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Description of document: Systems Inventory of Bureau of Ocean Energy Management (BOEM) Electronic Records Systems, "Scheduling Project Tool," 2019

Requested date: 27-August-2019

Release date: 03-October-2019

Posted date: 25-November-2019

Source of document: BOEM FOIA Officer
45600 Woodland Road
Sterling, Virginia 20166
Fax: (703) 787-1209
Email: boemfoia@boem.gov

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United States Department of the Interior

BUREAU OF OCEAN ENERGY MANAGEMENT
WASHINGTON, DC 20240-0001

45600 Woodland Road, VAM-BOEM DIR
Sterling, VA 20166

Telephone (703) 787-1818
Facsimile (703) 787-1209

October 3, 2019

Via Postal and Electronic Mail

RE: Freedom of Information Act (FOIA) Request No. BOEM-2019-00184

Thank you for your FOIA request dated August 27, 2019. The Bureau of Ocean Energy Management (BOEM) Headquarters FOIA Office received your FOIA request on the same date and assigned it control number BOEM-2019-00184. Please cite this number in any future communications with our office regarding your request.

Description of the Requested Records

You requested:

A copy of the recently developed Systems Inventory of BOEM Electronic Records Systems.

During our October 2, 2019 telephone conversation, you agreed to accept a version of the Systems Inventory with the records storage locations removed from the data tables.

Response

We are writing to you today to provide you with the Bureau's final response consisting of one file, ~13,000 KB, released to you in its entirety. The responsive file is enclosed and is being sent via postal mail.

Fee Category

We classified you as an "other-use" requester. As such, we may charge you for some of our search and duplication costs, but we will not charge you for our review costs; you are also entitled to up to 2 hours of search time and 100 pages of photocopies (or an equivalent volume) for free. *See* 43 C.F.R. § 2.39. We do not bill requesters for FOIA processing fees when their fees are less than \$50.00 because the cost of collection would be greater than the fee collected. *See* 43 C.F.R. § 2.37(g). Therefore, there is no billable fee for the processing of this request

Mediation Services

The 2007 FOIA amendments created the Office of Government Information Services (OGIS) to offer mediation services to resolve disputes between FOIA requesters and Federal agencies as a non-exclusive alternative to litigation. Using OGIS services does not affect your right to pursue litigation. You may contact OGIS in any of the following ways:

Office of Government Information Services
National Archives and Records Administration
8601 Adelphi Road – OGIS
College Park, MD 20740-6001

Email: ogis@nara.gov
Web: <https://www.archives.gov/ogis>
Telephone: (202) 741-5770
Fax: (202) 741-5769
Toll-free: (877) 684-6448

Please note that using OGIS services does not affect the timing of filing an appeal with the Department's FOIA/PA Appeals Officer. You may also contact our FOIA Public Liaison, the undersigned, at (703) 787-1818.

Conclusion

If you have any questions concerning your request, you may contact us by email at boemfoia@boem.gov; by fax at (703) 787-1209; by phone at (703) 787-1818; or by postal mail at: FOIA Office; Bureau of Ocean Energy Management; Mail Stop: VAM-BOEM DIR; 45600 Woodland Road; Sterling, VA 20166.

Sincerely,



X

Natasha Alcantara
Freedom of Information Act Officer/Public Liaison
Bureau of Ocean Energy Management



United States Department of the Interior

BUREAU OF OCEAN ENERGY MANAGEMENT
WASHINGTON, DC 20240-0001

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National Archives and Records Administration
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Toll-free: (877) 684-6448

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Sincerely,



X

Natasha Alcantara
Freedom of Information Act Officer/Public Liaison
Bureau of Ocean Energy Management

Scheduling Project Tool

OUTREACH

Forms

Schedule Questionnaire

Records Inventory

Update Outreach Schedule

Update Contacts

Schedule

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Upcoming Deadlines

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Schedules in Draft

Schedules Submitted to NARA

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Controlled Unclassified Information

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File Plan

Questionnaire Responses

Reports

Rules and Requirements

Proposed Outline

Records Schedule

Unscheduled Records

Tbl_Contacts_Liaison

ID	Liaison	Office	Location	Modified	Liaison Type	Encoded Absolute URL	Item Type	Path	URL Path	Workflow Instance ID	File Type	Phone Number
131	Souther, Jim	PAC	1. Administration, Policy, 2. Renewable Energy, 3. Lease Management, 4. Environmental Analysis, 5. Environmental Sciences, FOIA/Records (Directors Office)		Records Liaison							805-384-6319
160	Martin, Amy	HQ (Sterling)	Sterling, VA		Records Liaison							703-787-1334
161	Kurbanov, Anastasia	HQ (Sterling)	Sterling, VA		Records Liaison							703-787-1351
162	Elizabeth, Pledger	HQ MIB			Records Liaison							703-787-1244
163	Money, Wendy	HQ (Sterling)	Sterling, VA		Records Liaison							703-787-1746
164	Best, Gina	HQ (Sterling)	Sterling, VA		Records Liaison							703-787-1341
165	Callahan, Megan	HQ (Sterling)	Sterling, VA		Records Liaison							703-787-1639
169	Williams, Ericka	HQ MIB			Records Liaison							202-208-5669
170	Tilton, Lee	HQ MIB			Records Liaison							202-208-6098
171	Clarke-Bonner, Renee	HQ MIB			Records Liaison							202-208-5636
172	Decker, Karen	HQ MIB			Records Liaison							703-787-1700
173	Sanders, Cara	HQ MIB			Records Liaison							202-513-7672
176	Hinther, Dean	AK	Alaska		Records Liaison							907-334-5232
177	Waddell, Steve	GOMR	Gulf of Mexico		Records Liaison							504-736-2642
178	Bellocq, Patricia	GOMR	Gulf of Mexico		Records Liaison							504-736-2513
179	Moore, Sandra	HQ (Sterling)	Sterling, VA		Records Liaison							703-787-1536
180	Pledger, Elizabeth	HQ (Sterling)	703-787-1244		Records Liaison							80
181	Wells, Leigh	HQ MIB			Records Liaison							703-703-787-1648

Tbl_Contacts_SME

ID	SME	Office	Subject of Expertise	Phone Number	Email Address
39	Thurston, Jean	PAC	2. Renewable Energy	(805)-384-6303	
40	Ojukwu, Chima	PAC	3. Lease Management	(805)-384-6362	
41	Panzer, David	PAC	4. Environmental Analysis	(805)-384-6394	
42	Dunkel, Catherine	PAC	5. Environmental Sciences	(805)-384-6386	
43	Farndon, Thomas	HQ (Sterling)	6. Economics Division (Sterling)	(703)-787-1502	
44	Solomon, Odom	HQ (Sterling)	7. Leasing Division (Sterling), Sales Coordination Branch	(703)-787-1659	
45	Kruger, Andrew	HQ (Sterling)	7. Leasing Division (Sterling), Sales Coordination Branch Sales	(703)-787-1554	
46	Vandegraft, Douglas	HQ (Sterling)	7. Leasing Division (Sterling), Mapping and Boundary Branch	(703)-787-1312	
47	Ha, Quyen	HQ (Sterling)	7. Leasing Division (Sterling), Mapping and Boundary Branch	(703)-787-1312	
48	Rose, Jennifer	HQ (Sterling)	7. Leasing Division (Sterling), Program Development & Coordination Branch	(703)-787-1223	
49	Vega, Doreen	HQ (Sterling)	7. Leasing Division (Sterling), Marine Minerals Program	(703)-787-1321	
50	Frye, Matt	HQ (Sterling)	8. Resource Evaluation Division (Sterling)	(703)-787-1514	
51	Southwick, Randall	HQ (Sterling)	9. Risk Management Policy Group (Sterling)	(703)-787-1507	
52	Winands-Araiza, Megan	HQ (Sterling)	10. Environment Branch for Renewable Energy (Sterling)	(703)-787-1132	
53	Best, Gina	HQ (Sterling)	11. Project and Coordiantion Branch for Renewable Energy (Sterling)	(703)-787-1341	
54	Kemiki, Motunrayo	HQ (Sterling)	12. Engineering and Technical Branch for Renewable Energy (Sterling)	(703)-787-1343	
55	Lewandowski, Jill	HQ (Sterling)	13. Environmental Assessment Division (Sterling)	(703)-787-1703	
56	Cluck, Rondey	HQ (Sterling)	14. Environmental Sciences Division (Sterling)	(703)-787-1087	
57	Colley, Michelle	AK	16. OFFICE OF THE REGIONAL DIRECTOR	(907)-334-5320	
58	Wallace, Monte	AK	16. OFFICE OF THE REGIONAL DIRECTOR, 19. OFFICE OF RESOURCE EVALUATION AND ECONOMIC ANALYSIS SECTION	(907)-334-5320	
59	Bristan, Keller	AK	16. OFFICE OF THE REGIONAL DIRECTOR	(907)-334-5262	
60	Williamson, Lori	AK	17. OFFICE OF LEASING AND PLANS	(907)-334-5270	
61	Fox, Lisa	AK	18. OFFICE OF ENVIRONMENTAL PROGRAM	(907)-334-5254	
62	Hinther, Dean	AK	20. OFFICE OF BUDGET AND PROGRAM SERVICES, FOIA AND RECORDS	(907)-334-5232	
63	Waddell, Steve	GOMR	22. OFFICE OF REGIONAL DIRECTOR AND DEPUTY REGIONAL DIRECTOR (Records, FOIA, Senior Advisor)	(504)-736-2642	
64	Bellocq, Patricia	GOMR	22. OFFICE OF REGIONAL DIRECTOR AND DEPUTY REGIONAL DIRECTOR (Records, FOIA, Senior Advisor)	(504)-736-2513	
65	Rouse, Mark	GOMR	23. Office of Environment	(504)-736-2594	
66	Moddy, Shannon	GOMR	24. Leasing & Plans	(504)-736-7625	
67	Skinner, John	GOMR	25. Resource Evaluation	(504)-736-3222	
68	Minturn, Wendy	GOMR	26. Risk Management Operations Group	(504)-736-2754	
69	Lindow, Emily	HQ MIB	27. Office of the Director	(202)-513-0825	
70	Tilton, Lee	HQ MIB	28. Office of Congressional Affairs (MIB)	(202)-208-6098	
71	Romero, John	HQ MIB	29. Office of Public Affairs (Sterling and MIB), Pacific Office	(805)-389-7533	

Tbl_Contacts_SME

ID	SME	Office	Subject of Expertise	Phone Number	Email Address
72	Callahan, John	AK	29. Office of Public Affairs (Sterling and MIB), Alaska Office	(907)-334-5208	
73	Weisskohl, Marjorie	HQ MIB	29. Office of Public Affairs (Sterling and MIB)	(703)-787-1304	
74	Robinson, Blossom	HQ MIB	29. Office of Public Affairs (Sterling and MIB)	(202)-208-3984	
75	Fagot, Caryl	HQ MIB	29. Office of Public Affairs (Sterling and MIB)	(504)-736-2590	
76	Buras, Dawn	HQ MIB	29. Office of Public Affairs (Sterling and MIB)	(504)-736-2727	
77	Moriarty, Tracey	HQ MIB	29. Office of Public Affairs (Sterling and MIB)	(703) 787-1571	
78	Boutwell, Stephen	HQ MIB	29. Office of Public Affairs (Sterling and MIB)	(703) 787-1531	
79	Richardson, Tamara	HQ MIB	30. Office of Budget and Program Coordination (Sterling and MIB), Program Coordination	(703)-787-1065	
80	Bochar, Bob	HQ MIB	30. Office of Budget and Program Coordination (Sterling and MIB), Emergency Management	(202)-208-3223	
81	Allen, Melissa	HQ MIB	30. Office of Budget and Program Coordination (Sterling and MIB), Privacy Officer	(703)-787-1739	
82	Boyd, Warren	HQ MIB	30. Office of Budget and Program Coordination (Sterling and MIB), Data Management	(703)-787-1534	
83	Lambdin, Todd	HQ MIB	30. Office of Budget and Program Coordination (Sterling and MIB), IT/Information Governance	(703)-787-1035	
84	Lamb, Beth	HQ MIB	30. Office of Budget and Program Coordination (Sterling and MIB), Budget	(202)-208-5979	
85	Jackson, Karen	HQ MIB	30. Office of Budget and Program Coordination (Sterling and MIB), Budget	(202)-208-4095	
86	Wells, Leigh	HQ MIB	30. Office of Budget and Program Coordination (Sterling and MIB), Ethics	(703)-787-1648	
87	Welch, Steven	HQ MIB	30. Office of Budget and Program Coordination (Sterling and MIB), Records	(703)-787-1733	
88	Sanders, Cara	HQ MIB	31. Office of Policy, Regulation and Analysis (Sterling and MIB)	(202)-513-7672	
89	Smith, Kevin	PAC	3. Lease Management		
90	Sanders, Greg	PAC	3. Lease Management		
91	Alcantara, Natasha	HQ MIB	27. Office of the Director		
92	Cook, Karla	HQ MIB	27. Office of the Director		
93	Filostrat, John	GOMR	Public Affairs	(504)-731-7815	
94	Maranto, Anne	GOMR	Public Affairs	(504)-736-2965	
95	Kasin, Bryce	PAC	Offie of the Enviroment	(805) 384-6380	
96	Martin, Amy	HQ (Sterling)	Leasing Division (Front Office)	(703-787-1334)	
97	Blythe, Brad	HQ (Sterling)	Environmental Sciences Division	(703-787-1636)	
98	Gentry, Lisa	PAC	Lease Management		
99	Hoffman, Virginia	AK	OFFICE OF RESOURCE EVALUATION AND ECONOMIC ANALYSIS SECTION	(907)-344-5342	
100	McCune, Tim	HQ MIB	27. Office of the Director		
101	Williams, Ericka	HQ MIB	27. Office of the Director	202-208-5669	

Tbl_Div_Divisions

DivisionID	Division	Division Abbreviation	OfficeID
1	8. Resource Evaluation Division (Sterling)	8 RED	62
3	6. Economics Division (Sterling)	6 ED	62
4	2. Renewable Energy	2 RE	59
5	7. Leasing Division (Sterling)	7 LD (SCB, MBB, PDCB, MMP)	62
6	3. Lease Management	3 LM	59
7	4. Environmental Analysis	4 EA	60
8	5. Environmental Science	5 ES	60
9	9. Risk Management Policy Group	9 RMPG	62
11	11. Project and Coordination Branch for Renewable Energy	11 PCBRE	63
12	12. Engineering and Technical Branch for Renewable Energy	12 ETBRE	63
13	13. Environmental Assessment Division	13 Ead	64
14	14. Environmental Sciences Division	14 ESD	64
16	10. Environmental Branch for Renewable Energy	10 EBRE	63
17	OD FOIA	OD FOIA	77
18	OD Office of International Affairs	OD OIA	77
19	OD Office of Document Management	OD ODM	77
20	OD Directors Office	OD DO	77
21	OBPC Privacy Officer	OBPC PO	80
22	OBPC Budget Formulation Branch	OBPC BFB	80
23	OBPC Program Coordination	OBPC PC	80
24	OBPC Data Management	OBPC DM	80
25	OBPC Budget Execution Branch	OBPC BEB	80
26	OBPC Emergency Management	OBPC EM	80
27	OBPC IT/Information Governance	OBPC IT/IG	80
29	OBPC Records	OBPC Records	80
30	OBPC Front Office	OBPC Front Office	80
31	10. Front Office	10 FO	62
32	7. Sales Coordination Division	7 SCD	62
33	7. Mapping & Boundary Branch/Geospatial Division	7 MDDGD	62
34	7. Program Development & Coordination Division	7 PDCD	62
35	7. Marine Minerals Program	7 MMP	62

Tbl_Div_Offices

UnitID	Office	Office Abbreviation	DivOfficeID
59	Office of Strategic Resources	OSR	18
60	Office of Environment	OE	18
61	1. Administration, Policy, FOIA/Records (Directors Office)	1 Admin	18
62	Office of Strategic Resources Programs	OSRP	20
63	Office of Renewable Energy Programs	OREP	20
64	Office of Environmental Programs	OEP	20
65	15. Public Affairs	15 PA	21
66	16. Office of the Regional Director	16 ORD	21
67	17. Office of Leasing and Plans	17 OLP	20
68	Front Office	FO	20
69	19. Office of Resource Evaluation and Economic Analysis Section	19 OREEAS	20
70	20 Office of Budget and Program Services, FOIA, Records	20 OBPS, FOIA, RCDS	20
71	21 Public Affairs	21 PA	22
72	22 Office of Regional Director and Deputy Regional Director	22 ORDDRD	22
73	23. Office of Environment	23 OE	22
74	24. Leasing and Plans	24 LP	22
75	25. Resource Evaluation	25 RE	22
76	26. Risk Management Operations Group	26 RMOG	22
77	27. Office of the Director	27 OD	24
78	28 Office of Congressional Affairs (MIB)	28 OCA	24
79	29. Office of Public Affairs (Sterling and MIB)	29 OPA	24
80	30. Office of Budget and Program Coordination (Sterling)	30 OBPC	24
81	31. Office of Policy, Regulation, and Analysis	31 OPRA	24
82	32. Ethics Division, Office of the Deputy Director	32 ETH	24
83	To Be Decided	TBD	20
84	To Be Decided	TBD	22
85	To Be Decided	TBD	20
86	To Be Decided	TBD	24
87	To Be Decided	TBD	18
90	Front Office - Office of Environmental Programs	FOOEP	20
91	Front Office - Office of Renewable Energy Programs	FOOREP	20

ID	Date Prepared	Person Doing Inventory	Region	Division	Office	Series Title	Series Description	Medium	Location System	Duplicates in another place or medium	Duplicates/Explanation	Series Start Date	Series End Date	Reference Activity	Finding Aid (if any)	Arrangement	Electronic Volume	Paper Volume	Office of Primary Responsibility	Annual Accumulation	Condition of Records	Confidential Information	Classified	Access Controls	PII	CUI	Vital Records	Index/Entry Procedures	Schedule Identified	Schedule Not Identified	MMS Code	BOEM Code	DRS Code	Records Schedule/Disposition Authority	Disposition Status	Cutoff	Transfer/Disposal Period	Revision to schedule needed?	No Revision Needed	Justification for New or Revised Schedule	Notes	Copy or NonRecord	Record	Liaisons Multi	SMEs Multi
129	13-Mar-18	Farrell, Mercyle	GOMR		23 OE	Environmental Coordination for Lease Sales	Environmental Coordination for Lease Sales (AAJ) All records related 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 (CZMA) consistency determinations and certifications (i.e., consultations with States) Endangered Species Act (ESA) Section 7 biological assessments and consultations (with States) etc. etc. etc. necessary to provide accountability for a specific administrative function or functions, but are not necessary if immediately after fulfillment of that purpose, and often cannot be legally retained beyond that task or duty for any substantial length of time. Even when not required, preservation of such documents may weaken active records. Records that are filed under this category must be carefully identified and approved by a Responsible Records Officer for inclusion if they are not specifically referenced in the following list. Records under this category include: 1. Long term human resources records	electronic		FALSE			2000	2017	Semicurrent (Less than once a month)				n/a	FALSE		good	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	1105-01	4E(2)		BOEM_n1-589-12-004_sf115	Temporary	Cut off at close of FY or when activity is completed	Retain onsite or at an off site storage. Delete/ Destroy 25 years after cutoff.	FALSE	FALSE	OE have several people doing the inventory: Belinda Drevitt, Debbie Miller, Debra Vigil ESI is the final place for their Office of the environment are using bucket 4 and 5 official records and EIS records are being scan. Office of environment has an internal website information is uploaded on the website. No vita records	FALSE	FALSE	Bellocc, Patricia, Waddell, Steve	Bellocc, Patricia, Rouse, Mark, Waddell, Steve	
1	15-Aug-17	Farrell, Mercyle	HQ (Sterling)	7 LD (SCB, MIB, PCB, MMP)	OEP	Administration Records of Specific Temporary Value	Records that are necessary to provide accountability for a specific administrative function or functions, but are not necessary if immediately after fulfillment of that purpose, and often cannot be legally retained beyond that task or duty for any substantial length of time. Even when not required, preservation of such documents may weaken active records. Records that are filed under this category must be carefully identified and approved by a Responsible Records Officer for inclusion if they are not specifically referenced in the following list. Records under this category include: 1. Long term human resources records	100% paper and 90 % electronic		FALSE		1980	2017	Current (at least once a month)		Subject file classification system		2 drawers of files	FALSE		good	FALSE	FALSE	FALSE	TRUE	FALSE	FALSE	TRUE	FALSE	707-01	1L		NC1-57-84-7	Temporary	Cut off upon issuance of final decision or withdrawal of appeal	Destroy 10 years after cutoff	FALSE	TRUE		FALSE	TRUE	Kurbanov, Anastasia	Martin, Amy		
120	30-Aug-17	Farrell, Mercyle	AK	REAS	19 OREAS	Long term Human Resources Records	Long term human resources records	paper		FALSE		1975	2017	Current (at least once a month)		Subject file classification system		3 cubic feet	FALSE		good	FALSE	FALSE	FALSE	TRUE	FALSE	FALSE	TRUE	FALSE		0001-0005	DAA-0048-2013-0001-0005	Temporary	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified.	Destroy 7 year(s) after cut-off	FALSE	TRUE		FALSE	TRUE	Hinther, Dean	Hoffman, Virginia, Wallace, Monte			
121	30-Aug-17	Farrell, Mercyle	AK	REAS	19 OREAS	Administrative Function Files/ Audits and Investigation Files	Administrative Function Files/ Audits and Investigation Files All records relating to administrative functions. Mission files created and maintained in offices whose primary function involves support activities such as personnel, procurement, property, transportation, travel, communication, budget and similar internal management functions and audit/investigation files relating to internal audits, investigative and evaluation records conducted in the review of BOEM business process. These records include but are not limited to final audit or evaluation	paper		FALSE		1975	2017	Current (at least once a month)		Subject file classification system		0.3 cubic feet	FALSE		good	FALSE	FALSE	FALSE	TRUE	FALSE	FALSE	TRUE	FALSE	1G(1)		n1-589-12-001_sf115	Temporary	Cut off at the end of the fiscal year, or when activity is completed	Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 10 years after cut off.	FALSE	TRUE		FALSE	TRUE	Hinther, Dean	Hoffman, Virginia, Wallace, Monte			
122	30-Aug-17	Farrell, Mercyle	AK	REAS	19 OREAS	Process Litigation Resource Unit	Process Litigation - Resource Unit (74) All records relating to the use of resources including records that are generated in the activities of these work elements Perform Federal related alternate dispute resolution activities-ADR Prepare Federal Appeals Decision Documents Maintain Automated Appeals Docketing System	paper		FALSE		1975	2011	Current (at least once a month)		Subject file classification system		0.75 cubic feet	FALSE		good	FALSE	FALSE	FALSE	TRUE	FALSE	FALSE	TRUE	FALSE	1L		n1-589-12-001_sf115	Temporary	Cut-off at the close of fiscal year.	Destroy 5 years after cut-off	FALSE	TRUE		FALSE	TRUE	Hinther, Dean	Hoffman, Virginia, Wallace, Monte			
123	30-Aug-17	Farrell, Mercyle	AK	REAS	19 OREAS	National Assessment RE Assessments/Grasp & Rpts.	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. This component identifies geologic plays on the OCS that offer the highest potential for the occurrence of oil and gas development. It further prepares reports that describe the geology and petroleum potential, forming part of the public information base	electronic		FALSE		1975	2017	Current (at least once a month)		Subject file classification system		120 Gb	FALSE		good	FALSE	FALSE	FALSE	TRUE	FALSE	FALSE	TRUE	FALSE		N1-589-12-0003	TEMPORARY	Cut-off at close of FY or when activity is completed. Retain onsite or at the FRC.	Delete/ Destroy 75 years after cutoff. Longer retention is authorized if required for business use	TRUE	FALSE		FALSE	TRUE	Hinther, Dean	Wallace, Monte				

ID	Date Prepared	Person Doing Inventory	Region	Division	Office	Series Title	Series Description	Medium	Location System	Duplicates in another place or medium	Duplicates/Explanation	Series Start Date	Series End Date	Reference Activity	Finding Aid (if any)	Arrangement	Electronic Volume	Paper Volume	Office of Primary Responsibility	Annual Accumulation	Condition of Records	Confidential Information	Classified	Access Controls	PII	CUI	Vital Records	Index/Entry Procedures	Schedule Identified	Schedule Not Identified	MMS Code	BOEM Code	DRS Code	Records Schedule/Disposition Authority	Disposition Status	Cutoff	Transfer/Disposal Period	Revision to schedule needed?	No Revision Needed	Justification for New or Revised Schedule	Notes	Copy or NonRecord	Record	Liaisons Multi	SMEs Multi
124	30-Aug-17	Farrell, Mercyle	AK	REAS	19 OREAS	G&G Data Management	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. Includes: Data management tasks for seismic and well data G&G data acquisition and data procurement Work related to geophysical data management Open hole data	paper		FALSE		1975	2017	Current (at least once a month)		Subject file classification system	13.6 cubic feet		FALSE		good	FALSE	FALSE	FALSE	TRUE	FALSE	FALSE		TRUE	FALSE		3D(3)		BOEM_n1-589-12-003_0115	Temporary	Cut off at close of FY or when activity is completed	Retain onsite or at the FRC. Delete/ Destroy 75 years after cutoff. Longer retention is authorized if required for business use.	TRUE	FALSE			FALSE	TRUE	Hinther, Dean	Wallace, Monte
125	30-Aug-17	Farrell, Mercyle	AK	REAS	19 OREAS	Fair Market Value-Engineering and Economic Evaluation	FAIR Market Value-Engineering and Economic Evaluation (NAE), Phase I (NAE) and Phase II (NAE) 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 cash flow computer simulation	paper and electronic		FALSE		1975	2017	Current (at least once a month)		Subject file classification system	278 MB	3.25 cubic feet	FALSE		good	FALSE	FALSE	FALSE	TRUE	FALSE	FALSE		TRUE	FALSE		3E(1)		BOEM_n1-589-12-003_0115	Temporary	Cut off at close of FY or when activity is completed	Retain onsite or at the FRC. Delete/ Destroy 75 years after cutoff. Longer retention is authorized if required for business use.	FALSE	TRUE			FALSE	TRUE	Hinther, Dean	Wallace, Monte
126	16-Mar-18	Farrell, Mercyle	HQ MIB	OBPC Records	30 OBPC	Short-term Administration Records	These records encompass administrative functions described above that are produced and maintained in the course of routine business, and do not reflect government business that is subject to additional preservation. Records in this item often provide input into more valuable administrative records, either as supporting documentation or as a submission for a more comprehensive record. Records are characterized by being necessary for day-to-day operations but not long-term justification of the office's activities. There are numerous	paper		FALSE							343.2 MB	1 cubic feet	FALSE		good	FALSE	FALSE	FALSE	FALSE	FALSE		TRUE	FALSE		0001-0001	DAA-0048-2013-0001-0001	Temporary	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified.	Destroy 3 year(s) after cut-off	FALSE	TRUE		Steven would like to upload this record eventually into the DOI Enterprise Content Server, but for the inventory purposes, this record will be kept in my cube.	FALSE	TRUE	Decker, Karen	Welch, Steven		
118	30-Aug-17	Farrell, Mercyle	AK	RAS	19 OREAS	FMV-Phase I and II Bid Analysis 2014-2016	FAIR Market Value-Engineering and Economic Evaluation (NAE), Phase I (NAE) and Phase II (NAE) 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 cash flow computer simulation	electronic		FALSE		1975	2017	Current (at least once a month)		Subject file classification system	155.68 MB		FALSE		old records are not in good condition, new records are in good condition	FALSE	FALSE	FALSE	TRUE	FALSE	FALSE		TRUE	FALSE		3E(1)		BOEM_n1-589-12-003_0115	Temporary	Cut off at close of FY or when activity is completed	Retain onsite or at the FRC. Delete/ Destroy 75 years after cutoff. Longer retention is authorized if required for business use.	TRUE	FALSE			FALSE	TRUE	Hinther, Dean	Hoffman, Virginia, Wallace, Monte
128	13-Mar-18	Farrell, Mercyle	GOMR		23 OE	Environmental Coordination for the 5-Year Program	Environmental Coordination for the 5-Year Program (AAC) All records related to conducting and coordinating inter-governmental consultations in support of the 5-Year OCS Program includes: Inter-governmental consultations such as consultations with States (i.e., Coastal Zone Management Act activities) and Federal agencies (i.e., U.S. Fish and Wildlife Service and the NOAA Fisheries Service), environmental impact statements for the 5-year program	electronic		FALSE		2000	2017	Semicurrent (Less than once a month)			n/a		FALSE		good	FALSE	FALSE	FALSE	FALSE	FALSE		TRUE	FALSE	1105-01		NC1-57-84-7	Temporary	Destroy when CZM plan is superseded, obsolete, or no longer needed for reference.	TRUE	FALSE		OE have several people doing the inventory. Belinda Drevitt, Debbie Miller, Debra Vigil ESP is the final place for their Office of the environment are using bucket 4 and 5 official records and EIS records are being scan. Office of environment has an internal website information is uploaded on the website. No vita records	FALSE	TRUE	Bellocc, Patricia, Waddell, Steve	Bellocc, Patricia, Rouse, Mark, Waddell, Steve			

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117	30-Aug-17	Farrell, Mercyle	AK	RAS	19 OREAS	G&G Data Management	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. Includes: Data management tasks for seismic and well data G&G data acquisition and data procurement Work related to geophysical data management Open hole data	paper and electronic		FALSE		1975	2011	Current (at least once a month)		Subject file classification system	1433.60 MB	24.10 cubic feet	FALSE			FALSE	FALSE	TRUE	FALSE	FALSE		TRUE	FALSE				n1-589-12-003 3A(2)	TEMPORARY	Cut off at close of FY when activity is completed	Retain onsite or at the FRC. Delete/ Destroy 75 years after cutoff. Longer retention is authorized if required for business use.	TRUE	FALSE	Records of what G&G data has been acquired. Where it is and what format it is in, are largely kept in the eSearch data base. Records stored in Oracle tables on a Server. I do not have a volume for the data base vital record yes	FALSE	TRUE	Hinther, Dean	Hoffman, Virginia, Wallace, Monte		
130	13-Mar-18	Farrell, Mercyle	GOMR		23 OE	Environmental Studies Case Records:	(b) Environmental Studies Case Records: This series includes all management 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 release decisions. They include records documenting all management type oversight and work in planning the environmental study. The records also document the following activities: development of o- Annual Environmental Studies Plans o- Annual Regional Studies Priority Lists o-	electronic		FALSE		2000	2017	Semicurrent (Less than once a month)			n/a	FALSE		good	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE		TRUE	FALSE		4E(1)(b)	N1-589-12-4	Temporary	Cut off at close of FY or when activity is completed	Retain onsite or at an off site storage. Delete/ Destroy 25 years after cutoff.	TRUE	FALSE	OE have several people doing the inventory: Belinda Drevitt, Debbie Miller, Debra Vigil ESP is the final place for their Office of the environment are using bucket 4 and 5 official records and EIS records are being scan. Office of environment has an internal website information is uploaded on the website. No vita records	FALSE	TRUE	Belloq, Patricia, Waddell, Steve	Belloq, Patricia, Rouse, Mark, Waddell, Steve			
131	13-Mar-18	Farrell, Mercyle	GOMR		23 OE	NEPA Compliance for Lease Sales (AAN)	NEPA Compliance for Lease Sales (AAN) All records related to preparing Environmental Assessments (EAs) or Environmental Impact Statements (EIS) in support of individual Offshore OCS oil and gas lease sales. The work includes ensuring National Environmental Policy Act (NEPA) procedural compliance, performing NEPA analyses, and ' preparing EA or EIS documents. Includes: Management and oversight of the NEPA process scoping activities and public hearings supportive environmental and	electronic		FALSE		2000	2017				N/A	FALSE		good	FALSE	FALSE	FALSE	FALSE	FALSE		TRUE	FALSE	1001-03	4D(6)	BOEM_n1-589-12-004_vf115	Temporary	Cut off at close of FY or when activity is completed	Retain onsite or at an off site storage. Delete/ Destroy 75 years after cutoff.	TRUE	FALSE	OE have several people doing the inventory: Belinda Drevitt, Debbie Miller, Debra Vigil ESP is the final place for their Office of the environment are using bucket 4 and 5 official records and EIS records are being scan. Office of environment has an internal website information is uploaded on the website. No vita records	FALSE	TRUE	Belloq, Patricia, Waddell, Steve	Belloq, Patricia, Rouse, Mark, Waddell, Steve				
132	13-Mar-18	Farrell, Mercyle	GOMR		23 OE	Renewable Energy NEPA and Consultation (LBD)	Renewable Energy NEPA and Consultation (LBD) All records related include NEPA and consultation for all alternative energy plans and applications. This captures the effort to perform consultations and produce documentation required by NEPA, such as: All work associated with all NEPA documents, programmatic and site-specific, for alternative energy Contracting work associated with 3rd party produced NEPA documents for alternative energy projects Preparation and	electronic		FALSE		2000	2017				N/A	FALSE		good	FALSE	FALSE	FALSE	FALSE	FALSE		TRUE	FALSE		4K(3)		TEMPORARY	Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage.	Delete/ Destroy 75 years after cutoff.	TRUE	FALSE	OE have several people doing the inventory: Belinda Drevitt, Debbie Miller, Debra Vigil ESP is the final place for their Office of the environment are using bucket 4 and 5 official records and EIS records are being scan. Office of environment has an internal website information is uploaded on the website. No vita records	FALSE	TRUE	Belloq, Patricia, Waddell, Steve	Belloq, Patricia, Rouse, Mark, Waddell, Steve				
133	13-Mar-18	Farrell, Mercyle	GOMR		23 OE	NEPA Categorically-Excluded Activities (AAN)	NEPA Categorically-Excluded Activities (AAN) All records related to NEPA Categorical Exclusion Review (CER) of OCS oil and gas plans (BPs, DOCS, DPPs), applications (facility applications, pipeline applications, G&G applications, APMs and APDs), suspensions and flaring requests. Ensure NEPA procedural compliance.	electronic		FALSE		2000	2017				N/A	FALSE		good	FALSE	FALSE	FALSE	FALSE	FALSE		TRUE	FALSE		5B(2)	BOEM_n1-589-12-005_vf115	Temporary	Cut off at close of FY or when activity is completed	Retain on-site or at the FRC. Delete/Destroy 25 years after cutoff.	TRUE	FALSE	OE have several people doing the inventory: Belinda Drevitt, Debbie Miller, Debra Vigil ESP is the final place for their Office of the environment are using bucket 4 and 5 official records and EIS records are being scan. Office of environment has an internal website information is uploaded on the website. No vita records	FALSE	TRUE	Belloq, Patricia, Waddell, Steve	Belloq, Patricia, Rouse, Mark, Waddell, Steve				

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134	13-Mar-18	Farrell, Mercyle	GOMR		25 RE	NEPA Compliance - Environmental Assessments and Environmental Impact Statements - For Oil Gas Plans (AAO) & For Oil and Gas Permits (ACD)	NEPA Compliance - Environmental Assessments and Environmental Impact Statements - For Oil Gas Plans (AAO) & For Oil and Gas Permits (ACD) All work and records related to NEPA reviews such as EA or EIS of OCS oil and gas plans (EPs, DODCs, and DPPs), applications (facility permit applications, Right of Use and Easement (RUEs), pipeline applications, G&G applications, structure removal applications, and APMs), and Suspensions of Operations (SODs) and Suspensions of Production (SOPs). Ensure NEPA procedural compliance	electronic		FALSE		2000	2017			Subject file classification system		n/a	FALSE		good	FALSE	FALSE	FALSE	FALSE	FALSE	TRUE		TRUE	FALSE	1301-02a	5B(2)		BOEM_n1-589-12-005_sf115	Temporary	Cut off at close of FY or when activity completed	Retain on-site or at the FRC. Delete/Destroy 25 years after cutoff.	TRUE	FALSE	OE have several people doing the inventory: Belinda Drevitt, Debbie Miller, Debra Vigil ESP is the final place for their Office of the environment are using bucket 4 and 5 official records and EIS records are being scan. Office of environment has an internal website information is uploaded on the website. No vita records	FALSE	TRUE	Bellocc, Patricia, Waddell, Steve		
135	13-Mar-18	Farrell, Mercyle	GOMR		23 OE	NEPA Compliance - Environmental Assessments and Environmental Impact Statements - For Oil Gas Plans (AAO) & For Oil and Gas Permits (ACD)	NEPA Compliance - Environmental Assessments and Environmental Impact Statements - For Oil Gas Plans (AAO) & For Oil and Gas Permits (ACD) All work and records related to NEPA reviews such as EA or EIS of OCS oil and gas plans (EPs, DODCs, and DPPs), applications (facility permit applications, Right of Use and Easement (RUEs), pipeline applications, G&G applications, structure removal applications, and APMs), and Suspensions of Operations (SODs) and Suspensions of Production (SOPs). Ensure NEPA procedural compliance	electronic		FALSE		2000	2017	Semicurrent (Less than once a month)				n/a	FALSE		good	FALSE	FALSE	FALSE	FALSE	FALSE		FALSE	FALSE		5B(1)		n1-589-12-005_of115	Temporary	Cut off at close of FY or when activity is completed	Retain on-site or at the FRC. Delete/Destroy 25 years after cut-off.	TRUE	FALSE	OE have several people doing the inventory: Belinda Drevitt, Debbie Miller, Debra Vigil ESP is the final place for their Office of the environment are using bucket 4 and 5 official records and EIS records are being scan. Office of environment has an internal website information is uploaded on the website. No vita records	FALSE	TRUE	Bellocc, Patricia, Waddell, Steve	Bellocc, Patricia, Rouse, Mark, Waddell, Steve		
136	13-Mar-18	Farrell, Mercyle	GOMR		23 OE	NEPA Compliance for Programmatic Issues (AAX)	NEPA Compliance for Programmatic Issues (AAX) All records related to National Environmental Policy Act (NEPA) review as Environmental Assessment (EA) or Environmental Impact Statement (EIS) of OCS oil and gas programmatic issues. Ensure NEPA procedural compliance, perform the NEPA analyses and prepare the NEPA document. Includes: Management oversight of the NEPA process & preparation of NEPA (PEA) document Conduct scoping or public hearings Conduct supportive environmental and socio-economic	electronic		FALSE		2000	2017			Subject file classification system		n/a	FALSE		good	FALSE	FALSE	FALSE	FALSE	FALSE		TRUE	FALSE		N1-589-12-005,	TEMPORARY.	Cut off at close of/when activity completed.	Retain on-site or at the FRC. Delete/Destroy 25 years after cutoff	TRUE	FALSE	OE have several people doing the inventory: Belinda Drevitt, Debbie Miller, Debra Vigil ESP is the final place for their Office of the environment are using bucket 4 and 5 official records and EIS records are being scan. Office of environment has an internal website information is uploaded on the website. No vita records	FALSE	TRUE	Bellocc, Patricia, Waddell, Steve	Bellocc, Patricia, Rouse, Mark, Waddell, Steve				
138	13-Mar-18	Farrell, Mercyle	GOMR		23 OE	NEPA Compliance for Programmatic Issues (AAX)	NEPA Compliance for Programmatic Issues (AAX) All records related to National Environmental Policy Act (NEPA) review as Environmental Assessment (EA) or Environmental Impact Statement (EIS) of OCS oil and gas programmatic issues. Ensure NEPA procedural compliance, perform the NEPA analyses and prepare the NEPA document. Includes: Management oversight of the NEPA process & preparation of NEPA (PEA) document Conduct scoping or public hearings Conduct supportive environmental and socio-economic	electronic		FALSE		2000	2017					n/a	FALSE		good	FALSE	TRUE	FALSE	FALSE	FALSE		TRUE	FALSE	1001-03a	5B(4)		BOEM_n1-589-12-005_of115	Temporary	Cut off at close of FY or when activity completed	Retain on-site or at the FRC. Delete/Destroy 25 years after cutoff.	TRUE	FALSE	OE have several people doing the inventory: Belinda Drevitt, Debbie Miller, Debra Vigil ESP is the final place for their Office of the environment are using bucket 4 and 5 official records and EIS records are being scan. Office of environment has an internal website information is uploaded on the website. No vita records	FALSE	TRUE	Bellocc, Patricia, Waddell, Steve	Bellocc, Patricia, Rouse, Mark, Waddell, Steve		
127	13-Mar-18	Farrell, Mercyle	GOMR		23 OE	NEPA Compliance for the 5-Year Program (AAB)	NEPA Compliance for the 5-Year Program (AAB) All records related to planning and conducting studies and preparing environmental impact statements (EIS) in support of the 5-Year Outer Continental Shelf (OCS) Program. Records include activities: The planning and conduct of document preparation/procurement. To support programmatic EIS Records of NEPA procedural compliance, analysis, oversight management, Federal Register notices, scoping and public hearings and preparation of EIS Documents	electronic		FALSE		2000	2017	Semicurrent (Less than once a month)				n/a	FALSE		good	FALSE	FALSE	FALSE	FALSE	FALSE		TRUE	FALSE	1001-05	4D(2)		BOEM_n1-589-12-004_of115	Temporary	Cut off at close of FY or when activity is completed	Retain onsite or at an offsite storage. Delete/ Destroy 25 years after cutoff.	TRUE	FALSE	OE have several people doing the inventory: Belinda Drevitt, Debbie Miller, Debra Vigil ESP is the final place for their Office of the environment are using bucket 4 and 5 official records and EIS records are being scan. Office of environment has an internal website information is uploaded on the website. No vita records	FALSE	TRUE	Bellocc, Patricia, Waddell, Steve	Bellocc, Patricia, Rouse, Mark, Waddell, Steve		
108	30-Aug-17	Farrell, Mercyle	AK		18 OEP	Short Term Policy Planning & Development (MOU)	Short Term Policy Planning and Development Files: All records relating to policy issues that are that do not warrant permanent retention Bureau & DOI Initiatives - (PAF) President Management Agenda - (PMA) Provide General Management - (POB), (PPB), (PEB), (SOL) Provide Statistical Information & Analysts - (PAT), Economic Policy Analysts (SYE) Memorandum of Understanding (MOU)	electronic		FALSE		2011	2017	Current (at least once a month)		Subject file classification system	1.1GB		FALSE		Good	TRUE	FALSE	FALSE	FALSE	FALSE		TRUE	FALSE		2A(2)		n1-589-12-002_of115	Temporary	Cut off at close of FY or when activity is completed.	Retain onsite or at the FRC. Delete/ Destroy 7 yrs after cutoff.	TRUE	FALSE	NO VITA RECORDS	FALSE	TRUE	Hinther, Dean	Fox, Lisa		

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98	04-Jun-18	Farrell, Mercyle	AK		19 OREAS	5yr OCS NEPA Compliance for Lease	NEPA Compliance for Lease Sales (AAH) All records related to preparing Environmental Assessments (EAs) or Environmental Impact Statements (EIS) in support of individual Offshore OCS oil and gas lease sales. The work includes ensuring National Environmental Policy Act (NEPA) procedural compliance, performing NEPA analyses, and preparing EA or EIS documents. Includes: Management and oversight of the NEPA process scoping activities and public hearings supportive environmental and	PAPER		FALSE		2011	2017	Current (at least once a month)		Subject file classification system	0.8 cubic feet		FALSE		good	TRUE	FALSE	FALSE	FALSE	FALSE	FALSE	TRUE	FALSE	1001-03	4D(6)		BOEM_n1-589-12-004_of115	Temporary	Cut off at close of FY or when activity is completed	Retain onsite or at an off site storage. Delete/ Destroy 75 years after cutoff.	TRUE	FALSE		no vita records	FALSE	TRUE	Hinther, Dean	Fox, Lisa	
99	04-Jun-18	Farrell, Mercyle	AK		18 OEP	Environmental Studies Case Records:	This series includes all management 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. They include records documenting all management type oversight and work in planning the environmental study. The records also document the following activities: o- Annual Environmental Studies Plans o- Annual Regional Studies Priority Lists o- National Studies Priority Lists	PAPER		FALSE		2011	2017	Current (at least once a month)		Subject file classification system	150.15 cubic feet		FALSE		good	TRUE	FALSE	FALSE	FALSE	FALSE	FALSE	TRUE	FALSE	1001-06a	4E(1)(a)		n1-589-12-004_of115	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 three intervals under instruction 36 CFR 1235-44-50, or whichever guidance is in place at the time of transfer.	TRUE	FALSE		no vita records	FALSE	TRUE	Hinther, Dean	Fox, Lisa	
100	04-Jun-18	Farrell, Mercyle	AK		18 OEP	NEPA Compliance - EABES for Oil & Gas Plans/Permits	NEPA Compliance - Environmental Assessments and Environmental Impact Statements - For Oil Gas Plans (AAG) & For Oil and Gas Permits (ACD) All work and records related to NEPA reviews such as EA or EIS of OCS oil and gas plans (EAs, DOCDs, and DPPs), applications (facility permit applications, Right of Use and Easement (RUEs), pipeline applications, G&G applications, structure removal applications, and APMs), and Suspensions of Operations (SOOs) and Suspensions of Production (SOPs). Ensure NEPA procedural compliance	PAPER		FALSE		2011	2017	Current (at least once a month)		Subject file classification system	20.90 CUBIC FEET		FALSE		GOOD	TRUE	FALSE	FALSE	FALSE	FALSE	FALSE	TRUE	FALSE	5B(2)		BOEM_n1-589-12-005_of115	Temporary	Cut off at close of FY or when activity completed	Retain on site or at the FRC. Delete/Destroy 25 years after cutoff.	TRUE	FALSE		NO VITAL RECORDS	FALSE	TRUE	Hinther, Dean	Fox, Lisa		
101	04-Jun-18	Farrell, Mercyle	AK		18 OEP	LONG TERM ADMINISTRATION RECORDS	Long-term Administration Records Disposition Authority Number DAA-0048-2013-0001-0002 This disposition applies to administrative records that require additional retention, generally to conform to preservation standards in specific regulations, policies, or other legal/statutory requirements. These records may be more comprehensive and complete records involve interaction with the public in a manner that necessitates longer protections, or support a financial obligation (though these are most frequently covered by 0011). Though records in this category are more specific than	PAPER		FALSE		2011	2017	Current (at least once a month)		Subject file classification system	8.98 CUBIC FEET		FALSE		GOOD	TRUE	FALSE	FALSE	FALSE	FALSE	FALSE	TRUE	FALSE	0001-0002	DAA-0048-2013-0001-0002	Temporary	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified.	Destroy 7 year(s) after cut-off	TRUE	FALSE		no vital records	FALSE	TRUE	Hinther, Dean	Fox, Lisa			
102	04-Jun-18	Farrell, Mercyle	AK		18 OEP	LONG TERM HR RECORDS	This disposition applies to human resources records that require additional retention, generally to conform to preservation standards in specific regulations, policies, or other legal/statutory requirements. These records may be more comprehensive and complete versions of similar records in the 'routine' category, involve interaction with the public in a manner that necessitates longer protections, or support a financial obligation (though these are most frequently covered by 0011). Though records in this category are more specific than those identified under 0004, it is still a broad group of documents,	PAPER		FALSE		2011	2017	Current (at least once a month)		Subject file classification system	5.47 CUBIC FEET		FALSE		good	TRUE	FALSE	FALSE	FALSE	FALSE	FALSE	TRUE	FALSE	0001-0005	DAA-0048-2013-0001-0005	Temporary	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified.	Destroy 7 year(s) after cut-off	FALSE	FALSE		no vital records	FALSE	TRUE	Hinther, Dean	Fox, Lisa			

ID	Date Prepared	Person Doing Inventory	Region	Division	Office	Series Title	Series Description	Medium	Location System	Duplicates in another place or medium	Duplicates/Explanation	Series Start Date	Series End Date	Reference Activity	Finding Aid (if any)	Arrangement	Electronic Volume	Paper Volume	Office of Primary Responsibility	Annual Accumulation	Condition of Records	Confidential Information	Classified	Access Controls	PII	CUI	Vital Records	Index/Entry Procedures	Schedule Identified	Schedule Not Identified	MMS Code	BOEM Code	DRS Code	Records Schedule/Disposition Authority	Disposition Status	Cutoff	Transfer/Disposal Period	Revision to schedule needed?	No Revision Needed	Justification for New or Revised Schedule	Notes	Copy or NonRecord	Record	Liaisons Multi	SMEs Multi
103	04-Jun-18	Farrell, Mercyle	AK		18 OEP	Long Term Financial & Acquisition Records	Long-term Financial and Acquisition Records Disposition Authority Number DAA-0048-2013-001-0011 This disposition applies to financial/acquisition records that require additional retention, generally to conform to preservation standards in specific regulations, policies, or other legal/statutory requirements. These records may be more comprehensive and complete records, involve interaction with the public in a manner that necessitates longer protections, or support a financial obligation. Though records in this category are more specific than those identified under 0010.	paper		FALSE		2011	2017	Current (at least once a month)		Subject file classification system		129.42 cubic feet		FALSE		Good	TRUE	FALSE	FALSE	FALSE	FALSE	FALSE	TRUE	FALSE			0001-0011	DAA-0048-2013-001-0011	Temporary	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified.	Destroy 7 year(s) after cut-off	FALSE	TRUE		no vital records	FALSE	TRUE	Hinther, Dean	Fox, Lisa
104	30-Aug-17	Farrell, Mercyle	AK		18 OEP	Long-term Financial and Acquisition Records	Long-term Financial and Acquisition Records Disposition Authority Number DAA-0048-2013-001-0011 This disposition applies to financial/acquisition records that require additional retention, generally to conform to preservation standards in specific regulations, policies, or other legal/statutory requirements. These records may be more comprehensive and complete records, involve interaction with the public in a manner that necessitates longer protections, or support a financial obligation. Though records in this category are more specific than those identified under 0010.	electronic		FALSE		2011	2017	Current (at least once a month)		Subject file classification system	61.3 MB		FALSE		Good	TRUE	FALSE	FALSE	FALSE	FALSE	FALSE	TRUE	FALSE			0001-0011	DAA-0048-2013-001-0011	Temporary	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified.	Destroy 7 year(s) after cut-off	FALSE	TRUE		no vital records	FALSE	TRUE	Hinther, Dean	Fox, Lisa	
105	04-Jun-18	Farrell, Mercyle	AK		19 OREAS	Administrative Function Files/ Audits and Investigation	Administrative Function Files/ Audits and Investigation Files All records relating to administrative functions. Mission files created and maintained in offices whose primary function involves support activities such as personnel, procurement, property, transportation, travel, communication, budget and similar internal management functions and audit/investigation files relating to internal audits, investigative and evaluation records conducted in the review of BOEM business process. These records include but are not limited to final audit or evaluation	electronic		FALSE		2011	2017	Current (at least once a month)		Subject file classification system	14.6 Mb		FALSE		good	TRUE	FALSE	FALSE	FALSE	FALSE	FALSE	TRUE	FALSE		1G(1)		n1-589-12-001_d115	Temporary	Cut off at the end of the fiscal year, or when activity is completed	Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 10 years after cut off.	TRUE	FALSE		no vital records	FALSE	TRUE	Hinther, Dean	Fox, Lisa	
119	30-Aug-17	Farrell, Mercyle	AK	REAS	19 OREAS	long term Administration Records	This disposition applies to financial/acquisition records that require additional retention, generally to conform to preservation standards in specific regulations, policies, or other legal/statutory requirements. These records may be more comprehensive and complete records, involve interaction with the public in a manner that necessitates longer protections, or support a financial obligation. Though records in this category are more specific than those identified under 0010, it is still a broad group of documents, and an exhaustive list may not be feasible. If not addressed below,	paper		FALSE		1975	2017			Subject file classification system		0.25 cubic feet		FALSE		good	FALSE	FALSE	TRUE	FALSE	FALSE	TRUE	FALSE			0001-0011	DAA-0048-2013-001-0011	Temporary	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified.	Destroy 7 year(s) after cut-off	FALSE	TRUE			FALSE	TRUE	Hinther, Dean	Wallace, Monte	
107	30-Aug-17	Farrell, Mercyle	AK		18 OEP	5YR OCS NEPA COMPLIANCE FOR LEASE SALES	NEPA Compliance for Lease Sales (AAL) All records related to preparing Environmental Assessments (EAs) or Environmental Impact Statements (EISs) in support of individual Offshore OCS oil and gas lease sales. The work includes ensuring National Environmental Policy Act (NEPA) procedural compliance, performing NEPA analyses, and preparing EA or EIS documents. Includes: Management and oversight of the NEPA process stopping activities and public hearings supportive environmental and	electronic		FALSE		2011	2017	Current (at least once a month)		Subject file classification system	1.3 GB		FALSE		GOOD	TRUE	FALSE	FALSE	FALSE	FALSE	FALSE	TRUE	FALSE	1001-03		NC1-57-84-1	Temporary	Cut off inactive file at close of fiscal year		TRUE	FALSE		NO VITAL RECORDS	FALSE	TRUE	Hinther, Dean	Fox, Lisa		

ID	Date Prepared	Person Doing Inventory	Region	Division	Office	Series Title	Series Description	Medium	Location System	Duplicates in another place or medium	Duplicates/Explanation	Series Start Date	Series End Date	Reference Activity	Finding Aid (if any)	Arrangement	Electronic Volume	Paper Volume	Office of Primary Responsibility	Annual Accumulation	Condition of Records	Confidential Information	Classified	Access Controls	PII	CUI	Vital Records	Index/Entry Procedures	Schedule Identified	Schedule Not Identified	MMS Code	BOEM Code	DRS Code	Records Schedule/Disposition Authority	Disposition Status	Cutoff	Transfer/Disposal Period	Revision to schedule needed?	No Revision Needed	Justification for New or Revised Schedule	Notes	Copy or NonRecord	Record	Liaisons Multi	SMEs Multi
141	13-Mar-18	Farrell, Mercyle	GOMR		23 OE	Environmental Studies in Support of Environmental Compliance Monitoring (DAB)	Environmental Studies in Support of Environmental Compliance Monitoring (DAB) All records related to oil and gas environmental compliance monitoring. This does not include all monitoring projects but only those projects that specifically monitor whether a company is in compliance with environmental stipulations. Includes: Development of 0 - Annual Environmental Studies Plans 0 - Annual Regional Studies Priority Lists 0 - National Studies Priority Lists Consultation with the	electronic		FALSE		2000	2017	Semicurrent (Less than once a month)		Subject file classification system	n/a	FALSE		Good	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	TRUE	FALSE		50(2)		BOEM_n1-589-12-005_3f115	Permanent	Cut off at close of FY or when activity completed	Electronic Records: Transfer electronic files (including nonproprietary public versions) to the National Archives at three years intervals under the instruction in 36 CFR 1235.44-50, or whichever guidance is in place at the time of the transfer. Hard Cop	TRUE	FALSE			FALSE	TRUE	Bellocc, Patricia, Waddell, Steve	Bellocc, Patricia, Rouse, Mark, Waddell, Steve	
109	30-Aug-17	Farrell, Mercyle	AK		18 OEP	Major Environmental Analysis Files - EIS	NEPA Compliance - Environmental Assessments and Environmental Impact Statements For Oil Gas Plans (AEO) & For Oil and Gas Permits (ACD) All work and records related to NEPA reviews such as EA or EIS of OCS oil and gas plans (EIS, DOCDs, and DPPs), applications (facility permit applications, Right of Use and Easement (RUEs), pipeline applications, G&G applications, structure removal applications, and APMs), and Suspensions of Operations (SOOs) and Suspensions of Production (SOPs). Ensure NEPA procedural compliance	ELECTRONIC		FALSE		2011	2017	Current (at least once a month)		Subject file classification system	4.8GB	FALSE		Good	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	TRUE	FALSE		58(2)		BOEM_n1-589-12-005_3f115	Temporary	Cut off at close of FY or when activity completed	Retain on site or at the FRC. Delete/Destroy 25 years after cutoff.	TRUE	FALSE	no vita records	FALSE	TRUE	Hinther, Dean	Fox, Lisa			
110	30-Aug-17	Farrell, Mercyle	AK		18 OEP	Major Environmental Analysis Files - EA	NEPA Compliance - Environmental Assessments and Environmental Impact Statements For Oil Gas Plans (AEO) & For Oil and Gas Permits (ACD) All work and records related to NEPA reviews such as EA or EIS of OCS oil and gas plans (EIS, DOCDs, and DPPs), applications (facility permit applications, Right of Use and Easement (RUEs), pipeline applications, G&G applications, structure removal applications, and APMs), and Suspensions of Operations (SOOs) and Suspensions of Production (SOPs). Ensure NEPA procedural compliance	ELECTRONIC		FALSE		2011	2017	Current (at least once a month)		Subject file classification system	3.73GB	FALSE		GOOD	TRUE	FALSE	FALSE	FALSE	FALSE	FALSE	TRUE	FALSE		58(2)		BOEM_n1-589-12-005_3f115	Temporary	Cut off at close of FY or when activity completed	Retain on site or at the FRC. Delete/Destroy 25 years after cutoff.	TRUE	FALSE	NO VITA RECORDS	FALSE	TRUE	Hinther, Dean	Fox, Lisa			
111	30-Aug-17	Farrell, Mercyle	AK	RAS	19 OREAS	RECORDS MANAGEMENT RECORDS FILES INVENTORY AND DISPOSITION PLANS	Records management program records. Records related to the policies, procedures, and management of agency business records from creation to eventual disposition. Includes records created and maintained while planning, managing, evaluating, administering, and performing the function of agency records management. Activities include: • providing oversight of entire records management program • transferring, destroying, and retrieving records • inventorying records and conducting records surveys • scheduling records • providing other records management services	PAPER		FALSE	file codes date order	1975	2017	Current (at least once a month)		Subject file classification system	0.20 CUBIC FEET	FALSE		old records are not that good, new records are in good condition	FALSE	FALSE	FALSE	FALSE	TRUE	FALSE	FALSE	TRUE	FALSE		DAA-0048-2013-0001-0005	Temporary	No sooner than 6 years but longer retention is authorized		FALSE	TRUE	NO VITAL RECORDS	FALSE	TRUE	Hinther, Dean	Hoffman, Virginia, Wallace, Monte				
112	30-Aug-17	Farrell, Mercyle	AK	RAS	19 OREAS	LONG TERM FINANCIAL AND ACQUISITION RECORDS	This disposition applies to financial/acquisition records that require additional retention, generally to conform to preservation standards in specific regulations, policies, or other legal/statutory requirements. These records may be more comprehensive and complete records, involve interaction with the public in a manner that necessitates longer protections, or support a financial obligation. Though records in this category are more specific than those identified under 0010, it is still a broad group of documents, and an exhaustive list may not be feasible. If not addressed below,	paper		FALSE		1975	2017	Current (at least once a month)		Subject file classification system	7.20 cubit feet	FALSE		old records are not in good condition, new records are in good condition	FALSE	FALSE	FALSE	FALSE	TRUE	FALSE	FALSE	TRUE	FALSE		0001-0011 DAA-0048-2013-0001-0011	Temporary	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified.	Destroy 7 year(s) after cut-off	FALSE	TRUE	no vital records	FALSE	TRUE	Hinther, Dean	Hoffman, Virginia, Wallace, Monte				

