information, data, and summary reports of fish and wildlife numbers and locations. These surveys are used to produce publications and reports that track long-term trends.	N1-022-05-01, 189	TEMPORARY. Destroy when 20 years old.
0005 - Species Management Files	TEMPORARY. Cut off after species is determined not to be under Departmental authority. Destroy 40 years after cut-off.	Species Management Files - Case files documenting USFWS involvement with species USFWS has an interest in, or an authority for, other than the Endangered Species Act, such as the Marine Mammal Protection Act of 1972 and	N1-022-05-01, 151	TEMPORARY. Destroy when 40 years old.
0006 - Endangered Species Act Management and Plan Files, and Fish & Wildlife Management	PERMANENT. Cut off at close of FY when activity is completed. Transfer legal ownership to NARA 15 years after cut-off.	Endangered Species Recovery Plan Files - Approved Plans - These plans include but are not necessarily limited to proposals for corrective measures and recommendations for land acquisition, management actions, and other	NC1-22-78-1, 13a	PERMANENT. Separate files into 1-year sets and transfer set to Federal Records Center when it is 4 yrs old. Offer set to NARA 5 yrs after transfer to the Federal Records Center.
0006 - Endangered Species Act Management and Plan Files, and Fish & Wildlife Management	PERMANENT. Cut off at close of FY when activity is completed. Transfer legal ownership to NARA 15 years after cut-off.	Breeding Bird Surveys - Machine-readable records which includes census data on all non-game birds found on the North American continent. Includes data on the species and number observed, the date, time, location and climactic conditions of the observation, and on the observer. The data is used to study population ranges and distributions, and to	NC1-22-78-1, 29	PERMANENT. Offer to NARA Annually.
0006 - Endangered Species Act Management and Plan Files, and Fish & Wildlife Management	PERMANENT. Cut off at close of FY when activity is completed. Transfer legal ownership to NARA 15 years after cut-off.	Restoration Plan Case Files - Final Plan and Subsequent Modifications - Documents the involvement of USFWS in planning efforts for restoration activities usually through cooperative efforts with other organizations. Projects may	N1-022-05-01, 44a	PERMANENT. Transfer to NARA when 10 years old.

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# PENDING - NOT APPROVED FOR USE

0006 - Endangered Species Act Management and Plan Files, and Fish & Wildlife Management	PERMANENT. Cut off at close of FY when activity is completed. Transfer legal ownership to NARA 15 years after cut-off.	Environmental Analysis, Management Studies, and Endangered Species Act. Material relating to habitat management and preservation; the creation, restoration, and protection of wetlands; biological surveys; vegetation and plants; pollution efforts; natural resources; food plot development; Section 7 of the Endangered	N1-115-94-7, ENV-7.00	PERMANENT. Cutoff at the end of each calendar year or when volume warrants. Transfer to FRC 10 years after cutoff. FRC transfer to Archives 30 years after cutoff.
0006 - Endangered Species Act Management and Plan Files, and Fish & Wildlife Management	PERMANENT. Cut off at close of FY when activity is completed. Transfer legal ownership to NARA 15 years after cut-off.	Fish and Wildlife Management - Case files and other documentation relating to Reclamation's management of fish and wildlife resources through the preservation of eco-system and natural habitat through conservation. Includes: Studies, investigations, planning, inventories, surveys, reports, and similar documentation; habitat management (non-endangered species); wetlands creation, preservation, and management; plant and animal census; management plans and program review;	N1-115-07-1, ENV-4.00	PERMANENT. Close file at end of calendar year or as volume warrants. Paper/film: Transfer to FRC 5 years after closure. FRC transfer to NARA in Denver 30 years after closure. Electronic: Transfer to NARA in College Park on a yearly basis.
<b>Energy &amp; Minerals</b>				
0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Oil and Gas Exploration and Production Records - Files contain copies of records submitted to or received from U.S. Geological Survey (USGS) regarding oil and gas operations on leased Service lands. Included herein are well logs, plugging records, production records,	NC1-22-78-1, 35	TEMPORARY. Destroy 4 yrs after year in which lease expires.
0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Mining Claim Case Files - Mining claim case files for mining claims on USFWS administered land. Includes lists of claims, copies of mining claims, correspondence, and other associated materials for administering mining claim	N1-022-05-01, 176	TEMPORARY. Review annually and cutoff expired claims and obsolete documents. Destroy 10 years after cutoff.
0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Non-Indian Minerals Evaluations - Case files pertain to mineral evaluations on lands owned by the United States Government. Evaluations requested under this heading generate 3 different types of reports: 1) Minerals Evaluation (where OME actually performs the evaluation in house); 2) Review of Minerals Report (where OME reviews a report done by a contractor); 3)	DAA-0048-2012-0001-0003	Temporary: Cut off at end of fiscal year in which report is finalized. Destroy 5 year(s) after cut-off.
0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Sale of Mineral Materials - Forms and related documentation of sales of common variety minerals, such as sand, gravel, top soil and stone.	NC1-49-85-2, 4/6c	Temporary. Cutoff upon termination of sale. Transfer to FRC when 4 years old. FRC destroys when 10 years old.

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0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Exploration and Prospecting Permit/License Applications Rejected or Withdrawn - Serialized case files, arranged by number, documenting applications that were rejected by BLM or withdrawn by the applicant.	N1-49-90-1, 4/25b	Temporary. Cutoff EOFY in which application is rejected or withdrawn. Destroy 3 years after cutoff.
0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Private Helium Plant Meter Inspections. The metering equipment along the pipeline is inspected on a regular basis. - Record copies of calibration data.	N1-49-00-3, 32/2c(1)	Temporary. Destroy when records are 2 years old.
0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Helium Pipeline Records - Test, Survey and Inspection Data - filed by pipeline section.	N1-49-00-3, 32/3b	Temporary. Cutoff EOFY. Destroy 5 years after cutoff.
0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Helium Pipeline Records - Maintenance Records - separate file for each legal land description. Includes internal and external corrosion control monitoring records.	N1-49-00-3, 32/3c	Temporary. Cutoff EOFY in which pipeline is abandoned or leaves the BLM ownership. Destroy 5 years after cutoff.
0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Helium Pipeline Records - Engineering/Design Drawings	N1-49-00-3, 32/3d	Temporary. Cutoff EOFY in which pipeline is abandoned or leaves the BLM ownership. Destroy 5 years after cutoff.
0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Helium Pipeline Records - Standard Operating Procedures - provided by the contractor.	N1-49-00-3, 32/3e	Temporary. Cutoff EOFY in which pipeline is abandoned or leaves the BLM ownership. Destroy 5 years after cutoff.
0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Helium Pipeline Records - Underground Crossings of other Pipelines and Utilities - one page documentation re: who, what, where, how of all instances where pipelines, utilities, ets. Cross the pipeline - separate efiles for each	N1-49-00-3, 32/3f	Temporary. Cutoff EOFY in which pipeline is abandoned or leaves the BLM ownership. Destroy 5 years after cutoff.
0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Conservation Program Well Files - One file per well - includes original drilling information, all data, casing information, all workovers, drawing of well bore, drilling rights.	N1-49-00-3, 32/4	Temporary. Cutoff when no longer using well. Destroy 10 years after cutoff.
0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Helium - Federal Leased Lands Well Case Files - Files sorted by well name. Active and inactive files are maintained. Includes wells producing helium from Federal leaseholds. Files include adjudication and payment information for each	N1-49-00-3, 32/8e	Temporary. Cutoff EOFY in which the well is no longer in helium production. Destroy 10 years after cutoff.

PENDING - NOT APPROVED FOR USE

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0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Oil And Gas Production Accountability Review Files – Federal Lands. Completed reviews include, but are not limited to, a final narrative and synopsis of the review, correspondence with operators, and supporting documents such as	DAA-0049-2013-0002-0001	TEMPORARY. Cutoff EOFY in which the review is completed. Transfer completed review files to FRC 3 years after cutoff. FRC destroys 8 years after cutoff.
0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Information Management & Transfer, Process Oil and Gas Leases (ABN) - All records related to all information and data related business processes and tasks that should be planned and consistently implemented across BOEM. In particular, those information management and publication support services for functions covered by the work elements included under OH-Process Oil and Gas Leases, OM-Process offshore oil and gas user plans and permits, OD maintenance of oil and gas lease authorizations. Includes: Review and edit manuscripts and provide desktop publishing services, Perform records and document management in accordance with National Archives and Records Management Requirements, Manage program office information collection activities and forms requiring OMB approval, Conduct web management and related tasks and activities, Perform oversight and extensible markup language applications, publications, public data sets, Fast Facts of offshore data sets, Ensure quality and consistent content and vocabularies	N1-589-12-4, 4J	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 7 years after cutoff.
0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Check Image - Original payment used to create the new legal document, called the substitute check, which can be used for proof of payment or for any other reasons that might require an original check, Original Paper Checks and Money Orders. Original check image, which can	Unscheduled	N/A; Unscheduled (ONRR)
0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Reporter Training & Guidance - Records related to the development and presentation including training materials for reporter training to provide advice and assistance. Includes: Reporter letters, Reporting Handbooks, Presentations	Unscheduled	N/A; Unscheduled (ONRR)
0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Royalty Reporting - All records created or received, including correspondence, memoranda, reports, and email, that document royalty reporting and verification. Includes: Royalty report errors, Royalty reports and errors	Unscheduled	N/A; Unscheduled (ONRR)

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0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Investment Files - All records created or received documenting the establishment of investments accounts; maintenance of existing accounts; receipt of funds for purchase of new securities; distribution of funds including interest payments, refunds or transfers to US Treasury, Department of Commerce, Company or other entity as appropriate; and all other documents	Unscheduled	N/A; Unscheduled (ONRR)
0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	State Outreach - All records created or received related to documenting state outreach sessions. Outreach sessions are conducted by ONRR to answer questions, listen to concerns and provide suggestions for improvement. The sessions also identify and resolve mineral-related problems in partnership with the Bureau of Indian Affairs, Bureau of Land Management and Office of Special Trustee. Includes: Documentation regarding the outreach sessions including notifications sent to states, Memoranda confirming time of outreach	Unscheduled	N/A; Unscheduled (ONRR)
0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Data Mining - Federal - All records created or received, including correspondence, memoranda, reports, and email, that document data mining. Includes: Production reports and errors - Oil and Gas Operations Report (OGOR), Form MMS-4054, Run tickets, Gas Volume Statements, Royalty reports and errors – Report of Sales and Royalty Remittance, Form MMS-2014, Problem Reports, Compliance Review Templates, Property History and Queries,	Unscheduled	N/A; Unscheduled (ONRR)
0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Environmental Compliance Monitoring - All records related to reviews, inspections, or field surveys to confirm that industry activities have complied to protect the environment. Includes: Review of industry submittals (as built) following completion of certain activities that may impact seafloor biological or archaeological resources, to check on impact avoidance, Review air quality emissions submittals, Special rig or platform inspections regarding environmental requirements, Conduct site-specific inspections by the BOEM Dive Team, Perform aerial surveys using side-scan sonar by BOEM Dive Team, Perform NPDES inspections for environmental compliance issues, Perform Full	Unscheduled	N/A; Unscheduled (ONRR)

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0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Compliance Inspection Planning and Inspections - All records related to the planning, scheduling, implementation of the Offshore Inspection Program. Includes: Inspections planning (platforms and rig inspections), Well Activity Report inspector review (on drilling and work-over activities), On-site, post inspection problem	Unscheduled	N/A; Unscheduled (ONRR)
0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Production Measurement Inspections and Enforcements - All records created or received, including correspondence, memoranda, reports, and email, that document production reporting and verification; identification and resolution of errors and exceptions; and well actions and error corrections on well and Facility Measurement Point (FMP) data. Includes: Production Accounting Summaries, Exception Identification Summaries, Missing reports/exceptions (P& Rs (Production and Royalty Reports), Wells/Oil and Gas Operations Report (OGORs), Production Allocation Schedule Reports (PASRs)) and follow-up,	Unscheduled	N/A; Unscheduled (ONRR)
0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Production Reporting, Errors, Exceptions, and Well Actions - All records created or received, including correspondence, memoranda, reports, and email, that document production reporting and verification; identification and resolution of errors and exceptions; and well actions and error corrections on well and Facility Measurement Point (FMP) data. Includes: Production Accounting Summaries, Exception Identification Summaries, Missing reports/exceptions (P& Rs (Production and Royalty Reports), Wells/Oil and Gas Operations Report (OGORs), Production Allocation Schedule Reports (PASRs)) and follow-up,	Unscheduled	N/A; Unscheduled (ONRR)

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0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Production Accountability Compliance Monitoring - All records related to reviews, inspections, or field surveys to confirm that industry activities have complied with Office of Natural Resources Revenue (ONRR) requirements (including lease stipulations, regulations, Notice to Lessees (NTL), and terms and conditions of a plan or permit approval) intended to protect the environment. Includes but not limited to: Review of industry submittals (as built) following completion of certain activities that may impact seafloor biological or archaeological resources, to check on impact avoidance, Review air quality emissions submittals, Special rig or platform inspections regarding environmental requirements, Conduct site-specific inspections by the BOEM Dive Team, Perform aerial surveys using side-scan sonar by BOEM Dive Team, Perform NPDES inspections for environmental compliance	Unscheduled	N/A; Unscheduled (ONRR)
0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Mineral Revenue Distribution and Disbursement Files - All records created or received documenting the receipt and processing of Federal and Indian mineral revenues. Processing revenues (rents, royalties and bonuses) includes processing payor-submitted reports, reconciling errors and processing receipts. Includes disbursement of revenues and related information of U.S. Treasury, States, Office of Trust Fund Management/Bureau of Indian Affairs for Indian Tribes, and Indian allottees, as well as, billings for the collection of funds due from rental and royalty payors. Includes: TPAY (Treasury Payment) Creation Form, Forms Sf-1091, SF-1166, and correspondence supporting the distribution and disbursement of royalty and rental funds, Windfall Profit Tax Returns, Revenue management information collection forms	Unscheduled	N/A; Unscheduled

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0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Payor Account Reconciliation - All records created or received including correspondence, memoranda, reports, and email that document the reconciliation, application, and collection of payments to receivables for Federal and Indian Royalty in the Value Solids & Geothermal, Oil & Gas and Federal Royalty in Kind Oil & Gas. Includes the matching, application, reapplication and/or movement of monies. Includes: Input coding forms that are used for entry into the electronic accounting system, Lease Account Status (LAS) reviews, History of Timely Payments (HTPs), Open Account Balance files, cash application files, cash re-application files,	Unscheduled	N/A; Unscheduled
0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Debt Collection - All records created or received including correspondence, memoranda, reports, and email that document debt collection efforts. Includes: Coordination with Office of Enforcement, debt collection letters and bills, past due bills or notices, bills forwarded to Department of Treasury for collection, payment documentation, documentation of contact with	Unscheduled	N/A; Unscheduled
0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Reference Data - Leases, Agreements, Mines, and Facility Measurement Points - All records created or received documenting contracts (non-Royalty-in-Kind), mines and well actions including undeveloped lease files and pre-lease documentation. Includes all lease issuance records, correspondence, memoranda, reports, and email that document Royalty-in-Value oil and gas, geothermal and solids, and other energy resource leases and agreements. Includes: Unit or communitization agreement files, IMDA leases and agreements, lease instruments, National Energy Protection Act (NEPA) Analysis, parcel descriptions, lease sales, issuance, renewals, readjustments and exchanges, contract, profit sharing agreement, joint venture, or other agreement issued or approved by the United States under a mineral or energy resource leasing law that authorizes exploration, development, extraction, or removal of lease products, solid mineral coal contracts, application for area designation, transmittal or approval letters, operating agreements, copies of plats, development and/or operation plans, terminations or full or partial relinquishments,	Unscheduled	N/A; Unscheduled

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0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Billing and Invoices - All records created or received associated with invoicing. Includes: The collection of payment of interest on Federal and Indian Solids and Geothermal, Oil & Gas, and/or other energy resources due to underpayment or overpayment, research, preparation and processing of Federal and Indian Solids and Geothermal, Oil & Gas, and/or other energy resource invoices manually that cannot otherwise be input into MRMSS Financial Sub-System, the collection of Federal and Indian	Unscheduled	N/A; Unscheduled
0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Refunds and Other Documentation - All records created or received documenting receipt of refunds or other transactions. Includes: Electronic fund transfer notices, Form SF-215 and support documents such as check stubs, Deposit Tickets, Debit Vouchers, Forms MMS-4149 and MMS-4158, Account for Refund on behalf of Allottees, Refunds or overpayment files including: Company refund requests, Internal refund memoranda, General Ledger vendor	Unscheduled	N/A; Unscheduled
0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Audits - ONRR - All records created or received documenting ONRR audits according to the Audit Manual and Government Auditing Standards, also known as the yellow book standards. Includes: Source documents such as Purchase/Sales Contracts, Division Orders, Gas Settlement Statements, Oil Run Statements, Correspondence, Case File Index, Exhibits, Appeals and Supporting Documentation, Summaries, Work papers, Schedules, Templates, Screenshots of tracking	Unscheduled	N/A; Unscheduled
0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Audits - States and Tribes - All records created or received documenting ONRR audits according to the Audit Manual and Government Auditing Standards, also known as the yellow book standards. Includes: Source documents such as Purchase/Sales Contracts, Division Orders, Gas Settlement Statements, Oil Run Statements, Correspondence, Case File Index, Exhibits, Appeals and Supporting Documentation, Summaries, Work papers, Schedules, Templates, Screenshots of tracking	Unscheduled	N/A; Unscheduled

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0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	ONRR Appeal Files - All records created or received related to formal appeals as a result of bureau decisions relating to the use and disposition of public lands and their resources to include final orders or decisions. Records related to formal appeals as a result of decisions by the Director of the Office of Natural Resources Revenue regarding royalty management. Includes: Final Orders and/or	Unscheduled	N/A; Unscheduled
0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Audit & Compliance Information Collected From Companies - All documents received from lessees that meet information collection request requirements set forth in ONRR solid minerals, oil & gas, and geothermal regulations specific to the audit and compliance program. Also includes contracts for moving oil or gas on pipelines or to permit gas plants processing natural gas to remove gas liquids. Includes:	Unscheduled	N/A; Unscheduled
0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Valuation Determinations and Agreements - All records created or received that supports ONRR unit value calculations and valuation methodologies for valuation determinations and negotiations related to the establishment of royalty values and documentation of advice and assistance given to royalty reporters in valuing production under 30 CFR 1206. Includes: Methodology Reports, Royalty Rate Reduction Program Files, Copies of Future Valuation Agreements and consultation and negotiation documentation, BLM or BIA requests, ONRR	Unscheduled	N/A; Unscheduled

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0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Allowance Files - All records created or received associated with the deduction in determining value for royalty purposes. Processing Allowance is for the reasonable, actual costs of processing gas. Transportation Allowance is for the reasonable, actual costs of moving unprocessed gas, residue gas, or gas plant products to a point of sale or delivery off the lease, unit area, communitized area, or away from a processing plant. Processing Allowance Files includes: Copy of the gas processing agreement (contract) along with any subsequent amendments, Form MMS-4109 Gas Processing Allowance Form, Solids Processing Information, Documentation related to requests to exceed allowance limits (Form MMS-4393), ONRR approval or disapproval, Requests for advice and assistance in determining an appropriate allowance under 30 CFR 1206. Transportation Allowance Files includes: Copy of the	Unscheduled	N/A; Unscheduled
0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Asset Accounting and Verification - All records created or received for invoicing sales of RIK crude oil and natural gas include all documentation for sales prices, pricing calculations, price adjustments, delivered sales volumes, transportation and processing fees, and RIK system records. Includes: Final System Invoices including detail page, Any invoice settlement spreadsheet to determine accuracy of calculations, Final invoice reconciliation documentation from company (actual fax documents or emails), Any invoice third-party document received (i.e., pipeline statements, plant statements, processing statements, or other third party documentation ), Copies of applicable transportation invoices (if included with Sales invoice as part of purchaser/shipper contract), Applicable oil/gas pricing data, Gas Keepwhole calculation, Fuel Calculation spreadsheet, 2014 and ONRR worksheets, Netback System 2014 and	Unscheduled	N/A; Unscheduled

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0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Compliance Reviews - ONRR - All records created or received documenting ONRR full scope and limited scope in-house compliance reviews on production/sales, value, allowances, and royalty information provided by operators, payors, and other sources such as Bureau of Indian Affairs (BIA), Bureau of Land Management (BLM), Bureau of Ocean Energy Management (BOEM) and Bureau of Safety and Environmental Enforcement (BSEE). Includes: Correspondence, Case File Index, Exhibits, Appeals and Supporting Documentation, Summaries, Work papers, Schedules, Templates, Screenshots of tracking systems,	Unscheduled	N/A; Unscheduled
0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Compliance Reviews - States and Tribes - All records created or received documenting ONRR full scope and limited scope in-house compliance reviews on production/sales, value, allowances, and royalty information provided by operators, payors, and other sources such as Bureau of Indian Affairs (BIA), Bureau of Land Management (BLM), Bureau of Ocean Energy Management (BOEM) and Bureau of Safety and Environmental Enforcement (BSEE). Includes: Correspondence, Case File Index, Exhibits, Appeals and Supporting Documentation, Summaries, Work papers, Schedules, Templates, Screenshots of tracking systems,	Unscheduled	N/A; Unscheduled
0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Economic Analysis and Market Research - All records created or received documenting the research and analysis of market conditions and determination of fair market value and actual Royalty-in-Kind (RIK) revenue receipts for measuring RIK sales performance. Market analysis includes research and documentation of market factors impacting the royalty value of production from Federal and Indian leases and establishing the fair market value of production. Also provides analysis and documentation in preparation for sale of oil and/or gas. Includes: Lease information, Production characteristics, Transportation infrastructure, Processing options and plant factors, Transportation and processing rates, Published and contract prices for market areas, Current commercial price structures, and general market conditions impacting fair market value, Oil pricing	Unscheduled	N/A; Unscheduled

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0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Asset Management Sales or Exchanges - All records created or received documenting the conversion or reversion of properties to or from in kind, created with organizations for sale of oil or gas, and the sale or exchange of oil or gas that has been taken in kind under a Federal lease. These sales or exchanges are associated with small refiners, states, Strategic Petroleum Reserve (SPR) fill or are unrestricted oil or gas sales. This includes records created or documenting contracts and leases for Bureau of Land Management (BLM) natural gas sales from the Helium Reserve and records related to Low Income Home Energy Assistance Program (LIHEAP) or other similar exchange programs. Includes: Conversion analysis and approval, Termination analysis and approval, RIK Base contracts (Oil General Terms and Conditions,	Unscheduled	N/A; Unscheduled
0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Credit Assurance - All records created or received related to calculating credit exposure and initiating, monitoring surety, and guaranty agreements and records documenting the determination and monitoring of counterparty creditworthiness of energy entities that participated in the RIK program. Includes: Letters of Credit, Bonds or other surety instruments, Monthly credit exposure reports	Unscheduled	N/A; Unscheduled
0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Asset Management Service Agreements - All records created or received documenting contracts or agreements for services and with organizations for transporting oil or gas on pipelines or to permit processing of natural gas to remove gas liquids and any other related agreements. Includes: Copies of Service Contracts or Agreement, COTR Files, Economic Analysis, Copies of Statements of Work,	Unscheduled	N/A; Unscheduled
0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Asset Compliance Assurance - All records created or received for managing and mitigating crude oil and natural gas production imbalances including operator imbalance statements, Oil and Gas Operations Reports (OGOR's), pipeline statements, cash-out letters and supporting documentation. Includes: Monthly oil/gas imbalance statements (includes PIM Management Reports), Operator Contact information, Referential data, Dear Operator Letters, Revert Letters, Production data,	Unscheduled	N/A; Unscheduled

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0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Litigation Support - All records created or received associated with all mineral revenue enforcement actions, settlements, litigation support, and related activities for the Office of Natural Resources Revenue. Records that document litigation involving ONRR. This includes cases that involves the DOI Solicitor's Office and the Department of Justice covering the False Claims Act, class action suits, Indian Trust suits, and bankruptcy protection cases.	Unscheduled	N/A; Unscheduled
0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Revenue Enforcements - All records created or received associated with all mineral revenue enforcement actions, settlements, litigation support, and related activities for the Office of Natural Resources Revenue. Records that document the enforcement of the Federal Oil & Gas Royalty Management Act (FOGRMA) and investigations. Includes the investigations of violations of FOGRMA which contains failure to permit audits, knowledge of failure to pay royalties, and submission of false information. Includes: Investigation documentation, OIG	Unscheduled	N/A; Unscheduled
0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Requests for Valuation Guidance - Royalty Valuation responds to a broad array of questions from internal and external entities concerning valuation of commodities for royalty purposes. The Royalty Valuation Office (RVO) receives these requests for valuation guidance via phone, email, written documents, and in person. Documents generated by valuation guidance may include but are not limited to: Project Summary Reports, Project Research and Analysis, Contracts and Statements, Decisions, Lease Documents, Analysis Materials, Communications, Original Request for	Unscheduled	N/A; Unscheduled
0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Draft Valuation Regulations - Processes are managed by ONRR Rules and Procedures group. Documents generated by draft valuation regulations may include but not limited to: File Summaries, Draft Versions of Proposed and	Unscheduled	N/A; Unscheduled
0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Royalty Valuation Unbundling Program Files - Unbundling Cost Allocation (UCA) Files - All records created or received associated with the determination of processing and transportation UCA's. Includes but not limited to: Data request sent to industry for engineering data, cost data and contracts, Fulfilled data request from	Unscheduled	N/A; Unscheduled

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0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Indian Index Zone Gas Price Files - The Economic and Marketing Analysis Office (EMAO) calculates and publishes natural gas prices for six Indian Index Zones as referenced in 30 CFR 1206.172. A spreadsheet for each	Unscheduled	N/A; Unscheduled
0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Indian Oil Index Based Major Portion (IBMP) Files - The Economic and Marketing Analysis Office (EMAO) calculates and publishes IBMP prices for Designated Areas and crude types as defined in amendments to the Indian Oil valuation regulations. 80 Fed. Reg. 24,794. Includes but not limited to: Historical and	Unscheduled	N/A; Unscheduled
0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	New York Mercantile Exchange (NYMEX) Calendar Month Average (CMA) Oil Price Files - The Economic and Marketing Analysis Office (EMAO) publishes monthly the NYMEX Calendar Month Average and the NYMEX Roll	Unscheduled	N/A; Unscheduled
0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Market Analysis and Royalty Summary (MARS) Report - The Economic and Marketing Analysis Office (EMAO) consolidates market intelligence information for major areas containing Federal and Indian onshore and offshore natural resource production. The Market Analysis and Royalty Summary Reports are segregated into	Unscheduled	N/A; Unscheduled
0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Price/Map Requests - The Economic and Marketing Analysis Office (EMAO) serves ONRR and State and Tribal auditors that request market research, pricing information, and maps. The appropriate data is collected and organized in a format applicable to the request and provided to the requesting party.	Unscheduled	N/A; Unscheduled

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0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Mineral Economic Analysis and Market Research - All records created or received documenting the research and analysis of market conditions and determination of fair market value and actual Royalty-in-Kind (RIK) revenue receipts for measuring RIK sales performance. Market analysis includes research and documentation of market factors impacting the royalty value of production from Federal and Indian leases and establishing the fair market value of production. Also provides analysis and documentation in preparation for sale of oil and/or gas. This also includes information contained in the Minerals Revenue Management Support System (MRMSS) RIK Sub-system. Includes but not limited to: Lease information, Production characteristics, Transportation infrastructure, Processing options and plant factors, Transportation and processing rates, Published and contract prices for market areas, Current commercial price structures, and general market conditions impacting fair market	Unscheduled	N/A; Unscheduled
0008 - Accounting, Compliance, and Administration Records - Financial Reports/Summaries	PERMANENT. Cut off as instructed in bureau/office records manual, or at the end of fiscal year when activity is completed. Transfer to National Archives 25 year(s) after cut-off.	Financial Reports/Summaries - Native American-Related - Reports and/or summaries related to the reconciling subsidiary and control accounts, monitoring and analyzing daily accounting journal entries to subsidiary ledgers and the balance sheet and other financial management reports. Including but not limited to: Program Management Summaries, Fiscal Accounting	Unscheduled	N/A; Unscheduled
0009 – Energy Application Case Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 15 years after cut off.	Energy Conservation Case Files - b. Long-term statistical and trend data compilations and summaries - Energy use and conservation materials for USFWS buildings, equipment, and vehicles. Includes periodic energy consumption/conservation reports, data,	N1-022-05-01, 80b	Retention: TEMPORARY. Destroy when 15 years old.
0009 – Energy Application Case Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 15 years after cut off.	Oil and Gas Lease Application Case Files. Authorizing office record copies. Serialized case files arranged by number, including both leases approved by BLM and applications unapproved (either rejected by BLM or withdrawn by applicant) and related appeal documents.	NC1-49-76-3, B/13 & 16	Temporary. Cutoff EOFY in which the application is rejected by the BLM, withdrawn by applicant, or the approved lease terminates or expires and appeal rights are exhausted. Transfer to FRC 2 years after cutoff. Destroy 15 years after cutoff. NARA Job NC1-49-76-3, B/13 and 16.

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0009 – Energy Application Case Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 15 years after cut off.	Communitization or Unitization Agreement Application Case Files. Authorizing office record copies. Serialized case files arranged by number, including both agreements approved by BLM and applications unapproved (either rejected by BLM or withdrawn by applicant) and related appeal documents.	NC1-49-76-3, B/13 & 16	Temporary. Cutoff in Which the agreement is terminated or the application is rejected by the BLM or withdrawn by applicant and appeal rights are exhausted. Transfer to FRC 2 years after cutoff. FRC destroys 15 years after cutoff. NARA Job NC1-49-76-3, 4/26 a.
0009 – Energy Application Case Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 15 years after cut off.	Geothermal Lease Applications Case Files	NC1-49-76-3, B/13 & 16	Temporary. Cutoff EOFY in which the application is rejected by the BLM, withdrawn by applicant, or the approved lease terminates or expires and appeal rights are exhausted. Transfer to FRC 2 years after cutoff. FRC destroys 15 years after cutoff. NARA Job NC1-49-76-3, 4/28a.
0009 – Energy Application Case Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 15 years after cut off.	Solid Mineral Lease Application Case Files	NC1-49-76-3, B/13 & 16	Temporary. Cutoff EOFY in which the application is rejected by the BLM, withdrawn by applicant, or the approved lease terminates or expires and appeal rights are exhausted. Transfer to FRC 2 years after cutoff. FRC destroys 15 years after cutoff. NARA Job NC1-49-76-3, 4/29a.
0009 – Energy Application Case Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 15 years after cut off.	Oil Shale Lease Application Case Files	NC1-49-76-3, /13 & 16	Temporary. Cutoff EOFY in which the application is rejected by the BLM or withdrawn by the applicant, or the approved lease terminates or expires and appeal rights are exhausted. Transfer to FRC 2 years after cutoff. FRC destroys 15 years after cutoff.
0009 – Energy Application Case Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 15 years after cut off.	Bonds Files - Original office records. Serialized bond files arranged by individual or corporate name. Consists of personal or surety bonds, riders, powers-of-attorney, and security instruments.	N1-049-10-2, 4/21	TEMPORARY. Cutoff EOFY in which the period of bond liability is terminated by the BLM, and terms and conditions of the notice of intent or permit have been met. Transfer to FRC 2 years after cutoff. FRC destroys 15 years after cutoff.

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0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Minerals and Mining Files - Case files on mineral and mining leases on USFWS administered land issued by the Bureau of Land Management (BLM) and mineral and mining exploration and production activities as allowed to existing subsurface rights holders. Files document USFWS involvement in ensuring that leases or claims are valid, that activities are conducted under any stipulated conditions, that the wildlife and habitat are protected, and that restoration and rehabilitation is completed after expiration of lease or abandonment of activities. Files may	N1-022-05-01, 175	TEMPORARY. Destroy 20 years after lease or claim terminates and appeal rights are exhausted.
0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Oil and Gas Files - Case files on oil and gas leases issued by the Bureau of Land Management (BLM) and oil and gas exploration and production activities on USFWS administered land as allowed to existing subsurface rights holders. Files document USFWS involvement in ensuring that leases are valid, that activities are conducted under any stipulated conditions, that the wildlife and habitat are protected, and that restoration and rehabilitation is completed after expiration of lease or abandonment of activities. Files may include copies of leases, copies of plugging	N1-022-05-01, 178	TEMPORARY. Destroy 20 years after lease terminates and appeal rights are exhausted.
0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Contractual Sales of Timber. Case files, arranged by contract number, documenting individual sales of BLM timber to contractor. Includes plans, profiles, exhibits, invitation, bids, evidence of sale, acceptance, bonds, correspondence, and other documents concerning the sale from initiation through termination and release. Excludes related access case files (BLM4/22), road construction	NCI-49-85-2, 4/6b(1)	Temporary. Cutoff upon termination of contract. Transfer to FRC when 4 years old. FRC destroys when 19 years old.
0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Mineral Lease Sale Files - History Case Files - Non-serialized case files containing tract selection recommendations, maps, sale notices, stipulations, address lists, estimates of resource values for each parcel, sale minutes, bidder	N1-49-90-1, 4/24a	Temporary. Cutoff EOFY in which the final determination of bid acceptance or rejection is made. Transfer to FRC 5 years after cutoff. FRC destroys 25 years after cutoff.
0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Exploration and Prospecting Permit/License Applications Approved - Serialized case files, arranged by number, documenting the search for evidence of oil and gas, geothermal, coal, oil shale, and other mineral resources. The search requires physical presence upon the lands and may result in damage to the lands or the resources. No lease or application for permit to	N1-49-90-1, 4/25a	Temporary. Cutoff EOFY in which the authorization terminates, required rehabilitation of the affected lands is accepted by the BLM, and appeal right are exhausted. Transfer to FRC 3 years after cutoff. FRC destroys 30 years after cutoff.

