

## 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

1.5

## 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

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# 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 eco-system 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	

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# 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,

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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

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# 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.

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# 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

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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)

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# 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

2.5

## 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

# 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
	<b>Short Term Land Use Activities and Wild Horse &amp; Burro (WH&amp;B) Operation Records</b>	
	Disposition Authority Number	DAA-0048-2015-0003-0014
	<p>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&amp;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</p>	
	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
	<b>Disposition Instruction</b>	
	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
	<b>Additional Information</b>	

# 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

# 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	<p>GAO Approval Not Required</p> <p>Historic Water and Power Projects, Water Resources and Delivery</p> <p>Disposition Authority Number DAA-0048-2015-0003-0023</p> <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> <p>Final Disposition Permanent</p> <p>Item Status Pending</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>GRS or Superseded Authority Citation N1-075-04-6 (4903a)</p>
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# PENDING - NOT APPROVED FOR USE

# PENDING - NOT APPROVED FOR USE

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 (4909)  
N1-075-04-6 (4910)  
N1-075-04-6 (4911)  
N1-075-04-6 (4912)  
N1-075-04-6 (4913)  
N1-075-04-6 (4915)  
N1-075-04-6 (4916a)  
N1-075-04-6 (4916b)  
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

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# PENDING - NOT APPROVED FOR USE

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

# 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

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# PENDING - NOT APPROVED FOR USE

## Executive Summary

### Summary

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

Federal Register Notice

Publication Date

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