ID	Date Prepared	Person Doing Inventory	Region	Division	Office	Series Title	Series Description	Medium	Location System	Duplicates in another place or medium	Duplicates/Explanation	Series Start Date	Series End Date	Reference Activity	Finding Aid (if any)	Arrangement	Electronic Volume	Paper Volume	Office of Primary Responsibility	Annual Accumulation	Condition of Records	Confidential Information	Classified	Access Controls	PII	CUI	Vital Records	Index/Entry Procedures	Schedule Identified	Schedule Not Identified	MMS Code	BOEM Code	DRS Code	Records Schedule/Disposition Authority	Disposition Status	Cutoff	Transfer/Disposal Period	Revision to schedule needed?	No Revision Needed	Justification for New or Revised Schedule	Notes	Copy or NonRecord	Record	Liaisons Multi	SMEs Multi
113	30-Aug-17	Farrell, Mercyle	AK	RAS	19 OREAS	Administrative Support Service	Administrative Function Files/ Audits and Investigation Files All records relating to administrative functions. Mission files created and maintained in offices whose primary function involves support activities such as personnel, procurement, property, transportation, travel, communication, budget and similar internal management functions and audit/investigation files relating to internal audits, investigative and evaluation records conducted in the review of BOEM business process. These records include but are not limited to final audit or evaluation	paper		FALSE		1975	2017	Current (at least once a month)		Subject file classification system	3.80 cubic		FALSE		old records are not in good condition, new records are in good conditions.	FALSE	FALSE	FALSE	TRUE	FALSE	FALSE		TRUE	FALSE		1G(1)		n1-589-12-001_#115	Temporary	Cut off at the end of the fiscal year, or when activity is completed	Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 10 years after cut off.	FALSE	TRUE		no vital records	FALSE	TRUE	Hintler, Dean	Wallace, Monte
114	30-Aug-17	Farrell, Mercyle	AK	RAS	19 OREAS	Final maps/reports for interp. Tectonic & start investigation, lease well developments, reserve estimates, GIG Regional mapping & interp.	Digital Final Maps Interpretive Report Products for Tectonic and Stratigraphic Investigation, Lease/Well Development and Reserve Estimations. Includes: Regional Geologic and Geophysical (G&G) Mapping and Interpretations (NAI) All final products only in digital format, for maps and interpretive reports, developed for determining the geological and geophysical significance of both analyzed and processed G&G information. EXCLUDES: All other Geological and Geophysical Maps. All data and records that do not represent final products and all hard copy versions of mapping records and reports. Includes: Shallow Seismic Shot Point Location Maps Correlated Well Logs High Resolution (Shallow) Geophysical Interpretive Maps 2D and 3D Seismic Trace Volumes and Data Sets Deep Seismic Shot-Point Location Record Set Regional and detailed Seismic Interpretive Maps Magnetic and Gravimetric Survey Records and Maps Geochemical Prospecting Survey Maps Geology Files.	paper and electronic		FALSE		1975	2011	Current (at least once a month)		Subject file classification system	455.1 cubic feet Perm, 26.50 cubic temp ft		FALSE		old records are not in good condition, new records are in good condition	FALSE	FALSE	FALSE	TRUE	FALSE	FALSE		TRUE	FALSE		3A(1)		BOEM_n1-589-12-003_#115	Permanent	Cut off after issuance of the permit under which the inclusive geological/geophysical information was collected under 30 CFR 1551.14.	Transfer eligible electronic records to NARA 50 years after cut off under the instructions in 35 CFR 1235.44-50, OR whichever guidance is in place at the time of transfer. Subsequent transfers to NARA will occur 15 years after cutoff. Upon request NARA will	TRUE	FALSE		Digital version of COP G&G data and information are loaded and interpreted and interpreted in Geovita records yes Vita records yes	FALSE	TRUE	Hintler, Dean	Hoffman, Virginia, Wallace, Monte
115	30-Aug-17	Farrell, Mercyle	AK	RAS	19 OREAS	All other G&G maps, data, records, and hard copy versions of maps and reports	All other Geological and Geophysical Maps. All data and records that do not represent final products and all hard copy versions of mapping records and reports. Includes: Shallow Seismic Shot Point Location Maps Correlated Well Logs High Resolution (Shallow) Geophysical Interpretive Maps 2D and 3D Seismic Trace Volumes and Data Sets Deep Seismic Shot-Point Location Record Set Regional and detailed Seismic Interpretive Maps Magnetic and Gravimetric Survey Records and Maps Geochemical Prospecting Survey Maps Geology Files.	paper		FALSE		1975	2017	Semicurrent (Less than once a month)		Subject file classification system	346188.00 MB	200.1 cubic perm, 381.10 cubic temp,	FALSE		old records not in good condition, new records good conditions	FALSE	FALSE	FALSE	TRUE	FALSE	FALSE		TRUE	FALSE		3A(2)		BOEM_n1-589-12-003_#115	Temporary	Cutoff at close of FY or when activity is completed.	Retain on-site of at the FRC. Delete/Destroy 75 years after cutoff. Longer retention is authorized if required for business use.	TRUE	FALSE		vita records yes	FALSE	TRUE	Hintler, Dean	Hoffman, Virginia, Wallace, Monte
116	30-Aug-17	Farrell, Mercyle	AK	RAS	19 OREAS	G&G Permitting	Geologic and Geophysical (G&G) Permitting (NAB) All records related to geophysical data processing for analysis of geophysical data, to help determine the constitution of the earth's interior; enabling the location of petroleum and mineral prospects. Records include: G&G permits coordination and approval documents Coastal State/others-Geological Survey reports Seismic data processing, wave equation reports Data modeling by least square reports Scattered wave filtering reports	paper & electronic		FALSE		1975	2017	Current (at least once a month)		Subject file classification system	24023.00 electronic	80.40 cubic feet	FALSE		old records are not in good conditions, new records are in good conditions	FALSE	FALSE	FALSE	TRUE	FALSE	FALSE		TRUE	FALSE		3D(2)		n1-589-12-001_#115	Temporary	Cut off at close of FY or when activity is completed. Retain onsite or at the FRC	Delete / Destroy 75 years after cutoff. Longer retention is authorized if required for business use.	TRUE	FALSE		vital records yes	FALSE	TRUE	Hintler, Dean	Hoffman, Virginia, Wallace, Monte
106	04-Jun-18	Farrell, Mercyle	AK		19 OREAS	Environmental Studies Case	Environmental Studies Case Records: This series includes all management 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. They include records documenting all management type oversight and work in planning the environmental study. The records also document the following activities: development of o- Annual Environmental Studies Plans o- Annual Regional Studies Priority Lists o-	electronic		FALSE		2011	2017	Current (at least once a month)		Subject file classification system	1.28 GB	0.09 cubic feet	FALSE		Good	TRUE	FALSE	FALSE	FALSE	FALSE	FALSE		TRUE	FALSE		4E(1)(b)		BOEM_n1-589-12-004_#115	Temporary	Cut off at close of FY or when activity is completed	Retain onsite or at an off site storage. Delete/ Destroy 25 years after cutoff.	TRUE	FALSE			FALSE	TRUE	Hintler, Dean	Fox, Lisa

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178	18-Aug-17	Farrell, Mercyle	HQ (Sterling)	10 EBR	OREP	Staff Reports	Short-term Human Resources Records Disposition Authority Number DAA-0048-2013-001-0004. These records encompass human resources/payroll files described above that are not needed for extended preservation. Records are characterized by being necessary for day-to-day operations but not long-term justification of the office's activities. There are numerous records covered under this term, and compiling an exhaustive list is not feasible. Offices are responsible for creating a detailed file, plan or similar document to note all records they create and maintain, including records in	paper		FALSE		2011	2013	Current (at least once a month)		Numerical		n/a	FALSE		good	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	TRUE	FALSE			0001-0004	DAA-0048-2013-001-0004	Temporary	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified.	Destroy 3 year(s) after cut-off	FALSE	TRUE			FALSE	TRUE	Best, Gina	Winands-Aralza, Megan	
168	30-Aug-17	Farrell, Mercyle	AK	RE	19 OREAS	Field & Reservoir reserves estimates workpapers	Reservoir Estimates, Engineering and Economic Interpretations and Reports (NAR) All records relating to reserves estimating process; 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. Engineering and economic and reserve estimates, analyses, interpretation of new and revised estimates	paper		FALSE		1975	2017	Current (at least once a month)		Subject file classification system		0.1 cubic feet (6 files)	FALSE		good	FALSE	FALSE	FALSE	TRUE	FALSE	FALSE	TRUE	FALSE		3C		n1-589-12-001-f115			TRUE	FALSE			FALSE	TRUE	Hinther, Dean	Wallace, Monte		
169	30-Aug-17	Farrell, Mercyle	AK	RE	19 OREAS	Petrographic reports / paleontology reports	Permits Application for Permits to Drill (APDs) (AAV) All records related to the processing, review, evaluation, analysis, coordination, and approval of Applications for Permits to Drill (APDs). As described in 30 CFR 250 Subpart D, E, F, G, and Q and related requirements. 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	paper		FALSE		1975	2017			Subject file classification system		2.1 cubic feet	FALSE		good	FALSE	FALSE	FALSE	TRUE	FALSE	FALSE	TRUE	FALSE		5A(3)		BOEM_n1-589-12-005-f115	Temporary	Cut off at close of FY or when activity is completed	Retain on-site or at the FAC. Delete/Destroy 75 years after cutoff.	TRUE	FALSE			FALSE	TRUE	Hinther, Dean	Wallace, Monte	
170	30-Aug-17	Farrell, Mercyle	AK	RE	19 OREAS	exploration plans (ep) & worst case Discharge (WCD) / Exploration plans (ATT) Well Files Doc operations	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 Band 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 Geophysical Survey Reports and coordination coordination, and approval, related to exploration and drilling	paper and electronic		FALSE		1975	2017	Current (at least once a month)		Subject file classification system	9 Mb	0.4 cubic feet	FALSE		good	FALSE	FALSE	FALSE	TRUE	FALSE	FALSE	TRUE	FALSE		1101-02b(1)	5A(2)	BOEM_n1-589-12-005-f115	Temporary	Cut off at close of FY or when activity is completed	Retain on-site or at the FAC. Delete/Destroy 75 years after cutoff.	TRUE	FALSE			FALSE	TRUE	Hinther, Dean	Wallace, Monte	
171	30-Aug-17	Farrell, Mercyle	AK	RE	19 OREAS	Bid Appeal/Analysis / post sale analysis study files	Bid Appeal Analysis (BAA) 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. Includes: Field determination appeals records Rejected bid appeal economic review reports	paper		FALSE		1975	2017	Current (at least once a month)		Subject file classification system		.10 cubic feet	FALSE		good	FALSE	FALSE	FALSE	TRUE	FALSE	FALSE	TRUE	FALSE		1003-01	3E(2)	BOEM_n1-589-12-003-f115	Temporary	Cutoff at close of FY or when activity is completed	Retain on-site or at the FAC. Delete/Destroy 25 years after cutoff	FALSE	TRUE			FALSE	TRUE	Hinther, Dean	Wallace, Monte	
172	30-Aug-17	Farrell, Mercyle	AK	RE	19 OREAS	Lease sales G&G info/NRA / block eva. Prospect investigation	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, including preparation of consistency determinations coded under AAL Item 4(2) terms and stipulations for individual lease sales (i.e., fiscal terms, regulatory terms and royalty relief) special projects and work quality improvement team documents proposed or final	paper and electronic CD's		FALSE		1975	2017	Current (at least once a month)		Subject file classification system			FALSE		good	FALSE	FALSE	FALSE	TRUE	FALSE	FALSE	TRUE	FALSE		4C	BOEM_n1-589-12-004-f115	Temporary	Cut off at close of FY or when activity is completed	Retain on-site or at an off site storage. Transfer legal ownership to NARA 25 years after cutoff.	TRUE	FALSE			FALSE	TRUE	Hinther, Dean	Wallace, Monte		

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173	30-Aug-17	Farrell, Mercyle	AK	RE	19 OREAS	Lease Sale Activity History Files	Economic and Engineering Analysis for the 5-Year Program (AAE) 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. Records of performance of economic and engineering analysis for 5-Year Plan, including ad hoc analysis (output from work element NAA is used for this work element) economic and engineering evaluation work for Headquarters in New Orleans, LA.	paper		FALSE		1975	2017			Subject file classification system	45 MB	30.5 cubic feet	FALSE		good	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	TRUE	FALSE	1001-04	4D(4)		BOEM_n1-589-12-004_sf115	Temporary	Cut off at close of FY or when activity is completed	Retain onsite or at an off site storage. Delete/Destroy 25 years after cutoff.	TRUE	FALSE			FALSE	TRUE	Hinther, Dean	Wallace, Monte
174	18-Aug-17	Farrell, Mercyle	HQ (Sterling)	10 EBR	OREP	Hiring Freeze Exception Request	Long-term Human Resources Records Disposition Authority Number DM-0048-2013-0001-0005 This disposition applies to human resources records that require additional retention, generally to conform to preservation standards in specific regulations, policies, or other legal/statutory requirements. These records may be more comprehensive and complete versions of similar records in the 'routine' category, involve interaction with the public in a manner that necessitates longer protections, or support a financial obligation (though these are most frequently covered by 0011). Though records	paper		FALSE		2013	2017	Semirecurrent (Less than once a month)		Numerical	N/A	FALSE		good	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	TRUE	FALSE		0001-0005	DAA-0048-2013-0001-0005	Temporary	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified.	Destroy 7 year(s) after cut-off	FALSE	TRUE			FALSE	TRUE	Best, Gina	Winands-Aralza, Megan		
175	18-Aug-17	Farrell, Mercyle	HQ (Sterling)	10 EBR	OREP	Position Description	Short-term Human Resources Records Disposition Authority Number DAA-0048-2013-0001-0004 These records encompass human resources/payroll files described above that are not needed for extended preservation. Records are characterized by being necessary for day-to-day operations but not long-term justification of the office's activities. There are numerous records covered under this item, and compiling an exhaustive list is not feasible. Offices are responsible for creating a detailed file, plan or similar document to note all records they create and maintain, including - records in	paper		FALSE		2009	2015	Current (at least once a month)		Numerical	n/a	FALSE		good	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	TRUE	FALSE		0001-0004	DAA-0048-2013-0001-0004	Temporary	Cut off record as instructed in the agency/bureau records manual, or at end of the FY in which the record is created if no unique cut-off is specified.	Destroy 3 year(s) after cut-off	FALSE	TRUE			FALSE	TRUE	Best, Gina	Winands-Aralza, Megan		
139	13-Mar-18	Farrell, Mercyle	GOMR		23 OE	Environmental Coordination for Site Specific Applications (AAY)	Environmental Coordination for Site Specific Applications (AAY) All records related to the coordination and consultation with States and other Federal agencies in support of industry submittals [such as Development and Production Plans (DPPs), Development Operations Coordination Documents (DOCDs), Exploration Plans (EPs), pipeline applications, Application for Permit to Modify (APMs), structure removal applications, and G&G applications, and rights-of-use and easements]. Prepare environmental analysis to support the consultations.	electronic		FALSE		2000	2017			Subject file classification system	n/a	FALSE		good	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	TRUE	FALSE	1001-03a	5B(5)		BOEM_n1-589-12-005_sf115	Temporary	Cut off at close of FY or when activity completed	Retain on-site or at the FRC. Delete/Destroy 25 years after cutoff.	TRUE	FALSE	OE have several people doing the inventory. Belinda Drevitt, Debbie Miller, Debra Vigil ESP is the final place for their Office of the environment are using bucket 4 and 5 official records and EIS records are being scan. Office of environment has an internal website information is uploaded on the website. No vita records	FALSE	TRUE	Belloca, Patricia, Waddell, Steve	Belloca, Patricia, Rouse, Mark, Waddell, Steve		
177	18-Aug-17	Farrell, Mercyle	HQ (Sterling)	10 EBR	OREP	resume	Long-term Human Resources Records Disposition Authority Number DM-0048-2013-0001-0005 This disposition applies to human resources records that require additional retention, generally to conform to preservation standards in specific regulations, policies, or other legal/statutory requirements. These records may be more comprehensive and complete versions of similar records in the 'routine' category, involve interaction with the public in a manner that necessitates longer protections, or support a financial obligation (though these are most frequently covered by 0011). Though records	paper		FALSE		2009	2013	Current (at least once a month)		Numerical	n/a	FALSE		good	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	TRUE	FALSE		0001-0005	DAA-0048-2013-0001-0005	Temporary	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified.	Destroy 7 year(s) after cut-off	FALSE	TRUE			FALSE	TRUE	Best, Gina	Winands-Aralza, Megan		

ID	Date Prepared	Person Doing Inventory	Region	Division	Office	Series Title	Series Description	Medium	Location System	Duplicates in another place or medium	Duplicates/Explanation	Series Start Date	Series End Date	Reference Activity	Finding Aid (if any)	Arrangement	Electronic Volume	Paper Volume	Office of Primary Responsibility	Annual Accumulation	Condition of Records	Confidential Information	Classified	Access Controls	PII	CUI	Vital Records	Index/Elig Procedures	Schedule Identified	Schedule Not Identified	MMS Code	BOEM Code	DRS Code	Records Schedule/ Disposition Authority	Disposition Status	Cutoff	Transfer/Disposal Period	Revision to schedule needed?	No Revision Needed	Justification for New or Revised Schedule	Notes	Copy or NonRecord	Record	Liaisons Multi	SMEs Multi
164	30-Aug-17	Farrell, Mercyle	AK	RE	19 OREAS	Pay Diff. Approval (comp time)/ credit card statements	Short-term Financial and Acquisition Records Disposition Authority Number DAA-0048-2013-0001-0010. These records encompass financial/acquisition functions described above that are produced and maintained in the course of routine business, and do not reflect government activities that are subject to additional preservation. Records in this item often provide input into more valuable financial records, either as supporting documentation or as a submission for a more comprehensive record. Records are characterized by being	paper		FALSE		1975	2017	Current (at least once a month)		Subject file classification system		1.1 cubic feet	FALSE			FALSE	FALSE	FALSE	TRUE	FALSE	FALSE		TRUE	FALSE			0001-0010	DAA-0048-2013-0001-0010	Temporary	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified.	Destroy 3 year(s) after cut-off	FALSE	TRUE			FALSE	TRUE	Hinther, Dean	Wallace, Monte
179	18-Aug-17	Farrell, Mercyle	HQ (Sterling)	10 EBR	OREP	Requisition Order	Long-term Financial and Acquisition Records Disposition Authority Number DAA-0048-2013-0001-0011. This disposition applies to financial/acquisition records that require additional retention, generally to conform to preservation standards in specific regulations, policies, or other legal/statutory requirements. These records may be more comprehensive and complete records, involve interaction with the public in a manner that necessitates longer protections, or support a financial obligation. Though records in this category are more specific than those identified under 0010,	paper		FALSE		2006	2007	Current (at least once a month)		Numerical		n/a	FALSE		good	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE		TRUE	FALSE			0001-0011	DAA-0048-2013-0001-0011	Temporary	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified.	Destroy 7 year(s) after cut-off	FALSE	TRUE			FALSE	TRUE	Best, Gina	Winands-Aralza, Megan
180	18-Aug-17	Farrell, Mercyle	HQ (Sterling)	10 EBR	OREP	Unqualified Assurance Statement	Short-term Administration Records Disposition Authority Number DM-0048-2013-0001-0001. These records encompass administrative functions described above that are produced and maintained in the course of routine business, and do not reflect government business that is subject to additional preservation. Records in this item often provide input into more valuable administrative records, either as supporting documentation or as a submission for a more comprehensive record. Records are characterized by being	paper		FALSE		2012	2017			Numerical		n/a	FALSE		good	FALSE	FALSE	FALSE	FALSE	FALSE		TRUE	FALSE			0001-0001	DAA-0048-2013-0001-0001	Temporary	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified.	Destroy 3 year(s) after cut-off	FALSE	TRUE			FALSE	TRUE	Best, Gina	Winands-Aralza, Megan	
181	18-Aug-17	Farrell, Mercyle	HQ (Sterling)	10 EBR	OREP	FPFS Actions	Long-term Financial and Acquisition Records Disposition Authority Number DAA-0048-2013-0001-0011. This disposition applies to financial/acquisition records that require additional retention, generally to conform to preservation standards in specific regulations, policies, or other legal/statutory requirements. These records may be more comprehensive and complete records, involve interaction with the public in a manner that necessitates longer protections, or support a financial obligation. Though records in this category are more specific than those identified under 0010,	paper		FALSE		2012	2014	Current (at least once a month)		Numerical		n/a	FALSE		good	FALSE	FALSE	FALSE	FALSE	FALSE		TRUE	FALSE			0001-0011	DAA-0048-2013-0001-0011	Temporary	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified.	Destroy 7 year(s) after cut-off	FALSE	TRUE			FALSE	TRUE	Best, Gina	Winands-Aralza, Megan	
182	18-Aug-17	Farrell, Mercyle	HQ (Sterling)	10 EBR	OREP	Fair Act	Long-term Financial and Acquisition Records Disposition Authority Number DAA-0048-2013-0001-0011. This disposition applies to financial/acquisition records that require additional retention, generally to conform to preservation standards in specific regulations, policies, or other legal/statutory requirements. These records may be more comprehensive and complete records, involve interaction with the public in a manner that necessitates longer protections, or support a financial obligation. Though records in this category are more specific than those identified under 0010,	paper		FALSE		2010	2016	Current (at least once a month)		Numerical		n/a	FALSE		good	FALSE	FALSE	FALSE	FALSE	FALSE		TRUE	FALSE			0001-0011	DAA-0048-2013-0001-0011	Temporary	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified.	Destroy 7 year(s) after cut-off	FALSE	TRUE			FALSE	TRUE	Best, Gina	Winands-Aralza, Megan	

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183	18-Aug-17	Farrell, Mercyle	HQ (Sterling)	10 EBR	OREP	Teleworking Guidance	Short-term Human Resources Records Disposition Authority Number DAA-0048-2013-0001-0004. These records encompass human resources/payroll files described above that are not needed for extended preservation. Records are characterized by being necessary for day-to-day operations but not long-term justification of the office's activities. There are numerous records covered under this term, and compiling an exhaustive list is not feasible. Offices are responsible for creating a detailed file, plan or similar document to note all records they create and maintain, including records in	paper		FALSE		2010	2016				Numerical	n/a	FALSE		good	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	TRUE	FALSE			0001-0004	DAA-0048-2013-0001-0004	Temporary	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified.	Destroy 3 year(s) after cut-off	FALSE	TRUE			FALSE	TRUE	Best, Gina	Winands-Aralza, Megan
184	18-Aug-17	Farrell, Mercyle	HQ (Sterling)	10 EBR	OREP	Cert List	Short-term Human Resources Records Disposition Authority Number DM-0048-2013-0001-0005. This disposition applies to human resources records that require additional retention, generally to conform to preservation standards in specific regulations, policies, or other legal/statutory requirements. These records may be more comprehensive and complete versions of similar records in the 'routine' category, involve interaction with the public in a manner that necessitates longer protection, or support a financial obligation (though these are most frequently covered by (011)). Though records	paper		FALSE		2009	2013				Numerical	n/a	FALSE		good	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	TRUE	FALSE			0001-0005	DAA-0048-2013-0001-0005	Temporary	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified.	Destroy 7 year(s) after cut-off	FALSE	TRUE			FALSE	TRUE	Best, Gina	Winands-Aralza, Megan
185	18-Aug-17	Farrell, Mercyle	HQ (Sterling)	10 EBR	OREP	Renewable Energy NEPA and Consultation	Renewable Energy NEPA and Consultation (LBD) All records related include NEPA and consultation for all alternative energy plans and applications. This captures the effort to perform consultations and produce documentation required by NEPA, such as: All work associated with all NEPA documents, programmatic and site-specific, for alternative energy. Contracting work associated with 3rd party produced NEPA documents for alternative energy projects. Preparation and	paper		FALSE		2008	2017				Numerical	n/a	FALSE		good	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	TRUE	FALSE			4K(3)			FALSE	TRUE			FALSE	TRUE	Best, Gina	Winands-Aralza, Megan		
186	18-Aug-17	Farrell, Mercyle	HQ (Sterling)	10 EBR	OREP	Records Management reference and guidance document	N/A	paper		FALSE		2002	2016				n/a	FALSE		good	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE							FALSE	TRUE	unschedule records	FALSE	TRUE	Best, Gina	Winands-Aralza, Megan			
176	18-Aug-17	Farrell, Mercyle	HQ (Sterling)	10 EBR	OREP	Reorgs	Permanent Control and Oversight Files Disposition Authority Number DAA-0048-2013-0008-0003. These records include control and oversight files that have inherent historical value, but do not document the activities of a particular High-Level Official (see 0004) or Executive Commission (see 0005). Some of the records included under this item are: # Final internal policies and directives applying to mission- and program-specific functions of the Department, or its bureaus; # Substantive policy development records and guidance for existing policies that is necessary to fully comprehend and utilize	paper		FALSE		2009	2013				Numerical	n/a	FALSE		good	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	TRUE	FALSE			0008-0003	DAA-0048-2013-0008-0003	Permanent	Cut off at the end of the fiscal year when superseded or obsolete.	Transfer to the National Archives 15 year(s) after cutoff	FALSE	TRUE			FALSE	TRUE	Best, Gina	Winands-Aralza, Megan
155	30-Aug-17	Farrell, Mercyle	AK	REAS	19 OREAS	5 year program Support Products	All Support records leading up to the final products for each 5-year program. These include: Lease sales activity records, temporary maps and all other supporting documents that are precursors of the final product as stated in 4D)(a).	paper and electronic		FALSE		1975	2017	Current (at least once a month)		Subject file classification system	2 GB	1.8 cubic feet	FALSE			FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	1001-02	4D(1)b	n1-589-12-001_f115				FALSE	FALSE			FALSE	FALSE	Hinther, Dean	Wallace, Monte	
95	04-Jun-18	Farrell, Mercyle	AK		18 OEP	Environmental Studies Case File	(b) Environmental Studies Case Records: This series includes all management 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. They include records documenting all management type oversight and work in planning the environmental study. The records also document the following activities: development of o Annual Environmental Studies Plans o Annual Regional Studies Priority Lists o	paper		FALSE		2011	2017	Current (at least once a month)		Subject file classification system	24.50 cubic feet		FALSE		Good	TRUE	FALSE	FALSE	FALSE	FALSE	FALSE	TRUE	FALSE	1001-05	4E(1)(b)	BOEM_n1-589-12-004_f115	Temporary	Cut off at close of FY or when activity is completed	Retain onsite or at an off site storage. Delete/ Destroy 25 years after cutoff.	TRUE	FALSE		No vita records	FALSE	TRUE	Hinther, Dean	Fox, Lisa		

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151	04-Jun-18	Farrell, Mercyle	HQ.MB	OBPC PO	30 OBPC	FOIA, Privacy Act, and classified documents	Records on managing information access and protection activities. Records include: correspondence related to routine implementation of the Privacy Act and administration of security classification and control; associated subject files; and feeder and statistical reports	Electronic records		FALSE	Information- POD Other Federal Records Act and Records Management Initiatives; Forms /Reports, Library/Information Services - PAR *The Privacy Act and Privacy Initiatives *Privacy Impact Assessments and Records Management Impact Assessments *Data analysis for privacy and records management classification and impacts *Freedom of Information Act (FOIA) request analysis and non-reimbursed fulfillment costs- PAE *FOIA and Privacy Act	1975	2017			Subject file classification system	1,512 Mb	1 cubic feet	FALSE		good	FALSE	FALSE	FALSE	TRUE	FALSE	FALSE		TRUE	FALSE				<div> DA A-GRS-2016-0013-0003, item 1</div>	Temporary		Destroy when 3 years old, but longer retention is authorized if needed for business use.	FALSE	TRUE			FALSE	TRUE	Decker, Karen	Allen, Melissa
152	04-Jun-18	Farrell, Mercyle	HQ.MB	OBPC PO	30 OBPC	Legal and regulatory compliance reporting records	Reports prepared in compliance with federal laws and regulations, such as the E Government Act. Agency reports and internal reports prepared by individual system owners in compliance with federal law and regulations and provided to the Senior Agency Official for Privacy.	Electronic records		FALSE	Information- POD Other Federal Records Act and Records Management Initiatives; Forms /Reports, Library/Information Services - PAR *The Privacy Act and Privacy Initiatives *Privacy Impact Assessments and Records Management Impact Assessments *Data analysis for privacy and records management classification and impacts *Freedom of Information Act (FOIA) request analysis and non-reimbursed fulfillment costs- PAE *FOIA and Privacy Act	1975	2017			Subject file classification system	1,512 Mb	1 cubic feet	FALSE		good	FALSE	FALSE	FALSE	TRUE	FALSE	FALSE		TRUE	FALSE				<div> DA A-GRS-2013-0007-0023, item 81</div>	Temporary		Destroy 2 years after submission of report, but longer retention is authorized if required for business use.	FALSE	TRUE	GENERAL RECORDS SCHEDULE 4.2: Information Access and Protection Records This schedule covers records created in the course of agencies (1) responding to requests for access to Government information and (2) protecting information that is classified or controlled unclassified, or contains personal data that is required by law to be protected.	FALSE	TRUE	Decker, Karen	Allen, Melissa	
167	30-Aug-17	Farrell, Mercyle	AK		19 OREAS	Regional Seismic Interpretative maps	All other Geological and Geophysical Maps. All data and records that do not represent final products and all hard copy versions of mapping records and reports. Includes: Shallow Seismic Shot Point Location Maps Correlated Well Logs High Resolution (Shallow) Geophysical Interpretive Maps 2D and 3D Seismic Trace Volumes and Data Sets Deep Seismic Shot-Point Location Record Set Regional and detailed Seismic Interpretive Maps Magnetic and Gravimetric Survey Records and Maps Geochemical Prospecting Survey Maps Geology Files.	paper		FALSE	All other Geological and Geophysical Maps. All data and records that do not represent final products and all hard copy versions of mapping records and reports. Includes: Shallow Seismic Shot Point Location Maps Correlated Well Logs High Resolution (Shallow) Geophysical Interpretive Maps 2D and 3D Seismic Trace Volumes and Data Sets Deep Seismic Shot-Point Location Record Set Regional and detailed Seismic Interpretive Maps Magnetic and Gravimetric Survey Records and Maps Geochemical Prospecting Survey Maps Geology Files.	1975	2017	Current (at least once a month)		Subject file classification system	0.2 cubic feet		FALSE		good	FALSE	FALSE	FALSE	TRUE	FALSE	FALSE		TRUE	FALSE	3A(2)		BOEM_n1-589-12-003_0115	Temporary	Cutoff at close of FY or when activity is completed.	Retain on site of at the FRC. Delete/Destroy 75 years after cutoff. Longer retention is authorized if required for business use.	TRUE	FALSE			FALSE	TRUE	Hinther, Dean	Wallace, Monte	
154	30-Aug-17	Farrell, Mercyle	AK	REAS	19 OREAS	Bid Appea Analysis (NAG)	Bid Appea 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. Includes: Field determination appeals records Rejected bid appeal economic review reports	paper		FALSE		1975	2017	Current (at least once a month)		Subject file classification system	2.0 cubic feet		FALSE		good	FALSE	FALSE	FALSE	TRUE	FALSE	FALSE		TRUE	FALSE	1003-01	3E(2)	BOEM_n1-589-12-003_0115	Temporary	Cutoff at close of FY or when activity is completed	Retain onsite or at the FRC. Delete/Destroy 25 years after cutoff	TRUE	FALSE			FALSE	TRUE	Hinther, Dean	Wallace, Monte	
166	30-Aug-17	Farrell, Mercyle	AK	RE	19 OREAS	GEOCHEMICAL REPORTS	Digital Final Maps Interpretive Report Products for Tectonic and Stratigraphic Investigation, Lease/Well Development and Reserve Estimations. Includes: Regional Geologic and Geophysical (G&G) Mapping and Interpretations (NAI) All final products only in digital format, for maps and interpretive reports, developed for determining the geological and geophysical significance of both analyzed and processed G&G information. EXCLUDES:	paper		FALSE		1975	2017	Current (at least once a month)		Subject file classification system	0.1 cubic feet		FALSE		good	FALSE	FALSE	FALSE	TRUE	FALSE	FALSE		TRUE	FALSE	3A(1)	BOEM_n1-589-12-003_0115	Permanent	Cut off after issuance of the permit under which the inclusive geological/geophysical information was collected under 30 CFR 1551.14.	Transfer eligible electronic records to NARA 50 years after cut off under the instructions in 35 CFR 1235.44-50. OR whichever guidance is in place at the time of transfer. Subsequent transfers to NARA will occur 15 years after cutoff. Upon request NARA wi	FALSE	TRUE			FALSE	TRUE	Hinther, Dean	Wallace, Monte		
156	30-Aug-17	Fawcett, Susan	AK	REAS	19 OREAS	Individual Lease Sale Areas of Interest (AAF)	Individual Lease Sale Areas of Interest (AAF) All records related to information and Nominations and the Area Identification steps of the presale process, the area to consider for leasing for a proposed sale; includes but not limited to: Individual Lease sale/areas of interest determination documents Documents showing Hydrocarbon List analyses of open-hole data on unleased blocks in the GOM to develop a digital, web-site page or paper publication that identifies well bores with hydrocarbons	paper		FALSE		1975	2017	Current (at least once a month)		Subject file classification system	21.47 cubic feet		FALSE		good	FALSE	FALSE	FALSE	TRUE	FALSE	FALSE		TRUE	FALSE	1001-01	4D(5)	BOEM_n1-589-12-004_0115	Temporary	Cut off at close of FY or when activity is completed	Retain onsite or at an off site storage. Delete/Destroy 25 years after cutoff.	TRUE	FALSE			FALSE	TRUE	Hinther, Dean	Wallace, Monte	

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157	30-Aug-17	Farrell, Mercyle	AK	REAS	19 OREAS	NEPA Compliance for Lease Sales (AAH)	NEPA Compliance for Lease Sales (AAH) All records related to preparing Environmental Assessments (EAs) or Environmental Impact Statements (EIS) in support of individual Offshore OCS oil and gas lease sales. The work includes ensuring National Environmental Policy Act (NEPA) procedural compliance, performing NEPA analyses, and preparing EA or EIS documents. Includes: Management and oversight of the NEPA process scoping activities and public hearings supportive environmental and	paper and electronic		FALSE		1975	2017	Current (at least once a month)		Subject file classification system	0.8 cubic feet		FALSE		good	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	TRUE	FALSE	1001-03	4D(6)		BOEM_n1-589-12-004_sf115	Temporary	Cut off at close of FY or when activity is completed	Retain onsite or at an off site storage. Delete/ Destroy 75 years after cutoff.	TRUE	FALSE			FALSE	TRUE	Hinther, Dean	Wallace, Monte
158	30-Aug-17	Farrell, Mercyle	AK	REAS	19 OREAS	(b) Environmental Studies Case Records:	(b) Environmental Studies Case Records: This series includes all management 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 release decisions. They include records documenting all management type oversight and work in planning the environmental study. The records also document the following activities: development of o- Annual Environmental Studies Plans o- Annual Regional Studies Priority Lists o-	paper		FALSE		1975	2017	Current (at least once a month)		Subject file classification system	.9 cubic feet		FALSE		good	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	TRUE	FALSE	1001-06a		N1-473-88-1	Permanent	Cut off when study is completed.	Transfer to FRC 15 years after cutoff. Transfer to National Archives 30 years after cutoff.	TRUE	FALSE			FALSE	TRUE	Hinther, Dean	Wallace, Monte	
159	30-Aug-17	Farrell, Mercyle	AK	REAS	19 OREAS	Exploration Plans (AAT)	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 Band 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 Geophysical Survey Reports and coordination coordination, and approval, related to exploration and drilling	electronic		FALSE		1975	2017	Current (at least once a month)		Subject file classification system	12 GB		FALSE		good	FALSE	FALSE	FALSE	TRUE	FALSE	FALSE	TRUE	FALSE	1101-02N(1)	5A(2)		BOEM_n1-589-12-005_sf115	Temporary	Cut off at close of FY or when activity is completed	Retain on site or at the FRC. Delete/Destroy 75 years after cutoff.	TRUE	FALSE			FALSE	TRUE	Hinther, Dean	Wallace, Monte	
160	30-Aug-17	Farrell, Mercyle	AK	REAS	19 OREAS	Development and Production Plans and Related Permits (AAW)	5A(4) Development and Production Plans and Related Permits (AAW) All records related to the processing, review, evaluation, analysis, coordination, and approval of development plans and permits; Development Production Plans (DPP), Development Operations, Coordination Documents (DOCD), Conservation Information Document (CID), and development right of use and easement, and other non-well permits, as described in the regulation 30 CFR 250 Subpart B, C, I, Q and related requirements. Includes:	electronic		FALSE		1975	2017	Current (at least once a month)		Subject file classification system	12 GB		FALSE		good	FALSE	FALSE	FALSE	TRUE	FALSE	FALSE	TRUE	FALSE	5A(4)		n1-589-12-005_sf115			TRUE	FALSE			FALSE	TRUE	Hinther, Dean	Wallace, Monte			
161	30-Aug-17	Farrell, Mercyle	AK	RE	19 OREAS	File Inventory & Disposal	Administration Records of Specific Temporary Value Disposition Authority Number DAA-0048-2013-0001-0003 These records are necessary to provide accountability for a specific administrative function or functions, but are not necessary immediately after fulfillment of that purpose, and often cannot be legally retained beyond that task or duty for any substantial length of time. Even when not required, preservation of such documents may weaken active records. Records that are filed under this category must be carefully	paper and electronic		FALSE		1975	2017	Current (at least once a month)		Subject file classification system	1 MB	.01 cubic feet	FALSE		Good	FALSE	FALSE	FALSE	TRUE	FALSE	FALSE	TRUE	FALSE	0001-0003	DAA-0048-2013-0001-0003	Temporary	Cut off when the object or subject the records refer to is removed/discontinued (e.g. commission terminated, register/list superseded, temporary structures removed, etc.). See specific bureau/office instructions for individual cases	Destroy when no longer needed	FALSE	TRUE			FALSE	TRUE	Hinther, Dean	Wallace, Monte			
162	30-Aug-17	Farrell, Mercyle	AK	RE	19 OREAS	Mission Files	Short Term Policy Planning and Development Files: All records relating to policy issues that are that do not warrant permanent retention Bureau & DOI Initiatives - (PAF) President Management Agenda - (PMA) Provide General Management - (POB), (PPB), (PEB), (SOU) Provide Statistical Information & Analysts - (PMT), Economic Policy Analysts (SPE) Memorandum of Understanding (MOU)	paper		FALSE		1975	2017	Current (at least once a month)		Subject file classification system	6.1 cubic feet		FALSE			FALSE	FALSE	FALSE	TRUE	FALSE	FALSE	TRUE	FALSE	2A(2)		n1-589-12-002_sf115	Temporary	Cut off at close of FY or when activity is completed.	Retain onsite or at the FRC. Delete/ Destroy 7 yrs after cutoff.	FALSE	TRUE			FALSE	TRUE	Hinther, Dean	Wallace, Monte		

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163	30-Aug-17	Farrell, Mercyle	AK	RE	19 OREAS	Memorandum of Understanding	Administrative Function Files/ Audits and Investigation Files All records relating to administrative functions. Mission files created and maintained in offices whose primary function involves support activities such as personnel, procurement, property, transportation, travel, communication, budget and similar internal management functions and audit/investigation files relating to internal audits, investment and evaluation records conducted in the review of BOEM business process. These records include but are not limited to final audit or evaluation	Paper		FALSE		1975	2017	Current (at least once a month)			0.1 cubic feet		FALSE		good	FALSE	FALSE	FALSE	TRUE	FALSE	FALSE		TRUE	FALSE		1G(1)		n1-589-12-001-f115	Temporary	Cut off at the end of the fiscal year, or when activity is completed	Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 10 years after cut off.	FALSE	TRUE			FALSE	FALSE	Hinther, Dean	Wallace, Monte
140	13-Mar-18	Farrell, Mercyle	GOMK		23 OE	Analysis and Evaluation of OCS Environmental Compliance (DAR)	Analysis and Evaluation of OCS Environmental Compliance (DAR) All records comprising activities employed to analyze, assess, and evaluate OCS energy producing activities in accordance with established environmental legal mandates, regulations, lease stipulations, approved plans and permits, and conditions of approval. Includes: Conduct evaluations related to various environmental laws, regulations, executive orders, etc., to include but not limited to OCS Lands Act, Code of Federal Regulations (specific citations, e.g., 30 CFR 250, 30 CFR 225)	electronic		FALSE		2000	2017	Semicurrent (Less than once a month)		Subject file classification system	n/a		FALSE		good	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE		TRUE	FALSE		5B(6)	BOEM_n1-589-12-005_f115	Temporary	Cut off at close of FY or when activity completed	Retain on site or at the FRC. Delete/Destroy 25 years after cutoff.	TRUE	FALSE	OE have several people doing the inventory: Belinda Drevitt, Debbie Miller, Debra Vigil ESP is the final place for their Office of the environment are using bucket 4 and 5 official records and EIS records are being scan. Office of environment has an internal website information is uploaded on the website. No vita records	FALSE	TRUE	Belloso, Patricia, Waddell, Steve	Belloso, Patricia, Rouse, Mark, Waddell, Steve		
153	20-Oct-17	Farrell, Mercyle	HQ MIB	OBPC PO	30 OBPC	Computer matching program notices and agreements.	Agency copy of notices of intent to share data in systems of records with other Federal, state, or local government agencies via computer matching programs, and related records documenting publication of notice in the Federal Register per the Privacy Act of 1974 (5 U.S.C. 552a(k)(2)), as amended. Also agreements between agencies, commonly referred to as Computer Matching Agreements, prepared in accordance with Office of Management and Budget Final Guidance. Includes documentation of Data Integrity Board (DIB) review and approval of matching programs and agreements, and	Electronic records		FALSE	Information: POC (The Federal Records Act and Records Management Initiatives; Forms /Reports, Library/Information Services - PAR *The Privacy Act and Privacy Initiatives *Privacy Impact Assessments and Records Management Impact Assessments *Data analysis for privacy and records management classification and impacts *Freedom of Information Act (FOIA) request analysis and non-reimbursed fulfillment costs- PAE *FOIA and Privacy Act	1975	2017			Subject file classification system	1,512 Mb	1 cubic feet	FALSE		good	FALSE	FALSE	FALSE	TRUE	FALSE	FALSE		TRUE	FALSE		<div>DAA-GRS-2016-003-0005, Item 170</div>	Temporary		Destroy upon supersession by a revised notice or agreement, or 2 years after matching program ceases operation, but longer retention is authorized if required for business use.	FALSE	TRUE	GENERAL RECORDS SCHEDULE 4.2. Information Access and Protection Records This schedule covers records created in the course of agencies (1) responding to requests for access to Government information and (2) protecting information that is classified or controlled unclassified, or contains personal data that is required by law to be protected.	FALSE	TRUE	Decker, Karen	Allen, Melissa			
36	24-Oct-17	Farrell, Mercyle	HQ MIB		29 OPA	Public Affairs Records / Public Affairs	Records of all DOI activities devoted to the exchange of information between DOI and its stakeholders in support of the DOI mission. These records are created and maintained for the primary purpose of representing DOI to the public, state, local and international governments, tribal nations, the news media and other private groups. Included are public information releases, the record copy of DOI speeches and public appearances by High-Level Officials, and records documenting major DOI events. These records include: News Releases, Speeches, Publications,	electronic		FALSE	folders are arranged into a sub folder category	2010	2017	Other, explain	day to day	Subject file classification system	N/A		FALSE		good	FALSE	TRUE	FALSE	TRUE	FALSE	FALSE		TRUE	FALSE		0008-0008 DAA-0048-2013-0008-0008	Permanent	Cut off at the end of the fiscal year in which the event occurred or the publication was produced.	Transfer to the National Archives 15 year(s) after cutoff Accessioning off	FALSE	TRUE	People who took part of the interview, Blossom Robinson, Dawn Buras, Marjorie Weisskohl, Renee Clarke-Bonner, John Callahan-Alaska sub schedule 5.2 Photography and Negatives - Digital Images Disposition Authority Number DAA-0048-2013-0008-0012 5.4 Motion Pictures, Video, and Audio Recordings - Digital Video and Audio Recordings DAA-0048-2013-0008-0014 5.5 Posters DAA-0048-2013-0008-0015	FALSE	TRUE	Buras, Dawn, Robinson, Blossom, Weisskohl, Marjorie	Clarke-Bonner, Renee			
26	19-Sep-17	Farrell, Mercyle	GOMK		23 OE	Environmental assessment, CZM Coastal zone management , impact statement	4G(4) 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. new applicants qualification records updated qualification data records reviewed and processed request acceptance from companies or other applicants for qualification by BOEM.	100 % electronic and 100 % paper		TRUE	EIS, chronological environmental studies are file by number	1953	2017	Other, explain	Daily basis	Geographical	n/a		FALSE		good	FALSE	TRUE	FALSE	FALSE	FALSE	FALSE		TRUE	FALSE	1101-02a(4)(a)	NC1-57-84-7	Temporary	Cut off when lease is terminated.	Transfer to FRC 5 years after cut off. Destroy 75 years after cut off.	TRUE	FALSE	OE have several people doing the inventory: Belinda Drevitt, Debbie Miller, Debra Vigil ESP is the final place for their Office of the environment are using bucket 4 and 5 official records and EIS records are being scan. Office of environment has an internal website information is uploaded on the website. No vita records G drive / on their desk top /TIMS / paper records are stored vault and file room. Paper is also kept in Fort worth TX FRC center /	FALSE	TRUE	Waddell, Steve	Belloso, Patricia, Rouse, Mark			

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27	19-Sep-17	Farrell, Mercyle	GOMR		22 ORDRD	Short-term Administration Records	These records encompass administrative functions described above that are produced and maintained in the course of routine business, and do not reflect government business that is subject to additional preservation. Records in this item often provide input into more valuable administrative records, either as supporting documentation or as a submission for a more comprehensive record. Records are characterized by being necessary for day-to-day operations but not long-term justification of the office's activities. There are numerous	100% electronic		TRUE	by year. Example BOM-2012-001	2000	2017	Current (at least once a month)		Chronological	10 GB		FALSE		excellent	TRUE	TRUE	FALSE	TRUE	TRUE	FALSE		TRUE	FALSE			0001-0001	DAA-0048-2013-0001-0001	Temporary	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified.	Destroy 3 year(s) after cut-off	FALSE	TRUE	The records in the administrative schedule document routine operations and administrative management functions carried out across the Department of the Interior that support government business, but do not directly document the performance of the agency's mission. Administrative records relate to common agency-wide functions such as: budget and finance, routine communications, information, technology and services, payroll and benefits, personnel, procurement and supply, facilities management, and	FALSE	TRUE	Waddell, Steve	Belloq, Patricia	
28	20-Sep-17	Farrell, Mercyle	GOMR		24 LP	Leasing and Sale Adjudication, Bonding, Financial Insurance	4G(2) 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: Lease administration and adjudication documents Lessee or operator reviews and possible bankruptcy action documents Lease status review documents Fishermen's Contingency Fund claims records Designation of Operator Forms Lease clearance time extensions Weekly Adjudication Reports.	90% electronic 10% paper		FALSE	Lease Number	1953	2017	Other, explain	the division work with these Records Daily	Numerical	n/a	FALSE		good	TRUE	FALSE	FALSE	TRUE	TRUE	FALSE		TRUE	FALSE		4G(1)	n1-589-12-001_d115	TEMPORARY	Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage.	Delete/ Destroy 75 years after cut-off	TRUE	FALSE	Schedule 5A(2) and 5A(4) also applies to this group. Steven and Patty are the respondent to for the plans part of the schedule. Kimberly Price was part of the inventory Leasing Records Schedule are 4G(2) Lease Rights-of-Way or Operating Rights Assignments (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 old series number NC1-57-84-7 1101-02a(2) 1703-02a(1)	FALSE	TRUE	Waddell, Steve	Moddy, Shannon			
29	20-Sep-17	Farrell, Mercyle	GOMR		25 RE	Plans	Exploration Plans (EP) All records related to the processing, review, evaluation, analysis, coordination, and approval of Exploration Plans (EP), as described in 30 CFR 250 Subpart Band 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 Geophysical Survey Reports and coordination coordination, and approval, related to exploration and drilling	electronic		TRUE	Plan number	1953	2017			Numerical	n/a	FALSE		good	FALSE	FALSE	FALSE	FALSE	TRUE	FALSE		TRUE	FALSE		5A(4)	n1-589-12-001_d115	TEMPORARY	Cut off at close off/when activity is completed.	Retain on site or at the FRC. Delete/Destroy 75 years after cut-off	TRUE	FALSE	Exploration Plans (EP) All records related to the processing, review, evaluation, analysis, coordination, and approval of Exploration Plans (EP), as described in 30 CFR 250 Subpart Band 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 Geophysical Survey Reports and coordination coordination, and approval, related to exploration and drilling	FALSE	TRUE	Waddell, Steve	Skinner, John			
30	20-Sep-17	Farrell, Mercyle	GOMR		21 PA	Administration, budget, travel EIS, Studies, maps	Administrative Function Files/ Audits and Investigation Files All records relating to administrative functions Mission files created and maintained in offices whose primary function involves support activities such as personnel, procurement, property, transportation, travel, communication, budget and similar internal management functions and audit/investigation files relating to internal audits, investigative and evaluation records conducted in the review of BOEM business process. These records include but are not limited to final audit or evaluation	95% electronic and 5% paper		FALSE	By subject	1900	2017			Subject file classification system	n/a	FALSE		good	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE		TRUE	FALSE		1G(1)	n1-589-12-001_d115	Temporary	Cut off at the end of the fiscal year, or when activity is completed	Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 10 years after cut-off.	FALSE	TRUE	Can't Fogot, John Filostrat are the point of contact for public affairs. Anne Maranto, is the SME for this division vital records no	FALSE	TRUE	Waddell, Steve	Filostat, John			
31	21-Sep-17	Farrell, Mercyle	GOMR		25 RE	Mission subject files, Geologic and Geophysical (G&G), leasing sale, prospect investigation files, Field studies files,	Geologic and Geophysical (G&G) Permitting (NAB) All records related to geophysical data processing for analysis of geophysical data, to help determine the constitution of the earth's interior, enabling the location of petroleum and mineral prospects. Records include: G&G permits, coordination and approval documents Coastal State/others- Geological Survey reports Seismic data processing, wave equation reports Data modeling by least square reports Scattered wave filtering reports	10% paper and 90% electronic		TRUE		1969	2017	Current (at least once a month)		Subject file classification system	275 TB	FALSE		good	TRUE	FALSE	FALSE	FALSE	TRUE	FALSE		TRUE	FALSE		0001-0001	DAA-0048-2013-0001-0001	Temporary	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified.	Destroy 3 year(s) after cut-off	TRUE	FALSE	Some records are vita records. Other records includes: 102-01a- Mission subject files 301-01 Budget and Accounting 901-01, 3a(2) G&G Exploration Permit files 901-01, 3b(2) Digital Seismic (NA, NAJ) 902-04, 3a(1) Lease Sale Activity History Files 1001-04, 3e(1) Prospect Investigation Files (NAA, NAC, NAD, NAE, NAF, NAG 10002-02-901-10, 3e(1), (2), 3d(1) Lease Sale Prospect	FALSE	TRUE	Waddell, Steve	Skinner, John			

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32	21-Sep-17	Farrell, Mercyle	GOMR		21 PA	Administration files	Administrative Support Services (66) All records relating to general Administrative Function Files/ Audits and Investigation Files All records relating to administrative functions. Mission files created and maintained in offices whose primary function involves support activities such as personnel, procurement, property, transportation, travel, communication, budget and similar internal management functions and audit/investigation files relating to internal audits, investigative and evaluation records conducted in the review of BOEM	5% paper 95% electronic		FALSE		2011	2017	Other, explain		Other (Specify)		5% cubic feet of paper	FALSE		good	FALSE	FALSE	FALSE	TRUE	FALSE	FALSE		TRUE	FALSE		1G(1)		n1-589-12-001_0115	Temporary	Cut off at the end of the fiscal year, or when activity is completed	Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 10 years after cut off.	TRUE	FALSE	First interview was conducted on Wednesday September 20th by John Filostrat and Cary Egan. Records inventory Questionnaire was completed on September 21st by Anne Maranto and Dawn Buras SME. Other records for this group pertain to Maps, studies, EIS	FALSE	TRUE	Belloco, Patricia	Waddell, Steve	
33	22-Sep-17	Farrell, Mercyle	GOMR		26 RMOG	Financial Instruments and Bonds / Bankruptcy Proceedings (ABH)	Financial Instruments and Bonds (ABH) ABA 1101-02c Bond Files 1yr NC1-57-047 includes: bond acceptance, review and administration bond financial reviews bond requirement and approval records Cost analysis for lease abandonment records 4H(1) Bankruptcy Proceedings (ABH) includes: ABH 1101- Financial Instruments and Bonds (ABH) All records related to verify the lease operator fulfillment of the legal obligation to maintain a lease bond in the required amount. The bond guarantees compliance with all of	electronic paper records gets scan and goes on the g drive		TRUE	by company and sub folders incoming and outgoing response. The agency use a (data base) to Pull information out of the Tms systems for their use.	2015	2017			Other (Specify)			FALSE		good	FALSE	FALSE	FALSE	FALSE	FALSE		TRUE	FALSE	1101-02c		NC1-57-84-7	Temporary	Cut off at end of fiscal year.	Destroy 1 year after cut off.	TRUE	FALSE	Lloyd Fanning and Patricia Belloco perform the inventory for Wendy Minturn. Some records are consider proprietary.	FALSE	TRUE	Belloco, Patricia	Minturn, Wendy			
50	16-Nov-17	Farrell, Mercyle	HQ MIB		OD ODM	27 OD	Long term Administration Records	disposition applies to administrative records that require additional retention, generally to conform to preservation standards in specific regulations, policies, or other legal/statutory requirements. These records may be more comprehensive - and complete records, involve interaction with the public in a manner that necessitates longer protections, or support a financial obligation (though these are most frequently covered by 0011). Though records in this category are more specific than those identified under 0001, it is still a broad group of documents, and an exhaustive list may not be feasible. If	paper and electronic	FALSE		2016			Other (Specify)		12 cubic feet of paper 100% electronic	FALSE		TRUE	TRUE	FALSE	TRUE	TRUE	FALSE		FALSE	TRUE				DA-0048-2013-0001-0002	Temporary	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified.	Destroy 7 year(s) after cut-off	FALSE	TRUE	currently there is no official Records schedule for DTS Document tracking system. DTS is a record tracking system the the entire agency use. All the records within DTS are copies. Al hunter is at the fish and wild life service he is the DTS point of contact for DTS Types of records memo, letters, travels thses records are copies, not records	TRUE	FALSE	Williams, Erica	Williams, Erica			
35	24-Oct-17	Farrell, Mercyle	HQ MIB		31 OPRA	Final Regulations	This item covers the final version of Departmental rules, regulations, and publications that represent the Department's official policies or procedures, applicable outside of the Department, including Federal Register notices. Records pertaining to regulatory development by a High-level Official are also filed under this item. Specific records include: • Final analyses required by laws or Executive Orders. Examples of analyses include: Final Regulatory Flexibility Analyses, NEPA-related analyses, economic analyses required by Executive Order 12866	paper and electronic	FALSE	by year, by subject matter	1989	2017	Semicurrent (Less than once a month)		Chronological	electronic N/A	3 file cabinet 3 boxes,	FALSE		paper fair / electronic good	FALSE	FALSE	FALSE	FALSE	TRUE	FALSE	FALSE		TRUE	FALSE		DA-0048-2013-0008-0010	Permanent	Cutoff at the end of fiscal year in which ewigation is superseded or obsolete	Transfer to the National Archives 15 years (5) after cut-off	FALSE	TRUE	Records Cara have are dated back to 2003 other record schedule Regulatory Development and Support Disposition Authority Number DM-0048-2013-0008-0009 Records documenting the drafts and supporting documentation created in the development of rules, regulations, and other official documents, but not including the final version of such regulations. These records also include advice, guidance, and clarification for active regulations provided to external parties, which help to define them for government business.	FALSE	TRUE	Sanders, Cara	Sanders, Cara			
23	29-Aug-17	Farrell, Mercyle	AK		17 OLP	Lease & Sales, Purchase request, Exploration plans, Development plans	4D(1)(a) 5-Year Program Final Products (AAA) All final products for each 5-year program. This includes Draft, Proposed, Final, and Revised OCS Oil and Gas Leasing program Documents 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	electronic 95% paper 5% copies of EP		TRUE	by projects	2011	2017	Other, explain	records are manage on a day to day base, most information comes into the shared mailbox.	Chronological	5 GB / 10 GB / 3 hard drives of TD	FALSE		Good	FALSE	FALSE	FALSE	TRUE	FALSE	FALSE		TRUE	FALSE		4D (1) (see notes)	N1-589-12-004	Permanent	cut off at close of FY or when activity is completed	Transfer digital copies (only) of all completed Five-Year Program records to NARA upon approval of this schedule for subsequently added Five-Year Program records, transfer electronic files (including nonproprietary public versions) to the National Archives at three year intervals under the mstructrwns in 36 CFR 12.25.44-50, or whichever transfer guidance is in place at the time of the transfer.	TRUE	FALSE	some of the leasing records are considered vita records PII admin records PII proprietary PII DPP OFFICE OF LEASING AND PLANS consist of (DOI-1) 1. Management Objective Files GSA 1-20 File Inventory & Disposition Plan 4D(1) Block Nomination File 4F 5-year Program (2012 - 2017) 4F 5-year Program (2017-2021) 4D(4) Sales 193 - LS193 Sales 237 - LS237 Sales 242 - LS242 Sales 224 - LS244 102-01A LAD 5 & 3 Mission Subject Files	FALSE	TRUE	Hirther, Dean	Williamson, Lori			