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0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Helium Storage Program and Operation Files not Described Elsewhere - Records on helium field production, maintenance, storage, land, transportation, etc.	N1-49-00-3, 32/2a	Temporary. Cutoff EOFY. Transfer to FRC when records are 5 years old. FRC will destroy when they are 25 years old.
0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Power Generation - Materials pertaining to power generation. Include: Technical correspondence, pumped storage generation, peak power generation, statistical studies of existing and potential power development, and 4	N1-115-94-8, PRJ-17.10	Temporary. Cutoff at the end of each calendar year or when volume warrants. Transfer to FRC 10 years after cutoff. FRC destroy 30 yers after cutoff.
0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Power and Transmission Service Contracts and Agreements - Materials pertaining to power contracts and agreements between Reclamation and irrigation districts, or industrial and municipal customers regarding the sale of power, transmission, or payment for such services principally in the Pacific Northwest Region. Includes, but is not limited to: Contracts, agreements, Memorandum of Agreements, transmission service agreements, sale of power	N1-115-94-8, PRJ-18.00	Temporary. Cutoff at the end of each calendar year or when volume warrants. Transfer to FRC 10 years after cutoff. FRC destroy 30 yers after cutoff.
0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Oil & Gas Reservoir Management Agreements - Conservation Management Requests - Unitization Review (BAA) - All records related to the BSEE review and analysis of a proposal to combine or consolidate separately owned leasehold interests for the joint exploration, development or production of a reservoir or potential oil and/or gas accumulation. Includes: Unit production and development, unitization, receive, review, process and provide comments on Unit Development Plans, review unitization annual development plans for compliance or non compliance with the unit operators proposal, review unitization and unit contracts, review, approve or deny unitization or participating	N1-473-12-3, 3A(1)	Temporary - Cut off at close of FY or when activity is completed. Retain onsite or a the FRC. Delete/Destroy 25 years after cutoff
0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Oil & Gas Reservoir Management Agreements - Conservation Management - Drainage Issues (BAB) - All records related to procedures conducted to protect federal royalty interests or to identify, migrate or prevent damage to reservoirs due to competitive draining issues across unit or lease boundary lines. Process application for five hundred line waivers and/or violations, determine compensatory royalty, monitor and assess potential drainage scenarios between variable royalty rate leases, conduct	N1-473-12-3, 3A(2)	Temporary - Cut off at close of FY or when activity is completed. Retain onsite or a the FRC. Delete/Destroy 25 years after cutoff

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0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Oil & Gas Reservoir Management Agreements - Conservation Management - Monitor Reservoir Performance & Well Production Rates (DAL) - All records related to this work element covers all monitoring activities associated with efficient and proper reservoir management, prudent well production and practical leasehold management. Review sensitive reservoir information, after final approval, conduct follow up review for the Conservation Information Document, review production and development, monitor oil & gas production rate, review and approve MER, MPR and semi-annual well test reports, sub surface commingling, receive applications, conduct reviews and make determinations on bottom hole pressure survey and waivers or violations, reclassify reservoirs, review and analyze production in paying quantities, receive and process applications for enhanced oil recovery or violations, review semi-annual well test and	N1-473-12-3, 3A(3)	Temporary - Cut off at close of FY or when activity is completed. Retain onsite or a the FRC. Delete/Destroy 25 years after cutoff
0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Sand and Gravel Lease Requests (QAA) - All records related to planning, evaluating, preparing and executing sand and gravel mineral leases. Includes: Complete National Environmental Policy Act (NEPA) and other required environmental analyses or consultations, negotiate Memoranda of Agreement with Federal agency(s), prepare and	N1-473-12-4, 4D	Temporary - Cut off at close of FY or when activity is completed. Retain onsite or a the FRC. Delete/Destroy 25 years after cutoff
0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Alternative Energy Technical Studies (LBL) - All records related to technical studies providing information alternative energy programmatic and regulatory decisions. Includes: All work related to technical/engineering studies conducted in support of the alternative energy program, workshops and public meeting held or attended in support of technical studies for the alternative	N1-473-12-4, 4D(1)	Temporary - Cut off at close of FY or when activity is completed. Retain onsite or a the FRC. Delete/Destroy 25 years after cutoff

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0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Information Management & Transfer, Process Oil and Gas Lease (ABN) - All records related to all information and data related business processes and tasks that should be planned and consistently implemented across BOEM. In particular, those information management and publication support services for functions covered by the work elements included under OH-Process Oil and Gas Leases OM-Process offshore oil and gas user plans and permits, OD maintenance of oil and gas lease authorizations include: Review and edit manuscripts and provide desktop publishing services, perform records and document mangement in accordance with National Archives and Records Management requirements, manage program office information collection activities and forms requiring OMB approval, conduct web management and related tasks and activities, perform oversight and extensible markup language applications, publications, public data sets, Fast Facts of offshore data sets, ensure quality and consistent content and vocabularies	N1-473-12-4, 4E	Temporary - Cut off at close of FY or when activity is completed. Retain onsite or a the FRC. Delete/Destroy 25 years after cutoff
0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Oil Spill Research Other Than Significant Final Research Products - All records related to all other Technology Assessment Reports for oil spill research that are not considered to be significant, and all other research and development project case file records produced	N1-473-12-5, 5B(1)(b)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.
0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Operational Safety and Engineering Research - All records related to contractual operational safety and engineering research related to plans and permit application review. Includes the evaluation and review of operational safety and engineering research proposals. Includes reports of production platforms and subsea pipelines of various ages and operational efficiencies, results of research to better conduct technological advancements processes	N1-473-12-5, 5B(2)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.

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0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Oil Spill Response Plans - All records related to the processing, review, coordination and planning for oil spill response plans, as described in regulation 30 CFR 254 and related requirements. Includes Oil Spill Response Plan (OSRP) program management, oil spill response, biennial review and approval of Federal OSRPs, regional oil spill response plans review and coordination, all other program	N1-473-12-5, 5B(3)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.
0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Manage OHMSETT Facility - All records pertaining to the management operations of the Oil and Hazardous Materials Simulated Environmental Test Tank (OHMSETT) facility. OHMSETT is the National Oil Responsive Research and Renewable Energy Test Facility and is operated by the Bureau of Safety and Environmental Enforcement (BSEE). Government agencies, academia, public and private companies use OHMSETT as a research center to test oil spill containment/clean-up equipment and techniques, to test designs in	N1-473-12-5, 5B(4)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.
0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Oil Spill Research Function - Review, approval of oil spill response plans, funding support of national and regional response teams, area committees and the interagency coordinating committee on oil pollution research (ICCOPR). National Response System - All records related to participation in meetings of area committees, regional response teams, and the national response team. Includes review and revision of area contingency plans and the national contingency plan, participation in the planning, conduct, and evaluation of government and industry-led drills held under the National Preparedness for Response Exercise Program,	N1-473-12-5, 5C(1)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.

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0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Unannounced Exercises (Oil Spill) - All records related to the conduct of agency unannounced oil spill drills including complex tabletop exercises, with or without equipment deployment, and deployment of equipment. This includes identification of exercise participant; development of scenario; coordination of participation by agency staff and other federal partners, initiating, controlling, and evaluating the exercise; preparation of documentation; data base entry; preparation of reports; issuance of incidents of non-compliance; collecting lessons learned; conducting analyses of exercises to	N1-473-12-5, 5C(2)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.
0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Oil Spill Incident Review and Analysis - All records related to identifying, tracking, quantifying, and responding to oil spills from regulated facilities, including review of oil spill reports from the National Response Center, NOAA, industry, or other sources. Other Than Major Oil Spill Incident and Analysis Records - Records of all other (non-major) oil spill	N1-473-12-5, 5C(3)(b)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.
0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Oil Spill Response Division Program - All records related to the administration and operation of agency oil spill program including promulgation of regulations, development policies and procedures, responding to requests for information. Oil Spill Response Program Administration Records - Records for routine activities including but not limited to responding to requests for information, personnel actions, maintenance of the program web site, all	N1-473-12-5, 5C(4)(b)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.
0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Facility Safety Systems Permit Applications - All records related to the processing, review, evaluation, analysis, coordination, and approval of production facility safety system permits, as described in the regulation 30 CFR 250 Subpart B, C, H, I, and related requirements. Includes Production Facility Applications processing, review, and coordination. Includes requests for new facilities and modifications to existing facilities, production facility safety permits and related reports, processing, non-environmental review, coordination, and approval, all other non-environmental reviews of production facility safety permits, Hydrogen Sulfide Contingency Plans and related reports for production	N1-473-12-5, 5D(1)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.

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0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Lease Term and Right-of-Way Pipeline Permits - All records related to the processing, review, evaluation, analysis, coordination, and approval of lease-term and Right-of-Way pipeline permits, as described in the regulation 30 CFR 250 Subpart B, C, J, Q and related requirements. Includes lease-term and ROW pipeline application processing, non-environmental review, coordination, and approval, pipeline permits and related reports and surveys (new pipeline applications and requests to modify existing pipelines, and associated construction reports), lease-term and ROW pipeline	N1-473-12-5, 5D(2)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.
0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Pipeline Repair Plans and Related Permits - All records related to the processing, review, evaluation, analysis, coordination, and approval of pipeline repair plans and related permits as described in the regulation 30 CFR 250 Subpart B, C, J, Q and related requirements. Includes pipeline maintenance and repairs plans and notifications, pipeline repair plan and permit related application processing, non-environmental review, coordination, and approval, pipeline permits and related reports and surveys (new pipeline applications and requests to modify or repair existing pipelines,	N1-473-12-5, 5D(3)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.
0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Structure Decommissioning Plans and Related Permits - All records related to the processing, review, evaluation, analysis, coordination, and approval of structure decommissioning plans and related permits, as described in regulation 30 CFR 250 Subpart B, C, Q and related requirements. Includes structure decommissioning plans, processing, non-environmental review, coordination, and approval, pipeline and platform section deep water operations plans review, all other non-environmental reviews of structure decommissioning plans, Platform Site Clearance	N1-473-12-5, 5D(4)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.

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0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Structure Permits - All records related to the processing, review, evaluation, analysis, coordination, and approval of platform structure permits (new and modifications) and production facility applications, as described in the regulations 30 CFR 250 Subpart B, C, H, I, J, Q and related requirements. Includes platform structure permits (new and modifications), and related reports, processing, non-environmental review, coordination, and approval, Production Facility Applications processing, review, and coordination. (Includes requests for new facilities and modifications to existing facilities), all other non-environmental reviews of platform	N1-473-12-5, 5D(5)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.
0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Surface Commingling Applications - All records related to surface commingling applications, metering locations and facility configuration for the production of oil and gas. Includes surface commingling and measurement, measurement and allocation plan documents, such as surface	N1-473-12-5, 5E	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.
0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Incident Analysis and Investigation Program - All records related to offshore incidents and events reporting, analysis, and investigation. All Other Incident Investigative and Related Records - Records include all background case file and working paper documents for any investigation, as well as final reports for all other investigations that do not result in the appointment of a panel, or which are not selected as significant by BSEE. Includes operator's notification and	N1-473-12-5, 5F(2)(b)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.
0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Oil Spill Response Preparedness Drills and Equipment Inspections - All records related to planning, conducting, and reviewing oil spill response preparedness drill and equipment inspections related to requirements outlined in regulation 30 CFR 254 and related requirements. Includes oil spill response equipment inspections, oil spill response, exercises, drills, and inspections, oil spill training and table top exercises, unannounced oil spill drills, incident of non-compliance processing	N1-473-12-5, 5H(2)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.
0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Inspection Planning - All records related to the planning, scheduling, implementation of the Offshore Inspection Program. Includes inspection planning (platforms and rig inspections), Well Activity Report inspector review (on drilling and work-over activities), on-	N1-473-12-5, 5H(4)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.

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0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Compliance Inspection and Enforcements - All records related to the conducting of field inspections to verify compliance with safety, operational, environmental protection requirements, as described in regulation 30 CFR 250 and related requirements, except for work related to pre-production inspection and enforcement activities. Includes Offshore Production Facility Inspections, Offshore D Inspections (drilling and workover), BOP Test Witnessing, Offshore Pipeline Inspections, pollution and environmental inspections, onshore and offshore meter inspections, U.S.	N1-473-12-5, 5H(5)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.
0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Industry Performance Analysis and Recognition Program - All records related to annual operator safety performance reviews, SEMP, and SAFE Award programs. Includes annual operator performance reviews, all other program support	N1-473-12-5, 5H(6)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.
0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Industry Training Program - All records related to the auditing of industry training plans, as described in regulation 30 CFR 250 Subpart O and related requirements. Records include assessment and audits of training industry programs including but not limited to training system audits, personnel interviews, testing to evaluate knowledge and skills of training	N1-473-12-5, 5H(7)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.
0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Civil Penalties Program - All records related to the processing, review, evaluation, analysis, coordination and assessment of civil penalty cases as described in 30 CFR 250 Subpart N and related requirements. Includes Civil Penalty Case processing, review, coordination and action (assessment), all other program support	N1-473-12-5, 5I	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.
0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Offshore Platform and Pipeline Protection - All records related to safeguarding the offshore energy infrastructure. Includes offshore infrastructure protection/coordination/consultation documents for BSEE interaction with other DOI offices, other Federal agencies, State agencies and nongovernmental organizations on issues, memoranda of understanding, such as those with National Energy Security Policy and the Gulf Safety Committee, oversight documents,	N1-473-12-5, 5J(1)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.

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0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Pre-Production Inspections and Enforcements - All records related to the conducting of field inspections to verify compliance with safety, operational, environmental protection pre-production requirements, as described in regulation 30 CFR 250 and related requirements. Includes offshore pre-production inspections, offshore rig inspections (drilling and work over), pollution and environmental inspections, U.S. Coast Guard inspections, all other safety and environmental production inspections, other office paperwork inspections, enforcement actions related to the inspections, issuance and review of incidents of	N1-473-12-5, 5J(3)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.
0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Safety and Environmental Management System (SEMS) Program Records - All records related to the development, implementation and management of SEMS program, and SEMS audit reviews. SEMS Audit Records - Case files documenting audits and reviews of industry and operator SEMS programs using the criteria in 30	N1-473-12-5, 5J(4)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.
0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Provision of Technical and Programmatic Consultation (International) - All records related to providing technical expertise for governmental groups, and a wide variety of coordination and consultation with other state, federal, international agencies and non-governmental organizations. Includes international activities,	N1-473-12-5, 5K(1)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.
0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Liquefied Natural Gas (LNG) Projects - All records related to the processing, review, evaluation, analysis and coordination of LNG project applications. These records include memoranda of understanding and/or cooperative agreements with the U.S. Coast Guard specific to LNG activity, such as engineering review and recommendation regarding LNG pipelines. Includes NEPA document development (environmental assessments and environmental	N1-473-12-5, 5L	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.
0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Bid Appeal Analysis (NAG) - All records related to bids and or rejection of bids, appeal processes and the reviews of appeals based upon well log interpretation, seismic correlation, engineering and economic parameters and so	N1-589-12-3, 3E(2)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.

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0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Resource Assessment Special Projects (NAK) - All records related to broad reaching resource assessment projects or studies that can not be identified to specific “OR” work elements. This work element is also intended to be used with the annual Mississippi CMRET earmark for methane hydrate research. Lease buy backs or land exchange trigger the initiation of this work, Support post sale data analysis, Maintain a separate database from the corporate database, Perform what-if analysis, Operate as the information point for issues acted on by BOEM offshore, Provide support and information for formal reports to Congress, Disseminate knowledge gained form the analysis and interpretation of geological, geophysical and	N1-589-12-3, 3G	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.
0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Conservation Management - Monitor Reservoir Performance & Well Production Rates (DAL) - All records related to this work element covers all monitoring activities associated with efficient and proper reservoir management, prudent well production and practical leasehold management, Review sensitive reservoir information, After final approval, conduct follow up review for the Conservation Information Document, Review production and development (e.g. reservoir simulation), Monitor oil and gas production rate, Review and approve MER, MPR and semi-annual well test reports, sub surface commingling, Receive applications, conduct reviews and make determinations on bottom hole pressure survey and waivers or violations, Reclassify reservoirs, Review and analyze production in paying quantities, Receive and process applications for enhanced oil recovery or violations, Review semi annual well test and	N1-589-12-3, 3I(2)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.

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0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Developing the 5-Year Program (AAA) - All records related to Section 18 of the OCS Lands Act requires the Secretary to prepare and periodically revise, and maintain an oil and gas leasing program and prescribes a multi-step process for developing a new program. Includes all records involved in developing 5-Year Outer Continental Shelf (OCS) Oil and Gas Program. (Does not include rewrite or comments on regulations or legislation not directly pertaining to the 5-year program or leasing). Conduct 5-year program activities, provide input to and coordinate with Headquarters, on development of the 5-year OCS O&G Leasing program, develop the 5-year	N1-589-12-4, 4D(1)(b)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.
0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Economic and Engineering Analysis for the 5-Year Program (AAD) - All records related to all processes and tasks needed to accomplish economic analysis, modeling and consultation in support of the drafting and implementing the 5-Year OCS Oil and Gas Program. Perform economic and engineering analysis for 5-Year Plan, including ad hoc analysis (output from work element NAA is used for this work element), conduct economic and engineering evaluation work for Headquarters in	N1-589-12-4, 4D(4)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.
0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Individual Lease Sale Areas of Interest (AAF) - All records related to this element apply. Before the Call for Information and Nominations and the Area Identification steps of the presale process, the area to consider for leasing for a proposed sale are: Determine individual lease sale areas of interest, use the Indicated Hydrocarbon List to conduct analyses of open-hole data on unleased	N1-589-12-4, 4D(5)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.

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0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Environmental Studies Case Records - This series includes all management type oversight and work to plan environmental studies for oil and gas, renewable energy, non-energy minerals, and other non-energy categories, and all work on individual studies projects for prelease decisions. The records also document the following activities: development of - Annual Environmental Studies Plans, - Annual Regional Studies Priority Lists, - National Studies Priority Lists, consultation with the Outer Continental Shelf Scientific Committee, maintenance of the Environmental Study Plan's Financial Project Management System, preparation of procurement packages including - statements of work - requisitions - independent government cost estimates - technical evaluation criteria -	N1-589-12-4, 4E(1)(b)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.
0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Environmental Coordination for Lease Sales (AAJ) - All records related to this element perform consultations with States and other Federal agencies in support of individual Outer Continental Shelf (OCS) lease sales, including documentation prepared by the Bureau to support these consultations. Includes: Coastal Zone Management Act (CZM) consistency determinations and certifications (i.e., consultations with States), Endangered Species Act (ESA) Section 7 biological assessments and consultations (with the U.S. Fish and Wildlife Service [FWS] and National Oceanic and the Atmospheric Administration [NOAA], Fisheries), Essential fisheries habitat (EFH) consultations with NOAA, Fisheries,	N1-589-12-4, 4E(2)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.
0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Oil Spill Risk Analyses for lease Sales (AAK) - All records related to preparing an oil spill risk analysis for lease sales. It does not include environmental studies that may supply information useful to the OSRA model, nor does it include the analysis of the OSRA results for an environmental analysis such as an environmental impact statement or an environmental assessment. Includes: Identification of potential spill areas (launch	N1-589-12-4, 4E(3)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.

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0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Lease Sale Planning (AAL) - All records related to standard administrative operating procedures to plan and conduct a lease sale. Includes planning area reviews, lease status review, preparation and assistance to headquarters on proposed and final notices of sale, planning and scheduling the facilities and related equipment needs. Also includes notices to States, acceptance of bids and updates to the corporate database.	N1-589-12-4, 4F	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.
0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	New Leases (AAM) - All records related to administrative procedures carried out to prepare and execute new leases including file folder preparation, lease printing and assembly, notice to companies on bid acceptance, payoff notification by the Office of National Resources Revenue (ONRR), lease execution by the Regional Director and document copying and mail outs to companies.	N1-589-12-4, 4F(1)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.
0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Renewable Energy Stakeholder Outreach (LBI) - All records related to stakeholder outreach initiatives including consultation and coordination with interested and affected parties, and analysis of other applicable federal, state, and local requirements for each impacted state. Stakeholder outreach includes coordination with stakeholders that could be affected by or have an interest in renewable energy leasing on the OCS, including but not limited to Federal agencies, State agencies, local and tribal governments, universities, non-governmental organizations (NGOs), and collaboratives (NROC, USOWC, WCGA, etc). Tasks include: Information transfer meetings, public scoping meetings, public hearings, inter-governmental	N1-589-12-4, 4L(1)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.

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0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Renewable Energy Task Forces (LBJ) - All records related to the development and actualization of Task Forces are necessary to ensure that the BOEM consults with the full spectrum of relevant Federal agencies, State agencies, and local and tribal governments in planning and administering its renewable energy leasing activities on the OCS. Membership in BOEM-sponsored state Task Forces is limited to Federal officials and elected officers of State, local, and tribal governments (or their designated employees with authority to act on their behalf) acting in their official capacities. Task Force meetings are held solely for the purposes of exchanging views, information, or	N1-589-12-4, 4L(2)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.
0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Renewable Energy Technical Studies (LBL) - All records related to technical studies providing information for alternative energy programmatic and regulatory decisions. All work related to technical/engineering studies conducted in support of the alternative energy program, Workshops and public meetings held or attended in support of technical studies for the	N1-589-12-4, 4L(3)(b)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.
0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Renewable Energy Lease Adjudication and Administration (LBM) - All records related to the adjudication and administration of renewable/alternative energy leases that do not fall into any other category, including work accomplished to: Adjudicate leases applications, Maintain lease administrative record, Conduct lease status reviews, Adjudicate assignments of lease/operating rights interests and process lease relinquishments. This work includes customer assistance, fee processing, and	N1-589-12-4, 4L(4)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.
0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Company Qualification Submittals for Renewable Energy (LBN) - All records related to the review and acceptance of documentation filed by new applicants to be approved to do business with the Bureau of Ocean Energy Management (BOEM). Also, the process of reviewing and accepting changes to qualification data. Legal, technical or financial qualification of new applicants, Receive, review and accepts updates to company qualifications (authorized	N1-589-12-4, 4L(5)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.

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0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Financial Instruments and Bonds for Renewable Energy Projects (LBO) - All records relating to ensuring that a lease or grant bond in the required amount has been provided. The bond guarantees compliance with all of the terms and conditions of the lease. Accept, review and administer new surety bonds and other financial assurance instruments, Process surety bond riders, terminations, and cancellations, Perform bond and financial reviews, Review and approve bonds related to change of operators, mergers, name changes and business conversions, Conduct one of two types of cost analysis for lease abandonments - lease abandonment cost analysis—submittals - lease abandonment cost	N1-589-12-4, 4M	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.
0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Non-Energy Mineral Licenses, Permits or Leases (OV) - All records related to Exploration Licenses and Prospecting Permits, includes all actions necessary for issuance, whether issued or not. Authorization will be processed in conformance with existing manuals and handbooks for exploration licenses and prospecting permits for non-energy leasable minerals. For Non-Energy Mineral Leases, includes review of lessee qualifications and	N1-589-12-4, 4N(1)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.
0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Sand and Gravel Lease Requests (QAA) - All records related to planning, evaluating, preparing and executing sand and gravel mineral leases include: Complete National Environmental Policy Act and other required environmental analyses or consultations, negotiate Memoranda of Agreement with Federal agency(s), prepare and issue negotiated	N1-589-12-4, 4N(2)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.
0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Cooperative Sand, Gravel & other Non-Energy Mineral Assessments with States and Marine Minerals Research Centers (QAC) - All records related to the business processes and tasks to participate in cooperative Outer Continental Shelf non-energy mineral studies through the, State Cooperative Offshore Sand and Gravel	N1-589-12-4, 4N(3)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.
0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Other Non-Energy Leases (QAD) - All records related to planning evaluating, preparing and executing non-energy mineral leases include: Complete National Environmental Policy Act and other required environmental analyses or consultations, negotiate Memoranda of Agreement with Federal agency(s), prepare and	N1-589-12-4, 4N(4)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.

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0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Non-Energy Task Force (QAF) - All records related to the business processes and tasks to participate in cooperative Outer Continental Shelf non-energy mineral studies. This work element produces the following workload	N1-589-12-4, 4N(5)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.
0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Environmental Coordination for Site-Specific Applications - All records related to the coordination and consultation with States and other Federal agencies in support of industry submittals (such as Development and Production Plans (DPPs), Development Operations Coordination Documents (DOCDs), Exploration Plans (EPs), pipeline applications, Application for Permit to Modify (APMs), structure removal applications, G&G applications, and rights-of-use and easements). Prepares environmental analysis to support the consultations. Includes coordination and consultations with other agencies/governments concerning issues relate to CZMA, ESA, MMPA, CAA, and NHPA, air quality consultations, Coastal Zone Management Act (CZMA) consistency determinations and certifications, Endangered Species Act Section 7 biological assessments and consultations (FWS & NOAA), essential fish habitat consultations (with NOAA, fisheries). Perform reviews of industry submittals to determine compliance of industry proposals with certain environmental laws or regulations.	N1-589-12-5, 5B(5)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.
0011 – Resources Analysis and Evaluation	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 75 years after cut-off or longer if authorized.	Mining Claim Recordation (MCR) Files Filmed - Claims files with BLM after the Federal Land Policy and Management Act of October 21, 1976. Documenting the recordation of unpatented mining claims and mill or tunnel sites. Consists of evidence of assessment work,	N1-49-90-1, 4/22a(1)(b)	Temporary. Cutoff EOFY in which the case is closed. Transfer ti FRC 2 years after cutoff. FRC destroys 50 years after cutoff.
0011 – Resources Analysis and Evaluation	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 75 years after cut-off or longer if authorized.	Mining Claim Recordation (MCR) Files Not Filmed - Claims files with BLM after the Federal Land Policy and Management Act of October 21, 1976. Documenting the recordation of unpatented mining claims and mill or tunnel sites. Consists of evidence of assessment work, notices of location, notices of intent, transfers of interest, abandonment: decisions and related	N1-49-90-1, 4/22a(2)	Temporary. Cutoff EOFY in which the cse is closed. Transfer to FRC 2 years after cutoff. FRC destroys 50 years afer cutoff.

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0011 – Resources Analysis and Evaluation	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 75 years after cut-off or longer if authorized.	Mining Claim Validity Examination Case Files - Case files, arranged by number, documenting examinations of unpatented mining claims by a minerals examiner to verify or refute discoveries alleged by claimants in order to assure that valid	N1-49-90-1, 4/22b	Temporary. Cutoff EOFY in which appeal rights are exhausted and final decision is issued. Transfer to FRC 1 year after cutoff. FRC destroys 50 years after cutoff.
0011 – Resources Analysis and Evaluation	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 75 years after cut-off or longer if authorized.	Mining Claim Surface Management Case Files - Serialized case files, arranged by number, documenting the receipt, approval, and monitoring of notices and plans of operations filed by the mining claimant or operator. Consists of the plan or notice, related maps, diagrams, environmental assessment, bond if	N1-49-90-1, 4/22c	Temporary. Cutoff EOFY in which the operations are completed and reclamation is accepted. Transfer to FRC 2 years after cutoff. FRC destroys 50 years after cutoff.
0011 – Resources Analysis and Evaluation	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 75 years after cut-off or longer if authorized.	Communitization or Unitization Agreement Operations Lease and Well Files - Federal Agreements - Operations case files, arranged by serial number or area name, documenting the regulation, supervision, inspection, and enforcement of drilling and production activities on the agreement area. Consists of the agreement, plans of development and operation, geologic reports, engineering reports, production reports, reports of operation, structure contour	N1-49-90-1, 4/26b(2)	Temporary. Cutoff EOFY in which agreement terminates and appeal rights are exhausted. Screen each file to identify and copy geologic data for filing in oil and gas geothermal geologic and production reference files (4/27c or 4/28c). Transfer to FRC 10 years after cutoff. FRC destroys 75 years after cutoff.

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0011 – Resources Analysis and Evaluation	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 75 years after cut-off or longer if authorized.	Oil and Gas Operations Lease and Well Files - Federal - This series is comprised of the two major file types described below - the lease operations file and the related well files which document the regulation, supervision, inspection, and enforcement of drilling, production, safety, and environmental activities on the lease area. Lease Operations Case File - A separate case file is established for each lease to document the supervision of operation on the lease from issuance to termination. The lease operations case file contains the lease instrument and any assignments, lease operations correspondence, operating agreements, decisions, environmental assessment, operator plans, site security and emergency action plans, reports and investigations of accidents and undesirable events, diligent development review documentation, evidence of termination, and related material. The case file may be subdivided into separate folders as volume of documentation grows. Well Files - A separate case file is established for each well that is drilled under provisions of the lease in order to document the supervision of operations on the specific well. Well folders are arranged by well number and placed behind the related lease	N1-49-90-1, 4/27b(2)	Temporary. Cutoff EOFY in which the lease terminates, the bond is released, and appeal rights are exhausted. Screen each file to identify and copy geologic and production reference files (item c). Transfer lease and well files to FRC 10 years after cutoff. FRC destroys 75 years after cutoff.
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0011 – Resources Analysis and Evaluation	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 75 years after cut-off or longer if authorized.	Geothermal Operations Lease and Well Files - Federal - This record series is comprised of the two major case types described below - the lease operations file and the related well files which document the regulation, supervision, inspection, and enforcement of drilling, production, safety, and environmental activities on the lease area. Lease Operations Case File - A separate case file is established for each lease to document the supervision of operation on the lease from issuance to termination. The lease operations case file contains the lease instrument and any assignments, lease operations correspondence, operating agreements, decisions, environmental assessment, operator plans, site security and emergency action plans, reports and investigations of accidents and undesirable events, diligent development review documentation, evidence of termination, and related material. The case file may be subdivided into separate folders as volume of documentation grows. Well Files - A separate case file is established for each well that is drilled under provisions of the lease in order to document the supervision of operations on the specific well. Well folders are arranged by well number and placed behind the related lease	N1-49-90-1, 4/28b(2)	Temporary. Cutoff EOFY in which the lease terminates, the bond is released, and appeal rights are exhausted. Screen each file to identify and copy geologic data for filing in the geologic and production reference file (item c) Transfer lease and well files to FRC destroys 75 years after cutoff.
0011 – Resources Analysis and Evaluation	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 75 years after cut-off or longer if authorized.	Solid Mineral Lease Operations Case Files - Federal - Documents the regulation, supervision, inspection, and enforcement of drilling and production activities on the lease area. Consists of lease instrument and assignments, operating agreements, decisions, mining plans, environmental assessment, reclamation plans, lease inspection and production verification reports, and related correspondence.	N1-49-90-1, 4/29b(2)	Temporary. Cutoff EOFY in which the lease terminates the bond is released and appeal rights are exhausted. Screen each file to identify and copy geologic data for filing in the geologic and production reference file (item c). Transfer to FRC 10 years after cutoff. FRC destroys 75 years after cutoff.
0011 – Resources Analysis and Evaluation	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 75 years after cut-off or longer if authorized.	Oil Shale Lease Operations Case Files - Federal - Documenting the regulation, supervision, inspection, and enforcement of oil shale production activities on the lease area. Consists of the lease instrument and assignments, operating agreements, decisions, lease development plans, site security plans, reports and investigations of accidents and events, environmental baseline files, and related	N1-49-90-1, 4/30b(2)	Temporary. Cutoff EOFY in which the lease terminates, the bond is released, and appeal rights are exhausted. Screen each file to identify and copy geologic and production reference files (item c). Transfer to FRC 3 years after cutoff. FRC destroys 75 years after cutoff.