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37	25-Oct-17	Farrell, Mercyle	HQ MIB	OBPC PO	30 OBPC	Information Management and Files (65)	Information Management and Files (65) All records relating to Information Management and used to report all work related to IT information resources as well as Central Files, Mailrooms, and Library/Information Services for developing, coordinating, and implementing policies, standards, guidelines, reporting, and providing related technical assistance. Reporting for this activity occurs throughout the lifecycle of information, records, data files and inclusive of the following work elements and functions: • Records pertaining to information services (but not information technology or systems files (request files reports on agency implementation of the current Executive order on classified national security information, and other general agency implementation); and information service project case files. This item does not include FOIA, Privacy Act, or Mandatory Declassification Requests that warrant long-term preservation (when a request is denied, and any appealed requests). Privacy Act amendment case files, or any documents concerning the erroneous release of information. • Records pertaining to information services (but not information technology or systems files (request files reports on agency implementation of the current Executive order on classified national security information, and other general agency implementation); and information service project case files. This item does not include FOIA, Privacy Act, or Mandatory Declassification Requests that warrant long-term preservation (when a request is denied, and any appealed requests). Privacy Act amendment case files, or any documents concerning the erroneous release of information.	paper and electronic records		FALSE	Information- POD OTH Federal Records Act and Records Management Initiatives; Forms /Reports, Library/Information Services - PAR •The Privacy Act and Privacy Initiatives •Privacy Impact Assessments and Records Management Impact Assessments •Data analysis for privacy and records management classification and impacts •Freedom of Information Act (FOIA) request analysis and non-reimbursed fulfillment costs- PAE •FOIA and Privacy Act number system broken down by department and file by the year when complete by the year and number	2012	2017	Current (at least once a month)		Subject file classification system	1,512 MB	1 cubic feet	FALSE		Good	FALSE	FALSE	FALSE	TRUE	FALSE	FALSE	FALSE	TRUE	FALSE				1F	n3-589-12-001_0f115	TEMPORARY:	Cut off at the end of the fiscal year, or when activity is completed	Transfer to the FRC 3 years after the cut-off DELETED/DESTROY 7 years after cut-off.	TRUE	FALSE	non sensitive PII pertains to incident report	FALSE	TRUE	Decker, Karen	Allen, Melissa
39	25-Oct-17	Farrell, Mercyle	HQ MIB	OD FOIA	27 OD	FOIA Short-term Administration Records	Records pertaining to information services (but not information technology or systems files (request files reports on agency implementation of the current Executive order on classified national security information, and other general agency implementation); and information service project case files. This item does not include FOIA, Privacy Act, or Mandatory Declassification Requests that warrant long-term preservation (when a request is denied, and any appealed requests). Privacy Act amendment case files, or any documents concerning the erroneous release of information.	electronic 90%, 10% paper		TRUE	number system broken down by department and file by the year when complete by the year and number	2012	2017	Other, explain	day to day	Numerical	160 GB	22 cubic feet	FALSE		Good	FALSE	FALSE	FALSE	TRUE	TRUE	FALSE	TRUE	FALSE			0001-0001	DAA-0048-2013-0001-0001	Temporary	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified.	Destroy 3 year(s) after cut-off	FALSE	TRUE	FOIA appeals	FALSE	TRUE	Williams, Erica	Alcantara, Natasha		
44	26-Oct-17	Farrell, Mercyle	HQ MIB		32 ETH	Ethics training records.	Records include but are not limited to: administration of new employee ethics orientations, annual, and other types of ethics training agency's annual written plans, notices about training requirements and course offerings, rosters of employees required to attend and verification of training completed, instructor guides, handbooks, handouts and other materials	paper 30%, by electronic 70%		FALSE	by employee, table by the year and description of the document	2011	2017	Other, explain	day to day, depending on the records may be annual	Other (Specify)	n/a	1 cubic feet	FALSE		good	TRUE	FALSE	FALSE	TRUE	FALSE	FALSE	TRUE	FALSE			<div>DAA-GRS-2016-0014</font color=red-20</div>	Temporary	Destroy when 6 years old or when superseded, whichever is later, but longer retention is authorized if required for business use.		FALSE	TRUE	GENERAL RECORDS SCHEDULE 2.6: Employee Training Records	FALSE	TRUE	This schedule covers records about designing, developing, and implementing employee training within Federal agencies that is not mission-related. Typically, such training is routine or mandatory and covers general knowledge and actions all agencies expect of employees, such as training on information security, anti-harassment, ethics, EEO compliance, drug-free workplace, records management, and travel card use. In other words, training on administrative activities. It does not	FALSE	TRUE	Wells, Leigh	Wells, Leigh
45	26-Oct-17	Farrell, Mercyle	HQ MIB	OBPC BFB	30 OBPC	Program Monitoring and Policy Development	These records are accumulated in the regular monitoring and oversight of Federal programs, and in the formulation of policies and decisions regarding resource allocation, but do not include the final product of such documents. Also included are other routine oversight files that do not pertain to a single program or office. Specific records include: • Program evaluation and review files; • Delegations of authority or succession memoranda; • Political appointment files that do not require Senate confirmation; • Budget formulation records for the Departmental budget, including presentations and	100% electronic		FALSE		1985	2017	Other, explain	day to day operation may reference this information for events that the agency is working on	Chronological	2.66 GB	6 cubic feet	FALSE		Good	TRUE	FALSE	FALSE	FALSE	FALSE	TRUE	FALSE			0008-0001	DAA-0048-2013-0008-0001	Temporary	Cut off at end of fiscal year in which final document is superseded/obsolete or upon determination that no final will be produced. If not a supporting record, cut off at end of fiscal year when created.	Destroy 5 year(s) after cut-off	FALSE	TRUE	The Office of Budget & Program records office are Specific work Products of Formulation Division that include: Annual Budget Justification (Greenbook) Budget Estimates Budget Proposal Apportionments Response to Secretarial and OMB Budget Passback Budget Roll-out materials Appropriations tracking table BOEM Specific Summaries Related to Draft and Passed Appropriation Bills Crosscuts	FALSE	TRUE	Privacy Records' Location Hard copy - Cube 465-	FALSE	TRUE	Decker, Karen	Lamb, Beth
46	15-Nov-17	Farrell, Mercyle	HQ MIB	OBPC PC	30 OBPC	Short term Administration Records /Short-term Human Resources Records /	These records encompass administrative functions described above that are produced and maintained in the course of routine business, and do not reflect government business that is subject to additional preservation. Records in this item often provide input into more valuable administrative records, either as supporting documentation or as a submission for a more comprehensive record. Records are characterized by being necessary for day-to-day operations but not long-term justification of the office's activities. There are numerous	paper 5 % electronic 95%		FALSE		2011	2017	Other, explain	monthly depends on the work load	Subject file classification system	Electronic - C:\Users\Public\Documents\BOEM Privacy Hard copy - Cube 465-C4	FALSE		good	FALSE	FALSE	FALSE	TRUE	TRUE	FALSE	TRUE	FALSE			DM-0048-2013-0001-0001	Temporary	Cut off record as instructed in the agency/bureau records manual, or at the end of the fiscal year in which the record is created if no unique cut-off is specified.	Destroy 3 year(s) after cut-off	FALSE	TRUE	This agency also use Short-term Human Resources Records Disposition Authority Number DAA-0048-2013-0001-0004 These records encompass human resources/payroll files described above that are not needed for extended preservation. Records are characterized by being necessary for day-to-day operations but not long-term justification of the office's activities. There are numerous records covered under this item, and compiling an exhaustive list is not feasible. Offices are responsible for creating a detailed file plan or similar document to note all records they	FALSE	TRUE	Decker, Karen	Richardson, Tamara				

ID	Date Prepared	Person Doing Inventory	Region	Division	Office	Series Title	Series Description	Medium	Location/ System	Duplicates in another place or medium	Duplicates/Explanation	Series Start Date	Series End Date	Reference Activity	Finding Aid (if any)	Arrangement	Electronic Volume	Paper Volume	Office of Primary Responsibility	Annual Accumulation	Condition of Records	Confidential Information	Classified	Access Controls	PII	CUI	Vital Records	Index/ filing Procedures	Schedule Identified	Schedule Not Identified	MMS Code	BOEM Code	DRS Code	Records Schedule/ Disposition Authority	Disposition Status	Cutoff	Transfer/Disposal Period	Revision to schedule needed?	No Revision Needed	Justification for New or Revised Schedule	Notes	Copy or NonRecord	Record	Liaisons Multi	SMEs Multi
47	15-Nov-17	Farrell, Mercyle	HQ.MB	OBPC DM	30 OBPC	Short-term Administration Records / Long-term Administration Records	7. Records relating to administrative management activities, excluding personnel records, budget, and accounting, which are covered elsewhere (see 0004-0011). Included are management control records for routine operations of a program (reports and assurance statements created below the agency level, procedures and guidance files, risk analyses, control plans, and tracking files); records management activities limited to SF 1155 Request for Records Disposition Authority (or similar record), records holdings files, and other routine correspondence;	electronic		FALSE		2015	2017	Current (at least once a month)		Subject file classification system	100 MB		FALSE		good	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE		TRUE	FALSE			0001-0001	DAA-0048-2013-0001-0001	Temporary	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified.	Destroy 3 year(s) after cut-off	FALSE	TRUE		this office also covers System Planning, Design, and Documentation Disposition Authority Number DAA-0048-2013-0001-0014 These records include: • Data system specifications, codebooks, record layouts, user guides, output specifications, and final reports • System security plans and disaster recovery plans • Documents identifying IT risks and analyzing their impact, risk measurements and assessments, actions to mitigate risks, implementation of a risk action plan, service test plans, and test file/data Agreements formalizing	FALSE	TRUE	Decker, Karen	Boyd, Warren
48	16-Nov-17	Farrell, Mercyle	HQ.MB	OBPC BEB	30 OBPC	Financial and Acquisition Management and Short-term Financial Acquisition Records	Short-term Financial and Acquisition Records Disposition Authority Number DAA-0048-2013-0001-0010 These records encompass financial/acquisition functions described above that are produced and maintained in the course of routine business, and do not reflect government activities that are subject to additional preservation. Records in this item often provide input into more valuable financial records, either as supporting documentation or as a submission for a more comprehensive record. Records are characterized by being	10% paper 90% electronic		FALSE		2007	2017	Other, explain	day to day operation	Subject file classification system	48.7 MB		FALSE		Good	FALSE	FALSE	FALSE	FALSE	TRUE	FALSE		TRUE	FALSE			DAA-0048-2013-0001-0010	Destroy 3 year(s) after cut-off	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified		FALSE	TRUE		This agency is also using records schedule DAA-0048-2013-0001-0011	FALSE	TRUE	Decker, Karen	Jackson, Karen	
97	04-Jun-18	Farrell, Mercyle	AK		18 OEP	Short Term Policy Planning & Development (MOU)	Short Term Policy Planning and Development Files: All records relating to policy issues that are that do not warrant permanent retention Bureau & DO initiatives - (PAF) President Management Agenda - (PAH) Provide General Management (POB), (PPB), (PEB), (SOL) Provide Statistical Information & Analysts - (PMT) Economic Policy Analysts (SPE) Memorandum of Understandings (MOUs)	PAPER		FALSE		2001	2017	Current (at least once a month)		Subject file classification system	1.15 cubic feet		FALSE		good	TRUE	FALSE	FALSE	FALSE	FALSE	FALSE		TRUE	FALSE		2A(2)	0008-0001	DAA-0048-2013-0008-0001	Temporary	Cut off at end of fiscal year in which final document is superseded/obsolete or upon determination that no final will be produced. If not a supporting record, cut off at end of fiscal year when created.	Destroy 5 year(s) after cut-off	TRUE	FALSE		no vita records	FALSE	TRUE	Hinther, Dean	Fox, Lisa
34	24-Oct-17	Farrell, Mercyle	HQ.MB		28 OCA	Official Legislative and Judicial Repepresentation	Records under this item consist of official representation of the Department on judicial or legislative matters. Included are: • Official documents rendering legal opinion and advice that results in policy for the Department as a whole, generally issued by the Solicitor; • Official records establishing the Department's position and comments to the White House about legislative matters of interest to the Department, including on pending and proposed legislation, executive orders, modifications to existing laws, and similar legislative matters; • Records documenting official	Electronic		FALSE	records and arrange by the author of the letter subject matter	1987	2017	Noncurrent (Not used for current business)		Other (Specify)	5GB		FALSE		Good	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE		TRUE	FALSE			0001-0008	DAA-0048-2013-0001-0008	Temporary	Cut off upon separation of employee from the Department of the Interior.	Destroy 60 year(s) after cut-off.	FALSE	TRUE		electronic 2004 / paper 1987 paper records and sent to Iron Mountain	FALSE	TRUE	Tilton, Lee	Tilton, Lee
13	18-Aug-17	Farrell, Mercyle	HQ (Sterling)	10 EBRE	OREP	NEPA studies environmental documents	NEPA Compliance for the 5-Year Program (AAB) All records related to planning and conducting studies and preparing environmental impact statements (EIS) in support of the 5-Year Outer Continental Shelf (OCS) Program. Records include activities: The planning and conduct of document preparation/procurement to support programmatic EIS Records of NEPA procedural compliance, analysis, oversight management, Federal Register notices, scoping and public hearings and preparation of EIS Documents	electronic		TRUE		2009	2017			Subject file classification system			FALSE		good	FALSE	FALSE	FALSE	TRUE	TRUE	FALSE		TRUE	FALSE		4E(1)	n1-589-12-001_of115	Temporary	Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage.	Delete / Destroy 25 years after cutoff.	FALSE	TRUE		the department has a file room, that's not being used.	FALSE	TRUE	Best, Gina, Money, Wendy	Winands-Aralza, Megan	
2	01-Aug-17	Farrell, Mercyle	PAC	3 LM	OSR	Budget	All records related to budget development, formulation and execution that support the organization as a whole. Records include but not limited to: analysis, preparation, submission, justification, monitoring of budget data and other related functions and records of the following work elements.	paper and electronic		FALSE		1990	2000			Subject file classification system	N/A		FALSE		good	TRUE	TRUE	FALSE	FALSE	FALSE	FALSE		TRUE	FALSE		1A	n1-589-12-001_of115	Temporary	Cut off at the end of the fiscal year, or when activity is completed	Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off	TRUE	FALSE		Jim Souther help with the records inventory	FALSE	TRUE	Souther, Jim	Ojukwu, Chima	
3	02-Aug-17	Farrell, Mercyle	PAC	3 LM	OSR	Fisherman's Contingency Fund	Request from the National Marine Fisheries Service for identification of lessee/operator to recover revenue or equipment losses by fishermen as a result of leasing activities.	10 % paper 90% electronic		FALSE		1965	2014			Geographical	N/A		FALSE		good	FALSE	FALSE	FALSE	TRUE	FALSE		TRUE	FALSE	707-06	1L	n1-589-12-001_of115	Cut-off at the close of fiscal year.	Destroy 5 years after cut-off	TRUE	FALSE		Kevin Smith provided input for the inventory LM	FALSE	TRUE	Souther, Jim	Ojukwu, Chima, Smith, Kevin			

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4	01-Aug-17	Farrell, Mercyle	PAC	3 LM	OSR	Geologic and Geophysical (G&G) Permitting	All records related to geophysical data processing for analysis of geophysical data, to help determine the constitution of the earth's interior; enabling the location of petroleum and mineral prospects. Records include: • G&G permits, coordination and approval documents • Coastal State/others-Geological Survey reports • Seismic data processing, wave equation reports • Data modeling by least square reports Scattered wave filtering reports	Paper		FALSE		1965	2014	Other, explain		Other (Specify)			FALSE			FALSE	FALSE	FALSE	FALSE	TRUE	FALSE	TRUE	FALSE	901-01a	3D(2)		n1-589-12-001_of115	Temporary	Cut off at close of FY or when activity is completed. Retain onsite or at the FRC	Delete / Destroy 75 years after cutoff. Longer retention is authorized if required for business use.	TRUE	FALSE	Currently these records are being propose for revision by DOI Kevin Smith conducted the inventory from Lease Management . China Ojukwu is the SME Jim Souther help with the inventory	FALSE	TRUE	Souther, Jim	Ojukwu, China, Smith, Kevin		
5	01-Aug-17	Farrell, Mercyle	PAC	2 RE	OSR	Administrative Records	Process Litigation for Indian Trust (70) All records relating to litigation—the formal process in a court or administrative agency in which legal rights and obligations are contested by the parties and decided by a Judge. This activity covers any and all work associated with administrative or judicial litigation related to Indian Trust other than probate. It also includes litigation support provided by the bureau and offices, legal representation provided by the Office of the Solicitor, and adjudications provided by the Office of Hearings and Appeals records generated in activities of the	Paper		FALSE		102014	82017			Other (Specify)	4 files		FALSE			FALSE	FALSE	FALSE	TRUE	FALSE	FALSE	TRUE	FALSE	707-03				TRUE	FALSE	Jim Souther Lisa Gentry is also the SME for this department Currently, these records may fall under the DAA-0048-2013-0001 Schedule, waiting for final approval from DOI Disposition Authority and Disposition Status	FALSE	TRUE	Souther, Jim	Gentry, Lisa, Ojukwu, China					
6	01-Aug-17	Farrell, Mercyle	PAC		1 Admin	Mission policy - ORM 1	Records created in the preparation, coordination, and consolidation of weekly, monthly, etc., reports. Includes narrative information on program, personnel, and management activities, as well as statistical data, such as number of active leases and/or permits, number of inspections conducted, etc. Administrative Function Files/ Audits and Investigation Files All records relating to administrative functions. Mission files created and maintained in offices whose primary function involves support activities such as personnel.	Paper and electronic, P drive		FALSE		2016	2017	Other, explain		Subject file classification system	4 folders		FALSE		Good	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	TRUE	FALSE	201-05a	1G(1)		n1-589-12-001_of115	Temporary	Cut off at the end of the fiscal year, or when activity is completed	Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 10 years after cut off.	TRUE	FALSE	Bryce Kasin provided the inventory for this department for Rick Yarde was not available. This department also covers the following records: Agency schedules cross walk DAA-0048-2013-0001-0002 - Mission policy -LAD 1 - public Relation 9-2 Comments - Mission Policy & Plans	FALSE	TRUE	Souther, Jim	Kasin, Bryce		
7	03-Aug-17	Farrell, Mercyle	PAC	5 ES	OE	Environmental Studies Plan	This series includes all management oversight and work to plan environmental studies for oil and gas, renewable energy, nonenergy minerals, and other non-energy categories, and all work on individual studies projects for release decisions. They include records documenting all management type oversight and work in planning the environmental study. The records also document the following activities: • development of o- Annual Environmental Studies Plans o- Annual Regional Studies Priority Lists o- National Studies Priority Lists • consultation with the Outer Continental Shelf	Paper / DVDs		FALSE		1975	2017	Current (at least once a month)		Geographical			FALSE		Good	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	TRUE	FALSE	1001-05	4E(1)		n1-589-12-001_of115	Temporary	Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage.	Delete / Destroy 25 years after cutoff.	TRUE	FALSE	Inventory done by Cathie Dunkel this office also deals with 4E(2) records Environmental Coordination for Lease Sales (AA) All records related 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	FALSE	TRUE	Souther, Jim	Dunkel, Catherine		
8	14-Aug-17	Farrell, Mercyle	HQ (Sterling)	6 ED	OSRP	Digital Final Maps Interpretive Report Products for Tectonic and Stratigraphic Investigation, Lease/Well Development and Reserve Estimations.	Regional Geologic and Geophysical (G&G) Mapping and interpretations (NAI) All final products only in digital format, for maps and interpretive reports, developed for determining the geological and geophysical significance of both analyzed and processed G&G information. EXCLUDES: Paper copies as well as supporting G&G data that do not constitute final products.	50% paper 50% electronic		FALSE		2000	2017	Other, explain		Subject file classification system	110 GB / 4.19 TB	100 cubic feet - File Room # 322 Electronic Volume and Location 110 GB -	FALSE		Good	FALSE	FALSE	FALSE	TRUE	FALSE	FALSE	FALSE	TRUE	FALSE	3A(1)		n1-589-12-003_of115	Permanent	Cut off after issuance of the permit under which the inclusive geological/geophysical information was collected under 30 CFR 1551.14.	Transfer eligible electronic records to NARA 50 years after cut off under the instructions in 35 CFR 1235.44-50, OR whichever guidance is in place at the time of transfer. Subsequent transfers to NARA will occur 15 years after cutoff. Upon request NARA will	TRUE	FALSE	Vital Records: None In future iterations, BOEM will systematically capture the records located in the H: drives of the remaining Economics Division staff. For now, this information is sufficient to provide a baseline inventory. NOTE: For now, let's list GRS 2.2, Item 070, DAA-0048-2013-0001-0004, DAA-0048-2013-0001-0005, and DAA-0048-2013-0001-0009 as only being located in the home drive (H: drive) of Thomas Farndon, Economics Division Director.	FALSE	TRUE	Moore, Sandra	Farndon, Thomas		
10	15-Aug-17	Farrell, Mercyle	HQ (Sterling)	7 LD (SCR, MBB, PDCB, MMP)	OSRP	Leasing files	All Support records leading up to the final products for each 5-year program. These include: Lease sales activity records, temporary maps and all other supporting documents that are precursors of the final product as stated in 401(a).	90 % paper, 10% electronic		FALSE		1970	2017	Current (at least once a month)		Chronological	24GB	The Sale coor branch, 54 to 60 Feet of paper in the file room 322	FALSE		good	FALSE	FALSE	FALSE	FALSE	TRUE	FALSE	TRUE	FALSE	4D(1)b		n1-589-12-001_of115	Temporary	Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage.	Delete/ Destroy 25 years after cut off	TRUE	FALSE		FALSE	TRUE	Martin, Amy	Kruger, Andrew			

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25	30-Aug-17	Farrell, Mercyle	AK	RAS	19 OREAS	Long term Administration records	Long-term Administration Records Disposition Authority Number DAA-0048-2013-001-0002 This disposition applies to administrative records that require additional retention, generally to conform to preservation standards in specific regulations, policies, or other legal/statutory requirements. These records may be more comprehensive and complete records, involve interaction with the public in a manner that necessitates longer protections, or support a financial obligation (though these are most frequently covered by 0011). Though records in this category are more specific than	Paper and electronic		FALSE	file codes date order	1975	2017	Other, explain	depends on lease sales, looking at data in the volt day to day	Subject file classification system	61 MB	131 cubic feet paper	FALSE		old records are not that good, new records are in good condition	FALSE	FALSE	FALSE	TRUE	FALSE	FALSE		TRUE	FALSE			0001-0002	DAA-0048-2013-001-0002	Temporary	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified.	Destroy 7 year(s) after cut-off	FALSE	TRUE	Virginia Hoffman help with the records inventory Proprietary records Most if the records in the vault or records room are consider reference material. the office has have a file plan for RE dated back to 1993-1994 for the volt New, Bucket list series # or other manual references are mostly derived from Alaska Region records manager Dean Hinder's crosswalk document. The Alaska Region RAS office is in the process of moving digital records of G&G data Masters from old media (CD/DVD) are	FALSE	TRUE	Hinther, Dean	Hoffman, Virginia, Wallace, Monte	
12	15-Aug-17	Farrell, Mercyle	HQ (Sterling)	1D FCSA, MMB, POCB, MMBP	OSRP	Official Marine Cadastral	Official Marine Cadastral Descriptions (AAE)-All records related to Offshore cadaster that defines various boundaries and aerial measurements prior to offering an area for lease. Includes Cadastral & Mapping Aspects and Boundary Records, including, but not limited to the following Final Lease Maps Special Maps Official Protraction Diagrams Cadastral Dip grams Block Diagrams	electronic		FALSE	chronological File by State	1970	2017	Current (at least once a month)		Alphabetical by subject	500 mb / 6.97tb	50 cubic feet of paper	FALSE		good	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE		TRUE	FALSE		4a(1)	N1-589-12-004	PERMANENT	Cut off at close of FY or when activity is completed. Retain on-site or at an off site storage.	Transfer legal ownership to NARA 25 years after cutoff.	TRUE	FALSE	this is a very large work with Decision, policy, leasing, Agreements, contracts, coor agreement, contracts, need to add the Marine schedule and information to the new records control schedule records are file by state	FALSE	TRUE	Kurbanov, Anastasia	Vega, Doreen		
24	30-Aug-17	Farrell, Mercyle	AK		18 OEP	Environmental Studies case file, Administrative Function files / Audit	N1-589-12-003 BOEM Analysis and Evaluation of OCS Resources N1-589-12-004 Energy and Mineral Lease N1-589-12-005 Records of Regulatory Oversight and Stewardship DAA-0048-2013-0001 DOI Administrative Records DAA-0048-2013-008 DOI Policy Records	95% electronic 5% paper		FALSE		2011	2017	Current (at least once a month)		Subject file classification system	N/A		FALSE		Good	TRUE	FALSE	FALSE	FALSE	FALSE	FALSE		TRUE	FALSE		5(B)(2), 4D(4), 4G(3), 4E(1), DOI-1.2.2	 n1-589-12-003	Temporary	Cut-off at the close of FY or when activity is complete	Retain onsite or at an off-site storage. Delete/destroy 75 years after cutoff	TRUE	FALSE	Gwen Robinson is the other liaison or SME who help with the inventory The Office of Environment (OE) ADCSR use all the records schedules within DOI N1-589-12-003 BOEM Analysis and Evaluation of OCS Resources N1-589-12-004 Energy and Mineral Lease N1-589-12-005 Records of Regulatory Oversight and Stewardship DAA-0048-2013-0001 DOI Administrative Records DAA-0048-2013-008 DOI Policy Records	FALSE	TRUE	Hinther, Dean	Fox, Lisa		
14	23-Aug-17	Farrell, Mercyle	HQ (Sterling)	14 ESD	OEP	Renewable Energy	Renewable Energy (LBE), Renewable Energy Environmental Studies contain final environmental studies that provide information for alternative energy regulatory and NEPA decisions.	paper and electronic		FALSE	projects are arrangement states administration records are assigned by leases number	2007	2017	Other, explain	daily access for most of the files. pper are scanned	Other (Specify)			FALSE		Good	FALSE	FALSE	FALSE	TRUE	FALSE	FALSE		TRUE	FALSE		4E(1)	n1-589-12-004_f115	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 three year intervals under instruction 36 CFR 1235.44-50, or whichever guidance is in place at the time of transfer.	TRUE	FALSE	Most PII records are very few, and it's within the agency the group have confidential records as well. Records also relate to other items on the schedule are- 4D5, 4k, 4K1, 4k2, 4k6, 4L, 4M All the records are permanent, except the Lease sale and Lease Admin records are Temporary files.	FALSE	TRUE	Best, Gina	Blythe, Brad		
15	18-Aug-17	Farrell, Mercyle	HQ (Sterling)	9 RMPG	OSRP	policy, reg. analysis / Regulatory Development and Support	Records documenting the drafts and supporting documentation created in the development of rules, regulations, and other official documents, but not including the final version of such regulations. These records also include advice, guidance, and clarification for active regulations provided to external parties, which help to define them for government business. Specific records include: • Drafts of preamble and rulemaking text; • Briefing papers; • Analyses required by laws or Executive Order (e.g. • Proposed Regulatory Flexibility Analyses. NEPA-related	Electronic		FALSE	Arrange by document type	2014	2017	Other, explain	once a week	Other (Specify)	5 to 10 GB		FALSE		Good	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE		TRUE	FALSE			DM-0048-2013-0008-0009	Temporary	Cut off at end of fiscal year in which the regulation is published, or upon determination that the regulation will not be published.	Destroy 7 year(s) after cut-off	FALSE	TRUE	Some files can't be shared but aren't consider classified. Agency is only 3 years	FALSE	TRUE	Martin, Amy	Southwick, Randall		
16	24-Aug-17	Farrell, Mercyle	HQ (Sterling)	12 ETRB	OREP	MOUs & Agency Cooperation	Administrative Function Files/Audits and Investigation Files All records relating to administrative functions Mission files created and maintained in offices whose primary function involves support activities such as personnel, procurement, property, transportation, travel, communication, budget and similar internal management functions and audit/investigation files relating to internal audits, investigative and evaluation records conducted in the review of BOEM business process. These records include but are not limited to final audit or evaluation	electronic 90% paper 10%		TRUE		1990	2017	Other, explain	depends on the project or program, it varies	Subject file classification system	50 TB		FALSE		Good	FALSE	FALSE	FALSE	TRUE	FALSE	FALSE		TRUE	FALSE		IG(1)	n1-589-12-001_f115	Temporary	Cut off at the end of the fiscal year, or when activity is completed	Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 10 years after cut off.	TRUE	FALSE	Paper Records date back to 1970 some records like the E value are PII BOEM Schedule 4f(1) - New Leases BOEM Schedule 4k(1) - Renewable Energy Program Development and Management BOEM Schedule 4k(2) - Renewable Energy Development Plans and Applications Review BOEM Schedule 4k(5) - Renewable Energy Compliance BOEM Schedule 4L(1)(a) - Renewable Energy Technical Studies; Significant Renewable Energy Research (REN) Studies BOEM Schedule 4L(1)(b) - Renewable	FALSE	TRUE	Money, Wendy	Kemik, Mutunrayo		

ID	Date Prepared	Person Doing Inventory	Region	Division	Office	Series Title	Series Description	Medium	Location System	Duplicates in another place or medium	Duplicates/Explanation	Series Start Date	Series End Date	Reference Activity	Finding Aid (if any)	Arrangement	Electronic Volume	Paper Volume	Office of Primary Responsibility	Annual Accumulation	Condition of Records	Confidential Information	Classified	Access Controls	PII	CUI	Vital Records	Index/Elig Procedures	Schedule Identified	Schedule Not Identified	MMS Code	BOEM Code	DRS Code	Records Schedule/ Disposition Authority	Disposition Status	Cutoff	Transfer/Disposal Period	Revision to schedule needed?	No Revision Needed	Justification for New or Revised Schedule	Notes	Copy or NonRecord	Record	Liaisons Multi	SMEs Multi
17	23-Aug-17	Welch, Steven	HQ (Sterling)	14 ESD	DEP	Lease files / compliance / cooperative agreements files /	(b) Environmental Studies Case Records: This series includes all management 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. They include records documenting all management type oversight and work-in planning the environmental study. The records also document the following activities: development of o- Annual Environmental Studies Plans o- Annual Regional Studies Priority Lists o- Annual 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, such as: Stakeholder meetings not directly related to NEPA document preparation briefing documents, objective, milestones, budgets, EPA Reports, schedules, meeting materials and other managerial type documents Development of Regional Plans and programmatic level documents (except for the Programmatic EIS) Development of Policy	Electronic paper, DVD, zip, floppy, etc		FALSE	file numer system for contracts. Funding codes and year codes	1997	2017	Other, explain	depends on on going contracts, once a month or weekly quarterly reports	Chronological	10.7 GB	18 cubic feet	FALSE		Good	FALSE	TRUE	FALSE	TRUE	FALSE	FALSE	FALSE	TRUE	FALSE		4E(1)(b)		n1-589-12-004_df115	Temporary	Cut off at close of FY or when activity is completed	Retain onsite or at an off site storage. Delete/ Destroy 25 years after cutoff.	TRUE	FALSE	Brad Blythe (703-787-1334) is the person doing the interview for the Division Environmental Science. Group use File codes, SA1, SA2 managers have PII files 1001-05 environmental case file contracts file maintain by Bessie cor records maintain by ESD 1001-06 Environmental studies reports they ae final reports uploaded in ESPIS. ESPIS is a access tool searchable through the internet, uploaded through the back-end using EDMS. Both file codes fall under BOEM Schedules 4E(1)	FALSE	TRUE	Callahan, Megan	Blythe, Brad	
18	24-Aug-17	Farrell, Mercyle	HQ (Sterling)	8 RED	OSRP	Lease Sale records / Budget / 5 year program	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, such as: Stakeholder meetings not directly related to NEPA document preparation briefing documents, objective, milestones, budgets, EPA Reports, schedules, meeting materials and other managerial type documents Development of Regional Plans and programmatic level documents (except for the Programmatic EIS) Development of Policy	70% electronic / 30% paper		FALSE	By sale lease office, some resources assment ventage	1950	2017	Other, explain	As the projects comes about, work flow may varies, depending on the region.	Other (Specify)		most work is set out to the Region, the department don't keep any paper.	FALSE		Good	TRUE	FALSE	FALSE	FALSE	FALSE	TRUE	FALSE		4G(3)		n1-589-12-004_df115	Temporary	Cut off at close of FY or when activity is completed	Retain onsite or at an off site storage. Delete/ Destroy 75 years after cutoff.	TRUE	FALSE	Records are kept in the Regions. This Office sets up the work plans and the mapping of the projects for the region. MMS file code 1001-01 MONT car doc are consider confidential fair market value software, inhouse product	FALSE	TRUE	Pledger, Elizabeth	Frye, Matt			
19	24-Aug-17	Farrell, Mercyle	HQ (Sterling)	12 ETRB	OREP	Renewable Energy Lease adjudication and Administration (LBM)	Renewable Energy Lease adjudication and Administration (LBM) All records related to the adjudication and administration of renewable energy leases that do not fall into any other category, including work accomplished to Lease application adjudications Lease administrative record Lease status reviews Lease/operating rights interests and process lease relinquishments. This includes customer assistance, fee processing, and verification that companies are qualified Designation of Operator forms	electronic 95% paper 5%		FALSE	by State	2009	2017	Other, explain	weekly or by weekly review report as they come in	Other (Specify)	n/a	FALSE		good	TRUE	FALSE	FALSE	FALSE	FALSE	TRUE	FALSE		4L(1)		N1-589-12-04	TEMPORARY	Cut off at close of FY or when activity is completed.	Retain onsite or at an off site storage. Delete/ Destroy 25 years after cut-off	TRUE	FALSE	BOEM Schedule 4F(1) - New Leases BOEM Schedule 4K(1) - Renewable Energy Program Development and Management BOEM Schedule 4K(2) - Renewable Energy Development Plans and Applications Review BOEM Schedule 4K(5) - Renewable Energy Compliance BOEM Schedule 4L(3)(a) - Renewable Energy Technical Studies; Significant Renewable Energy Research (REr) Studies BOEM Schedule 4L(3)(b) - Renewable Energy Technical Studies; Other than significant REr Studies BOEM Schedule 4L(5) - Company Qualification	FALSE	TRUE	Money, Wendy	Kemki, Mutunrayo				
21	28-Aug-17	Farrell, Mercyle	AK		15 PA	Public Affairs Records / Public communication / Draft EIS	Records of all DOI activities related to the exchange of information between DOI and its stakeholders in support of the DOI mission. These records are created and maintained for the primary purpose of representing DOI to the public, state, local and international governments, tribal nations, the news media and other private groups. Included are public information releases, the record copy of DOI speeches and public appearances by High-Level Officials, and records documenting major DOI events. These records include: News Releases, Speeches, Publications, Business propriety	electronic travel vouchers are paper		FALSE		2010	2017	Other, explain	daily, as project is completed	Chronological	5 GB		FALSE		good	FALSE	FALSE	FALSE	FALSE	FALSE	TRUE	FALSE	702-03b(1)	1G(2)		n1-589-12-001_df115	Permanent	Cut off at close of FY, or when activity is completed.	Electronic Records: Transfer electronic files to the National Archives at three year intervals under the instructions in 36CFR 1235 44-50, or whichever transfer guidance is in place at the time of the transfer. Hardcopy Records: Transfer to the FRC 5 yea	FALSE	TRUE	PUBLIC AFFAIRS (Part of MIB, but may require quality check in Alaska) John Callahan is the Subject matter expert who did the inventory. Public Affairs 3.1 Public Affairs Records Disposition Authority Number DM-0048-2013-0008-0008 Records of all DOI activities devoted to the exchange of information between DOI and its stakeholders in support of the DOI mission. These records are created and maintained for the primary purpose of representing DOI to the public, state, local and international	FALSE	TRUE	Hinther, Dean	Callahan, John, Hinther, Dean			
22	29-Aug-17	Farrell, Mercyle	AK		20 OBPS, FOIA, RCDs	RD Chron / Read files / litigation files	Process Litigation - Resource User (74) All records relating to the use of resources including records that are generated in the activities of these work elements Perform Federal related alternate dispute resolution activities-ADR Prepare Federal Appeals Decision Documents Maintain Automated Appeals Docketing System Business propriety MMS380.2 H MMS code 101-02A Boem code	paper and electronic		TRUE	Date range	1980	2017	Other, explain	As project come in	Chronological	26 MB	31 1/2 cubit feet paper	FALSE		Good	FALSE	FALSE	FALSE	FALSE	FALSE	TRUE	FALSE	102-01a	1G(1)		n1-589-12-001_df115	Temporary	Cut off at the end of the fiscal year, or when activity is completed	Transfer to the FRC 3 years after the cut off DELETE/DESTROY 10 years after cut off.	TRUE	FALSE	Jim Kendall is the Regional Director Jim keeps PII file. Personnel files Business propriety Proprietary Records. MMS380.2 H MMS code 101-02A 1G(1) Personnel Files 1L Litigation vital records	FALSE	TRUE	Hinther, Dean	Bristan, Keller			
51	20-Nov-17	Farrell, Mercyle	HQ MIB	OBPC EM	30 OBPC	Short-term Administration Records / Short-term Human Resources Records	Short-term Administration Records - 0001.1.1.1. Correspondence and subject files pertaining to the administration and operation of an administrative program (space and maintenance; motor vehicle maintenance/operation s; communications; printing/binding/duplic ation; information services; administrative management; security and protective services; and temporary commissions) which do not set policy or document mission-specific actions. 7. Records relating to administrative management activities, excluding personnel records, budget, and accounting, which are	95% electronic 5% paper		FALSE	by folder	2012		Other, explain	day to day operations	Alphabetical by subject	1.39 GB	3 cubic feet	FALSE		good	FALSE	FALSE	FALSE	TRUE	FALSE	FALSE	TRUE	FALSE		0001-0001	DAA-0048-2013-0001-0001	Temporary	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified.	Destroy 3 year(s) after cut-off	FALSE	TRUE	the agency also have the following records for their division. DAA-0048-2013-0008-0001 Program Monitoring and Policy Development Disposition Authority Number DAA-0048-2013-0008-0001 These records are accumulated in the regular monitoring and oversight of Federal programs, and in the formulation of policies and decisions regarding resource allocation, but do not include the final product of such documents. Also included are other routine oversight files that do not pertain to a single program or office. Specific records include: Program	FALSE	TRUE	Decker, Karen	Bochar, Bob			

ID	Date Prepared	Person Doing Inventory	Region	Division	Office	Series Title	Series Description	Medium	Location System	Duplicates in another place or medium	Duplicates/Explanation	Series Start Date	Series End Date	Reference Activity	Finding Aid (if any)	Arrangement	Electronic Volume	Paper Volume	Office of Primary Responsibility	Annual Accumulation	Condition of Records	Confidential Information	Classified	Access Controls	PII	CUI	Vital Records	Index/Elig Procedures	Schedule Identified	Schedule Not Identified	MMS Code	BOEM Code	DRS Code	Records Schedule/ Disposition Authority	Disposition Status	Cutoff	Transfer/Disposal Period	Revision to schedule needed?	No Revision Needed	Justification for New or Revised Schedule	Notes	Copy or NonRecord	Record	Liaisons Multi	SMEs Multi
11	15-Aug-17	Farrell, Mercyle	HQ (Sterling)	71D (SCA, MBB, PDCB, MMP)	OSRP	Final Lease Maps / Special Maps	Official Marine Cadastral Descriptions (AAE)-All records related to Offshore cadaster that defines various boundaries and aerial measurements prior to offering an area for lease. Includes Cadastral & Mapping Aspects and Boundary Records, including, but not limited to the following Final Lease Maps Special Maps Official Protraction Diagrams Cadastral Dip-grams Block Diagrams			FALSE	files are also arrange by Region	1953	2017	Current (at least once a month)		Subject file classification system		60 boxes	FALSE		Good	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	TRUE	FALSE				N1-589-12-004	PERMANENT	Cut off at close of FY or when activity is completed. Retain on-site or at an off site storage.	Transfer legal ownership to NARA 25 years after cutoff.	TRUE	FALSE			FALSE	TRUE	Martin, Amy	Vandegrift, Douglas
87	04-Jun-18	Farrell, Mercyle	AK		17 OLP	Purchase Request / employe Time and Attendance	Long-term Financial and Acquisition Records Disposition Authority Number DAA-0048-2013-0001-0011 This disposition applies to financial/acquisition records that require additional retention, generally to conform to preservation standards in specific regulations, policies, or other legal/statutory requirements. These records may be more comprehensive and complete records, involve interaction with the public in a manner that necessitates longer protections, or support a financial obligation. Though records in this category are more specific than those identified under 0010,	paper		FALSE		2011	2017	Current (at least once a month)	records are manage on a day to day base, most information comes into the shared mailbox.	Subject file classification system		.35 cubic feet / 3.65 cubic feet	FALSE		good	FALSE	FALSE	FALSE	TRUE	FALSE	FALSE	TRUE	FALSE				0001-0011	DAA-0048-2013-0001-0011	Temporary	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified.	Destroy 7 year(s) after cut-off	FALSE	TRUE		some of the leasing records are considered vita records PII admin records PII proprietary PII DPP OFFICE OF LEASING AND PLANS consist of (DOI-1) 1 Management Objective Files GRS4.1-20 File Inventory & Disposition Plan 40(1) Block Nomination File 48 5-year Program (2012 - 2017) 48 5-year Program (2017-2022) 40(4) Sales 193 - LS193 Sales 237 - LS237 Sales 242 - LS242 Sales 224 - LS244 102-01A LAD 5 & 3 Mission Subject Files 4G(1) Lease Instrument Files 4G(4) Company	FALSE	TRUE	Hinther, Dean	Williamson, Lori
77	04-Jun-18	Farrell, Mercyle	AK		20 OBPS, FOIA, RCDs	Administration Records of Specific	These records are necessary to provide accountability for a specific administrative function or functions, but are not necessary immediately after fulfillment of that purpose, and often cannot be legally retained beyond that task or duty for any substantial length of time. Even when not required, preservation of such documents may weaken active records. Records that are filed under this category must be carefully identified and approved by a Responsible Records Officer for inclusion if they are not specifically referenced in the following list. Records under this category include: 1.	paper		FALSE		1980	2017	Current (at least once a month)		Chronological		19 cubic feet	FALSE		good	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	TRUE	FALSE	201-02b			0001-0003	DAA-0048-2013-0001-0003	Temporary	Cut off when the object or subject the records refer to is removed/discontinued (e.g. commission terminated, register/list superseded, temporary structures removed, etc.). See specific bureau/office instructions for individual cases	Destroy when no longer needed	FALSE	TRUE			FALSE	TRUE	Hinther, Dean	Bristan, Keller
78	04-Jun-18	Farrell, Mercyle	AK		20 OBPS, FOIA, RCDs	Long-term Human Resources	This disposition applies to human resources records that require additional retention, generally to conform to preservation standards in specific regulations, policies, or other legal/statutory requirements. These records may be more comprehensive and complete versions of similar records in the 'routine' category, involve interaction with the public in a manner that necessitates longer protections, or support a financial obligation (though these are most frequently covered by 0011). Though records in this category are more specific than those identified under 0004, it is still a broad group of documents,	paper		FALSE		1980	2017	Current (at least once a month)		Chronological		1.06 cubic feet	FALSE		Good	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	TRUE	FALSE				0001-0005	DAA-0048-2013-0001-0005	Temporary	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified.	Destroy 7 year(s) after cut-off	FALSE	TRUE		old records #601-01b, 602-02, 602-10a, 605-02c	FALSE	TRUE	Hinther, Dean	Bristan, Keller
79	29-Aug-17	Farrell, Mercyle	AK		20 OBPS, FOIA, RCDs	long-term Financial and Acquisition Records	This disposition applies to financial/acquisition records that require additional retention, generally to conform to preservation standards in specific regulations, policies, or other legal/statutory requirements. These records may be more comprehensive and complete records, involve interaction with the public in a manner that necessitates longer protections, or support a financial obligation. Though records in this category are more specific than those identified under 0010, it is still a broad group of documents, and an exhaustive list may not be feasible. If not addressed below,	paper		FALSE		1980	2017	Current (at least once a month)		Chronological	123 electronic	11.07 cubic feet	FALSE		Good	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	TRUE	FALSE				0001-0011	DAA-0048-2013-0001-0011	Temporary	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified.	Destroy 7 year(s) after cut-off	FALSE	TRUE		vita records yes	FALSE	TRUE	Hinther, Dean	Bristan, Keller
80	04-Jun-18	Farrell, Mercyle	AK		17 OLP	Management Objective Files	Short-term Administration Records Disposition Authority Number DM-0048-2013-0001-0001 These records encompass administrative functions described above that are produced and maintained in the course of routine business, and do not reflect government business that is subject to additional preservation. Records in this item often provide input into more valuable administrative records, either as supporting documentation or as a submission for a more comprehensive record. Records are characterized by being	95% electronic 5 % paper		FALSE		2011	2017	Current (at least once a month)	records are manage on a day to day base, most information comes into the shared mailbox.	Subject file classification system		8.240 cubic feet	FALSE		good	FALSE	FALSE	FALSE	TRUE	FALSE	FALSE	TRUE	FALSE				0001-0001	DAA-0048-2013-0001-0001	Temporary	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified.	Destroy 3 year(s) after cut-off	FALSE	FALSE		some of the leasing records are considered vita records PII admin records PII proprietary PII DPP OFFICE OF LEASING AND PLANS consist of (DOI-1) 1 Management Objective Files GRS4.1-20 File Inventory & Disposition Plan 40(1) Block Nomination File 48 5-year Program (2012 - 2017) 48 5-year Program (2017-2022) 40(4) Sales 193 - LS193 Sales 237 - LS237 Sales 242 - LS242 Sales 224 - LS244 102-01A LAD 5 & 3 Mission Subject Files 4G(1) Lease Instrument Files 4G(4) Company	FALSE	TRUE	Hinther, Dean	Williamson, Lori

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81	04-Jun-18	Farrell, Mercyle	AK		17 OLP	Block Nomination Files	Five Year Outer Continental Shelf (OCS) Oil and Gas Leasing Program: 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	paper		FALSE	notes: some of the leasing records are considered vital records PII admin records PII proprietary PII DPP OFFICE OF LEASING AND PLANS consist of (DO-1) 1 Management Objective Files GRS4.1-20 File Inventory & Disposition Plan 4D(1) Block Nomination File 4F 5-year Program (2012 - 2017) 4F 5-year Program (2017-2022) 4D(4) Sales 193 - LS193 Sales 237 - LS237 Sales 242 - LS242 Sales 224 - LS244 102-01A LAD 5 & 3 Mission Subject Files 4G(1) Lease Instrument Files 4G(4) Company	2011	2017	Current (at least once a month)		Subject file classification system	5 cubic feet		FALSE		good	FALSE	FALSE	FALSE	TRUE	FALSE	FALSE		TRUE	FALSE		4D		n1-589-12-004_4f115	Permanent	cut off at close of FY or when activity is completed Transfer digital copies (only) of all completed Five-Year Program records to NARA	N/A	TRUE	FALSE	this records may be determined as unschedule 4D(1) does not exist in the BOEM schedule	some of the leasing records are considered vital records PII admin records PII proprietary PII DPP OFFICE OF LEASING AND PLANS consist of (DO-1) 1 Management Objective Files GRS4.1-20 File Inventory & Disposition Plan 4D(1) Block Nomination File 4F 5-year Program (2012 - 2017) 4F 5-year Program (2017-2022) 4D(4) Sales 193 - LS193 Sales 237 - LS237 Sales 242 - LS242 Sales 224 - LS244 102-01A LAD 5 & 3 Mission Subject Files 4G(1) Lease Instrument Files 4G(4) Company	FALSE	TRUE	Williamson, Lori	
82	04-Jun-18	Farrell, Mercyle	AK		17 OLP	5-year program	Lease Sale Planning (AAL)	electronic		FALSE		2011	2017	Current (at least once a month)	records are manage on a day to day base, most information comes into the shared mailbox.	Subject file classification system	n/a		FALSE		good	FALSE	FALSE	FALSE	TRUE	FALSE	FALSE		TRUE	FALSE	1001-04	4F	BOEM_n1-589-12-004_4f115	Temporary	Cut off at close of FY or when activity is completed	Retain onsite or at an off site storage. Delete/ Destroy 25 years after cutoff.	TRUE	FALSE		some of the leasing records are considered vital records PII admin records PII proprietary PII DPP OFFICE OF LEASING AND PLANS consist of (DO-1) 1 Management Objective Files GRS4.1-20 File Inventory & Disposition Plan 4D(1) Block Nomination File 4F 5-year Program (2012 - 2017) 4F 5-year Program (2017-2022) 4D(4) Sales 193 - LS193 Sales 237 - LS237 Sales 242 - LS242 Sales 224 - LS244 102-01A LAD 5 & 3 Mission Subject Files 4G(1) Lease Instrument Files 4G(4) Company	FALSE	TRUE	Williamson, Lori		
83	04-Jun-18	Farrell, Mercyle	AK		17 OLP	sales 193-LS193, 237-LS237, 242-LS242, 244-LS244	Economic and Engineering Analysis for the 5-Year Program (AAD)	electronic		FALSE		2011	2017	Current (at least once a month)	records are manage on a day to day base, most information comes into the shared mailbox.	Subject file classification system	822.7 mb		FALSE		good	FALSE	FALSE	FALSE	TRUE	FALSE	FALSE		TRUE	FALSE	1001-02	4D(4)	BOEM_n1-589-12-004_4f115	Temporary	Cut off at close of FY or when activity is completed	Retain onsite or at an off site storage. Delete/ Destroy 25 years after cutoff.	TRUE	FALSE		some of the leasing records are considered vital records PII admin records PII proprietary PII DPP OFFICE OF LEASING AND PLANS consist of (DO-1) 1 Management Objective Files GRS4.1-20 File Inventory & Disposition Plan 4D(1) Block Nomination File 4F 5-year Program (2012 - 2017) 4F 5-year Program (2017-2022) 4D(4) Sales 193 - LS193 Sales 237 - LS237 Sales 242 - LS242 Sales 224 - LS244 102-01A LAD 5 & 3 Mission Subject Files 4G(1) Lease Instrument Files 4G(4) Company	FALSE	TRUE	Williamson, Lori		
84	04-Jun-18	Farrell, Mercyle	AK		17 OLP	LAD 3 & 5 - Mission Subject Files	Administrative Function Files/ Audits and Investigation Files	electronic		FALSE		2011	2017	Current (at least once a month)	finding: records are manage on a day to day base, most information comes into the shared mailbox.	Subject file classification system	3,994.7 kb		FALSE		Good	FALSE	FALSE	FALSE	TRUE	FALSE	FALSE		TRUE	FALSE	102-01a	1G(1)	n1-589-12-001_4f115	Temporary	Cut off at the end of the fiscal year, or when activity is completed	Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 10 years after cut off.	TRUE	FALSE		some of the leasing records are considered vital records PII admin records PII proprietary PII DPP OFFICE OF LEASING AND PLANS consist of (DO-1) 1 Management Objective Files GRS4.1-20 File Inventory & Disposition Plan 4D(1) Block Nomination File 4F 5-year Program (2012 - 2017) 4F 5-year Program (2017-2022) 4D(4) Sales 193 - LS193 Sales 237 - LS237 Sales 242 - LS242 Sales 224 - LS244 102-01A LAD 5 & 3 Mission Subject Files 4G(1) Lease Instrument Files 4G(4) Company	FALSE	TRUE	Williamson, Lori		
49	16-Nov-17	Farrell, Mercyle	HQ MB	OD DIA	27 OD	Short-Term Administration Records	Short-term Administration Records Disposition Authority Number DM-0048-2013-0001-0001 records created by or for the Department for administrative purposes, and routine events or activities not mission-related. Audiovisual records include all forms of such media, including still and motion picture photography, graphic materials, and sound and video recordings. Related documentation includes (1) production files or other files documenting the creation, justification, ownership, and rights to the records, and (2) finding aids used to identify or access the records. 14. Files that	electronic 100%		FALSE	Geographical	2015	2017	Other, explain	weekly / day to day	Subject file classification system	689 GB	1 cubic feet	FALSE		Good	FALSE	FALSE	FALSE	TRUE	FALSE	FALSE		TRUE	FALSE	DAA-0048-2013-0001-0001		Temporary	Cut off record as instructed in the agency/bureau records manual, or at the end of the fiscal year in which the record is created if no unique cut-off is specified.	Destroy 3 year(s) after cut-off	FALSE	TRUE	Tim McCune was the person doing the interview. Legacy documents dating back to 2012-2014 there are 36 records boxes belonging to the Director's Office, Office of the Director (Business Unit 27) currently stored in Sterling in File Room 470. These records boxes belong to previous administrations and were scheduled for transfer until the Juliana litigation hold forced BOEM to keep them on site. Once the hold is lifted, the boxes will be transferred to a FRC. Until then, BOEM	FALSE	TRUE	Williams, Erica	McCune, Tim			

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86	04-Jun-18	Farrell, Mercyle	AK		17 OLP	Company Qualification Files / 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. new applicants qualification records updated qualification data records - reviewed and processed request acceptance from companies or other applicants for qualification by BOEM. customer education and/or assistance	paper and electronic		FALSE		2011	2017	Current (at least once a month)	records are manage on a day to day base, most information comes into the shared mailbox.	Subject file classification system	13.6 mb	11.5 cubic	FALSE		good	FALSE	FALSE	FALSE	TRUE	FALSE	TRUE		FALSE			4G(4)		n1-589-12-004_0115	TEMPORARY.	Cut off at close of FY or when activity is completed. Retain onsite or at an outside storage.	Delete/ Destroy 75 years after cutoff	TRUE	FALSE			FALSE	TRUE	Hinther, Dean	Williamson, Lori
73	04-Jun-18	Farrell, Mercyle	AK		20 OBPS, FOIA, RCDS	Director's General Correspondence	Files and Bureau History Files All records of a central file of the chronological records and outgoing correspondences of the BOEM Director. Surname copy, and files documenting significant BOEM events created, received and maintained during the normal course of business	paper & electronic		FALSE		1980	2017	Current (at least once a month)		Chronological	52.8 electronic	22 cubic feet	FALSE		Good	FALSE	FALSE	FALSE	FALSE	FALSE		TRUE	FALSE	201-07a	1G(2)		n1-589-12-001_0115	Permanent	Cut off at close of FY, or when activity is completed.	Electronic Records: Transfer electronic files to the National Archives at three year intervals under the instructions in 36CFR 1235 44-50, or whichever transfer guidance in in place at the time of the transfer. Hardcopy Records: Transfer to the FRC 5 year	TRUE	FALSE		vital records yes	FALSE	TRUE	Hinther, Dean	Bristan, Keller	
88	04-Jun-18	Farrell, Mercyle	AK		17 OLP	Employee Performance Records / Training Records	Long-term Human Resources Records Disposition Authority Number DM-0048-2013-0001-0005 This disposition applies to human resources records that require additional retention, generally to conform to preservation standards in specific regulations, policies, or other legal/statutory requirements. These records may be more comprehensive and complete versions of similar records in the 'routine' category. involve interaction with the public in a manner that necessitates longer protections, or support a financial obligation (though these are most frequently covered by 0011). Though records in this category are more specific than	paper		TRUE		2011	2017	Current (at least once a month)	records are manage on a day to day base, most information comes into the shared mailbox.	Subject file classification system	.75 cubic feet		FALSE		Good	FALSE	FALSE	FALSE	FALSE	FALSE		TRUE	FALSE		0001-0005	DAA-0048-2013-0001-0005	Temporary	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified.	Destroy 7 year(s) after cut-off	FALSE	TRUE		some of the leasing records are considered via records PII admin records PII proprietary PII DPP OFFICE OF LEASING AND PLANS consist of (D(0)-1), 1 Management Objective Files GRS4.1-20 File Inventory & Disposition Plan 4D(1) Block Nomination File 4F 5-year Program (2012 - 2017) 4F 5-year Program (2017-2022) 4D(4) Sales 193 - LS193 Sales 237 - LS237 Sales 242 - LS242 Sales 224 - LS244 102-01A LAD 5 & 3 Mission Subject Files 4G(1) Lease Instrument Files 4G(4) Company	FALSE	TRUE	Hinther, Dean	Williamson, Lori		
89	04-Jun-18	Farrell, Mercyle	AK		17 OLP	Government Travel Card Receipts & Statements / Travel Vouchers	Long-term Human Resources Records Disposition Authority Number DAA-0048-2013-0001-0002 This disposition applies to administrative records that require additional retention, generally to conform to preservation standards in specific regulations, policies, or other legal/statutory requirements. These records may be more comprehensive and complete records. involve interaction with the public in a manner that necessitates longer protections, or support a financial obligation (though these are most frequently covered by 0011). Though records in this category are more specific than	paper		TRUE		2011	2017	Current (at least once a month)	records are manage on a day to day base, most information comes into the shared mailbox.	Subject file classification system	.5 cubic feet		FALSE		good	FALSE	FALSE	FALSE	TRUE	FALSE	FALSE		TRUE	FALSE		0001-0002	DAA-0048-2013-0001-0002	Temporary	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified.	Destroy 7 year(s) after cut-off	FALSE	TRUE		some of the leasing records are considered via records PII admin records PII proprietary PII DPP OFFICE OF LEASING AND PLANS consist of (D(0)-1), 1 Management Objective Files GRS4.1-20 File Inventory & Disposition Plan 4D(1) Block Nomination File 4F 5-year Program (2012 - 2017) 4F 5-year Program (2017-2022) 4D(4) Sales 193 - LS193 Sales 237 - LS237 Sales 242 - LS242 Sales 224 - LS244 102-01A LAD 5 & 3 Mission Subject Files 4G(1) Lease Instrument Files 4G(4) Company	FALSE	TRUE	Hinther, Dean	Williamson, Lori	
90	04-Jun-18	Farrell, Mercyle	AK		17 OLP	Exploration Plans (AAT)	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 related requirements. Includes: Exploration Plans and related reports processing, non-environmental review, coordination, approval Shallow hazards and all other non-environmental reviews of EP Geophysical Survey Reports and coordination coordination, and approval, related to exploration and drilling	electronic		FALSE		2011	2017	Current (at least once a month)	records are manage on a day to day base, most information comes into the shared mailbox.	Subject file classification system	3 hard drives		FALSE		good	FALSE	FALSE	FALSE	TRUE	FALSE	FALSE		TRUE	FALSE		5A(2)	BOEM_n1-589-12-005_0115	Temporary	Cut off at close of FY or when activity is completed.	Retain on-site or at the FRC. Delete/Destroy 75 years after cutoff.	TRUE	FALSE			FALSE	TRUE	Hinther, Dean	Williamson, Lori	
91	04-Jun-18	Farrell, Mercyle	AK		17 OLP	Exploration Plans	SA(4) Development and Production Plans and Related Permits (AAW) All records related to the processing, review, evaluation, analysis, coordination, and approval of development plans and permits: Development Production Plans (DPP), Development Operations, Coordination Documents (DOCD), Conservation Information Document (CID), and development right of use and easement, and other non-well permits, as described in the regulation 30 CFR 250 Subpart B, C, I, Q and related requirements. Includes:	electronic		FALSE		2011	2017	Current (at least once a month)	records are manage on a day to day base, most information comes into the shared mailbox.	Subject file classification system	2,025.71 mb	26 cubic feet	FALSE		good	FALSE	FALSE	FALSE	TRUE	FALSE	TRUE		FALSE	FALSE		5A(4)	n1-589-12-001_0115			TRUE	FALSE			FALSE	TRUE	Hinther, Dean	Williamson, Lori		

ID	Date Prepared	Person Doing Inventory	Region	Division	Office	Series Title	Series Description	Medium	Location System	Duplicates in another place or medium	Duplicates/Explanation	Series Start Date	Series End Date	Reference Activity	Finding Aid (if any)	Arrangement	Electronic Volume	Paper Volume	Office of Primary Responsibility	Annual Accumulation	Condition of Records	Confidential Information	Classified	Access Controls	PII	CUI	Vital Records	Index/Entry Procedures	Schedule Identified	Schedule Not Identified	MMS Code	BOEM Code	DRS Code	Records Schedule/Disposition Authority	Disposition Status	Cutoff	Transfer/Disposal Period	Revision to schedule needed?	No Revision Needed	Justification for New or Revised Schedule	Notes	Copy or NonRecord	Record	Liaisons Multi	SMEs Multi
92	04-Jun-18	Farrell, Mercyle	AK		18 OEP	Major Environmental Analysis Files - EIS	NEPA Compliance - Environmental Assessments and Environmental Impact Statements For Oil Gas Plans (AEO) & For Oil and Gas Permits (AEO) All work and records related to NEPA reviews such as EA or EIS of OCS oil and gas plans (EPs, DODCs, and DPPs), applications (facility permit applications, Right of Use and Easement (RUEs), pipeline applications, G&G applications, structure removal applications, and APMs), and Suspensions of Operations (SOOs) and Suspensions of Production (SOPs). Ensure NEPA procedural compliance	paper		FALSE		2011	2017	Current (at least once a month)		Subject file classification system	8.93 cubic feet		FALSE		good	TRUE	FALSE	FALSE	FALSE	FALSE	FALSE	TRUE	FALSE		5B(2)		BOEM_n1-589-12-005_sf115	Temporary	Cut off at close of FY or when activity completed	Retain on-site or at the FRC. Delete/Destroy 25 years after cutoff.	TRUE	FALSE	Proposed DRS Mission Bucket missing	MMS 1001-03a MMS 1301-02a no vital records	FALSE	FALSE	Hinther, Dean	Fox, Lisa	
93	04-Jun-18	Farrell, Mercyle	AK		18 OEP	Lease Sale Activity	Economic and Engineering Analysis for the 5-Year Program (AEO) 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) Records of performance of economic and engineering analysis for 5-Year Plan, including ad hoc analysis (output from work element NAA is used for this work element) economic and engineering evaluation work for Headquarters in	paper		FALSE		2011	2017	Current (at least once a month)		Subject file classification system	20.48 cubic feet		FALSE		good	TRUE	FALSE	FALSE	FALSE	FALSE	FALSE	TRUE	FALSE	1001-04	4D(4)	BOEM_n1-589-12-004_sf115	Temporary	Cut off at close of FY or when activity is completed	Retain onsite or at an off site storage. Delete/Destroy 25 years after cutoff.	TRUE	FALSE		no vital records	FALSE	TRUE	Hinther, Dean	Fox, Lisa		
94	04-Jun-18	Farrell, Mercyle	AK		18 OEP	Lease Relinquishment	Lease Relinquishments (ARL) All records related to the acceptance of lease relinquishments and the updating of the corporate database lease administration module, include information associated with lease relinquishment documents actions related to lease relinquishments	paper		FALSE		2011	2017	Current (at least once a month)		Subject file classification system	9.25 cubic feet		FALSE		good	TRUE	FALSE	FALSE	FALSE	FALSE	TRUE	FALSE	1101-02a	4G(3)	BOEM_n1-589-12-004_sf115	Temporary	Cut off at close of FY or when activity is completed	Retain onsite or at an off site storage. Delete/Destroy 75 years after cutoff.	TRUE	FALSE		no vital records	FALSE	TRUE	Hinther, Dean	Fox, Lisa			
189	18-Aug-17	Farrell, Mercyle	HQ (Sterling)	10 ERRE	OREP	tech refresh Records / Property Inventory Records	Long-term Financial and Acquisition Records Disposition Authority Number DAA-0048-2013-0001-0011 This disposition applies to financial/acquisition records that require additional retention, generally to conform to preservation standards in specific regulations, policies, or other legal/statutory requirements. These records may be more comprehensive and complete records, involve interaction with the public in a manner that necessitates longer protections, or support a financial obligation. Though records in this category are more specific than those identified under 0010,	paper		FALSE						Numerical	n/a		FALSE		good	FALSE	FALSE	FALSE	FALSE	FALSE	TRUE	FALSE		0001-0011	DAA-0048-2013-0001-0011	Temporary	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified.	Destroy 7 year(s) after cut-off	FALSE	TRUE			FALSE	TRUE	Beit, Gina	Winands-Aralza, Megan			
85	04-Jun-18	Farrell, Mercyle	AK		17 OLP	lease instrument files / Adjudicate and Administer Leases (AAZ)	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: Lease administration and adjudication documents Lessee or operator reviews and possible bankruptcy action documents Lease status review documents Fishermen's Contingency Fund claims records Designation of Operator Forms Lease clearance time extensions Weekly Adjudication Reports.	paper		FALSE		2011	2017	Current (at least once a month)	records are manage on a day to day base, most information comes into the shared mailbox.	Subject file classification system	13 mb	4.6 cubic feet	FALSE		good	FALSE	FALSE	FALSE	TRUE	FALSE	TRUE	TRUE	FALSE		4G(1)	<div>n1-589-12-004_sf115</div>	TEMPORARY	Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage.	Delete/ Destroy 75 years after cutoff	TRUE	FALSE	Proposed DRS Mission Bucket DAA-0048-2015-0003-0010 PII DPP OFFICE OF LEASING AND PLANS consist of (DOI-1) 1. Management Objective Files GRS4.1-20 File Inventory & Disposition Plan 4D(1) Block Nomination File 4F 5-year Program (2012 - 2017) 4F 5-year Program (2017-2022) 4D(4) Sales 193 - LS193 Sales 237 - LS237 Sales 242 - LS242 Sales 224 - LS244 102-01A LAD 5 & 8 Mission Subject Files 4G(1) Lease Instrument Files 4G(4) Company	some of the leasing records are considered vital records PII admin records PII proprietary PII DPP	FALSE	TRUE	Hinther, Dean	Williamson, Lori		
64	08-Mar-18	Farrell, Mercyle	HQ (Sterling)	6 ED	OSRP	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. Includes: Field determination appeals records Rejected bid appeal economic review reports	59% paper 50% electronic		FALSE		2002	2017	Current (at least once a month)		Subject file classification system	110 GB		FALSE		Good	FALSE	FALSE	FALSE	FALSE	FALSE	TRUE	FALSE		3E(2)	BOEM_n1-589-12-003_sf115	Temporary	Cutoff at close of FY or when activity is completed	Retain onsite or at the FRC. Delete/Destroy 25 years after cutoff	TRUE	FALSE	NOTE: For the list GRS 2.2, item 070, DAA-0048-2013-0001-0004, DAA-0048-2013-0001-0005, and DAA0048-2013-0001-0009 as only being located in the home drive (it drive) of Thomas Farndon, Economics Division Director.		FALSE	TRUE	Moore, Sandra	Farndon, Thomas			

ID	Date Prepared	Person Doing Inventory	Region	Division	Office	Series Title	Series Description	Medium	Location System	Duplicates in another place or medium	Duplicates/Explanation	Series Start Date	Series End Date	Reference Activity	Finding Aid (if any)	Arrangement	Electronic Volume	Paper Volume	Office of Primary Responsibility	Annual Accumulation	Condition of Records	Confidential Information	Classified	Access Controls	PII	CUI	Vital Records	Index/Elig Procedures	Schedule Identified	Schedule Not Identified	MMS Code	BOEM Code	DRS Code	Records Schedule/ Disposition Authority	Disposition Status	Cutoff	Transfer/Disposal Period	Revision to schedule needed?	No Revision Needed	Justification for New or Revised Schedule	Notes	Copy or NonRecord	Record	Liaisons Multi	SMEs Multi
52	20-Nov-17	Farrell, Mercyle	HQ MIB	OD DO	27 OD	Records of High-Level Officials	These files contain documents received, generated, and maintained by High-Level Officials to support their role in DOI. Documents include files assembled about a specific case, issue, or subject matter; briefing books and materials; correspondence; talking points; memoranda, itineraries and schedules; travel records; hand-written notes; and all other documents supporting an official's oversight of DOI's activities not covered elsewhere in this schedule. Generally, these files reflect the broad scope of issues on which the primary official on whose behalf they are	paper 100%		FALSE		2016	2018	Other, explain	day to day operations	Subject file classification system	39 cubic		FALSE		good	TRUE	FALSE	FALSE	FALSE	FALSE	FALSE	TRUE	FALSE				<div><div>DAA-0048-2013-0008-0004</div></div>	Permanent	Cut off upon termination of the official's time in office	Transfer to the National Archives 15 year(s) after cutoff	FALSE	TRUE			FALSE	TRUE	Williams, Erica	Cook, Karla	
53	20-Nov-17	Farrell, Mercyle	HQ MIB	OBPC IT/G	30 OBPC	Short term Administration records	These records encompass administrative functions described above that are produced and maintained in the course of routine business, and do not reflect government business that is subject to additional preservation. Records in this item often provide input into more valuable administrative records, either as supporting documentation or as a submission for a more comprehensive record. Records are characterized by being necessary for day-to-day operations but not long-term justification of the office's activities. There are numerous	electronic 99% paper 1%		FALSE	by year, by title and naming convention	2015	2017	Current (at least once a month)		Alphabetical by name	7GB	1 cubic feet	FALSE		good	TRUE	TRUE	FALSE	FALSE	TRUE	FALSE	TRUE	FALSE			0001-0001	DAA-0048-2013-0001-0001	Temporary	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified.	Destroy 3 year(s) after cut-off	FALSE	TRUE		This schedule applies to the division Permanent Control and Oversight Files Disposition Authority Number DAA-0048-2013-0008-0003 These records include control and oversight files that have inherent historical value, but do not document the activities of a particular High-Level Official (see 0004) or Executive Commission (see 0005). Some of the records included under this item are: # Final internal policies and directives applying to mission- and program-specific functions of the Department, or its bureaus; # Substantive policy development records and guidance for existing policies that	FALSE	TRUE	Decker, Karen	Lambdin, Todd	
54	30-Aug-17	Farrell, Mercyle	AK	RAS	19 OREAS	Long term Human Resources records	Long term Human Resources Records Disposition Authority Number DM-0048-2013-0001-0005 This disposition applies to human resources records that require additional retention, generally to conform to preservation standards in specific regulations, policies, or other legal/statutory requirements. These records may be more comprehensive and complete versions of similar records in the 'routine' category, involve interaction with the public in a manner that necessitates longer protections, or support a financial obligation (though these are most frequently covered by 0011). Though records	Paper and electronic		TRUE	file codes date order	1975	2017	Other, explain	depends on lease sales looking at data in the volt day to day	Subject file classification system	61 MB	131 cubic feet paper	FALSE		old records are not that good, new records are in good condition	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	TRUE	FALSE			0001-0002	DAA-0048-2013-0001-0002	Temporary	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified.	Destroy 7 year(s) after cut-off	FALSE	TRUE			FALSE	TRUE	Hinther, Dean	Hoffman, Virginia, Wallace, Monte	
55	30-Aug-17	Farrell, Mercyle	AK		16 ORD	Budget Duties	Budget Duties (60) All records relating to budget development, formulation and execution that support the organization as a whole. Records include but not limited to: analysis, preparation, submission, justification, monitoring of budget data and other related functions and records of the following work elements: Perform Budget Duties- PDA, PPA, PAA Provide Budget Support- SB1 Provide General Support Services Budget- SB2, SOB Budget Formulation & Justification- SBS Budget Execution & Performance	Paper / Electronic		FALSE		1981	2017	Current (at least once a month)		Subject file classification system	492.38MB	39.7 cubic feet of paper	FALSE		good	FALSE	FALSE	FALSE	TRUE	FALSE	FALSE	TRUE	FALSE	301-01	1A	n1-589-12-001_#115	Temporary	Cut off at the end of the fiscal year, or when activity is completed	Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off	TRUE	FALSE		vita records yes these records protected? File/door locks, electronic key card, application of security groups.	FALSE	TRUE	Hinther, Dean	Hinther, Dean		
56	15-Aug-17	Farrell, Mercyle	HQ (Sterling)	7 LD (SCB, MBB, PDCE, MMR)	OSRP	All Support Records	All Support records leading up to the final products for each 5-year program. These include: Lease sales activity records, temporary maps and all other supporting documents that are precursors of the final product as stated in 4D(i)(a).	10% paper 90% electronic		FALSE	By Projects	1978	2017	Current (at least once a month)		Other (Specify)	n/a		FALSE		good	FALSE	FALSE	FALSE	FALSE	FALSE	TRUE	FALSE			0001-0003	DAA-0048-2013-0001-0003	Temporary	Cut off when the object or subject the records refer to is removed/discontinued (e.g. commission terminated, register/list superseded, temporary structures removed, etc.). See specific bureau/office instructions for individual cases	Destroy when no longer needed	TRUE	FALSE		This is the office of Program Development & Coordination Branch. Vita Records (yes) 4D (2) NEPA Compliance for the 5-Year Program (AAB) All records related to planning and conducting studies and preparing environmental impact statements (EIS) in support of the 5-Year Outer Continental Shelf (OCS) Program. Records include activities: •The planning and conduct of document preparation/procurement to support programmatic EIS •Records of NEPA procedural compliance, analysis, oversight management, Federal	FALSE	TRUE	Martin, Amy	Rose, Jennifer		
58	15-Aug-17	Farrell, Mercyle	HQ (Sterling)	7 LD (SCB, MBB, PDCE, MMR)	OSRP	5-Year Program Final Products (AAA) / Proposed and Final OCS Oil and Gas Leasing Program Documents	All final products for each 5-year program. This includes Draft, Proposed, Final, and Revised OCS Oil and Gas Leasing program Documents	90 % paper, 10% electronic		FALSE		1970	2017	Current (at least once a month)		Chronological	54 to 60 Feet of The Sale coor branch paper in the file 24GB room		FALSE		good	FALSE	FALSE	FALSE	FALSE	TRUE	FALSE	TRUE	FALSE	4D(i)(a)	n1-589-12-004_#115	Permanent	cut off at close of FY or when activity is completed Transfer digital copies (only) of all completed Five-Year Program records to NABA	cut off at close of FY or when activity is completed Transfer digital copies (only) of all completed Five-Year Program records to NABA upon approval of this schedule For subsequently added Five-Year Program records, transfer electronic files (including no	TRUE	FALSE			FALSE	TRUE	Martin, Amy	Kruger, Andrew			

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60	24-Feb-18	Farrell, Mercyle	HQ (Sterling)	13 Ead	DEP	Environmental Studies	Environmental Studies - 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 studies : Oil and Gas Lease Sales (AAG) Oil and Gas Lease Sale Environmental Studies are those specific to oil and gas leasing. These studies support the environmental analyses for 5- Year Program Environmental Impact			FALSE									FALSE			FALSE	FALSE	FALSE	FALSE	FALSE		FALSE	FALSE	1001-06a	4E(1)(4)			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 three year intervals under instruction 36 CFR 1235.44-50, or whichever guidance is in place at the time of transfer.	FALSE	FALSE			FALSE	FALSE	Callahan, Megan	Lewandowski, Jill	
61	07-Mar-18	Farrell, Mercyle	HQ (Sterling)	6 ED	OSRP	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 producible lease or discoveries not associated with DWRR to new or existing field documentations Bid and field determination appeals	50% paper 50% electronic		FALSE		2000	2017	Current (at least once a month)		Subject file classification system	110 GB	100 cubic feet	FALSE		Good	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE		TRUE	FALSE		3H(2)		n1-580-12-003_d115	Temporary	Cut off at close of FY or when activity is completed. Retain onsite or at the FRC.	Delete/ Destroy 75 years after cutoff. Longer retention is authorized if required for business use.	FALSE	TRUE		Vital Records: None Development and Reserve Estimations In future iterations, BOEM will systematically capture the records located in the H: drives of the remaining Economics Division staff. For now, this information is sufficient to provide a baseline inventory.	FALSE	TRUE	Moore, Sandra	Farrdon, Thomas
76	04-Jun-18	Farrell, Mercyle	AK		20 OBPS, FOIA, RCDs	Long term Administration Records	This disposition applies to administrative records that require additional retention, generally to conform to preservation standards in specific regulations, policies, or other legal/statutory requirements. These records may be more comprehensive - and complete records - involve interaction with the public in a manner that necessitates longer protections, or support a financial obligation (though these are most frequently covered by 0011). Though records in this category are more specific than those identified under 0001, it is still a broad group of documents, and an exhaustive list may not be feasible. If	paper and electronic		FALSE		1980	2017	Current (at least once a month)		Chronological	3.58 electronic	23.92 cubic feet	FALSE		Good	FALSE	FALSE	FALSE	FALSE	FALSE		TRUE	FALSE		0001-0002	DAA-0048-2013-0001-0002	Temporary	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified.	Destroy 7 year(s) after cut-off	FALSE	TRUE		vita records yes old records # 202-07a2, 202-18, 403-01, 403-02,404-12b, 705-16	FALSE	TRUE	Hirther, Dean	Bristan, Keller		
63	08-Mar-18	Farrell, Mercyle	HQ (Sterling)	6 ED	OSRP	FAIR Market Value-Engineering and Economic Evaluation (NAD), Phase I (NAE) and Phase II (NAF)	FAIR Market Value-Engineering and Economic Evaluation (NAD), Phase I (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 cash flow computer simulation	50% paper 50% electronic		FALSE		2000	2017	Current (at least once a month)		Subject file classification system	110 GB	100 cubic feet	FALSE		Good	FALSE	FALSE	FALSE	TRUE	FALSE	FALSE		TRUE	FALSE		3E(1)	BOEM_n1-589-12-003_d115	Temporary	Cut off at close of FY or when activity is completed	Retain onsite or at the FRC. Delete/ Destroy 75 years after cutoff. Longer retention is authorized if required for business use.	TRUE	FALSE		No vita records. NOTE: For now, let's list GRS 2.2, item 070, DAA-0048-2013-0001-0004, DAA-0048-2013-0001-0005, and DAA0048-2013-0001-0009 as only being located in the home drive (H: drive) of Thomas Farrdon, Economics Division Director.	FALSE	TRUE	Moore, Sandra	Farrdon, Thomas	
74	04-Jun-18	Farrell, Mercyle	AK		20 OBPS, FOIA, RCDs	Short Term Administration Records	These records encompass administrative functions described above that are produced and maintained in the course of routine business, and do not reflect government business that is subject to additional preservation. Records in this item often provide input into more valuable administrative records, either as supporting documentation or as a submission for a more comprehensive record. Records are characterized by being necessary for day-to-day operations but not long-term justification of the office's activities. There are numerous	paper & electronic		FALSE		1980	2017	Current (at least once a month)		Chronological	03. cubic feet		FALSE		good	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE		TRUE	FALSE		201-01b	0001-0001	DAA-0048-2013-0001-0001	Temporary	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified.	Destroy 3 year(s) after cut-off	FALSE	TRUE		no vita records old records 201-01b	FALSE	TRUE	Hirther, Dean	Bristan, Keller

ID	Date Prepared	Person Doing Inventory	Region	Division	Office	Series Title	Series Description	Medium	Location System	Duplicates in another place or medium	Duplicates/Explanation	Series Start Date	Series End Date	Reference Activity	Finding Aid (if any)	Arrangement	Electronic Volume	Paper Volume	Office of Primary Responsibility	Annual Accumulation	Condition of Records	Confidential Information	Classified	Access Controls	PII	CUI	Vital Records	Index/Elig Procedures	Schedule Identified	Schedule Not Identified	MMS Code	BOEM Code	DRS Code	Records Schedule/ Disposition Authority	Disposition Status	Cutoff	Transfer/Disposal Period	Revision to schedule needed?	No Revision Needed	Justification for New or Revised Schedule	Notes	Copy or NonRecord	Record	Liaisons Multi	SMEs Multi
65	08-Mar-18	Farrell, Mercyle	HQ (Sterling)	6 ED	OSRP	Geological Interpretative Tools (NAH)	All records related to Geological Interpretive Tools (GIT) provide the GEMM 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 OCEM 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. GIT hardware and software activities planning reports GIT contract work conducting reports	50% paper / 50 % electronic		FALSE		2000	2017	Current (at least once a month)		Subject file classification system	110 GB	100 cubic feet	FALSE		Good	FALSE	FALSE	FALSE	TRUE	FALSE	FALSE		TRUE	FALSE		3F		BOEM_n1-589-12-003_sf115	Temporary	Cut off at close of FY or when activity is completed	Retain onsite or at the FRC. Delete/ Destroy 75 years after cutoff. Longer retention is authorized if required for business use.	TRUE	FALSE	NOTE: For now, let's list GRS 2.2, Item 070, DAA-0048-2013-0001-0004, DAA-0048-2013-0001-0005, and DAA0048-2013-0001-0009 as only being located in the Home drive (H: drive) of Thomas Farndon, Economics Division Director. In future iterations, BOEM will systematically capture the records located in the H: drives of the remaining Economics Division staff. For now, this information is sufficient to provide a baseline inventory.	FALSE	TRUE	Moore, Sandra	Farndon, Thomas	
66	08-Mar-18	Farrell, Mercyle	HQ (Sterling)	6 ED	OSRP	Reserves, Production Projections and 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 specific sales. Sale revenue estimates from receipts (bonus, rentals, royalties) data analysis performance reports	50% paper 50% electronic		FALSE		2000	2017	Current (at least once a month)		Subject file classification system	100 cubic feet		FALSE		Good	FALSE	FALSE	FALSE	TRUE	FALSE	FALSE		TRUE	FALSE		3H(1)		BOEM_n1-589-12-003_sf115	Temporary	Cut off at close of FY or when activity is completed	Retain onsite or at the FRC. Delete/ Destroy 75 years after cutoff. Longer retention is authorized if required for business use.	TRUE	FALSE	NOTE: For now, let's list GRS 2.2, Item 070, DAA-0048-2013-0001-0004, DAA-0048-2013-0001-0005, and DAA0048-2013-0001-0009 as only being located in the home drive (H: drive) of Thomas Farndon, Economics Division Director. In future iterations, BOEM will systematically capture the records located in the H: drives of the remaining Economics Division staff. For now, this information is sufficient to provide a baseline inventory.	FALSE	TRUE	Moore, Sandra	Farndon, Thomas	
67	08-Mar-18	Farrell, Mercyle	HQ (Sterling)	6 ED	OSRP	Field Determinations (NAM)	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 (DWR) assignment of new producible lease or discoveries not associated with DWR to new or existing field documentations bid and field determination appeals	50% paper 50% electronic		FALSE		2000	2017	Current (at least once a month)		Subject file classification system	110 GB	100 cubic feet	FALSE		Good	FALSE	FALSE	FALSE	TRUE	FALSE	FALSE		TRUE	FALSE	1102-01a(1)					TRUE	FALSE	NOTE: For now, let's list GRS 2.2, Item 070, DAA-0048-2013-0001-0004, DAA-0048-2013-0001-0005, and DAA0048-2013-0001-0009 as only being located in the home drive (H: drive) of Thomas Farndon, Economics Division Director. In future iterations, BOEM will systematically capture the records located in the H: drives of the remaining Economics Division staff. For now, this information is sufficient to provide a baseline inventory.	FALSE	TRUE	Moore, Sandra	Farndon, Thomas			
68	08-Mar-18	Farrell, Mercyle	HQ (Sterling)	6 ED	OSRP	Information Management and Transfer-Ensure Optimal Value (NAQ)	All records related to information and data related business processes and tasks that should be planned and consistently implemented across BOEM. This work does not include technical information system or application design and development. Manuscripts and desktop publishing services reports Records and document management in accordance with National Archives and Records Management Requirement Information collection activities and forms requiring OMB approval documents Web management and related tasks and activities	50% paper 50% electronic		FALSE		2000	2017	Current (at least once a month)		Subject file classification system	110 GB	100 cubic feet	FALSE		good	FALSE	FALSE	FALSE	TRUE	FALSE	FALSE		TRUE	FALSE		3I		BOEM_n1-589-12-003_sf115	Temporary	Cut off at close of FY or when activity is completed	Retain onsite or at the FRC. Delete/ Destroy 7 years after cutoff.	TRUE	FALSE	NOTE: For now, let's list GRS 2.2, Item 070, DAA-0048-2013-0001-0004, DAA-0048-2013-0001-0005, and DAA0048-2013-0001-0009 as only being located in the Home drive (H: drive) of Thomas Farndon, Economics Division Director. In future iterations, BOEM will systematically capture the records located in the H: drives of the remaining Economics Division staff. For now, this information is sufficient to provide a baseline inventory.	FALSE	TRUE	Moore, Sandra	Farndon, Thomas	
69	08-Mar-18	Farrell, Mercyle	HQ (Sterling)	6 ED	OSRP	Employee performance file system records	Employee performance records are ratings of record, the performance plans on which ratings are based, supporting documentation for those ratings, and any other performance-related material required by an agency's performance appraisal system.	50% paper and 50% electronic		FALSE		2000	2017	Current (at least once a month)		Subject file classification system	110 GB	100 cubic feet	FALSE		Good	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE		TRUE	FALSE			GRS 2.2 DAA-GRS-2017-0007-0008	Temporary		Destroy no sooner than 4 years after date of appraisal, but longer retention is authorized if required for business use.	TRUE	FALSE	Vital Records: None NOTE: For now, let's list GRS 2.2, Item 070, DAA-0048-2013-0001-0004, DAA-0048-2013-0001-0005, and DAA0048-2013-0001-0009 as only being located in the home drive (H: drive) of Thomas Farndon, Economics Division Director. In future iterations, BOEM will systematically capture the records located in the H: drives of the remaining Economics Division staff. For now, this information is sufficient to provide a baseline inventory.	FALSE	TRUE	Moore, Sandra	Farndon, Thomas		
70	29-Aug-17	Farrell, Mercyle	AK		15 PA	Personnel Files	Administrative Function Files/ Audits and Investigation Files All records relating to administrative functions Mission files created and maintained in offices whose primary function involves support activities such as personnel, procurement, property, transportation, travel, communication, budget and similar internal management functions and audit/investigation files relating to internal audits, investigative and evaluation records conducted in the review of BOEM business process. These records include but are not limited to final audit or evaluation	Paper & electronic		FALSE		1980	2017	Current (at least once a month)		Chronological	26 mb / 25.8 MB temporary	Total feet of records in this file plan 31.56 permanent / 0.56 cubic feet	FALSE		good	FALSE	FALSE	FALSE	FALSE	FALSE	TRUE	FALSE		1G(1)		n1-589-12-001_sf115	Temporary	Cut off at the end of the fiscal year, or when activity is completed	Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 10 years after cut off.	TRUE	FALSE	vital records: yes	FALSE	TRUE	Hinther, Dean	Bristan, Keller			

ID	Date Prepared	Person Doing Inventory	Region	Division	Office	Series Title	Series Description	Medium	Location System	Duplicates in another place or medium	Duplicates/Explanation	Series Start Date	Series End Date	Reference Activity	Finding Aid (if any)	Arrangement	Electronic Volume	Paper Volume	Office of Primary Responsibility	Annual Accumulation	Condition of Records	Confidential Information	Classified	Access Controls	PII	CUI	Vital Records	Index/Elig Procedures	Schedule Identified	Schedule Not Identified	MMS Code	BOEM Code	DRS Code	Records Schedule/Disposition Authority	Disposition Status	Cutoff	Transfer/Disposal Period	Revision to schedule needed?	No Revision Needed	Justification for New or Revised Schedule	Notes	Copy or NonRecord	Record	Liaisons Multi	SMEs Multi
71	29-Aug-17	Farrell, Mercyle	AK		16 ORD	Litigation vital records	Process Litigation - Resource Use(74) All records relating to the use of resources including records that are generated in the activities of these work elements Perform Federal related alternate dispute resolution activities-ADR Prepare Federal Appeals Decision Documents Maintain Automated Appeals Docketing System	50% paper 50% electronic		FALSE		1980	2017			Chronological	25.8 mb / total 31 cubic feet of records in this file plan 31.56 permanent 25.8 MB temporary/ S & G drive admin records / litigation / ORD		FALSE		good	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	TRUE	FALSE		1L		n1-589-12-001_0f115	Temporary	Cut-off at the close of fiscal year.	Destroy 5 years after cut-off	TRUE	FALSE	vital records yes mms codes 707-01 707-02 707-03 707-05 707-06	FALSE	TRUE	Hintner, Dean	Bristan, Keller		
72	29-Aug-17	Farrell, Mercyle	AK		20 ORPS FOIA, RCDS	Administrative Function Files / audits and Investigation FILES	Administrative Function Files/ Audits and Investigation Files All records relating to administrative functions Mission files created and maintained in offices whose primary function involves support activities such as personnel, procurement, property, transportation, travel, communication, budget and similar internal management functions and audit/InvestigatOn files relating to internal audits, investigative and evaluation records conducted in the review of BOEM business process. These records include but are not limited to final audit or evaluation	paper & electronic		FALSE		1980	2017	Current (at least once a month)		Chronological	250 MB electronic	2.57 cubic feet	FALSE		good	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	TRUE	FALSE	102-01	1G(1)		n1-589-12-001_0f115	Temporary	Cut off at the end of the fiscal year, or when activity is completed	Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 10 years after cut off.	TRUE	FALSE	vital record yes old records #102-01b, 102-02, 201-05a, 201-08f, 202-12, 705-01	FALSE	TRUE	Hintner, Dean	Bristan, Keller		
96	04-Jun-18	Farrell, Mercyle	AK		18 OEP	Administrative Functions Files/Audit	Administrative Function Files/ Audits and Investigation Files All records relating to administrative functions Mission files created and maintained in offices whose primary function involves support activities such as personnel, procurement, property, transportation, travel, communication, budget and similar internal management functions and audit/InvestigatOn files relating to internal audits, investigative and evaluation records conducted in the review of BOEM business process. These records include but are not limited to final audit or evaluation	PAPER		FALSE		2011	2017	Current (at least once a month)		Subject file classification system	3.01 CUBIC FEET		FALSE		GOOD	TRUE	FALSE	FALSE	FALSE	FALSE	TRUE	FALSE		1G(1)		n1-589-12-001_0f115	Temporary	Cut off at the end of the fiscal year, or when activity is completed	Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 10 years after cut off.	TRUE	FALSE	NO VITA RECORDS	FALSE	TRUE	Hintner, Dean	Fox, Lisa			
62	08-Mar-18	Farrell, Mercyle	HQ (Sterling)	6 ED	OSRP	All other Geological and Geophysical Maps. All data and records that do not represent final products and all hard copy versions of mapping records and reports. Includes:	Shallow Seismic Shot Point Location Maps Correlated Well Logs High Resolution (Shallow) Geophysical Interpretive Maps 2D and 3D Seismic Trace Volumes and Data Sets Deep Seismic Shot-Point Location Record Set Regional and detailed Seismic Interpretive Maps Magnetic and Gravimetric Survey Records and Maps Geochemical Prospecting Survey Maps Geology Files Subsurface Geologic Interpretations Tectonic & Stratigraphic Investigation and Mapping Project Files Oil and Gas Maps for Field, Lease/Well Development	50% paper 50% electronic		FALSE		2000	2017	Current (at least once a month)		Subject file classification system	100 Cubic feet		FALSE		Good	FALSE	FALSE	FALSE	TRUE	FALSE	FALSE	TRUE	FALSE	3A(2)		BOEM_n1-589-12-003_0f115	Temporary	Cutoff at close of FY or when activity is completed.	Retain on-site of at the FRC. Delete/Destroy 75 years after cutoff. Longer retention is authorized if required for business use.	TRUE	FALSE	No vita Records NOTE: For now, let's list GRS 2.2, Item 070, DAA-048-2013-0001-0004, DAA-048-2013-0001-0005, and DAA048-2013-0001-0009 as only being located in the home drive (H: drive) of Thomas Farndon, Economics Division Director. In future iterations, BOEM will systematically capture the records located in the H: drives of the remaining Economics Division staff. For now, this information is sufficient to provide a baseline inventory.	FALSE	TRUE	Moore, Sandra	Farndon, Thomas			
318	04-Jun-18	Farrell, Mercyle	HQ MB	OD DO	27 OD	Departmental Compliance Reporting and Directives	These records are accumulated in the control and oversight of Departmental programs across multiple offices or bureaus. Programs generally do not relate to a mission for which the Department has oversight responsibility, but constitute the Department's input and compliance into a matter overseen by an external agency or entity (e.g. Section 515, Title VI, Regulatory Flexibility Act). Also under this item are unique, non-recurring resource allocation records that are accumulated in response to unexpected events, and directives/policies pertaining to nonprogram	100% paper		FALSE		2016	2018	Other, explain	day to day operations	Subject file classification system	39 cubic		FALSE		good	TRUE	FALSE	FALSE	FALSE	FALSE	FALSE	TRUE	FALSE		0008-0002	DAA-048-2013-0008-0002	Temporary	Cut off at end of fiscal year in which document is created, or when superseded/obsolete (if a policy).	Destroy 15 year(s) after cut-off	FALSE	TRUE		FALSE	TRUE	Williams, Erica	Cook, Karla			
308	30-May-18	Farrell, Mercyle	GOMR		25 RE	Budget Duties (60)	All records relating to budget development, formulation and execution that support the organization as a whole. Records include but not limited to: analysis, preparation, submission, justification, monitoring of budget data and other related functions and records of the following work elements. Perform Budget Duties- POA PPA, PAA Provide Budget Support- SB1 Provide General Support Services Budget- SB2, SOB Budget Formulation & Justification- SBS Budget Execution & Performance	paper / electronic		FALSE		1998	2017			Subject file classification system			FALSE		good	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	301-01	1A		n1-589-12-001_0f115	Temporary	Cut off at the end of the fiscal year, or when activity is completed	Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off	FALSE	FALSE		FALSE	FALSE	Waddell, Steve	Skinner, John	

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309	30-May-18	Farrell, Mercyle	GOMR		25 RE	Geologic and Geophysical (G&G) Pennington (NAB)	All records related to geophysical data processing for analysis of geophysical data, to help determine the constitution of the earth's interior; enabling the location of petroleum and mineral prospects. Records include: G&G permits, coordination and approval documents Coastal State/Other Geological Survey reports Seismic data processing, wave equation reports Data modeling by least square reports Scattered wave filtering reports	paper		FALSE		1969	2017			Subject file classification system			FALSE		good	FALSE	FALSE	FALSE	FALSE	FALSE	TRUE		TRUE	FALSE	901-01a	3D(2)		n1-589-12-003_of115	Temporary	Cut off at close of FY or when activity is completed. Retain onsite or at the FRC	Delete / Destroy 75 years after cutoff. Longer retention is authorized if required for business use.	TRUE	FALSE			FALSE	TRUE	Waddell, Steve	Skinner, John
310	30-May-18	Farrell, Mercyle	GOMR		25 RE	Digital Seismic Data (NAI, NAI)	Digital Final Maps Interpretive Report Products for Tectonic and Stratigraphic Investigation, Lease/Well Development and Reserve Estimations. Includes: Regional Geologic and Geophysical (G&G) Mapping and Interpretations (NAI) All final products only in digital format, for maps and interpretive reports, developed for determining the geological and geophysical significance of both analyzed and processed G&G information. EXCLUDES: Paper copies as well as supporting G&G data	electronic		FALSE		1969	2017			Subject file classification system			FALSE			FALSE	FALSE	FALSE	FALSE	FALSE		FALSE	FALSE		3A(1)		n1-589-12-003_of115	Permanent	Cut off after issuance of the permit under which the inclusive geological/geophysical information was collected under 30 CFR 1551.14.	Transfer eligible electronic records to NARA 50 years after cut off under the instructions in 35 CFR 1235-44-50, OR whichever guidance is in place at the time of transfer. Subsequent transfers to NARA will occur 15 years after cutoff. Upon request NARA will	FALSE	FALSE			FALSE	FALSE	Waddell, Steve	Skinner, John	
311	30-May-18	Farrell, Mercyle	GOMR		25 RE	Lease Sale Activity history files - bid reject or acceptance - (NAE)	FAIR Market Value- Engineering and Economic Evaluation (NAE), Phase I (NAE) and Phase II (NAE) 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 cash flow computer simulation	paper / electronic		FALSE		1970	2017			Subject file classification system			FALSE		good	FALSE	FALSE	FALSE	FALSE	FALSE	TRUE		TRUE	FALSE		3E(1)		n1-589-12-003_of115	Temporary	Cut off at close of FY or when activity is completed	Retain onsite or at the FRC. Delete/ Destroy 75 years after cutoff. Longer retention is authorized if required for business use.	TRUE	FALSE			FALSE	TRUE	Waddell, Steve	Skinner, John
312	30-May-18	Farrell, Mercyle	GOMR		25 RE	prospect investigation files (NAA, NAC, NAD, NAE NAF, NAG)	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. This component identifies geologic plays on the OCS that offer the highest potential for the occurrence of oil and gas development. It further prepares reports that describe the geology and petroleum potential, forming part of the public information base	paper / electronic		FALSE		1970	2017			Subject file classification system			FALSE			FALSE	FALSE	FALSE	FALSE	TRUE		TRUE	FALSE		3D(2)		n1-589-12-003_of115	Temporary	Cut off at close of FY or when activity is completed. Retain onsite or at the FRC	Delete / Destroy 75 years after cutoff. Longer retention is authorized if required for business use.	TRUE	FALSE	301		FALSE	TRUE	Waddell, Steve	Skinner, John	
313	30-May-18	Farrell, Mercyle	GOMR		25 RE	All other Geological and Geophysical Maps. All data and records that do not represent final products and all hard copy versions of mapping records and reports.	All other Geological and Geophysical Maps. All data and records that do not represent final products and all hard copy versions of mapping records and reports. Includes: Shallow Seismic Shot Point Location Maps Correlated Well Logs High Resolution (Shallow) Geophysical Interpretive Maps 2D and 3D Seismic Trace Volumes and Data Sets Deep Seismic Shot-Point Location Record Set Regional and detailed Seismic Interpretive Maps Magnetic and Gravimetric Survey Records and Maps Geochemical Prospecting Survey Maps Geology Files,	paper		FALSE		1969	2017			Subject file classification system			FALSE		good	FALSE	FALSE	FALSE	FALSE	FALSE	TRUE		TRUE	FALSE		3A(2)		n1-589-12-003_of115	Temporary	Cutoff at close of FY or when activity is completed.	Retain on-site of at the FRC. Delete/Destroy 75 years after cutoff. Longer retention is authorized if required for business use.	TRUE	FALSE			FALSE	TRUE	Waddell, Steve	Skinner, John
314	30-May-18	Farrell, Mercyle	GOMR		25 RE	Deep Water Operations Plans (DWOP) and Related Permits (ABS)	Deep Water Operations Plans (DWOP) and Related Permits (ABS) All records related to the processing, review, evaluation, analysis, coordination, and approval of Deep Water Operations Plans (DWOP) and related permits, as described in the regulation 30 CFR 250 Subpart B, C, H, I, J, Q, and related requirements. Includes: 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	paper		FALSE									FALSE		good	FALSE	FALSE	FALSE	FALSE	FALSE		TRUE	FALSE		5B(1)		n1-589-12-005_of115	Temporary	Cut off at close of FY or when activity is completed	Retain on site or at the FRC. Delete/Destroy 25 years after cut-off.	TRUE	FALSE			FALSE	TRUE	Belloco, Patricia Maranto, Anne, Rouse, Mark, Waddell, Steve		

ID	Date Prepared	Person Doing Inventory	Region	Division	Office	Series Title	Series Description	Medium	Location/ System	Duplicates in another place or medium	Duplicates/Explanation	Series Start Date	Series End Date	Reference Activity	Finding Aid (if any)	Arrangement	Electronic Volume	Paper Volume	Office of Primary Responsibility	Annual Accumulation	Condition of Records	Confidential Information	Classified	Access Controls	PII	CUI	Vital Records	Index/Entry Procedures	Schedule Identified	Schedule Not Identified	MMS Code	BOEM Code	DRS Code	Records Schedule/ Disposition Authority	Disposition Status	Cutoff	Transfer/Disposal Period	Revision to schedule needed?	No Revision Needed	Justification for New or Revised Schedule	Notes	Copy or NonRecord	Record	Liaisons Multi	SMEs Multi		
315	30-May-18	Farrell, Mercyle	GOMR		23 OE	Environmental Coordination for the 5-Year Program (AAC)	Environmental Coordination for the 5-Year Program (AAC) All records related to conducting and coordinating inter-governmental consultations in support of the 5-Year OCS Program includes: inter-governmental consultations such as consultations with States (i.e., Coastal Zone Management Act activities) and Federal agencies (i.e., U.S. Fish and Wildlife Service and the NOAA Fisheries Service), environmental impact statements for the 5-year program	paper		FALSE		1969	2017						FALSE		good	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	TRUE	FALSE		4D(3)		n1-589-12-004_#115	Temporary	Cutoff at close of FY or when activity is completed. Retain onsite or at an off site storage.		TRUE	FALSE			FALSE	TRUE	Belloco, Patricia	Belloco, Patricia, Maranto, Anne, Rouse, Mark, Waddell, Steve			
327	05-Jun-18	Farrell, Mercyle	HQ (Sterling)	13 Ead	OEP	NEPA Compliance - Environmental Assessments and Environmental Impact Statements- For Oil Gas Plans (AOC) &	NEPA Compliance - Environmental Assessments and Environmental Impact Statements- For Oil Gas Plans (AOC) & For Oil and Gas Permits (ACD) All work and records related to NEPA reviews such as EA or EIS of OCS oil and gas plans (EIS, DOCDs, and OPIs), applications (facility permit applications, Right of Use and Easement (RUEs), pipeline applications, G&G applications, structure removal applications, and APMs), and Suspensions of Operations (SOOs) and Suspensions of Production (SOPs). Ensure NEPA procedural compliance			FALSE									FALSE			FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE		5B(2)		n1-589-12-005_#115	Temporary	Cut off at close of FY or when activity completed	Retain on-site or at the FRC. Delete/Destroy 25 years after cutoff.	FALSE	FALSE			FALSE	FALSE	Callahan, Megan	Lewandowski, Jill				
317	04-Jun-18	Farrell, Mercyle	HQ MB	OD DO	27 OD	Program Monitoring and Policy Development	These records are accumulated in the regular monitoring and oversight of Federal programs, and in the formulation of policies and decisions regarding resource allocation, but do not include the final product of such documents. Also included are other routine oversight files that do not pertain to a single program or office. Specific records include: • Program evaluation and review files; • Delegations of authority or succession memoranda; • Political appointment files that do not require Senate confirmation; • Budget formulation records for the Departmental budget, including presentations and	paper 100%		FALSE		2016	2018	Other, explain	day to day operations	Subject file classification system		39 cubic	FALSE		good	TRUE	FALSE	FALSE	FALSE	FALSE	FALSE	TRUE	FALSE		0008-0001	DAA-0048-2013-0008-0001	Temporary	Cut off at end of fiscal year in which final document is superseded/obsolete, or upon determination that no final will be produced. If not a supporting record, cut off at end of fiscal year when created.	Destroy 5 year(s) after cut-off	FALSE	TRUE			FALSE	TRUE	Williams, Erica	Cook, Karla				
305	29-May-18	Farrell, Mercyle	HQ (Sterling)	7 LD (SCB, MBB, PDCE, MWP)	OSRP	Individual Lease Sale Areas of Interest (AAI)	All records related to information and nominations and the Area Identification steps of the presale process, the area to consider for leasing for a proposed sale; includes but not limited to: Individual Lease sale/areas of interest determination documents Documents showing Hydrocarbon List analyses of open-hole data on unleased blocks in the GOM to develop a digital, website paper or paper publication that identifies well bores with hydrocarbons	paper		FALSE		1973	2006	Other, explain	inactive	Other (Specify)		75 cubic feet	FALSE		intact	FALSE	FALSE	FALSE	FALSE	TRUE	TRUE	FALSE		4D(5)		n1-589-12-004_#115	Temporary	Cut off at close of FY or when activity is completed	Retain onsite or at an off site storage. Delete/Destroy 25 years after cutoff.	TRUE	FALSE		RECORD INVENTORY BOEM, Sales Coordination Branch Shelf 1-1: o Final notices of Sale, Sale 32-67 (Federal Register Notices.) o Final notices of Sale, Sale 35- "present" (Federal Register Notices) o Re-Offering Sale, Sale R5-1 (12/1980-9/1981) o Supplemental Sale 1 (6/1986-1/1989) o RS2, volume 2 of 2 (1982) o Sale CL, volumes 1 of 3, 2 of 3 (1975-1977) o Untitled, lease sale #161 (1996) o Sale #33, LA OCS (4/1973-5/1974) o Sale #33-34 (4/1973-5/1974) o Sale #36 (1/1974-11/1974) o Sale #37 South TX (1/1973-9/1975) o Sale #38	FALSE	TRUE			FALSE	TRUE	Martin, Amy	Kruger, Andrew
319	04-Jun-18	Farrell, Mercyle	HQ MB	OD DO	27 OD	Permanent Control and Oversight Files	These records include control and oversight files that have inherent historical value, but do not document the activities of a particular High Level Official (see 0004) or Executive Commission (see 0005). Some of the records included under this item are: # Final internal policies and directives applying to mission- and program-specific functions of the Department, or its bureau; # Substantive policy development records and guidance for existing policies that is necessary to fully comprehend and utilize the final document; # Official Departmental reports to Congress and plans documenting the decisions and initiatives	100% paper		FALSE		2016	2018	Other, explain	day to day operations	Subject file classification system		39 cubic	FALSE		good	TRUE	FALSE	FALSE	FALSE	FALSE	FALSE	TRUE	FALSE		0008-0003	DAA-0048-2013-0008-0003	Permanent	Cut off at the end of the fiscal year when superseded or obsolete.	Transfer to the National Archives 15 year(s) after cutoff	FALSE	TRUE			FALSE	FALSE	Williams, Erica	Cook, Karla				

ID	Date Prepared	Person Doing Inventory	Region	Division	Office	Series Title	Series Description	Medium	Location System	Duplicates in another place or medium	Duplicates/Explanation	Series Start Date	Series End Date	Reference Activity	Finding Aid (if any)	Arrangement	Electronic Volume	Paper Volume	Office of Primary Responsibility	Annual Accumulation	Condition of Records	Confidential Information	Classified	Access Controls	PII	CUI	Vital Records	Index/Elig Procedures	Schedule Identified	Schedule Not Identified	MMS Code	BOEM Code	DRS Code	Records Schedule/Disposition Authority	Disposition Status	Cutoff	Transfer/Disposal Period	Revision to schedule needed?	No Revision Needed	Justification for New or Revised Schedule	Notes	Copy or NonRecord	Record	Liaisons Multi	SMEs Multi
320	04-Jun-18	Farrell, Mercyle	HQ MB	OBPC Records	30 OBPC	Long-term Human Resources Records	This disposition applies to human resources records that require additional retention, generally to conform to preservation standards in specific regulations, policies, or other legal/statutory requirements. These records may be more comprehensive and complete versions of similar records in the 'routine' category, involve interaction with the public in a manner that necessitates longer protections, or support a financial obligation (though these are most frequently covered by 0011). Though records in this category are more specific than those identified under 0004, it is still a broad group of documents.	paper and electronic		FALSE							343.2 MB	1 cubic feet	FALSE		Good	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	TRUE	FALSE			0001-0005	DAA-0048-2013-0001-0005	Temporary	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified.	Destroy 7 year(s) after cut-off	FALSE	TRUE			FALSE	TRUE	Decker, Karen	Welch, Steven	
321	04-Jun-18	Farrell, Mercyle	HQ MB	OBPC Records	30 OBPC	Long-term Financial and Acquisition Records	This disposition applies to financial/acquisition records that require additional retention, generally to conform to preservation standards in specific regulations, policies, or other legal/statutory requirements. These records may be more comprehensive and complete records, involve interaction with the public in a manner that necessitates longer protections, or support a financial obligation. Though records in this category are more specific than those identified under 0010, it is still a broad group of documents, and an exhaustive list may not be feasible. If not addressed below.	paper and electronic		FALSE							343.2 MB	1 cubic feet	FALSE			FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE			0001-0011	DAA-0048-2013-0001-0011	Temporary	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified.	Destroy 7 year(s) after cut-off	FALSE	TRUE			FALSE	TRUE	Decker, Karen	Welch, Steven	
322	05-Jun-18	Farrell, Mercyle	HQ (Sterling)	13 Ead	OEP	Conservation Management - Analytical, Legal, Technical Support (BAC)	All records related to program support activities related to the enhancement of the public benefits or management initiatives and reports stakeholder requests. Analytical support reports for both internal and external unique projects on as needed basis reports legal guidance primarily to office units that have conservation management documents.			FALSE									FALSE		FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE			3(1)	n1-589-12-003_of115	Temporary	Cut off at close of FY when activity is completed	Retain on-site or at the FRC. Delete/Destroy 25 years after cutoff	FALSE	FALSE			FALSE	FALSE	Callahan, Megan	Lewandowski, Jill		
323	05-Jun-18	Farrell, Mercyle	HQ (Sterling)	13 Ead	OEP	Environmental Studies in Support of Environmental Compliance Monitoring (DAB)	All records related to oil and gas environmental compliance monitoring. This does not include all monitoring projects but only those projects that specifically monitor whether a company is in compliance with environmental stipulations. Includes: Development of O - Annual Environmental Studies Plans O - Annual Regional Studies Priority Lists O - National Studies Priority Lists Consultation with the Outer Continental Shelf Scientific Committee Maintenance of the Environmental Study Plan Financial Project Management System			FALSE									FALSE		FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE			SD(2)	n1-589-12-005_of115	Permanent	Cut off at close of FY or when activity completed	Electronic Records: Transfer electronic files (including nonproprietary public versions) to the National Archives at three years intervals under the instruction in 36 CFR 1235.44-50, or whichever guidance is in place at the time of the transfer. Hard Cop	FALSE	FALSE			FALSE	FALSE	Callahan, Megan	Lewandowski, Jill		
324	05-Jun-18	Farrell, Mercyle	HQ (Sterling)	13 Ead	OEP	Analysis and Evaluation of OCS Environmental Compliance (DAR)	All records comprising activities employed to analyze, assess, and evaluate OCS energy producing activities in accordance with established environmental legal mandates, regulations, lease stipulations, approved plans and permits, and conditions of approval. Includes: Conduct evaluations related to various environmental laws, regulations, executive orders, etc., to include but not limited to OCS Lands Act, Code of Federal Regulations (specific citations, e.g., 30 CFR250, 30 CFR251) BUREAU issued lease stipulations, BUREAU issued Notice to			FALSE									FALSE		FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE			SB(6)	n1-589-12-005_of115	Temporary	Cut off at close of FY or when activity completed	Retain on-site or at the FRC. Delete/Destroy 25 years after cutoff.	FALSE	FALSE			FALSE	FALSE	Callahan, Megan	Lewandowski, Jill		
325	05-Jun-18	Farrell, Mercyle	HQ (Sterling)	13 Ead	OEP	Environmental Coordination for Site-specific Applications (AAT)	All records related to the coordination and consultation with States and other federal agencies in support of industry submittals (such as Development and Production Plans (DPPs), Development Operations Coordination Documents (DOCDs), Exploration Plans (EPs), pipeline applications, Application for Permit to Modify (APMs), structure removal applications, and G&G applications, and rights-of-use and easements). Prepare environmental analysis to support the consultations. Includes: Coordination and consultations with other			FALSE									FALSE		FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE			SB(5)	n1-589-12-005_of115	Temporary	Cut off at close of FY or when activity completed	Retain on-site or at the FRC. Delete/Destroy 25 years after cutoff.	FALSE	FALSE			FALSE	FALSE	Callahan, Megan	Lewandowski, Jill		