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0011 – Resources Analysis and Evaluation	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 75 years after cut-off or longer if authorized.	Mineral Resources Records - Records dealing with the mineral resources of a particular area of a country, or the resources of a country as a whole, or the distribution and availability or particular minerals in a particular country or worldwide. Material is compiled by the staff during the data research, collection, and analysis stages of investigation into the distribution and availability of mineral resources, or exploration and development programs in a country. Files include, but are not limited to, textural data, tables, and maps, in various draft forms; working notes; reports documenting	N1-057-07-01, 1801-04	Temporary - Cutoff at the end of the project. Destroy 50 years after cutoff or when no longer needed for reference, whichever is later.
0011 – Resources Analysis and Evaluation	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 75 years after cut-off or longer if authorized.	G&G Data Management (NAC) - All records related to the managing of geological and geophysical (G&G) data and information with regard to acquisition, interpretation, analyses, statistical reporting, archiving, data release, terms of reproduction, development of proprietary terms and other business practices as related to G&G data and information. Conduct data management tasks for seismic and well data, manage G&G data acquisition and conduct data procurement, perform work related to geophysical data management, open hole data management (acquisition, security, quality, release and inquiries), establish Offshore minerals management wide priority list for funding, monitor and evaluate G&G	N1-473-12-3, 3B	Temporary - Cut off at close of FY or when activity is completed. Retain onsite or at the FRC. Delete/Destroy 75 years after cutoff

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0011 – Resources Analysis and Evaluation	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 75 years after cut-off or longer if authorized.	Royalty Relief Program (ABI) - All records related to a program put into practice to reduce royalty assessments to promote development, increase production, or encourages production of marginal resources on certain leases or categories of leases. Includes: Implement royalty relief programs; deep water royalty relief (review applications, etc.), pre-development and special relief (an ad hoc program), implement royalty relief programs; end-of-life royalty relief (review applications, etc.), pre-development and special relief (an ad hoc program), determine royalty suspension volume, support royalty rate reduction requests (end of life relief; coordinate with OEE, OFO and PDRE; also perform economic analysis with headquarters, determine eligibility, make determination), End of Life Royalty Relief (application review and determination), review, analyze, approve or deny deepwater royalty relief applications, process bid	N1-473-12-4, 4B	Temporary - Cut off at close of FY or when activity is completed. Retain onsite or a the FRC. Delete/Destroy 75 years after cutoff
0011 – Resources Analysis and Evaluation	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 75 years after cut-off or longer if authorized.	Financial Instruments and Bonds (ABF) - All records related to verification that the lead operator fulfills the legal obligation to maintain a lease bond in the required amount. The bond guarantees compliance with all of the terms and conditions of the lease. Includes: Accept, review and administer bonds (i.e., general, supplemental or replacement). Also process riders, terminations, cancellations and third party guarantees, perform bond and financial reviews, determine requirements for and approve supplemental bonds, review and approve bonds related to change of operators, conduct one of	N1-473-12-4, 4B(1)	Temporary - Cut off at close of FY or when activity is completed. Retain onsite or a the FRC. Delete/Destroy 75 years after cutoff
0011 – Resources Analysis and Evaluation	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 75 years after cut-off or longer if authorized.	Exploration Plans - All records related to processing, review, evaluation, analysis, coordination, and approval of Exploration Plans (EP), as described in 30 CFR 250 Subpart B and C and related requirements. Includes Exploration Plans and related reports processing, non-environmental review, coordination, approval, shallow hazards and all other non-environmental reviews of EP, Exploration Plans G&G reviews, geophysical survey reports and coordination, rights of use and easement applications processing, review, coordination, and approval related to exploration and drilling, mitigation development,	N1-473-12-5, 5A(1)	Temporary - Cut off at close of FY or when activity is completed. Retain onsite or at the FRC. Delete/Destroy 75 years after cutoff

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0011 – Resources Analysis and Evaluation	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 75 years after cut-off or longer if authorized.	Well Permits: Application for Permits to Drill - All records related to the processing, review, evaluation, analysis, coordination, and approval of Applications for Permits to Drill (APDs), as described in 30 CFR 250 Subpart D, E, F, G, and Q and related requirements. Includes APD processing, review, coordination and approval, drilling permit geological and geophysical, hydrogen sulfide contingency plans and related reports for drilling associated with APDs, safe welding area review for rigs for APD, welding and burning practices and procedures (i.e., Hot Tap Plan) for rigs for APDs, well activity reports engineering review, all other well permit reviews, office issued (non-field inspection) incident of non-compliance processing relating to compliance with approved drilling permits, well decommissioning (plugging and abandonment), sustained casing pressure departure requests analysis and mitigation, no flow well analysis,	N1-473-12-5, 5A(2)	Temporary - Cut off at close of FY or when activity is completed. Retain onsite or at the FRC. Delete/Destroy 75 years after cutoff
0011 – Resources Analysis and Evaluation	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 75 years after cut-off or longer if authorized.	Development and Production Plans and Related Permits - All records related to processing, review, evaluation, analysis, coordination, and approval of development plans and permits, Development Production Plans (DPP), Development Operations Coordination Documents (DOCD), Conservation Information Document (CID), and development right of use and easement, and other non-well permits, as described in 30 CFR 250 Subpart B, C, I, Q and related requirements. Includes DPP and DOCD and related reports, processing, non-environmental review, coordination, and approval, all other non-environmental reviews of DPP and DOCD, review of new technology pertaining to deep water development, review of a proposal that has modifications to an approved development plan or permit, review of rights of use and easement applications related to development and production, CID plan review	N1-473-12-5, 5A(3)	Temporary - Cut off at close of FY or when activity is completed. Retain onsite or at the FRC. Delete/Destroy 75 years after cutoff

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0011 – Resources Analysis and Evaluation	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 75 years after cut-off or longer if authorized.	Well Permits: Application for Permits to Modify - All records related to the processing, review, evaluation, analysis, coordination, and approval of Applications for Permits to Modify (APMs), as described in 30 CFR 250 Subpart D, E, F and related requirements. Includes APM processing, review, coordination and approval, drilling permit geological and geophysical, hydrogen sulfide contingency plans and related reports for drilling associated with APMs, safe welding area review for rigs for APMs, welding and burning practices and procedures (i.e., Hot Tap Plan) for rigs for APMs, well activity reports engineering review, end of operations reports engineering reviews, office issued (non-field inspection) incident of	N1-473-12-5, 5A(4)	Temporary - Cut off at close of FY or when activity is completed. Retain onsite or at the FRC. Delete/Destroy 75 years after cutoff
0011 – Resources Analysis and Evaluation	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 75 years after cut-off or longer if authorized.	Deep Water Operations Plans (DWOP) and Related Permits - All records related to the processing, review, evaluation, analysis, coordination, and approval of Deep Water Operations Plans (DWOP) and related permits, as described in 30 CFR 250 Subpart B, C, H, I, J, Q and related requirements. Includes DWOP and related reports, processing, non-environmental review, coordination, and approval, pipeline and platform section deep water operations plans review, all other non-environmental reviews of DWOPs, new technology pertaining to deep water development, proposal reviews with modifications for an approved DWOP, use and	N1-473-12-5, 5A(5)	Temporary - Cut off at close of FY or when activity is completed. Retain onsite or at the FRC. Delete/Destroy 75 years after cutoff
0011 – Resources Analysis and Evaluation	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 75 years after cut-off or longer if authorized.	Interpretations of Shallow Seismic Data (NAJ) - All records related to the analysis and application of shallow seismic data and information study and identify shallow geologic hazards and features. This work includes but is not limited to shallow gas, mass movement of sediments, and methane hydrate deposits.	N1-589-12-3, 3B	Temporary - Cutoff at close of FY or when activity is completed. Retain on-site or at FRC. Destroy 50 years after cutoff. Longer retention is authorized if required for business use.

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0011 – Resources Analysis and Evaluation	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 75 years after cut-off or longer if authorized.	Geological & Geophysical (G&G) Records - National Resource Assessment (NAA) - All records related to an assessment of the hydrocarbon potential of the Outer Continental Shelf (OCS) based on geologic knowledge and theory that estimates the undiscovered hydrocarbon resources estimated to exist outside of known accumulations. Geologic, engineering and economic assessments and reports(presale documents- related to oil, gas or hard minerals, Geologic, engineering and economic reports(output from work element NAA is used for AAD), Conduct and publish geologic, engineering and economic studies and reports, Program and test resource evaluation assessments and evaluate computer models, Perform resource assessment-geologic, engineering, geophysical and economic data analysis, interpretation and modeling to estimate oil and gas reserves and resources under the	N1-589-12-3, 3D(1)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 75 years after cutoff.
0011 – Resources Analysis and Evaluation	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 75 years after cut-off or longer if authorized.	G&G Permitting (NAB) - All records related to a contract, other than a lease, under which a person acquires the right to conduct geological and geophysical pre-lease exploration for minerals or pre-lease scientific research.	N1-589-12-3, 3D(2)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 75 years after cutoff.
0011 – Resources Analysis and Evaluation	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 75 years after cut-off or longer if authorized.	G&G Data Management (NAC) - All records related to the managing of geological and geophysical (G&G) data and information with regard to acquisition, interpretation, analyses, statistical reporting, archiving, data release, terms of reproduction, development of proprietary terms and other business practices as related to G&G data and information. Conduct data management tasks for seismic and well data, Manage G&G data acquisition and conduct data procurement, Perform work related to geophysical data management, Open hole data management (acquisition, security, quality, release and inquiries, Establish Offshore minerals management wide priority list for funding, Monitor and evaluate G&G contracts,	N1-589-12-3, 3D(3)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 75 years after cutoff.

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0011 – Resources Analysis and Evaluation	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 75 years after cut-off or longer if authorized.	Fair Market Value (FMV) - Engineering & Economic Evaluation (NAD), Phase 1 (NAE), and Phase II (NAF) - All records related to the amount of cash, or in terms reasonably equivalent to cash, for which in a probability, the property would be sold by a knowledgeable purchaser who is desirable but not obligated to pay. All records related to tract by tract analysis designed to accept those high bids where competitive market forces can be relied upon to assure receipt of fair market value. All records related to the use of a probabilistic discounted	N1-589-12-3, 3E(1)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 75 years after cutoff.
0011 – Resources Analysis and Evaluation	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 75 years after cut-off or longer if authorized.	Geological Interpretative Tools (NAH) - All records related to Geological Interpretive Tools (GIT) provide the OEMM with the necessary technology to effectively and efficiently evaluate the highly sophisticated data used in the petroleum industry. The goal of GIT is to keep OEMM geosciences and engineering interpretive technologies on a par with industry. Reduces the risk making critical decisions: fair market value, royalty relief, conservation of resources or field determinations. Plan GIT hardware and	N1-589-12-3, 3F	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 75 years after cutoff.
0011 – Resources Analysis and Evaluation	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 75 years after cut-off or longer if authorized.	Reserves, Production Projections & Activity Forecasts (NAL) - All records related to work associated with production forecasts, in-place resource estimates, economic resource estimates and Outer Continental Shelf activities performed to support long term planning and/or	N1-589-12-3, 3H(1)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 75 years after cutoff.
0011 – Resources Analysis and Evaluation	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 75 years after cut-off or longer if authorized.	Field determinations (NAN) - All records related to the field determination process involve assigning field designations to leaseholds that have qualifying oil and gas discoveries. This work includes the interpretation and review of well logs, geophysical and geologic data and other pertinent data to establish the existence of a new field or the extension of an existing field. Field determination /DWRR-Assignment of new	N1-589-12-3, 3H(2)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 75 years after cutoff.

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0011 – Resources Analysis and Evaluation	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 75 years after cut-off or longer if authorized.	Well Evaluations and New Producing Lease Determinations (NAO) - All records related to the new well evaluation process entails evaluating new exploratory wells drilled on the outer Continental Shelf. The new producible lease determination process involves determining if a well qualifies leasehold as producible. New well evaluations involving the use of petro-physical analysis and correlations to evaluate new exploratory wells to drilled to	N1-589-12-3, 3H(3)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 75 years after cutoff.
0011 – Resources Analysis and Evaluation	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 75 years after cut-off or longer if authorized.	Individual Lease Sale Terms and Conditions (AAG) - All records related to conducting lease-related steps in the presale process including preparation of proposed and final notices of sale and determine individual lease sale terms and conditions. Activities are carried out to the following and excluding preparation of consistency determinations coded under AAJ. Develop terms and stipulations for individual lease sales (i.e.,	N1-589-12-4, 4C	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 75 years after cutoff.
0011 – Resources Analysis and Evaluation	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 75 years after cut-off or longer if authorized.	Adjudicate and Administer Leases (AAZ) - All records and actions related to adjudication and administration of leases that do not fall into any other category, including: adjudicate leases, administer leases, conduct reviews and provide inputs regarding lessee or operator bankruptcy actions, conduct lease status reviews, accept and process Fishermen's Contingency Fund claims, accept and process Designation of Operator forms, process lease clearance time extensions (i.e., those requests that do not clear	N1-589-12-4, 4G(1)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 75 years after cutoff.
0011 – Resources Analysis and Evaluation	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 75 years after cut-off or longer if authorized.	Lease Rights-of-Way or Operating Rights Assessments (ABA) - All records related to the adjudication processes including initial review, acceptance and tracking; data entry, file review and approval of assignments by Land Law Examiners and preparation of approval letters and lease administration data entry and changes to the corporate database. These activities also include: Transfer of interest in leases and rights-of-way and assignments, approve lease and right-of-way assignments, Adjudicate	N1-589-12-4, 4G(2)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 75 years after cutoff.
0011 – Resources Analysis and Evaluation	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 75 years after cut-off or longer if authorized.	Lease Relinquishment (ABB) - All records related to the acceptance of lease relinquishments and the updating of the corporate database lease administration module, includes: Review and quality assure	N1-589-12-4, 4G(3)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 75 years after cutoff.

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0011 – Resources Analysis and Evaluation	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 75 years after cut-off or longer if authorized.	Company Qualification Submittals (ABC) - All records related to the review and acceptance of documentation filed by new applicants to be approved to do business with the Bureau of Ocean Energy Management (BOEM). Also, the process of reviewing and accepting changes to qualification data. Includes: qualify new applicants, update qualification data, Accept	N1-589-12-4, 4G(4)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 75 years after cutoff.
0011 – Resources Analysis and Evaluation	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 75 years after cut-off or longer if authorized.	Company Merger and Name Changes (ABD) - All records related to the formal review, evaluation and acceptance of legal documents to properly indicate rights, privileges or ownership related to, for example, mergers or name changes. Includes: Receive, review and accept company mergers, receive, review and accept company name changes, accept, review	N1-589-12-4, 4G(5)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 75 years after cutoff.
0011 – Resources Analysis and Evaluation	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 75 years after cut-off or longer if authorized.	Financial Instruments and Bonds (ABF) - All records related verify the lease operator fulfills the legal obligation to maintain a lease bond in the required amount. The bond guarantees compliance with all of the terms and conditions of the lease, Accept, review and administer bonds (i.e., general, supplemental or replacement). Also process riders, terminations, cancellations and third party guarantees, perform bond and financial reviews, determine requirements for and approve supplemental bonds, review and approve bonds related to change of operators, conduct one of two types of cost analysis for lease abandonment - lease abandonment cost analysis –submittals - lease abandonment cost analysis –in depth review, review and process general and supplemental bonds or other financial security for leases and	N1-589-12-4, 4H	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 75 years after cutoff.
0011 – Resources Analysis and Evaluation	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 75 years after cut-off or longer if authorized.	Bankruptcy Proceedings (ABH) - All records related to the proceedings associated with a process that by law entitles creditors to some form of payment for their unpaid service through reviews and provide inputs regarding	N1-589-12-4, 4H(1)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 75 years after cutoff.
0011 – Resources Analysis and Evaluation	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 75 years after cut-off or longer if authorized.	Oil Spill Insurance Requirements (ABG) - All records related to the review, acceptance and processing of Oil Spill Financial Responsibility (OSFR) forms and financial data, including bonds associated with insurance requirements. This work also includes corporate database data	N1-589-12-4, 4H(2)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 75 years after cutoff.

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0011 – Resources Analysis and Evaluation	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 75 years after cut-off or longer if authorized.	The Royalty Relief Program (ABI) - All records related to a program put into practice to reduce royalty assessments to promote development, increase production, or encourage production of marginal resources on certain leases or categories of leases. Includes: Implement royalty relief programs; deep water royalty relief (review applications, etc.) predevelopment and special relief (an ad hoc program), implement royalty relief programs; end-of-life royalty relief (review applications, etc.) predevelopment and special relief (an ad hoc program), determine royalty suspension volume, support royalty rate reduction requests (end-of-life relief: coordinate with OEE, OFO and PDRE: also, perform economic analysis with headquarters, determine eligibility, make determination), End of Life Royalty Relief (application review and determination), review, analyze, approve or deny deepwater royalty relief applications, process bid and field determination appeals, Evaluate Field	N1-589-12-4, 4H(3)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 75 years after cutoff.
0011 – Resources Analysis and Evaluation	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 75 years after cut-off or longer if authorized.	Process non-BOEM approved legal filings (ABE) - All records related to the receipt, processing and imaging of all lease related documents submitted to BOEM that are “required for filing” but not approved by BOEM and all lease related documents that are submitted to BOEM based on the need for the need for third party notice. Includes: “Require to be filed but not for approval” documents, ( e.g., production payments and net profit reports)fail under statute 256.64(7) which states; “you may create, transfer carried working interests, overriding royalty interests, or payments out of production without obtaining the regional director’s approval. However you must file instruments creating or transferring carried working interests, overriding royalty interests, or payments out of production with the regional director for record purposes”, 3rd Party Notice documents may be	N1-589-12-4, 4I	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 75 years after cutoff.
0011 – Resources Analysis and Evaluation	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 75 years after cut-off or longer if authorized.	Renewable Energy Development Plans and Applications Review (LBC) - All records related includes reviews and coordination on alternative energy plans and applications except for NEPA related reviews and coordination which are to be logged as LBD, Management of alternative energy projects from receipt onto approval,	N1-589-12-4, 4K(2)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 75 years after cutoff.

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0011 – Resources Analysis and Evaluation	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 75 years after cut-off or longer if authorized.	Alternative Use Applications (LBF) - All records and work related to the alternate use of existing OCS structures, such as: Access for alternate use projects, NEPA related work for alternate use projects, Plan and application review and approval process for alternate use projects, Studies and related contracting work for studies	N1-589-12-4, 4K(4)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 75 years after cutoff.
0011 – Resources Analysis and Evaluation	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 75 years after cut-off or longer if authorized.	Renewable Energy Compliance (LBE) - All records related include program development and training specifically for alternative energy and alternate use compliance. Also includes all efforts for on-site or other compliance inspections. Development of standards to serve as the basis for acceptable operations and inspections, All post approval site-specific work associated with alternative energy or alternate use projects, such as: environmental compliance, field monitoring (that is not part of a Bureau sponsored study that would be coded as LBE), safety inspections, engineering inspections, 3rd party verifications, review of reports from the applicant or other regulatory agencies, Desk audits, modeling, and queries conducted to support any of the items listed in the preceding bullet, Issuance of INCs for alternative energy or alternate use projects, Civil penalties and appeals related to alternative	N1-589-12-4, 4K(5)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 75 years after cutoff.
0011 – Resources Analysis and Evaluation	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 75 years after cut-off or longer if authorized.	Renewable Energy Access (LBA) - All records related and including activities leading to the granting of access of alternative energy projects, and the issuance of the instruments of access (leases, right of way and right of use and easements. Includes also: Preparation and coordination of Federal Register Notices related to access, Determinations of interest and competition relating to alternative energy lease sales, Determination of individual lease sale	N1-589-12-4, 4K(6)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 75 years after cutoff.

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0011 – Resources Analysis and Evaluation	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 75 years after cut-off or longer if authorized.	Environmental Study Plans and Permit Application Review (AAP) - All records that support the processing of oil and gas user plans or permits (including exploration plans and DPP and all permits). Includes management oversight to plan environmental studies under the Environmental Studies Program and work on individual projects. These projects support the environmental review of Application for Permit to Drill, Exploration Plans, development plans, production plans, and decommissioning. Includes development of Annual Environmental Studies Plans, Annual Regional Studies Priority Lists, National Studies Priority Lists, Consultation with the Outer Continental Shelf Scientific Committee, provision of environmental	N1-589-12-5, 5A(1)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 75 years after cutoff.
0011 – Resources Analysis and Evaluation	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 75 years after cut-off or longer if authorized.	Exploration Plans (AAT) - All records related to the processing, review, evaluation, analysis, coordination, and approval of Exploration Plans (EP), as described in 30 CFR 250 Subpart B and C and related requirements. Includes exploration plans and related reports processing, non-environmental review, coordination, approval, shallow hazards and all other non-environmental reviews of EP, EP G&G reviews, geophysical survey reports and coordination, rights of use and easement applications processing, review, coordination, and approval related to exploration and drilling, mitigation development, coordination, and	N1-589-12-5, 5A(2)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 75 years after cutoff.

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<p>0011 – Resources Analysis and Evaluation</p>	<p>TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 75 years after cut-off or longer if authorized.</p>	<p>Well Permits: Application for Permits to Drill (AAV) - All records related to the processing, review, evaluation, analysis, coordination, and approval of Applications for Permits to Drill (APD), as described in 30 CFR 250 Subpart D, E, F, G and Q and related requirements. Includes APD processing, review, coordination and approval, drilling permit geological and geophysical, hydrogen sulfide contingency plans and related reports for drilling associated with APDs, Safe Welding Area review for rigs for APDs, welding and burning practices and procedures for rigs for APDs, well activity reports engineering review, end of operations reports engineering review, all other well permit reviews, office issued incidents of non-compliance processing relating to compliance with approved drilling permits, well decommissioning, sustained casing pressure departure requests analysis and mitigation, no</p>	<p>N1-589-12-5, 5A(3)</p>	<p>Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 75 years after cutoff.</p>
<p>0011 – Resources Analysis and Evaluation</p>	<p>TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 75 years after cut-off or longer if authorized.</p>	<p>Development and Production Plans and Related Permits - All records related to the processing, review, evaluation, analysis, coordination, and approval of development plans and permits; Development Production Plans (DPP), Development Operations Coordination Documents (DOCD), Conservation Information Document (CID), and development right of use and easement, and other non-well permits, as described in 30 CFR 250 Subpart B, C, I and Q and related requirements. Includes DPP and DOCD and related reports, processing, non-environment review, coordination and approval, all other non-environmental reviews of DPP and DOCD, review new technology pertaining to deep water development, review of a proposal that has modifications to an approved development plan or permit, review of rights of use and easement applications related to development and production, Conservation Information Document (CID) (plan review and</p>	<p>N1-589-12-5, 5A(4)</p>	<p>Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 75 years after cutoff.</p>

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0011 – Resources Analysis and Evaluation	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 75 years after cut-off or longer if authorized.	Deep Water Operation Plans (DWOP) and Related Permits - All records related to the processing, review, evaluation, analysis, coordination and approval of Deep Water Operation Plans (DWOP) and related permits, as described in the regulation 30 CFR 250 Subpart B, C, H, I, J, Q and related requirements. Includes DWOP and related reports, processing, non-environmental review, coordination, and approval, pipeline and platform section Deep Water Operation Plans review, all other non-environmental reviews of DWOPs, review new technology pertaining to deep water development, review of a proposal that has modifications to an approved DWOP, review of rights of use and easement applications related	N1-589-12-5, 5A(5)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 75 years after cutoff.
0012 – Lease Case History Files	PERMANENT. Cut off at close of FY when activity is completed. Transfer legal ownership to NARA 15 years after cut-off.	Mineral Lease Sale Files - Mineral Lease Sale and Tract Evaluation Final Report and Map Masters - Record copies of final reports and maps of: (1) the geology and mineral potential of tracts in lease sales, final geologic structure maps and cross sections, isopach maps, and the geological, geophysical, and engineering data supporting the evaluation, and (2) the	N1-49-90-1, 4/24b	Permanent. Cutoff in which the study or sale is completed. Transfer to FRC 5 years after cutoff. FRC transfers to NARA 25 years after cutoff.
0012 – Lease Case History Files	PERMANENT. Cut off at close of FY when activity is completed. Transfer legal ownership to NARA 15 years after cut-off.	Oil and Gas Development Map Masters - Manuscript and annotated maps depicting lease boundaries, well locations and completions, units and communitized areas, field names, and related summary information on the status of drilling operations in a particular area.	N1-49-90-1, 4/27e	Permanent. Cutoff in which the map is redrafted or completed. Transfer to FRC 1 year after cutoff. FRC transfers to NARA 20 years after cutoff.
0012 – Lease Case History Files	PERMANENT. Cut off at close of FY when activity is completed. Transfer legal ownership to NARA 15 years after cut-off.	Mine Maps and Abandonment Reports - Federal - Record copies of: (1) maps and plats showing extent of mine development, excavation and severance, lease boundaries, surface buildings, location of mineral deposits, bore holes, related mine information; and (2) abandonment and inspection reports, maps, plats, and drawings	N1-49-90-1, 4/29c	Permanent. Cutoff EOFY in which the lease terminate, the bond is released, and appeal rights are exhausted. Transfer to FRC 10 years after cutoff. FRC transfers to NARA 20 years after cutoff.
0012 – Lease Case History Files	PERMANENT. Cut off at close of FY when activity is completed. Transfer legal ownership to NARA 15 years after cut-off.	Oil Shale Final Maps - Maps submitted by lessee, showing extent of development, excavation, and severance for each lease and location of lease boundaries, surface roads and facilities, mineral deposits, bore holes, etc.	N1-49-90-1, 4/30c(1)	Permanent. Cutoff EOFY in which the lease terminates, the bond is released, and appeal rights are exhausted. Transfer to FRC 3 years after cutoff. FRC transfers to NARA 20 years after cutoff.

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0012 – Lease Case History Files	PERMANENT. Cut off at close of FY when activity is completed. Transfer legal ownership to NARA 15 years after cut-off.	Helium Pipeline Records - Easements / Rights of Way - one file for each landowner.	N1-49-00-3, 32/3a	Permanent. Cutoff EOFY in which the rights are relinquished by the grantee or terminated by the BLM and appeal rights are exhausted. Transfer to FRC 2 years after cutoff. FRC transfers to NARA 25 years after cutoff.
0012 – Lease Case History Files	PERMANENT. Cut off at close of FY when activity is completed. Transfer legal ownership to NARA 15 years after cut-off.	Helium Resource Evaluation Published Reports - Helium Resources of the U.S., Analyses of Natural Gases, etc.	N1-49-00-3, 32/7a	Permanent. One copy of published document. Cutoff EOFY in which issued. Transfer to FRC when records are 5 years old. FRC transfers to NARA when records are 10 years old.
0012 – Lease Case History Files	PERMANENT. Cut off at close of FY when activity is completed. Transfer legal ownership to NARA 15 years after cut-off.	Helium - Federal Leased Lands General Files - Files containing documentation of major policy and other decisions that may or may not be documented in a mission-related directives case file. These files provide a complete history of the major events, approvals, standard operating	N1-49-00-3, 32/8c	Permanent. Cutoff EOFY or if accumulation is limited, cutoff every 5 years. Transfer to FRC 10 years after cutoff. FRC transfers to NARA 30 years after cutoff.
0012 – Lease Case History Files	PERMANENT. Cut off at close of FY when activity is completed. Transfer legal ownership to NARA 15 years after cut-off.	Mineral Resources - Material pertaining to conservation, development, or the exploitation of coal, gas, and other mineral resources. Including the use of water in exploiting and extending use and the environmental effects of that use. Includes strip mining, pollution effects by mineral exploitation on air and water and oil spills.	N1-115-94-7, ENV-7.10	Permanent. Cutoff at the end of each calendar year or when volume warrants. Transfer to FRC 10 years after cutoff. Transfer to the National Archives 30 years after cutoff.

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0012 – Lease Case History Files	PERMANENT. Cut off at close of FY when activity is completed. Transfer legal ownership to NARA 15 years after cut-off.	Oil Spill Research - All records related to contractual oil spill research related to plans and permit application review. This work element includes the evaluation and review of oil spill research proposals. Significant final research products - Technical reports and similar publications selected by BSEE experts, that disseminate the findings, methodology, and conclusion of projects conducted for BSEE through its technology assessment research program, as well as research performed at the Oil and Hazardous Materials Simulated Environmental Test Tank (OHMSETT) facility, which capture research and development data of ongoing value that provides continuation of long-term data collection and monitoring efforts of national or international interest in the subject area, documents technological breakthroughs for the control, prevention, and/or mitigation of oil spills, documents cumulative data gathered or derived under the research project that may be used to track long-term trends or	N1-473-12-5, 5B(1)(a)	Permanent - Cut off at close of FY or when activity completed. Transfer to the FRC 3 years after cut-off. Transfer to NARA 25 years after cut-off.
0012 – Lease Case History Files	PERMANENT. Cut off at close of FY when activity is completed. Transfer legal ownership to NARA 15 years after cut-off.	Oil Spill Incident Review and Analysis - All records related to identifying, tracking, quantifying, and responding to oil spills from regulated facilities, including review of oil spill reports from the National Response Center, NOAA, industry, or other sources. Major Oil Spill Review and Analysis Reports - Records selected by designated BSEE subject matter experts that meet the following criteria: records of major category oil spill event exceeding 100,000 gallons and greater (2,381 barrels and	N1-473-12-5, 5C(3)(a)	Permanent - Cut off at close of FY or when activity completed. Transfer to the FRC 3 years after cut-off. Transfer to NARA 25 years after cut-off.
0012 – Lease Case History Files	PERMANENT. Cut off at close of FY when activity is completed. Transfer legal ownership to NARA 15 years after cut-off.	Oil Spill Response Division Program - All records related to the administration and operation of the agency oil spill program including promulgation of regulations, development policies and procedures, and responding to requests for information. Oil Spill Response Program Direction Records - Records relating to the promulgation of regulations, the development of policies and procedures, the	N1-473-12-5, 5C(4)(a)	Permanent - Cut off at close of FY or when activity completed. Transfer to the FRC 3 years after cut-off. Transfer to NARA 25 years after cut-off.

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0012 – Lease Case History Files	PERMANENT. Cut off at close of FY when activity is completed. Transfer legal ownership to NARA 15 years after cut-off.	Incident Analysis and Investigation Program - All records related to offshore incidents and events reporting, analysis, and investigation. Major Incident Investigative Records - Final reports that document major incidents requiring investigative panels, and any other reports selected as significant by designated BSEE subject matter experts. Excludes background	N1-473-12-5, 5F(2)(a)	Permanent - Cut off at close of FY or when activity completed. Transfer to the FRC 3 years after cut-off. Transfer to NARA 25 years after cut-off.
0012 – Lease Case History Files	PERMANENT. Cut off at close of FY when activity is completed. Transfer legal ownership to NARA 15 years after cut-off.	Compliance and Enforcement Program - All records related to the development and oversight of the OCS Compliance and Enforcement Program. The records include fostering a culture of responsibility and compliance in the offshore oil and gas industry, policies and regulations promoting safety for	N1-473-12-5, 5H(3)	Permanent - Cut off at close of FY or when activity completed. Transfer to the FRC 3 years after cut-off. Transfer to NARA 25 years after cut-off.
0012 – Lease Case History Files	PERMANENT. Cut off at close of FY when activity is completed. Transfer legal ownership to NARA 15 years after cut-off.	Safety and Environmental Management System (SEMS) Program Records - All records related to the development, implementation and management of SEMS program, and SEMS audit reviews. Records relating to the promulgation of regulations, the development of	N1-473-12-5, 5J(4)(a)	Permanent - Cut off at close of FY or when activity completed. Transfer to the FRC 3 years after cut-off. Transfer to NARA 25 years after cut-off.
0012 – Lease Case History Files	PERMANENT. Cut off at close of FY when activity is completed. Transfer legal ownership to NARA 15 years after cut-off.	Optimal Value of Oil & Gas Resources (OR) - Ensuring optimal value is a process by which a Bureau identifies and analyzes the geologic, geophysical, engineering and economic aspects of oil and gas resources. This work activity is performed to receive either optimal or fair value for the public and to provide interpreted data and information to potential bidders and government decision makers. Digital Final Maps Interpretic Report Products for Tectonic and Stratigraphic Investigation, Lease/Well Development and Reserve Estimations. Includes: Regional Geologic and Geophysical Mapping and	N1-589-12-3, 3A(1)	Permanent - Cut off after issuance of the permit under which the inclusive geological/geophysical information was collected. Transfer eligible records to NAA 50 years after cut off. Subsequent transfers to NARA will occur 15 years after cutoff. Upon request NARA will be given the opportunity to review and select products prior to transfer.

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0012 – Lease Case History Files	PERMANENT. Cut off at close of FY when activity is completed. Transfer legal ownership to NARA 15 years after cut-off.	Reserve Estimates, Engineering & Economic Interpretations and Reports (NAM) - All records relating to reserves estimating process involves developing independent estimates of original amounts of natural gas and oil in discovered fields. Staff conducts field reserve studies on the Outer Continental Shelf and makes periodic revisions of estimates of remaining natural gas and oil that reflect new discoveries or development information and annual production. Perform engineering and economic and reserve estimates, analyses, interpretation of new and revised estimates pertaining to fields and or leaseholds using resource evaluation geological and geophysical interpretations and maps, Perform Data Analysis, Interpret geologic and geophysical data to determine new or revised field or leasehold reserve estimates, Produce	N1-589-12-3, 3C	Permanent - Cutoff after issuance of the permit under which the inclusive geological/geophysical information was collection. Transfer eligible records to NARA 50 years after cutoff.
0012 – Lease Case History Files	PERMANENT. Cut off at close of FY when activity is completed. Transfer legal ownership to NARA 15 years after cut-off.	Official Marine Cadastral Descriptions (AAE) - All records related to Offshore cadastre that defines various boundaries and aerial measurements prior to offering an area for lease. Includes Cadastral & Mapping Aspects and Boundary Records, including those related to: Provision of technical , computational expertise (Protraction Diagrams, Leasing maps, supplemental OCS block diagrams composite block diagrams and special graphics for management), Collaboration with Department of State, Justice and Commerce on various domestic and international boundary lines, Provision of assistance , spatial information and metadata to coastal States, federal agencies, private industry and foreign governments,	N1-589-12-4, 4A(1)	Permanent - Cut off at close of FY or when activity completed. Retain on-site or at an off site storage. Transfer legal ownership to NARA 25 years after cut-off.
0012 – Lease Case History Files	PERMANENT. Cut off at close of FY when activity is completed. Transfer legal ownership to NARA 15 years after cut-off.	National Ocean Policy Records - These records document BOEM's support of the White House National Ocean Council, and the National Ocean Policy (NOP) and implementation plan. The NOP enhances the Nation's ability to maintain healthy, resilient and sustainable ocean coasts and Great Lakes resources. The records document BOEM's engagement with the NOP initiative and they include the policy itself along with unique BOEM's records created as part of	N1-589-12-4, 4B(1)	Permanent - Cut off at close of FY or when activity completed. Retain on-site or at an off site storage. Transfer legal ownership to NARA 25 years after cut-off.

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0012 – Lease Case History Files	PERMANENT. Cut off at close of FY when activity is completed. Transfer legal ownership to NARA 15 years after cut-off.	Five-Year Program Development Final Products (AAA) - A Five Year Program consists of a schedule of oil and gas lease sales indicating the size, timing, and location of proposed leasing activity the Secretary determines will best meet national energy needs for the five-year period following its approval. All final products for each 5-year program. This includes draft, proposed, final, and revised OCS Oil and Gas Program Leasing Documents.	N1-589-12-4, 4D(1)(a)	Permanent - Cut-off at close of FY or when activity is completed. For subsequently added Five-Year Program records, transfer electronic files (including nonproprietary public versions) to the National Archives at three year intervals under the instructions of 36 CFR 1235.44-50, or whichever transfer guidance is in place at the time of the transfer.
0012 – Lease Case History Files	PERMANENT. Cut off at close of FY when activity is completed. Transfer legal ownership to NARA 15 years after cut-off.	Final Environmental Studies Reports - Records documenting scientific research studies specifically implemented to inform policy decisions for oil and gas, renewable energy, non-energy mineral leasing and also other non-energy environmental studies. Specifically include all final reports in respect of the following	N1-589-12-4, 4E(1)(a)	Permanent - Cut off at close of FY or when activity is completed. Transfer digital copies (only) of all completed studies to NARA upon approval of this schedule. Thereafter, transfer electronic files in three year intervals.
0012 – Lease Case History Files	PERMANENT. Cut off at close of FY when activity is completed. Transfer legal ownership to NARA 15 years after cut-off.	Renewable Energy Program Development and Management (LBA) - All records and work related to the development and management of the alternative energy and alternate use program. Includes stakeholder meetings not directly related to NEPA document preparation, briefing documents, objectives, milestones, budgets, EPA reports, schedules, meeting materials and other managerial type documents, development of regional plans and programmatic level documents, development of	N1-589-12-4, 4K(1)	Permanent - Cut-off at close of FY or when activity is completed. For subsequently added Five-Year Program records, transfer electronic files (including nonproprietary public versions) to the National Archives at three year intervals under the instructions of 36 CFR 1235.44-50, or whichever transfer guidance is in place at the time of the transfer.
0012 – Lease Case History Files	PERMANENT. Cut off at close of FY when activity is completed. Transfer legal ownership to NARA 15 years after cut-off.	Renewable Energy Technical Studies (LBL) - Significant Renewable Energy Research (REnR) Studies - Studies that disseminate the findings, methodology, and conclusions of renewable energy research conducted through the technology assessment program, which capture research and development data of ongoing value that: Provides continuation of long-term data collection and monitoring efforts of national or international interest in the subject area; documents technological breakthroughs for the control, prevention, and/or mitigation of oil spills; documents cumulative data gathered or derived under the research project that may be used to track long-term trends or developments; is unique or irreplaceable information; significantly alters basic assumptions or approaches taken by the research community; supports decisions	N1-589-12-4, 4L(3)(a)	Permanent - Cut-off at close of FY or when activity is completed. Transfer electronic files (including nonproprietary public versions) to the National Archives at three year intervals. Hardcopy records transfer to the FRS 5 years after cut-off. Transfer to NARA 25 years after cut off.