ID	Date Prepared	Person Doing Inventory	Region	Division	Office	Series Title	Series Description	Medium	Location/ System	Duplicates in another place or medium	Duplicates/Explanation	Series Start Date	Series End Date	Reference Activity	Finding Aid (if any)	Arrangement	Electronic Volume	Paper Volume	Office of Primary Responsibility	Annual Accumulation	Condition of Records	Confidential Information	Classified	Access Controls	PII	CUI	Vital Records	Index/ filing Procedures	Schedule Identified	Schedule Not Identified	MMS Code	BOEM Code	DRS Code	Records Schedule/ Disposition Authority	Disposition Status	Cutoff	Transfer/Disposal Period	Revision to schedule needed?	No Revision Needed	Justification for New or Revised Schedule	Notes	Copy or NonRecord	Record	Liaisons Multi	SMEs Multi	
285	24-May-18	Farrell, Mercyle	HQ MIB	OBPC DM	30 OBPC	Long-term Financial and Acquisition Records	This disposition applies to financial/acquisition records that require additional retention, generally to conform to preservation standards in specific regulations, policies, or other legal/statutory requirements. These records may be more comprehensive and complete records, involve interaction with the public in a manner that necessitates longer protections, or support a financial obligation. Though records in this category are more specific than those identified under 0010, it is still a broad group of documents, and an exhaustive list may not be feasible. If not addressed below, this disposition applies to administrative records that require additional retention, generally to conform to preservation standards in specific regulations, policies, or other legal/statutory requirements. These records may be more comprehensive and complete records, involve interaction with the public in a manner that necessitates longer protections, or support a financial obligation (though these are most frequently covered by 0011). Though records in this category are more specific than those identified under 0001, it is still a broad group of documents, and an exhaustive list may not be feasible. If not addressed below, this disposition applies to non-recordkeeping copies of electronic records agencies maintain in email systems, computer hard drives or networks, web servers, or other locations after agencies copy the records to a recordkeeping system or otherwise preserve the recordkeeping version. This includes: documents such as letters, memoranda, reports, handbooks, directives, manuals, briefings, or presentations created on office applications, including those in Portable Document Format (PDF) or its equivalent senders' and recipients' versions of electronic mail messages that	electronic		FALSE		2015	2017	Current (at least once a month)		Subject file classification system		100MB		FALSE		Good	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	TRUE	FALSE			0001-0011	DAA-0048-2013-0001-0011	Temporary	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified.	Destroy 7 year(s) after cut-off	FALSE	TRUE			FALSE	TRUE	Decker, Karen	Boyd, Warren
316	30-May-18	Farrell, Mercyle	HQ MIB	OBPC Records	30 OBPC	Long-term Administration Records	This disposition applies to administrative records that require additional retention, generally to conform to preservation standards in specific regulations, policies, or other legal/statutory requirements. These records may be more comprehensive and complete records, involve interaction with the public in a manner that necessitates longer protections, or support a financial obligation (though these are most frequently covered by 0011). Though records in this category are more specific than those identified under 0001, it is still a broad group of documents, and an exhaustive list may not be feasible. If not addressed below, this disposition applies to non-recordkeeping copies of electronic records agencies maintain in email systems, computer hard drives or networks, web servers, or other locations after agencies copy the records to a recordkeeping system or otherwise preserve the recordkeeping version. This includes: documents such as letters, memoranda, reports, handbooks, directives, manuals, briefings, or presentations created on office applications, including those in Portable Document Format (PDF) or its equivalent senders' and recipients' versions of electronic mail messages that	paper and electronic		FALSE							343.2 MB	6 pages	FALSE		good	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	TRUE	FALSE			0001-0002	DAA-0048-2013-0001-0002	Temporary	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified.	Destroy 7 year(s) after cut-off	FALSE	TRUE			FALSE	TRUE	Decker, Karen	Welch, Steven		
296	25-May-18	Farrell, Mercyle	HQ MIB		32 ETH	Non-recordkeeping copies of electronic records.	Non-recordkeeping copies of electronic records agencies maintain in email systems, computer hard drives or networks, web servers, or other locations after agencies copy the records to a recordkeeping system or otherwise preserve the recordkeeping version. This includes: documents such as letters, memoranda, reports, handbooks, directives, manuals, briefings, or presentations created on office applications, including those in Portable Document Format (PDF) or its equivalent senders' and recipients' versions of electronic mail messages that			FALSE		2011	2017				1 cubic feet		FALSE			TRUE	FALSE	FALSE	TRUE	FALSE	TRUE	FALSE			<div>DAA-GRS-2016-0016-0002, Item 20</div>	Temporary.		Destroy immediately after copying to a recordkeeping system or otherwise preserving, but longer retention is authorized if required for business use.	FALSE	TRUE		GENERAL RECORDS SCHEDULE 5.1: Common Office Records This schedule covers certain records common to most offices in Federal agencies, whether those offices are involved in administrative or mission-related activities. Most of these records are administrative housekeeping records. Agencies create and maintain administrative records when carrying out general, non-mission-related activities that keep an office operating. In contrast, agencies create mission records when carrying out the	FALSE	TRUE	Wells, Leigh	Wells, Leigh				
187	18-Aug-17	Farrell, Mercyle	HQ (Sterling) 10 EBRE	OREP		BOEM Dive Team Records	Departmental Compliance Reporting and Directives Disposition Authority Number DM-0048-2013-0008-0002 These records are accumulated in the control and oversight of Departmental programs across multiple offices or bureaus. Programs generally do not relate to a mission for which the Department has oversight responsibility, but constitute the Department's input and compliance into a matter overseen by an external agency or entity (e.g. Section 515, Title VI, Regulatory Flexibility Act). Also under this item are unique, non-recurring resource allocation records that are	paper		FALSE						Numerical	n/a	FALSE		good	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	TRUE	FALSE			0008-0002	DAA-0048-2013-0008-0002	Temporary	Cut off at end of fiscal year in which document is created, or when superseded/obsolete (if a policy).	Destroy 15 year(s) after cut-off	FALSE	FALSE			FALSE	TRUE	Best, Gina	Winands-Araiza, Megan			
287	25-May-18	Farrell, Mercyle	HQ MIB		32 ETH	Public financial disclosure reports.	All other reports. Legal Citation: 5 U.S.C. app. section 105, 5 CFR part 2634.603	paper 30%, by jan 09 70% electronic		FALSE	by employee, lable by the year and description of the document	2011	2017	Other, explain	day to day, depending on the records may be annual	Other (Specify)	n/a	1 cubic feet	FALSE		good	TRUE	FALSE	FALSE	TRUE	FALSE	FALSE	TRUE	FALSE			<div>DAA-GRS-2014-0005-0008, Item 61</div>	Temporary.	Destroy 6 years after receipt of the OGE Form 278 or 278e by the agency or when no longer needed for active investigation.	This disposition instruction is mandatory; deviations are not allowed.	FALSE	TRUE		GENERAL RECORDS SCHEDULE 2.8: Employee Ethics Records This schedule covers records documenting the activities of executive branch agency ethics program offices. Records not covered by this schedule: Records pertaining to legislative branch and judicial branch ethics programs, the Hatch Act, the Whistleblower Protection Act, procurement integrity, and other areas often associated with, but not expressly under, the authority of executive branch ethics programs.	FALSE	TRUE	Wells, Leigh	Wells, Leigh			

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288	25-May-18	Farrell, Mercyle	HQ.MB		32 ETH	Public financial disclosure reports. Periodic transaction reports.	Periodic transaction reports. OGE 278-T forms filed by reporting individuals in accordance with the STOCK Act of 2012, and related records. Legal Citation: STOCK Act, Pub. L. 112-105	paper 30%, by jan 0% 70% electronic		FALSE	by employee, lable by the year and description of the document	2011	2017	Other, explain	day to day, depending on the records may be annual	Other (Specify)	n/a	1 cubic feet	FALSE		good	TRUE	FALSE	FALSE	TRUE	FALSE	FALSE		TRUE	FALSE				<div>DAA-GRS-2014-0005-0009, item 62</div>	Temporary.	The reports may be retained longer if needed for active investigation. This disposition instruction is mandatory; deviations are not allowed.	Destroy 7 years after receipt by the agency or when the related subsequent OGE Form 278 (or 278i) is ready for destruction 6 years later	FALSE	TRUE	GENERAL RECORDS SCHEDULE 2.8: Employee Ethics Records This schedule covers records documenting the activities of executive branch agency ethics program offices. Records not covered by this schedule: Records pertaining to legislative branch and judicial branch ethics programs, the Hatch Act, the Whistleblower Protection Act, procurement integrity, and other areas often associated with, but not expressly under, the authority of executive branch ethics programs.	FALSE	TRUE	Wells, Leigh	Wells, Leigh	
289	25-May-18	Farrell, Mercyle	HQ.MB		32 ETH	Reports of payments accepted from non-Federal sources. Supporting documentation.	Documentation, such as statements and forms, used to complete the submitted reports.	paper 30%, by jan 0% 70% electronic		FALSE	by employee, lable by the year and description of the document	2011	2017	Other, explain	day to day, depending on the records may be annual	Other (Specify)	n/a	1 cubic feet	FALSE		good	TRUE	FALSE	FALSE	TRUE	FALSE	FALSE		TRUE	FALSE			<div>DAA-GRS-2014-0005-0004, item 31</div>	Temporary.	Destroy 1 year following submission of the report to OGE, but longer retention is authorized if required for business use.	Destroy 1 year following submission of the report to OGE, but longer retention is authorized if required for business use.	FALSE	TRUE	GENERAL RECORDS SCHEDULE 2.8: Employee Ethics Records This schedule covers records documenting the activities of executive branch agency ethics program offices. Records not covered by this schedule: Records pertaining to legislative branch and judicial branch ethics programs, the Hatch Act, the Whistleblower Protection Act, procurement integrity, and other areas often associated with, but not expressly under, the authority of executive branch ethics programs.	FALSE	TRUE	Wells, Leigh	Wells, Leigh		
290	25-May-18	Farrell, Mercyle	HQ.MB		32 ETH	General ethics program records.	Records created and maintained to coordinate and manage an agency's ethics program. Records relate to the development, review, implementation, and interpretation of proposed or established executive branch standards of ethical conduct and other ethics regulations; conflict of interest and other ethics-related statutes and Executive Orders; and any agency supplemental standards of ethical conduct and other agency ethics-related regulations and directives. Includes: Records documenting the review of proposed or established ethics-related statutes and	paper 30%, by jan 0% 70% electronic		FALSE	by employee, lable by the year and description of the document	2011	2017	Other, explain	day to day, depending on the records may be annual	Other (Specify)	n/a	1 cubic feet	FALSE		good	TRUE	FALSE	FALSE	TRUE	FALSE	FALSE		TRUE	FALSE			<div>DAA-GRS-2016-0006-0003, item 10</div>	Temporary.	Destroy 6 years following the conclusion of an ethics regulatory review, provision of advice to an employee, making a determination regarding outside employment or after such determination is no longer in effect or applicable, or when no longer needed for an active investigation, whichever is later, but longer retention is authorized if required for business use.	Destroy 6 years after the conclusion of an ethics regulatory review, provision of advice to an employee, making a determination regarding outside employment or after such determination is no longer in effect or applicable, or when no longer needed for an active investigation, whichever is later, but longer retention is authorized if required for business use.	FALSE	TRUE	GENERAL RECORDS SCHEDULE 2.8: Employee Ethics Records This schedule covers records documenting the activities of executive branch agency ethics program offices. Records not covered by this schedule: Records pertaining to legislative branch and judicial branch ethics programs, the Hatch Act, the Whistleblower Protection Act, procurement integrity, and other areas often associated with, but not expressly under, the authority of executive branch ethics programs.	FALSE	TRUE	Wells, Leigh	Wells, Leigh		
291	25-May-18	Farrell, Mercyle	HQ.MB		32 ETH	Referrals and notifications of violations of criminal conflict of interest statutes and other potential violations files.	Referrals to Inspectors General or the Department of Justice concerning ethics violations or suspected violations. This item also covers related background materials, including copies of disciplinary and corrective actions and disposition documents such as declinations of prosecution, and copies of OGE Form 202, Notification of Conflict of Interest Referral.	paper 30%, by jan 0% 70% electronic		FALSE	by employee, lable by the year and description of the document	2011	2017	Other, explain	day to day, depending on the records may be annual	Other (Specify)	n/a	1 cubic feet	FALSE		good	TRUE	FALSE	FALSE	TRUE	FALSE	FALSE		TRUE	FALSE			<div>DAA-GRS-2014-0005-0003, item 20</div>	Temporary.	Destroy 6 years after referral to either the IG or DOI, but longer retention is authorized if required for business use.	Destroy 6 years after referral to either the IG or DOI, but longer retention is authorized if required for business use.	FALSE	TRUE	GENERAL RECORDS SCHEDULE 2.8: Employee Ethics Records This schedule covers records documenting the activities of executive branch agency ethics program offices. Records not covered by this schedule: Records pertaining to legislative branch and judicial branch ethics programs, the Hatch Act, the Whistleblower Protection Act, procurement integrity, and other areas often associated with, but not expressly under, the authority of executive branch ethics programs.	FALSE	TRUE	Wells, Leigh	Wells, Leigh		
292	25-May-18	Farrell, Mercyle	HQ.MB		32 ETH	Office of Government Ethics program questionnaire records.	Questionnaires completed by ethics officials, such as the "Annual Agency Ethics Program Questionnaire," the "Annual Agency Ethics Officer (DAEO) Survey," and other questionnaires and surveys, including records created or collected to prepare responses to ethics program questionnaires and surveys.	paper 30%, by jan 0% 70% electronic		FALSE	by employee, lable by the year and description of the document	2011	2017	Other, explain	day to day, depending on the records may be annual	Other (Specify)	n/a	1 cubic feet	FALSE		Good	TRUE	FALSE	FALSE	TRUE	FALSE	FALSE		TRUE	FALSE			<div>DAA-GRS-2014-0005-0005, item 40</div>	Temporary.	Destroy 3 years after submission, but longer retention is authorized if required for business use.	Destroy 3 years after submission, but longer retention is authorized if required for business use.	FALSE	TRUE	GENERAL RECORDS SCHEDULE 2.8: Employee Ethics Records This schedule covers records documenting the activities of executive branch agency ethics program offices. Records not covered by this schedule: Records pertaining to legislative branch and judicial branch ethics programs, the Hatch Act, the Whistleblower Protection Act, procurement integrity, and other areas often associated with, but not expressly under, the authority of executive branch ethics programs.	FALSE	TRUE	Wells, Leigh	Wells, Leigh		

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293	25-May-18	Farrell, Mercyle	HQ MIB		32 ETH	Ethics agreements records.	Records documenting the review and issue of ethics agreements used to remedy the appearance of potential or actual financial conflicts of interest. Includes: review of recusals, resignations, reassignments, and divestitures determinations authorizations waivers of equivalent folder under the political appointee's Official Personnel Folder or equivalent folder under the	paper 30%, by electronic 70%		FALSE	by employee, lable by the year and description of the document	2011	2017	Other, explain	day to day, depending on the records my be annual	Other (Specify)	n/a	1 cubic feet	FALSE		good	TRUE	FALSE	FALSE	TRUE	FALSE	FALSE	TRUE	FALSE				<div>DAA-GRS-2014-005-0017, Item 100</div>	Temporary		Destroy 6 years after the waiver or other agreed-upon determination or action has been issued or undertaken, or 6 years after it is no longer in effect, or when no longer needed for active investigation, whichever is later. Longer retention is authorized if needed for business use.	FALSE	TRUE	GENERAL RECORDS SCHEDULE 2.8: Employee Ethics Records This schedule covers records documenting the activities of executive branch agency ethics program offices. Records not covered by this schedule: Records pertaining to legislative branch and judicial branch ethics programs, the Hatch Act, the Whistleblower Protection Act, procurement integrity, and other areas often associated with, but not expressly under, the authority of executive branch ethics programs.	FALSE	TRUE	Wells, Leigh	Wells, Leigh		
307	30-May-18	Farrell, Mercyle	GOMK		25 RE	Administrative Function Files/ Audits and Investigation Files	All records relating to administrative functions. Mission files created and maintained in offices whose primary function involves support activities such as personnel, procurement, property, transportation, travel, communication, budget and similar internal management functions and audit/investigation files relating to internal audits, investigative and evaluation records conducted in the review of BOEM business process. These records include but are not limited to: final audit or evaluation reports, initiation papers, audit methodology and	paper		FALSE		1989	2017			Subject file classification system			FALSE		good	FALSE	FALSE	FALSE	FALSE	TRUE	TRUE	FALSE	102-01a	1G(1)		n1-589-12-001_d115	Temporary	Cut off at the end of the fiscal year, or when activity is completed	Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 10 years after cut off.	TRUE	FALSE	Mission subject files (program functions) MMS schedule 102-01a has been superseded	FALSE	TRUE	Waddell, Steve	Skinner, John			
295	25-May-18	Farrell, Mercyle	HQ MIB		32 ETH	Financial disclosure supporting documentation.	Supporting documentation used to review and verify the filer's report submission. Includes records such as: reviewer's notes background research reports memorialized verbal comments of filer in response to reviewer questions	paper 30%, by electronic 70%		FALSE		2011	2017	Other, explain	day to day, depending on the records my be annual	Other (Specify)	n/a	1 cubic feet	FALSE		good	TRUE	FALSE	FALSE	TRUE	FALSE	FALSE	TRUE	FALSE				<div>DAA-GRS-2014-005-0016, Item 90</div>	Temporary		Destroy at the same time an individual's related financial disclosure report is destroyed or 6 years after the individual has submitted their last financial disclosure report, or when no longer needed for active investigation, whichever is later.	FALSE	TRUE	GENERAL RECORDS SCHEDULE 2.8: Employee Ethics Records This schedule covers records documenting the activities of executive branch agency ethics program offices. Records not covered by this schedule: Records pertaining to legislative branch and judicial branch ethics programs, the Hatch Act, the Whistleblower Protection Act, procurement integrity, and other areas often associated with, but not expressly under, the authority of executive branch ethics programs.	FALSE	TRUE	Wells, Leigh	Wells, Leigh		
306	29-May-18	Farrell, Mercyle	HQ (Sterling MIB, POCB, MMP)	DSRP	7 LD (SCR)	NEPA Compliance for Lease Sales (AAs)	All records related to preparing Environmental Assessments (EAs) or Environmental Impact Statements (EIS) in support of individual Offshore OCS oil and gas lease sales. The work includes ensuring National Environmental Policy Act (NEPA) procedural compliance, performing NEPA analyses, and preparing EA or EIS documents. Includes: Management and oversight of the NEPA process scoping activities and public hearings supportive environmental and socio-economic analyses documents	paper		FALSE		1973	2006	Other, explain	inactive	Other (Specify)	75 cubic feet	FALSE		intact	FALSE	FALSE	FALSE	FALSE	TRUE	TRUE	FALSE		4D(6)		n1-589-12-004_d115	Temporary	Cut off at close of FY or when activity is completed	Retain onsite or at an off site storage. Delete/ Destroy 75 years after cutoff.	TRUE	FALSE	RECORD INVENTORY BOEM, Sales Coordination Branch Shelf 3-1: o Final notices of Sale, Sale 32-67 (Federal Register Notices.) o Final notices of Sale, Sale 35- "present" (Federal Register Notices) o Re-Offering Sale, Sale RS-1 (12/1980-3/1981) o Supplemental Sale 1 (6/1986-1/1989) o RS2, volume 2 of 2 (1982) o Sale C1, volumes 1 of 3, 2 of 3 (1975-1977) o Uninitiated, lease sale #161 (1996) o Sale #33, LA OCS (4/1973-5/1974) o Sale #33-34 (4/1973-5/1974) o Sale #36 (11/1974-11/1974) o Sale #37 South TX (11/1973-9/1975) o Sale #38	FALSE	TRUE	Martin, Amy	Kruger, Andrew				
297	29-May-18	Farrell, Mercyle	HQ MIB	OBPC PO	30 OBPC	Short-term Administration Records	These records encompass administrative functions described above that are produced and maintained in the course of routine business, and do not reflect government business that is subject to additional preservation. Records in this item often provide input into more valuable administrative records, either as supporting documentation or as a submission for a more comprehensive record. Records are characterized by being necessary for day-to-day operations but not long-term justification of the office's activities. There are numerous	Electronic record		FALSE	Information: POD Other Federal Records Act and Records Management Initiatives; Forms/Reports, Library/Information Services - PAR •The Privacy Act and Privacy Initiatives •Privacy Impact Assessments and Records Management Impact Assessments •Data analysis for privacy and records management classification and impacts •Freedom of Information Act (FOIA) request analysis and non-reimbursed fulfillment costs- PAE •FOIA and Privacy Act	1975	2017			Subject file classification system	1,512 Mb	1 cubic feet	FALSE		good	FALSE	FALSE	FALSE	TRUE	FALSE	FALSE	TRUE	FALSE			0001-0001	DAA-0048-2013-0001-0001	Temporary	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified.	Destroy 3 year(s) after cut-off	FALSE	TRUE		FALSE	TRUE	Decker, Karen	Allen, Melissa		

ID	Date Prepared	Person Doing Inventory	Region	Division	Office	Series Title	Series Description	Medium	Location/ System	Duplicates in another place or medium	Duplicates/Explanation	Series Start Date	Series End Date	Reference Activity	Finding Aid (if any)	Arrangement	Electronic Volume	Paper Volume	Office of Primary Responsibility	Annual Accumulation	Condition of Records	Confidential Information	Classified	Access Controls	PII	CUI	Vital Records	Index/Elig Procedures	Schedule Identified	Schedule Not Identified	MMS Code	BOEM Code	DRS Code	Records Schedule/ Disposition Authority	Disposition Status	Cutoff	Transfer/Disposal Period	Revision to schedule needed?	No Revision Needed	Justification for New or Revised Schedule	Notes	Copy or NonRecord	Record	Liaisons Multi	SMEs Multi	
298	29-May-18	Farrell, Mercyle	HQ MIB	OBPC PO	30 OBPC	Long-term Administration Records	This disposition applies to administrative records that require additional retention, generally to conform to preservation standards in specific regulations, policies, or other legal/statutory requirements. These records may be more comprehensive and complete records, involve interaction with the public in a manner that necessitates longer protections, or support a financial obligation (though these are most frequently covered by 0011). Though records in this category are more specific than those identified under 0001, it is still a broad group of documents, and an exhaustive list may not be feasible, if	Electronic record		FALSE	Information- POD Other Federal Records Act and Records Management Initiatives; Forms /Reports, Library/Information Services - PAR •The Privacy Act and Privacy Initiatives •Privacy Impact Assessments and Records Management Impact Assessments •Data analysis for privacy and records management classification and impacts •Freedom of Information Act (FOIA) request analysis and non-reimbursed fulfillment costs- PAE •FOIA and Privacy Act	1975	2017			Subject file classification system	1,512 Mb	1 cubic feet	FALSE		good	FALSE	FALSE	FALSE	TRUE	FALSE	FALSE		TRUE	FALSE			0001-0002	0001-0002	0001-0002	0001-0002	Temporary	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified.	Destroy 7 year(s) after cut-off	FALSE	TRUE		FALSE	TRUE	Decker, Karen	Allen, Melissa
299	29-May-18	Farrell, Mercyle	HQ MIB	OBPC PO	30 OBPC	Program Monitoring and Policy Development	These records are accumulated in the regular monitoring and oversight of Federal programs, and in the formulation of policies and decisions regarding resource allocation, but do not include the final product of such documents. Also included are other routine oversight files that do not pertain to a single program or office. Specific records include: • Program evaluation and review files; • Delegations of authority or succession memoranda; • Political appointment files that do not require Senate confirmation; • Budget formulation records for the Departmental budget, including presentations and	Electronic record		FALSE	Information- POD Other Federal Records Act and Records Management Initiatives; Forms /Reports, Library/Information Services - PAR •The Privacy Act and Privacy Initiatives •Privacy Impact Assessments and Records Management Impact Assessments •Data analysis for privacy and records management classification and impacts •Freedom of Information Act (FOIA) request analysis and non-reimbursed fulfillment costs- PAE •FOIA and Privacy Act	1975	2017			Subject file classification system	1,512 Mb	1 cubic feet	FALSE		good	FALSE	FALSE	FALSE	TRUE	FALSE	FALSE		TRUE	FALSE			0008-0001	0008-0001	0008-0001	0008-0001	Temporary	Cut off at end of fiscal year in which final document is superseded/obsolete, or upon determination that no final will be produced. If not a supporting record, cut off at end of fiscal year when created.	Destroy 5 year(s) after cut-off	FALSE	TRUE		FALSE	TRUE	Decker, Karen	Allen, Melissa
300	29-May-18	Farrell, Mercyle	HQ (Sterling)	7 LD (SCR, MIB, PDCB, MPM)	OSRP	5-Year Program Final Products (AAA)	All final products for each 5-year program. This includes Draft, Proposed, Final, and Revised OCS Oil and Gas Leasing program Documents. proposed and Final OCS Oil and gas leasing	Paper		FALSE	By sales number	1973	2006	Other, explain	inactive	Other (Specify)	75 cubic feet		FALSE		intact	FALSE	FALSE	FALSE	FALSE	FALSE	TRUE	TRUE	FALSE	4D(1)(a)		n1-589-12-004_d115		Permanent	cut off at close of FY or when activity is completed Transfer digital copies (only) of all completed Five-Year Program records to NARA	cut off at close of FY or when activity is completed Transfer digital copies (only) of all completed Five-Year Program records to NARA upon approval of this schedule For subsequently added Five-Year Program records, transfer electronic files (including no	TRUE	FALSE		RECORD INVENTORY BOEM, Sales Coordination Branch Shelf 1: 1- Final notices of Sale, Sale 32-67 (Federal Register Notices.) o Final notices of Sale, Sale 35- "present" (Federal Register Notices) o Re-Offering Sale, Sale RS-1 (12/1980-5/1981) o Supplemental Sale 1 (6/1986-1/1989) o RS2, volume 2 of 2 (1982) o Sale CI, volumes 1 of 3, 2 of 3 (1975-1977) o Untitled, lease sale #161 (1996) o Sale #33, LA OCS (4/1973-5/1974) o Sale #33-34 (4/1973-5/1974) o Sale #36 (11/1974-11/1974) o Sale #37 South TX (11/1973-9/1975) o Sale #38	FALSE	TRUE	Martin, Amy	Rose, Jennifer		
301	29-May-18	Farrell, Mercyle	HQ (Sterling)	7 LD (SCR, MIB, PDCB, MPM)	OSRP	All Support records leading up to the final products for each 5-year program	All Support records leading up to the final products for each 5-year program. These include: Lease sales activity records, temporary maps and all other supporting documents that are precursors of the final product as stated in 4D(1)(a).	paper		FALSE	by sales number	1973	2006	Other, explain	inactive	Other (Specify)	75 cubic feet		FALSE		intact	FALSE	FALSE	FALSE	FALSE	FALSE	TRUE	TRUE	FALSE	4D(1)(b)		n1-589-12-004_d115		TEMPORARY	Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage.	Delete/ Destroy 25 years after cutoff.	TRUE	FALSE		RECORD INVENTORY BOEM, Sales Coordination Branch Shelf 1: 1- Final notices of Sale, Sale 32-67 (Federal Register Notices.) o Final notices of Sale, Sale 35- "present" (Federal Register Notices) o Re-Offering Sale, Sale RS-1 (12/1980-5/1981) o Supplemental Sale 1 (6/1986-1/1989) o RS2, volume 2 of 2 (1982) o Sale CI, volumes 1 of 3, 2 of 3 (1975-1977) o Untitled, lease sale #161 (1996) o Sale #33, LA OCS (4/1973-5/1974) o Sale #33-34 (4/1973-5/1974) o Sale #36 (11/1974-11/1974) o Sale #37 South TX (11/1973-9/1975) o Sale #38	FALSE	TRUE	Martin, Amy	Kruger, Andrew		
302	29-May-18	Farrell, Mercyle	HQ (Sterling)	7 LD (SCR, MIB, PDCB, MPM)	OSRP	NEPA Compliance for the 5-Year Program (AAB)	All records related to planning and conducting studies and preparing environmental impact statements (EIS) in support of the 5-Year Outer Continental Shelf (OCS) Program. Records include activities: The planning and conduct of document preparation/procurement to support programmatic EIS Records of NEPA procedural compliance, analysis, oversight management, Federal Register notices, scoping and public hearings and preparation of EIS Documents	paper		FALSE		1973	2008	Other, explain	inactive	Other (Specify)	75 cubic feet		FALSE		intact	FALSE	FALSE	FALSE	FALSE	FALSE	TRUE	TRUE	FALSE	4D(2)		n1-589-12-004_d115		Temporary	Cut off at close of FY or when activity is completed	Retain onsite or at an offsite storage. Delete/ Destroy 25 years after cutoff.	TRUE	FALSE		RECORD INVENTORY BOEM, Sales Coordination Branch Shelf 1: 1- Final notices of Sale, Sale 32-67 (Federal Register Notices.) o Final notices of Sale, Sale 35- "present" (Federal Register Notices) o Re-Offering Sale, Sale RS-1 (12/1980-5/1981) o Supplemental Sale 1 (6/1986-1/1989) o RS2, volume 2 of 2 (1982) o Sale CI, volumes 1 of 3, 2 of 3 (1975-1977) o Untitled, lease sale #161 (1996) o Sale #33, LA OCS (4/1973-5/1974) o Sale #33-34 (4/1973-5/1974) o Sale #36 (11/1974-11/1974) o Sale #37 South TX (11/1973-9/1975) o Sale #38	FALSE	TRUE	Martin, Amy	Kruger, Andrew		

ID	Date Prepared	Person Doing Inventory	Region	Division	Office	Series Title	Series Description	Medium	Location System	Duplicates in another place or medium	Duplicates/Explanation	Series Start Date	Series End Date	Reference Activity	Finding Aid (if any)	Arrangement	Electronic Volume	Paper Volume	Office of Primary Responsibility	Annual Accumulation	Condition of Records	Confidential Information	Classified	Access Controls	PII	CUI	Vital Records	Index/Entry Procedures	Schedule Identified	Schedule Not Identified	MMS Code	BOEM Code	DRS Code	Records Schedule/Disposition Authority	Disposition Status	Cutoff	Transfer/Disposal Period	Revision to schedule needed?	No Revision Needed	Justification for New or Revised Schedule	Notes	Copy or NonRecord	Record	Liaisons Multi	SMEs Multi
303	29-May-18	Farrell, Mercyle	HQ (Sterling)	7 LD (SCA, MBB, PCDB, MMP)	OSRP	Environmental Coordination for the 5-Year Program (AAC)	All records related to conducting and coordinating inter-governmental consultations in support of the 5-Year OCS Program includes: inter-governmental consultations such as consultations with States (i.e., Coastal Zone Management Act activities) and Federal agencies (i.e., U.S. Fish and Wildlife Service and the NOAA Fisheries Service), environmental impact statements for the 5-year program	paper		FALSE		1973	2006	Other, explain	inactive	Other (Specify)		75 cubic feet	FALSE		intact	FALSE	FALSE	FALSE	FALSE	FALSE	TRUE		TRUE	FALSE		4D(3)		n1-589-12-004_d115	Temporary	Cutoff at close of FY or when activity is completed. Retain onsite or at an off site storage.		TRUE	FALSE	RECORD INVENTORY BOEM, Sales Coordination Branch Shelf 1-1: o Final notices of Sale, Sale 32-67 (Federal Register Notices.) o Final notices of Sale, Sale 35- "present" (Federal Register Notices) o Re- Offering Sale, Sale RS-1 (12/1980-9/1981) o Supplemental Sale 1 (6/1986-1/1989) o RS-2, volume 2 of 2 (1982) o Sale CI, volumes 1 of 3, 2 of 3 (1975-1977) o Unintended, lease sale #161 (1996) o Sale #33, LA OCS (4/1973-5/1974) o Sale #33-34 (4/1973-5/1974) o Sale #36 (11/1974-11/1974) o Sale #37 South TX (11/1973-9/1975) o Sale #38	FALSE	TRUE	Martin, Amy	Kruger, Andrew	
304	29-May-18	Farrell, Mercyle	HQ (Sterling)	7 LD (SCA, MBB, PCDB, MMP)	OSRP	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. Records of performance of economic and engineering analysis for 5-Year Plan, including ad hoc analysis (output from work element NAA is used for this work element) economic and engineering evaluation work for Headquarters in development of the 5-Year Leasing Program documents documents for the 5-Year OCS Oil and Gas Program.	paper		FALSE		1973	2006	Other, explain	inactive	Other (Specify)		75 cubic feet	FALSE		intact	FALSE	FALSE	FALSE	FALSE	FALSE	TRUE		TRUE	FALSE		4D(4)		n1-589-12-004_d115	Temporary	Cut off at close of FY or when activity is completed	Retain onsite or at an off site storage. Delete/ Destroy 25 years after cutoff.	TRUE	FALSE	RECORD INVENTORY BOEM, Sales Coordination Branch Shelf 1-1: o Final notices of Sale, Sale 32-67 (Federal Register Notices.) o Final notices of Sale, Sale 35- "present" (Federal Register Notices) o Re- Offering Sale, Sale RS-1 (12/1980-9/1981) o Supplemental Sale 1 (6/1986-1/1989) o RS-2, volume 2 of 2 (1982) o Sale CI, volumes 1 of 3, 2 of 3 (1975-1977) o Unintended, lease sale #161 (1996) o Sale #33, LA OCS (4/1973-5/1974) o Sale #33-34 (4/1973-5/1974) o Sale #36 (11/1974-11/1974) o Sale #37 South TX (11/1973-9/1975) o Sale #38	FALSE	TRUE	Martin, Amy	Kruger, Andrew	
328	05-Jun-18	Farrell, Mercyle	HQ (Sterling)	13 Ead	DEP	NEPA Categorically-Excluded Activities (AAN)	All records related to NEPA Categorical Exclusion Review (CER) of OCS oil and gas plans (BPs, DOCDs, DPPs), applications (facility applications, pipeline applications, G&G applications, APMs and APDs), suspensions and flaring requests. Ensure NEPA procedural compliance, perform the NEPA analyses and prepare the NEPA document.	paper		FALSE		2011	2017	Other, explain	day to day, depending on the records my be annual	Other (Specify)	n/a	1 cubic feet	FALSE		good	TRUE	FALSE	FALSE	FALSE	FALSE	FALSE	TRUE	FALSE	FALSE		5B(1)		n1-589-12-005_d115	Temporary	Cut off at close of FY or when activity is completed	Retain on site or at the FRC. Delete/Destroy 25 years after cut-off.	FALSE	FALSE		FALSE	FALSE	Callahan, Megan	Lewandowski, Jill	
294	25-May-18	Farrell, Mercyle	HQ,MB		32 ETH	Ethics agreements records.	Records documenting the review and issue of ethics agreements used to remedy the appearance of potential or actual financial conflicts of interest. Includes: review of recusals, resignations, reassignments, and divestitures determinations authorizations waivers waivers of disqualifications Note: Ethics Pledges and associated waiver certifications are filed in the political appointee's Official Personnel Folder or equivalent folder under the	paper 30%, by electronic		FALSE	by employee, lable by the year and description of the document	2011	2017	Other, explain	day to day, depending on the records my be annual	Other (Specify)	n/a	1 cubic feet	FALSE		good	TRUE	FALSE	FALSE	TRUE	FALSE	FALSE	TRUE	FALSE	FALSE		5B(1)		<div>DAA-GRS-2014-0005-0018, item 101</div>	Temporary	Cutoff at close of FY or when activity is completed	Destroy at the same time as the employee's last related financial report is destroyed or when no longer needed for active investigation, whichever is later. Longer retention is authorized if needed for business use.	FALSE	TRUE	GENERAL RECORDS SCHEDULE 2.8: Employee Ethics Records This schedule covers records documenting the activities of executive branch agency ethics program offices. Records not covered by this schedule: Records pertaining to legislative branch and judicial branch ethics programs, the Hatch Act, the Whistleblower Protection Act, procurement integrity, and other areas often associated with, but not expressly under, the authority of executive branch ethics programs.	FALSE	TRUE	Wells, Leigh	Wells, Leigh	
354	08-Jun-18	Farrell, Mercyle	AK		17 OLP	Interpretations of Shallow Seismic Data (NAJ)	All records related to the analysis and application of shallow seismic data and information to 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. Interpretation of shallow seismic data geo-hazards analysis and archeology analysis reports Analysis of water bottom or sea floor interface identification of shallow hazards	paper		FALSE		2011	2017			Subject file classification system		pre-drill survey 1 cubic feet / shallow hazard survey 235 cubic feet	FALSE		good	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	TRUE	FALSE	FALSE		3B		b1-589-12-003_d115	Permanent	Cutoff at close of FY or when activity is completed. Retain on-site or at the FRC.	Destroy 50 years after cutoff. Longer retention is authorized if required for business use	FALSE	TRUE		FALSE	TRUE	Hinther, Dean	Williamson, Lori	
353	20-Mar-18	20180320_RG 589 01Report_Jan2018_WNRC_Sterling	HQ (Sterling)	TBD	TBD	OCS DRILLING BLOCK NOMINATION FILES BX 1-145	OCS DRILLING BLOCK NOMINATION FILES BX 1-145	TEXTUAL		FALSE		1990	2009					145 (billable)	FALSE		FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	1001-02		NC1-57-84-7	Temporary	Cut off at close of fiscal year in which lease sale is conducted.	Destroy 20 years after cutoff	FALSE	FALSE		145 containers	FALSE	FALSE				
354	20-Mar-18	20180320_RG 589 01Report_Jan2018_WNRC_Sterling	HQ (Sterling)	TBD	TBD	OFFICIAL PROTRACTION DIAGRAMS TIL LIFT 2015	OFFICIAL PROTRACTION DIAGRAMS TIL LIFT 2015	TEXTUAL/ARCHIT EC. AND ENGIN. DRWNGS		FALSE		1954	2005					100 (billable)	FALSE		FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	1103-05		NC1-57-84-7	Permanent	Cutoff when revised protraction diagram is received	Transfer to FRC 5 years after cutoff. Transfer to NARA 20 years after cutoff. Volume 12 feet. Annual accumulation 4 feet.	FALSE	FALSE		100 containers	FALSE	FALSE				
355	20-Mar-18	20180320_RG 589 01Report_Jan2018_WNRC_Sterling	HQ (Sterling)	TBD	TBD	SALE ENVIRN IMPACT STATEMENT FILES TIL LIFT 2015	SALE ENVIRN IMPACT STATEMENT FILES TIL LIFT 2015	TEXTUAL		FALSE		1975	1989					2 (billable)	FALSE		FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	1001-03a		NC1-57-84-7	Temporary	Place in inactive file after compliance with environmental regulations has been determined. Cut off inactive file at close of fiscal year.	Transfer to FRC 3 years after cutoff. Destroy 20 years after cutoff.	FALSE	FALSE		2 containers	FALSE	FALSE				
356	20-Mar-18	20180320_RG 589 01Report_Jan2018_WNRC_Sterling	HQ (Sterling)	TBD	TBD	SHALLOW GEOL RECORDS TIL LIFT 2015	SHALLOW GEOL RECORDS TIL LIFT 2015	TEXTUAL		FALSE		1980	1981					4 (billable)	FALSE		FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	902-01b(1)		NC1-57-84-7	Permanent	Cut off at close of fiscal year	Hold 5 years and transfer to FRC. Transfer to National Archives 75 years after cutoff.	FALSE	FALSE		4 containers	FALSE	FALSE				
357	20-Mar-18	20180320_RG 589 01Report_Jan2018_WNRC_Sterling	HQ (Sterling)	TBD	TBD	SHALLOW GEOPHYSICAL RECORD(S) TIL LIFT 2015	SHALLOW GEOPHYSICAL RECORD(S) TIL LIFT 2015	MYLAR SHEETS/TEXTUAL		FALSE		1976	1982					282 (billable)	FALSE		FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	902-01b(1)		NC1-57-84-7	Permanent	Cut off at close of fiscal year	Hold 5 years and transfer to FRC. Transfer to National Archives 75 years after cutoff.	FALSE	FALSE		197 containers	FALSE	FALSE				

ID	Date Prepared	Person Doing Inventory	Region	Division	Office	Series Title	Series Description	Medium	Location/ System	Duplicates in another place or medium	Duplicates/Explanation	Series Start Date	Series End Date	Reference Activity	Finding Aid (if any)	Arrangement	Electronic Volume	Paper Volume	Office of Primary Responsibility	Annual Accumulation	Condition of Records	Confidential Information	Classified	Access Controls	PII	CUI	Vital Records	Index/Entry Procedures	Schedule Identified	Schedule Not Identified	MMS Code	BOEM Code	DRS Code	Records Schedule/ Disposition Authority	Disposition Status	Cutoff	Transfer/Disposal Period	Revision to schedule needed?	No Revision Needed	Justification for New or Revised Schedule	Notes	Copy or NonRecord	Record	Liaisons Multi	SMEs Multi				
358	20-Mar-18	20180320_RG 589 01Report_Jan2018_WNRC_Sterling	HQ (Sterling)	TBD	TBD	US ARMY CORPS BX5 1-7	US ARMY CORPS BX5 1-7	MAP		FALSE		1983	2009					7 (billable)	FALSE			FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	1103-05		NC1-57-84-7	Permanent	Cutoff when revised protraction diagram is received	Transfer to FRC 5 years after cutoff. Transfer to NARA 20 years after cutoff. Volume 12 feet. Annual accumulation 4 feet.	FALSE	FALSE		7 containers	FALSE	FALSE				
359	08-Jun-18	Farrell, Mercyle	AK		17 OLP	Records management program records.	Records related to the policies, procedures, and management of agency business records from creation to eventual disposition. Includes records created and maintained while planning, managing, evaluating, administering, and performing the function of agency records management. Activities include: providing oversight of entire records management program transferring, destroying, and retrieving records inventoring records and conducting records surveys scheduling records providing other records management services to customer units (such	paper		FALSE		2011	2017				.001 cubic feet	FALSE		Good	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	TRUE	FALSE				<div>OAA-GRS-2013-0002 0007, Item 20</div>	Temporary		Destroy no sooner than 6 years after the project, activity, or transaction is completed or superseded, but longer retention is authorized if needed for business use.	FALSE	TRUE		GENERAL RECORDS SCHEDULE GRS 4.1: Records Management Records This schedule covers records created and maintained by Federal agencies that relate to the management of records and information. It includes records related to tracking and controlling agency records and documents, records management, forms management, and managing vital or essential records.	FALSE	TRUE	Hinther, Dean	Williamson, Lori					
360	08-Jun-18	Farrell, Mercyle	AK		17 OLP	Human Resources (61) / training records	All records relating to developing and implementing policies and procedures and providing guidance. It includes records that have to deal with but not limited operations such as job fairs, and providing personnel services to bureau and department employees and supervisors and records generated in activities of the following work elements: Human Resources Actions- PAJ HR Administration Services- SAD, SMT, SQP Quality of Work Life- SEQ Process Positions- SE I Benefits and Benefits Review- SEB	paper		FALSE		2011	2017			Subject file classification system	1.1 cubic feet	FALSE		Good	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	TRUE	FALSE		1B		n1-589-12-001_#115	Temporary	Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off	DELETED/DESTROY 7 years after cut-off.	FALSE	TRUE			FALSE	TRUE	Hinther, Dean	Williamson, Lori					
326	05-Jun-18	Farrell, Mercyle	HQ (Sterling)	13 Ead	OEP	NEPA Compliance for Programmatic Issues (AAX)	NEPA Compliance for Programmatic Issues (AAX) All records related to National Environmental Policy Act (NEPA) review as Environmental Assessment (EA) or Environmental Impact Statement (EIS) of OCS oil and gas programmatic issues. Ensure NEPA procedural compliance, perform the NEPA analyses and prepare the NEPA document. Includes: Management oversight of the NEPA process & preparation of NEPA (PEA) document Conduct scoping or public hearings- Conduct supportive environmental and socio-economic			FALSE								FALSE		FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	5B(4)	n1-589-12-005_#115	Temporary	Cut off at close of FY or when activity completed	Retain on-site or at the FRC. Delete/Destroy 25 years after cutoff.	FALSE	FALSE			FALSE	FALSE	Callahan, Megan	Lewandowski, Jill			
363	08-Jun-18	Farrell, Mercyle	AK		17 OLP	aska OCS Standards- ADO02-rule making-	Short Term Policy Planning and Development Files: All records relating to policy issues that are that do not warrant permanent retention Bureau & DOI Initiatives- (PAF) President Management Agenda- (PAM) Provide General Management- (POB), (PPB), (PEB), (SOL) Provide Statistical Information & Analysts- (PAT) Economic Policy Analysts (SYE) Memorandum of Understanding (MOUs)	electronic		FALSE		2011	2017			Subject file classification system	681 MB	FALSE		good	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	2A(2)	n1-589-12-002_#115	Temporary	Cut off at close of FY or when activity is completed.	Retain onsite or at the FRC. Delete/ Destroy 7 yrs after cutoff.	FALSE	FALSE			FALSE	FALSE	Hinther, Dean	Williamson, Lori			
350	20-Mar-18	20180320_RG 589 01Report_Jan2018_WNRC_Sterling	HQ (Sterling)	TBD	TBD	LEASE SALE EVAL REPORT FILES TIL LIFT 2015	LEASE SALE EVAL REPORT FILES TIL LIFT 2015	TEXTUAL		FALSE		1983	1985					10 (billable)	FALSE			FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	1002-06		NC1-57-84-7	Temporary	Cutoff in close of fiscal year in which final determination of bid acceptance or rejection is made.	Hold 5 years and transfer to FRC	FALSE	FALSE		10 containers	FALSE	FALSE			
365	08-Jun-18	Farrell, Mercyle	AK		18 OEP	environmental Studies case Files	Non-energy mineral prospecting, leasing, and production are in 30 CFR Part 280 (prospecting), Part 281 (leasing), and Part 282 (production). Leasing and regulating the recovery of minerals records Subsoil and seabed of all submerged lands seaward of State-owned waters to the limits of the OCS Records of OCS sand, gravel, or shell resources for shore protection, beach or wetlands restoration projects, or for use in construction	electronic		FALSE		2011	2017			Subject file classification system	unknown	FALSE		Good	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	TRUE	FALSE		4N(1)	n1-589-12-004_#115	Temporary	Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage.	Delete/ Destroy 25 years after cutoff.	TRUE	FALSE			FALSE	TRUE	Hinther, Dean	Fox, Lisa						
366	08-Jun-18	Farrell, Mercyle	AK		18 OEP	Employee interview / (Chief retains)	Employee interview / (Chief retains)	paper		FALSE		2011	2017				1.37 cubic feet	FALSE		good	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	GRS 1.1			FALSE	FALSE			FALSE	FALSE	Hinther, Dean	Fox, Lisa				
367	08-Jun-18	Farrell, Mercyle	AK		18 OEP	Read Chron Files (others)	Read Chron Files (others)	paper		FALSE		2011	2017				10.87	FALSE			FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	TRUE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	TRUE	FALSE	TRUE	FALSE	Hinther, Dean	Fox, Lisa		

ID	Date Prepared	Person Doing Inventory	Region	Division	Office	Series Title	Series Description	Medium	Location System	Duplicates in another place or medium	Duplicates/Explanation	Series Start Date	Series End Date	Reference Activity	Finding Aid (if any)	Arrangement	Electronic Volume	Paper Volume	Office of Primary Responsibility	Annual Accumulation	Condition of Records	Confidential Information	Classified	Access Controls	PII	CUI	Vital Records	Index/Elig Procedures	Schedule Identified	Schedule Not Identified	MMS Code	BOEM Code	DRS Code	Records Schedule/ Disposition Authority	Disposition Status	Cutoff	Transfer/Disposal Period	Revision to schedule needed?	No Revision Needed	Justification for New or Revised Schedule	Notes	Copy or NonRecord	Record	Liaisons Multi	SMEs Multi
368	10-Jun-18	Farrell, Mercyle	HQ MB	OBPC PC	30 OBPC	N/A	N/A	paper		FALSE		2005	2017			Subject file classification system	n/a	n/a	FALSE			FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE							FALSE	FALSE		Attached is a listing of reference documents found in two drawers in file here at Sterling. The file room, and reference copies, belong to the Office of Budget and Program Coordination (Business Unit 30). Although all of these documents are reference copies (non-records), some of the folders were labeled with MMS file codes, which I included as part of the content description. OBPC File Room - # 461 1. 1st File Cabinet on the right, fourth drawer down a. Chron Files/DTS Reference Copies: 2 folders; 2015 - 2018	TRUE	FALSE	Decker, Karen	Richardson, Tamara		
369	10-Jun-18	Farrell, Mercyle	AK		19 OREAS	Minor Lease Sale EIS Analysis Files	NEPA Compliance - Environmental Assessments and Environmental Impact Statements- For Oil Gas Plans (AO) & For Oil and Gas Permits (ACD) All work and records related to NEPA reviews such as EA or EIS of OCS oil and gas plans (EP, DDCD, and DPP), applications (facility permit applications, Right of Use and Easement (RUEs), pipeline applications, G&G applications, structure removal applications, and APMs), and Suspensions of Operations (SODs) and Suspensions of Production (SOPs). Ensure NEPA procedural compliance	paper		FALSE						Subject file classification system	3.5 cubic feet / 1.1 cubic feet		FALSE			FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	5B(2)		n1-589-12-005_0f115	Temporary	Cut off at close of FY or when activity completed	Retain on-site or at the FRC. Delete/Destroy 25 years after cutoff.	FALSE	FALSE			FALSE	FALSE	Hinther, Dean	Wallace, Monte	
370	10-Jun-18	Farrell, Mercyle	AK		20 OBPS FOIA, RCDS	Information Management	Records management program records. Records related to the policies, procedures, and management of agency business records from creation to eventual disposition. Includes records created and maintained while planning, managing, evaluating, administering, and performing the function of agency records management. Activities include: providing oversight of entire records management program transferring, destroying, and retrieving records inventoring records and conducting records surveys scheduling records providing other records	paper		FALSE						Chronological	66 cubic feet		FALSE		good	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE			<div>OAA-GRS-2013-002 0007</div>	Temporary.		. Destroy no sooner than 6 years after the project, activity, or transaction is completed or superseded, but longer retention is authorized if needed for business use.	FALSE	FALSE		GENERAL RECORDS SCHEDULE 4.1: Records Management Records This schedule covers records created and maintained by Federal agencies that relate to the management of records and information. It includes records related to tracking and controlling agency records and documents, records management, forms management, and managing vital or essential records.	FALSE	FALSE	Hinther, Dean	Bristan, Keller	
371	10-Jun-18	Farrell, Mercyle	AK	RE	19 OREAS	NATL RESOURCE ASSESS (G&G EXPL)	NATL RESOURCE ASSESS (G&G EXPL)	paper		FALSE		2016	2017			Subject file classification system	0.1 cubic feet		FALSE			FALSE	FALSE	FALSE	FALSE	FALSE	TRUE	FALSE			n1-589-12-003_0f115	Temporary	Cut off at close of FY or when activity is completed.	Retain onsite or at the FRC. Delete/ Destroy 75 years after cutoff. Longer retention is authorized if required for business use.	FALSE	FALSE			FALSE	TRUE	Hinther, Dean	Wallace, Monte			
372	10-Jun-18	Farrell, Mercyle	AK	RE	19 OREAS	FILES INVENTORY & DISPOSAL	FILES INVENTORY & DISPOSAL	electronic		FALSE		2016	2017			Subject file classification system	1 MB		FALSE			FALSE	FALSE	FALSE	FALSE	FALSE	TRUE	FALSE			GRS 4.1, Item 020				FALSE	FALSE			FALSE	TRUE	Hinther, Dean	Wallace, Monte			
362	08-Jun-18	Farrell, Mercyle	AK		17 OLP	Training Records / Financial Management Operations (62)	All records relating to financial activities that support the organization as a whole such as paying bills, collecting receivables, compiling and analyzing financial data, preparing internal (Bureau) reports, maintaining general ledger, and planning, developing, implementing and maintaining accounting and mixed financial systems. Included also are records generated for work elements listed here: • Payroll Administration- SEP • Record Obligations- SFO • Invoice - Implement Competitive Sourcing- PAI • Adrrustration- SPB, SF 1 • Manage Accounts Receivable	paper		FALSE		2011	2017			Subject file classification system	4.1 cubic feet		FALSE		Good	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	TRUE	FALSE			<div>n1-589-12-003_0f115</div>	Temporary	Cut off at the end of the fiscal year, or when 302-03activity is completed. Transfer 302-03a3 to the FRC 3 years after the	DELETE/DESTROY 7 years after cut off	FALSE	TRUE			FALSE	TRUE	Hinther, Dean	Williamson, Lori		
339	05-Jun-18	Farrell, Mercyle	HQ (Sterling)	13 Ead	OEP	Liquefied Natural Gas (LNG) Projects (LAB)	All records related to the processing, review, evaluation, analysis and coordination of LNG project applications. These records include memoranda of understanding and/or cooperative agreements with the U.S. Coast Guard specific to LNG activity, such as engineering review and recommendation regarding LNG pipelines. Includes: • NEPA document development (environmental assessments and environmental impact statements) Application completeness review for NEPA compliance			FALSE									FALSE			FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE			n1-589-12-005_0f115	Temporary	Cut off at close off/when activity is completed	Retain on-site or at the FRC. Delete/ Destroy 25 years after cutoff	FALSE	FALSE			FALSE	FALSE	Callahan, Megan	Lewandowski, Jill			

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329	05-Jun-18	Farrell, Mercyle	HQ (Sterling)	13 Ead	OEP	Other Non-Energy Leases (OAD)	All records related to planning, evaluating, preparing and when activity is completed. Retain Completed National Environmental Policy Act and other onsite or at an off site required environmental analyses or consultations records storage. Memoranda of Agreement with Federal agency(s) Non-energy leases preparation and negotiated issuance documents/ competitive non-energy lease sales Number of non-energy leases issue			FALSE									FALSE			FALSE	FALSE	FALSE	FALSE	FALSE		FALSE	FALSE		4N(2)		TEMPORARY	cut off or close off FY when activity is complete. Retain on site or offsite.	Delete/ Destroy 25 negotiation notes years after cutoff.	FALSE	FALSE			FALSE	FALSE	Callahan, Megan	Lewandowski, Jill		
330	05-Jun-18	Farrell, Mercyle	HQ (Sterling)	13 Ead	OEP	NEPA Compliance for the 5-Year Program (AAB)	NEPA Categorically-Excluded Activities (AAN) All records related to NEPA Categorical Exclusion Review (CER) of OCS oil and gas plans (BPs, DOCDs, DPPs), applications (facility applications, pipeline applications, G&G applications, APMs and APDs), suspensions and flaring requests. Ensure NEPA procedural compliance.			FALSE									FALSE			FALSE	FALSE	FALSE	FALSE		FALSE	FALSE		4D(2)	n1-589-12-004_f115	Temporary	Cut off at close of FY or when activity is completed	Retain onsite or at an offsite storage. Delete/ Destroy 25 years after cutoff.	FALSE	FALSE			FALSE	FALSE	Callahan, Megan	Lewandowski, Jill			
331	05-Jun-18	Farrell, Mercyle	HQ (Sterling)	13 Ead	OEP	Environmental Coordination for the 5-Year Program (AAC)	All records related to conducting and coordinating inter-governmental consultations in support of the 5-Year OCS Program includes: Inter-governmental consultations such as consultations with States (i.e., Coastal Zone Management Act activities) and Federal agencies (i.e., U.S. Fish and Wildlife Service and the NOAA Fisheries Service), environmental impact statements for the 5-year program			FALSE									FALSE			FALSE	FALSE	FALSE	FALSE		FALSE	FALSE		4D(3)	n1-589-12-004_f115	Temporary	Cutoff at close of FY or when activity is completed. Retain onsite or at an off site storage.		FALSE	FALSE			FALSE	FALSE	Callahan, Megan	Lewandowski, Jill			
332	05-Jun-18	Farrell, Mercyle	HQ (Sterling)	13 Ead	OEP	NEPA Compliance for Lease Sales (AAH)	All records related to preparing Environmental Assessments (EAs) or Environmental Impact Statements (EISs) in support of individual Offshore OCS oil and gas lease sales. The work includes ensuring National Environmental Policy Act (NEPA) procedural compliance, performing NEPA analyses, and preparing EA or EIS documents. Includes: Management and oversight of the NEPA process scoping activities and public hearings supportive environmental and socio-economic analyses documents			FALSE									FALSE			FALSE	FALSE	FALSE	FALSE		FALSE	FALSE		4D(6)	n1-589-12-004_f115	Temporary	Cut off at close of FY or when activity is completed	Retain onsite or at an off site storage. Delete/ Destroy 75 years after cutoff.	FALSE	FALSE			FALSE	FALSE	Callahan, Megan	Lewandowski, Jill			
333	05-Jun-18	Farrell, Mercyle	HQ (Sterling)	13 Ead	OEP	Environmental Coordination for Lease Sales (AAJ)	Environmental Coordination for Lease Sales (AAJ) All records related 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			FALSE									FALSE			FALSE	FALSE	FALSE	FALSE		FALSE	FALSE		4E(2)	n1-589-12-004_f115	Temporary	Cut off at close of FY or when activity is completed	Retain onsite or at an off site storage. Delete/ Destroy 25 years after cutoff.	FALSE	FALSE			FALSE	FALSE	Callahan, Megan	Lewandowski, Jill			
334	05-Jun-18	Farrell, Mercyle	HQ (Sterling)	13 Ead	OEP	Renewable Energy Development Plans and Applications Review (LBC)	All records related includes reviews and coordination on renewable energy plans and applications except for NEPA related reviews and coordination. Management of renewable energy projects from receipt onto approval, disapproval, or withdrawal Non-environmental review records Coordination and approval process for renewable energy plans and application			FALSE									FALSE			FALSE	FALSE	FALSE	FALSE		FALSE	FALSE		4K(2)	n1-589-12-004_f115	Temporary	Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage.	Delete/ Destroy 75 years after cutoff.	FALSE	FALSE			FALSE	FALSE	Callahan, Megan	Lewandowski, Jill			

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335	05-Jun-18	Farrell, Mercyle	HQ (Sterling)	13 Ead	OEP	Oil Spill Risk Analysis 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 Oil Spill Risk Analysis (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 areas and points) identification of potentially affected resource areas (targets) acquisition of data sets for model seeding or validation			FALSE									FALSE			FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	4E(3)		n1-589-12-005_of115	Temporary	Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage.	Delete/ Destroy 25 years after cutoff.	FALSE	FALSE			FALSE	FALSE	Callahan, Megan	Lewandowski, Jill		
336	05-Jun-18	Farrell, Mercyle	HQ (Sterling)	13 Ead	OEP	Conservation Management - Monitor Reservoir Performance and Well Production Rates (DAA)	All records related to this work element cover all monitoring activities associated with efficient and proper reservoir management, prudent well production and practical leasehold management. Sensitive information reviews approval Oil and Gas production rate monitoring reports and approval reports Reclassification reservoirs reports Applications processes for enhanced oil recovery or violations reports Down hole commingling applications or violations Applications for well			FALSE									FALSE			FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	3(2)		n1-589-12-004_of115	Temporary	Cut off at close of FY when activity is completed	Retain onsite or at the FRC. Delete/ Destroy 25 years after cutoff.	FALSE	FALSE			FALSE	FALSE	Callahan, Megan	Lewandowski, Jill			
352	20-Mar-18	20180320_RG 589 01Report_Jan2018_WNRC_Sterling	HQ (Sterling)	TBD	TBD	MAJOR ENVIRON ANAL FILES TIL LIFT 2015	MAJOR ENVIRON ANAL FILES TIL LIFT 2015	TEXTUAL		FALSE		1980	1983					3 (billable)	FALSE		FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	1001-03a		NC1-57-84-7	Temporary	Place in inactive file after compliance with environmental regulations has been determined. Cut off inactive file at close of fiscal year.	Transfer to FRC 3 years after cutoff. Destroy 20 years after cutoff.	FALSE	FALSE	3 containers		FALSE	FALSE					
338	05-Jun-18	Farrell, Mercyle	HQ (Sterling)	13 Ead	OEP	Alternative Use Applications (LBF)	All records and work related to the alternate use of existing OCS structures. Records include: Access for alternate use projects NEPA related work for alternate use projects Plan and application review and approval for alternate use projects Studies and related contracting work for studies specific to alternate use Environmental monitoring for alternate use projects Compliance and appeal-related work stemming from alternate use projects			FALSE									FALSE			FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	4K(4)		n1-589-12-004_of115	Temporary	Cut off at close of FY or when activity is completed.	Delete/ Destroy 75 years after cutoff.	FALSE	FALSE			FALSE	FALSE	Callahan, Megan	Lewandowski, Jill		
351	20-Mar-18	20180320_RG 589 01Report_Jan2018_WNRC_Sterling	HQ (Sterling)	TBD	TBD	LEASE/BLOCK CROSS-REFERENCE CARD INDEX FILE, BXS 1-71	LEASE/BLOCK CROSS-REFERENCE CARD INDEX FILE, BXS 1-71	E-DATA PROCESS -OPT. DIG. DAT		FALSE		2003	2010					71 (billable)	FALSE		FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	1001-03a		NC1-57-84-7	Temporary	Place in inactive file after compliance with environmental regulations has been determined. Cut off inactive file at close of fiscal year.	Transfer to FRC 3 years after cutoff. Destroy 20 years after cutoff.	FALSE	FALSE	75 containers		FALSE	FALSE				
340	05-Jun-18	Farrell, Mercyle	HQ (Sterling)	13 Ead	OEP	Renewable Energy Compliance (L, BG)	Renewable Energy Compliance (L, BG) All records related include program development and training specifically for renewable 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 renewable energy or alternate use projects, such as: environmental compliance, field monitoring safety inspections, engineering			FALSE									FALSE			FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	4N(5)		n1-589-12-004_of115	Temporary	Cut off at close of FY or when activity is completed.	Retain onsite or at an off site storage. Delete/ Destroy 75 years after cutoff	FALSE	FALSE			FALSE	FALSE	Callahan, Megan	Lewandowski, Jill		
341	05-Jun-18	Farrell, Mercyle	HQ (Sterling)	13 Ead	OEP	Environmental Study Plans & Permit Application Review (AAP)	All records that support the processing of oil and gas user plans or permits (including exploration plans and DPP and all permits). Includes management oversight to plan environmental studies under the Environmental Studies Program and work on individual projects. These projects support the environmental review of Applications for Permits to Drill, exploration plans, development plans, production plans, and decommissioning. Includes: Development of: 0 - Annual Environmental Studies Plans 0 - Annual Regional			FALSE									FALSE			FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	5A(1)		n1-589-12-005_of115	Permanent	Cut off at Close off/when activity is completed	Retain on-site or at the FRC. Delete/Destroy 75 years after cutoff	FALSE	FALSE			FALSE	FALSE	Callahan, Megan	Lewandowski, Jill		