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0012 – Lease Case History Files	PERMANENT. Cut off at close of FY when activity is completed. Transfer legal ownership to NARA 15 years after cut-off.	Oil Spill Risk Analyses for Plans and Permit Application Reviews for Oil and Gas Plans and Oil and Gas Permits - All records related to work done to prepare an oil spill risk analysis to support the review of post-lease activities such as Application for Permit to Drill (APD), Development Plans, and Production Plans. Includes: Identification of potential spill areas (launch areas and points), Identification of	N1-589-12-5, 5B(3)	Permanent - Cut off at close of FY or when activity completed. Electronic records: Transfer files (including nonproprietary public versions) to NARA at three year intervals. Hard copies: Transfer to the FRC 5 years after cut-off. Transfer to NARA 25 years after cut-off.
0012 – Lease Case History Files	PERMANENT. Cut off at close of FY when activity is completed. Transfer legal ownership to NARA 15 years after cut-off.	California Inter-tidal Monitoring Program - All records related to all funds used to conduct the in-house California Inter-tidal Program Monitoring effort. Activities include: Coordination and consultancy with DOI, other Federal agencies, State agencies and non-governmental organizations on offshore infrastructure protection issues (memoranda of understanding, National Energy Security Policy and the Gulf Safety Committee), Provision of oversight guidance, review and coordination of Offshore	N1-589-12-5, 5D(1)	Permanent - Cut off at close of FY or when activity completed. Electronic records: Transfer files (including nonproprietary public versions) to NARA at three year intervals. Hard copies: Transfer to the FRC 5 years after cut-off. Transfer to NARA 25 years after cut-off.
0012 – Lease Case History Files	PERMANENT. Cut off at close of FY when activity is completed. Transfer legal ownership to NARA 15 years after cut-off.	Environmental Studies in Support of Environmental Compliance Monitoring (DAB) - All records related specifically to sand and gravel environmental research. It includes all management type oversight and work to plan environmental studies and all work for individual sand and gravel projects. Include: development of, - Annual Environmental Studies Plans, - Annual Regional Studies Priority Lists, - National Studies Priority Lists, consultation with the Outer	N1-589-12-5, 5D(2)	Permanent - Transfer to NARA 75 years after cut off.
0012 – Lease Case History Files	PERMANENT. Cut off at close of FY when activity is completed. Transfer legal ownership to NARA 15 years after cut-off.	Interior Board of Land Appeals (IBLA) Files - Documents related to formals appeals to the IBLA. The administrative judges of the Board decide appeals from bureau decisions relating to the use and disposition of public lands and their resources regarding mining, grazing, energy development, royalty management, rights of way, land exchanges and trespass actions.	Unscheduled	N/A; Unscheduled
<b>Land Use and Planning</b>				
0013 - Intermediate/Reference Materials for Land Use Activities, Special Land Use Permit Case Files (denied), Wild Horse & Burro Non-Adoptions	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy when no longer needed.	Refuge Contaminant Assessment Reports - Contaminant assessments summary report for each refuge based on all the conaminant surveys, clean up activities, and consultant performed studies at the refuge that are used as a management and reporting tool	N1-022-05-01, 74	TEMPORARY. Destroy when superseded by a new report.

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0013 - Intermediate/Reference Materials for Land Use Activities, Special Land Use Permit Case Files (denied), Wild Horse & Burro Non-Adoptions	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy when no longer needed.	Special Land Use Permit Case Files. Documents the application and approval or denial of permits issued by USFWS for a variety of short or long term land use on refuges (such as agriculture, grazing, mining, utilities operation, and airport right-of-ways). May include permit application, field office	N1-022-05-01, 110b	TEMPORARY. Destroy 1 year after final determination.
0013 - Intermediate/Reference Materials for Land Use Activities, Special Land Use Permit Case Files (denied), Wild Horse & Burro Non-Adoptions	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy when no longer needed.	Wild Horse & Burro (WH&B) Adoption Files - WH&B Applications Which Do Not Result in Adoption - Consists of application, screening checklist, and related maps and correspondence. Documents are filed alphabetically by applicant name. Forms: 4710-10. Confidentiality: Non-public record category	N1-49-90-1, 4/8c	TEMPORARY. Cutoff EOFY in which received. Destroy 1 year after cutoff.
0013 - Intermediate/Reference Materials for Land Use Activities, Special Land Use Permit Case Files (denied), Wild Horse & Burro Non-Adoptions	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy when no longer needed.	Land Status Control Files (h). Correspondence, reports, BLM Form 1810-4, and other records that document requests for status, completion of projects, or other administrative actions.	NC1-49-90-1, 4/10(h)	Temporary. Destroy when superseded, obsolete, or no longer needed for control purposes.
0013 - Intermediate/Reference Materials for Land Use Activities, Special Land Use Permit Case Files (denied), Wild Horse & Burro Non-Adoptions	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy when no longer needed.	Resource Samples, Museum Property, and Related Reports. (1) Resource Samples Mineral, vegetable, animal, water, soil, and other natural resource samples obtained from exploration or examination. Includes herbariums.	N1-49-90-1, 4/11d(1)	Temporary. Destroy when analysis is completed and report is approved, or when no longer needed for reference or display purposes.
0013 - Intermediate/Reference Materials for Land Use Activities, Special Land Use Permit Case Files (denied), Wild Horse & Burro Non-Adoptions	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy when no longer needed.	Well logs and Directional Surveys. Paper or microform copies of final lithologic, radioactivity, electric, caliper, sonic, or other geophysical logs, and directional surveys of the finished hole of directionally drilled wells.	N1-49-90-1, 4/11e	Temporary. Destroy when superseded, obsolete, or no longer needed for administrative or reference purposes.
0013 - Intermediate/Reference Materials for Land Use Activities, Special Land Use Permit Case Files (denied), Wild Horse & Burro Non-Adoptions	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy when no longer needed.	Withdrawal, Classification and Designation Intermediate Materials. Preliminary, intermediate, and prefinal drawings and other materials that are created and reviewed in preparation of final reports and maps.	N1-49-90-1, 4/18c(2)	Temporary. Cutoff EOFY in which published. Destroy 1 year after cutoff.

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0013 - Intermediate/Reference Materials for Land Use Activities, Special Land Use Permit Case Files (denied), Wild Horse & Burro Non-Adoptions	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy when no longer needed.	Waterpower Project Reference Material and Working Files Working files, arranged by project number, containing reference copies of FERC documents re. power project withdrawals. Contains proposed power plan, FERC reports, judgments, and orders, withdrawal notices, construction	N1-49-90-1, 4/18f	Temporary. Cutoff EOFY in which project is completed or the withdrawal is revoked. Destroy 1 year after cutoff.
0013 - Intermediate/Reference Materials for Land Use Activities, Special Land Use Permit Case Files (denied), Wild Horse & Burro Non-Adoptions	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy when no longer needed.	NGPA Well Determination Reference Files Determination made by jurisdictional agency (BLM) under NGPA consisting of location formation, operator, NGPA section, and data of determination used for entering data into the NGPA electronic tracking system (NGPASYS). A copy is also filed in the NGPA application file.	N1-49-90-1, 4/18g(3)	Temporary. Destroy when no longer needed for reference and/or research.
0013 - Intermediate/Reference Materials for Land Use Activities, Special Land Use Permit Case Files (denied), Wild Horse & Burro Non-Adoptions	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy when no longer needed.	Resource Management Plan (RMP) Files. Plans to guide and control management actions and the development of subsequence, more detailed and limited plans for resources and their use. RMPs apply to all BLM lands even when the only public land interest is the mineral estate. c. RMP Working Files and Reference Material. Nonrecord reference copies of official documents; notes, drafts, and preliminary or interim data used in preparation of final documents; preliminary or intermediate technical and scientific data and working maps which are	N1-49-90-1, 4/19c	Temporary. Destroy 1 year after final plan and maps are published or released, or when no longer needed for revision or reference.
0013 - Intermediate/Reference Materials for Land Use Activities, Special Land Use Permit Case Files (denied), Wild Horse & Burro Non-Adoptions	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy when no longer needed.	Texas Acquired Minerals Project (TAMP) Master Title and Use Plats. Plats which show base data (survey and land conveyances and acquisitions) and mineral leasing (oil and gas) information on a country basis. Used to graphically display land status and used as an index to other source documents.	N1-49-91-2, 5b	Temporary. Destroy when superseded or obsolete.
0013 - Intermediate/Reference Materials for Land Use Activities, Special Land Use Permit Case Files (denied), Wild Horse & Burro Non-Adoptions	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy when no longer needed.	TAMP Master Title and Use Plats. Plats which show base data (survey and land conveyances and acquisitions) and mineral leasing (oil and gas) information on a country basis. Used to graphically display land status and used as an index to other source documents. e. Paper Output from Electronic Version	N1-49-91-2, 5e	Temporary. Destroy when superseded.
0013 - Intermediate/Reference Materials for Land Use Activities, Special Land Use Permit Case Files (denied), Wild Horse & Burro Non-Adoptions	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy when no longer needed.	TAMP Historical Indexes (HI). Chronological listing of all land acquisition and mineral lease transactions. Not all data is displayed on Master Title Plat (e.g., expired leases) b. Paper Copies in Public Room	N1-49-91-2, 6b	Temporary. Destroy when superseded or obsolete.

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0013 - Intermediate/Reference Materials for Land Use Activities, Special Land Use Permit Case Files (denied), Wild Horse & Burro Non-Adoptions	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy when no longer needed.	TAMP Historical Indexes (HI). Chronological listing of all land acquisition and mineral lease transactions. Not all data is displayed on Master Title Plat (e.g., expired leases) d. Printouts. Paper output from electronic version in chronological order to represent historical index.	N1-49-91-2, 6d	Temporary. Destroy when superseded or obsolete.
0013 - Intermediate/Reference Materials for Land Use Activities, Special Land Use Permit Case Files (denied), Wild Horse & Burro Non-Adoptions	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy when no longer needed.	Texas Railroad Commission (TRRC) Base Maps. TRRC source maps derived from Texas General Land Office survey map and U.S. Geological Survey topographic quadrangle maps. e. Printouts of Attribute Data on Base Maps in Text File Format.	N1-49-91-2, 8e	Temporary. Destroy when no longer needed for administrative use.
0013 - Intermediate/Reference Materials for Land Use Activities, Special Land Use Permit Case Files (denied), Wild Horse & Burro Non-Adoptions	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy when no longer needed.	TAMP Interim Data Files b. Printouts of Autocad Survey Plot.	N1-49-91-2, 9b	Temporary. Destroy when 10 years old or when no longer needed for administrative use, whichever is sooner.
0013 - Intermediate/Reference Materials for Land Use Activities, Special Land Use Permit Case Files (denied), Wild Horse & Burro Non-Adoptions	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy when no longer needed.	TAMP Internal Tracking Information. Various tracking programs that are used to document and monitor TAMP. a. Electronic Case Recordation Abstracts of Early Information.	N1-49-91-2, 10a	Temporary. Delete after integrated into interim or target system.
0013 - Intermediate/Reference Materials for Land Use Activities, Special Land Use Permit Case Files (denied), Wild Horse & Burro Non-Adoptions	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy when no longer needed.	TAMP Internal Tracking Information. Various tracking programs that are used to document and monitor TAMP. b. TAMP Country Tracking Data Base.	N1-49-91-2, 10b	Temporary. Place copy of printout in Project History File on annual basis until all counties in project are completed (because it contains summary information). Destroy when no longer needed for administrative use.
0013 - Intermediate/Reference Materials for Land Use Activities, Special Land Use Permit Case Files (denied), Wild Horse & Burro Non-Adoptions	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy when no longer needed.	TAMP Internal Tracking Information. Various tracking programs that are used to document and monitor TAMP. c. Lotus Electronic Spreadsheet	N1-49-91-2, 10c	Temporary. Delete when no longer needed for administrative use.

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0013 - Intermediate/Reference Materials for Land Use Activities, Special Land Use Permit Case Files (denied), Wild Horse & Burro Non-Adoptions	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy when no longer needed.	Public Land Statistics (PLS) System Electronic file that presents statistical data in table format re: BLM lands, programs, operations, forest management, wildlife, minerals, and range policy. Supports the annual publication, "Public Land Statistics." Confidentiality: Nonpublic record category 3.	N1-49-96-6; 20/44	Temporary. Destroy individual data elements when superseded or no longer needed for administrative purposes.
0013 - Intermediate/Reference Materials for Land Use Activities, Special Land Use Permit Case Files (denied), Wild Horse & Burro Non-Adoptions	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy when no longer needed.	Mineral Lease Sale Files. Documenting the planning, conduct, and evaluation of competitive mineral lease sales and providing a history of each sale. Nominations not Accepted. Nominations for parcels unavailable for leasing (i.e., closed to leasing, no minerals available, in an existing lease, etc.). Files will include copies of nomination and/or agency response. Responses may be in the form of telephone	N1-49-99-1, 4/24c	TEMPORARY. Destroy when records are 6 months old or when no longer needed for reference, whichever is longer.
0013 - Intermediate/Reference Materials for Land Use Activities, Special Land Use Permit Case Files (denied), Wild Horse & Burro Non-Adoptions	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy when no longer needed.	Application for Land Use. Material pertaining to applications for land use files. Applications and supporting documents received by Bureau of Land Management and referred to Reclamation to determine Reclamation's interest in the land. Includes application involving land either withdrawn or being considered for withdrawal for	N1-115-94-6, LND-4.10	Temporary. Break file at the end of each year. Cutoff after denial of the application or termination of the withdrawal. Destroy 1 year after cutoff.
0014 - Short Term Land Use Activities and Wild Horse & Burro Operation Records	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 3 years after cut-off.	Statistics on Visitors to Service Facilities - Statistics reflect information such as number or visitors, total visitor hours, types of visitor activities, visitor impacts on Service facilities, and modes of visitor transportation.	NC1-22-78-1, 72	TEMPORARY. Destroy when statistics are 5 years old or when no longer needed.
0014 - Short Term Land Use Activities and Wild Horse & Burro Operation Records	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 3 years after cut-off.	Special Land Use Permit Case Files. Documents the application and approval or denial of permits issued by USFWS for a variety of short or long term land use on refuges (such as agriculture, grazing, mining, utilities operation, and airport right-of-ways). May include permit application, field office	N1-022-05-01, 110a	TEMPORARY. Destroy 3 years after permit expiration or 3 years after termination date of latest applicable condition, whichever is later.
0014 - Short Term Land Use Activities and Wild Horse & Burro Operation Records	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 3 years after cut-off.	Pre-acquisition Contaminant Surveys. Documents the review and survey of land conducted by USFWS contaminants specialists prior to USFWS acquiring the land. May include notes, analyses and studies, reports,	N1-022-05-01, 179b	TEMPORARY. Destroy when 3 years old.

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0014 - Short Term Land Use Activities and Wild Horse & Burro Operation Records	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 3 years after cut-off.	Real Property Improvement and Development Files. A. Management Plans for Public Lands Improvement and Development. Case files and related maps documenting a program of action designed to reach a given set of objectives for a specific geographic area of the public lands. (1) Long-range Plans. Includes allotment management plans, habitat management plans, herd management plans, recreation	NC1-49-85-2, 4/26a(1)c	Temporary. Destroy 3 years after plan completion.
0014 - Short Term Land Use Activities and Wild Horse & Burro Operation Records	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 3 years after cut-off.	Real Property Improvement and Development Files. A. Management Plans for Public Lands Improvement and Development. Case files and related maps documenting a program of action designed to reach a given set of objectives for a specific geographic area of the public lands. (2) Short-range Plans. Generally, management	NC1-49-85-2, 4/26a(2)	Temporary. Cut off EOFY in which all the planned activity is completed or when plan is replaced by another plan. Destroy 3 years after cutoff.
0014 - Short Term Land Use Activities and Wild Horse & Burro Operation Records	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 3 years after cut-off.	Wild Horse & Burro (WH&B) Adoption Files - WH&B Animal Preparation Case Files Documenting the physical examination, freezemarking, and treatment of animals in preparation for private maintenance by adopters. Consists of lab tests, certificate of veterinarian, veterinarian treatment records, health certificates, and other preparation records. Note: Duplicate copies are provided to adopters.	N1-49-90-1, 4/8e	Temporary. Cutoff EOFY. Destroy 3 years after cutoff.
0014 - Short Term Land Use Activities and Wild Horse & Burro Operation Records	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 3 years after cut-off.	Wild Horse & Burro (WH&B) Adoption Files - WH&B Animal Shipping Case Files Consists of bill of lading, shipping manifest, vehicle inspections, instructions to truck driver, diagram of trailer, hauling permits/licenses. Documents are filed by date. Forms: SF-1103; BLM 4710-16. Confidentiality: Non-public record	N1-49-90-1, 4/8f	Temporary. Cutoff EOFY. Destroy 3 years after cutoff.
0014 - Short Term Land Use Activities and Wild Horse & Burro Operation Records	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 3 years after cut-off.	Wild Horse & Burro (WH&B) Adoption Files - WH&B Animal Training Facility Case Files Consists of agreements with prisons or other training facility, training evaluation forms, training certificates, daily training record. Confidentiality: Non-public record category 3.	N1-49-90-1, 4/8g	Temporary. Cutoff EOFY in which agreement is terminated. Destroy 3 years after cutoff.

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0014 - Short Term Land Use Activities and Wild Horse & Burro Operation Records	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 3 years after cut-off.	Resource Activity Plan (RAP) Records. Documenting individual programs of action designed to reach a given set of objectives for a specific geographic area of the public lands. RAPs are prepared once an RMP is approved and address the activities of specific BLM programs, such as grazing, forestry, fish and wildlife, wild horse and burro, recreation, archaeology, soil, water, air, visual resources, and wilderness. RAPs provide more detailed and specific data than are found in the RMP. d. RAP	N1-49-90-1, 4/20d	When appeal rights are exhausted and/or final decision issued, file with the related RAP file and dispose of accordingly. (NOTE: Applies to Short-Range RAPs. See 0019 for Long-Range)
0015 - Land Title, Operations, and Realty	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut-off.	Refuge Compatible Uses Reports - Compatible uses studies for recreational and commercial activities on refuges. Performed under the provisions of the National Wildlife Refuge System Administration Act and documenting	N1-022-05-01, 24	TEMPORARY. Destroy 10 years after superseded by a new report.
0015 - Land Title, Operations, and Realty	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut-off.	Subsistence Board Staff Case Files - Federal Subsistence Board committee staff research, analyses, and other materials prepared for and/or submitted to the Board. Records include staff meeting arrangements, collection and	N1-022-05-01, 31	TEMPORARY. Destroy when 10 years old.
0015 - Land Title, Operations, and Realty	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut-off.	Conservation Easements - Conservation easements and associated records documenting legally binding restrictions on allowable uses upon a parcel of land in exchange for a tax reduction, loan or other tangible benefit provided, negotiated, administered, or Initiated	N1-022-05-01, 40	TEMPORARY. Destroy 6 years after termination of easement.
0015 - Land Title, Operations, and Realty	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut-off.	Airborne Hunting Reports - Annual reports from states filed under the provisions of the Airborne Hunting Act and 50 CFR 19 on permits issued by the states for airborne hunting or harassing of wildlife. Reports contain names and addresses of persons issued permits, permit numbers and	N1-022-05-01, 134	TEMPORARY. Destroy when 6 years old.
0015 - Land Title, Operations, and Realty	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut-off.	Land Title Status Records - Records documenting title status of USFWS administered lands including reserved or outstanding subsurface rights. Files include status map with tract numbers and boundaries, copy of deed, and legal opinions concerning the status of	N1-022-05-01, 173	TEMPORARY. Review annually and cutoff superseded or obsolete materials. Destroy superseded or obsolete materials 6 years after cutoff.

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0015 - Land Title, Operations, and Realty	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut-off.	Valuation Services. Case/ Work Files. Contain paper and electronic records documenting real property appraisal services prepared by and for OVS. They contain a complete history of the requested actions, along with all other data, information, and documentation necessary to support the appraiser's opinions and conclusions and to show compliance with all Uniform Standards of Professional Appraisal Practice (USPAP) applicable to the specific type of appraisal service and valuation product provided, along with any other applicable standards, regulations, or legal requirements, e.g., the Uniform Appraisal Standards for Federal Land Acquisitions (UASFLA). Case/work files include, but are not limited to: copies of client requests for appraisal services; instructions for agency staff appraisers, contract appraisers, or 3rd party appraisers; invoices for vendor services; pre-appraisal conference (and other meeting) notes; field notes; subject data from realty specialists (legal descriptions, title	N1-048-10-01, Item 10.3	Temporary. Cut off files upon completion of final report or other valuation product/service requested. Destroy 5 years after cut-off, or 2 years after final disposition of any judicial proceeding in which the appraiser provided testimony related to the assignment, or until no longer needed for official business, whichever is longer.
0015 - Land Title, Operations, and Realty	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut-off.	Grazing and other Land-Use Applications Rejected or Withdrawn.	NC1-49-76-3, B16, 4/14d	Temporary. Cutoff EOFY in which the application is rejected by the BLM or withdrawn by the applicant. Transfer to FRC 2 years after cutoff. FRC destroys 15 years after cutoff.
0015 - Land Title, Operations, and Realty	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut-off.	Right-of-Way, Reciprocal-Use, and License Agreement Applications Rejected or Withdrawn	NC1-49-76-3, B/16	Temporary. Cutoff EOFY in which the application is rejected by the BLM or withdrawn by the applicant. Transfer to FRC 2 years after cutoff. FRC destroys 15 years after cutoff.
0015 - Land Title, Operations, and Realty	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut-off.	Right-of-Way, Reciprocal-Use, and License Agreement Applications Rejected or Withdrawn	NC1-49-76-3, B/16	Temporary. Cutoff EOFY in which application is rejected by the BLM or withdrawn by the applicant or proponent. Transfer to FRC 2 years after cutoff. FRC destroys 15 years after cutoff.
0015 - Land Title, Operations, and Realty	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut-off.	Sales of Vegetative Materials and Minor Forest Products. Forms and related documentation of small vegetative and minor forest product sales, such as Christmas trees, firewood, poles, burls, hay, ferns, cacti, and jojoba. (1) Lower 48	NC1-49-85-2, 4/6d(1)	TEMPORARY. Cutoff upon termination of sale. Transfer to FRC when 3 years old. FRC destroys when 8 years old.

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0015 - Land Title, Operations, and Realty	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut-off.	Sales of Vegetative Materials and Minor Forest Products. Forms and related documentation of small vegetative and minor forest product sales, such as Christmas trees, firewood, poles, burls, hay, ferns, cacti, and jojoba. (2) Alaska State	NC1-49-85-2, 4/6d(2)	TEMPORARY. Cutoff upon termination of sale. Transfer to FRC when 3 years old. FRC destroys when 10 years old. Formerly draft 1272, C/2(2) (NCI-49-81-3)
0015 - Land Title, Operations, and Realty	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut-off.	Acquired Real Property Files. Title papers and related documentation of BLM acquisition of real property by condemnation, purchase, donation, exchange, or otherwise. Includes any related appeal documents. Excludes easement acquisition case files.	N1-49-85-2, 4/20a	Temporary. Cutoff EOFY in which final decision is made to drop or reject the proposal. Transfer to FRC 3 years after cutoff. FRC destroys 10 years after cutoff.
0015 - Land Title, Operations, and Realty	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut-off.	Acquired Real Property Files. Title papers and related documentation of BLM acquisition of real property by condemnation, purchase, donation, exchange, or otherwise. Includes any related appeal documents. Excludes easement acquisition case files.	Unscheduled	N/A; Unscheduled
0015 - Land Title, Operations, and Realty	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut-off.	Acquired Real Property Files. Title papers and related documentation of BLM acquisition of real property by condemnation, purchase, donation, exchange, or otherwise. Includes any related appeal documents. Excludes easement acquisition case files. (b) Property Management Case File. Maintained by Service Center Office responsible for real property management. Documentation required by GSA during BLM ownership or after property	N1-49-85-2, 4/20b	Temporary. Cutoff when property sold unconditionally or released. Transfer to FRC when 2 years old. FRC destroy when 10 years old.
0015 - Land Title, Operations, and Realty	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut-off.	Land Withdrawal, Reservation, and Classification Files. Case files documenting informal proposals and formal applications for withdrawal, reservation, or classification of public land for a specific purpose.	NC1-49-85-2, 4/25a	Temporary. Cutoff after final decision is made to drop the proposal. Transfer to FRC 3 years after cutoff. FRC destroys 10 years after cutoff.
0015 - Land Title, Operations, and Realty	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut-off.	Texas Railroad Commission (TRRC) Base Maps. TRRC Source maps derived from Texas General Land Office Survey map and U.S Geological Survey topographic quadrangle maps.	N1-49-91-2, 8a	Temporary. Destroy 10 years after system implementation.
0015 - Land Title, Operations, and Realty	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut-off.	Texas Railroad Commission (TRRC) Base Maps. TRRC Source maps derived from Texas General Land Office Survey map and U.S Geological Survey topographic quadrangle maps.	N1-49-91-2, 8b	Temporary. Destroy 10 years after implementation.

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0015 - Land Title, Operations, and Realty	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut-off.	Land Operations and Realty Subject Files. Subject files created and maintained in offices whose primary function directly relates to land operations/realty. Include land acquisition agreements; withdrawals and restorations; applications for landuse; sale, transfer, exchange, and disposal of Reclamation-owned land; land management; settlement and land	N1-115-94-6, LND-1.10	Temporary. Destroy in agency 15 years after closure.
0016 - Planning and WH&B Adoptions	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 20 years after cut-off.	Pre-acquisition Contaminant Surveys. Documents the review and survey of land conducted by USFWS contaminants specialists prior to USFWS acquiring the land. May include notes, analyses and studies, reports,	N1-022-05-01, 179a	TEMPORARY. Destroy 20 years after completion of survey.
0016 - Planning and WH&B Adoptions	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 20 years after cut-off.	Wilderness Studies. Wilderness studies conducted to determine the suitability or nonsuitability of refuge land for preservation as wilderness under the provisions of the Wilderness Act of 1964 Studies and recommendations become part of the recommendations to the president Studies result in a congressional wilderness area designation, no congressional designation, or were withdrawn. May contain copies of environmental Impact statements, wilderness study reports, recommendations to the president, legislative bills, and summary environmental impact statements. b. Wilderness Studies Case Files.	N1-022-05-01, 185b	TEMPORARY. Destroy 20 years after completion of study.
0016 - Planning and WH&B Adoptions	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 20 years after cut-off.	Reciprocal-Use and License Agreement Case Files - Serialized case files documenting agreements by the BLM and other parties for the reciprocal use of roads and rights-of-way, including rights granted under Oregon and California (O&C) re vested use agreements. Consists of the application, related maps, the	NC1-49-76-3, B/9 & 12	Temporary. Cutoff EOFY in which the rights are relinquished by the grantee or terminated by the BLM and appeal rights are exhausted. Transfer to FRC 2 years after cutoff. FRC destroys 22 years after cutoff.
0016 - Planning and WH&B Adoptions	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 20 years after cut-off.	Patent and Other Real Property Conveyance Files. Case files, arranged by serial or patent number, documenting applications under U.S. land laws for acquisition of title to public lands. Includes any related patent appeals. c. Allowed Patents (2) Compliance Files. Documenting periodic inspection of patented lands for compliance with	NC1-49-85-2, 4/7c(2)	TEMPORARY. Cutoff when compliance is no longer required. Transfer to FRC when 2 years old. FRC destroys when 25 years old. FRC destroys when 25 years old.

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0016 - Planning and WH&B Adoptions	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 20 years after cut-off.	Wild Horse & Burro (WH&B) Untitled Adoption Case Files Non-serialized case files documenting approved adoptions for which a request for title was never received. Consists of private maintenance and care agreement, application, screening checklist, compliance record, body fat worksheet, receipts for payment of fees, facility certification for 5 or more animals, power of attorney form correspondence with adopters, reports of escape, theft or death of adopted animals request for replacement animals with vet's statement and request to terminate agreement. May include additional compliance documentation as escribed in Titled Case (item a) above. Document are filed in case folders by date; case folders are arranged alphabetically by	N1-49-90-1, 4/8b	Temporary. Cutoff EOF in which adoption approved. Transfer to FRC 5 years after cutoff. FRC destroys 20 years after cutoff.
0016 - Planning and WH&B Adoptions	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 20 years after cut-off.	Resources Inventory, Study, Survey and Mapping Files. Documenting the accumulation, analysis, and interpretation of information about the existence and use of natural resources. Includes natural resource inventories, surveys, studies, appraisals, and the related summary reports and maps of agricultural, aquatic, archaeological, bird, cave, cultural, ecological, fish and fisheries, forests, geologic, geophysical, hazardous materials, lake, natural history, mammals, mineral, paleontology, plants, range, recreation, reptiles, reservoirs, siparian, rivers, soils, streams, threatened and endangered species, timber, vegetation, visual resources, water, waterpower, watershed, wild horse and burro, wildlife, wilderness, and other renewable or nonrenewable natural resources. Information is obtained via procurement contracts, cooperative efforts with other agencies and organizations, internal projects, and from the resource users. Information from these files is used in making land, mineral, or waterpower classification decisions, in developing resource management plans, and to support other leasing	N1-49-90-1, 4/11b	Temporary. Cutoff when no longer needed for revision or reference and transfer to FRC immediately. FRC destroys 25 years after cutoff.

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0016 - Planning and WH&B Adoptions	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 20 years after cut-off.	Land Withdrawal, Classification, Reservation, Determination, and Designation Files. (g) Application Review Files. (1) Paper Records. Documents accumulated in assisting agencies or offices of record in reviewing applications for acquisition or use of lands and resources in federal land areas that have been classified withdrawn, determined, or designated for	N1-49-90-1, 4/18g(1)	Temporary. Cutoff EOFY in which all records on film are closed. Transfer to FRC 6 years after cutoff. FRC destroys 25 years after cutoff.
0016 - Planning and WH&B Adoptions	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 20 years after cut-off.	Land Withdrawal, Classification, Reservation, Determination, and Designation Files. (g) Application Review Files. (2) Microfilm/Microfiche. Documents accumulated in assisting agencies or offices of record in reviewing applications for acquisition or use of lands and resources in federal land areas that have been classified withdrawn, determined, or	N1-49-90-1, 4/18g(2)	Temporary. Cutoff EOFY in which all records on film are closed. Transfer to FRC 6 years after cutoff. FRC destroys 25 years after cutoff.
0016 - Planning and WH&B Adoptions	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 20 years after cut-off.	Resource Management Plan (RMP) Files. Plans to guide and control management actions and the development of subsequence, more detailed and limited plans for resources and their use. RMPs apply to all BLM lands even when the only public land interest is the mineral estate. b. RMP Public Participation Case Files. Record copies that document public involvement in the	N1-49-90-1, 4/19b	Temporary. Cutoff EOFY in which final plan and maps are published or released. Transfer to FRC 1 year after cutoff. FRC destroys 20 years after cutoff.
0016 - Planning and WH&B Adoptions	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 20 years after cut-off.	WH&B Titled Adoption Case Files, Individual or Group. Nonserialized case files documenting adoptions that result in title to the animal being transferred by the BLM to the adopter. Consists of private maintenance and care agreement, application, screening checklist, certificate of title, title eligibility letter, compliance record, body fat worksheet, receipts for payment of fees, facility certification for 5 or more animals, power of attorney form, correspondence with adopters, reports of escape, theft, or death of adopted animals, and request for replacement animals with vet's statement.  Includes additional compliance documentation such as reports of inhumane treatment, investigation reports, compliance checks, inspections, photos/videos, notice of need for corrective action letter, citations, maintenance and care agreement letter, cancellation of agreement letter, record of repossession of animal, notice of violation, decision letter,	N1-49-98-1, 4/8(a)	TEMPORARY. Cutoff EOFY in which title is issued. Transfer to FRC 5 years after cutoff. FRC destroys 20 years after cutoff.

PENDING - NOT APPROVED FOR USE

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0017 - Land Use Permits, Leases, Reciprocal-Use and License Agreements	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 30 years after cut-off.	Land Status Determinations. Determinations on whether land is considered public lands and available for conveyance to native corporations or other suitable entities. Conducted by the Bureau of Land Management under 43 CFR	N1-022-05-01, 172	TEMPORARY. Destroy 30 years after final determination.
0017 - Land Use Permits, Leases, Reciprocal-Use and License Agreements	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 30 years after cut-off.	Easement Case Files [2100]. Serialized case files, arranged by number, documenting rights acquired by BLM via negotiation or condemnation to use non-BLM lands. Some rights are obtained in perpetuity; others are short	NC1-49-76-3, B/10 (4/13c)	TEMPORARY. Cutoff EOFY in which all rights terminate. Use BLM 4/13c. Transfer to FRC 2 years after cutoff. FRC destroys 22 years after cutoff.
0017 - Land Use Permits, Leases, Reciprocal-Use and License Agreements	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 30 years after cut-off.	Land-Use Permits Approved Case Files. Case files documenting authorizations to use public lands up to 3 years, if the use involves little or no land improvement, construction, or investment, or if the investment can be amortized within the terms of the permit. Includes advertising and move-making permits; cultural use permits; recreation use permits. A permit conveys no possessory interest. It is renewable at the discretion of the authorized officer and may be	N1-49-90-1, 4/14b	Temporary. Cutoff EOFY in which permit terminates and appeal rights are exhausted. Transfer to FRC 3 years after cutoff. FRC destroys 30 years after cutoff. (NOTE: Superseded in part. See DAA-0048-2015-0001 for Cultural Resource Use Permits (CRUPs))
0017 - Land Use Permits, Leases, Reciprocal-Use and License Agreements	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 30 years after cut-off.	Land-Use Leases Approved Case Files - Serialized case files, arranged by number, documenting authorizations to use public lands when substantial construction, development, or land improvements are involved, and large amounts of capital may be invested. A lease conveys a possessory interest and is revocable only within its terms. Leases are issued for the length of time necessary to amortize the capital investments in the land. Files consist of the application, map, evidence of approval and	N1-49-90-1, 4/14c(2)	Temporary. Cutoff EOFY in which lease terminates and appeal rights are exhausted. Transfer to FRC 2 years after cutoff. FRC destroys 30 years after cutoff.

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0018 - Land Status	Temporary (Long-term). Cut off annually at the end of the fiscal year, or as instructed in the Bureau or Office records manual. DO NOT execute final disposition until there is agreement by DOI Responsible Records Officers, and the records in question are designated as inactive by DOI. Final disposition cannot be executed any sooner than 25 years after cut-off. Thereafter, revisit the execution of disposition as necessary every 5 years.	<p>Land Acquisition. Case files containing original contracts, deeds, licenses, easements, permits, facility relocation and crossing agreements, or other instruments of transfer that convey title or interest in real property to the United States.</p> <p>Supporting documents such as:</p> <ul style="list-style-type: none"> <li>• Abstract of title</li> <li>• Title insurance policies</li> <li>• Final certificates of title</li> <li>• Certificates of inspection and possession</li> <li>• Receipts executed by vendors for purchase price</li> <li>• Attorney Generals' and other title opinions</li> <li>• Exchange of lands</li> <li>• Facility relocations</li> <li>• Crossing agreements</li> <li>• Power system acquisitions</li> <li>• Reclamation-acquired rights-of-way</li> <li>• Appraisal of land's market value</li> <li>• Crossing encroachment</li> <li>• Donation of lands</li> <li>• Acquisition of title to lands</li> <li>• Abandonment of Easement</li> </ul> <p>Note:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Use LND-2.00 for reports.</li> <li><input type="checkbox"/> Use WTR-4.14 for Native American land records.</li> <li><input type="checkbox"/> Field Office/Area Office retain until office closure. Transfer to regional office of</li> </ul>	N1-115-97-1, LND-3.00	Permanent; Close file at completion of acquisition process. Transfer to the Federal Records Center 3 years from cutoff or as volume warrants; transfer to the National Archives 30 years from closure.
0018 - Land Status	Temporary (Long-term). Cut off annually at the end of the fiscal year, or as instructed in the Bureau or Office records manual. DO NOT execute final disposition until there is agreement by DOI Responsible Records Officers, and the records in question are designated as inactive by DOI. Final disposition cannot be executed any sooner than 25 years after cut-off. Thereafter, revisit the execution of disposition as necessary every 5 years.	<p>Sale, Transfer, Exchange, and Disposal of Reclamation-owned Land to Others. Transaction case files containing contracts/deeds and other supporting papers documenting the sale, transfer, exchange, and disposal of land.</p> <p>Note: Use LND-2.00 for reports</p>	N1-115-94-6, LND-5.00	Permanent: Close file after unconditional sale or release by the Government of restrictions (mortgages or other liens), transfer, exchange, or disposal of Reclamation-owned land. Transfer to the Federal Records Center 3 years from cutoff or as volume warrants; transfer to the National Archives 30 years from closure.

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0018 - Land Status	Temporary (Long-term). Cut off annually at the end of the fiscal year, or as instructed in the Bureau or Office records manual. DO NOT execute final disposition until there is agreement by DOI Responsible Records Officers, and the records in question are designated as inactive by DOI. Final disposition cannot be executed any sooner than 25 years after cut-off. Thereafter, revisit the execution of disposition as necessary every 5 years.	Land Classification. Material pertaining to land classification, i.e., surveys and tests of land for suitability of sustaining irrigation, designation of land classes within a project's irrigable area, certification of land classification results, and soil surveys or other means used to establish and denote suitability of land for irrigation, ---Reports to Congress, appeals, fact sheets, and program evaluations ---Field survey books, land classification aerial photo maps	N1-115-94-6, LND-10.00	PERMANENT – Close file at the completion of activity. Hardcopy records (other than nonrecurring series) – Transfer to the Federal Records Center 3 years from cutoff or as volume warrants; transfer to the National Archives 30 years from closure.
0019 – Management Plans and Reports, Land Titles, and Uses of Land Requiring Agency Authorization	PERMANENT. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Transfer to NARA 30 years after cut-off.	Metzker County Atlases. Title and use information created by original land office on Metzker County Atlases.	NN1-171-77, I/5	PERMANENT. Cutoff upon installation of new records and transfer directly to NARA.
0019 – Management Plans and Reports, Land Titles, and Uses of Land Requiring Agency Authorization	PERMANENT. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Transfer to NARA 30 years after cut-off.	Natural Area Files. Files include correspondence, letters and memoranda, cartographic material, designation proposals, decision memoranda, and other material relative to the establishment and disestablishment by	NC1-22-78-1, 86	PERMANENT. Transfer to a Federal records center 2 yrs after establishment or disestablishment decision. Offer to NARA 5 yrs after that decision.
0019 – Management Plans and Reports, Land Titles, and Uses of Land Requiring Agency Authorization	PERMANENT. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Transfer to NARA 30 years after cut-off.	Subsistence Hunting Permit Case Files - Subsistence hunting permit case files for deer, bear, and elk and case working files created in the course of issuing and denying permits Case working files include permits, denial documentation, correspondence, copies of regulations, forms, and other materials NOTE: Although USFWS/17 covers a portion of	N1-022-05-01, 32	PERMANENT. Transfer to NARA when 20 years old.
0019 – Management Plans and Reports, Land Titles, and Uses of Land Requiring Agency Authorization	PERMANENT. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Transfer to NARA 30 years after cut-off.	Wilderness Studies. Wilderness studies conducted to determine the suitability or nonsuitability of refuge land for preservation as wilderness under the provisions of the Wilderness Act of 1964 Studies and recommendations become part of the recommendations to the president Studies result in a congressional wilderness area designation, no congressional designation, or were withdrawn. May contain copies of environmental	N1-022-05-01, 185a	PERMANENT. Transfer to NARA 20 years after completion of study.
0019 – Management Plans and Reports, Land Titles, and Uses of Land Requiring Agency Authorization	PERMANENT. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Transfer to NARA 30 years after cut-off.	Recreation and Public Purpose Leases Approved Case Files. (2912)	NC1-49-76-3, B/13 4/14c(1)	Unable to locate NC1-49-76-3,B/13)

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0019 – Management Plans and Reports, Land Titles, and Uses of Land Requiring Agency Authorization	PERMANENT. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Transfer to NARA 30 years after cut-off.	Master Title Plat (MTP) Masters. Ownership plat showing survey data identifying vacant public land, patented land, reservations, withdrawals, rights-of-way, and other use. Includes TAMP MTPs.	NC1-49-85-2, 17/1a(1)	Permanent. Cutoff when filmed and transfer to FRC. Transfer to NARA when 12 years old.
0019 – Management Plans and Reports, Land Titles, and Uses of Land Requiring Agency Authorization	PERMANENT. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Transfer to NARA 30 years after cut-off.	Supplemental Use Plat Masters. Showing land ownership, use, and information necessary in adjudicating applications for use of public land and resources. (1) Record copies on paper or mylar.	NC1-49-85-2, 17/1b(1)	Permanent. Cutoff when filmed and transfer to FRC. Transfer to NARA when 12 years old.
0019 – Management Plans and Reports, Land Titles, and Uses of Land Requiring Agency Authorization	PERMANENT. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Transfer to NARA 30 years after cut-off.	Historical Indexes. Providing a chronological narrative of actions illustrated on master title and supplement use plats. (1) Record copies on paper or mylar.	NC1-49-85-2, 17/4a(1)	Permanent. Cutoff when filmed and transfer to FRC. Transfer to NARA when 12 years old.
0019 – Management Plans and Reports, Land Titles, and Uses of Land Requiring Agency Authorization	PERMANENT. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Transfer to NARA 30 years after cut-off.	Patent and Other Real Property Conveyance Files. Case files, arranged by serial or patent number, documenting applications under U.S. land laws for acquisition of title to public lands. Includes any related patent appeals. a. Applications Rejected or Withdrawn. Applications for patent which were rejected by BLM or withdrawn by the applicant. Excludes allowed entries subsequently cancelled or	NC1-49-85-2, 4/7a(1)	PERMANENT. Cutoff EOFY in which the application is rejected or withdrawn. Transfer to FRC 2 years old. Transfer to NARA when 30 years old.
0019 – Management Plans and Reports, Land Titles, and Uses of Land Requiring Agency Authorization	PERMANENT. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Transfer to NARA 30 years after cut-off.	Patent and Other Real Property Conveyance Files. Case files, arranged by serial or patent number, documenting applications under U.S. land laws for acquisition of title to public lands. Includes any related patent appeals. a. Applications Rejected or Withdrawn. Applications for patent which were rejected by BLM or withdrawn by the applicant. Excludes allowed entries subsequently cancelled or	NC1-49-85-2, 4/7(a)(2)	PERMANENT. Cutoff EOFY in which the application is rejected or withdrawn. Transfer to FRC 2 years old. Transfer to NARA when 30 years old.
0019 – Management Plans and Reports, Land Titles, and Uses of Land Requiring Agency Authorization	PERMANENT. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Transfer to NARA 30 years after cut-off.	Patent and Other Real Property Conveyance Files. Case files, arranged by serial or patent number, documenting applications under U.S. land laws for acquisition of title to public lands. Includes any related patent appeals. (b) Allowed Entries Subsequently Cancelled or	NC1-49-85-2, 4/7b	PERMANENT. Cutoff EOFY in which the entry is cancelled or relinquished. Transfer to FRC when 2 years old. Transfer to NARA when 30 years old.
0019 – Management Plans and Reports, Land Titles, and Uses of Land Requiring Agency Authorization	PERMANENT. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Transfer to NARA 30 years after cut-off.	Patent and Other Real Property Conveyance Files. Case files, arranged by serial or patent number, documenting applications under U.S. land laws for acquisition of title to public lands. Includes any related patent appeals. c Allowed Patents	NC1-49-85-2, 4/7c(1)	PERMANENT. Cutoff end of FY in which patent is issued. Transfer to FRC when 2 years old. Transfer to NARA when 30 years old.

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0019 – Management Plans and Reports, Land Titles, and Uses of Land Requiring Agency Authorization	PERMANENT. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Transfer to NARA 30 years after cut-off.	Patent and Other Real Property Conveyance Files. Case files, arranged by serial or patent number, documenting applications under U.S. land laws for acquisition of title to public lands. Includes any related patent appeals. c Allowed Patents (4) Patent Reference Files. Bound	NC1-49-85-2, 4/7c(4)	PERMANENT. Bind in volumes of 250 and place in library for reference. Transfer directly to NARA when no longer needed for reference.
0019 – Management Plans and Reports, Land Titles, and Uses of Land Requiring Agency Authorization	PERMANENT. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Transfer to NARA 30 years after cut-off.	Patent and Other Real Property Conveyance Files. Case files, arranged by serial or patent number, documenting applications under U.S. land laws for acquisition of title to public lands. Includes any related patent appeals. d Townsite Trustee Files. Consists of copies of deeds issued, contest docket, copies of related	NC1-49-85-2, 4/7(d)	Permanent. Cutoff end of FY in which townsite is closed. Transfer to FRC 2 years old. Transfer to NARA when 30 years old.
0019 – Management Plans and Reports, Land Titles, and Uses of Land Requiring Agency Authorization	PERMANENT. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Transfer to NARA 30 years after cut-off.	Acquired Real Property Files. Title papers and related documentation of BLM acquisition of real property by condemnation, purchase, donation, exchange, or otherwise. Includes any related appeal documents. Excludes easement acquisition case files. (c) Land Acquisition Case Files. Record copy of	NC1-49-85-2, 4/20c	Permanent. Cutoff EOFY in which the BLM acquired ownership. Transfer to FRC when 2 years old. Transfer to NARA when 30 years after cutoff.
0019 – Management Plans and Reports, Land Titles, and Uses of Land Requiring Agency Authorization	PERMANENT. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Transfer to NARA 30 years after cut-off.	Land Withdrawal, Reservation, and Classification Files. Case files documenting informal proposals and formal applications for withdrawal, reservation, or classification of public land for a specific purpose. (b) Formal Applications. Includes related hearings files.	NC1-49-85-2, 4/25b(1)	Permanent. Cutoff upon issuance of Order. Transfer to FRC when 2 years old. Transfer to NARA when 50 years old.
0019 – Management Plans and Reports, Land Titles, and Uses of Land Requiring Agency Authorization	PERMANENT. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Transfer to NARA 30 years after cut-off.	Real Property Improvement and Development Files. A. Management Plans for Public Lands Improvement and Development. Case files and related maps documenting a program of action designed to reach a given set of objectives for a specific geographic area of the public lands. (1) Long-range Plans. Includes allotment management plans, habitat management plans,	NC1-49-85-2, 4/26a(1)(a)	Permanent. Cutoff when all planned activity is completed or when replaced by new plan. Transfer to FRC 1 year after cutoff. FRC Transfers to NARA 12 years after cutoff.
0019 – Management Plans and Reports, Land Titles, and Uses of Land Requiring Agency Authorization	PERMANENT. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Transfer to NARA 30 years after cut-off.	Tract Books. Providing a master guide to the history of all actions related to disposition and use of public lands.	NC1-49-85-2, 17/1c	Permanent. Cutoff upon installation of microform status records and transfer immediately to FRC. FRC will transfer to NARA 12 years after cutoff.
0019 – Management Plans and Reports, Land Titles, and Uses of Land Requiring Agency Authorization	PERMANENT. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Transfer to NARA 30 years after cut-off.	BLM Structure Construction Project Files. a. Final Project Files. Final working, "as built," shop, repair, alteration, contract, and standard drawings; project specifications, with documents relating to their preparation; and space assignment plans of Federal structures and engineering projects (e.g., roads, bridges, trails, recreation sites, buildings, etc.). Excludes	NC1-49-85-2, 22/2a	Permanent. Cutoff EOFY in which project is abandoned or when the project area leaves BLM ownership. Transfer to FRC 2 years after cutoff. FRC transfers to NARA 25 years after cutoff.

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0019 – Management Plans and Reports, Land Titles, and Uses of Land Requiring Agency Authorization	PERMANENT. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Transfer to NARA 30 years after cut-off.	7. Finding Aids Case File Indexes. Alphabetical indexes, by applicant name, to serial case files for application for lands and resources	NC1-49-85-2, 23/7a	Permanent. Cutoff when no longer needed for control purposes or when fully automated. Transfer to FRC 5 years after cutoff. FRC transfers to NARA when 30 years after cutoff.
0019 – Management Plans and Reports, Land Titles, and Uses of Land Requiring Agency Authorization	PERMANENT. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Transfer to NARA 30 years after cut-off.	1. Serial Register and Log - As each case is received in Land Office a number is assigned and a serial register page made. This will record history of case file and act as control to prevent duplication of case file numbers. Arranged by	N1-49-86-2, 1a	Permanent. Cutoff when no longer needed for control purposes. Transfer to FRC when 1 year old. Offer to NARA when 15 years old.
0019 – Management Plans and Reports, Land Titles, and Uses of Land Requiring Agency Authorization	PERMANENT. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Transfer to NARA 30 years after cut-off.	Patent and Other Conveyances - c. Patent Issued Files - Case Files, arranged by patent number. (4) Patent Registers. Documenting serial number, type of case, and patent number. Includes patent contest logs. Note: These paper	N1-49-90-1, 4/7c(4)	PERMANENT. Cutoff EOFY in which the register is no longer needed for control purposes. Transfer to FRC 1 year after cutoff. FRC transfers to NARA 15 years after cutoff.
0019 – Management Plans and Reports, Land Titles, and Uses of Land Requiring Agency Authorization	PERMANENT. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Transfer to NARA 30 years after cut-off.	Resources Inventory, Study, Survey and Mapping Files. Documenting the accumulation, analysis, and interpretation of information about the existence and use of natural resources. Includes natural resource inventories, surveys, studies, appraisals, and the related summary reports and maps of agricultural, aquatic, archaeological, bird, cave, cultural, ecological, fish and fisheries, forests, geologic, geophysical, hazardous materials, lake, natural history, mammals, mineral, paleontology, plants, range, recreation, reptiles, reservoirs, riparian, rivers, soils, streams, threatened and endangered species, timber, vegetation, visual resources, water, waterpower, watershed, wild horse and burro, wildlife, wilderness, and other renewable or nonrenewable natural resources. Information is obtained via procurement contracts, cooperative efforts with other agencies and organizations, internal projects, and from the resource users. Information from these files is used in making land, mineral, or waterpower classification decisions, in developing resource management plans, and to support other leasing and multiple-use planning and implementation	N1-49-90-1, 4/11a	Permanent. Cutoff EOFY in which the effort is completed. Transfer to FRC 3 years after cutoff. FRC transfers to NARA 25 years after cutoff.

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<p>0019 – Management Plans and Reports, Land Titles, and Uses of Land Requiring Agency Authorization</p>	<p>PERMANENT. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Transfer to NARA 30 years after cut-off.</p>	<p>Resources Inventory, Study, Survey and Mapping Files. Documenting the accumulation, analysis, and interpretation of information about the existence and use of natural resources. Includes natural resource inventories, surveys, studies, appraisals, and the related summary reports and maps of agricultural, aquatic, archaeological, bird, cave, cultural, ecological, fish and fisheries, forests, geologic, geophysical, hazardous materials, lake, natural history, mammals, mineral, paleontology, plants, range, recreation, reptiles, reservoirs, siparian, rivers, soils, streams, threatened and endangered species, timber, vegetation, visual resources, water, waterpower, watershed, wild horse and burro, wildlife, wilderness, and other renewable or nonrenewable natural resources. Information is obtained via procurement contracts, cooperative efforts with other agencies and organizations, internal projects, and from the</p>	<p>N1-49-90-1, 4/11c(1)(a)</p>	<p>Permanent. Cutoff EOFY in which the reports or maps are published or released. Transfer to FRC 1 year after cutoff. FRC transfers to NARA in 5-year blocks when oldest files are 10 years old.</p>
<p>0019 – Management Plans and Reports, Land Titles, and Uses of Land Requiring Agency Authorization</p>	<p>PERMANENT. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Transfer to NARA 30 years after cut-off.</p>	<p>Resources Inventory, Study, Survey and Mapping Files. Documenting the accumulation, analysis, and interpretation of information about the existence and use of natural resources. Includes natural resource inventories, surveys, studies, appraisals, and the related summary reports and maps of agricultural, aquatic, archaeological, bird, cave, cultural, ecological, fish and fisheries, forests, geologic, geophysical, hazardous materials, lake, natural history, mammals, mineral, paleontology, plants, range, recreation, reptiles, reservoirs, siparian, rivers, soils, streams, threatened and endangered species, timber, vegetation, visual resources, water, waterpower, watershed, wild horse and burro, wildlife, wilderness, and other renewable or nonrenewable natural resources. Information is obtained via procurement contracts, cooperative efforts with other agencies and organizations, internal projects, and from the resource users. Information from these files is</p>	<p>N1-49-90-1, 4/11c(1)(b)</p>	<p>Permanent. Cutoff EOFY in which the reports or maps are published or released. Transfer to FRC 1 year after cutoff. FRC transfers to NARA in 5-year blocks when oldest files are 10 years old.</p>

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0019 – Management Plans and Reports, Land Titles, and Uses of Land Requiring Agency Authorization	PERMANENT. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Transfer to NARA 30 years after cut-off.	Grazing and Other Land-Use Lease and Permit Files. Documenting authorizations issued by BLM for grazing and other non-mineral resources for a specific period of time. a. Grazing Authorization Files. (1) Grazing Operator Case Files. Lease or permit operator case files documenting authorizations by BLM to graze livestock on public lands. Consists of application, approved lease or permit, maps,	N1-49-90-1, 4/14a(1)	Permanent. Cutoff EOFY in which the authorization terminates and appeal rights are exhausted. Transfer to FRC 2 years after cutoff. FRC transfers to NARA 20 years after cutoff.
0019 – Management Plans and Reports, Land Titles, and Uses of Land Requiring Agency Authorization	PERMANENT. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Transfer to NARA 30 years after cut-off.	c. Withdrawal, Classification and Designation Reports and Maps. Depicting federal lands that have been formally withdrawn, classified, reserved, or designated for specific purposes. Consists of reports and maps of Known Leasing Areas (KLA), Known Recoverable Coal Resource Areas (KRCRA), Known Geologic Structures (KGS), Known Geothermal Resource Areas (KGRA), Known Phosphate Areas, Naval Petroleum Reserves, Oil Shale Reserves, Areas Valuable Prospectively for Leasable Minerals, Designations of National Areas, Occurrences of	N1-49-90-1, 4/18c(1)(b)	Permanent. Cutoff EOFY in which published. Transfer to FRC 3 years after cutoff. FRC transfers to NARA 30 years after cutoff.
0019 – Management Plans and Reports, Land Titles, and Uses of Land Requiring Agency Authorization	PERMANENT. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Transfer to NARA 30 years after cut-off.	h. Withdrawal, Classification, and Designation Registers, Ledgers and Indexes. Usually card files containing information on township and range, site withdrawals, power site reserves, power restorations, modifications, and interpretations. Includes Off-Road Vehicle	N1-49-90-1, 4/18h	Permanent. Transfer with the related records.
0019 – Management Plans and Reports, Land Titles, and Uses of Land Requiring Agency Authorization	PERMANENT. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Transfer to NARA 30 years after cut-off.	Resource Management Plan (RMP) Files. Plans to guide and control management actions and the development of subsequence, more detailed and limited plans for resources and their use. RMPs apply to all BLM lands even when the only public land interest is the mineral estate. a. RMP Case Files, Maps, Overlays, and Related Indexes. Record copies that document the development, implementation, and monitoring of management plans, including the related EIS documentation. Note: Although EPA maintains copies of EISs created by BLM, BLM's version contains the management plan and more complete information on the entire planning project, such as detailed scientific and sociological studies of the effects of intended land use. This item includes one copy of each edition, revision, or variant and of each	N1-49-90-1, 4/19a(1)	Permanent. Cutoff when all planned work is completed or when replaced by another RMP. Transfer permanent materials to FRC 1 year after cutoff. FRC transfers to NARA 12 years after cutoff.

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0019 – Management Plans and Reports, Land Titles, and Uses of Land Requiring Agency Authorization	PERMANENT. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Transfer to NARA 30 years after cut-off.	Resource Management Plan (RMP) Files. Plans to guide and control management actions and the development of subsequence, more detailed and limited plans for resources and their use. RMPs apply to all BLM lands even when the only public land interest is the mineral estate. a. RMP Case Files, Maps, Overlays, and Related Indexes. Record copies that document the development, implementation, and monitoring of management plans, including the related EIS documentation. Note: Although EPA maintains copies of EISs created by BLM, BLM's version contains the management plan and more complete information on the entire planning project, such as detailed scientific and sociological studies of the effects of intended	N1-49-90-1, 4/19a(2)	Permanent. Cutoff when all planned work is completed or when replaced by another RMP. Transfer permanent record to FRC when the related plans (4/19a) are transferred. FRC transfers to NARA 12 years after cutoff.
0019 – Management Plans and Reports, Land Titles, and Uses of Land Requiring Agency Authorization	PERMANENT. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Transfer to NARA 30 years after cut-off.	Resource Management Plan (RMP) Files. Plans to guide and control management actions and the development of subsequence, more detailed and limited plans for resources and their use. RMPs apply to all BLM lands even when the only public land interest is the mineral estate. d. RMP Appeal Case Files. Case files, arranged by appeal number, containing appeal, transmittal,	N1-49-90-1, 4/19d	When appeal rights are exhausted and/or final decision issued, file with the related RMP file and dispose of accordingly.
0019 – Management Plans and Reports, Land Titles, and Uses of Land Requiring Agency Authorization	PERMANENT. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Transfer to NARA 30 years after cut-off.	Resource Activity Plan (RAP) Records. Documenting individual programs of action designed to reach a given set of objectives for a specific geographic area of the public lands. RAPs are prepared once an RMP is approved and address the activities of specific BLM programs, such as grazing, forestry, fish and wildlife, wild horse and burro, recreation, archaeology, soil, water, air, visual resources, and wilderness. RAPs provide more detailed and specific data than are found in the RMP. a. RAP (Long Range) Files. Documenting the development, implementation, and monitoring of long-range and/or continuing planning activities for graving allotments, animal damage and pest control, caves, cultural and archaeological	N1-49-90-1, 4/20a(2)	Permanent. Cutoff EOFY in which the plan is published or released. Transfer to FRC 1 year after cutoff. FRC transfers to NARA in 5-year blocks when oldest files are 10 years old.

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0019 – Management Plans and Reports, Land Titles, and Uses of Land Requiring Agency Authorization	PERMANENT. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Transfer to NARA 30 years after cut-off.	Resource Activity Plan (RAP) Records. Documenting individual programs of action designed to reach a given set of objectives for a specific geographic area of the public lands. RAPs are prepared once an RMP is approved and address the activities of specific BLM programs, such as grazing, forestry, fish and wildlife, wild horse and burro, recreation, archaeology, soil, water, air, visual resources, and wilderness. RAPs provide more detailed and specific data than are found in the RMP. d. RAP	N1-49-90-1, 4/20d	When appeal rights are exhausted and/or final decision issued, file with the related RAP file and dispose of accordingly. NARA Job N1-49-90-1, 4/20d. (NOTE: Applies to Long-Range RAPs. See 0014 for Short-Range)
0019 – Management Plans and Reports, Land Titles, and Uses of Land Requiring Agency Authorization	PERMANENT. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Transfer to NARA 30 years after cut-off.	Texas Acquired Interests Deeds. Copies of individual deeds recorded at county courthouse documenting interests in land acquired by a Federal agency. Includes copies of Federal agency acquisition maps that show survey location based on deed description. Also contains other maps (e.g., road maps, survey	N1-49-91-2, 7c	Permanent. Cutoff when project is completed. Transfer to NARA 5 years after cutoff.
0019 – Management Plans and Reports, Land Titles, and Uses of Land Requiring Agency Authorization	PERMANENT. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Transfer to NARA 30 years after cut-off.	TAMP Project History Files. Consists of life cycle management documentation, data standards, project charter, progress reports, etc. Includes correspondence on deliverables (e.g., tapes, tape contents and index, etc.) and	N1-49-91-2, 1	Permanent. Cutoff when project is completed. Transfer to NARA 5 years after cutoff.
0019 – Management Plans and Reports, Land Titles, and Uses of Land Requiring Agency Authorization	PERMANENT. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Transfer to NARA 30 years after cut-off.	TAMP Master Title and Use Plats. Plats which show base data (survey and land conveyances and acquisitions) and mineral leasing (oil and gas) information on a county basis. Used to graphically display land status and used as an index to other source documents. d(2).	N1-49-91-2, 5d(2)	Permanent. Transfer to NARA upon completion of project or immediately prior to conversion for ALMRS. Subsequent versions - destroy when superseded, obsolete, or when no longer needed for administrative use.
0019 – Management Plans and Reports, Land Titles, and Uses of Land Requiring Agency Authorization	PERMANENT. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Transfer to NARA 30 years after cut-off.	TAMP Historical Indexes. Chronological listing of all land acquisition and mineral lease transactions. Not all data is displayed on Master Title Plat. c. Oracle Data Base. Listing all land acquisition and mineral lease transactions. Identified by serial number, parcel number, date (see table layout). File can be sorted in chronological order to represent an historical index [5 cubic feet]	N1-49-91-2, 6c	Permanent. Transfer Historical Index (HI) with first transfer of the digital TAMP Master Title and Use Plats - ArcInfo Version (item 5d(2)) to NARA when project is completed or migrated to ALMRS. Transfer subsequent HI tables at 5-year intervals coinciding with the quinquennial consensus of Manufacturing and Mining Industries (years ending in 2 and 7). (NOTE: These records do not close, they are updated as land status changes)

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0019 – Management Plans and Reports, Land Titles, and Uses of Land Requiring Agency Authorization	PERMANENT. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Transfer to NARA 30 years after cut-off.	Land Operations and Realty Reports. Reports pertaining to land operations/realty. Include: <ul style="list-style-type: none"> <li>• Real Property Utilization Report</li> <li>• Annual Timber Utilization Report</li> <li>• Computer-generated reports showing status of lands at Reclamation projects</li> </ul>	N1-115-94-6 LND-2.00	Permanent. Cutoff at the end of each calendar year. Transfer to Archives 30 years after cutoff.
0019 – Management Plans and Reports, Land Titles, and Uses of Land Requiring Agency Authorization	PERMANENT. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Transfer to NARA 30 years after cut-off.	Withdrawals and Restoration. Material pertaining to withdrawals and restoration for Reclamation purposes. <ul style="list-style-type: none"> <li>• Amount of land withdrawn and acquired in areas and listed by settlement potential by counties within States.</li> <li>• The restoration of land to the public domain that is no longer need for Reclamation purposes. Include material regarding omitted lands.</li> <li>• Official notice of withdrawal or restoration</li> <li>• Plats defining location and description of land withdrawn or restoration order.</li> <li>• Land withdrawals and restorations for other purposes such as: <ul style="list-style-type: none"> <li>• Stock driveways</li> <li>• Airport landing fields</li> <li>• Military bombing fields and gunnery ranges</li> </ul> </li> <li>• Cemetery or grave removal and relocation on Reclamation lands, including permits</li> <li>• National parks, monuments, and wilderness areas, the establishment of areas, and determination of their boundaries</li> </ul>	N1-115-94-6 LND-4.00	Permanent. Transfer to Archives 1 year after publication of the Public Land Order
0019 – Management Plans and Reports, Land Titles, and Uses of Land Requiring Agency Authorization	PERMANENT. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Transfer to NARA 30 years after cut-off.	Townsites. Correspondence and other material pertaining to: <ul style="list-style-type: none"> <li>• Establishing and administering townsites on Reclamation land. Include: <ul style="list-style-type: none"> <li>• Survey books</li> <li>• Township plats</li> <li>• Other records of locations and layout</li> <li>• Records of sites that have evolved into cities, including Page, Arizona, and Boulder City, Nevada</li> </ul> </li> <li>• Reservation, dedication, or utilization of lands for community centers, parks (not National Parks), playgrounds, schools, and churches.</li> </ul> <p>Note: --Use LND-2.00 for reports.</p>	N1-115-94-6 LND-5.10	Permanent -Transfer to Archives immediately

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<p>0019 – Management Plans and Reports, Land Titles, and Uses of Land Requiring Agency Authorization</p>	<p>PERMANENT. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Transfer to NARA 30 years after cut-off.</p>	<p>Land Management. Material pertaining to uses of land which require a permissive authority special use applications, licenses, and permits issued to Reclamation or by Reclamation.</p> <ul style="list-style-type: none"> <li>- Outgrants</li> <li>- Land lease operations</li> <li>- Taylor Grazing Act</li> <li>- Townsite and townlot leases</li> <li>- Leases for agricultural or grazing purposes</li> <li>- Oil, gas, mining, and prospecting applications</li> <li>- Earth, stone, gravel, and timber removal applications</li> <li>- Drilling permit</li> <li>- Bureau of Land Management right-of-way applications</li> </ul> <p>Note:</p>	<p>N1-115-94-6 LND-6.00</p>	<p>Permanent - Break files at the end of each year or when volume warrant. Cutoff after termination of transaction or when no longer needed for reference, which ever is earlier. Transfer to Archives 5 years after cutoff.</p>
<p>0019 – Management Plans and Reports, Land Titles, and Uses of Land Requiring Agency Authorization</p>	<p>PERMANENT. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Transfer to NARA 30 years after cut-off.</p>	<p>Settlement and Land Entries. Material pertaining to settlement and land entries.</p> <p>Include:</p> <ul style="list-style-type: none"> <li>- Entries to public lands</li> <li>- Settlement upon public lands</li> <li>- Homestead entries</li> <li>- Mineral location entries</li> <li>- Desert land entries</li> <li>- Preparation and issuance of land opening public notices</li> <li>- Prospective settler qualification requirements</li> <li>- Activities and reports of settlers' selection</li> <li>- Appeals from examining board decisions</li> <li>- Failure to enter or abandon establishment or residence Final homestead and Reclamation proof</li> <li>- Cancellation of entry, settlers' assistance, settlers' financial aid, land patents Farm application forms</li> </ul>	<p>N1-115-94-6, LND-7.00</p>	<p>Permanent - Hardcopy records (other than nonrecurring series) – Transfer to the Federal Records Center 3 years from cutoff or as volume warrants; transfer to the National Archives 30 years from closure. Transfer to the National Archives 3 years from cutoff, as volume warrants, or other event (dependent on how the electronic record is generated or the system that generates the electronic record).</p>

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0019 – Management Plans and Reports, Land Titles, and Uses of Land Requiring Agency Authorization	PERMANENT. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Transfer to NARA 30 years after cut-off.	Irrigation Management. Material pertaining to irrigation management. Include: - Acreage under irrigation - The ultimate extent of irrigable areas - Irrigable lands for which Reclamation is prepared supply irrigation water or has supplied irrigation water - The inclusion and exclusion of lands within the irrigable areas and boundaries of a Reclamation project The preparation, issuance, and amendment of farm unit plats, discussions regarding the desirable size of farm units, exchange of farm units - Farm management	N1-115-94-6 LND-11.00	Close file at the completion of activity. Hardcopy records (other than nonrecurring series) – Transfer to the Federal Records Center 3 years from cutoff or as volume warrants; transfer to the National Archives 30 years from closure.
<b>Water</b>				
0020 - Water Analysis and Water Use & Permitting	TEMPORARY. Cut off at the termination of the water permit or completion of water analysis or activity. Destroy 5 years after cut off.	Water Rights Permits - Copies of permits issued by State governments for use of water.	NC1-49-85-2, 4/24	Temporary. Cutoff EOFY in which all rights terminate. FRC destroys 5 years after cutoff.
0020 - Water Analysis and Water Use & Permitting	TEMPORARY. Cut off at the termination of the water permit or completion of water analysis or activity. Destroy 5 years after cut off.	Drinking Water Files - Documenting water quality testing conducted by or for BLM in accordance with requirements of the Safe Drinking Water Act and the Clean Water Act. (2) Public, Community, and Noncommunity Water System Files - If Testing, Reporting and Recordkeeping are done by BLM. (a) Bacteria	NC1-49-85-2, 4/26d(2)a	Temporary. Cutoff EOFY. Destroy 5 years after cutoff.
0020 - Water Analysis and Water Use & Permitting	TEMPORARY. Cut off at the termination of the water permit or completion of water analysis or activity. Destroy 5 years after cut off.	Drinking Water Files - Documenting water quality testing conducted by or for BLM in accordance with requirements of the Safe Drinking Water Act and the Clean Water Act. (2) Public, Community, and Noncommunity Water System Files - If Testing, Reporting and	NC1-49-85-2, 4/26d(2)c	TEMPORARY. Cutoff EOFY in which violation is corrected. Destroy 3 years after cutoff.
0021 - Non-Historic Water and Power Projects & Facilities	TEMPORARY. Cut off when facility or structure ceases to exist, is transferred to a non-DOI entity, records are no longer needed for continued operation of the structure or feature, or at the completion of project activities. Destroy 10 years after cut-off.	Well Logs and Reservoir Capacity Logs - Logs contain volume and other technical information regarding wells and reservoirs located on Service-owned or Service-utilized real estate.	NC1-22-78-1, 43	TEMPORARY. Retain until reservoir is no longer in custody of Service. Upon sale or relinquishment of easement rights convey log to purchaser or owner (in case of easement relationship).