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342	05-Jun-18	Farrell, Mercyle	HQ (Sterling)	13 Ead	OEP	Other Non-Energy Leases (OAD)	All records related to planning, evaluating, preparing and when activity is completed. Retain Completed National Environmental Policy Act and other onsite or at an off site required environmental analyses or consultations records storage. Memoranda of Agreement with Federal agency(s) Delete/ Destroy 25 negotiation notes years after cutoff. Non energy leases preparation and negotiated issuance documents/ competitive non-energy lease sales Number of non-energy leases issue			FALSE									FALSE			FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	4N(4)		Temporary	Cutoff at of FY or when activity is complete	Delete/ Destroy 25 years after cutoff	FALSE	FALSE			FALSE	FALSE	Callahan, Megan	Lewandowski, Jill		
344	20-Mar-18	20180320_RG 589 01Report_Jan2018_WNRC_Sterling	HQ (Sterling)	TBD	TBD	LEASE/BLOCK CROSS-REFERENCE CARD INDEX FILE, BXS 1-71	LEASE/BLOCK CROSS-REFERENCE CARD INDEX FILE, BXS 1-71	E-DATA PROCESS.-OPT. DIG. DAT		FALSE		2003	2010				71 (billable)		FALSE			FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	1001-03a		NC1-57-84-7	Temporary	Place in inactive file after compliance with environmental regulations has been determined. Cut off inactive file at close of fiscal year.	Transfer to FRC 3 years after cutoff. Destroy 20 years after cutoff.	FALSE	FALSE		75 containers	FALSE	FALSE				
346	20-Mar-18	20180320_RG 589 01Report_Jan2018_WNRC_Sterling	HQ (Sterling)	TBD	TBD	GEOPHYSICAL DATA- PROPRIETARY TIL LIFT 2015	GEOPHYSICAL DATA- PROPRIETARY TIL LIFT 2015	TEXTUAL		FALSE		1975	1975				38 (billable)		FALSE			FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	901-03		NI/589/12/3/303	Temporary	Reserved	Reserved	FALSE	FALSE		38 containers	FALSE	FALSE				
347	20-Mar-18	20180320_RG 589 01Report_Jan2018_WNRC_Sterling	HQ (Sterling)	TBD	TBD	HIGH RES GEOPHYS RECORDS TIL LIFT 2015	HIGH RES GEOPHYS RECORDS TIL LIFT 2015	TEXTUAL		FALSE		1965	1978				49 (billable)		FALSE			FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	902-01b(1)		NC1-57-84-7	Permanent	Cut off at close of fiscal year	Hold 5 years and transfer to FRC. Transfer to National Archives 75 years after cutoff.	FALSE	FALSE		49 containers	FALSE	FALSE				
348	20-Mar-18	20180320_RG 589 01Report_Jan2018_WNRC_Sterling	HQ (Sterling)	TBD	TBD	LEASE HIST FILE TIL LIFT 2015	LEASE HIST FILE TIL LIFT 2015	TEXTUAL		FALSE		1976	1981				4 (billable)		FALSE			FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	1101-02a			Temporary	Cut off when lease is terminated		FALSE	FALSE		4 containers	FALSE	FALSE				
349	20-Mar-18	20180320_RG 589 01Report_Jan2018_WNRC_Sterling	HQ (Sterling)	TBD	TBD	LEASE MGMT PROJ FILE TIL LIFT 2015	LEASE MGMT PROJ FILE TIL LIFT 2015	TEXTUAL		FALSE		1979	1982				9 (billable)		FALSE			FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	1101-02a			Temporary	Cut off when lease is terminated		FALSE	FALSE		9 containers	FALSE	FALSE				
284	24-May-18	Farrell, Mercyle	HQ MIB	OBPC DM	30 OBPC	Long-term Human Resources Records	This disposition applies to human resources records that require additional retention, generally to conform to preservation standards in specific regulations, policies, or other legal/statutory requirements. These records may be more comprehensive and complete versions of similar records in the 'routine' category, involve interaction with the public in a manner that necessitates longer protections, or support a financial obligation (though these are most frequently covered by 0011.). Though records in this category are more specific than those identified under O00K, it is still a broad group of documents,	electronic		FALSE		2015	2017	Current (at least once a month)		Subject file classification system	100MB		FALSE		good	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	TRUE	FALSE	0001-0005	DAA-0048-2013-0001-0005	Temporary	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified.	Destroy 7 year(s) after cut-off	FALSE	TRUE			FALSE	TRUE	Decker, Karen	Boyd, Warren			
337	05-Jun-18	Farrell, Mercyle	HQ (Sterling)	13 Ead	OEP	(b) Environmental Studies Case Records:	This series includes all management 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. They include records documenting all management type oversight and work in planning the environmental study. The records also document the following activities: o Annual Environmental Studies Plans o Annual Regional Studies Priority Lists o National Studies Priority Lists			FALSE									FALSE			FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	4E(1)(b)		n1-589-12-004_sf115	Temporary	Cut off at close of FY or when activity is completed	Retain onsite or at an off site storage. Delete/ Destroy 25 years after cutoff.	FALSE	FALSE			FALSE	FALSE	Callahan, Megan	Lewandowski, Jill		
221	09-Feb-18	Pivot 20180209_RG 589 01Report_Jan2018_GOMR	GOMR	TBD	TBD	ADJUDICATE AND ADMINISTER LEASES	ADJUDICATE AND ADMINISTER LEASES; LEASE MANAGEMENT PROJECT FILES; LEASE HISTORY FILES; LEASE PLAN OF EXPLORATION AND PLAN OF DEVELOPMENT & PRODUCTION; LEASE MGMT PROJ FILES TIL LIFT 2015	TEXTUAL		FALSE		1945	2016				1882		FALSE			FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	1101-02a			Temporary	Cut off when lease is terminated		FALSE	FALSE		1882 containers	FALSE	FALSE				
211	09-Feb-18	20180209_RG 589 01Report_Jan2018_CHI FRC_Akaska	AK	TBD	TBD	EXPIRED LEASES	EXPIRED LEASES 92 TIL LIFT 2015	TEXTUAL		FALSE			1992				5 (billable)		FALSE			FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	1101-02e		NI-473-88-1	Temporary	Cut off when lease is terminated	Transfer to FRC 10 years after cutoff. Destroy 75 years after cutoff	FALSE	FALSE		5 containers	FALSE	FALSE				
212	09-Feb-18	20180209_RG 589 01Report_Jan2018_GOMR	GOMR	TBD	TBD	ALL OTHER GEOLOGICAL AND GEOPHYSICAL MAPS.	COMMON DEPTH POINT (CDP) (DEEP PENETRATION) SEISMIC RECORDS SECTIONS DEEP SEISMIC SHOT- POINT LOCATION RECORD SET AND MAGNETIC TAPE HIGH-RESOLUTION GEOP INTRP MAPS TIL LIFT 2015 COMMON DEPTH POINT SEISMO RECORDS TIL LIFT 2015 GEOCHEMICAL PROSPECTING SURVEY MAPS TIL LIFT 2015 GEOL FILES TIL LIFT 2015 DETAILED SEISMIC INTERPRETIVE MAPS TIL LIFT 2015	MAP TEXTUAL		FALSE		1960	2016				3509.92 (billable)		FALSE			FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	902-03b(1)		NC1-57-84-7	Permanent	Cut off when all information required by related permit, lease, or contract is submitted	Hold 25 years and transfer to FRC. Release to public as follows: for information from permit, 25 years after date of submission; from lease, 60 days after submission. Transfer to National Archives 75 years after cutoff.	FALSE	FALSE		1225 containers	FALSE	FALSE				
213	09-Feb-18	20180209_RG 589 01Report_Jan2018_GOMR	GOMR	TBD	TBD	INTERPRETATIONS OF SEISMIC DATA	HIGH-RESOLUTION GEOPHYSICAL RECORDS TIL LIFT 2015 INTERPRETATIONS OF SHALLOW SEISMIC DATA 38	TEXTUAL		FALSE		1960	2016				44 (billable)		FALSE			FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	902-01b(1)		NC1-57-84-7	Permanent	Cut off at close of fiscal year	Hold 5 years and transfer to FRC. Transfer to National Archives 75 years after cutoff.	FALSE	FALSE		44 containers	FALSE	FALSE				
214	09-Feb-18	20180209_RG 589 01Report_Jan2018_GOMR	GOMR	TBD	TBD	FIELD & RESERVOIR STUDY	FIELD & RESERVOIR RESV ESTI STUDY TIL LIFT 2015	TEXTUAL		FALSE		1978	2000				12 (billable)		FALSE			FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	1702-02a		NC1-57-84-7	Permanent	Cut off at close of fiscal year in which study is completed	Hold 5 years and retire to FRC. Transfer to National Archives 50 years after cutoff.	FALSE	FALSE		12 containers	FALSE	FALSE				
215	09-Feb-18	20180209_RG 589 01Report_Jan2018_GOMR	GOMR	TBD	TBD	GEOLOGICAL AND GEOPHYSICAL (G&G) PERMITTING.	GEOLOGICAL & GEOPHYSICAL EXPLORATION PERMIT FILES GEOL & GEOPHYSICAL EXPLORATION PERMIT TIL LIFT 2015	TEXTUAL		FALSE		1960	2011				234 (billable)		FALSE			FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	NI/589/12/3/302			Temporary			FALSE	FALSE		234 containers	FALSE	FALSE				

ID	Date Prepared	Person Doing Inventory	Region	Division	Office	Series Title	Series Description	Medium	Location System	Duplicates in another place or medium	Duplicates/Explanation	Series Start Date	Series End Date	Reference Activity	Finding Aid (if any)	Arrangement	Electronic Volume	Paper Volume	Office of Primary Responsibility	Annual Accumulation	Condition of Records	Confidential Information	Classified	Access Controls	PII	CUI	Vital Records	Index/Filing Procedures	Schedule Identified	Schedule Not Identified	MMS Code	BOEM Code	DRS Code	Records Schedule/Disposition Authority	Disposition Status	Cutoff	Transfer/Disposal Period	Revision to schedule needed?	No Revision Needed	Justification for New or Revised Schedule	Notes	Copy or NonRecord	Record	Liaisons Multi	SMEs Multi		
216	09-Feb-18	20180209_RG 589 01Report_Jan2018_GOMR	GOMR	TBD	TBD	POSTSALE ANALYSIS	POSTSALE ANAL FILES STUDY 6 1972 9 82 TIL LIFT 2015	TEXTUAL		FALSE		1972	1982					3 (billable)	FALSE		FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	1003-02a		NC1-57-84-1	Permanent	Cut off when study is completed	Hold 5 years and transfer to RFC. Transfer to the National Archives 20 years after cutoff.	FALSE	FALSE		3 containers	FALSE	FALSE			
217	09-Feb-18	Pivot 20180209_RG 589 01Report_Jan2018_GOMR	GOMR	TBD	TBD	WELL EVALUATIONS AND NEW PRODUCIBLE LEASE DETERMINATIONS	WELL EVALUATIONS AND NEW PRODUCIBLE LEASE DETERMINATIONS	TEXTUAL		FALSE		2015	2016					16	FALSE		FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	1003-02a		NC1-57-84-1	Temporary			FALSE	FALSE		16 containers	FALSE	FALSE			
218	09-Feb-18	Pivot 20180209_RG 589 01Report_Jan2018_GOMR	GOMR	TBD	TBD	PROSPECT INVEST FILES REGN	PROSPECT INVEST FILES REGN TIL LIFT 2015	TEXTUAL		FALSE		1957	2004					139	FALSE		FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	1002-02a		NC1-57-84-7	Temporary	Cut off at close of fiscal year in which final determinations of bid acceptance or rejection are made	Transfer to FRC 30 years after cutoff. Destroy 75 years after cutoff.	FALSE	FALSE		139 containers	FALSE	FALSE			
230	13-Feb-18	20180213_RG 589 01Report_Jan2018_Pacific	PAC	TBD	TBD	CDP SEISMIC RECORDS; REGIONAL SEISMIC INTERPRETIVE MAPS - FINAL DRAFTED MAPS	CDP SEISMIC RECORDS - ARCHTEC. AND MASTERS TIL LIFT 2015; REGIONAL SEISMIC INTERPRETIVE MAPS - MICROFILM, DIAZO POSITIVE (MASTER COPIES)	TEXTUAL		FALSE		1968	1988					276	FALSE		FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	902-04a		NC1-57-84-7; NC1-473-88-1	Permanent	Cut off when all information required by related permit, lease, or contract has been submitted	Hold 15 years and transfer to RFC. Release to public use follows: for information from permit, 25 years after date of submission; from lease, 10 years after date of submission. Transfer to National Archives 75 years after cutoff.	FALSE	FALSE		190 containers	FALSE	FALSE				
220	09-Feb-18	Pivot 20180209_RG 589 01Report_Jan2018_GOMR	GOMR	TBD	TBD	LEASE SALE ACTIVITY HISTORY FILES	LEASE SALE ACTIVITY HIST TIL LIFT 2015	TEXTUAL		FALSE		1981	2006					35	FALSE		FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	1001-04		NC1-473-88-1	Temporary	Cut off at close of fiscal year in which final determinations of bid acceptance or rejection are made	Dispose of when no longer needed for reference	FALSE	FALSE		35 containers	FALSE	FALSE				
208	07-Feb-18	20180207_RG 589 01Report_Jan2018_SEA FRC_Alaska	AK	TBD	TBD	LEASE ACTIVITY & LEASE HISTORY FILES	LEASE ACTIVITY FILES PROGRAM FUNCTIONS TIL LIFT 2015; LEASE HISTORY FILES TIL LIFT 2015	TEXTUAL		FALSE			1999					31 (billable)	FALSE		FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	1101-02a(1)(a)					FALSE	FALSE		32 containers	FALSE	FALSE					
222	09-Feb-18	Pivot 20180209_RG 589 01Report_Jan2018_GOMR	GOMR	TBD	TBD	FINANCIAL INSTRUMENTS AND BONDS	FINANCIAL INSTRUMENTS AND BONDS 4 H	TEXTUAL		FALSE		1953	2017					63	FALSE		FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	1001-04		NC1-589/12/4/RH	Temporary			FALSE	FALSE		63 containers	FALSE	FALSE			
223	09-Feb-18	Pivot 20180209_RG 589 01Report_Jan2018_GOMR	GOMR	TBD	TBD	OIL SPILL INSURANCE REQUIREMENTS	OIL SPILL INSURANCE REQUIREMENTS 4 H2	TEXTUAL		FALSE		2003	2015					52	FALSE		FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	1001-04		NC1-589/12/4/AH2	Temporary			FALSE	FALSE		52 containers	FALSE	FALSE			
224	09-Feb-18	Pivot 20180209_RG 589 01Report_Jan2018_GOMR	GOMR	TBD	TBD	EXPLORATION PLANS	EXPLORATION PLANS (SA 2); PALEONTOLOGICAL REPORTS TIL LIFT 2015; DIRECTIONAL SURVEYS TIL LIFT 2015	TEXTUAL		FALSE		1947	2017					903	FALSE		FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	1001-04		NC1-57-84-7	Permanent	Review file at least annually to remove and place in inactive file reports which are superseded or obsolete. Cut off inactive file at close of fiscal year.	Where the contract does not prohibit release, release to public as follows: information from permit, 25 years; information from lease, 10 years after date of submission. Hold 15 years and transfer to RFC. Transfer to National Archives 75 years after cutoff	FALSE	FALSE		903 containers	FALSE	FALSE			
225	09-Feb-18	Pivot 20180209_RG 589 01Report_Jan2018_GOMR	GOMR	TBD	TBD	LEASE MANAGEMENT PROJECT FILES - EXPIRED LEASES	EXPIRED LEASE FILES; LEASE MANAGEMENT PROJECT FILES - EXPIRED LEASES; WELL FILES EXPIRED LEASES TIL LIFT 2015	TEXTUAL		FALSE		1947	2010					649	FALSE		FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	1101-02e		NC1-473-88-1	Temporary	Cut off when lease is terminated	Transfer to FRC 10 years after cutoff. Destroy 75 years after cutoff	FALSE	FALSE		649 containers	FALSE	FALSE			
226	09-Feb-18	Pivot 20180209_RG 589 01Report_Jan2018_GOMR	GOMR	TBD	TBD	DEVELOPMENT AND PRODUCTION PLANS AND RELATED PERMITS	DEVELOPMENT AND PRODUCTION PLANS AND RELATED PERMITS	TEXTUAL		FALSE		1980	2017					135	FALSE		FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	1001-04		NC1-589/12/5/544	Temporary			FALSE	FALSE		135 containers	FALSE	FALSE			
227	09-Feb-18	Pivot 20180209_RG 589 01Report_Jan2018_GOMR	GOMR	TBD	TBD	NEPA CATEGORICALLY EXCLUDED ACTIVITIES	NEPA CATEGORICALLY EXCLUDED ACTIVITIES 2003-2014	TEXTUAL		FALSE		2003	2014					30	FALSE		FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	1001-04		NC1-589/12/5/581	Temporary			FALSE	FALSE		30 containers	FALSE	FALSE		
228	13-Feb-18	20180213_RG 589 01Report_Jan2018_Pacific	PAC	TBD	TBD	PROCESS LITIGATION FOR INDIAN TRUST - ALL RECORDS RELATING TO LITIGATION-THE FORMAL PROCESS IN A COURT OR ADMINISTRATIVE AGENCY IN WHICH LEGAL RIGHTS AND OBLIGATIONS ARE CONTESTED BY THE PARTIES AND DECIDED BY A JUDGE.	PROCESS LITIGATION FOR INDIAN TRUST - ALL RECORDS RELATING TO LITIGATION-THE FORMAL PROCESS IN A COURT OR ADMINISTRATIVE AGENCY IN WHICH LEGAL RIGHTS AND OBLIGATIONS ARE CONTESTED BY THE PARTIES AND DECIDED BY A JUDGE. 1) ALL RECORDS RELATING TO LITIGATION - THIS ACTIVITY COVERS ANY AND ALL WORK ASSOCIATED WITH ADMINISTRATIVE OR JUDICIAL LITIGATION TO INCLUDE: PREPARE LEGAL DOCUMENTS, TESTIMONY AND EXHIBITS, RESPOND TO DISCOVERY REQUEST, REVIEW JUDICIAL ORDERS AND	TEXTUAL		FALSE		1982	2010					15	FALSE		FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	1001-04		NC1-589/12/1/1J	Temporary			FALSE	FALSE		15 containers	FALSE	FALSE		
286	24-May-18	Farrell, Mercyle	HQ MIB		32 ETH	Confidential financial disclosure reports. All other reports.	Confidential financial disclosure reports. Executive Branch Confidential Financial Disclosure Reports (OGE Form 450) and Confidential Certificates of No New Interests (OGE Optional Form 450-A), and related records. Legal Citation: 5 CFR 2634.604 (a) Any report filed with an agency under subpart 1 of this part shall be retained by the agency for a period of six years after receipt. After the six-year period, the report shall be destroyed unless	paper 30%, by jan 06, 70% electronic		FALSE	by employee, lable by the year and description of the document	2011	2017	Other, explain	day to day, depending on the records may be annual	Other (Specify)	n/a	1 cubic feet	FALSE	good	TRUE	FALSE	FALSE	TRUE	FALSE	FALSE	TRUE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	<div>#hrp;DAA-GRS-2014-0205-0012 Item 71</div>	Temporary	Destroy 6 years after receipt of the OGE Form 450 by the agency, except when the OGE Form 450 supports one or more subsequent Optional OGE Form 450-As	then destroy 6 years after receipt of the last related OGE Form 450-A by the agency, or when no longer needed for active investigation, whichever is later. This disposition instruction is mandatory; deviations are not allowed.	FALSE	TRUE		GENERAL RECORDS SCHEDULE 2.8; Employee Ethics Records This schedule covers records documenting the activities of executive branch agency ethics program offices. Records not covered by this schedule: Records pertaining to legislative branch and judicial branch ethics programs, the Hatch Act, the Whistleblower Protection Act, procurement integrity, and other areas often associated with, but not expressly under, the authority of executive branch ethics programs.	FALSE	TRUE	Wells, Leigh	Wells, Leigh		
219	09-Feb-18	Pivot 20180209_RG 589 01Report_Jan2018_GOMR	GOMR	TBD	TBD	BLOCK NOMINATION FILES	BLOCK NOMINATION FILES TIL LIFT 2015	TEXTUAL		FALSE		1972	1982					9	FALSE		FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	1001-02		NC1-57-84-7	Temporary	Cut off at close of fiscal year in which lease sale is conducted.	Destroy 20 years after cutoff	FALSE	FALSE		9 containers	FALSE	FALSE			
199	03-Jan-17	DRAFT P&CB File Plan_01032017	HQ (Sterling)	11 PCBRE	OREP	Public Information Meetings; Public Information Meeting Folder; State, Topic and Date (Maryland ATW1 Auction Seminar (mm/dd/yyyy))	Records related to scheduling and holding a public information meeting.	paper		FALSE					Other (Specify): State and topic and date.				FALSE		FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	Best, Gina		
373	15-Jun-18	Welch, Steven	HQ MIB		30 OBPC	OBPM Leadership Safety Council Charter	OBPM Leadership Safety Council Charter	Paper		FALSE								6 pages	FALSE		FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	0008-0003	DAA-0048-2013-0008-0003	Permanent	Cut off at the end of the fiscal year when superseded or obsolete.	Transfer to the National Archives 15 year(s) after cutoff	FALSE	FALSE			FALSE	FALSE	Decker, Karen	Bochar, Bob		

ID	Date Prepared	Person Doing Inventory	Region	Division	Office	Series Title	Series Description	Medium	Location System	Duplicates in another place or medium	Duplicates/Explanation	Series Start Date	Series End Date	Reference Activity	Finding Aid (if any)	Arrangement	Electronic Volume	Paper Volume	Office of Primary Responsibility	Annual Accumulation	Condition of Records	Confidential Information	Classified	Access Controls	PII	CUI	Vital Records	Index/Elig Procedures	Schedule Identified	Schedule Not Identified	MMS Code	BOEM Code	DRS Code	Records Schedule/Disposition Authority	Disposition Status	Cutoff	Transfer/Disposal Period	Revision to schedule needed?	No Revision Needed	Justification for New or Revised Schedule	Notes	Copy or NonRecord	Record	Liaisons Multi	SMEs Multi
190	18-Aug-17	Farrell, Mercyle	HQ (Sterling)	10 EBRP	OREP	policy records / Federal Register Notices, Official Memorandums	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, such as: Stakeholder meetings not directly related to NEPA document preparation briefing documents, objective, milestones, budgets, EPA Reports, schedules, meeting materials and other managerial type documents Development of Regional Plans and programmatic level documents (except for the Programmatic EIS Development of Policy	paper		FALSE		1997	2013	Current (at least once a month)		Numerical	n/a	FALSE		good	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	TRUE	FALSE				N1-589-12-0004	PERMANENT	Cut off at close of FY or when activity is completed. Electronic Records: Transfer electronic files (including non-proprietary public versions) to the National Archives at three year intervals under the instruction in 36 CFR 1235.44-50, or whichever guidance is in place at the time of transfer. Hard Copy Records: Transfer to an outside storage 5 years after cutoff. Transfer to the National Archives 25 years after cutoff	FALSE	FALSE			FALSE	TRUE	Best, Gina	Winands-Aralza, Megan		
191	24-Oct-17	Farrell, Mercyle	HQ MIB		31 OPRA	Regulatory Development and Support	Records documenting the drafts and supporting documentation created in the development of rules, regulations, and other official documents, but not including the final version of such regulations. These records also include advice, guidance, and clarification for active regulations provided to external parties, which help to define them for government business. Specific records include: • Drafts of preamble and rulemaking text; • Briefing papers; • Analyses required by laws or Executive Order (e.g. • Proposed Regulatory Flexibility Analyses, NEPA-related	paper		FALSE	records and arrange by the author of the letter subject matter	1989	2017			Other (Specify)	electronic N/A	3 file cabinet 3 boxes	FALSE		good	FALSE	FALSE	FALSE	TRUE	FALSE	FALSE	TRUE	FALSE			0008-0009	DA4-0048-2013-0008-0009	Temporary	Cut off at end of fiscal year in which the regulation is published, or upon determination that the regulation will not be published.	FALSE	TRUE			FALSE	TRUE	Sanders, Cara	Sanders, Cara		
192	24-Oct-17	Farrell, Mercyle	HQ MIB		31 OPRA	Departmental Compliance Reporting and Directives	These records are accumulated in the control and oversight of Departmental programs across multiple offices or bureaus. Programs generally do not relate to a mission for which the Department has oversight responsibility, but constitute the Department's input and compliance into a matter overseen by an external agency or entity (e.g. Section 515, Title VI, Regulatory Flexibility Act). Also under this item are unique, non-recurring resource allocation records that are accumulated in response to unexpected events, and directives/policies pertaining to nonprogram	paper and electronic		FALSE	records and arrange by the author of the letter subject matter	1989	2017	Current (at least once a month)		Other (Specify)	electronic N/A	3 file cabinet 3 boxes	FALSE		good	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	TRUE	FALSE			0008-0002	DA4-0048-2013-0008-0002	Temporary	Cut off at end of fiscal year in which document is created, or when superseded/obsolete (if a policy).	FALSE	TRUE			FALSE	TRUE	Sanders, Cara	Sanders, Cara		
193	03-Jan-17	Draft P&CB File Plan_D1032017	HQ (Sterling)	11 PCBRE	OREP	Renewable Energy Access; Unsolicited Lease Request Folder; State, Company Name (submitter), Date	Records related to unsolicited lease requests (applications) for renewable energy lease or grant. Unsolicited lease request, qualifications determination (legal, technical, and financial). Determination of Competitive (or Noncompetitive Interest)	paper		FALSE						Other (Specify): State (or Area) and Company Name; Chronological with newest on top.			FALSE			TRUE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE						FALSE	FALSE			FALSE	FALSE	Best, Gina				
194	03-Jan-17	DRAFT P&CB File Plan_D1032017	HQ (Sterling)	11 PCBRE	OREP	Renewable Energy Access; Solicited Nomination Folder; State, FRN Docket No., Publication Date (Maryland BOEM-2011-0058 (mm/dd/yyyy))	Records related to nominations submitted in response to a RF, Call or PSN. FRN, Nomination package, qualifications (legal, technical and financial) determination.	paper		FALSE						Other (Specify): State (or Area), FRN Docket No., Publication Date, Company Name; Chronological with newest on top.			FALSE			TRUE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE						FALSE	FALSE			FALSE	FALSE	Best, Gina			
195	03-Jan-17	DRAFT P&CB File Plan_D1032017	HQ (Sterling)	11 PCBRE	OREP	Renewable Energy Access; Call for Information Folder; Proposed Sale Notice Folder, Final Sale Notice Folder; State, FRN Docket No., Publication Date (Maryland BOEM-2011-0058 (mm/dd/yyyy))	Records related to activities to grant access to OCS for renewable energy projects, lease and grant instrument development, preparation and coordination of FRNs related to access, determinations of interest and competition relating to lease sales, Area ID determinations, decision to lease, Federal Register Notice Surname Package for Request for Information (RFI), Request for Competitive Interest (RFCI), Call for Information and Nominations (CFI), Determination of Noncompetitive Interest (DNCI), Notice	paper		FALSE						Other (Specify): State (or Area) and Federal Register Docket Number in order of publication date. Chronological with newest on top.			FALSE			FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE						FALSE	FALSE			FALSE	FALSE	Best, Gina			
196	03-Jan-17	DRAFT P&CB File Plan_D1032017	HQ (Sterling)	11 PCBRE	OREP	Renewable Energy Access; Competitive Lease Sale Folder; State, Lease Sale Number, Sale Date (Maryland Lease Sale ATLW1 (mm/dd/yyyy))	Records related to scheduling and holding a competitive lease sale. Also includes documents related to Bidder Eligibility and sale results. Auction Contractor (Auction format, sale results, etc.), eligible bidder determinations, ineligible bidder notices, Bidder's Financial Forms, ONRR reports (Pay Gov receipts for bid deposit, balance of bonus bid, 1 year rent); Others: Copy of PSN, copy of FSN, copy of document(s) that support BOEM's decision to lease.	paper		FALSE						Other (Specify): State and Lease Sale Number in ascending order. Subfolders: Auction Contractor, Bidders and Deposits, Sale Results)			FALSE			FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE						FALSE	FALSE			FALSE	FALSE	Best, Gina			
210	09-Feb-18	20180209_RG 589 01Report_Jan2018_CWI FCC_Alska	AK	TBD	TBD	LEASE HISTORY FILES	LEASE HISTORY FILES TIL LIFT 2015	TEXTUAL		FALSE							17 (billable)		FALSE			FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	1101-024(1)(a)						FALSE	FALSE			17 containers	FALSE	FALSE			

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198	03-Jan-17	DRAFT P&CB File Plan_01032017	HQ (Sterling)	11 PCBRE	OREP	Task Force Organization and Administration; Task Force Meeting Folder; State and Date (Maryland Task Force Meeting (mm/dd/yyyy))	Records related to scheduling and holding a Task Force meeting. Agendas, correspondence, invitation letters (email/letters), Contractor file (deliverables, meeting notes, meeting call log), participant list.	paper		FALSE						Other (Specify): State and meeting Date. Chronological with newest on top.			FALSE			FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE							FALSE	FALSE			FALSE	FALSE	Best, Gina			
209	09-Feb-18	20180209_RG 589 01Report_Jan2018_CHI FRC_Alaska	AK	TBD	TBD	HIGH-RESOLN GEOPHYS	HIGH-RESOLN GEOPHYS - DATA MAG TAPES TIL LIFT 2015			FALSE								909 (billable)	FALSE			FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	902-01a			NC1-57-84-7	Temporary	Cut off when all data required by related permit, lease, on contract have been submitted	Destroy 20 years after cutoff.	FALSE	FALSE			909 containers	FALSE	FALSE			
200	03-Jan-17	DRAFT P&CB File Plan_01032017	HQ (Sterling)	11 PCBRE	OREP	Company Information; Company Qualification File; BOEM Company Number; Company Name (Company No. 12345 - Legal Qualification File - Offshore Wind Company, LLC)	Documentation submitted to BOEM to legally qualify to hold a RE lease or grant under 585.106. Also, copies of BOEM's decision approving a company's technical and financial qualifications for each proposed project, lease or grant. Documentation to support a decision regarding technical and financial qualification contains proprietary business information and is maintained in a separate file (included in unsolicited lease applications file, nominations in response to a Call or PSN). Formation Document (Certificate of Formation, etc.); Power of Attorney;	paper		FALSE						Other (Specify): BOEM Company Number in ascending order. Chronological with newest on top.			FALSE			FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE							FALSE	FALSE			Each legally qualified company is assigned a 5-digit BOEM Company Number. Note: If two legally qualified companies merge, the surviving entity shall retain its company number, the merging company's folder is incorporated into the surviving entity's company folder. If an entity changes its name, ...	FALSE	FALSE	Best, Gina		
201	03-Jan-17	DRAFT P&CB File Plan_01032017	HQ (Sterling)	11 PCBRE	OREP	Lease and Grant Administration; Official Lease File; Official Grant File; Lease Number (OCS-A 0123)	Documentation supporting BOEM's decision to award a lease or grant, the lease instrument and any other document that affects the status or disposition of the lease or grant. From lease issuance through termination. Copy of FSN (Competitive lease); DNCI (Noncomp lease); High Bid Determination and Lease Award Letter; copy of Pay Gov bid deposit and bonus bid balance receipt; Assignments (Forms BOEM-0002 and BOEM-0003), Relinquishments (BOEM-0004), Surety Bonds (BOEM-0005) and bond riders, Designations of Operator (BOEM-0006), Standard Lease or Grant Instruments	paper		FALSE						Other (Specify): BOEM Assigned Lease or Grant Number in ascending order. Chronological with newest on top.			FALSE			FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE							FALSE	FALSE			Mark outside of folder with lease type (Noncomp, Comp, Research, if Limited, ROW, RUE), file disposition (i.e. Active or Closed) and disposition date for closed files (Relinquishment, Expiration or cancellation date), Financial assurance (surety bond) and payments documents filed on left side of folder.	FALSE	FALSE	Best, Gina		
202	03-Jan-17	DRAFT P&CB File Plan_01032017	HQ (Sterling)	11 PCBRE	OREP	Financial Instruments and Bonds; Alternate Financial Instrument File; Lease Number; Account Number (i.e. bank account number, LOC number, CUSIP number) (OCS-A 0123, LOC No. 99999)	Records related to administration financial assurance instruments other than surety bonds. Trust Agreements, Third Party Guarantees, Treasury Securities, Certificates of Deposit, Letters of Credit, Insurance Plans, or other instruments authorized under 30 CFR 585.526), Decommissioning Financial Assurance Plans, amendments, terminations, cancellations, copies of name change, merger, business conversion approvals to update obligor name.	paper		FALSE						Other (Specify): BOEM assigned Lease number in ascending order. Chronological with newest on top.			FALSE			FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE							FALSE	FALSE			Once cancelled, disposition (Cancelled) and disposition date stamped on the outside of the folder.	FALSE	FALSE	Best, Gina		
203	03-Jan-17	DRAFT P&CB File Plan_01032017	HQ (Sterling)	11 PCBRE	OREP	Financial Instruments and Bonds; Surety Bond File; Lease Number; Surety Bond Number (OCS-A 0123, Bond No. RLBO012345)	Records related to administration of Surety Bonds covering leases or grants. Surety Bond Form (BOEM-0005), rider, termination of period of liability, cancellation, bond and financial reviews, approvals related to change of operator, mergers, name changes, and business conversions to change name of principal on existing bond.	paper		FALSE						Other (Specify): BOEM assigned Lease number in ascending order. Chronological with newest on top.			FALSE			FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE							FALSE	FALSE			Once cancelled, disposition (Cancelled) and disposition date stamped on the outside of the folder.	FALSE	FALSE	Best, Gina		
204	03-Jan-17	DRAFT P&CB File Plan_01032017	HQ (Sterling)	11 PCBRE	OREP	Development Plans; Development Plan File; Lease Number; Plan Type; Submitter Name (OCS-A 0123, Site Assessment Plan, Deepwater Wind LLC)	Lessee or Grantor's Plan Submittal, correspondence between BOEM and plan submitter, BOEM Plan Approval or Rejection Decision, copies of correspondence from other BOEM offices supporting BOEM's plan approval. Site Assessment Plan (SAP), Site Survey Plan, General Activities Plan (GAP), Research Activities Plan (RAP), Construction and Operations Plan (COP), BOEM Approval, BOEM request for additional information.	paper		FALSE						Other (Specify): BOEM Assigned Lease or Grant Number and Plan Type in ascending order. Chronological order with newest on top.			FALSE			FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE							FALSE	FALSE			May be indexed by State or Area if plan filed prior to lease or grant issuance. Once issued, file will be re-labeled to reflect BOEM assign lease or grant number.	FALSE	FALSE	Best, Gina		
205	03-Jan-17	DRAFT P&CB File Plan_01032017	HQ (Sterling)	11 PCBRE	OREP	Compliance File; OCS-A 0123, Project Name	Documents related to issuance of incident of Non-Compliance (INC), Civil penalties and appeals, compliance tracking, INC Notices, reports required by lease, plan or regulation, BOEM compliance review matrices, site clearance reports, BOEM site clearance reports, BOEM Compliance tracking matrices.	paper		FALSE						Other (Specify): BOEM Assigned Lease or Grant Number in ascending order. Chronological with newest on top.			FALSE			FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE							FALSE	FALSE				FALSE	FALSE	Best, Gina		
206	07-Feb-18	20180207_RG 589 01Report_Jan2018_SEA FRC_Alaska	AK	TBD	TBD	COMMON DEPTH POINT (CDP) SEISMIC RECORDS SECTIONS	COMMON DEPTH POINT (CDP) SEISMIC RECORDS SECTIONS; GEOCHEMICAL PROSPECTIVE SURVEY MAPS TIL LIFT 2015	ARCHITEC. AND ENGIN. DRWNGS TEXTUAL		FALSE		1967	2009					486.75 (billable)	FALSE			FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	902-04a			N1-57-84-7; N1-473-88-1	Permanent	Cut off when all information required by related permit, lease, or contract has been submitted	Hold 15 years and transfer to FRC. Release to public use follows: for information from permit, 25 years after date of submission; from lease, 10 years after date of submission. Transfer to National Archives 75 years after cutoff.	FALSE	FALSE			359 containers	FALSE	FALSE			

ID	Date Prepared	Person Doing Inventory	Region	Division	Office	Series Title	Series Description	Medium	Location System	Duplicates in another place or medium	Duplicates/Explanation	Series Start Date	Series End Date	Reference Activity	Finding Aid (if any)	Arrangement	Electronic Volume	Paper Volume	Office of Primary Responsibility	Annual Accumulation	Condition of Records	Confidential Information	Classified	Access Controls	PII	CUI	Vital Records	Index/Elig Procedures	Schedule Identified	Schedule Not Identified	MMS Code	BOEM Code	DRS Code	Records Schedule/Disposition Authority	Disposition Status	Cutoff	Transfer/Disposal Period	Revision to schedule needed?	No Revision Needed	Justification for New or Revised Schedule	Notes	Copy or NonRecord	Record	Liaisons Multi	SMEs Multi
207	07-Feb-18	20180207_RG 589 01Report_Jan2018_SEA FRC_Alaska	AK	TBD	TBD	SEISMIC DATA TIL LIFT 2015	SEISMIC DATA TIL LIFT 2015 HIGH RES GEOPHYSICAL RECS TIL LIFT 2015 VELOCITY PLOTS TIL LIFT 2015 GEOPHYSICAL DAT SURVERYS TIL LIFT 2015	TEXTUAL		FALSE		1971	1988				329.5 (billable)		FALSE		FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	902-01n(1)		NC1-57-84-7	Permanent	Cut off at close of fiscal year	Hold 5 years and transfer to FRC. Release to National Archives 75 years after cutoff.	FALSE	FALSE		256 containers	FALSE	FALSE			
231	13-Feb-18	20180213_RG 589 01Report_Jan2018_Pacific	PAC	TBD	TBD	ALL OTHER GEOLOGICAL & GEOPHYSICAL MAPS.	3A (2) ALL OTHER GEOLOGICAL & GEOPHYSICAL MAPS. ALL DATA & RECORDS THAT DO NOT REPRESENT FINAL PRODUCT & ALL HARD COPY VERSIONS OF MAPPING RECORDS & REPORTS. CORRELATED WELL LOGS; FINAL MAPS AND REPORTS FOR INTERPRETIVE, TECTONIC AND STRATIGRAPHIC INVESTIGATION, LEASE/WELL DEVELOPMENT AND RESERVE ESTIMATES; GEOPHYSICAL RECORDS FIELD PRINTS TIL LIFT 2015; MAGNETIC/GRAVIMETRIC SURVEY RECORDS TIL LIFT 2015; REGIONAL SEISMIC INTERPRETIVE MAPS TIL LIFT 2015	ARCHTEC. AND ENGIN. DRWNWS E-DATA PROCESS. - MAGNETIC TAPE MAP TEXTUAL		FALSE		1947	1995				576		FALSE		FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	902-04a		N1-57-84-7; N1-473-88-1	Permanent	Cut off when all information required by related permit, lease, or contract has been submitted	Hold 15 years and transfer to FRC. Release to public use follows: for information from permit, 25 years after date of submission; from lease, 10 years after date of submission. Transfer to National Archives 75 years after cutoff.	FALSE	FALSE		237 containers	FALSE	FALSE			
197	03-Jan-17	DRAFT P&CB File Plan_D1032017	HQ (Sterling)	11 PCBRE	OREP	Task Force Organization and Administration; State Task Force Administration Folder; Maryland Task Force (yyyy)	Records related to establishing and maintaining a Task Force. Includes BOEM consultations with relevant Federal agencies, State agencies, and local and tribal governments in planning and administering its leasing activities on the OCS. Charter, Correspondence (other than meeting specific included in Meeting Folder). Federal/State/Local/Tribal Membership (contact information).	paper		FALSE					Other (Specify): State and Year. Chronological with newest on top.			FALSE		FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	Best, Gina		
275	24-May-18	Farrell, Mercyle	HQ MB	OBPC IT/G	30 OBPC	System Maintenance and Use Files	These records include: • Error reports, tickets, system operation reports • Tests and reports of system performance • Input files, work files, valid transaction files • System usage monitoring files (log-in, password files, audit trail, cost-back files, etc.) • System backups • Inventories of IT assets and equipment • User IDs, profiles, authorizations, etc. • Computer Security Incident handling, reporting, and follow-up records • Workload schedules, run reports, schedules of maintenance and support activities • Problem reports and related decision documents relating to	electronic 99% paper 1%		FALSE	by year, by title and naming convention	2015	2017	Current (at least once a month)		Alphabetical by name	7 GB	1 cubic feet	FALSE		Good	TRUE	TRUE	FALSE	TRUE	FALSE	FALSE	TRUE	FALSE	FALSE	FALSE	0001-0013	DAA-0048-2013-0001-0013	Temporary	Cut off when superseded or obsolete. See records manual for specific criteria that may determine when a record is obsolete or superseded.	Destroy no later than 3year(s) after cut-off	FALSE	TRUE		This schedule applies to the division Permanent Control and Oversight Files Disposition Authority Number DAA-0048-2013-0008-0003 These records include control and oversight files that have inherent historical value, but do not document the activities of a particular High-Level Official (see 0004) or Executive Commission (see 0005). Some of the records included under this item are: # Final internal policies and directives applying to mission- and program-specific functions of the Department, or its bureaus; # Substantive policy development records and guidance for existing policies that	FALSE	TRUE	Decker, Karen	Lambdin, Todd	
263	23-May-18	Farrell, Mercyle	HQ MB	OD DIA	27 OD	Records of High-Level Officials	These files contain documents received, generated, and maintained by HighLevel Officials to support their role in DOI. Documents include files assembled about a specific case, issue, or subject matter; briefing books and materials; correspondence; talking points; memoranda, itineraries and schedules; travel records; hand-written notes; and all other documents supporting an official's oversight of DOI's activities not covered elsewhere in this schedule. Generally, these files reflect the broad scope of issues on which the primary official on whose behalf they are	electronic 100%		FALSE		2015	2017	Other, explain	weekly / day to day	Subject file classification system	689 GB	1 cubic feet	FALSE		Good	FALSE	FALSE	FALSE	TRUE	FALSE	FALSE	TRUE	FALSE	FALSE	FALSE	0008-0004	DAA-0048-2013-0008-0004	Permanent	Cut off upon termination of the official's time in office.	Transfer to the National Archives 15 year(s) after cutoff Accessioning off	FALSE	TRUE		Tim McCune was the person doing the interview. Legacy documents dating back to 2012-2014 there are 36 records boxes belonging to the Director's Office, Office of the Director (Business Unit 27) currently stored in Sterling in File Room 470. These records boxes belong to previous administrations and were scheduled for transfer until the Juliana litigation hold forced BOEM to keep them on site. Once the hold is lifted, the boxes will be transferred to a FRC. Until then, BOEM	FALSE	TRUE	Decker, Karen	McCune, Tim	
265	23-May-18	Farrell, Mercyle	HQ MB		28 OCA	Document Collection and Legislative Input Records	Documents created and maintained for response to judicial or legislative issues, including: responses to congressional inquiries or correspondence; litigation holds or preservation notices; document production for active court cases; and similar records not specifically described in other items of this schedule. These records do not constitute the final response to such matters, but instead include all development, drafting, internal agency correspondence, and administration created and received to respond to the issue. Document collection files under this item include	Electronic		FALSE	records and arrange by the author of the letter subject matter	1987	2017	Noncurrent (Not used for current business)		Other (Specify)	5GB		FALSE		Good	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	TRUE	FALSE	FALSE	0008-0006	DAA-0048-2013-0008-0006	Temporary	Cut off at end of legislative session in which the final response is submitted, or when information is no longer needed for Departmental response, whichever is later.	Destroy 8 year(s) after cut-off	FALSE	TRUE		electronic 2004 / paper 1987 paper records and sent to Iron Mountain other records Document Collection and Legislative Input Records DAA-0048-2013-0008 Documents created and maintained for response to judicial or legislative issues, including: responses to congressional inquiries or correspondence; litigation holds or preservation notices; document production for active court cases; and similar records not specifically described in other items of this schedule. These records do not constitute the final response to such	FALSE	TRUE	Tilton, Lee	Tilton, Lee		

ID	Date Prepared	Person Doing Inventory	Region	Division	Office	Series Title	Series Description	Medium	Location System	Duplicates in another place or medium	Duplicates/Explanation	Series Start Date	Series End Date	Reference Activity	Finding Aid (if any)	Arrangement	Electronic Volume	Paper Volume	Office of Primary Responsibility	Annual Accumulation	Condition of Records	Confidential Information	Classified	Access Controls	PII	CUI	Vital Records	Index/Elig Procedures	Schedule Identified	Schedule Not Identified	MMS Code	BOEM Code	DRS Code	Records Schedule/ Disposition Authority	Disposition Status	Cutoff	Transfer/Disposal Period	Revision to schedule needed?	No Revision Needed	Justification for New or Revised Schedule	Notes	Copy or NonRecord	Record	Liaisons Multi	SMEs Multi
256	23-May-18	Farrell, Mercyle	HQ.MB		28 OCA	Official Legislative and Judicial Representation	Records under this item consist of official representation of the Department on judicial or legislative matters. Included are: • Official documents rendering legal opinion and advice that results in policy for the Department as a whole, generally issued by the Solicitor; • Official records establishing the Department's position and comments to the White House about legislative matters of interest to the Department, including on pending and proposed legislation, executive orders, modifications to existing laws, and similar legislative matters; • Records documenting official	electronic		FALSE	records and arrange by the author of the letter subject matter	1987	2017	Noncurrent (Not used for current business)		Other (Specify)	5GB		FALSE		Good	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	TRUE	FALSE			0008-0007	DAA-0048-2013-0008-0007	Permanent	Cut off at end of legislative session in which guidance is superseded or issue is closed.	Transfer to the National Archives 15 year(s) after cutoff Accessioning off	FALSE	TRUE	electronic 2004 / paper 1987 paper records and sent to Iron Mountain	FALSE	TRUE	Tilton, Lee	Tilton, Lee		
268	23-May-18	Farrell, Mercyle	HQ.MB		29 OPA	Photography and Negatives - Digital Images	This item includes still images in digital/electronic form. It does not include any hard copy/printed records.	electronic		FALSE	folders are arranged into a sub folder category	2010	2017	Other, explain	day to day	Subject file classification system	n/a	FALSE		good	FALSE	TRUE	FALSE	TRUE	FALSE	FALSE	TRUE	FALSE			0008-0012	DAA-0048-2013-0008-0012	Permanent	Cut off at end of fiscal year.	Transfer to the National Archives 3 year(s) after cutoff	FALSE	TRUE	People who took part of the interview, Blossom Robinson, Dawn Buras, Marjorie Weisskohl, Renee Clarke-Bonne, John Callahan-Alaska	FALSE	TRUE	Clarke-Bonner, Renee	Buras, Dawn, Fagot, Caryl, Robinson, Blossom, Romero, John, Weisskohl, Marjorie			
269	23-May-18	Farrell, Mercyle	HQ.MB		29 OPA	Motion Pictures, Video, and Audio Recordings - Digital Video and Audio Recordings	Only covers digital/electronic motion pictures and audio recordings.	electronic		FALSE	folders are arranged into a sub folder category	2010	2017	Other, explain	day to day	Subject file classification system	n/a	FALSE		Good	FALSE	TRUE	FALSE	TRUE	FALSE	FALSE	TRUE	FALSE			0008-0014	DAA-0048-2013-0008-0014	Permanent	Cut off at end of fiscal year.	Transfer to the National Archives 3 year(s) after cutoff	FALSE	TRUE	People who took part of the interview, Blossom Robinson, Dawn Buras, Marjorie Weisskohl, Renee Clarke-Bonne, John Callahan-Alaska	FALSE	TRUE	Clarke-Bonner, Renee	Buras, Dawn, Fagot, Caryl, Robinson, Blossom, Weisskohl, Marjorie			
270	23-May-18	Farrell, Mercyle	HQ.MB		29 OPA	Posters	Posters in hard copy only, records that are not photographs but visually represent critical information, often with textual supporting documents.	electronic		FALSE	folders are arranged into a sub folder category	2010	2017	Other, explain	day to day	Subject file classification system	n/a	FALSE		good	FALSE	TRUE	FALSE	TRUE	FALSE	FALSE	TRUE	FALSE			0008-0015	DAA-0048-2013-0008-0015	Permanent	Cut off at end of fiscal year.	Transfer to the National Archives 3 year(s) after cutoff.	FALSE	TRUE		FALSE	TRUE	Clarke-Bonner, Renee	Bochar, Bob, Buras, Dawn, Robinson, Blossom, Weisskohl, Marjorie			
271	23-May-18	Farrell, Mercyle	HQ.MB	OBPC PC	30 OBPC	Long-term Administration Records	This disposition applies to administrative records that require additional retention, generally to conform to preservation standards in specific regulations, policies, or other legal/statutory requirements. These records may be more comprehensive and complete records, involve interaction with the public in a manner that necessitates longer protections, or support a financial obligation (though these are most frequently covered by 0011). Though records in this category are more specific than those identified under 0001, it is still a broad group of documents, and an exhaustive list may not be feasible. If	paper 5 % electronic 95%		FALSE		2011	2017	Other, explain	monthly depends on the work load	Subject file classification system	Electronic - C:\Users\Public\C4 Documents\BOEM Privacy	Hard copy - Cube 465-	FALSE		Good	FALSE	FALSE	FALSE	TRUE	TRUE	FALSE	TRUE	FALSE			0001-0002	DAA-0048-2013-0001-0002	Temporary	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified.	Destroy 7 year(s) after cut-off	FALSE	TRUE	This agency also use Short-term Human Resources Records Disposition Authority Number DAA-0048-2013-0001-0004 These records encompass human resources/payroll files described above that are not needed for extended preservation. Records are characterized by being necessary for day-to-day operations but not long-term justification of the office's activities. There are numerous records covered under this item, and compiling an exhaustive list is not feasible. Offices are responsible for creating a detailed file - plan or similar document to note all records they	FALSE	TRUE	Decker, Karen	Richardson, Tamara		
272	23-May-18	Farrell, Mercyle	HQ.MB	OBPC PC	30 OBPC	Short-term Human Resources Records	These records encompass human resources/payroll files described above that are not needed for extended preservation. Records are characterized by being necessary for day-to-day operations but not long-term justification of the office's activities. There are numerous records covered under this item, and compiling an exhaustive list is not feasible. Offices are responsible for creating a detailed file - plan or similar document to note all records they create and maintain, including records in this category, and must work with their Responsible Records Officer to ensure that all records are	paper 5 % electronic 95%		FALSE		2011	2017	Other, explain	monthly depends on the work load	Subject file classification system	Electronic - C:\Users\Public\C4 Documents\BOEM Privacy	Hard copy - Cube 465-	FALSE		Good	FALSE	FALSE	FALSE	TRUE	FALSE	FALSE	TRUE	FALSE			0001-0004	DAA-0048-2013-0001-0004	Temporary	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified.	Destroy 3 year(s) after cut-off	FALSE	TRUE	This agency also use Short-term Human Resources Records Disposition Authority Number DAA-0048-2013-0001-0004 These records encompass human resources/payroll files described above that are not needed for extended preservation. Records are characterized by being necessary for day-to-day operations but not long-term justification of the office's activities. There are numerous records covered under this item, and compiling an exhaustive list is not feasible. Offices are responsible for creating a detailed file - plan or similar document to note all records they	FALSE	TRUE	Clarke-Bonner, Renee	Richardson, Tamara		
229	13-Feb-18	20180213_RG 589 01Report_jan2018_Pacific	PAC	TBD	TBD	WORK ASSOCIATED WITH ADMINISTRATIVE OR JUDICIAL LITIGATION OTHER THAN INDIAN TRUST.	WORK ASSOCIATED WITH ADMINISTRATIVE OR JUDICIAL LITIGATION INVOLVING OIL, GAS, GEOTHERMAL AND NON-ENERGY MINERAL LEASING, REGULATING RESOURCE USE, HYDROPOWERLICENSESIN G, APPEALS OF ENFORCEMENT ACTIONS, CITIZENS COMPLAINTS, AND RELATED ISSUES OF LITIGATION OTHER THAN INDIAN TRUST.	TEXTUAL		FALSE		1984	2010				1	FALSE				FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE			N1/589/12/1/L		Temporary			FALSE	FALSE	1 container	FALSE	FALSE					

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274	24-May-18	Farrell, Mercyle	HQ MIB	OBPC IT/G	30 OBPC	Short-term Human Resources Records	These records encompass human resources/payroll files described above that are not needed for extended preservation. Records are characterized by being necessary for day-to-day operations but not long-term justification of the office's activities. There are numerous records covered under this item, and compiling an exhaustive list is not feasible. Offices are responsible for creating a detailed file plan or similar document to note all records they create and maintain, including records in this category, and must work with their Responsible Records Officer to ensure that all records are	electronic 99% paper 1%		FALSE	by year, by title and naming convention	2015	2017	Current (at least once a month)	and weekly	Alphabetical by name	7 GB	1 cubic feet	FALSE		good	TRUE	TRUE	FALSE	TRUE	FALSE	FALSE		TRUE	FALSE			0001-0004	DAA-0048-2013-0001-0004	Temporary	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified.	Destroy 3 year(s) after cut-off	FALSE	TRUE	This schedule applies to the division Permanent Control and Oversight Files Disposition Authority Number DAA-0048-2013-0008-0003 These records include control and oversight files that have inherent historical value, but do not document the activities of a particular High-Level Official (see 0004) or Executive Commission (see 0005). Some of the records included under this item are: # Final internal policies and directives applying to mission- and program-specific functions of the Department, or its bureaus; # Substantive policy development records and guidance for existing policies that	FALSE	TRUE	Decker, Karen	Lambdin, Todd	
260	23-May-18	Farrell, Mercyle	HQ MIB	OD OA	27 OD	Program Monitoring and Policy Development	These records are accumulated in the regular monitoring and oversight of Federal programs, and in the formulation of policies and decisions regarding resource allocation, but do not include the final product of such documents. Also included are other routine oversight files that do not pertain to a single program or office. Specific records include: • Program evaluation and review files; • Delegations of authority or succession memoranda; • Political appointment files that do not require Senate confirmation; • Budget formulation records for the Departmental budget, including presentations and	electronic 100%		FALSE	Geographical	2015	2017	Other, explain	weekly / day to day	Subject file classification system	689 GB	1 cubic feet	FALSE		Good	FALSE	FALSE	FALSE	TRUE	FALSE	FALSE		TRUE	FALSE			0008-0001	DAA-0048-2013-0008-0001	Temporary	Cut off at end of fiscal year in which final document is superseded/obsolete or upon determination that no final will be produced. If not a supporting record, cut off at end of fiscal year when created.	Destroy 5 year(s) after cut-off	FALSE	TRUE	Tim McCune is the person doing the interview. Legacy documents dating back to 2012-2014 there are 36 records boxes belonging to the Director's Office, Office of the Director (Business Unit 27) currently stored in Sterling in File Room 470. These records boxes belong to previous administrations and were scheduled for transfer until the Juliana litigation hold forced BOEM to keep them on site. Once the hold is lifted, the boxes will be transferred to a FAC. Until then, BOEM	FALSE	TRUE	Decker, Karen	McCune, Tim	
276	24-May-18	Farrell, Mercyle	HQ MIB	OBPC IT/G	30 OBPC	System Planning, Design, and Documentation	These records include: • Data system specifications, codebooks, record layouts, user guides, output specifications, and final reports • System security plans and disaster recovery plans • Documents identifying IT risks and analyzing their impact, risk measurements and assessments, actions to mitigate risks, implementation of a risk action plan, service test plans, and test files/data • Agreements formalizing performance criteria for quantity and quality of service, including responsibilities, response times and volumes, charging, integrity guarantees, and non-disclosure	electronic 99% paper 1%		FALSE	by year, by title and naming convention	2015	2017	Current (at least once a month)	and weekly	Alphabetical by name	7 GB	1 cubic feet	FALSE		Good	TRUE	TRUE	FALSE	TRUE	FALSE	FALSE		TRUE	FALSE			0001-0014	DAA-0048-2013-0001-0014	Temporary	Cut off when instructed by a newer version or upon termination of the system.	Destroy 3 year(s) after cut-off.	FALSE	TRUE	This schedule applies to the division Permanent Control and Oversight Files Disposition Authority Number DAA-0048-2013-0008-0003 These records include control and oversight files that have inherent historical value, but do not document the activities of a particular High-Level Official (see 0004) or Executive Commission (see 0005). Some of the records included under this item are: # Final internal policies and directives applying to mission- and program-specific functions of the Department, or its bureaus; # Substantive policy development records and guidance for existing policies that	FALSE	TRUE	Decker, Karen	Lambdin, Todd	
277	24-May-18	Farrell, Mercyle	HQ MIB	OBPC IT/G	30 OBPC	Long-term Information Technology Records	This disposition applies to records maintained for overall management of an IT program. These records differ from those referenced in 0013-0015 above by being concerned with the management, planning, and implementation of all systems and applications that an agency, bureau, or office uses. Records include: • IT acquisition and management/IT developing and maintaining-IT architecture • Promoting the efficient design and operation of major information resources management processes • Monitoring and performance of IT programs • Development of	electronic 99% paper 1%		FALSE	by year, by title and naming convention	2015	2017	Current (at least once a month)	and weekly	Alphabetical by name	7 GB	1 cubic feet	FALSE		good	TRUE	TRUE	FALSE	TRUE	FALSE	FALSE		TRUE	FALSE			0001-0015	DAA-0048-2013-0001-0015	Temporary	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified.	Destroy 7 year(s) after cut-off	FALSE	TRUE	This schedule applies to the division Permanent Control and Oversight Files Disposition Authority Number DAA-0048-2013-0008-0003 These records include control and oversight files that have inherent historical value, but do not document the activities of a particular High-Level Official (see 0004) or Executive Commission (see 0005). Some of the records included under this item are: # Final internal policies and directives applying to mission- and program-specific functions of the Department, or its bureaus; # Substantive policy development records and guidance for existing policies that	FALSE	TRUE	Decker, Karen	Lambdin, Todd	
278	24-May-18	Farrell, Mercyle	HQ MIB	OBPC IT/G	30 OBPC	Permanent Control and Oversight Files	These records include control and oversight files that have inherent historical value, but do not document the activities of a particular High-Level Official (see 0004) or Executive Commission (see 0005). Some of the records included under this item are: # Final internal policies and directives applying to mission- and program-specific functions of the Department, or its bureaus; # Substantive policy development records and guidance for existing policies that is necessary to fully comprehend and utilize the final document; # Official Departmental reports to Congress and plans documenting the decisions and initiatives	electronic 99% paper 1%		FALSE	by year, by title and naming convention	2015	2017	Current (at least once a month)	and weekly	Alphabetical by name	7 GB	1 cubic feet	FALSE		good	TRUE	TRUE	FALSE	TRUE	FALSE	FALSE		TRUE	FALSE			0008-0003	DAA-0048-2013-0008-0003	Permanent	Cut off at the end of the fiscal year when superseded or obsolete.	Transfer to the National Archives 15 year(s) after cutoff	FALSE	TRUE	This schedule applies to the division Permanent Control and Oversight Files Disposition Authority Number DAA-0048-2013-0008-0003 These records include control and oversight files that have inherent historical value, but do not document the activities of a particular High-Level Official (see 0004) or Executive Commission (see 0005). Some of the records included under this item are: # Final internal policies and directives applying to mission- and program-specific functions of the Department, or its bureaus; # Substantive policy development records and guidance for existing policies that	FALSE	TRUE	Decker, Karen	Lambdin, Todd	