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0021 - Non-Historic Water and Power Projects & Facilities	TEMPORARY. Cut off when facility or structure ceases to exist, is transferred to a non-DOI entity, records are no longer needed for continued operation of the structure or feature, or at the completion of project activities. Destroy 10 years after cut-off.	Consultations, FERC - Files documenting USFWS consultation with the Federal Energy Regulatory Commission (FERC) to prevent loss of and damage to wildlife resources during FERC projects where streams or other bodies of water are impounded, diverted, or otherwise controlled or modified. These are usually hydro-power projects where USFWS makes recommendations as part of the licensing or re-licensing process. Files may include copies of license application and pre-application materials, monitoring and scoping documents, meeting notes, initial consultation, internal environmental	N1-022-05-01, 47	TEMPORARY. Destroy records when 60 years old or 10 years after structure ceases to exist, whichever is sooner
0021 - Non-Historic Water and Power Projects & Facilities	TEMPORARY. Cut off when facility or structure ceases to exist, is transferred to a non-DOI entity, records are no longer needed for continued operation of the structure or feature, or at the completion of project activities. Destroy 10 years after cut-off.	Consultations, Water Projects - Files documenting USFWS consultation with agencies during water projects, usually the US Army Corp of Engineers, to prevent loss of and damage to wildlife resources where streams or other bodies of water are impounded, diverted, or otherwise controlled or modified. Files may include copies of permit application and pre-application materials, monitoring and scoping documents, meeting notes, initial consultation, internal environmental compliance, studies, phone	N1-022-05-01, 49	TEMPORARY. Destroy 10 years after completion of consultation or 10 years after last activity, whichever is later.
0021 - Non-Historic Water and Power Projects & Facilities	TEMPORARY. Cut off when facility or structure ceases to exist, is transferred to a non-DOI entity, records are no longer needed for continued operation of the structure or feature, or at the completion of project activities. Destroy 10 years after cut-off.	Drinking Water Files - Documenting water quality testing conducted by or for BLM in accordance with requirements of the Safe Drinking Water Act and the Clean Water Act. (2) Public, Community, and Noncommunity Water System Files - If Testing, Reporting and Recordkeeping are done by BLM. (b) Chemical	NC1-49-85-2, 4/26d(2)b	TEMPORARY. Cutoff EOFY. Transfer to FRC 5 years after cutoff. FRC destroys 10 years after cutoff.
0021 - Non-Historic Water and Power Projects & Facilities	TEMPORARY. Cut off when facility or structure ceases to exist, is transferred to a non-DOI entity, records are no longer needed for continued operation of the structure or feature, or at the completion of project activities. Destroy 10 years after cut-off.	Water Resource Management General Files - Correspondence of a general nature pertaining to economics, repayment, water sales, and water rights subjects. Includes reclamation economics/impact programs, repayment contracts, water sales/delivery contracts/exchange of water, water rights, and	N1-115-94-5, WTR-1.10	Temporary. Cutoff at the end of each calendar year or when volume warrants. Transfer to FRC 5 years after cutoff. FRC destroy 15 years after cutoff.
0021 - Non-Historic Water and Power Projects & Facilities	TEMPORARY. Cut off when facility or structure ceases to exist, is transferred to a non-DOI entity, records are no longer needed for continued operation of the structure or feature, or at the completion of project activities. Destroy 10 years after cut-off.	Project Development and Power Management Subject Files - Correspondence of a general nature pertaining to project development and power management subjects.	N1-115-94-8, PRJ-1.10	Temporary. Cutoff at the end of each calendar year or when volume warrants. Transfer to FRC 5 years after cutoff. FRC destroy 15 years after cutoff.

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0022 - Water Project Contracts, Engineering, and Water Quality	TEMPORARY. Cut off at the end of final contract payment, or upon completion of event or study. Destroy 75 years after cut-off.	Engineering and Materials Research - Technical data related to structural engineering research including research and analysis of soil and rock properties as related to the design and construction of Reclamation facilities, features, or structures. Includes development of methods of design, construction, and maintenance of structures to increase their effective life and predict or anticipate their behavior; Materials regarding developments in chemistry and physics affecting engineering techniques and structural research, such as shapes or contours in structures, studies of structural behavior under varying conditions, various material types, and noise prevention; Material research including cement, concrete, mortars, binders, fuels, lubricants, pipes, ceramics, plastics, minerals, metals, paints, and preservatives; Water transport systems to include conduits of all types, open and closed canal systems, aqueducts and other water carrying structures. Lower cost canal lining program reports and studies of new placement methods and	N1-115-94-4, RES-3.40	Temporary. Cutoff at the end of each calendar year or when volume warrants. Transfer to FRC 5 years after cutoff. FRC destroy 75 years after cutoff.
0022 - Water Project Contracts, Engineering, and Water Quality	TEMPORARY. Cut off at the end of final contract payment, or upon completion of event or study. Destroy 75 years after cut-off.	Construction and Architectural Engineering (A&E) Contracts - Correspondence and material accumulated during the life cycle of a constructio or A/E contract case file providing for the construction alteration, or repair of a Bureau of Reclamation long-term or permanent structure of feature. Contract files typically document a full history of the transaction from its beginning to its completion. The construction and A/E contract case file will consist of contractual instrument files of contracts and related documents pertaining to design, construction, and maintenance. Includes technical	N1-115-94-8, PRJ-8.10	Temporary. Break file at the end of each calendar year. Cutoff at the end of the year in which notification of final payment is made. Transfer to FRC 10 years after cutoff or when volume warrants. FRC destroy 75 years after cutoff.
0022 - Water Project Contracts, Engineering, and Water Quality	TEMPORARY. Cut off at the end of final contract payment, or upon completion of event or study. Destroy 75 years after cut-off.	Specialized Program Research - General correspondence, memorandums, e-mail, and other documentation relating to research for specific programs such as: Dam Safety; Salinity Control and Management; Water Quality Improvement; Environmental Enhancement.	N1-115-07-1, RES-9.00	Temporary. Close file at the end of each calendar year. Paper/film/electronic: Transfer to FRC 5 years after closure or when volume warrants. FRC destroy 75 years after closure and review by Reclamation.

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0022 - Water Project Contracts, Engineering, and Water Quality	TEMPORARY. Cut off at the end of final contract payment, or upon completion of event or study. Destroy 75 years after cut-off.	Water Quality and Ecology - Case files including correspondence, memorandums, emails, and other documentation relating to the improvement and protection of water quality and its integrated relationship with the environment. Includes methods to improve water quality, program reviews, ecological studies of aquatic and terrestrial organisms, standards for water quality delivery, identification and control of water polluting factors, methods to control, limit, and	N1-115-07-1, WTR-7.00	Temporary. Close file at the end of each calendar year. Paper/film/electronic: Transfer to FRC 5 years after closure or when volume warrants. FRC destroy 75 years after closure and review by Reclamation.
0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Irrigation Project Land Designation File - Records include studies, surveys, assessments, field notes, right-of-ways, designating land for irrigation projects, original maps, specifications, printouts of electronic mail; and related correspondence.	N1-075-04-6 (4903a)	Permanent - Cut Off at end of fiscal year end. Maintain in office for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed between DOI and NARA.
0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Power Project Land Designation File - Records include land records designated for power projects, surveys, original maps, right-of-way specifications, printouts of electronic mail; and related correspondence.	N1-075-04-6 (4903b)	Permanent - Cut Off at end of fiscal year end. Maintain in office for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed between DOI and NARA.
0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Irrigation and Power Construction Program File - Records include scope of work, budget, studies, surveys, assessments, audits, analyses, statements, evaluations, consultations, reports; requests and responses concerning program information from tribes, federal and state agencies, local governments, private	N1-075-04-6 (4904a)	Permanent - Cut Off at end of fiscal year end. Maintain in office for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed between DOI and NARA.
0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Irrigation and Power Construction Project File - Records include studies, surveys, maps, plans, specifications, construction contracts, construction management and inspection reports, scope of work, budget, analysis, results, reports, project history, power plant construction plans, specifications, and related	N1-075-04-6 (4904b)	Permanent - Cut Off at end of fiscal year end. Maintain in office for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed between DOI and NARA.
0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Irrigation Engineering Data File - Records include original survey books, irrigation project maps, drawings, plans and related correspondence.	N1-075-04-6 (4905)	Permanent - Cut Off at end of fiscal year end. Maintain in office for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed between DOI and NARA.

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0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Irrigation Maps and Drawings - Records include annotated maps and drawings showing irrigated area, land proposal for restoration, water drainage, buildings, and related correspondence.	N1-075-04-6 (4906)	Permanent - Cut Off at end of fiscal year end. Maintain in office for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed between DOI and NARA.
0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Irrigation Forecast File - Records include hydrology forecasts, specifications, plans, storage reservoir, well depth, snow pack records, and related correspondence.	N1-075-04-6 (4907)	Permanent - Cut Off at end of fiscal year end. Maintain in office for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed between DOI and NARA.
0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Irrigation Reports - Records include periodic narratives and statistical reports on annual irrigation operations, construction and maintenance, project reviews, and related correspondence.	N1-075-04-6 (4908)	Permanent - Cut Off at end of fiscal year end. Maintain in office for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed between DOI and NARA.
0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Power Meter Records - Records include water and power usage readings for customers serviced by the power project and related correspondence.	N1-075-04-6 (4909)	Permanent - Cut Off at end of fiscal year end. Maintain in office for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed between DOI and NARA.
0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Irrigation and Water Rights Legal Case File - Records include claims, claims resolution, technical studies, pre-litigation documents, contracts, papers granting permanent water rights (water rights certificates), legal case records involving irrigation matters (adjudication, negotiation and agreement, etc.), other	N1-075-04-6 (4910)	Permanent - Cut Off at end of fiscal year end. Maintain in office for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed between DOI and NARA.
0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Indian Electric Power Utilities File - Records include customer account power service request application, agreement, contract, billing records, and related correspondence.	N1-075-04-6 (4911)	Permanent - Cut Off at end of fiscal year end. Maintain in office for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed between DOI and NARA.

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0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Power Reports - Records include power annual and statistical report records: narratives, statistical power generation, distribution station operations, maintenance reports on power generation and distribution stations, and related correspondence.	N1-075-04-6 (4912)	Permanent - Cut Off at end of fiscal year end. Maintain in office for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed between DOI and NARA.
0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Irrigation and Power Customer Billing File - Records include monthly billings for customer power and irrigation usage, collection forms, receipts of money from customers, annual reports (summary) of money collected from customers, and related correspondence.	N1-075-04-6 (4913)	Permanent - Cut Off at end of fiscal year end. Maintain in office for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed between DOI and NARA.
0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Power Operative Maps, Drawings and Standards - Records include original maps showing reservation, drawings and tracings of power distribution systems and location sites, and related correspondence.	N1-075-04-6 (4915)	Permanent - Cut Off at end of fiscal year end. Maintain in office for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed between DOI and NARA.
0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Irrigation Work Order Files - Records include work orders for routine maintenance of an irrigation ditch, canal, gate, and/or shoulder, weed control, transmittal service orders, equipment maintenance orders, and related correspondence.	N1-075-04-6 (4916a)	Permanent - Cut Off at end of fiscal year end. Maintain in office for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed between DOI and NARA.
0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Power Work Order Files - Records include work orders for routine maintenance of power plant, light fixtures at facility, buildings, and system equipment, engineering related work order request, equipment maintenance and/or repairs, and related correspondence.	N1-075-04-6 (4916b)	Permanent - Cut Off at end of fiscal year end. Maintain in office for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed between DOI and NARA.
0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Soil Surveys - Records include studies of irrigation and cultivation potential of soil in particular areas to include determination of physical characteristics of soil, composition, and condition of native vegetation, studies of types of native vegetation, location of cultural features, water availability, field notes, tests, analyses,	N1-075-04-6 (4917)	Permanent - Cut Off at end of fiscal year end. Maintain in office for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed between DOI and NARA.

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0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Soil and Moisture Conservation Maps - Records include annotated base maps showing erosion conditions and control, technical survey maps showing types of soil, maps showing proposed land restoration and water drainage, and related correspondence.	N1-075-04-6 (4918)	Permanent - Cut Off at end of fiscal year end. Maintain in office for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed between DOI and NARA.
0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Soil and Moisture Conservation Reports - Records include Narrative and Statistical records: monthly, periodic, and annual consolidation reports on soil surveys, water erosion, products, and related correspondence.	N1-075-04-6 (4919)	Permanent - Cut Off at end of fiscal year end. Maintain in office for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed between DOI and NARA.
0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Soil and Moisture History File - Records include water availability, type of forage, topography, fencing, grazing potential, and related correspondence.	N1-075-04-6 (4920)	Permanent - Cut Off at end of fiscal year end. Maintain in office for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed between DOI and NARA.
0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Irrigation Assessment Order Modifications - Records include lists relating to modification of operation and maintenance assessment orders, lists of water users with documents to modify assessment order and annual billing for water users, and related correspondence.	N1-075-04-6 (4921)	Permanent - Cut Off at end of fiscal year end. Maintain in office for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed between DOI and NARA.
0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Long-Term Cropping Plan - Records include long-term crop rotation plans, history reports of crops grown and yield obtained, summary report of significant historical data on long-term cropping plans, and related correspondence.	N1-075-04-6 (4922)	Permanent - Cut Off at end of fiscal year end. Maintain in office for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed between DOI and NARA.
0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	National Cooperative Soil Survey - Records include tracking decisions from cooperating agencies within the National Cooperative Soil Survey, MOU, field review, field assistance, and related correspondence.	N1-075-04-6 (4924)	Permanent - Cut Off at end of fiscal year end. Maintain in office for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed between DOI and NARA.

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0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Soil Inventory and Evaluation File - Records include results from soil investigation in support of land use (rangeland, forestry, home site, septic system placement, sanitary landfill, road earth embankment, mining, etc.), inventory reports, evaluations, and related correspondence.	N1-075-04-6 (4925)	Permanent - Cut Off at end of fiscal year end. Maintain in office for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed between DOI and NARA.
0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Irrigation Feasibility Program File - Records include scope of work, budget, studies, surveys, assessments, audits, analyses, statements, evaluations, consultations, reports, requests and responses concerning program information from tribes, federal and state agencies, local governments and private organizations, and	N1-075-04-6 (4926a)	Permanent - Cut Off at end of fiscal year end. Maintain in office for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed between DOI and NARA.
0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Irrigation Feasibility Project File - Records include scope of work, budget, data analysis of soils, drainage, water quality, compatibility, geography, land ownership, economics, results, reports, and related correspondence.	N1-075-04-6 (4926b)	Permanent - Cut Off at end of fiscal year end. Maintain in office for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed between DOI and NARA.
0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Irrigation Operation and Maintenance Program File - Records include scope of work, budget, studies, surveys, assessments, audits, analyses, statements, evaluations, consultations, reports, requests and responses concerning program information from tribes, federal and state agencies, local governments,	N1-075-04-6 (4927a)	Permanent - Cut Off at end of fiscal year end. Maintain in office for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed between DOI and NARA.
0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Irrigation Operation and Maintenance Project File - Records include scope of work, budget, studies, surveys, tests, assessments, field notes, audits, statements, evaluations, consultations, results, reports, water usage documents, water quality analyses, cropping data documents, chemical and pesticide	N1-075-04-6 (4927b)	Permanent - Cut Off at end of fiscal year end. Maintain in office for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed between DOI and NARA.
0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Irrigation Rehabilitation and Betterment Program File - Records include scope of work, budget, studies, surveys, assessments, audits, analyses, statements, evaluations, consultations, reports, requests and responses concerning program information from tribes, federal and state agencies, local governments,	N1-075-04-6 (4928a)	Permanent - Cut Off at end of fiscal year end. Maintain in office for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed between DOI and NARA.

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0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Irrigation Rehabilitation and Betterment Project File - Records include scope of work, budget, studies, surveys, tests assessments, field notes, audits, analyses, statements, evaluations, consultations, results, planning, construction contracts, construction management and inspection reports, and related correspondence.	N1-075-04-6 (4928b)	Permanent - Cut Off at end of fiscal year end. Maintain in office for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed between DOI and NARA.
0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Safety of Dams Program File - Records include scope of work, budget, studies, surveys, assessments, audits, analyses, statement, evaluations, consultations, reports, policy issues and activities, dam funding agreement, related expenditure, obligation, contract or agreement for non-dam specific technical assistance, requests and responses concerning program	N1-075-04-6 (4929a)	Permanent - Cut Off at end of fiscal year end. Maintain in office for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed between DOI and NARA.
0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Safety of Dams Project File - Records include scope of work, budget, surveys, assessments, field notes, audits, statements, evaluations, consultations, results, original designs, construction repair and maintenance inspection records, incident reports affecting safety of dams, environmental report, contract agreement, standard operating procedures, emergency action plans, downstream Hazard classification, SEED analysis reports, deficiency verification analysis, conceptual design reports, value engineering study, final design reports,	N1-075-04-6 (4929b)	Permanent - Cut Off at end of fiscal year end. Maintain in office for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed between DOI and NARA.
0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Safety of Dams Emergency Management Program File - Records include scope of work, budget, studies, surveys, assessments, audits, analyses, statements, evaluations, consultations, reports, requests and responses concerning program information from tribes, federal and state agencies, local governments, private organizations, individuals, emergency notification procedures resulting from dam failure or severe flooding, warning and	N1-075-04-6 (4930a)	Permanent - Cut Off at end of fiscal year end. Maintain in office for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed between DOI and NARA.
0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Safety of Dams Emergency Management Project File - Records include scope of work, budget, studies, surveys, tests, assessments, field notes, audits, analyses, statements, evaluations, consultations, results, reports, and related correspondence.	N1-075-04-6 (4930b)	Permanent - Cut Off at end of fiscal year end. Maintain in office for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed between DOI and NARA.

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0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Safety of Dams Maintenance Program File - Records include scope of work, budget, studies, surveys, assessments, audits, analyses, statements, evaluations, consultations, reports, requests, and responses concerning program information from tribes, federal and state agencies, local governments, private	N1-075-04-6 (4931a)	Permanent - Cut Off at end of fiscal year end. Maintain in office for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed between DOI and NARA.
0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Safety of Dams Maintenance Project File - Records include scope of work, budget, surveys, assessments, field notes, audits, analyses, statements, evaluations, consultations, results, reports, operations and maintenance manuals, flood gate operation, frequency of maintenance procedures, maintenance performed, flood	N1-075-04-6 (4931b)	Permanent - Cut Off at end of fiscal year end. Maintain in office for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed between DOI and NARA.
0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Water Resources Planning and Project Proposal File - Records include water resources planning and predevelopment project proposals, individual project proposals, annual regional project proposal compilation, and related correspondence.	N1-075-04-6 (4932)	Permanent - Cut Off at end of fiscal year end. Maintain in office for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed between DOI and NARA.
0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Water Resources Interagency Agreements - Records include Water Resource Interagency Agreements, and related correspondence.	N1-075-04-6 (4933)	Permanent - Cut Off at end of fiscal year end. Maintain in office for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed between DOI and NARA.
0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Water Resources Program File - Records include scope of work, budget, studies, surveys, assessments, audits, analyses, statements, evaluations, consultations, reports, requests and responses concerning program information from tribes, federal and state agencies, local governments, private organizations, individuals,	N1-075-04-6 (4934a)	Permanent - Cut Off at end of fiscal year end. Maintain in office for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed between DOI and NARA.
0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Water Resources Project File - Records include scope of work, budget, studies, surveys, tests, assessments, field notes, audits, analyses, statements, evaluations, consultations, results, reports, and related correspondence.	N1-075-04-6 (4934b)	Permanent - Cut Off at end of fiscal year end. Maintain in office for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed between DOI and NARA.

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0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Repayment Accounting - Ledgers showing payments of project construction, operations and maintenance costs. Include fiscal transactions with irrigation districts, water users associations, and other repaying entities. Records include repayment accounting ledgers, journal or standard vouchers, statement of project costs, accounting for expenditures, financial	N1-115-94-2, FIN-6.20	Permanent. Break file at the end of each fiscal year. Transfer to FRC. FRC transfer to Archives at conclusion of 50-year audit.
0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Technical Research Reports, Manuals, and Standards - Summary or technical research reports originated by Reclamation pertaining to research projects, testing, design standards, technical manuals, and miscellany. Including, but not limited to: Water supply reports prepared as a special report or as an appendix to a basin report, definite plan report, planning feasibility; technical publications summarizing research projects (such as earth manual, concrete manual, water measurement manual, design of small dams, design of arch dams, design standards, design specifications); laboratory	N1-115-94-4, RES-2.00	Permanent. Cut off at the end of each calendar year. Transfer to Archives 3 years after cutoff
0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Economics, Repayment, Water Sales, and Water Rights Reports- Reports pertaining to water marketing and economics.	N1-115-94-5, WTR-2.00	Permanent. Cut off at the end of each calendar year. Transfer to Archives 3 years after cutoff
0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Repayment Contracts - Contracts (proposed and/or executed) with organizations and agencies that provide for contractual repayment of project construction, operation, and maintenance costs. Include contract material relating to the assumption of project operation and maintenance by water user organizations; the repayment of Federal loans used to finance construction of features. Includes sale of water to individuals who hold a prior water right on a river and who do not belong to the major irrigation	N1-115-94-5, WTR-4.00	Permanent. Break file at the end of each calendar year or when volume warrants. Cutoff file when contract is paid out. Transfer to FRC 5 years after cutoff. Transfer to Archives 10 years after cutoff.
0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Water Sales or Delivery Contracts or Exchange of Water - Correspondence and related material pertaining to the sale of water, either permanent or temporary, when payment of construction or other charges are not involved, such as municipal and industrial water supplies; excess storage or space in Federal reservoirs, domestic use; and sales of temporary or permanent water rights to townsites. Also sales of surplus waters, marketing water from non-Reclamation sources,	N1-115-94-5, WTR-4.03	Permanent. Break file at the end of each calendar year or when volume warrants. Cutoff file when contract is paid out. Transfer to FRC 5 years after cutoff. Transfer to Archives 10 years after cutoff.

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0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Water Rights - Appropriations of water rights from states by Reclamation, acquisition of water rights from individual or other entities, settlement of water right claims or dispute, and the transfer of water rights. Includes material relating to securing or establishing rights to water for use on Reclamation projects to ensure compliance to State laws governing acquisition or appropriation of water within the State; Material related to the settlement of rights to direct or return flows and use of seepage and waste	N1-115-94-5, WTR-4.10	Permanent. Break file at the end of each calendar year or when volume warrants. Cutoff file when contract is paid out. Transfer to FRC 5 years after cutoff. Transfer to Archives 10 years after cutoff.
0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Interstate Compacts - Materials relating to securing or establishing rights to water for use on Reclamation projects and as required to ensure compliance with State laws governing acquisition or appropriation of water within the State.	N1-115-94-5, WTR-4.11	Permanent. Break file at the end of each calendar year or when volume warrants. Cutoff file when contract is paid out. Transfer to FRC 5 years after cutoff. Transfer to Archives 10 years after cutoff.
0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	International Compacts - Materials pertaining to proposed and consummated agreements for the settlement of water right differences and international water compacts and treaties. Established to identify particular contract negotiations, such as: Canada/United States or	N1-115-94-5, WTR-4.12	Permanent. Break file at the end of each calendar year or when volume warrants. Cutoff file when contract is paid out. Transfer to FRC 5 years after cutoff. Transfer to Archives 10 years after cutoff.
0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Proposed Reclamation Projects - Materials which establish a history of Reclamation in connection with engineering, economic, and social investigations of proposed Reclamation projects to determine their feasibility. Includes technical correspondence, design data, drawings and maps, technical engineering investigations, surveys, geologic studies, economic and social data, environmental data, reclamation public notices advising of scheduled	N1-115-94-8, PRJ-3.00	Permanent - Cutoff at the end of each calendar year. Transfer to FRC 10 years after cutoff or when volume warrants. FRC transfer to Archives 30 years after cutoff.
0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Other Features and Facilities - Materials pertaining to features, facilities, and structures constructed by other organizations, such as irrigation districts or municipal water users, on Reclamation projects. Include documentation on features and facilities constructed by other and legally transferred to Reclamation. Includes studies, reviews, comments, investigations, authorizations and approvals, reports incorporating reviews and comments by Department of the Interior or Reclamation, FERC hydropower facilities located on	N1-115-94-8, PRJ-4.00	Permanent - Cutoff at the end of each calendar year. Transfer to FRC 10 years after cutoff or when volume warrants. FRC transfer to Archives 30 years after cutoff.

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0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Valley or River Basin Authorities or Administrations - Materials pertaining to authorities, administrations, and commissions either proposed or established to administer material resources and their development programs for regions, valleys, river basins, or watersheds in geographical areas of primary interest to Reclamation. Includes Missouri River Basin Commission, Yellowstone River Compact Commission, American Public Power	N1-115-94-8, PRJ-6.00	Permanent - Cutoff at the end of each calendar year. Transfer to FRC 10 years after cutoff or when volume warrants. FRC transfer to Archives 30 years after cutoff.
0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Projects, Features, and Geographic Names - Materials pertaining to project nomenclature, numbering, and lists of project names. Includes proposed projects and features of projects, proposals, assignments, or revisions of	N1-115-94-8, PRJ-7.00	Permanent - Cutoff at the end of each calendar year. Transfer to FRC 10 years after cutoff or when volume warrants. FRC transfer to Archives 30 years after cutoff.
0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Project Design, Construction, and Operation and Maintenance (O&M) - Materials and related correspondence regarding preconstruction, design, construction, operation, maintenance, repair, rehabilitation, inspection of features, and installed equipment in features on an authorized Reclamation project. Includes technical correspondence, documents and other material asking for congressional authorization for the construction of a Reclamation project, division,	N1-115-94-8, PRJ-8.00	Permanent - Cutoff at the end of each calendar year. Transfer to FRC 10 years after cutoff or when volume warrants. FRC transfer to Archives 30 years after cutoff.
0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Project Cost Estimates - Materials pertaining to control schedules used for planning, scheduling, and managing Reclamation projects during investigation, design and construction phase of project development. Includes PF2's and estimates of appropriations or other related information, DC-1, 7-1720, and 7-1432 cost estimates, basic cost and index-ratio studies,	N1-115-94-8, PRJ-9.00	Permanent - Cutoff at the end of each calendar year. Transfer to FRC 10 years after cutoff or when volume warrants. FRC transfer to Archives 30 years after cutoff.
0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Geology and Physical Geography - Geologic examinations, studies, explorations, reviews, and comments. Includes technical correspondence, drill hole log, log of test pit or auger hole, core log, drilling reports, geologic log	N1-115-94-8, PRJ-10.00	Permanent - Cutoff at the end of each calendar year. Transfer to FRC 10 years after cutoff or when volume warrants. FRC transfer to Archives 30 years after cutoff.
0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Dams - Material pertaining to the planning, site investigation, design, construction, operation, maintenance, rehabilitation or modification of dams, auxiliary works spillways, outlet works, and diversion tunnels constructed or maintained by Reclamation. Includes technical correspondence, studies, analysis, designs, investigations, plans, operation and	N1-115-94-8, PRJ-13.00	Permanent - Cutoff at the end of each calendar year. Transfer to FRC 10 years after cutoff or when volume warrants. FRC transfer to Archives 30 years after cutoff.

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0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Reservoir Management - Materials pertaining to reservoir operations and management. Includes technical correspondence, backwater and tailwater studies, area capacity curves, tables, and studies, reservoir storage data, main stem reservoir operations, flood predictions and forecasts, flood control regulations of reservoir,	N1-115-94-8, PRJ-13.10	Permanent - Cutoff at the end of each calendar year. Transfer to FRC 10 years after cutoff or when volume warrants. FRC transfer to Archives 30 years after cutoff.
0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Canals, Laterals, Tunnel Systems, Pump Irrigation, and Drains - Correspondence or studies pertaining to the planning, design, construction, operation, and maintenance of canals, laterals, drains, distribution, and pump irrigation systems. Includes technical correspondence, canal linings, flumes,	N1-115-94-8, PRJ-15.00	Permanent - Cutoff at the end of each calendar year. Transfer to FRC 10 years after cutoff or when volume warrants. FRC transfer to Archives 30 years after cutoff.
0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Power Planning and Development - Materials pertaining to Reclamation's power generation planning and development for both public and private programs. Includes technical correspondence, studies of feasibility for	N1-115-94-8, PRJ-17.00	Permanent - Cutoff at the end of each calendar year. Transfer to FRC 10 years after cutoff or when volume warrants. FRC transfer to Archives 30 years after cutoff.
0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Powerplant, Switchyard, Pumping Plant, Transmission Line, and Substation Facilities - Technical correspondence relating to the design, construction, repair, and rehabilitation of Reclamation-owned and operated powerplants and their supporting features and facilities.	N1-115-94-8, PRJ-19.00	Permanent - Cutoff at the end of each calendar year. Transfer to FRC 10 years after cutoff or when volume warrants. FRC transfer to Archives 30 years after cutoff.
0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Reclamation-owned Supporting Features - Materials which establish a historical and technical record for the planning design, construction, operation, maintenance, repair, relocation, and rehabilitation of features and facilities that support the overall functions of a Reclamation project. Includes technical correspondence, railroads, roads and highways, domestic and municipal water supply systems, and wastewater treatment facilities, visitor's centers, pipelines, including oil and gas, aircraft navigation facilities, maintenance and repair	N1-115-94-8, PRJ-22.00	Permanent - Cutoff at the end of each calendar year. Transfer to FRC 10 years after cutoff or when volume warrants. FRC transfer to Archives 30 years after cutoff.

PENDING - NOT APPROVED FOR USE

# PENDING - NOT APPROVED FOR USE

0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Reclamation Camps and Project Facilities - Material which establishes a historical and technical record regarding Reclamation activities in connection with the design, construction operation, maintenance, and the administration of camps or communities at survey, construction, project, and other administrative sites. Also for housing and service facilities, community policies, regulations, ordinances, and transformation from Government ownership. Includes technical correspondence,	N1-115-94-8, PRJ-22.10	Permanent. Transfer to Archives immediately.
0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Reclamation Encampments and Cooperative Projects - Correspondence and other documentation which establishes a history of Reclamation in connection with Civilian Public Service activities/Civilian Conservation Corp activities conducted under the administration and jurisdiction of Reclamation. Includes water conservation utilization projects, civilian	N1-115-94-8, PRJ-22.20	Permanent. Transfer to Archives immediately.
0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Water Delivery and River Management - Materials pertaining to the management of water in a river or a river system. Includes control of river flow, runoff flow forecast, flow depletion stream gauging, establishment and maintenance of measuring stations, computations, compilations, and interpretation or measurements, snow survey, water supply	N1-115-94-8, PRJ-23.00	Permanent - Cutoff at the end of each calendar year. Transfer to FRC 10 years after cutoff or when volume warrants. FRC transfer to Archives 30 years after cutoff.
0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Specifications - Materials pertaining to published specifications of the Bureau of Reclamation. Materials regarding specification standards from other organizations. Includes American Standards Association, American Society for	N1-115-94-8, PRJ-25.00	Permanent. Cutoff at the end of each calendar year. Hold record copy for 5 years and transfer to Archives.
0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Drawings and Design Data - Drawing and design data prepared and used in the design, construction, operations and maintenance of Reclamation projects, data prepared by Reclamation for structures, features, or facilities owned or constructed by private or public entities, data of structures, features, or facilities transferred from private or public entities,	N1-115-94-8, PRJ-27.00	Permanent. Hold 5 years or until volume warrants. Transfer to Archives.
0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Native American Projects - Materials pertaining to Reclamation's construction, rehabilitation, or management of Native American irrigation systems, municipal water projects, water delivery systems, individual features or structures. Includes MOU/MOA's or similar agreements, technical correspondence, studies,	N1-115-94-8, PRJ-28.00	Permanent. Cutoff at the end of each calendar year or when volume warrants. Transfer to FRC 5 years after cutoff. Transfer to the National Archives 20 years after cutoff.

PENDING - NOT APPROVED FOR USE

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<p>0023 - Historic Water and Power Projects, Water Resources and Delivery</p>	<p>PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.</p>	<p>Desalting, Water and Wastewater Treatment Plants - Technical correspondence and records relating to the design, construction, operations, maintenance, repair, rehabilitation, and replacement of Reclamation-owned and operated water and wastewater treatment plants, all types of desalting plant (whether treating groundwater, surface water or seawater), salinity control or removal projects to improve river system quality, dual purpose power and desalting plants, and their related equipment, features, and facilities. Includes technical correspondence, records and related documentation pertaining to studies, analyses, investigations, plans, designs, construction, operation, maintenance, and replacement, desalting equipment performance, pretreatment</p>	<p>N1-115-94-8, PRJ-29.00</p>	<p>Permanent - Cutoff at the end of each calendar year. Transfer to FRC 10 years after cutoff or when volume warrants. FRC transfer to Archives 30 years after cutoff.</p>
<p>0023 - Historic Water and Power Projects, Water Resources and Delivery</p>	<p>PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.</p>	<p>Technical Reports - Reports, Records and other documents which establish a general history of reclamation programs and accomplishments in the investigations, planning, design, construction, operation, maintenance, repair, and rehabilitation of projects and related facilities. Records include general reports by subject, feasibility reports, project histories, summary statistics of project data, definite plan reports, annual reports of the commissioner, progress reports, final construction reports, final embankment construction reports, summary</p>	<p>N1-115-07-2, PRJ-2.00</p>	<p>Permanent. Paper/film - Transfer to NARA in Denver 3 years after closure or as volume warrants. Electronic - Transfer one copy of each report or publication to NARA at the end of each calendar year, including finding aids or indexes, in accordance with NARA transfer standards in effect at time of transfer.</p>

PENDING - NOT APPROVED FOR USE

**Attachment C**



KF 9/12/18

NATIONAL ARCHIVES *and*  
RECORDS ADMINISTRATION  
8601 ADELPHI ROAD  
COLLEGE PARK, MD 20740-6001  
[www.archives.gov](http://www.archives.gov)

**Date:** August 2, 2018  
**Appraiser:** Jessica E. Blessman  
**Agency:** Department of the Interior  
**Subject:** DAA-0048-2015-0003

## INTRODUCTION

### Schedule Overview

Department of Interior (DOI) Departmental Records Schedule (DRS) 2.2 –Natural Resources Planning and Development

### Administrative History

In 1789 Congress created three Executive Departments: Foreign Affairs (later in the same year renamed State), Treasury, and War. It also provided for an Attorney General and a Postmaster General. Domestic matters were apportioned by Congress among these departments.

The idea of setting up a separate department to handle domestic matters was put forward on numerous occasions. It wasn't until March 3, 1849, the last day of the 30th Congress, in which a bill was passed to create the Department of the Interior to take charge of the Nation's internal affairs.

As such, DOI has had a wide range of responsibilities entrusted to it since its inception, which include, but are not limited to: the construction of the national capital's water system, the colonization of freed slaves in Haiti, exploration of western wilderness, oversight of the District of Columbia jail, regulation of territorial governments, management of hospitals and universities, management of public parks, and the basic responsibilities for Indians, public lands, patents, and pensions. In one way or another all of these had to do with the internal development of the Nation or the welfare of its people.

DOI's current mission is to protect and manage the Nation's natural resources and cultural heritage; provide scientific and other information about those resources; and honor its trust responsibilities or special commitments to American Indians, Alaska Natives, and affiliated island communities.

DOI is comprised of the following bureaus:

- Bureau of Indian Affairs (BIA)  
BIA provides services directly or through contracts, grants, or compacts to 566 federally recognized tribes with a service population of about 1.9 million

American Indian and Alaska Natives. Such services include: social services, natural resources management on trust lands, economic development programs, law enforcement and detention services, administration of tribal courts, implementation of land and water claim settlements, housing improvement, disaster relief, replacement and repair of schools, repair and maintenance of roads and bridges, and the repair of structural deficiencies on high hazard dams.

- Bureau of Land Management (BLM)  
BLM administers America's public lands, totaling approximately 247.3 million acres, or one-eighth of the landmass of the country. BLM also manages 700 million acres (2,800,000 km<sup>2</sup>) of subsurface mineral estate underlying federal, state, and private lands. BLM's mission work is extensive and includes: management of energy resources, wild land fires, livestock grazing, land-use planning, recreation, and administration of the National Conservation Lands, and the wild horses and burros program, among others.
- Bureau of Ocean Energy Management (BOEM)  
The Bureau of Ocean Energy Management (BOEM) promotes energy independence, environmental protection and economic development through responsible, science-based management of offshore conventional and renewable energy resources. BOEM is responsible for: development of the Five Year Outer Continental Shelf (OCS) Oil and Natural Gas Leasing Program, issuance of oil and gas leases, oversight of the Renewable Energy Programs and environmental reviews.
- Bureau of Reclamation  
The Bureau of Reclamation is a water management agency with numerous programs, initiatives and activities that help the Western States, Native American Tribes and others meet new water needs and balance the multitude of competing uses of water in the West through dams, power plants, and canals. The Bureau of Reclamation is also one of the largest producers of hydro-electric power.
- Bureau of Safety and Environmental Enforcement (BSEE)  
BSEE works to promote safety, protect the environment, and conserve resources offshore through vigorous regulatory oversight and enforcement. BSEE is responsible for developing standards and regulations to enhance operational safety and environmental protection for the exploration and development of offshore oil and natural gas on the U.S. Outer Continental Shelf (OCS).
- National Park Service (NPS)  
The NPS manages the 401 parks of the National Park System. The NPS also administers dozens of affiliated sites, the National Register of Historic Places, National Heritage Areas, National Wild and Scenic Rivers, National Historic Landmarks, and National Trails.
- Office of Surface Mining, Reclamation and Enforcement (OSM)

OSM is charged with balancing the nation's need for continued domestic coal production with protection of the environment.

- U.S. Fish and Wildlife Service (FWS)  
FWS is responsible for the conservation, development, and management of the Nation's fish and wildlife resources and the administration of a national program to provide the public opportunities to understand, appreciate, and wisely use fish and wildlife resources.
- U.S. Geological Survey (USGS)  
USGS serves the Nation by providing reliable scientific information to describe and understand the Earth; minimize loss of life and property from natural disasters; manage water, biological, energy, and mineral resources; and enhance and protect our quality of life.

Each of these bureaus supports the Department's Strategic Plan that outlines the following five mission services:

1. Natural and Cultural Resource Protection and Management
2. Natural Resources Planning and Development
3. Indian Trust, Tribal Government, and International & Insular Areas
4. Science and Technology
5. Community & Social Services, Education, and Transportation

The DOI employs about 70,000 people in approximately 2,400 locations with offices across the United States, Puerto Rico, U.S. Territories, and Freely Associated States.

#### **Additional Background Information**

This schedule covers records that pertain to the Department of the Interior's role in developing the nation's natural resources in a responsible manner to include the protection of people, wildlife, and the environment. Interior lands designated for multiple use includes harvestable timber, grasslands for grazing, and deposits of oil, gas, coal, and non-energy minerals on public lands and the Outer Continental Shelf. Additional activities covered in this schedule include renewable energy development and the management of water resources in a safe and responsible manner.

The DRS is a joint endeavor by all DOI bureau agencies to streamline scheduling of all the current 200 records schedules with over 2,330 retention periods into several Departmental Records Schedules with 37 functions and 189 retention periods schedules. DOI surveyed their schedules and found that there was extensive duplication across bureau schedules for similar record series. The many number of schedules led to confusion in implementation, and a decision was made to consolidate scheduling under one Record Group (RG 0048). Therefore, this bucket schedule is essentially a re-packaging of records series previously authorized for disposition under various component and bureau schedules, some of which were appraised relatively recently. In a few instances, unscheduled records have also been combined into appropriate sub-bucket items.

Furthermore, in order to support the OMB Directive (M-12-18) to move to electronic record-keeping, DOI launched the eMail Enterprise Records and Document Management System (eERDMS), a single cohesive integrated records and information platform utilizing open-text search and categorization. The DRS directly supports this system, allowing for ease in implementation. Since 2013, DOI has provided NARA staff with multiple briefings and demonstrations of the eERDMS.

In creating the DRS, the Department and bureau representatives have made a good faith effort to reschedule series (or portions of series) as temporary, where the records were found to lack continuing value as archival records. This is especially true for Indian Trust fiduciary accounting (IFTA) records that had been previously authorized for permanent retention during the Cobell, et al. v. Salazar, et al., litigation (1996-2009). Now that this litigation has been settled, DOI and NARA are in agreement that, while IFTA records possess long-term legal value, they are not of interest to NARA researchers. During the appraisal, bureaus also notified NARA of series discovered to be obsolete and these have been removed from the crosswalk.

Although the DRS is considered to be a **day-forward schedule**, not requiring retroactive changes to existing transfers at Federal Record Centers, it may be still be used in certain instances where rescheduling of legacy records is found to be necessary, such as during Annual Moves. Upon approval of this schedule, all Federal Record Center, Annual Move, and Direct Offer interactions will continue to be broken out according to the assigned bureau Record Group number. The underlying authority for each interaction will be the approved DRS authority established by this schedule.

With the approval of this schedule and subsequent mission schedules, disposition can be applied to records housed at the American Indian Records Repository (AIRR). The Big Bucket schedules covering Policy (DAA-0048-2013-0008) and Administrative Records (DAA-0048-2013-0001) will need to be resubmitted in order to apply to AIRR records.

DOI and approval of management in Agency Services, DOI will will apply the authorities approved by the will be applied retroactively to records housed at the AIRR.

### **Appraisal Methodology**

As the crosswalk was extensive, appraisers Jessica Blessman, Mark Ferguson, and Carly Docca, narrowed down the appraisal review using the following criteria: (1) length of time from last appraisal for permanent items, (2) proposed permanent items that were "Unscheduled", (3) items that have a proposed change in disposition, (4) items scheduled before the assumed media-neutrality rule in 2007, (5) records that have presented issues for Research Services during past Annual Moves, and (6) items at high-risk for preservation, such as special media records.

As a result, roughly 120 series from the crosswalk out of a total of 457 series were appraised. Special attention was made to ensure that records addressed each bureau and region was reviewed. Additional appraisals were conducted in the American Indian Records Repository in Lenexa, KS, Denver Federal Center, Albuquerque, NM, Phoenix, AZ, and Sacramento, CA.

### **Overall Recommendation**

I recommend approval of the attached schedule.

## **APPRAISAL**

### **Biological Resources and Marine Conservation**

#### **Item 0001: Endangered Species Recovery Plan Files and Fish & Wildlife Data**

The records consist of short-term plans and proposals, and repetitive, routine, or housekeeping-type materials that support the development and implementation of a specific plan. They also include things like preliminary and draft plans, proposals for corrective measures, and other recommendations for programs such as endangered species recovery, fish harvesting, game bird management, and sea lamprey monitoring.

**Proposed Disposition:** Temporary.

**Appropriateness of Proposed Disposition:** Appropriate.

**Appraisal Justification:**

\*Has little or no research value.

\*Previously approved as temporary. NC1-22-78-1, 13b, NC1-22-78-1, 13c, NC1-22-78-1, 32, NC1-22-78-1, 34, and NC1-22-78-1, 39.

\*Does not document significant actions of Federal officials.

**Adequacy of Proposed Retention Period:** Adequate from the standpoint of legal rights and accountability.

**Media Neutrality:** Approved.

#### **Item 0002: Critical Habitat (No Designation) Case Files**

These are records accumulated in formally proposing the designation of critical habitats under the Endangered Species Act. The case files document the consideration process, but relate to situations where no designation was ever made.

**Proposed Disposition:** Temporary.

**Appropriateness of Proposed Disposition:** Appropriate.

**Appraisal Justification:**

\*Has little or no research value.

\*Previously approved as temporary. N1-022-05-01, 53c.

\*Does not document significant actions of Federal officials.

**Adequacy of Proposed Retention Period:** Adequate from the standpoint of legal rights and accountability.

**Media Neutrality:** Approved.

#### **Item 0003: Fish & Wildlife Coordination Act Reports and State Tagger Program Files**

These are records of assessments and reports prepared for, and funded by, state or other Federal agencies, in their protecting, rearing, stocking, and increasing the supply of game and furbearing animals, as well as in studying the effects of domestic sewage, trade wastes, and other polluting substances on wildlife. Examples include restoration plan case materials, fish and wildlife agency coordination reports, and animal identification ("tagger") agreements from states.

**Proposed Disposition:** Temporary.

**Appropriateness of Proposed Disposition:** Appropriate.

**Appraisal Justification:**

\*Has little or no research value.

\*Previously approved as temporary. N1-022-05-01, 44b, N1-022-05-01, 50, N1-022-05-01, 112a, and N1-022-05-01, 112b.

\*Does not document significant actions of Federal officials.

**Adequacy of Proposed Retention Period:** Adequate from the standpoint of legal rights and accountability.

**Media Neutrality:** Approved.

**Item 0004: Fish & Wildlife Surveys, Critical Habitat Designation, and Revocation Case Files**

Records include case file materials assembled to support designated and revoked critical habitats. Also included are fish and wildlife surveys such as fish counts, herd statistics, transponder data, and public comments.

**Proposed Disposition:** Temporary.

**Appropriateness of Proposed Disposition:** Appropriate.

**Appraisal Justification:**

\*Has little or no research value.

\*Previously approved as temporary. N1-022-05-01, 53a, N1-022-05-01, 53b, and N1-022-05-01, 189.

\*Does not document significant actions of Federal officials.

**Adequacy of Proposed Retention Period:** Adequate from the standpoint of legal rights and accountability.

**Media Neutrality:** Approved

**Item 0005: Species Management Files**

These records cover Interior's involvement in the management of non-endangered species under such laws as the Marine Mammal Protection Act of 1972 and Wild Bird Conservation Act of 1992. They include briefing background materials, reviews, preparation and review of legislation, Federal Register notifications, meeting notes, and related items.

**Proposed Disposition:** Temporary.

**Appropriateness of Proposed Disposition:** Appropriate.

**Appraisal Justification:**

\*Has little or no research value.

\*Previously approved as temporary. N1-022-05-01, 151.

\*Does not document significant actions of Federal officials.

**Adequacy of Proposed Retention Period:** Adequate from the standpoint of legal rights and accountability.

**Media Neutrality:** Approved.

**Item 0006: Endangered Species Act Management and Plan Files, and Fish & Wildlife Management**

Under the Endangered Species Act of 1973, the U.S. Fish and Wildlife Service protects and manages the recovery of imperiled species, including terrestrial life and freshwater organisms, and also the ecosystems upon which they depend. Under the Act, species may be listed as either endangered (through extinction or loss of range) or threatened (likely to become endangered in the near future). These records contain final and summarized reports of habitat preservation and species management, environmental management and compliance studies, scientific assessments,

Alaska subsistence hunting records, cooperative activities with other government agencies, investigations, surveys, habitat management records, case files on the creation and management of wetlands, plant and animal censuses, and conservation management planning documentation.

**Disposition:** Permanent.

**Appropriateness of Proposed Disposition:** Appropriate.

**Appraisal Justification:**

\*High potential research value. The records will allow researchers to see which species were placed on the national endangered and threatened list at a given time, and what strategies were employed by Interior to help in the recovery of vanishing plants and animals. The records will show the steps taken by the government to reduce the damage and destruction of habitats, to set use limits on fishing and hunting in order to increase the numbers of endangered species, and to mitigate the manmade influences that contributed to the decline in certain plant and animal species.

\*Documents significant actions of Federal officials. These records describe how Interior carried out its responsibilities for this foundational and controversial environmental law.

\*Previously approved as permanent. NC1-22-78-1, 13a, N1-57-07-002, 1600-01a, N1-115-94-7, ENV 4.0, and N1-115-94-7, ENV 7.0.

**Adequacy of Proposed Transfer Instructions:** Appropriate.

**Media Neutrality:** Approved.

## **Energy and Minerals**

### **Item 0007: Accounting, Compliance, and Administration Records: Federal Files**

### **Item 0008: Accounting, Compliance, and Administration Records: Financial Reports/ Summaries**

These series encompass the three major natural resources revenue mission areas. The financial management function concerns the collection, accounting, and disbursement of the Federal and Indian mineral lease revenues to the appropriate recipients consistent with all applicable laws, regulations, and lease terms. The compliance management function assures (through audit and inspection) that proper royalties have been paid, and lease terms, regulations, and laws are being properly upheld. This include the financial auditing of leases and the managing of the oil, gas and solid minerals that are extracted from the leased lands. The third mission concerns the asset sales and valuation functions for minerals produced on the Outer Continental Shelf (OCS) and on Federal and Indian lands. Records include lease status reports, records of mineral sales, financial reports and summaries, mineral revenue distribution and disbursement files, billing and invoicing records, royalty reports, compliance reviews, audits, asset compliance reviews, production reporting, mineral and resource valuation determinations, economic analyses and market research, and related records. This item does not cover records related to Native Americans and Tribal Lands but applies only to Federal lands and offshore areas.

**Proposed Disposition:** Temporary.

**Appropriateness of Proposed Disposition:** Appropriate.

**Appraisal Justification:**

\*Has little or no research value.

\*Previously approved as temporary. NC1-22-78-1, 35, N1-022-05-01, 176, DAA-0048-2012-0001-0003, NC1-49-85-2, 4/6c, N1-49-90-1, 4/25b, N1-49-00-3, 32/2c(1), N1-49-

00-3, 32/3b, N1-49-00-3, 32/3c, N1-49-00-3, 32/3d, N1-49-00-3, 32/3e, N1-49-00-3, 32/3f, N1-49-00-3, 32/4, N1-49-00-3, 32/8e, DAA-0049-2013-0002-0001, and N1-589-12-4, 4J.

\*Does not document significant actions of Federal officials.

**Adequacy of Proposed Retention Period:** Adequate from the standpoint of legal rights and accountability.

**Media Neutrality:** Approved.

**Item 0009: Energy Application Case Files**

This item was developed to consolidate the various lease applications created by Interior, primarily the Bureau of Land Management. They include applications for energy and mineral resource sales such as oil and gas, oil shale, geothermal, natural gas, helium, and solid minerals, as well as for communitization and unitization agreements, and renewable energy leases. Additional items include personal or surety bonds, financial instruments and bonds, riders, powers-of-attorney, and security instruments.

**Proposed Disposition:** Temporary.

**Appropriateness of Proposed Disposition:** Appropriate.

**Appraisal Justification:**

\*Has little to no research value.

\*Previously approved as temporary. N1-022-05-01, 80b, NC1-49-76-3, B/13 and B16, and N1-049-10-2, 4/21.

\* Does not document significant actions of Federal officials.

**Adequacy of Proposed Retention Period:** Adequate from the standpoint of legal rights and accountability.

**Media Neutrality:** Approved.

**Item 0010: Resource Lease Case Files and Power Management Agreements**

These consist of lease case files for exploration and production activities (onshore and offshore). They are created as part of DOI ensuring that leases are valid, activities are conducted under any stipulated conditions, and leases are financially managed, valuated and audited. Included are minerals and mining files, oil and gas lease cases, timber and mineral lease sales, exploration and prospecting permits, power and transmission contracts, oil reservoir agreements, sand and gravel leases, oil and gas and mineral operation safety assurance, oil spill contingency planning documents, pipeline and structure files, right-of-way permits, compliance and inspection records, civil penalty files, inspection and enforcement, and environmental coordination records.

**Proposed Disposition:** Temporary.

**Appropriateness of Proposed Disposition:** Appropriate.

**Appraisal Justification:**

\*Has little to no research value.

\*Previously approved as temporary. N1-022-05-01, 175, N1-022-05-01, 178, NC1-49-85-2, 4/6b(1), N1-49-90-1, 4/24a, N1-49-90-1, 4/25a, N1-49-00-3, 32/2a, N1-115-94-8, PRJ-17.10, N1-115-94-8, PRJ-18.00, N1-473-12-3, 3A(1), N1-473-12-3, 3A(2) N1-473-12-3, 3A(3), N1-473-12-4, 4D, N1-473-12-4, 4D(1), N1-473-12-4, 4E, N1-473-12-5, 5B(1)(b), N1-473-12-5, 5B(2), N1-473-12-5, 5B(3), N1-473-12-5, 5B(4), N1-473-12-5, 5C(1), N1-473-12-5, 5C(2), N1-473-12-5, 5C(3)(b), N1-473-12-5, 5C(4)(b), N1-473-12-5, 5D(1), N1-473-12-5, 5D(2), N1-473-12-5, 5D(3), N1-473-12-5, 5D(4), N1-473-12-5,

5D(5), N1-473-12-5, 5E, N1-473-12-5, 5F(2)(b), N1-473-12-5, 5H(2), N1-473-12-5, 5H(4), N1-473-12-5, 5H(5), N1-473-12-5, 5H(6), N1-473-12-5, 5H(7), N1-473-12-5, 5I, N1-473-12-5, 5J(1), N1-473-12-5, 5J(3), N1-473-12-5, J(4), N1-473-12-5, 5K(1), N1-473-12-5, 5L, N1-589-12-3, 3E(2), N1-589-12-3, 3G, N1-589-12-3, 3I(2), N1-589-12-4, 4D(1)(b), N1-589-12-4, 4D(4), N1-589-12-4, 4D(5), N1-589-12-4, E(1)(b), N1-589-12-4, 4E(2), N1-589-12-4, 4E(3), N1-589-12-4, 4F, N1-589-12-4, 4F(1), N1-589-12-4, 4L(1), N1-589-12-4, 4L(2), N1-589-12-4, 4L(3)(b), N1-589-12-4, 4L(4), N1-589-12-4, 4L(5) N1-589-12-4, 4M, N1-589-12-4, 4N(1), N1-589-12-4, 4N(2), N1-589-12-4, 4N(3), N1-589-12-4, 4N(4), N1-589-12-4, 4N(5), and N1-589-12-5, 5B(5).

\* Does not document significant actions of Federal officials.

**Adequacy of Proposed Retention Period:** Adequate from the standpoint of legal rights and accountability.

**Media Neutrality:** Approved.

**Item 0011: Resource Analysis and Evaluation**

This series consists of records that document the data-gathering, analysis, and evaluation activities that are conducted to assess the validity of potential quantities of undiscovered oil and gas resources, natural gas, and other leasable minerals. The records also provide information that is used to estimate mineral reserves, to ensure the public receives fair market value for mineral development, and for the planning and processing of leases under the various energy and mineral programs. This series also contains much in the way of geologic and geophysical data collected by Interior and used to build an ongoing geologic profile of the sub-seafloor, and subsurface land characteristics, including potential reserves of oil and gas, minerals, and other resources.

**Proposed Disposition:** Temporary.

**Appropriateness of Proposed Disposition:** Appropriate.

**Appraisal Justification:**

\*Has little to no research value. This is a high-volume series that contains data and records that have scientific worth and can be re-used to create other records, but they do not have continuing value to NARA researchers.

\*Captured elsewhere in permanent records. Item 0012 of this schedule contains final evaluative products in digital format, such as geologic and geophysical maps of the ocean subfloor.

\*Previously approved as temporary. N1-49-90-1, 4/22a(1)(b), N1-49-90-1, 4/22a(2), N1-49-90-1, 4/22b, N1-49-90-1, 4/22c, N1-49-90-1, 4/26b(2), N1-49-90-1, 4/27b(2), N1-49-90-1, 4/28b(2), N1-49-90-1, 4/29b(2), N1-49-90-1, 4/30b(2), N1-057-07-01, 1801-04, N1-473-12-3, 3B, N1-473-12-4, 4B, N1-473-12-4, 4B(1), N1-473-12-5, 5A(1), N1-473-12-5, 5A(2), N1-473-12-5, 5A(3), N1-473-12-5, 5A(4) N1-473-12-5, 5A(5), N1-589-12-3, 3B, N1-589-12-3, 3D(1), N1-589-12-3, 3D(2), N1-589-12-3, 3D(3), N1-589-12-3, 3E(1), N1-589-12-3, 3F, N1-589-12-3, 3H(1), N1-589-12-3, 3H(2), N1-589-12-3, 3H(3), N1-589-12-4, 4C, N1-589-12-4, 4G(1), N1-589-12-4, 4G(2), N1-589-12-4, 4G(3), N1-589-12-4, 4G(4), N1-589-12-4, 4G(5), N1-589-12-4, 4H, N1-589-12-4, 4H(1), N1-589-12-4, 4H(2), N1-589-12-4, 4H(3), N1-589-12-4, 4I, N1-589-12-4, 4K(2), N1-589-12-4, 4K(4), N1-589-12-4, 4K(5), N1-589-12-4, 4K(6), N1-589-12-5, A(1), N1-589-12-5, 5A(2), N1-589-12-5, 5A(3), N1-589-12-5, 5A(4), and N1-589-12-5, 5A(5).

\*Does not document significant actions of Federal officials.

**Adequacy of Proposed Retention Period:** Adequate from the standpoint of legal rights and accountability. The 75-year retention will allow Interior to maintain geologic and geophysical data to use for leasing activities and other purposes, and longer retention is authorized for ongoing operational needs.

**Media Neutrality:** Approved.

**Item 0012: Lease Case History Files**

The records document the planning, conduct, and evaluation of competitive mineral lease sales and provides a history of each sale from tract selection through bid acceptance and issuance to relinquishment. The records pertain to the development, conservation, and the exploitation of energy and mineral resources. Records include oil and gas historical development map masters, digital final products of high resolution geophysical interpretive maps, and regional and detailed seismic interpretive maps, subsurface geologic interpretations, archeology analyses, water bottom/sea floor interface analyses, engineering, economic and reserve analysis and estimate reports, annual reserve reports containing reserve estimates and statistics, reservoir estimate study final reports and maps, cadastral and mapping aspects and boundary records, official marine cadastre descriptions, protraction diagrams, leasing maps, oil shale lease operations final maps, Indian-related solid mineral lease operations files (coal and oil shale), mineral lease sale and tract evaluation final report and map masters, and renewable energy program development technical studies.

**Proposed Disposition:** Permanent.

**Appropriateness of Proposed Disposition:** Appropriate.

**Appraisal Justification:**

\*High potential research value. The analog and digital maps and reports will provide invaluable information to scientists and other researchers interested in the geologic history, stratigraphy, geologic trends, structural features, and exploration history of the onshore and offshore areas that were explored for Federal leasing programs. Other records will provide a full history of each instance where Interior opened up land and seafloor areas for leasing, including strategic leasing plans and policies.

\*Documents significant actions of Federal officials. The various studies and analyses document the government's stewardship of leased terrestrial and ocean areas, including environmental management and research.

\*Previously approved as permanent. N1-49-90-1, 4/24b, N1-49-90-1, 4/27e, N1-49-90-1, 4/29c, N1-49-90-1, 4/30c(1), N1-49-00-3, 32/3a, N1-49-00-3, 32/7a, N1-49-00-3, 32/8c, N1-057-08-7, 1900-01a, N1-115-94-7, ENV-7.10, N1-473-12-5, 5B(1)(a), N1-473-12-5, 5C(3)(a), N1-473-12-5, 5C(4)(a), N1-473-12-5, 5F(2)(a), N1-473-12-5, 5H(3), N1-473-12-5, 5J(4)(a), N1-589-12-3, 3A(1), N1-589-12-3, 3C, N1-589-12-4, 4A(1), N1-589-12-4, 4B(1), N1-589-12-4, 4D(1)(a), N1-589-12-4, 4E(1)(a), N1-589-12-4, 4K(1), N1-589-12-4, 4L(3)(a), N1-589-12-5, 5B(3), N1-589-12-5, 5D(1), and N1-589-12-5, 5D(2).

**Adequacy of Proposed Transfer Instructions:** Appropriate.

**Media Neutrality:** Approved.

**Land Use, Recreation, and Planning**

**Item 0013: Intermediate/Reference Materials for Land Use Activities, Special Land Use Permit Case Files (denied), Wild Horse & Burro Non-Adoptions**

These are interim and reference materials that pertain to withdrawals, classifications, designations, land use applications, and water power projects.

**Proposed Disposition:** Temporary.

**Appropriateness of Proposed Disposition:** Appropriate.

**Appraisal Justification:**

\*Has little to no research value.

\*Previously approved as temporary. N1-022-05-01, 74, N1-022-05-01, 110b, N1-49-90-1, 4/8c, NC1-49-90-1, 4/10(h), N1-49-90-1, 4/11d(1), N1-49-90-1, 4/11e, N1-49-90-1, 4/18c(2), N1-49-90-1, 4/18f, N1-49-90-1, 4/18g(3), N1-49-90-1, 4/19c, N1-49-91-2, 5b, N1-49-91-2, 5e, N1-49-91-2, 6b, N1-49-91-2, 6d, N1-49-91-2, 8e, N1-49-91-2, 9b, N1-49-91-2, 10a, N1-49-91-2, 10b, N1-49-91-2, 10c, N1-49-96-6; 20/44, N1-49-99-1, 4/24c, and N1-115-94-6, LND-4.10.

\*Does not document significant actions of Federal officials.

**Adequacy of Proposed Retention Period:** Adequate from the standpoint of legal rights and accountability.

**Media Neutrality:** Approved.

#### **Item 0014: Short Term Land Use Activities, Recreational Use Statistics, and Wild Horse & Burro Operation Records**

As the title suggests, this series consists of routine land management documentation regarding horse and burro adoptions, non-substantive special use permits, visitor logs and visitor data compilations (that are summarized in permanent annual reports under other schedules), and short term land management plans.

**Proposed Disposition:** Temporary.

**Appropriateness of Proposed Disposition:** Appropriate.

**Appraisal Justification:**

\*Has little to no research value.

\*Previously approved as temporary NC1-22-78-1, 72, N1-022-05-01, 110a, N1-022-05-01, 179b, NC1-49-85-2, 4/26a(1)c, NC1-49-85-2, 4/26a(2), N1-49-90-1, 4/8e, N1-49-90-1, 4/8f, N1-49-90-1, 4/8g, N1-49-90-1, 4/20d.

\* Does not document significant actions of Federal officials.

**Adequacy of Proposed Retention Period:** Adequate from the standpoint of legal rights and accountability.

**Media Neutrality:** Approved.

#### **Item 0015: Land Title, Operations, and Realty**

Records under this item involve operational land use functions such as processing of land titles, realty, appraisals and sales of small vegetative and minor forest products. Also included are short-term land use and right-of-way records, and case working papers for land use actions such as valuations.

**Proposed Disposition:** Temporary.

**Appropriateness of Proposed Disposition:** Appropriate.

**Appraisal Justification:**

\*Has little to no research value.

\*Previously approved as temporary. N1-022-05-01, 24, N1-022-05-01, 31, N1-022-05-01, 40, N1-022-05-01, 134, N1-022-05-01, 173, N1-048-10-01, Item 10.3, NC1-49-76-3,

B16, 4/14d, NC1-49-85-2, 4/6d(1), NC1-49-85-2, 4/6d(2), N1-49-85-2, 4/20a, N1-49-85-2, 4/20b, NC1-49-85-2, 4/25a, N1-49-91-2, 8a, N1-49-91-2, 8b, and N1-115-94-6, LND-1.10.

\* Does not document significant actions of Federal officials.

**Adequacy of Proposed Retention Period:** Adequate from the standpoint of legal rights and accountability.

**Media Neutrality:** Approved.

**Item 0016: Planning and Wild Horse & Burro (WH&B) Adoptions**

These are temporary records relating to various subjects including rejected, unapproved, or withdrawn leases for grazing, as well as for rights-of-way and withdrawals. Records also contain information on the management of excess horses and burros on Federal lands, and recreation and visitor service records. The types of documentation consist of concessions, fees, use permits, licensing records, labor, performance, guide services, animal adoption, contracts and leases, and administration of facilities and recreational areas that are provided for tourists. The “public participation” portion of Resource Management Plans are part of this series.

**Proposed Disposition:** Temporary.

**Appropriateness of Proposed Disposition:** Appropriate.

**Appraisal Justification:**

\*Has little to no research value.

\*Previously approved as temporary. N1-022-05-01, 179a, N1-022-05-01, 185b, NC1-49-76-3, B/9 & 12, NC1-49-85-2, 4/7c(2), N1-49-90-1, 4/8b, N1-49-90-1, 4/11b, N1-49-90-1, 4/18g(1), N1-49-90-1, 4/18g(2), N1-49-90-1, 4/19b, N1-49-98-1, 4/8(a).

\* Does not document significant actions of Federal officials.

**Adequacy of Proposed Retention Period:** Adequate from the standpoint of legal rights and accountability. In some cases, the retention period is reduced by 3 to 5 years for certain series, but Interior says the proposed 20-year retention is still adequate to address all operational, fiscal, and legal requirements.

**Media Neutrality:** Approved.

**Item 0017: Land Use Permits, Leases, Reciprocal-Use and License Agreements**

These records apply to land use permits, leases, license agreements, and compliance files for patent and land status determinations. Also included are approved land-use permit case files, other approved land-use leases, land status determinations, reciprocal-use and license agreement case files, compliance files for allowed patents, and resources inventory, study, and survey working files.

**Proposed Disposition:** Temporary.

**Appropriateness of Proposed Disposition:** Appropriate.

**Appraisal Justification:**

\*Has little to no research value.

\*Previously approved as temporary. N1-022-05-01, 172, NC1-49-76-3, B/10 (4/13c), N1-49-90-1, 4/14b, and N1-49-90-1, 4/14c(2).

\* Does not document significant actions of Federal officials.

**Adequacy of Proposed Retention Period:** Adequate from the standpoint of legal rights and accountability.

**Media Neutrality:** Approved.

**Item 0018: Land Status**

These are land records required for long-term operational and legal purposes by Interior. They include construction and maintenance records for structures, such as minor electrical or plumbing repair/maintenance work, and for other projects such as minor road, trail, fence, and campground construction and rehabilitation. Contents contain solicitation and bids for contracts that impact a park's natural and cultural resources or mission, such as construction, painting, planting, revegetation, repair and replacement, planning of museum exhibits; supporting documentation for reports; and procurement files for scientific and historic studies, including the management of flora and fauna.

**Proposed Disposition:** Temporary.

**Appropriateness of Proposed Disposition:** Appropriate.

**Appraisal Justification:**

\*Has little to no research value.

\*Does not document significant actions of Federal officials.

\*Other justification. During the appraisal, BLM grazing operator case files, once considered to be permanent, were moved under this item at our request because the modern grazing cases that we examined no longer provide much information that would be useful to historians. Research Services in Denver has said that researcher interest in the records is minimal, and they are concerned about the high volume generated (over 700 cubic feet in FRCs, including 400 cubic feet in the Rocky Mountain Region). The same kinds of records created by USDA-Forest Service are temporary, and the BLM grazing cases contain information that is already duplicated in permanent BLM allotment records (N1-49-90-1, 4/11a).

**Adequacy of Proposed Retention Period:** Adequate from the standpoint of legal rights and accountability.

**Media Neutrality:** Approved.

**Item 0019: Management Plans and Reports, Land Titles, and Uses of Land Requiring Agency Authorization**

The inclusive records relate to resources planning, recreational planning, withdrawals and restoration of lands, establishment of town sites, land entries and title, irrigation management, and conservation case files. Some of the notable records that are part of this item include master title and supplemental use plats, tract books, and historical indexes; resources inventory, study, survey and mapping files; rights-of-way case files; resource management and activity plans; land withdrawal, classification and designation reports; and recommendations for the development of recreational, natural, and other special designation areas.