ID	Date Prepared	Person Doing Inventory	Region	Division	Office	Series Title	Series Description	Medium	Location System	Duplicates in another place or medium	Duplicates/Explanation	Series Start Date	Series End Date	Reference Activity	Finding Aid (if any)	Arrangement	Electronic Volume	Paper Volume	Office of Primary Responsibility	Annual Accumulation	Condition of Records	Confidential Information	Classified	Access Controls	PII	CUI	Vital Records	Index/ filing Procedures	Schedule Identified	Schedule Not Identified	MMS Code	BOEM Code	DRS Code	Records Schedule/ Disposition Authority	Disposition Status	Cutoff	Transfer/Disposal Period	Revision to schedule needed?	No Revision Needed	Justification for New or Revised Schedule	Notes	Copy or NonRecord	Record	Liaisons Multi	SMEs Multi
279	24-May-18	Farrell, Mercyle	HQ MIB	OBPC BEB	30 OBPC	Long-term Financial and Acquisition Records	This disposition applies to financial/acquisition records that require additional retention, generally to conform to preservation standards in specific regulations, policies, or other legal/statutory requirements. These records may be more comprehensive and complete records, involve interaction with the public in a manner that necessitates longer protections, or support a financial obligation. Though records in this category are more specific than those identified under 0010, it is still a broad group of documents, and an exhaustive list may not be feasible. If not addressed below.	10% paper 90% electronic		FALSE		2007	2017	Other, explain	day to day operation	Subject file classification system	48.7 GB		FALSE		good	FALSE	FALSE	FALSE	FALSE	TRUE	FALSE		TRUE	FALSE			0001-0011	DAA-0048-2013-0001-0011	Temporary	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified.	Destroy 7 year(s) after cut-off	FALSE	TRUE	his agency is also using records schedule DAA-0048-2013-0001-0011 OBPC File Room - # 461 1. 1st File Cabinet on the right, fourth drawer down a. Chron Files/DTS Reference Copies; 2 folders; 2015 – 2018 b. 101-02b, Reading of Chron Files; reference; 24 folders; 2004 – 2005 c. 102-01b, Missions Subject Files; reference; 1 folder; 2013 d. 102-01b; Delegation of Authority; reference; 1 folder; 2004 – 2011 e. 102-01b; Reorg; reference; 1 folder; 2011 f. Recruitment Ad for GOMR; reference; 1 folder; 2007 g. 201-06a; Committee	FALSE	TRUE	Decker, Karen, Williams, Erica	Jackson, Karen	
280	24-May-18	Farrell, Mercyle	HQ MIB	OBPC BFB	30 OBPC	Short-term Financial and Acquisition Records	These records encompass financial/acquisition functions described above that are produced and maintained in the course of routine business, and do not reflect government activities that are subject to additional preservation. Records in this item often provide input into more valuable financial records, either as supporting documentation or as a submission for a more comprehensive record. Records are characterized by being necessary for day-to-day operations but not long-term justification of the office's activities. There are numerous	100% electronic		FALSE		1985	2017	Other, explain	day to day operation may reference this information for events that the agency is working on	Chronological	2.66 GB	6 cubic feet	FALSE		Good	TRUE	FALSE	FALSE	FALSE	FALSE	FALSE		TRUE	FALSE			0001-0010	DAA-0048-2013-0001-0010	Temporary	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified.	Destroy 3 year(s) after cut-off	FALSE	TRUE	Specific work Products of Formulation Division that include: Annual Budget Justification (Greenbook) Budget Estimates Budget Proposal Appointments Response to Secretarial and OMB Budget Passback Budget Roll-out materials Appropriations tracking table BOEM Specific Summaries Related to Draft and Passed Appropriation Bills Crosscuts Privacy Records' Location Hard copy - Cube 465-	FALSE	TRUE	Decker, Karen	Lamb, Beth	
281	24-May-18	Farrell, Mercyle	HQ MIB	OBPC BFB	30 OBPC	Permanent Control and Oversight Files	These records include control and oversight files that have inherent historical value, but do not document the activities of a particular High-Level Official (see 0004) or Executive Commission (see 0005). Some of the records included under this item are: # Final internal policies and directives applying to mission- and program-specific functions of the Department, or its bureaus; # Substantive policy development records and guidance for existing policies that is necessary to fully comprehend and utilize the final document; # Official Departmental reports to Congress and plans documenting the decisions and initiatives	100% electronic		FALSE		1985	2017	Other, explain	day to day operation may reference this information for events that the agency is working on	Chronological	2.66 GB	6 cubic feet	FALSE		good	TRUE	FALSE	FALSE	FALSE	FALSE	FALSE		TRUE	FALSE			0008-0003	DAA-0048-2013-0008-0003	Permanent	Cut off at the end of the fiscal year when superseded or obsolete.	Transfer to the National Archives 15 year(s) after cutoff	FALSE	TRUE	Specific work Products of Formulation Division that include: Annual Budget Justification (Greenbook) Budget Estimates Budget Proposal Appointments Response to Secretarial and OMB Budget Passback Budget Roll-out materials Appropriations tracking table BOEM Specific Summaries Related to Draft and Passed Appropriation Bills Crosscuts Privacy Records' Location Hard copy - Cube 465-	FALSE	TRUE	Decker, Karen	Lamb, Beth	
282	24-May-18	Farrell, Mercyle	HQ MIB	OBPC DM	30 OBPC	Long-term Administration Records	This disposition applies to administrative records that require additional retention, generally to conform to preservation standards in specific regulations, policies, or other legal/statutory requirements. These records may be more comprehensive and complete records, involve interaction with the public in a manner that necessitates longer protections, or support a financial obligation (though these are most frequently covered by 0011.) Though records in this category are more specific than those identified under 0001, it is still a broad group of documents, and an exhaustive list may not be feasible. If	electronic		FALSE		2015	2017	Current (at least once a month)		Subject file classification system	100 MB		FALSE		good	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE		TRUE	FALSE			0001-0002	DAA-0048-2013-0001-0002	Temporary	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified.	Destroy 7 year(s) after cut-off	FALSE	TRUE		FALSE	TRUE	Decker, Karen	Boyd, Warren	
283	24-May-18	Farrell, Mercyle	HQ MIB	OBPC DM	30 OBPC	System Planning, Design, and Documentation	These records include: • Data system specifications, codebooks, record layouts, user guides, output specifications, and final reports • System security plans and disaster recovery plans • Documents identifying IT risks and analyzing their impact, risk measurements and assessments, actions to mitigate risks, implementation of a risk action plan, service test plans, and test files/data • Agreements formalizing performance criteria for quantity and quality of service, including responsibilities, response times and volumes, charging, integrity guarantees, and non-disclosure	electronic		FALSE		2015	2017	Current (at least once a month)		Subject file classification system	100 MB		FALSE		good	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE		TRUE	FALSE			0001-0014	DAA-0048-2013-0001-0014	Temporary	Cut off when superseded by a newer version or upon termination of the system.	Destroy 3 year(s) after cut-off.	FALSE	TRUE		FALSE	TRUE	Decker, Karen	Boyd, Warren	

ID	Date Prepared	Person Doing Inventory	Region	Division	Office	Series Title	Series Description	Medium	Location System	Duplicates in another place or medium	Duplicates/Explanation	Series Start Date	Series End Date	Reference Activity	Finding Aid (if any)	Arrangement	Electronic Volume	Paper Volume	Office of Primary Responsibility	Annual Accumulation	Condition of Records	Confidential Information	Classified	Access Controls	PII	CUI	Vital Records	Index/Entry Procedures	Schedule Identified	Schedule Not Identified	MMS Code	BOEM Code	DRS Code	Records Schedule/Disposition Authority	Disposition Status	Cutoff	Transfer/Disposal Period	Revision to schedule needed?	No Revision Needed	Justification for New or Revised Schedule	Notes	Copy or NonRecord	Record	Liaisons Multi	SMEs Multi		
273	24-May-18	Farrell, Mercely	HQ MIB	OBPC IT/G	30 OBPC	Long-term Administration Records	This disposition applies to administrative records that require additional retention, generally to conform to preservation standards in specific regulations, policies, or other legal/statutory requirements. These records may be more comprehensive and complete records, involve interaction with the public in a manner that necessitates longer protections, or support a financial obligation (though these are most frequently covered by 0011). Though records in this category are more specific than those identified under 0001, it is still a broad group of documents, and an exhaustive list may not be feasible. If	Electronic 99% paper 1%		FALSE	by year, by title and naming convention	2015	2017	Current (at least once a month)		Alphabetical by name	7Gb	1 cubic feet	FALSE		Good	TRUE	TRUE	FALSE	TRUE	FALSE	FALSE	TRUE	FALSE			0001-0002	DAA-0048-2013-0001-0002	Temporary	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified.	Destroy 7 year(s) after cut-off	FALSE	TRUE	This schedule applies to the division Permanent Control and Oversight Files Disposition Authority Number DAA-0048-2013-0008-0003 These records include control and oversight files that have inherent historical value, but do not document the activities of a particular High-Level Official (see 0004) or Executive Commission (see 0005). Some of the records included under this item are: # Final internal policies and directives applying to mission- and program-specific functions of the Department, or its bureaus; # Substantive policy development records and guidance for existing policies that	FALSE	TRUE	Decker, Karen	Lambdin, Todd				
242	13-Feb-18	20180213_RG 589 01Report_Jan2018_Pacific	PAC	TBD	TBD	ENVIRONMENT COORDINATION - ALL RECORDS RELATED TO THE COORDINATION WITH STATES AND OTHER FEDERAL AGENCIES IN SUPPORT OF INDUSTRY SUBMITTALS	ENVIRONMENT COORDINATION - ALL RECORDS RELATED TO THE COORDINATION WITH STATES AND OTHER FEDERAL AGENCIES IN SUPPORT OF INDUSTRY SUBMITTALS DEVELOPMENT AND PRODUCTION PLANS (DPPS) EXPLORATION PLANS (EPLS), PIPELINE APPLICATIONS, APPLICATION FOR PERMIT TO MODIFY (APMS), COASTAL ZONE MANAGEMENT ACT (CZMA) CONSISTENCY DETERMINATIONS & CERTIFICATIONS.	TEXTUAL		FALSE		1982	1994				3	FALSE			FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE			N1/589/12/5/585	Temporary			FALSE	FALSE	3 containers	FALSE	FALSE								
232	13-Feb-18	20180213_RG 589 01Report_Jan2018_Pacific	PAC	TBD	TBD	HIGH RESOLUTION (SHALLOW) GEOPHYSICAL RECORDS, PROCESSED PRINTS DIGITAL	HIGH RESOLUTION (SHALLOW) GEOPHYSICAL RECORDS, PROCESSED PRINTS DIGITAL, GEOPHYSICAL RECORDS- PROCESSED PRINTS TIL LIFT 2015	PHOTOGRAPHS, UNSPECIFIED TEXTUAL		FALSE		1980	2011				371	FALSE			FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	902-01b(1)		NC1-57-84-7	Permanent	Cut off at close of fiscal year	Hold 5 years and transfer to FRC. Transfer to National Archives 75 years after cutoff.	FALSE	FALSE	330 containers	FALSE	FALSE						
233	13-Feb-18	20180213_RG 589 01Report_Jan2018_Pacific	PAC	TBD	TBD	GEOLOGICAL/GEOPHYSICAL EXPLORATION PERMIT	GEOLOGICAL/GEOPHYSICAL EXPLORATION PERMIT TIL LIFT 2015	ARCHITECT. AND ENGINE. DRAWINGS MAP TEXTUAL		FALSE		1962	1990				42	FALSE			FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	901-01a		NC1-57-84-7	Permanent			FALSE	FALSE	42 containers	FALSE	FALSE						
234	13-Feb-18	20180213_RG 589 01Report_Jan2018_Pacific	PAC	TBD	TBD	RECORDS RELATED TO THE MANAGING OF GEOLOGICAL AND GEOPHYSICAL DATA AND INFORMATION	RECORDS RELATED TO THE MANAGING OF GEOLOGICAL AND GEOPHYSICAL DATA AND INFORMATION	TEXTUAL		FALSE		1977	2003				1	FALSE			FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	N1/589/12/3/303	Temporary			FALSE	FALSE	1 container	FALSE	FALSE								
235	13-Feb-18	20180213_RG 589 01Report_Jan2018_Pacific	PAC	TBD	TBD	INDIVIDUAL LEASE SALE TERMS AND CONDITIONS (AAG)	INDIVIDUAL LEASE SALE TERMS AND CONDITIONS (AAG); PROSPECT INVESTIGATION FILES TIL LIFT 2015	TEXTUAL		FALSE		1971	1989				34	FALSE			FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	1002-02a	NC1-57-84-7	Temporary	Cut off at close of fiscal year in which final determinations of bid acceptance or rejection are made	Transfer to FRC 30 years after cutoff. Destroy 75 years after cutoff.	FALSE	FALSE	34 containers	FALSE	FALSE							
236	13-Feb-18	20180213_RG 589 01Report_Jan2018_Pacific	PAC	TBD	TBD	ECONOMIC AND ENGINEERING ANALYSIS FOR 5-YEAR PROGRAM ALL RECORD RELATED TO ALL PROCESSES AND TASK NEEDED TO ACCOMPLISH ECONOMIC ANALYSIS, MODELING AND CONSULTATION IN SUPPORT OF THE DRAFTING AND IMPLEMENTING THE 5-YEAR OCS OIL AND GAS PROGRAM.	404) ECONOMIC AND ENGINEERING ANALYSIS FOR 5-YEAR PROGRAM ALL RECORD RELATED TO ALL PROCESSES AND TASK NEEDED TO ACCOMPLISH ECONOMIC ANALYSIS, MODELING AND CONSULTATION IN SUPPORT OF THE DRAFTING AND IMPLEMENTING THE 5-YEAR OCS OIL AND GAS PROGRAM. (5 YEAR PLAN 1987-1982, 1982-1997)	TEXTUAL		FALSE		1984	1997				1	FALSE			FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	N1/589/12/4/404	Temporary			FALSE	FALSE	1 container	FALSE	FALSE								
237	13-Feb-18	20180213_RG 589 01Report_Jan2018_Pacific	PAC	TBD	TBD	SALE ENVIRONMENTAL IMPACT STATEMENT	SALE ENVIRONMENTAL IMPACT STATEMENT TIL LIFT 2015	TEXTUAL		FALSE		1988	1989				24	FALSE			FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	1001-03a	NC1-57-84-7	Temporary	Place in inactive file after compliance with environmental regulations has been determined. Cut off inactive file at close of fiscal year.	Transfer to FRC 3 years after cutoff. Destroy 20 years after cutoff.	FALSE	FALSE	24 containers	FALSE	FALSE							
238	13-Feb-18	20180213_RG 589 01Report_Jan2018_Pacific	PAC	TBD	TBD	ALL RECORDS AND ACTIONS RELATED TO ADJUDICATION AND ADMINISTRATION OF LEASES THAT DO NOT FALL INTO ANY OTHER CATEGORY	401) ALL RECORDS AND ACTIONS RELATED TO ADJUDICATION AND ADMINISTRATION OF LEASES THAT DO NOT FALL INTO ANY OTHER CATEGORY. GENERAL CORRESPONDENCE (OCS-P 0300) (OCS-P 0301) (OCS-P 0306 & 0315) (OCS-P 0316). LEASE MANAGEMENT PROJECT FILES TIL LIFT 2015; ACTIVE RECORDS (ACTIVE LEASES P00323-0351, 0460, 0461 & 0464) DATE RANGE OF RECORDS: MAY 1981 TO APRIL 2011	TEXTUAL		FALSE		1964	2011				56	FALSE			FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	1101-02a(1)(a)		NC1-57-84-7	Permanent	Cut off at close of fiscal year in which well is completed	Release to the public as follows: for an active lease in primary term, 2 years after date of submission of data and information or 60 days after a lease sale such that any portion of an offered block is within 50 miles of the well, whichever is later; lea	FALSE	FALSE	56 containers	FALSE	FALSE						
239	13-Feb-18	20180213_RG 589 01Report_Jan2018_Pacific	PAC	TBD	TBD	EXPLORATION PLANS- ALL RECORDS RELATED TO THE PROCESSING, REVIEW, EVALUATION, ANALYSIS, COORDINATION AND APPROVAL OF EXPLORATION PLANS	EXPLORATION PLANS- ALL RECORDS RELATED TO THE PROCESSING, REVIEW, EVALUATION, ANALYSIS, COORDINATION AND APPROVAL OF EXPLORATION PLANS (TERMINATED LEASES) EXPLORATION PLANS- ALL RECORDS RELATED TO THE PROCESSING, REVIEW, EVALUATION, ANALYSIS, COORDINATION AND APPROVAL OF EXPLORATION PLANS (TERMINATED LEASES)- PURISIMA POINT UNIT, SANTA MARIA UNIT EXPLORATION PLANS- RECORDS RELATED TO PROCESSING, REVIEW, EVALUATION, ANALYSIS AND APPROVAL- CAVERN POINT UNIT EXPLORATION PLANS - ALL RECORDS RELATED	ROCK, CORE & PETROGRAPHIC SIMPLS TEXTUAL		FALSE		1976	2011				515	FALSE			FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE	903-01a	NC1-57-84-7	Permanent	Cut off at close of fiscal year in which well is completed	Release to the public as follows: for an active lease in primary term, 2 years after date of submission of data and information or 60 days after a lease sale such that any portion of an offered block is within 50 miles of the well, whichever is later; lea	FALSE	FALSE	371 containers	FALSE	FALSE							

ID	Date Prepared	Person Doing Inventory	Region	Division	Office	Series Title	Series Description	Medium	Location/ System	Duplicates in another place or medium	Duplicates/Explanation	Series Start Date	Series End Date	Reference Activity	Finding Aid (if any)	Arrangement	Electronic Volume	Paper Volume	Office of Primary Responsibility	Annual Accumulation	Condition of Records	Confidential Information	Classified	Access Controls	PII	CUI	Vital Records	Index/Entry Procedures	Schedule Identified	Schedule Not Identified	MMS Code	BOEM Code	DRS Code	Records Schedule/ Disposition Authority	Disposition Status	Cutoff	Transfer/Disposal Period	Revision to schedule needed?	No Revision Needed	Justification for New or Revised Schedule	Notes	Copy or NonRecord	Record	Liaisons Multi	SMEs Multi
262	23-May-18	Farrell, Mercyle	HQ MIB	OD OIA	27 OD	Permanent Control and Oversight Files	These records include control and oversight files that have inherent historical value, but do not document the activities of a particular High-Level Official (see 0004) or Executive Commission (see 0005). Some of the records included under this item are: # Final internal policies and directives applying to mission- and program-specific functions of the Department, or its bureaus; # Substantive policy development records and guidance for existing policies that is necessary to fully comprehend and utilize the final document; # Official Departmental reports to Congress and plans documenting the decisions and initiatives	electronic 100%		FALSE	Geographical	2015	2017	Other, explain	weekly / dat to day	Subject file classification system	689 GB	1 cubic feet	FALSE		Good	FALSE	FALSE	FALSE	TRUE	FALSE	FALSE		TRUE	FALSE			0008-0003	DAA-0048-2013-0008-0003	Permanent	Cut off at the end of the fiscal year when superseded or obsolete.	Transfer to the National Archives 15 year(s) after cutoff	FALSE	TRUE	Tim McCune was the person doing the interview. Legacy documents dating back to 2012-2014 there are 36 records boxes belonging to the Director's Office, Office of the Director (Business Unit 27) currently stored in Sterling in File Room 470. These records boxes belong to previous administrations and were scheduled for transfer until the Juliana litigation hold forced BOEM to keep them on site. Once the hold is lifted, the boxes will be transferred to a FRC. Until then, BOEM	FALSE	TRUE	Decker, Karen	McCune, Tim	
241	13-Feb-18	20180213_RG 589 01Report_Jan2018_Pacific	PAC	TBD	TBD	NEPA COMPLIANCE- ENVIRONMENTAL ASSESSMENTS AND IMPACT STATEMENTS FOR OIL AND GAS PERMITS.	NEPA COMPLIANCE- ENVIRONMENTAL ASSESSMENTS AND IMPACT STATEMENTS FOR OIL AND GAS PERMITS. (TERMINATED LEASES)	TEXTUAL		FALSE		1981	2009				12		FALSE		FALSE	FALSE	FALSE	FALSE	FALSE		FALSE	FALSE				N1/589/12/5/5B2	Temporary			FALSE	FALSE	12 containers	FALSE	FALSE					
261	23-May-18	Farrell, Mercyle	HQ MIB	OD OIA	27 OD	Departmental Compliance Reporting and Directives	These records are accumulated in the control and oversight of Departmental programs across multiple offices or bureaus. Programs generally do not relate to a mission for which the Department has oversight responsibility, but constitute the Department's input and compliance into a matter overseen by an external agency or entity (e.g. Section 515, Title VI, Regulatory Flexibility Act). Also under this item are unique, non-recurring resource allocation records that are accumulated in response to unexpected events, and directives/policies pertaining to nonprogram	electronic 100%		FALSE	Geographical	2015	2017	Other, explain	weekly / day to day	Subject file classification system	689 GB	1 cubic feet	FALSE		Good	FALSE	FALSE	FALSE	TRUE	FALSE	FALSE		TRUE	FALSE			0008-0002	DAA-0048-2013-0008-0002	Temporary	Cut off at end of fiscal year in which document is created, or when superseded/obsolete (if a policy).	Destroy 15 year(s) after cut-off	FALSE	TRUE	Tim McCune was the person doing the interview. Legacy documents dating back to 2012-2014 there are 36 records boxes belonging to the Director's Office, Office of the Director (Business Unit 27) currently stored in Sterling in File Room 470. These records boxes belong to previous administrations and were scheduled for transfer until the Juliana litigation hold forced BOEM to keep them on site. Once the hold is lifted, the boxes will be transferred to a FRC. Until then, BOEM	FALSE	TRUE	Decker, Karen	McCune, Tim	
243	13-Feb-18	20180213_RG 589 01Report_Jan2018_Pacific	PAC	TBD	TBD	ENVIRONMENTAL STUDIES IN SUPPORT OF ENVIRONMENTAL COMPLIANCE MONITORING	ENVIRONMENTAL STUDIES IN SUPPORT OF ENVIRONMENTAL COMPLIANCE MONITORING (SAN MIGUEL FIELD FILES INCLUDE GEN CORRESPONDENCE, DEVELOPMENT AND PRODUCTION PLANS, EXPLORATION PLANS, EIS AND FIELD RULES). ENVIRONMENTAL STUDIES IN SUPPORT OF ENVIRONMENTAL COMPLIANCE MONITORING (SAN MIGUEL FIELD FILES INCLUDE GEN CORRESPONDENCE, DEVELOPMENT AND PRODUCTION PLANS, EXPLORATION PLANS, EIS AND FIELD RULES).	TEXTUAL		FALSE		1975	2007				55		FALSE		FALSE	FALSE	FALSE	FALSE	FALSE		FALSE	FALSE				N1/589/12/5/5D2B	Permanent			FALSE	FALSE	55 containers	FALSE	FALSE					
244	20-Mar-18	20180320_RG 589 01Report_Jan2018_PHI_FRC_Sterling	HQ MIB	TBD	TBD	RECORDS OF HIGH-LEVEL OFFICIALS BOEM, SENIOR ADVISOR TO DIRECTOR	RECORDS OF HIGH-LEVEL OFFICIALS BOEM, SENIOR ADVISOR TO DIRECTOR	TEXTUAL		FALSE		2008	2017				1		FALSE		FALSE	FALSE	FALSE	FALSE	FALSE		FALSE	FALSE				DAA-0048-2013-0008-0004	Temporary			FALSE	FALSE	1 container	FALSE	FALSE					
245	20-Mar-18	20180320_RG 589 01Report_Jan2018_PHI_FRC_Sterling	HQ MIB	TBD	TBD	INFO MGMT & FILES, BXS 1-32; INFO MGMT & FILES, BXS 1-7	INFO MGMT & FILES, BXS 1-32; INFO MGMT & FILES, BXS 1-7	TEXTUAL		FALSE		1994	2012				39		FALSE		FALSE	FALSE	FALSE	FALSE	FALSE		FALSE	FALSE				N1/589/12/1/1F	Temporary			FALSE	FALSE	39 containers	FALSE	FALSE					
252	10-Apr-18	Farrell, Mercyle	AK		16 ORD	TEST	TEST			FALSE								FALSE		FALSE	FALSE	FALSE	FALSE	FALSE		FALSE	FALSE	201-05a	1G(1)	0001-0002	DAA-0048-2013-0001-0002	Temporary	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified.	Destroy 7 year(s) after cut-off	FALSE	FALSE						Callahan, John, Colley, Michelle			
256	10-Apr-18	Farrell, Mercyle	AK		16 ORD	TEST	TEST			FALSE								FALSE		FALSE	FALSE	FALSE	FALSE	FALSE		FALSE	FALSE	201-05a	1G(1)	0001-0002	DAA-0048-2013-0001-0002	Temporary	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified.	Destroy 7 year(s) after cut-off	FALSE	FALSE						Callahan, John, Colley, Michelle			
257	17-Apr-18	Farrell, Mercyle	HQ MIB	OBPC EM	30 OBPC	Program Monitoring and Policy Development	These records are accumulated in the regular monitoring and oversight of Federal programs, and in the formulation of policies and decisions regarding resource allocation, but do not include the final product of such documents. Also included are other routine oversight files that do not pertain to a single program or office. Specific records include: • Program evaluation and review files; • Delegations of authority or succession memoranda; • Political appointment files that do not require Senate confirmation; • Budget formulation records for the Departmental budget, including presentations and	5% paper 95% electronic		FALSE	by folder	2012	2017	Other, explain	day to day operations	Alphabetical by subject	1.39 GB	3 cubic feet	FALSE		good	FALSE	FALSE	FALSE	TRUE	FALSE	TRUE		TRUE	FALSE			0008-0001	DAA-0048-2013-0008-0001	Temporary	Cut off at end of fiscal year in which final document is superseded/obsolete or upon determination that no final will be produced. If not a supporting record, cut off at end of fiscal year when created.	Destroy 5 year(s) after cut-off	FALSE	TRUE	the agency also have the following records for their division. DAA-0048-2013-0008-0001 Program Monitoring and Policy Development Disposition Authority Number DAA-0048-2013-0008-0001 These records are accumulated in the regular monitoring and oversight of Federal programs, and in the formulation of policies and decisions regarding resource allocation, but do not include the final product of such documents. Also included are other routine oversight files that do not pertain to a single program or office. Specific records include: • Program evaluation and review	FALSE	TRUE	Decker, Karen	Bochar, Bob	

ID	Date Prepared	Person Doing Inventory	Region	Division	Office	Series Title	Series Description	Medium	Location System	Duplicates in another place or medium	Duplicates/Explanation	Series Start Date	Series End Date	Reference Activity	Finding Aid (if any)	Arrangement	Electronic Volume	Paper Volume	Office of Primary Responsibility	Annual Accumulation	Condition of Records	Confidential Information	Classified	Access Controls	PII	CUI	Vital Records	Index/Entry Procedures	Schedule Identified	Schedule Not Identified	MMS Code	BOEM Code	DRS Code	Records Schedule/Disposition Authority	Disposition Status	Cutoff	Transfer/Disposal Period	Revision to schedule needed?	No Revision Needed	Justification for New or Revised Schedule	Notes	Copy or NonRecord	Record	Liaisons Multi	SMEs Multi
258	17-Apr-18	Farrell, Mercyle	HQ MIB	OBPC Front Office	30 OBPC	Short-term Human Resources Records	These records encompass human resources/payroll files described above that are not needed for extended preservation. Records are characterized by being necessary for day-to-day operations but not long-term justification of the office's activities. There are numerous records covered under this item, and compiling an exhaustive list is not feasible. Offices are responsible for creating a detailed file plan or similar document to note all records they create and maintain, including records in this category, and must work with their Responsible Records Officer to ensure that all records are	5% paper 95% electronic		FALSE		2012	2017	Other, explain	day to day operations	Alphabetical by name	1.39 GB	3 cubic feet	FALSE		good	FALSE	FALSE	FALSE	TRUE	FALSE	TRUE		TRUE	FALSE			0001-0004	DAA-0048-2013-0001-0004	Temporary	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified.	Destroy 3 year(s) after cut-off	FALSE	TRUE		the agency also have the following records for their division. DAA-0048-2013-0008-0001 Program Monitoring and Policy Development Disposition Authority Number DAA-0048-2013-0008-0001. These records are accumulated in the regular monitoring and oversight of Federal programs, and in the formulation of policies and decisions regarding resource allocation, but do not include the final product of such documents. Also included are other routine oversight files that do not pertain to a single program or office. Specific records include: • Program evaluation and review	TRUE	FALSE	Decker, Karen	Bochar, Bob
259	23-May-18	Farrell, Mercyle	HQ MIB	OD FOIA	27 OD	Long-term Administration Records	This disposition applies to administrative records that require additional retention, generally to conform to preservation standards in specific regulations, policies, or other legal/statutory requirements. These records may be more comprehensive - and complete records involve interaction with the public in a manner that necessitates longer protections, or support a financial obligation (though these are most frequently covered by 0011). Though records in this category are more specific than those identified under 0001, it is still a broad group of documents, and an exhaustive list may not be feasible. If	95% electronic 10% paper		FALSE	number system broken down by department and file by the year when complete by the year and number	2012	2017	Other, explain	day to day	Numerical	160 GB	22 cubic feet	FALSE		Good	FALSE	FALSE	FALSE	TRUE	TRUE	FALSE		TRUE	FALSE			0001-0002	DAA-0048-2013-0001-0002	Temporary	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified.	Destroy 7 year(s) after cut-off	TRUE	FALSE			FALSE	TRUE	Williams, Erica	Alcantara, Natasha
188	18-Aug-17	Farrell, Mercyle	HQ (Sterling)	10 EBRE	OREP	Tech Refresh Records	Long-term Information Technology Records Disposition Authority Number DAA-0048-2013-0001-0015 This disposition applies to records maintained for overall management of an IT program. These records differ from those referenced in 0013-0015 above by being concerned with the management, planning, and implementation of all systems and applications that an agency, bureau, or office uses. Records include: • IT acquisition and management • Developing and maintaining IT architecture • Promoting the efficient design and operation of major information	paper		FALSE		2002	2016			Numerical	n/a		FALSE		good	FALSE	FALSE	FALSE	FALSE	FALSE		TRUE	FALSE			0001-0015	DAA-0048-2013-0001-0015	Temporary	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified.	Destroy 7 year(s) after cut-off	FALSE	TRUE			FALSE	TRUE			
240	13-Feb-18	20180213_RG_589 01Report_Jan2018_Pacific	PAC	TBD	TBD	WELL PERMITS: APPLICATION FOR PERMITS TO DRILL	WELL PERMITS: APPLICATION FOR PERMITS TO DRILL	TEXTUAL		FALSE		1980	2011				3		FALSE			FALSE	FALSE	FALSE	FALSE	FALSE		FALSE	FALSE			N1/589/12/5/5A3	Temporary			FALSE	FALSE		2 containers	FALSE	FALSE				

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ID	Record Code	Medium	Office	Record Group	Name of Record	Description of Record	Temp/ Perm	Cutoff	Authorized Disposition	Disposition Authority	Related RDS Code	Related MMS
00000399		Media Neutral	ALL	1								
00000306	1A	Media Neutral	ALL	1	Budget Duties	All records relating to budget development, formulation and execution that support the organization as a whole. Records include but not limited to: analysis, preparation, submission, justification, monitoring of budget data and other related functions and records of the following work elements.	Temporary	Cut off at the end of the fiscal year, or when activity is completed	Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off	n1-589-12-001_sf115	011;DAA-0048-2013-0001-0011	301-01

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ID	Record Code	Medium	Office	Record Group	Name of Record	Description of Record	Temp/ Perm	Cutoff	Authorized Disposition	Disposition Authority	Related RDS Code	Related MMS
00000397	1B	Media Neutral	ALL	1	Human Resources (61)	All records relating to developmg and 1mplementmg policies and procedures and providing guidance It mcludes records that have to deal with but not limited operations such as job fmrs, and providmg personnel services to bureau and department employees and supervisors and records generated m actiVlties of the following work elements Human Resources Actions- PAJ HR Admm1stration Services- SAD, SMT, SOP Quality of Work Life- SEQ Process Positions- SE I Benefits and Benefits Review- SEB Classif. Positions- SEC	Temporary	Cut off at the end of the tiscal year, or when activity IS completed Transfer to the FRC 3 years after the cut-off	DELETE/DESTROY 7 years after cut off.	n1-589-12-001_sf115		

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ID	Record Code	Medium	Office	Record Group	Name of Record	Description of Record	Temp/ Perm	Cutoff	Authorized Disposition	Disposition Authority	Related RDS Code	Related MMS
00000398	1C	Media Neutral	ALL	1	Financial Management Operations	All records relating to financial activities that support the organization as a whole such as paymg bills, collecting receivables, cornpihng and analyzing financial data, prepanng Internal (bureau) reports, maintaining general ledger, andplanning, developing, implementmg and maintaining accountmg and mixed financial systems. Included also are records generated for work elements listed here: • Payroll Administration- SEP • Record Obligations- SFO • Invoice - Irnplernent Competitive Sourcing- PAG • Adrrurustration- SPB, SF I • Manage Accounts	Temporary	Cut off at the end of the fiscal year, or when 302-03activity IScompleted. Transfer 302-04a,b,cto the FRC 3 years after the	DELETE/DESTROY 7 years after cut off	n1-589-12-001_sf115		
00000317	1D	Media Neutral	ALL	1	Procurement Services					n1-589-12-001_sf115	DAA-0048-2013-0001-0011	1703-02a;503-02(b);503-01b
00000307	1F	Media Neutral	ALL	1	Information Management and Files					n1-589-12-001_sf115	DAA-0048-2013-0001-0002	705-16a

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ID	Record Code	Medium	Office	Record Group	Name of Record	Description of Record	Temp/ Perm	Cutoff	Authorized Disposition	Disposition Authority	Related RDS Code	Related MMS
00000305	1G(1)	Media Neutral	ALL	1	Administrative Function Files/ Audits and Investigation Files	All records relating to administrative functions. Mission files created and maintained by offices whose primary function involves support	Temporary	Cut off at the end of the fiscal year, or when activity is completed	Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 10 years after cut off.	n1-589-12-001_sf115	002;DAA-0048-2013-0001-0002	102-01e;201-05a;202-12;102-01;102-01a
00000338	1G(2)			1	Director's General Correspondence Files and Bureau History Files	All records of a central tile of the chronological records and outgoing correspondences of the BOEM Director. Surname copy, and files documenting significant BOEM events created, received and maintained during the normal course of business.	Permanent	Cut off at close of FY, or when activity is completed.	Electronic Records: Transfer electronic files to the National Archives at three year intervals under the instructions in 36CFR 1235 44-50, or whichever transfer guidance in in place at the time of the transfer. Hardcopy Records: Transfer to the FRC 5 years after cut-off. Transfer to the National Archives and	n1-589-12-001_sf115	DAA-0048-2013-0008-0004	102-01c;201-07a;201-07b;702-02;702-03a;702-03b(1);703-02a(1);703-02a(2);703-02a(4);703-03a

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ID	Record Code	Medium	Office	Record Group	Name of Record	Description of Record	Temp/ Perm	Cutoff	Authorized Disposition	Disposition Authority	Related RDS Code	Related MMS
00000340	1H			1	Planning	All working draft and support documents relating to the activities of strategic planning, performance planning measurement and reporting, workforce planning, organizational development, evaluations, COOP plans, and management analysis for the organization as a whole. Includes supervision, management, and general administrative support of these functions. Includes	Temporary	Cut off at the end of the fiscal year, or when activity is completed.	Transfer to the FRC 3 years after the cut-off. DELETE/DESTROY 7 years after cut off.	n1-589-12-001_sf115	DAA-0048-2013-0001-0002	404-12a;404-12b
00000308	1J	Media Neutral	ALL	1	Process Litigation for Indian Trust	All records relating to litigation, the formal process in a court or administrative agency in which legal rights and obligations are contested by the parties and decided by a Judge. This activity covers any and all work associated with administrative or Judicial litigation related to Indian Trust	Temporary	Cut off at the end of the fiscal year in which claim, matter or appeal is disallowed, withdrawn, settled or issued. Transfer to the FRC 5 years after cut off.	Dispose off 20 years after transfer.	n1-589-12-001_sf115		707-04

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ID	Record Code	Medium	Office	Record Group	Name of Record	Description of Record	Temp/ Perm	Cutoff	Authorized Disposition	Disposition Authority	Related RDS Code	Related MMS
00000341	1K			1	Performance and Financial Management Reports.	All records relating to the preparation of reports for entities external to the bureaus, such as the Annual Performance and Accountability Report, Submissions to the Department, FACTS II and the Statement of Accountability and/or Statement of Transactions (SF-224 or	Temporary	Cut off at the end of the fiscal year, or when activity is completed.	Transfer to the FRC 3 years after the cut-off. DELETE/DESTROY 7 years after cut-off.	n1-589-12-001_sf115	DAA-0048-2013-0001-0002	
00000309	1L	Media Neutral	ALL	1	Process Litigation - Resource Use		Temporary	Cut-off at the close of fiscal year.	Destroy 5 years after cut-off	n1-589-12-001_sf115		707-01;707-02;707-03;707-05;707-06

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ID	Record Code	Medium	Office	Record Group	Name of Record	Description of Record	Temp/ Perm	Cutoff	Authorized Disposition	Disposition Authority	Related RDS Code	Related MMS
00000342	1M			1	Employee and Labor Relations.	All records relating to the provision of guidance and assistance to management and employees regarding all work associated with Employee Relations (ER)/Labor Relations (LR) Issues, including grievances, disciplinary and performance-based actions, unfair labor practices and negotiations, Inspector General and other administrative investigations. Work activities also include processing incentive awards; conducting personnel security, determining employee suitability, and managing the employee assistance program, ethics program and performance	Temporary	Cut off at the end of the fiscal year, or when activity is completed.	Transfer to the FRC 3 years after the cut-off. DELETE/DESTROY 25 years after cut-off.	n1-589-12-001_sf115	DAA-0048-2013-0001-0005	604-01a(1);604-01a(2);604-01b;605-04;605-07;607-01a;607-01b;607-02a;607-02b;607-02c(1);607-02c(2);607-03;607-04;607-05a;607-05b;607-06a;607-06b;607-07a;607-07b;607-08a;607-08b;607-09

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ID	Record Code	Medium	Office	Record Group	Name of Record	Description of Record	Temp/ Perm	Cutoff	Authorized Disposition	Disposition Authority	Related RDS Code	Related MMS
00000343	1N			1	Civil Rights - External and Internal.	All records relating to costs of monitoring, evaluating and adjudicating civil rights compliance and enforcement functions covering equal opportunity and federally funded/assisted education and training programs with State and local governments. These elements are not limited to the work of EEO employees, but also include the work of any Office of Bureau employees engaged in responding to and resolving civil rights and equal opportunity complaints. Also includes the cost of settlement agreements. <ul style="list-style-type: none"> • Internal Civil Rights captures all costs to implement 28 C.F.R. 	Temporary	Cut off at the end of the fiscal year, or when activity is completed.	Transfer to the FRC 3 years after the cut-off. DELETE/DESTROY 25 years after cut-off.	n1-589-12-001_sf115	DAA-0048-2013-0001-0005	605-03a;605-03b;605-03c;605-03d(1);605-03d(2);605-03e;605-03f(1);605-03f(2);605-03f(3);605-03f(4);605-03g;605-06a;605-06b

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ID	Record Code	Medium	Office	Record Group	Name of Record	Description of Record	Temp/ Perm	Cutoff	Authorized Disposition	Disposition Authority	Related RDS Code	Related MMS
00000344	10			1	Plan IT Investments.	All records relating to planning for new IT investments, the planning and modernization or major enhancement of existing IT investments, and all work related to IT prototypes. Records generated in the process of the following work elements are also included: <ul style="list-style-type: none"> • Project management and planning related to IT development, development and major enhancement • Life cycle costs analysis and planning • Organizational impacts of IT investment and analysis • Evaluation of software and hardware options and methods • Development and submission of CBIC 	Temporary	Cut off at the end of the fiscal year, or when activity is completed.	Transfer to the FRC 3 years after the cut-off. DELETE/DESTROY 7 years after cut-off.	n1-589-12-001_sf115	DAA-0048-2013-0001-0015	

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ID	Record Code	Medium	Office	Record Group	Name of Record	Description of Record	Temp/ Perm	Cutoff	Authorized Disposition	Disposition Authority	Related RDS Code	Related MMS
00000345	1P			1	Acquire IT Investments.	All records relating the full acquisition of an IT investment. Other records include but not limited to the procurement and implementation of an IT investment or useful segments/modules, Exhibit 300 parts 1, 2 or 4 of exhibit 53, the control and evaluation phases of CPIC and investment control process. The following work elements' records are also included: <ul style="list-style-type: none"> • Finalized reports on cost benefit analysis (CBA/BCA) • Development of software applications and incremental reviews • Testing of user acceptability, functionality and interoperability reports 	Temporary	Cut off at the end of the fiscal year, or when activity is completed.	Transfer to the FRC 3 years after the cut-off. DELETE/DESTROY 7 years after cut-off.	n1-589-12-001_sf115	DAA-0048-2013-0001-0015	

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ID	Record Code	Medium	Office	Record Group	Name of Record	Description of Record	Temp/ Perm	Cutoff	Authorized Disposition	Disposition Authority	Related RDS Code	Related MMS
00000346	1Q			1	Operation, Maintenance, and Management of IT Investments.	All records relating to Operation, Maintenance, and Management of IT Investments portraying when an IT investment is operational (steady state) after formal acceptance. This means the IT investment or useful segment/module of an IT investment has been delivered, deployed, and is performing the mission. Tasks required managing an investment in operations and maintenance is reported under this activity, including performance monitoring and reporting performed by an operational analysis. This activity includes retirement/disposal	Temporary	Cut off at the end of the fiscal year, or when activity is completed.	Transfer to the FRC 3 years after the cut-off. DELETE/DESTROY 7 years after cut-off.	n1-589-12-001_sf115	DAA-0048-2013-0001-0015	401-03a;401-03b;401-03c;401-03d(1);401-03d(2);401-03e;401-04a;401-04b;800-02a;800-02b;800-04a;800-04b;800-05;800-06b;800-08;800-09;800-11;801-01a;801-01b;801-01c;802-01a;802-01b;802-02;802-03a;802-03b(1);802-03b(2);802-04a(1);802-04a(2);802-04b;802-08a

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ID	Record Code	Medium	Office	Record Group	Name of Record	Description of Record	Temp/ Perm	Cutoff	Authorized Disposition	Disposition Authority	Related RDS Code	Related MMS
00000347	1Q			1	Operation, Maintenance, and Management of IT Investments.	All records relating to Operation, Maintenance, and Management of IT Investments portraying when an IT investment is operational (steady state) after formal acceptance. This means the IT investment or useful segment/module of an IT investment has been delivered, deployed, and is performing the mission. Tasks required managing an investment in operations and maintenance is reported under this activity, including performance monitoring and reporting performed by an operational analysis. This activity includes retirement/disposal	Temporary	Cut off at the end of the fiscal year, or when activity is completed.	Transfer to the FRC 3 years after the cut-off. DELETE/DESTROY 7 years after cut-off.	n1-589-12-001_sf115	DAA-0048-2013-0001-0015	802-08b;802-08c;802-10a;802-10b;802-11a;802-11b;802-11c

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ID	Record Code	Medium	Office	Record Group	Name of Record	Description of Record	Temp/ Perm	Cutoff	Authorized Disposition	Disposition Authority	Related RDS Code	Related MMS
00000348	1R			1	IT Security - IAI	All records relating to Secure IT - performing work to achieve and maintain compliance with OMB security policies and NIST guidance, including compliance with the Federal Information Security Management Act, including all IT security program records and records for securing individual IT systems, applications, and infrastructure. These work elements are also included: <ul style="list-style-type: none"> • IT security training and awareness • IT security Policies and Procedures • Monitoring and testing • Life cycle cost analysis and planning • Risk and vulnerability assessment 	Temporary	Cut off at the end of the fiscal year, or when activity is completed.	Transfer to the FRC 3 years after the cut-off. DELETE/DESTROY 7 years after cut-off.	n1-589-12-001_sf115	DAA-0048-2013-0001-0015	802-05a;802-05b;802-06a;802-06b;802-07

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ID	Record Code	Medium	Office	Record Group	Name of Record	Description of Record	Temp/ Perm	Cutoff	Authorized Disposition	Disposition Authority	Related RDS Code	Related MMS
00000349	1S			1	IT Architecture.	All records relating the development, coordination and implementation of policies, standards, guidelines and provision of related assistance for Enterprise Architecture (EA). Records created by the Interior Enterprise Architecture (IEA) and bureau architecture teams in the course of the development, management and utilization of the enterprise architecture. Work elements that highlight the records under EA are: <ul style="list-style-type: none"> • Establishment and Operation of IT Architecture • Conducting functions directly related to operation of architecture teams 	Temporary	Cut off at the end of the fiscal year, or when activity is completed.	Transfer to the FRC 3 years after the cut-off. DELETE/DESTROY 7 years after cut-off.	n1-589-12-001_sf115	DAA-0048-2013-0001-0015	201-11;800-01a;801-01b

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ID	Record Code	Medium	Office	Record Group	Name of Record	Description of Record	Temp/ Perm	Cutoff	Authorized Disposition	Disposition Authority	Related RDS Code	Related MMS
00000350	1T			1	Capital Planning and Project Management.	All records generated in the course of IT Capital Planning and Investment Control on the portfolio of IT investments in accordance with OMB's requirements including all program reports for portfolio management and project management not attributable to individual IT projects or investments. Work elements for activity 85 also include: <ul style="list-style-type: none"> • Management and review submission of BOEM Business Cases (Exhibit 300s) to DOI and the Office of Management and Budget; • Developing the Bureau's IT Portfolio of investments (Exhibit 53); 	Temporary	Cut off at the end of the fiscal year, or when activity is completed.	Transfer to the FRC 3 years after the cut-off. DELETE/DESTROY 7 years after cut-off.	n1-589-12-001_sf115	DAA-0048-2013-0001-0015	802-09a;802-09b;802-09c

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ID	Record Code	Medium	Office	Record Group	Name of Record	Description of Record	Temp/ Perm	Cutoff	Authorized Disposition	Disposition Authority	Related RDS Code	Related MMS
00000351	2A(1)			2	Significant Policy Planning and Development Files.	Significant records are those that document the direction of BOEM relating to planning and policy formation, agency origin and organization, and decisions and activities of senior executives. By their very nature, they have historical or other value to warrant their continued preservation by the federal government. Includes but not limited to: <ul style="list-style-type: none"> • Policy Creation and Development records • Planning documents • Records describing the direction and governance for the achievement of BOEM's Core Mission • Strategic Planning • Performance Planning Measurement • Workforce Planning 	Permanent	Cut off end of the fiscal year.	Electronic Records: Transfer electronic files to the National Archives at three year intervals under the instructions 111 36CFR 1235 44-50, or whichever transfer guidance is in place at the time of the transfer. Hardcopy Records: Transfer to the FRC 5 years after cut-off. Transfer to the National Archives and Records Administration 25 years after cut off.	n1-589-12-002_sf115	DAA-0048-2013-0008-0003	201-02a;201-02b;201-06a;201-06b;201-06c(1);201-06c(2);201-06d;202-02;202-03a;202-03b;202-09a

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ID	Record Code	Medium	Office	Record Group	Name of Record	Description of Record	Temp/ Perm	Cutoff	Authorized Disposition	Disposition Authority	Related RDS Code	Related MMS
00000352	2A(2)			2	Short Term Policy Planning and Development Files	All records relating to policy issues that are that do not warrant permanent retention <ul style="list-style-type: none"> • Bureau & DOI Initiatives - (PAF) • President Management Agenda - (PAH) • Provide General Management- (POB), (PPB), (PEB), (SOL) • Provide Statistical Information & Analysts - (PMT) • Economic Policy Analysis - (SYE) • Memorandum of Understandings - (MOUs) 	Temporary	Cut off at close of FY or when activity is completed.	Retain onsite or at the FRC. Delete/ Destroy 7 yrs after cutoff.	n1-589-12-002_sf115	DAA-0048-2013-0008-0001	201-01a;201-08a;201-08b;201-08c;201-08d;201-08e;201-08f(1);201-08f(2);202-03c;202-03d;202-03e;202-03f;202-03g;202-09b;202-09c

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ID	Record Code	Medium	Office	Record Group	Name of Record	Description of Record	Temp/ Perm	Cutoff	Authorized Disposition	Disposition Authority	Related RDS Code	Related MMS
00000353	2B(1)			2	Significant Rulemaking, Regulations and Guidance Process/Final Rules as posted in the Federal Register.	Significant records are those that reflect the process by BOEM develops and Issues deregulatory and regulatory documentation and issues regulations that have the force and effect of law They demonstrate how BOEM follows the Administrative Procedure Act and other statutes as well as certain Executive Orders for the rulemaking process All records relating to rules created by BOEM m keeping with responsibilities under <ul style="list-style-type: none"> • Royalty Simplification and Fairness Act of 1996 Public Law 104-185 (03/07/1997) • Federal Oil & Gas Royalty Management Act of 1982 Public Law 	Permanent	Cut off end of the fiscal year.	Electronic Records: Transfer electronic files to the National Archives at three year intervals under the instructions in 36CFR 1235 44-50, or whichever transfer guidance is in place at the time of the transfer. Hardcopy Records: Transfer to the FRC 5 years after cut-off. Transfer to the National Archives and Records Administration 25 years after cut off.	n1-589-12-002_sf115	DAA-0048-2013-0008-0010	

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ID	Record Code	Medium	Office	Record Group	Name of Record	Description of Record	Temp/ Perm	Cutoff	Authorized Disposition	Disposition Authority	Related RDS Code	Related MMS
00000354	2B(2)			2	Short-term Rulemaking, Regulations and Guidance Process Files: Administrative Record and Supporting Documentation	All records relating to the tracking of the development of Federal Register notices and other general administration involved in rulemaking <ul style="list-style-type: none"> • Develop Regulations and Guidance Compliance Inspections - (DAQ) • Develop Regulations and Guidance - Ensure compliance and Manage Assets/Minerals Revenues - (HAC) • Develop Regulations and Guidance- Ensure Optimal Value - (NAR) • Develop Regulations and Guidance Process Oil and Gas Reservoir Management Agreements - (BAD) • Develop Alternative Energy Regulations and Guidance - LBB 	Temporary	Cut off end of FY in which the rule was finalized and put into effect, or withdrawn	DESTROY /DELETE 7 years after cut off.	n1-589-12-002_sf115	DAA-0048-2013-0008-0009	

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ID	Record Code	Medium	Office	Record Group	Name of Record	Description of Record	Temp/ Perm	Cutoff	Authorized Disposition	Disposition Authority	Related RDS Code	Related MMS
00000355	2C(1)			2	Significant Congressional Affairs Files.	Significant records are those relating to BOEM's relationship with the House and Senate as manifested by submissions to Congressional committees, responses from the Congress, and testimonies presented to various congressional committees All records relating to Congressional Affairs activities include the evaluation of legislative proposals, to liaison with members of Congress, official communication regarding programs, policies and positions on matters under consideration by the Congress, the preparation and coordination of	Permanent	Cut off end of the fiscal year	Electronic Records Transfer electronic files to the National at three year intervals under the instructions in 36CFR 1235 44-50, or whichever transfer guidance IS in place at the time of the transfer Hardcopy Records Transfer to the FRC 5 years after cut-off Transfer to the National Archives and Records Administration 25 years after cut-off	n1-589-12-002_sf115	DAA-0048-2013-0008-0007	

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ID	Record Code	Medium	Office	Record Group	Name of Record	Description of Record	Temp/ Perm	Cutoff	Authorized Disposition	Disposition Authority	Related RDS Code	Related MMS
00000356	2C(2)			2	Short-term Congressional Affairs Files.	All supporting records relating to congressional relations that do not warrant permanent retention Includes but not limited to <ul style="list-style-type: none"> • Papers of a temporary nature which cease to have any documentary or evidential value after their contents are incorporated or adequately summarized in other documents, e g , preliminary drafts, shorthand notes, worksheets, etc. • Daily, weekly, or monthly, Congressional "round-ups" published on the agency Intranet for informational purposes, including brief summaries of congressional-related 	Temporary	Cut off at close of FY or when activity is completed	Retain onsite or at the FRC. Delete/ Destroy 7 yrs after cutoff.	n1-589-12-002_sf115	DAA-0048-2013-0008-0006	

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ID	Record Code	Medium	Office	Record Group	Name of Record	Description of Record	Temp/ Perm	Cutoff	Authorized Disposition	Disposition Authority	Related RDS Code	Related MMS
00000357	2D(1)			2	Significant Public Affairs Files.	Significant records related to Public Affairs are those that document BOEM's broad communications strategy and outreach to external customers and stakeholders. The Public Affairs staff works with the news media, intergovernmental and external constituencies on Issues affecting the BOEM and provide leadership in efforts to involve the public in BOEM decision making processes. Include, but are not limited to. <ul style="list-style-type: none"> • Master copies of public Information material consisting of press releases, advisories, fact sheets, and remarks released by the Public Affairs • Index of Master 	Permanent	Cut off end of the fiscal year.	Electronic Records: Transfer electronic files to the National Archives at three year intervals under the instructions in 36CFR 1235 44-50, or whichever transfer guidance is in place at the time of the transfer. Hardcopy Records: Transfer to the FRC 5 years after cut-off. Transfer to the National Archives and Records Administration 25 years after cut off.	n1-589-12-002_sf115	DAA-0048-2013-0008-0008	702-03a;702-03b(1)

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ID	Record Code	Medium	Office	Record Group	Name of Record	Description of Record	Temp/ Perm	Cutoff	Authorized Disposition	Disposition Authority	Related RDS Code	Related MMS
00000358	2D(2)			2	Short-Term Public Affairs Files.	<p>All supporting records relating to congressional relations that do not warrant permanent retention Includes but not limited to</p> <ul style="list-style-type: none"> • Papers of a temporary nature which cease to have any documentary or evidential value after their contents are incorporated or adequately summarized in other documents, e.g., preliminary drafts, shorthand notes, worksheets, etc. • Reports, updates, guidance, and status distributed to Public Affairs staff, Department Officials, White House Officials or the press • Records relating to 	Temporary	Cut off at close of FY or when activity is completed	Retain onsite or at the FRC. Delete/ Destroy 7 yrs after cutoff.	n1-589-12-002_sf115	DAA-0048-2013-0001-0001	