**Proposed Disposition:** Permanent.

**Appropriateness of Proposed Disposition:** Appropriate.

**Appraisal Justification:**

\*High potential research value. Researchers can use these records for establishing land ownership rights and determining the status of land parcels at given points in time.

\*Documents significant actions of Federal officials. The records describe significant actions taken by Interior in managing a variety of public land use activities (recreation, leasing, wildlife management, etc.), in cooperation with states, tribes, commercial interests, and the public.

\*Previously approved as permanent. NN1-171-77, I/5, NC1-22-78-1, 86, N1-022-05-01, 32, N1-022-05-01, 185a, NC1-49-76-3, B/13 (4/14c(1), NC1-49-85-2, 17/1a(1), NC1-49-85-2, 17/1b(1), NC1-49-85-2, 17/4a(1), N1-49-91-2, 1, N1-49-91-2, 5d(2), N1-49-91-2, 6c, NC1-49-85-2, 4/7a(1), NC1-49-85-2, 4/7(a)(2), NC1-49-85-2, 4/7b, NC1-49-85-2, 4/7c(1), NC1-49-85-2, 4/7c(4), NC1-49-85-2, 4/7(d), NC1-49-85-2, 4/20c, NC1-49-85-2, 4/25b(1), NC1-49-85-2, 4/26a(1)(a), NC1-49-85-2, 17/1c, NC1-49-85-2, 22/2a, NC1-49-85-2, 23/7a, N1-49-86-2, 1a, N1-49-90-1, 4/7c(4), N1-49-90-1, 4/11a, N1-49-90-1, 4/11c(1)(a), N1-49-90-1, 4/11c(1)(b), N1-49-90-1, 4/14a(1), N1-49-90-1, 4/18c(1)(b), N1-49-90-1, 4/18h, N1-49-90-1, 4/19a(1), N1-49-90-1, 4/19a(2), N1-49-90-1, 4/19d, N1-49-90-1, 4/20a(2), N1-49-90-1, 4/20d, N1-49-91-2, 7c, N1-79-08-1, 1A1, N1-79-08-1, 1A2, N1-79-08-04, A1, N1-115-94-6, LND-2.00, N1-115-94-6, LND-4.00, N1-115-94-6, LND-5.10, N1-115-94-6, LND-8.00, N1-115-94-6, LND-7.00, and N1-115-94-6, LND-11.00.

\*Other justification. Originally, Interior had proposed the rescheduling of master title and supplemental use plats, tract books, and historical indexes as temporary under item 0018 because, the records are continually updated and will never be cut off. However, we requested that these records remain permanent under this item so that NARA still has an opportunity to accession the records (such as periodic snapshots of electronic data extracts), since they provide historic and current land status and ownership of public lands.

**Adequacy of Proposed Transfer Instructions:** Appropriate.

**Media Neutrality:** Approved.

## Water

### **Item 0020: Water Analysis and Water Use & Permitting**

These are short-term records that relate to water use permitting, materials pertaining to proof of beneficial uses of water, permit extensions of time, and the testing of public, community, and non-community water supplies and systems. Examples include water permits, applications and amendments for state permits, water and stream descriptions, state letters of approval, bacteria and chemical analysis records, and violations documentation.

**Proposed Disposition:** Temporary.

**Appropriateness of Proposed Disposition:** Appropriate.

**Appraisal Justification:**

\*Has little to no research value.

\*Previously approved as temporary. NC1-49-85-2, 4/24, NC1-49-85-2, 4/26d(2)a, and NC1-49-85-2, 4/26d(2)c.

\* Does not document significant actions of Federal officials.

**Adequacy of Proposed Retention Period:** Adequate from the standpoint of legal rights and accountability.

**Media Neutrality:** Approved.

### **Item 0021: Non-Historic Water and Power Projects & Facilities**

This category is intended to capture the bulk of documentation created by such agencies as Bureau of Reclamation and Bureau of Indian Affairs, in the study, proposal, approval, research, design, construction, operations, and maintenance of dams and other water and power projects.

They cover structures and facilities such as dams, conveyance systems, hydropower plants, supporting features, bridges canals, diversion structures, drainage systems, and wells. The records consist of drawings and design data of constructed and non-constructed projects, designs of long-term water structures and facilities intended to endure for many years that are critical to the mission for operational needs. The records also document general water and hydropower management of a temporary nature relating to water project development, power management, water resource management, and Federal Energy Regulatory Commission (FERC) licensing activities. Included are long-term records created in the surveying, design, repair, restoration, construction, or rehabilitation of water management structures; non-historic drawings and designs; technical information logs for wells and well inventories; general files for water resources management; project development; power management; Federal Energy Regulatory Commission (FERC) licensing; water project consultations, application and amendments for state permits; land water and stream descriptions; state letters of approval; cartographic materials; and public, community, and non-community water bacteria and chemical analysis, and violations and measures taken. NARA requested that Interior include under this item, several series that were originally proposed as permanent (under 0023), for example, power meter readings, electric power utilities, power reports, and irrigation customer billings and work orders. NARA also asked that long-term temporary background materials from specific categories of project records be added this item. These include background construction, operations, and maintenance records associated with project design and build-out, geology, dams and reservoirs, desalting plants, canals, power plants, and similar structures, drawings and specifications, surveys, and technical reports.

**Proposed Disposition:** Temporary.

**Appropriateness of Proposed Disposition:** Appropriate.

**Appraisal Justification:**

\*Has little to no research value. Current schedules, particularly those for Bureau of Reclamation, provide for only permanent retention of water and power records with no alternative categories for retaining records of finite value. The National Archives at Denver, which has all RG 115 records, has continually decried the number of FRC transfers and direct offers from Reclamation that contain excessive amounts of non-archival records. This has resulted in substantial cost considerations for long-term maintenance of the records. In Denver, the FRC is storing over 5,000 cubic feet of mixed engineering drawings, and over 3,000 cubic feet of mixed survey books and records. This situation was validated during the appraisal, where sample records showed considerable mixing of permanent and temporary documentation. Similarly, a number of BIA water and power records appraised for this schedule were also found to contain mixed series. Project records that have long-term value to Interior, but lack continuing value are now correctly placed under this item.

\*Previously approved as temporary. NC1-22-78-1, 43, N1-022-05-01, 47, N1-022-05-01, 49, NC1-49-85-2, 4/26d(2)b, N1-115-94-5, WTR-1.10, N1-115-94-8, PRJ-1.10.

\*Does not document significant actions of Federal officials.

**Adequacy of Proposed Retention Period:** Adequate from the standpoint of legal rights and accountability. The lengthy retention (based on the life of the asset and beyond), is intended to provide for records that need to be retained for the continued management, operation and maintenance of bureau water and power projects and facilities, and for fiscal and legal purposes, but which do not have ongoing value to NARA researchers.

**Media Neutrality:** Approved.

**Item 0022: Water Project Contracts, Engineering, and Water Quality**

Records under this item contain documentation accumulated during the lifecycle of a construction or architectural and engineering (A&E) contract providing for the construction, alteration, or repair of long-term or permanent water management structures and features. It encompasses research data related to structural engineering and analysis for the water management facilities, features, or structures. The item covers contract documents, daily construction logs, structural and materials engineering, materials research, soil and rock properties, water quality and ecology studies, water delivery standards, and water quality improvement research. Additional records include non-permanent documentation for project repayment finance and contracting documentation.

**Proposed Disposition:** Temporary.

**Appropriateness of Proposed Disposition:** Appropriate.

**Appraisal Justification:**

\*Has little to no research value. Like item 0021, this item also contains many records that have lasting value to the creating agencies in terms of construction, renovation, payment terms and agreements with water users, and ongoing maintenance activities. This series also incorporates bulky background materials for repayment financial agreements and contracts that do not have continuing value.

\*Previously approved as temporary. N1-115-94-4, RES-3.40, N1-115-94-8, PRJ-8.10, N1-115-07-1, RES-9.00, and N1-115-07-1, WTR-7.00

\*Does not document significant actions of Federal officials.

**Adequacy of Proposed Retention Period:** Adequate from the standpoint of legal rights and accountability. The schedule provides for a lengthy period of time before cutoff (contract payoff), and a 75-retention period, both of which should satisfy long-term operational, fiscal, and legal needs.

**Media Neutrality:** Approved.

**Item 0023: Historic Water and Power Projects, Water Resources and Delivery**

This series covers records of water and power projects covering the development, design, construction, operation and maintenance, operational management, repair and rehabilitation of the overall projects, features, facilities, appurtenant works and water resource improvement projects. Structures and facilities run the gamut from major to minor: dams, reservoirs, conveyance systems, hydropower plants, supporting features, water catchments, bridges, canals, diversion structures, drainage systems, wells, and other structures. Associated records relate to the delivery, sale, exchange, and utilization of water and water trust resources, through activities such as appropriating, securing, establishing, or settlement of water rights. They pertain to development of irrigation on farm and other land; land designations; construction mapping and engineering; Indian and Federal land water rights adjudication; soil and water conservation; final repayment of project costs; the preparation of project and technical reports that cover engineering outreach studies and final construction highlights; water sales and exchanges; summary geologic and geophysical findings; and water delivery and allocation management. This proposed item is intended to cover only the final products and significant records of outcomes for the processes described above. All other voluminous background and supporting information on projects are now part of temporary item 0021.

**Proposed Disposition:** Permanent.

**Appropriateness of Proposed Disposition:** Appropriate.

**Appraisal Justification:**

\*High potential research value. The records establish a history of water projects for the researcher, including authorization, scope, purpose, objectives, methodology, design and construction, operation and maintenance activities and costs, safety of dam investigations and modifications, and condition assessments.

\*Documents significant actions of Federal officials.

\*Previously approved as permanent. N1-075-04-6 (4903a), N1-075-04-6 (4903b), N1-075-04-6 (4904a), N1-075-04-6 (4904b), N1-075-04-6 (4905), N1-075-04-6 (4906), N1-075-04-6 (4907), N1-075-04-6 (4908), N1-075-04-6 (4910), N1-075-04-6 (4915), N1-075-04-6 (4917), N1-075-04-6 (4918), N1-075-04-6 (4919), N1-075-04-6 (4920), N1-075-04-6 (4921), N1-075-04-6 (4922), N1-075-04-6 (4924), N1-075-04-6 (4925), N1-075-04-6 (4926a), N1-075-04-6 (4926b), N1-075-04-6 (4927a), N1-075-04-6 (4927b), N1-075-04-6 (4928a), N1-075-04-6 (4928b), N1-075-04-6 (4929a), N1-075-04-6 (4929b), N1-075-04-6 (4930a), N1-075-04-6 (4930b), N1-075-04-6 (4931a), N1-075-04-6 (4931b), N1-075-04-6 (4932), N1-075-04-6 (4933), N1-075-04-6 (4934a), N1-075-04-6 (4934b), N1-115-94-2, FIN-6.20, N1-115-94-4, RES-2.00, N1-115-94-5, WTR-2.00, N1-115-94-5, WTR-4.00, N1-115-94-5, WTR-4.03, N1-115-94-5, WTR-4.10, N1-115-94-5, WTR-4.11, N1-115-94-5, WTR-4.12, N1-115-07-2, PRJ-2.00, N1-115-94-8, PRJ-3.00, N1-115-94-8, PRJ-4.00, N1-115-94-8, PRJ-6.00, N1-115-94-8, PRJ-7.00, N1-115-94-8, PRJ-8.00, N1-115-94-8, PRJ-9.00, N1-115-94-8, PRJ-10.00, N1-115-94-8, PRJ-13.00, N1-115-94-8, PRJ-15.00, N1-115-94-8, PRJ-17.00, N1-115-94-8, PRJ-22.00, N1-115-94-8, PRJ-22.10, N1-115-94-8, PRJ-22.20, N1-115-94-8, PRJ-23.00, N1-115-94-8, PRJ-25.00, N1-115-94-8, N1-115-07-2, PRJ-26.00, PRJ-27.00, N1-115-94-8, PRJ-28.00, N1-115-94-8, and PRJ-29.00.

**Adequacy of Proposed Transfer Instructions:** Appropriate.

**Media Neutrality:** Approved.

Reviewed by:

KATE FLAHERTY  
Supervisor, Appraisal Team 3  
Records Appraisal and Agency Assistance - ACRA  
National Archives and Records Administration

DATE:

Signed:



JESSICA E. BLESSMAN  
Records Analyst, Appraisal Team 3  
Records Appraisal and Agency Assistance - ACRA  
National Archives and Records Administration

8/2/18

DATE:

**Attachment D**

## List of “Temporary” Records That Should Be Permanent

The Commenters advocate that certain records should be permanently retained in a searchable, electronic format, to provide information crucial to research, advocacy, and litigation, and to allow the agencies to satisfy their transparency obligations under the Federal Records Act and the Freedom of Information Act, and to fulfill their duties under our federal environmental laws. These records include the following, as listed and named in Interior’s Records Disposition Request:

- 1.1 Endangered Species Recovery Plan Files and Fish & Wildlife Data
  - Technical or Scientific Documentation Used in the Development and Implementation of Recovery Plans for the Restoration of Endangered Native Species
  - Scientific Research Permits for use on a National Wildlife Refuge
  - Recovery Plan Permit Applications
  - Commercial and Sport Fishing Data
  - Sea Lamprey Control Data
  - Game Bird Population and Harvest Statistics
  - Wildlife Capture, Banding, and Marking Statistics
- 1.2 Critical Habitat (No Designation) Case Files
  - Maps
  - Legal Descriptions of Land
  - Public Notification Information
  - Public Comments
  - Proposed or Final Listing Package
- 1.3 Fish & Wildlife Coordination Act Reports and State Tagger Program Files
  - Biological Assessments
  - Habitat Assessments
  - Consultative Reports
  - Correspondence Site Plans
  - Monitoring Documentation
  - Project Funding Records
  - Progress Reports
  - Environmental Impact Statements
  - Internal Compliance Documents
  - Package Applications
  - Cooperative Agreements
  - Financial Information
  - Landowner Agreements
  - Environmental Compliance
  - Quarterly Reports
  - Photo Documentation
  - Tagging Reports
  - Statistics

#### 1.4 Fish & Wildlife Surveys, Critical Habitat Designation, and Revocation Case Files

- Fish Counts Data
- Weir Monitoring Statistics
- Commercial Harvest Data
- Stream Surveys
- Fish Flow Data
- Habitat Data
- Animal Counts
- Herd Statistics
- Tagging and Transponder Data
- Aerial Count Information
- Maps
- Legal Descriptions of Land
- Public Notification Information
- Public Comments

#### 1.5 Species Management Files (Non-ESA)

- Briefing Statements
- Reviews of Legal Statements
- Legislative Development Case Files
- Federal Register Notification Files
- Conservation Efforts
- Meeting Notes on Unusual Mortality for Marine Animals
- Meeting Notes on Marine Mammal Stranding Panels

#### 2.2 Energy Application Case Files

- Oil & Gas Lease Application Case Files
- Oil Shale Lease Application Case Files
- Geothermal Lease Application Case Files
- Natural Gas Lease Application Sales Case Files
- Solid Mineral Lease Application Case Files
- Communitization or Unitization Agreement Application Case Files
- Adjudicated Alternative Energy Lease Applications
- Personal or Surety Bonds
- Alternative Energy Financial Instruments and Bonds
- Riders
- Powers-of-Attorney
- Security Instruments

#### 2.3 Resource Lease Case Files and Power Management Agreements

- Period energy consumption/conservation reports
- Long-term statistics
- Trend data compilations and summaries
- Outer Continental Shelf (OCS) Resources
- Well Production Rates
- Plugging Records

- Production Records
- Exploratory Studies
- Fair Market Value Determinations Documentation
- Lease Buy Backs
- Post-Sale Data Analysis
- Contractual Timber Sales
- What-if Analysis Documentation
- Federal or State Agency Projects or Initiatives
- Individual Lease Sale Areas of Interest List
- Indicated Hydrocarbon List
- Coastal Zone Management Act Certifications
- Lease Sale Planning Records
- Supporting Documentation to Prepare and Execute New Leases including Sand & Gravel and Non-Energy
- MOUs and MOAs Pertaining to Renewable Energy Leasing on the OCS
- Renewable Energy State Task Force Documentation
- Renewable Energy Technical Studies for Programmatic and Regulatory Decisions
- Renewable Energy Lease Administrative Records
- Renewable Energy Company Qualification Submittals
- Non-Energy Task Force Documentation
- Power Service Contracts, agreements, Memorandum of Agreement's
- Transmission service agreements
- Sale of power documentation
- Payment schedules
- Power generation studies and requirements
- Federal Energy Regulatory Commissioner (FERC) issued permits
- Technical correspondence Pumped storage generation
- Statistical studies of existing and potential power development
- 4-E terms and conditions
- Exploration and Prospecting Permit Approved

#### 2.4 Resource Analysis and Evaluation

- Geologic, Engineering, and Economic Assessments and Reports
- Program and Resource Evaluation Assessments
- Cartographic Materials Associated with Pre-Lease Analysis
- Seismic and Well Data
- Open Hole Data Management Documentation (Well Logs, Directional Surveys and Core Analysis)
- Geologic and Geophysical Contracts
- Well Completion and Recompletion Logs
- 2D and 3D Seismic Trace Volumes and Data Sets
- Magnetic and Gravimetric Survey Records and Maps
- Geochemical Prospecting Survey Maps
- Tectonic & Stratigraphic Investigation and Mapping Project Files
- Shallow Seismic Data Geo Hazards Analysis # Fair Market Value Determinations
- Tract Evaluations for Fair Market Value

- Cartographic Work in Support of Fair Market Value Phase II and Post-Sale Work
- Geological Interpretative Tools Documentation
- Production Forecasts, In-Place Resource Estimates, and Economic Resource Estimates Documentation
- Process Bid and Field Determination Appeals
- Well Evaluations and New Producing Lease Determinations
- Environmental Studies for Oil & Gas and Non-Energy Lease Sales
- Communitization or Unitization Agreement Operations Lease and Well Files
- Oil & Gas, Oil Shale, Geothermal, Natural Gas, Helium, and Solid Mineral Operations Lease and Well Files – Federal Agreements
- Outer Continental Shelf Block and Composite Block Diagrams
- Corps of Engineer Permits
- Coastal and Marine Spatial Planning Documentation
- 5-Year Program Development Documentation
- Lease Presale Process Documentation
- Adjudicated Leases
- Lessee or Operator Bankruptcy Reviews
- Lease Status Reviews
- Fishermen’s Contingency Fund Claims
- Designation of Operator Forms
- Lease Rights-of Way
- Operator Rights Assignments
- Lease Relinquishment Documentation
- Applicants for Qualification Requests
- Company Merger and Name Change Applications
- Lessee/Operator Bankruptcy Documentation
- Oil Spill Financial Responsibility Forms and Financial Data
- Royalty Relief Program Documentation
- Production Payments
- Net Profit Reports
- 3rd Party Notice Documentation
- Alternative Energy Development Plans
- Non-Environmental Reviews
- Deep Water Operation Plans
- Alternate Use Project Documentation
- Alternative Energy Technical Studies for Programmatic and Regulatory Decisions
- Alternative Energy Field Monitoring, Safety Inspections and Engineering Inspections
- Alternative Energy Leases, Rights of Way and Right of Use and Easements
- Non-Energy Mineral Leases
- Non-Energy Environmental Studies
- Non-Energy Permit Decisions
- Mining Claim Recordation Files
- Unpatented Mining Claim Records
- Mining Claim Validity Examination Case Files
- Mining Claim Surface Management Case Files

- 3.1 Intermediate/Reference Materials for Land Use Activities, Special Land Use Permit Case Files (denied), Wild Horse & Burro Non-Adoptions
- Oil and Gas Historical Development Map Masters
  - High Resolution Geophysical Interpretive Maps
  - Regional and Detailed Seismic Interpretive Maps
  - Subsurface Geologic Interpretations
  - Archeology Analysis
  - Water Bottom of Sea Floor Interface Analysis
  - Engineering, Economic and Reserve Analysis and Estimates
  - Annual Reserve Reports Containing Reserve Estimates and Statistics
  - Field and Reservoir Estimate Study Final Reports and Maps
  - Cadastral and Mapping Aspects and Boundary Records
  - Spatial Information and Metadata to Coastal States, Federal Agencies, Private Industry, and Foreign Governments
  - Official Marine Cadastre Description
  - Protraction Diagrams
  - Leasing Maps
  - Oil Shale Lease Operations Final Maps
  - Solid Mineral Lease Operations Files (Coal and Oil Shale) – Indian Files
  - Solid Mineral and Oil Shale Lease Operations Case Files – Indian Files
  - Mineral Lease Sale and Tract Evaluation Final Report and Map Masters
  - Renewable Energy Program Development
  - Renewable Energy Technical Studies
- 3.2 Short Term Land Use Activities and Wild Horse & Burro (WH&B) Operation Records
- WH&B Adoption Files: Animal Preparation Case Files, Animal Shipping Case Files, Animal Training Facility Files
  - Special Land Use Permit Case Files
  - Resource Activity Plan (RAP) Records – Short Range
- 3.3 Land Title, Operations, and Realty
- Valuation Services
  - Case/Work Files
  - Sales of Vegetative Materials and Minor Forest Products
  - Acquired Real Property Files
  - Land Withdrawal, Reservation, and Classification Files - Informal Proposals
  - Refuge Compatible Uses Reports
  - Texas Railroad Commission (TRRC) Base Maps
  - Conservation Easements
  - Land Title Status Records
  - Land Operations and Realty Subject Files
  - Airborne Hunting Reports
  - Grazing and other Land-Use Applications Rejected or Withdrawn
  - Right-of-Way, Reciprocal-Use, and License Agreement Applications Rejected or Withdrawn

- Withdrawal, Classification, and Designation Applications or Initiatives Unapproved Case Files
- 3.4 Planning and Wild Horse & Burro (WH&B) Adoptions
- Resource Management Plan (RMP) Public Participation
  - Working Wilderness Studies
  - WH&B Approved Titled Adoption Case Files
  - Audit Reports
- 3.5 Land Use Permits, Leases, Reciprocal-Use and License Agreements
- Land-Use Permits Approved Case Files
  - Land-Use Leases Approved Case Files - All Other
  - Land Status Determinations
  - Reciprocal-Use and License Agreement Case Files
  - Compliance Files for allowed Patents
  - Resources Inventory, Study, or Survey Working Files
- 4.1 Water Analysis and Water Use & Permitting
- Water Permits
  - Application and Amendments for State Permits
  - Land Water and Stream Descriptions
  - State Letters of Approval
  - Cartographic Materials
  - Public, Community, and non-Community Water Filing Systems for Bacteria Analysis, Chemical Analysis, and Violations and Measures Taken
- 4.2 Non-Historic Water and Power Projects & Facilities
- Routine Maintenance and Service Such as Design, Repair, Restoration, Construction, or Rehabilitation of non-permanent or non-historic Water Management Structures
  - Non-Historic Drawings or Design Data
  - Technical Information or Volume Logs for Wells
  - Well Inventories
  - General Files for Water Resources Management
  - Project Development, Power Management, FERC and Water Project Consultations
  - Application and Amendments for State Permits
  - Land Water and Stream Descriptions
  - State Letters of Approval
  - Cartographic Materials
  - Public, Community, and non-Community Water Filing Systems for Bacteria Analysis, Chemical Analysis, and Violations and Measures Taken
- 4.3 Water Project Contracts, Engineering, and Water Quality
- Construction and Architectural & Engineering Contract Documents
  - Daily Construction Logs
  - Structural and Materials Engineering
  - Materials Research

- Soil and Rock Properties
- Water Quality and Ecology Studies
- Water Delivery Standards
- Water Quality Improvement Research

**Attachment E**



EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF MANAGEMENT AND BUDGET  
WASHINGTON, D.C. 20503

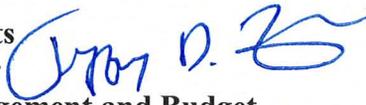


NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
WASHINGTON, D.C. 20408

August 24, 2012

M-12-18

**MEMORANDUM FOR THE HEADS OF EXECUTIVE DEPARTMENTS AND  
AGENCIES AND INDEPENDENT AGENCIES**

**FROM:** Jeffrey D. Zients   
Acting Director  
Office of Management and Budget

David S. Ferriero   
Archivist of the United States  
National Archives and Records Administration

**SUBJECT: Managing Government Records Directive**

On November 28, 2011, President Obama signed the [Presidential Memorandum – Managing Government Records](#). This memorandum marked the beginning of an Executive Branch-wide effort to reform records management policies and practices and to develop a 21st-century framework for the management of Government records. The expected benefits of this effort include:

- improved performance and promotion of openness and accountability by better documenting agency actions and decisions;
- further identification and transfer to the National Archives and Records Administration (NARA) of the permanently valuable historical records through which future generations will understand and learn from our actions and decisions; and
- assistance to executive departments and agencies (referred to collectively as agencies) in minimizing costs and operating more efficiently.

Records are the foundation of open government, supporting the principles of transparency, participation, and collaboration. Well-managed records can be used to assess the impact of programs, to improve business processes, and to share knowledge across the Government. Records protect the rights and interests of people, and hold officials accountable for their actions. Permanent records document our nation's history.

This Directive creates a robust records management framework that complies with statutes and regulations to achieve the benefits outlined in the Presidential Memorandum. This Directive was informed by agency reports submitted pursuant to Sec. 2 (b) of the Presidential Memorandum and feedback from consultations with agencies, interagency groups, and public stakeholders.

This Directive requires that to the fullest extent possible, agencies eliminate paper and use electronic recordkeeping. It is applicable to all executive agencies and to all records, without regard to security classification or any other restriction.

This Directive also identifies specific actions that will be taken by NARA, the Office of Management and Budget (OMB), and the Office of Personnel Management (OPM) to support agency records management programs. In addition, NARA will undertake a review to update relevant portions of the Code of Federal Regulations to take into account the provisions of this Directive.

Attachment

## **Part I.**

**Federal agencies shall work toward two central goals.**

### **Goal 1: Require Electronic Recordkeeping to Ensure Transparency, Efficiency, and Accountability**

To promote openness and accountability and reduce costs in the long term, the Federal Government should commit immediately to the transition to a digital government. Agencies must meet the following targets:

#### **1.1 *By 2019, Federal agencies will manage all permanent electronic records in an electronic format***

By December 31, 2019, all permanent electronic records in Federal agencies will be managed electronically to the fullest extent possible for eventual transfer and accessioning by NARA in an electronic format. By December 31, 2013, each agency will develop and begin to implement plans to achieve this transition. Agencies should also consider the benefits of digitizing permanent records created in hard-copy format or other analog formats (e.g., microfiche, microfilm, analog video, analog audio).

#### **1.2 *By 2016, Federal agencies will manage both permanent and temporary email records in an accessible electronic format***

By December 31, 2016, Federal agencies must manage all email records in an electronic format. Email records must be retained in an appropriate electronic system that supports records management and litigation requirements (which may include preservation-in-place models), including the capability to identify, retrieve, and retain the records for as long as they are needed. Beginning one year after issuance of this Directive, each agency must report annually to OMB and NARA the status of its progress toward this goal.

### **Goal 2: Demonstrate Compliance with Federal Records Management Statutes and Regulations**

The Federal Government should commit to manage more effectively all records consistent with Federal statutes and regulations and professional standards. Agencies must meet the following requirements:

#### **2.1 *Agencies Must Designate a Senior Agency Official (SAO)***

The Presidential Memorandum previously required all agencies to designate a Senior Agency Official (SAO) to oversee a review of their records management program. This Directive also requires agencies to designate an SAO, but with broader agency-wide responsibilities with respect to records management. By November 15, 2012, each agency will name its SAO, and by November 15<sup>th</sup> of each subsequent year, all agencies will reaffirm or name any new SAO. The SAO is responsible for coordinating with the

Agency Records Officer and appropriate agency officials to ensure the agency's compliance with records management statutes and regulations.

The SAO is a senior official at the Assistant Secretary level or its equivalent who has direct responsibility for ensuring that the department or agency efficiently and appropriately complies with all applicable records management statutes, regulations, and NARA policy, and the requirements of this Directive. The SAO must be located within the organization so as to make adjustments to agency practices, personnel, and funding as may be necessary to ensure compliance and support the business needs of the department or agency.

***2.2 SAO Shall Ensure that Permanent Records are Identified for Transfer and Reported to NARA***

By December 31, 2013, the SAO shall ensure permanent records that have been in existence for more than 30 years are identified for transfer and reported to NARA.

***2.3 Agency Records Officers Must Obtain NARA Certificate of Federal Records Management Training***

By December 31, 2014, the designated Agency Records Officer for each agency must hold the NARA certificate of Federal Records Management Training. New incumbents must possess the certificate within one year of assuming the position of Agency Records Officer. Agency Records Officers are generally responsible for overseeing the day to day agency recordkeeping requirements outlined in 36 CFR 1222.22, Subpart B.

***2.4 Agencies Must Establish Records Management Training***

By December 31, 2014, all Federal agencies must establish a method to inform all employees of their records management responsibilities in law and policy, and develop suitable records management training for appropriate staff.

***2.5 SAO Shall Ensure that Records are Scheduled***

By December 31, 2016, the SAO shall work with the Agency Records Officer to ensure records schedules have been submitted to NARA for all existing paper and other non-electronic records. To facilitate this goal, the Agency Records Officer will work with NARA to identify all unscheduled records, by December 31, 2013. This should include all records stored at NARA and at agencies' records storage facilities that have not yet been properly scheduled.

## **Part II.**

**NARA and other agencies (OMB and OPM) will take the following actions to assist agencies in meeting the two central goals of this Directive.**

### **Section A: Require Electronic Recordkeeping to Ensure Transparency, Efficiency, and Accountability**

#### **A1 *Revise NARA transfer guidance for permanent electronic records***

By December 31, 2013, NARA will complete, and make available, revised guidance, including metadata requirements, for transferring permanent electronic records, to include additional sustainable formats commonly used to meet agency business needs. NARA will update this guidance regularly as required to stay current with technology changes.

#### **A2 *Create new email guidance***

By December 31, 2013, NARA will issue new guidance that describes methods for managing, disposing, and transferring email.

#### **A3 *Investigate and stimulate applied research in automated technologies to reduce the burden of records management responsibilities***

**A3.1** NARA, the Federal Chief Information Officers Council and the Federal Records Council will work with private industry and other stakeholders to produce economically viable automated records management solutions. By December 31, 2013, NARA will produce a comprehensive plan in collaboration with its stakeholders to describe suitable approaches for the automated management of email, social media, and other types of digital record content, including advanced search techniques. The plan will detail expected outcomes and outline potential associated risks.

**A3.2** By December 31, 2014, the Federal Chief Information Officers Council, and the Federal Records Council, working with NARA, will obtain external involvement for the development of open source records management solutions.

#### **A4 *Embed records management requirements into cloud architectures and other Federal IT systems and commercially-available products***

**A4.1** By December 31, 2013, NARA will incorporate into existing reporting requirements an annual agency update on new cloud initiatives, including a description of how each new initiative meets Federal Records Act obligations and the goals outlined in this Directive. For the initial report the agency will identify any existing use of cloud services or storage, and the date of implementation.

**A4.2** By the next revision of OMB Circular A-130, OMB will update A-130 to explicitly require that agencies must incorporate records management requirements when moving to cloud-based services or storage solutions.

**A5** *Evaluate the feasibility for secure “data at rest” storage and management services for Federal agency-owned electronic records*

By December 31, 2013, NARA will determine the feasibility of establishing a secure cloud-based service to store and manage unclassified electronic records on behalf of agencies. This basic, shared service will adhere to NARA records management regulations and provide standards and tools to preserve records and make them accessible within their originating agency until NARA performs disposition.

**Section B: Create a Robust Records Management Framework that Demonstrates Compliance with Federal Statutes and Regulations and Promotes Partnerships**

**B1** *The Archivist of the United States will convene the first of periodic meetings of all Senior Agency Officials*

By December 31, 2012, the Archivist of the United States will convene the first of periodic meetings of all SAOs to discuss progress in implementation of this Directive; agency Federal records management responsibilities; and partnerships for improving records management in the Federal Government. Additionally, NARA will complete a review of all of its records management reporting requirements by December 31, 2012, and produce a report template for a single annual report that each SAO will send to the Chief Records Officer for the U.S. Government commencing on October 1, 2013.

**B2** *Create a Community of Interest to solve records management challenges*

By December 31, 2013, NARA, in cooperation with the Federal Chief Information Officers Council, the Federal Records Council, and other Government-wide councils that express interest, will establish a Community of Interest (COI) to bring together leaders from the information technology, legal counsel, and records management communities to solve specific records management challenges. The COI will develop and propose guidance, share information, create training, and identify tools that support electronic records management.

**B3** *Establish a formal records management occupational series*

By December 31, 2013, OPM will establish a formal records management occupational series to elevate records management roles, responsibilities, and skill sets for agency records officers and other records professionals.

**B4** *Continue to improve the effectiveness of Federal records management programs through analytical tools and enhanced NARA oversight*

By December 31, 2013, NARA will identify a government-wide analytical tool to evaluate the effectiveness of records management programs. While continuing to conduct assessments, inspections, and studies of agency records management programs, NARA expects that a tool or similar analytical approach will help NARA and the agencies to measure program compliance more effectively, assess risks, and aid in agency decision-making. The use of a new analytical tool in these ongoing activities will identify issues that undermine effective agency records management programs as well as highlight the best practices that will inform agency-specific or government-wide opportunities for improvement.

**Section C: Improve NARA Processes to Serve Agency Needs**

**C1** *Improve the Current Request for Records Disposition Authority Process*

By December 31, 2015, NARA will improve the current Request for Records Disposition Authority process. Consistent with current Federal records management statutes, or with changes to existing statutes (if required), NARA will also develop criteria that agencies can apply to the scheduling, appraisal, and overall management of temporary records that can be effectively monitored with appropriate NARA oversight.

**C2** *Overhaul the General Records Schedules*

By December 31, 2017, to reduce the need for unique records schedules submitted for approval to the Archivist, NARA, in consultation with appropriate oversight agencies, will make substantive changes to the General Records Schedules (GRS). These significant changes will include, combining the records series into more appropriate aggregations for easier disposition action by agencies, and expanding the number of permanent records series in the GRS to reduce the scheduling and appraisal burden on agencies.