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ID	Record Code	Medium	Office	Record Group	Name of Record	Description of Record	Temp/ Perm	Cutoff	Authorized Disposition	Disposition Authority	Related RDS Code	Related MMS
00000359	3A(1)			3	Optimal Value of Oil and Gas Resources (OR) - Digital Final Maps Interpretive Report Products for Tectonic and Stratigraphic Investigation, Lease/Well Development and Reserve Estimations	Includes: Regional Geologic and Geophysical (G&G) Mapping and Interpretations (NAI). All final products only in digital format, for maps and interpretive reports, developed for determining the geological and geophysical significance of both analyzed and processed G&G information. EXCLUDES: Paper copies as well as supporting G&G data that do not constitute	Permanent	Cut off after issuance of the permit under which the inclusive geological/geophysical information was collected under 30 CFR 1551.14.	Transfer eligible electronic records to NARA 50 years after cut off under the instructions in 35 CFR 1235.44-50, OR whichever guidance is in place at the time of transfer. 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.	n1-589-12-003_sf115		

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ID	Record Code	Medium	Office	Record Group	Name of Record	Description of Record	Temp/ Perm	Cutoff	Authorized Disposition	Disposition Authority	Related RDS Code	Related MMS
00000360	3A(2)			3	Optimal Value of Oil and Gas Resources (OR) - All other Geological and Geophysical Maps	All data and records that do not represent final products and all hard copy versions of mapping records and reports. Includes: Shallow Seismic Shot Point Location Maps Correlated Well Logs High Resolution (Shallow) Geophysical Interpretive Maps 2D and 3D Seismic Trace Volumes and Data Sets Deep Seismic Shot-Point Location Record Set Regional and detailed Seismic Interpretive Maps Magnetic and Gravimetric Survey Records and Maps Geochemical Prospecting Survey Maps Geology Files, Subsurface Geologic Interpretations	Temporary	Cutoff at close of FY or when activity is completed.	Retain on- site of at the FRC. Delete/Destroy 75 years after cutoff. Longer retention is authorized if required for business use.	n1-589-12-003_sf115		

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ID	Record Code	Medium	Office	Record Group	Name of Record	Description of Record	Temp/ Perm	Cutoff	Authorized Disposition	Disposition Authority	Related RDS Code	Related MMS
00000400	3B	Media Neutral	ALL	3	Interpretations of Shallow Seismic Data (NAJ)	All records related to the analysis and application of shallow seismic data and information to 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. Interpretation of shallow seismic data geo-hazards analysis and archeology analysis reports Analysis of water bottom or sea floor interface Identification of shallow hazards	Permanent	Cutoff at close of FY or when activity is completed. Retain on-site or at the FRC.	Destroy 50 years after cutoff. Longer retention is authorized if required for business use	b1-589-12-003_sf115		
00000319	3C	Media Neutral	ALL	3	Reserve Estimates, Engineering and Economic Interpretations and Reports (NAM)					n1-589-12-003_sf115		1702-03

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ID	Record Code	Medium	Office	Record Group	Name of Record	Description of Record	Temp/ Perm	Cutoff	Authorized Disposition	Disposition Authority	Related RDS Code	Related MMS
00000403	3D(1)	Media Neutral	ALL	3	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	Temporary	Cut off at close of FY or when activity is completed.	Retain onsite or at the FRC. Delete/ Destroy 75 years after cutoff. Longer retention is authorized if required for business use.	n1-589-12-003_sf115		
00000310	3D(2)	Media Neutral	ALL	3	Geologic and Geophysical (G&G) Pennington (NAB)	All records related to geophysical data processing for analysis of geophysical data, to help determine the constitution of the earth's interior; enabling the location of petroleum and mineral prospects.	Temporary	Cut off at close of FY or when activity is completed. Retain onsite or at the FRC	Delete / Destroy 75 years after cutoff. Longer retention is authorized if required for business use.	n1-589-12-003_sf115		901-01a

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ID	Record Code	Medium	Office	Record Group	Name of Record	Description of Record	Temp/ Perm	Cutoff	Authorized Disposition	Disposition Authority	Related RDS Code	Related MMS
00000375	3D(3)			3	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. Includes: Data management tasks for seismic and well data G&G data acquisition and data procurement Work related to geophysical data management Open hole data management (acquisition, security, quality assurance)	Temporary	Cut off at close of FY or when activity is completed	Retain onsite or at the FRC. Delete/ Destroy 75 years after cutoff. Longer retention is authorized if required for business use.	n1-589-12-003_sf115		

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ID	Record Code	Medium	Office	Record Group	Name of Record	Description of Record	Temp/ Perm	Cutoff	Authorized Disposition	Disposition Authority	Related RDS Code	Related MMS
00000361	3E(1)			3	FAIR Market Value-Engineering and Economic Evaluation (NAD), Phase I (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 cash flow computer simulation model that utilizes detailed geologic analysis, reservoir studies, seismic stratigraphy and	Temporary	Cut off at close of FY or when activity is completed	Retain onsite or at the FRC. Delete/ Destroy 75 years after cutoff. Longer retention is authorized if required for business use.	n1-589-12-003_sf115		
00000362	3E(2)	Media Neutral	ALL	3	Bid Appeal Analysis (NAG)	All records related to bids and or rejection of bids, appeal processes and the reviews of Rejected bid appeal economic review	Temporary	Cutoff at close of FY or when activity is completed	Retain onsite or at the FRC. Delete/Destroy 25 years after cutoff	n1-589-12-003_sf115		

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ID	Record Code	Medium	Office	Record Group	Name of Record	Description of Record	Temp/ Perm	Cutoff	Authorized Disposition	Disposition Authority	Related RDS Code	Related MMS
00000363	3F			3	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. GIT hardware and software activities planning reports GIT contract work conducting reports including GIT	Temporary	Cut off at close of FY or when activity is completed	Retain onsite or at the FRC. Delete/ Destroy 75 years after cutoff. Longer retention is authorized if required for business use.	n1-589-12-003_sf115		

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ID	Record Code	Medium	Office	Record Group	Name of Record	Description of Record	Temp/ Perm	Cutoff	Authorized Disposition	Disposition Authority	Related RDS Code	Related MMS
00000364	3H(1)			3	Reserves, Production Projections and 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 specific sales. Sale revenue estimates from receipts (bonus, rentals, royalties) data analysis performance reports	Temporary	Cut off at close of FY or when activity is completed	Retain onsite or at the FRC. Delete/ Destroy 75 years after cutoff. Longer retention is authorized if required for business use.	n1-589-12-003_sf115		

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ID	Record Code	Medium	Office	Record Group	Name of Record	Description of Record	Temp/ Perm	Cutoff	Authorized Disposition	Disposition Authority	Related RDS Code	Related MMS
00000365	3H(2)	Media Neutral	ALL	3	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 producible lease or discoveries not associated with DWRR to new or existing field documentations Bid and field	Temporary	Cut off at close of FYorwhen activity is completed. Retain onsite or at the FRC.	Delete/ Destroy 75 years after cutoff. Longer retention is authorized if required for business use.	n1-589-12-003_sf115		

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ID	Record Code	Medium	Office	Record Group	Name of Record	Description of Record	Temp/ Perm	Cutoff	Authorized Disposition	Disposition Authority	Related RDS Code	Related MMS
00000390	3I(1)	Media Neutral	ALL	3	Conservation Management - Analytical, Legal, Technical Support (BAC)	All records related to program support activities related to the enhancement of the public benefit or management initiatives and Reporrts . stakeholder requests. Analytical support reports for both internal and external unique projects on as . needed basis reports Legal guidance principally to office units that have conservation	Temporary	Cut off at close of FYorwhen activity is completed	. Retain onsite or at the FRC. Delete/ Destroy 25 years after cutoff	n1-589-12-003_sf115		

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ID	Record Code	Medium	Office	Record Group	Name of Record	Description of Record	Temp/ Perm	Cutoff	Authorized Disposition	Disposition Authority	Related RDS Code	Related MMS
00000391	3I(2)	Media Neutral	ALL	3	Conservation Management - Monitor Reservoir Performance and Well Production Rates (DAL)	All records related to this work element cover all monitoring activities associated with efficient and proper reservoir management, prudent well production and practical leasehold management . Sensitive reservoir information reviews . approval . Oil and Gas production rate monitoring reports . and approval reports . Reclassification reservoirs reports . Applications processes for enhanced oil recovery or violations reports . Down hole commingling applications or violations . Applications for well	Temporary	Cut off at close of FY or when activity is completed	Retain onsite or at the FRC. Delete/ Destroy 25 years after cutoff.	n1-589-12-004_sf115		

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ID	Record Code	Medium	Office	Record Group	Name of Record	Description of Record	Temp/ Perm	Cutoff	Authorized Disposition	Disposition Authority	Related RDS Code	Related MMS
00000366	3J			3	Information Management and Transfer-Ensure Optimal Value (NAQ)	All records related to information and data related business processes and tasks that should be planned and consistently implemented across BOEM. This work does not include technical information system or application design and development. Manuscripts and desktop publishing services reports Records and document management in accordance with National Archives and Records Management Requirement Information collection activities and forms requiring OMB approval documents Web management and related tasks and activities	Temporary	Cut off at close of FY or when activity is completed	Retain onsite or at the FRC. Delete/ Destroy 7 years after cutoff.	n1-589-12-003_sf115		

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ID	Record Code	Medium	Office	Record Group	Name of Record	Description of Record	Temp/ Perm	Cutoff	Authorized Disposition	Disposition Authority	Related RDS Code	Related MMS
00000386	4C			4	Individual Lease Sale Terms and Conditions	Includes: terms and stipulations for individual lease sales (i.e., fiscal terms, regulatory terms and royalty relief) special projects and work quality improvement team documents proposed or final	Temporary	Cut off at close of FY or when activity is completed	Retain on-site or at an off site storage. Transfer legal ownership to NARA 25 years after cutoff.	n1-589-12-004_sf115		

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ID	Record Code	Medium	Office	Record Group	Name of Record	Description of Record	Temp/ Perm	Cutoff	Authorized Disposition	Disposition Authority	Related RDS Code	Related MMS
00000401	4D	Media Neutral	ALL	4	Block Nomination Flies	Five Year Outer Continental Shelf (OCS) Oil and Gas Leasing Program: 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 Five Year Outer Continental Shelf (OCS) Oil and Gas Leasing Program: 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	Permanent	cut off at close of FY or when activity is completed Transfer digital copies (only) of all completed Five-Year Program records to NARA	N/A	n1-589-12-004_sf115		

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ID	Record Code	Medium	Office	Record Group	Name of Record	Description of Record	Temp/ Perm	Cutoff	Authorized Disposition	Disposition Authority	Related RDS Code	Related MMS
00000337	4D(1)(a)	Media Neutral	ALL	4	5-Year Program Final Products (AAA)	All final products for each 5-year program. This includes Draft, Proposed, Final, and Revised OCS Oil and Gas Leasing program Documents	Permanent	cut off at close of FY or when activity 1s completed Transfer digital copies (only) of all completed Ftve-Year Program records to NARA	cut off at close of FY or when activity 1s completed Transfer digital copies (only) of all completed Ftve-Year Program records to NARA upon approval of thts schedule For subsequently added Five-Year Program records, transfer electronic files (mcluding nonproprietary public versions) to the National Archt ves at three year mtervals under the mstructwns in 36 CFR 1235.44-50, or whichever transfer gutdance is in place at the time of the transfer. off at close of FY or when activity 1s completed Transfer digital copies (only) of all completed	n1-589-12-004_sf115		
00000320	4D(1)b	Media Neutral	ALL	4	All Support records leading up to the final products for each 5-year program.					n1-589-12-004_sf115		1001-02

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ID	Record Code	Medium	Office	Record Group	Name of Record	Description of Record	Temp/ Perm	Cutoff	Authorized Disposition	Disposition Authority	Related RDS Code	Related MMS
00000376	4D(2)			4	NEPA Compliance for the 5-Year Program (AAB)	Includes: The planning and conduct of document preparation/procurement to support programmatic EIS Records of NEPA's procedural compliance, analysis, such as oversight management, Federal Register notices, scoping and public hearings and preparation of EIS	Temporary	Cut off at close of FY or when activity is completed	Retain onsite or at an offsite storage. Delete/ Destroy 25 years after cutoff.	n1-589-12-004_sf115		
00000387	4D(3)	Media Neutral	ALL	4	Environmental Coordination for the 5-Year Program (AAC)	All records related to conducting and coordinating inter-governmental consultations in support of the 5-Year OCS Program includes: Inter-governmental consultations such as consultations with States (i.e., Coastal Zone Management Act activities) and Federal agencies (i.e., U.S. Fish and Wildlife Service and the NOAA Fisheries Service). environmental impact statements for the 5-year	Temporary	Cutoff at close of FY or when activity is completed. Retain onsite or at an off site storage.		n1-589-12-004_sf115		1105-01

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ID	Record Code	Medium	Office	Record Group	Name of Record	Description of Record	Temp/ Perm	Cutoff	Authorized Disposition	Disposition Authority	Related RDS Code	Related MMS
00000369	4D(4)			4	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:) Records of performance of economic and engineering analysis for 5-Year Plan, including ad hoc analysis (output from work element NAA is used for this work element) economic and engineering evaluation work for Headquarters in development of the 5-Year Leasing Program documents documents for the 5-Year Program, NEPA exploration and development	Temporary	Cut off at close of FY or when activity is completed	Retain onsite or at an off site storage. Delete/ Destroy 25 years after cutoff.	n1-589-12-004_sf115		

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ID	Record Code	Medium	Office	Record Group	Name of Record	Description of Record	Temp/ Perm	Cutoff	Authorized Disposition	Disposition Authority	Related RDS Code	Related MMS
00000383	4D(5)			4	Individual Lease Sale Areas of Interest (AAF)	All records related to Information and Nominations and the Area Identification steps of the presale process, the area to consider for leasing for a proposed sale ; includes but not limited to: Individual Lease sale/areas of interest determination documents Documents showing Hydrocarbon List analyses of open-hole data on unleased blocks in the GOM to develop a digital, web-site page or paper publication that	Temporary	Cut off at close of FY or when activity is completed	Retain onsite or at an off site storage. Delete/ Destroy 25 years after cutoff.	n1-589-12-004_sf115		
00000374	4D(6)			4	NEPA Compliance for Lease Sales (AAH)	Management and oversight of the NEPA process scoping activities and public hearings supportive environmental and socio-economic analyses EA or EIS documents	Temporary	Cut off at close of FY or when activity is completed	Retain onsite or at an off site storage. Delete/ Destroy 75 years after cutoff.	n1-589-12-004_sf115		

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ID	Record Code	Medium	Office	Record Group	Name of Record	Description of Record	Temp/ Perm	Cutoff	Authorized Disposition	Disposition Authority	Related RDS Code	Related MMS
00000311	4E(1)	Media Neutral	ALL	4	Environmental Studies	This series includes all management 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.	Temporary	Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage.	Delete / Destroy 25 years after cutoff.	n1-589-12-001_sf115		1001-05
00000330	4E(1)(a)	Media Neutral	ALL	4	Final Environmental Studies Reports	Records documenting scientific research studis specifically implemeted to inform policy decisions for oil and gas, renewable energy, non-energy mineral leasing and also other non-energy environmental studies.	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 three intervals under instruction 36 CFR 1235.44-50, or whichever guidance is in place at the time of transfer.	n1-589-12-004_sf115		1001-06a

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ID	Record Code	Medium	Office	Record Group	Name of Record	Description of Record	Temp/ Perm	Cutoff	Authorized Disposition	Disposition Authority	Related RDS Code	Related MMS
00000373	4E(1)(b)			4	Environmental Studies: Environmental Studies Case Records	This series includes all management 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. They include records documenting all management type oversight and work in planning the environmental study. 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	Temporary	Cut off at close of FY or when activity is completed	Retain onsite or at an off site storage. Delete/ Destroy 25 years after cutoff.	N1-589-12-4		

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ID	Record Code	Medium	Office	Record Group	Name of Record	Description of Record	Temp/ Perm	Cutoff	Authorized Disposition	Disposition Authority	Related RDS Code	Related MMS
00000392	4E(1)(B)	Media Neutral	ALL	4	Environmental Studies Case Records:	This series includes all management 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. They include records documenting all management type oversight and work in planning the environmental study. The records also document the following activities: o- Annual Environmental Studies Plans o- Annual Regional Studies Priority Lists o- National Studies Priority Lists o- Consultation with the	Temporary	Cut off at close of FY or when activity is completed.	Retain onsite or at an off site storage. Delete/ Destroy 25 years after cutoff	n1-589-12-004_sf115		

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ID	Record Code	Medium	Office	Record Group	Name of Record	Description of Record	Temp/ Perm	Cutoff	Authorized Disposition	Disposition Authority	Related RDS Code	Related MMS
00000377	4E(2)			4	Environmental Coordination for Lease Sales (AAJ)	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	Temporary	Cut off at close of FY or when activity is completed	Retain onsite or at an off site storage. Delete/ Destroy 25 years after cutoff.	n1-589-12-004_sf115		

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ID	Record Code	Medium	Office	Record Group	Name of Record	Description of Record	Temp/ Perm	Cutoff	Authorized Disposition	Disposition Authority	Related RDS Code	Related MMS
00000389	4E(3)	Media Neutral	ALL	4	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 Oil Spill Risk Analysis (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 areas and points) identification of potentially affected resource areas (targets) acquisition of data sets for model seeding or validation	Temporary	Cut off at close of FY or when activity is completed. Retain onsite or at an -off site storage.	Delete/ Destroy 25 years after cutoff.	n1-589-12-005_sf115		

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ID	Record Code	Medium	Office	Record Group	Name of Record	Description of Record	Temp/ Perm	Cutoff	Authorized Disposition	Disposition Authority	Related RDS Code	Related MMS
00000368	4F			4	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. Includes: Lease sale holding process documents Screening of accepted bids, opening of bids process documents Planning and implementation	Temporary	Cut off at close of FY, or when activity is completed	Retain onsite or at an off site storage. Delete/ Destroy 25 years after cutoff.	n1-589-12-004_sf115		
00000312	4G(1)	Media Neutral	ALL	4	Adjudicate and Administer Leases (AAZ)					n1-589-12-001_sf115		1101-029a(1)(a);1101-02a(1)(a);1102-01a(1)

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ID	Record Code	Medium	Office	Record Group	Name of Record	Description of Record	Temp/ Perm	Cutoff	Authorized Disposition	Disposition Authority	Related RDS Code	Related MMS
00000372	4G(3)			4	Lease Relinquishments (ABB)	All records related to the acceptance of lease relinquishments and the updating of the corporate database lease administration module, include information associated with lease relinquishment documents actions related to lease relinquishments	Temporary	Cut off at close of FY or when activity is completed	Retain onsite or at an off site storage. Delete/ Destroy 75 years after cutoff.	n1-589-12-004_sf115		
00000321	4G(4)	Media Neutral	ALL	4	Company Qualification Submittals (ABC)					n1-589-12-004_sf115		1101-02bf
00000322	4G(5)	Media Neutral	ALL	4	Company Merger and Name Changes (ABD)					n1-589-12-004_sf115		1101-02a(1)
00000324	4H	Media Neutral	ALL	4	Financial Instruments and Bonds (ABF)					n1-589-12-004_sf115		1101-02c
00000325	4H(1)	Media Neutral	ALL	4	Bankruptcy Proceedings (ABH)					n1-589-12-004_sf115		1102-02a(1)
00000326	4H(2)	Media Neutral	ALL	4	Oil Spill Insurance Requirements (ABG)					n1-589-12-004_sf115		1107-07
00000327	4H(3)	Media Neutral	ALL	4	The Royalty Relief Program (ABI)					n1-589-12-004_sf115		1706-01
00000323	4I	Media Neutral	ALL	4	Process non-BOEM Approved Legal Filings (ABE)					n1-589-12-004_sf115		

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ID	Record Code	Medium	Office	Record Group	Name of Record	Description of Record	Temp/ Perm	Cutoff	Authorized Disposition	Disposition Authority	Related RDS Code	Related MMS
00000332	4K(1)	Media Neutral	ALL	4	Renewable Energy Program Development and Management (LBA)	<p>All records and work related to the development and management of the alternative energy and alternate use program, such as:</p> <p>Stakeholder meetings not directly related to NEPA document preparation briefing documents, objective, milestones, budgets, EPA Reports, schedules, meeting materials and other managerial type documents Development of Regional Plans and programmatic level documents (except for the Programmatic EIS) Development of Policy Administrative functions associated with the program and its staff.</p>	Permanent	. Cut off at close of FY or when activity is completed. Electronic Records	<p>Transfer electronic files (including non-proprietary public versions) to the National Archives at three year intervals under the instruction in 36 CFR 1235.44-50, or whichever guidance is in place at the time of transfer. Hard Copy Records: Transfer to an outside storage 5 years after cutoff. Transfer to the National Archives 25 years after cutoff</p>	n1-589-12-004_sf115		

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ID	Record Code	Medium	Office	Record Group	Name of Record	Description of Record	Temp/ Perm	Cutoff	Authorized Disposition	Disposition Authority	Related RDS Code	Related MMS
00000333	4K(2)	Media Neutral	ALL	4	Renewable Energy Development Plans and Applications Review (LBC)	All records related includes reviews and coordination on renewable energy plans and applications except for NEPA related reviews and coordination. Management of renewable energy projects from receipt onto approval, disapproval, or withdrawal Non-environmental review records Coordination and approval process for renewable energy	Temporary	Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage.	Delete/ Destroy 75 years after cutoff.	n1-589-12-004_sf115		
00000331	4K(3)	Media Neutral	ALL	4	Renewable Energy NEPA and Consultation							

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ID	Record Code	Medium	Office	Record Group	Name of Record	Description of Record	Temp/ Perm	Cutoff	Authorized Disposition	Disposition Authority	Related RDS Code	Related MMS
00000393	4K(4)	Media Neutral	ALL	4	Alternative Use Applications (LBF)	All records and work related to the alternate use of existing OCS structures. Records include: Access for alternate use projects NEPA related work for alternate use projects Plan and application review and approval for alternate use projects Studies and related contracting work for studies specific to alternate use Environmental monitoring for alternate use projects Compliance and appeal-related work stemming from alternate use projects	Temporary	. Cut off at close of FY or when activity is completed.	Delete/ Destroy 75 years after cutoff.	n1-589-12-004_sf115		

ID	Record Code	Medium	Office	Record Group	Name of Record	Description of Record	Temp/ Perm	Cutoff	Authorized Disposition	Disposition Authority	Related RDS Code	Related MMS
00000394	4k(5)	Media Neutral	ALL	4	Renewable Energy Compliance (L;BG)	All records related include program development and training specifically for renewable 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 renewable energy or alternate use projects, such as: environmental compliance, field monitoring safety inspections, engineering inspections, 3rd party verifications, review of	Temporary	. Cut off at close of FY or when activity is completed.	. Retain onsite or at an off site storage. Delete/ Destroy 75 years after cutoff	n1-589-12-004_sf115		
00000334	4K(6)	Media Neutral	ALL	4	Renewable Energy Access (LBH)							
00000335	4L(1)	Media Neutral	ALL	4	Renewable Energy Stakeholder Outreach (LBI)							
00000328	4L(2)	Media Neutral	ALL	4	Renewable Energy Task Forces (LBJ)							

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ID	Record Code	Medium	Office	Record Group	Name of Record	Description of Record	Temp/ Perm	Cutoff	Authorized Disposition	Disposition Authority	Related RDS Code	Related MMS
00000329	4L(5)	Media Neutral	ALL	4	Company Qualification Submittals for Renewable Energy							
00000402	4N(1)	Media Neutral	ALL	4	Non-energy mineral prospecting, leasing, and production are in 30 CFR Part 280 (prospecting), Part 281 (leasing), and Part 282 (production).	Leasing and regulating the recovery of minerals records Subsoil and seabed of all submerged lands seaward of State-owned waters to the limits of the OCS Records of OCS sand, gravel, or shell resources for shore protection, beach or wetlands restoration projects, or for use in construction	Temporary	Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage.	Delete/ Destroy 25 years after cutoff.	n1-589-12-004_sf115		1001-06
00000336	4N(2)	Media Neutral	ALL	4	Non-energy mineral prospecting, leasing, and production are in 30 CFR Part 280 (prospecting), Part 281 (leasing), and Part 282							1001-06

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ID	Record Code	Medium	Office	Record Group	Name of Record	Description of Record	Temp/ Perm	Cutoff	Authorized Disposition	Disposition Authority	Related RDS Code	Related MMS
00000396	4N(4)	Media Neutral	ALL	4	Other Non-Energy Leases (QAD)	All records related to planning evaluating, preparing and when activity is executing non-energy mineral leases include: completed. Retain Completed National Environmental Policy Act and other onsite or at an off site required environmental analyses or consultations records storage. Memoranda of Agreement with Federal agency(s) Delete/ Destroy 25 negotiation notes years after cutoff. Non-energy leases preparation and negotiated issuance documents/ competitive non-energy lease sales Number of non-energy	Temporary	Cut off at Close of FY when activity is complete	Delete/ Destroy 25 years after cutoff	n1-589-12-004_sf115		

Tbl_Rcds_Schedules_BOEM

ID	Record Code	Medium	Office	Record Group	Name of Record	Description of Record	Temp/ Perm	Cutoff	Authorized Disposition	Disposition Authority	Related RDS Code	Related MMS
00000395	5A(1)	Media Neutral	ALL	5	Environmental Study Plans & Permit Application Review (AAP)	All records that support the processing of oil and gas user plans or permits (including exploration plans and DPP and all permits). Incl.ides management oversight to plan environmental studies under the Environmental Studies Program and work on individual projects. These projects support the environmental review of Applications for Permit to Drill, exploration plans, development plans, production plans, and decommissioning. Includes: Development of: 0 - Annual Environmental Studies Plans 0 - Annual Regional Studies Priority Lists 0 - National Studies	Permanent	Cut off at Close ofFYorwhen activity is completed	Retain on-site or at the FRC. Delete/Destroy 75 years after cutoff	n1-589-12-005_sf115		

Tbl_Rcds_Schedules_BOEM

ID	Record Code	Medium	Office	Record Group	Name of Record	Description of Record	Temp/ Perm	Cutoff	Authorized Disposition	Disposition Authority	Related RDS Code	Related MMS
00000370	5A(2)	Media Neutral	ALL	5	Exploration Plans (AAT)	<p>All records related to the processing, review, evaluation, analysis, coordination, and approval of Exploration Plans (EP), as described in 30 CFR 250 Subpart Band C and related requirements.</p> <p>Includes:</p> <ul style="list-style-type: none"> Exploration Plans and related reports processing, non-environmental review, coordination, approval Shallow hazards and all other non-environmental reviews of EP Geophysical Survey Reports and coordination coordination, and approval, related to exploration and drilling Mitigation development, coordination, and 	Temporary	Cut off at close of FY or when activity is completed	Retain on-site or at the FRC. Delete/Destroy 75 years after cutoff.	n1-589-12-005_sf115		

Tbl_Rcds_Schedules_BOEM

ID	Record Code	Medium	Office	Record Group	Name of Record	Description of Record	Temp/ Perm	Cutoff	Authorized Disposition	Disposition Authority	Related RDS Code	Related MMS
00000385	5A(3)	Media Neutral	ALL	5	Well Permits: Application for Permits to Drill (AAV)	All records related to the processing, review, evaluation, analysis, coordination, and approval of Applications for Permits to Drill (APDs), As described in 30 CFR 250 Subpart D, E, F, G, and Q and related requirements. Includes: APD processing, review, coordination and approval Drilling Permit geological and geophysical Hydrogen Sulfide Contingency Plans and related reports for drilling associated with APDs Safe Welding Area review for rigs for APDs Welding and Burning Practices and Procedures (i.e., Hot	Temporary	Cut off at close of FY or when activity is completed	Retain on-site or at the FRC. Delete/Destroy 75 years after cutoff.	n1-589-12-005_sf115		

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ID	Record Code	Medium	Office	Record Group	Name of Record	Description of Record	Temp/ Perm	Cutoff	Authorized Disposition	Disposition Authority	Related RDS Code	Related MMS
00000318	5A(4)	Media Neutral	ALL	5	Development and Production Plans and Related Permits (AAW)	<p>All records related to the processing, review, evaluation, analysis, coordination, and approval of development plans and permits; Development Production Plans (DPP), Development Operations_ Coordination Documents (DOCD), Conservation Information Document (CID), and development right of use and easement, and other non-well permits, as described in the regulation 30 CFR 250 Subpart B, C, I, Q and related requirements.</p> <p>Includes: G • DPP and DOCD, and related reports, processing, non-environmental review, coordination and</p>	Temporary	Cut off at close ofFYorwhen activity is completed.	Retain on-site or at the FRC. Delete/Destroy 75 years after cutoff.	n1-589-12-005_sf115		1101-02a(2)

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ID	Record Code	Medium	Office	Record Group	Name of Record	Description of Record	Temp/ Perm	Cutoff	Authorized Disposition	Disposition Authority	Related RDS Code	Related MMS
00000378	5B(1)	Media Neutral		5	NEPA Categorically-Excluded Activities (AAN)	All records related to NEPA Categorical Exclusion Review (CER) of OCS oil and gas plans (BPs, DOCDs, DPPs,), applications (facility applications, pipeline applications, G&G applications, APMs and APDs), suspensions and flaring requests. Ensure NEPA procedural compliance, perform the NEPA analyses and prepare the NEPA document.	Temporary	Cut off at close of FY or when activity is completed	Retain on site or at the FRC. Delete/Destroy 25 years after cut-off.	n1-589-12-005_sf115		

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ID	Record Code	Medium	Office	Record Group	Name of Record	Description of Record	Temp/ Perm	Cutoff	Authorized Disposition	Disposition Authority	Related RDS Code	Related MMS
00000371	5B(2)	Media Neutral	ALL	5	NEPA Compliance - Environmental Assessments and Environmental Impact Statements - For Oil Gas Plans (AAO) & For Oil and Gas Permits (ACD)	All work and records related to NEPA reviews such as EA or EIS of OCS oil and gas plans (EPs, DOCDs, and DPPs), applications (facility permit applications, Right of Use and Easement (RUEs), pipeline applications, G&G applications, structure removal applications, and APMs), and Suspensions of Operations (SOOs) and Suspensions of Production (SOPs). Ensure NEPA procedural compliance by performing NEPA analyses, and preparing the NEPA document. Includes: Management oversight of the NEPA process Conduct supportive environmental and	Temporary	Cut off at close of FY or when activity completed	Retain on-site or at the FRC. Delete/Destroy 25 years after cutoff.	n1-589-12-005_sf115		

Tbl_Rcds_Schedules_BOEM

ID	Record Code	Medium	Office	Record Group	Name of Record	Description of Record	Temp/ Perm	Cutoff	Authorized Disposition	Disposition Authority	Related RDS Code	Related MMS
00000379	5B(4)	Media Neutral	ALL	5	NEPA Compliance for Programmatic Issues (AAX)	All records related to National Environmental Policy Act (NEPA) review as Environmental Assessment (EA) or Environmental Impact Statement (EIS) of OCS oil and gas programmatic issues. Ensure NEPA procedural compliance, perform the NEPA analyses and prepare the NEPA document. Includes: Management oversight of the NEPA process & preparation of NEPA (PEA) document Conduct scoping or public hearings Conduct supportive environmental and socio-economic analyses Development of environmental	Temporary	Cut off at close of FY or when activity completed	Retain on-site or at the FRC. Delete/Destroy 25 years after cutoff.	n1-589-12-005_sf115		

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ID	Record Code	Medium	Office	Record Group	Name of Record	Description of Record	Temp/ Perm	Cutoff	Authorized Disposition	Disposition Authority	Related RDS Code	Related MMS
00000380	5B(5)			5	Environmental Coordination for Site-specific Applications (AAY)	All records related to the coordination and consultation with States and other Federal agencies in support of industry submittals [such as Development and Production Plans (DPPs), Development Operations Coordination Documents (DOCDs), Exploration Plans (EPs), pipeline applications, Application for Permit to Modify (APMs), structure removal applications, and G&G applications, and rights-of-use and easements]. Prepare environmental analysis to support the consultations. Includes: Coordination and consultations with other	Temporary	Cut off at close of FY or when activity completed	Retain on-site or at the FRC. Delete/Destroy 25 years after cutoff.	n1-589-12-005_sf115		

Tbl_Rcds_Schedules_BOEM

ID	Record Code	Medium	Office	Record Group	Name of Record	Description of Record	Temp/ Perm	Cutoff	Authorized Disposition	Disposition Authority	Related RDS Code	Related MMS
00000381	5B(6)			5	Analysis and Evaluation of OCS Environmental Compliance (DAR)	<p>All records comprising activities employed to analyze, assess, and evaluate OCS energy producing activities in accordance with established environmental legal mandates, regulations, lease stipulations, approved plans and permits, and conditions of approval.</p> <p>Includes: Conduct evaluations related to various environmental laws, regulations, executive orders, etc., to include but not limited to OCS Lands Act, Code of Federal Regulations (specific citations, e.g., 30 CFR250, 30 CFR251) BUREAU issued lease stipulations, BUREAU issued Notice to Lessees, National Environmental Policy</p>	Temporary	Cut off at close of FY or when activity completed	Retain on-site or at the FRC. Delete/Destroy 25 years after cutoff.	n1-589-12-005_sf115		

Tbl_Rcds_Schedules_BOEM

ID	Record Code	Medium	Office	Record Group	Name of Record	Description of Record	Temp/ Perm	Cutoff	Authorized Disposition	Disposition Authority	Related RDS Code	Related MMS
00000314	5C(2)	Media Neutral	ALL	5	Liquefied Natural Gas (LNG) Projects (LAB)	<p>All records related to the processing, review, evaluation, analysis and coordination of LNG project applications. These records include memoranda of understanding and/or cooperative agreements with the U.S. Coast Guard specific to LNG activity, such as engineering review and recommendation regarding LNG pipelines.</p> <p>Includes:</p> <ul style="list-style-type: none"> • NEPA document development (environmental assessments and environmental impact statements) Application completeness review for NEPA compliance 	Temporary	Cut off at close ofFYorwhen activity is completed	Retain on-site or at the FRC. Delete/ Destroy 25 years after cutoff	n1-589-12-005_sf115		

Tbl_Rcds_Schedules_BOEM

ID	Record Code	Medium	Office	Record Group	Name of Record	Description of Record	Temp/ Perm	Cutoff	Authorized Disposition	Disposition Authority	Related RDS Code	Related MMS
00000382	5D(2)	Media Neutral	ALL	5	Environmental Studies in Support of Environmental Compliance Monitoring (DAB)	All records related to oil and gas environmental compliance monitoring. This does not include all monitoring projects but only those projects that specifically monitor whether a company is in compliance with environmental stipulations. Includes: 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 Financial Project Management System	Permanent	Cut off at close of FY or when activity completed	Electronic Records: Transfer electronic files (including nonproprietary public versions) to the National Archives at three years intervals under the instruction in 36 CFR 1235.44-50, or whichever guidance is in place at the time of the transfer. Hard Copies: Transfer to the FRC 5 years after cut-off. Transfer to NARA 25 years after cut-off.	n1-589-12-005_sf115		

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ID	Record Group	Record Code	Name of Record	Description of Record	Temp/Perm	Cutoff	Authorized Disposit	Disposition Authority	Medium	Office	Related BOEM Code
0000000008	201	201-05a	Management Information Report Files	Weekly, Monthly, etc.	Temporary	Cutoff at close of fiscal year in which report is issued	Destroy 3 years after cutoff	NC1-57-84-7	Media Neutral	ALL	1G(1)
0000000009	301	301-01	Budget Development & Admin File	Documents Acculamated in the preparation of annual and lomg range budget forecast	Tempoary	Cutoff at close of fiscal year covered by budget program.	Destroy 6 years after cutoff	NC1-57-84-7	Media Neutral	ALL	1A
0000000010	202	202-12	MOUs & Agency Cooperation	Memorandum of understanding file. Records (include ge neral correspondence) documenting joint ventures (cooperation between MMS components and other organization	Tempoary		Destroy 1 year in which the joint venture is close	N1-473-88-1	Media Neutral	ALL	1J;1G(1)
0000000011	705	705-16a	FOIA Correspondence & Supporting Documents								1F
0000000012	707	707-04	Interior Board of Land Appeals (IBLA) Files	Documents related to formal appeals to the IBLA. Includes notices of appeals retained copies ofMMS reports to IBLA, and copies of IBLA decision, include IBLA decision index book.	Permanent	cutoff upon insurance final decision or withdrawal of appeals	Hold 7 years after transfer to FRC. Transfer to NARA. Trasfer to NARA in 5 year blocks when 25 years old.	NC1-57-84-7	Media Neutral	ALL	1F;1J
0000000013	707	707-06	Fishermans Contingency Fund	Request from the National Marine Fisheries Sevice for identification of lessee/operator to recover revenue or equipment losses by fishermen as a result of leasing activities.	Tempoary	cutoff at the close of fiscal year.	Destroy 5 year aftr cutoff.	N1-473-88-1	Media Neutral		1L
0000000015	707	707-03	Litigation								1L

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ID	Record Group	Record Code	Name of Record	Description of Record	Temp/Perm	Cutoff	Authorized Disposit	Disposition Authority	Medium	Office	Related BOEM Code
0000000016	1001	1001-02	Block Nomination Files	Documents accumulated in reviewing nominations of blocks for leasing.	Temporary	Cut off at close of fiscal year in which lease sale is conducted.	Destroy 20 years after cutoff	NC1-57-84-7	Media Neutral	ALL	4D(1)b
0000000017	1001	1001-05	Environmental Studies Case Files	General information regarding management of the program of scientific studies contracted for the prediction, assessment and management of impacts on the OCS and near-shore areas which may be affected by marine mineral resource development.	Temporary	Cut off at close of fiscal year.	Hold 15 years after cutoff and transfer to FRC. Destroy 25 years after cutoff.	N1-473-88-1			4E(1)
0000000018	102	102-01	"Mission" Subject Files	Mission subject files document the primary functions and responsibilities of an office.	Permanent	Cut off at close of fiscal year.			Media Neutral	ALL	1G(1)
0000000019	102	102-01a	"Mission" Subject Files Program Functions	Mission files created and maintained in offices whose primary function directly relates to Offshore Minerals or Minerals Revenue Management activities or programs. Surname copy.	Permanent	Cut off at close of fiscal year.	Transfer to the servicing Federal Records Center (FRC) 3 years after cutoff. Destroy 30 years after cutoff.	NC1-57-84-7	Media Neutral	ALL	1G(1)
0000000020	102	102-01e	"Mission" Subject Files Other Copies	For use only by offices whose official office record copy is filed in a central file.	Temporary	Cut off at close of fiscal year.	Destroy 2 years after cut off. (May be extended with concurrence of the Records Manager.)	N1-473-88-1	Media Neutral	ALL	1G(1)

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ID	Record Group	Record Code	Name of Record	Description of Record	Temp/Perm	Cutoff	Authorized Disposit	Disposition Authority	Medium	Office	Related BOEM Code
0000000021	1101	1101-02a(1)	Lease Instrument File	Lease instrument or equivalent.	Temporary	Cut off when lease is terminated.	Transfer to FRC 5 years after cut off. Destroy 75 years after cut off.	NC1-57-84-7	Media Neutral	ALL	4G(5)
0000000022	1101	1101-02a(4)(a)	Lease General Correspondence Files	Documents and correspondence relating to the payment of the rentals and minimum rolyaties.	Temporary	Cut off when lease is terminated.	Transfer to FRC 5 years after cut off. Destroy 75 years after cut off.	NC1-57-84-7	Media Neutral	ALL	4G(1)
0000000023	1101	1101-02a(2)	Lease Plan of Exploration and Plan of Development and Production	Applies to lease issued since 1970.	Temporary	Cut off when lease is terminated.	Transfer to FRC 5 years after cut off. Destroy 75 years after cut off.	NC1-57-84-7	Media Neutral	ALL	5A(4)
0000000024	1101	1101-02bf	Well Files, Corproate Files	Records documenting supervision of operations for each individual well drilled on the lease.	Temporary	Cut off when lease is terminated.	Destroy when obsolete, superseded or no longer needed for reference.	N1-473-88-1	Media Neutral	ALL	4G(4)
0000000025	1101	1101-02c	Bond Files	List of state and nationwide bonds, decisions regarding bonds and correspondence.	Temporary	Cut off at end of fiscal year.	Destroy 1 year after cut off.	NC1-57-84-7	Media Neutral	ALL	4H
0000000026	1101	1101-07	Not provided	Not provided							4H(2)
0000000027	1102	1102-01a(1)	Oil and Gas Development Files, Regional Office, Paper Not Microfilmed	Correspondence and technical information which pertains to an oil and gas field or to a group of leases in a field rather than any specific lease.	Temporary	Cut off every 5 years at close of fiscal year. Hold 10 years and transfer to FRC.	Destroy 25 years after cut off.	NC1-57-84-7	Media Neutral	ALL	4G(1)
0000000028	1102	1102-02a(1)	Not provided	Not provided							4H(1)

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ID	Record Group	Record Code	Name of Record	Description of Record	Temp/Perm	Cutoff	Authorized Disposit	Disposition Authority	Medium	Office	Related BOEM Code
0000000029	1701	1701-01	MER Geologic and Engineering Report and Map Files	Documents accumulated in reviewing and recommending approval or rejection of initial and revised MER requests submitted by oil and gas lease operators.	Temporary	Cut off every 5 years at close of fiscal year. Hold 15 years and transfer to FRC.	Destroy 50 years after cut off.	NC1-57-84-7	Media Neutral	ALL	3I(2)
0000000030	1702	1702-03	Filed and Reservoir Reserves Estimates (FRRE), System Report Files	Computer printouts of periodic and special reports containing statistical data on productions, recoverable reserves, and remaining reserves by oil and gas by field, reservoir and lease, and identification of types of estimates.	Temporary	Cut off when superseded or obsolete.	Destroy 1 year after cut off.	NC1-57-84-7	Media Neutral	ALL	3C
0000000031	1703	1703-02a	Unit or Communication Agreement Documents Files	Regional Office	Temporary	Place in inactive file when agreement is terminated. Cut off inactive file at close of fiscal year. Hold 5 years and transfer to FRC.	Destroy 25 years after cut off.	NC1-57-84-7	Media Neutral	ALL	
0000000032	1704	1704-03	Unit Reports of Operation Files	Form MMS-4054, or equivalent, for the unit.	Temporary	Place in inactive file at close of period covered by each plan of development. Cut off inactive files when agreement is terminated.	Destroy 2 year after cut off.	NC1-57-84-7	Media Neutral	ALL	3I(2)
0000000033	1706	1706-01	Not provided	Not provided							4H(3)

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ID	Record Group	Record Code	Name of Record	Description of Record	Temp/Perm	Cutoff	Authorized Disposit	Disposition Authority	Medium	Office	Related BOEM Code
0000000034	901	901-01a	G& G Permits	Documents which relate to receipt, review, and issuance of and monitoring of operations under permits to conduct geological explorations for..							3D(2)
0000000035	707	707-01	MMS Appeals Files	Records relating to formal appeals to the Director, MMS, from final orders or decisions by MMS. The appeals procedures are governed by 30 CFR 290. Include notices of appeals and documents showing argument of the facts by the appellant, reports in reply to the appellant's argument, requests for extension of time, records reflecting the final decision by the Director, and other related correspondence. Official file copies of these documents are maintained at the Headquarters level. Arrange numerically by appeal number.	Temporary	Cut off upon issuance of final decision or withdrawal of appeal	Destroy 10 years after cutoff	NC1-57-84-7			1L
0000000036	102	102-01c	Director's General File.	A central file of all outgoing correspondence signed by the Director. MMS. Arrange chronologically by subject. Surname copy	Permanent	Cut off at close of fiscal year. Transfer to FRC 2 years after cutoff.	Transfer to National Archives in 5 year blocks when 20 years old (e.g., offer 1981-85 block in 2006).	N1-57-84-7			1G(2)
0000000037	1101	1101-02a(1)(a)									4G(1)

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ID	Record Group	Record Code	Name of Record	Description of Record	Temp/Perm	Cutoff	Authorized Disposit	Disposition Authority	Medium	Office	Related BOEM Code
0000000038	201	201-01a	Management Objectives Files. Office Responsible for Consolidation and Submission of the Plan.	Documents that accumulate from the process of establishing and reporting on short-, mid- and long-range management objectives/plans. Include secretarial, directorial, divisional, and locally monitored objectives. Records reflect the establishment of time frames to accomplish objectives (specific tasks), reports on progress, major problems, and accomplishments in meeting the management objectives established by the plans, fact sheets, and related documents and correspondence.	Temporary	Cut off at close of fiscal year in which plan is superseded.	Destroy 10 years after cutoff.	NC1-57-84-7			2A(2)
0000000039	201	201-02a	Management Objectives Files. Contributing, Commenting, or Coordinating Offices.	Documents that accumulate from the process of establishing and reporting on short-, mid- and long-range management objectives/plans. Include secretarial, directorial, divisional, and locally monitored objectives. Records reflect the establishment of time frames to accomplish objectives (specific tasks), reports on progress, major problems, and accomplishments in meeting the management objectives established by the plans, fact sheets, and related documents and correspondence.	Temporary	Cut off at close of fiscal year in which plan is superseded.	Destroy 2 years after cutoff or when no longer needed for reference, whichever is earlier.	NC1-57-84-7			2A(1)

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ID	Record Group	Record Code	Name of Record	Description of Record	Temp/Perm	Cutoff	Authorized Disposit	Disposition Authority	Medium	Office	Related BOEM Code
0000000040	201	201-02b	Management Survey Files. Offices Surveyed.	Records of such staff studies or management improvement projects as analyses of administrative policies and procedures, staff-year surveys, internal and external reviews, assessments, audits, evaluations, and inspections; ADP risk analyses; organization and methods studies; record management studies; work simplification and standardization studies; and workload and work distribution analyses. Include project authorizations and descriptions, intermediate progress reports and correspondence, final survey reports, and documentation of actions taken as a direct result of the survey	Temporary		Destroy on completion of next comparable survey or when no longer needed for reference.	N1-473-88-1			2A(1)
0000000041	201	201-06a	Committee and Conference Records. Official File.	Documents relating to the establishment, organization, membership, policy, and termination of committees, conferences, and meetings reflecting the official position of the MMS on issue discussed, and agendas, minutes, final reports, and related records	Permanent	Cut off at close of fiscal year. Transfer to FRC 5 years after cutoff.	Transfer to NARA in 5-year blocks when 20 years old.	N1-470-00-1			2A(1)
0000000042	201	201-06b	Committee and Conference Records. Internal Committees.	Records relating to establishment, organization, membership, and policy of internal committees.	Temporary	Cutoff upon termination of committee.	Destroy 2 years after termination of committee.	GRS 16.8a			2A(1)

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ID	Record Group	Record Code	Name of Record	Description of Record	Temp/Perm	Cutoff	Authorized Disposit	Disposition Authority	Medium	Office	Related BOEM Code
0000000043	201	201-06c(1)	Committee and Conference Records. Records Created by Committees. Agenda, Minutes, Final Reports, and Related Records.	Documenting the accomplishments of official boards and committees, EXCLUDING those maintained by the sponsor or Secretariat. (Note: Records maintained by the sponsor or Secretariat are potentially permanent and must be scheduled by submission of an SF 115 to NARA.)	Temporary		Destroy when 3 years old.	GRS 16.8b(1)			2A(1)
0000000044	201	201-06c(2)	Committee and Conference Records. Records Created by Committees. All Other Committee Records.	Note: Records created to comply with the provisions of the Government in the Sunshine Act, including transcriptions and minutes of closed meeting, electronic recordings for which verbatim transcripts do not exist, and annual reports to Congress describing the agency's compliance with the act, are permanent records and must be scheduled by submission of an SF 115 to NARA.	Temporary		Destroy when 3 years old.	GRS 16.8b(2)			2A(1)
0000000045	201	201-06d	Committee and Conference Records. Records Maintained by Agency Committee Management Officers.	Records for committees established under the Federal Advisory Committee Act, including copies of charters, membership lists, agendas, policy statements, and material required to be available for public information. (Note: This item does not apply to records maintained at the General Services Administration (GSA) or records covered elsewhere in this schedule.)	Temporary	Cutoff upon termination of committee.	Destroy 5 years after termination of committee.	GRS 16.8c			2A(1)

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ID	Record Group	Record Code	Name of Record	Description of Record	Temp/Perm	Cutoff	Authorized Disposit	Disposition Authority	Medium	Office	Related BOEM Code
0000000046	201	201-07a	Organizational Files. Official Copy.	Organizational charts, reorganization studies, and graphic illustrations which provide a detailed description of the arrangement and administrative structure of the functional units of MMS. Reorganization studies are conducted to design an efficient organizational framework most suited to carrying out llie MMS programs. Include material such as final recommendations, proposals, briefing books, transition materials, position papers, and staff evaluations.	Permanent	Cut off at close of fiscal year. Transfer to FRC 5 years after cutoff.	Transfer to NARA in 5-year blocks when 20 years old.	NC1-57-84-7			1G(2)
0000000047	201	201-07b	Organizational Files. Secondary Action Offices.	Organizational charts, reorganization studies, and graphic illustrations which provide a detailed description of the arrangement and administrative structure of the functional units of MMS. Reorganization studies are conducted to design an efficient organizational framework most suited to carrying out llie MMS programs. Include material such as final recommendations, proposals, briefing books, transition materials, position papers, and staff evaluations.		Cut off at close of fiscal year.	Hols 5 years. Transfer to office responsible for maintenance of official record to designate as Permanent any records of a continuing value.	NC1-57-84-7			1G(2)

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ID	Record Group	Record Code	Name of Record	Description of Record	Temp/Perm	Cutoff	Authorized Disposit	Disposition Authority	Medium	Office	Related BOEM Code
0000000048	201	201-08a	Management Control Records. Policy, Procedure, and Guidance.	Records created in accordance with procedures mandated by OMB Circular A-123, internal Control Systems, and P.L. 97-255, the Federal Managers' Financial Integrity Act. Under these authorities, agencies are required to perform evaluations of their accounting and administrative controls to prevent waste, fraud, and mismanagement. Copies of internal directives maintained by MMS internal control staff (but not those copies maintained in the official file of internal directives); external directives, such as OMB Circular A-123; and correspondence outlining policy and procedure for performing management reviews.	Temporary	Cut off at close of fiscal year.	Destroy when superseded.	GRS 16.14a			2A(2)
0000000049	201	201-08b	Management Control Records. Management Control Plans.	Records created in accordance with procedures mandated by OMB Circular A-123, internal Control Systems, and P.L. 97-255, the Federal Managers' Financial Integrity Act. Under these authorities, agencies are required to perform evaluations of their accounting and administrative controls to prevent waste, fraud, and mismanagement. Comprehensive plans documenting the agency's efforts to ensure compliance with OMB Circular A-123.	Temporary	Cut off at close of fiscal year.	Destroy when superseded.	GRS 16.14b			2A(2)

Tbl_Rclds_Schedules_MMS

ID	Record Group	Record Code	Name of Record	Description of Record	Temp/Perm	Cutoff	Authorized Disposit	Disposition Authority	Medium	Office	Related BOEM Code
0000000050	201	201-08c	Management Control Records. Risk Analyses.	Records created in accordance with procedures mandated by OMB Circular A-123, internal Control Systems, and P.L. 97-255, the Federal Managers' Financial Integrity Act. Under these authorities, agencies are required to perform evaluations of their accounting and administrative controls to prevent waste, fraud, and mismanagement. Reports and supporting materials used to document review of program areas for susceptibility to loss or unauthorized use of resources, errors in reports and information, and illegal and unethical actions.	Temporary	Cut off at close of fiscal year.	Destroy when superseded.	GRS 16.14c			2A(2)

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ID	Record Group	Record Code	Name of Record	Description of Record	Temp/Perm	Cutoff	Authorized Disposit	Disposition Authority	Medium	Office	Related BOEM Code
000000051	201	201-08d	Management Control Records. Annual Reports.	Records created in accordance with procedures mandated by OMB Circular A-123, internal Control Systems, and P.L. 97-255, the Federal Managers' Financial Integrity Act. Under these authorities, agencies are required to perform evaluations of their accounting and administrative controls to prevent waste, fraud, and mismanagement. Annual reports and assurance statements created by organizational components below the agency (department or independent agency) level and compiled by the agency into a single unified report for direct submission to the President or Congress. (Note; This item does not cover the consolidated final reports submitted directly to the President or Congress. The final reports must be scheduled by submitting an SF 115 to NARA.)	Temporary	Cut off closed files annually.	Destroy after next review cycle.	GRS 16.14d			2A(2)

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ID	Record Group	Record Code	Name of Record	Description of Record	Temp/Perm	Cutoff	Authorized Disposit	Disposition Authority	Medium	Office	Related BOEM Code
0000000052	201	201-08e	Management Control Records. Tracking Files.	Records created in accordance with procedures mandated by OMB Circular A-123, internal Control Systems, and P.L. 97-255, the Federal Managers' Financial Integrity Act. Under these authorities, agencies are required to perform evaluations of their accounting and administrative controls to prevent waste, fraud, and mismanagement. Files used to ensure the completion and timeliness of submission of feeder reports, including schedules of evaluations, interim reporting, lists of units required to report, and correspondence relating to the performance of the reviews.	Temporary	Cut off at end of fiscal year.	Destroy 1 year after report is completed.	GRS 16.14e			2A(2)

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ID	Record Group	Record Code	Name of Record	Description of Record	Temp/Perm	Cutoff	Authorized Disposit	Disposition Authority	Medium	Office	Related BOEM Code
000000053	201	201-08f(1)	Management Control Records. Review Files. Office with Responsibility.	Records created in accordance with procedures mandated by OMB Circular A-123, internal Control Systems, and P.L. 97-255, the Federal Managers' Financial Integrity Act. Under these authorities, agencies are required to perform evaluations of their accounting and administrative controls to prevent waste, fraud, and mismanagement. Correspondence, reports, action copies of audit findings, and other records that identify program interna! control weaknesses, and corrective actions taken to resolve such problems. Since A-123 provides for alternative internal control reviews under CMB Circulars A-76, A-127, or A-130, this item also applies to copies of these reviews, provided they are identified as alternative reviews in ltie management control plan. Office with responsibility for coordinating internal control functions.	Temporary	Cut off when no further corrective action is necessary.	Destroy 5 years after cutoff.	GRS 16.14f(1)			2A(2)

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ID	Record Group	Record Code	Name of Record	Description of Record	Temp/Perm	Cutoff	Authorized Disposit	Disposition Authority	Medium	Office	Related BOEM Code
0000000054	201	201-08f(2)	Management Control Records. Review Files. Copies.	<p>Records created in accordance with procedures mandated by OMB Circular A-123, internal Control Systems, and P.L. 97-255, the Federal Managers' Financial Integrity Act. Under these authorities, agencies are required to perform evaluations of their accounting and administrative controls to prevent waste, fraud, and mismanagement. Correspondence, reports, action copies of audit findings, and other records that identify program interna! control weaknesses, and corrective actions taken to resolve such problems. Since A-123 provides for alternative internal control reviews under CMB Circulars A-76, A-127, or A-130, this item also applies to copies of these reviews, provided they are identified as alternative reviews in Itie management control plan.</p> <p>Copies maintained by other offiooc as internal reviews. (Note; Alternative reviews such as computer security reviews and management and consultant studies may need to be kept longer than provided in Item GRS 16/14f(2). This item applies only to</p>	Temporary	Cut off when no further corrective action is necessary.	Destroy 1 year after cutoff.	GRS 16.14f(2)			2A(2)

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ID	Record Group	Record Code	Name of Record	Description of Record	Temp/Perm	Cutoff	Authorized Disposit	Disposition Authority	Medium	Office	Related BOEM Code
0000000055	201	201-11	Feasibility Studies.	Studies conducted before the installation of any technology or equipment associated with information management systems, such as word processing, copiers, micrographics, and communications. Studies and system analyses for the initial establishment and major changes of these systems. Such studies typically include a consideration of the alternatives of the proposed system and a cost/benefit analysis, including an analysis of the improved efficiency and effectiveness to be expected from itie proposed system.	Temporary	Cut off at the end of fiscal year.	Destroy 5 years after completion or cancellation of study.	GRS 16.9			1S
0000000056	202	202-02	External Directives Record Set.	Official file copy of each external issuance published by MMS to provide policy and procedural instructions for lessees, permittees, or operators. Include all formal external issuances, such as Regulations, Notices to Lessees and Operators, Federal Register Notices, and Safety Alert Notices. In addition to the record set maintained by the issuing office, identical record sets will be maintained by each Region. Arrange by directive type and identification number.	Permanent	Place in inactive file after signature or publication in the Federal Register. Transfer to FRC 3 years after cutoff.	Transfer to NARA in 5-year blocks when 20 years old.	NC1-57-84-7			2A(1)

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ID	Record Group	Record Code	Name of Record	Description of Record	Temp/Perm	Cutoff	Authorized Disposit	Disposition Authority	Medium	Office	Related BOEM Code
000000057	202	202-03a	External Directives Development History Files. Regulations.	Documents relating to the utilization, preparation, review, clearance, publication, distribution, and revisions of Regulations, Notices to Lessees and Operators, and Safety Alert Notices, and external directives of other Agencies. Include a copy of each draft, material regarding clearance/concurrence in draft directives and other coordinating actions, comments by outside organizations (e.g., lessees, permittees, and operators) (verbal comments should be documented), and a copy of the final issuance. Internal comments are segregated from public comments. All related documents are consolidated at one location when rule making actions are complete. Arrange by type of issuance and identification number.	Permanent	Place in inactive file when canceled or superseded. Transfer to FRC 3 years after cutoff.	Transfer to NARA in 5-year blocks when 20 years old.	NC1-57-84-7			2A(1)

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ID	Record Group	Record Code	Name of Record	Description of Record	Temp/Perm	Cutoff	Authorized Disposit	Disposition Authority	Medium	Office	Related BOEM Code
0000000058	202	202-03b	External Directives Development History Files. DCS Order No. 12.	Documents relating to the utilization, preparation, review, clearance, publication, distribution, and revisions of Regulations, Notices to Lessees and Operators, and Safety Alert Notices, and external directives of other Agencies. Include a copy of each draft, material regarding clearance/concurrence in draft directives and other coordinating actions, comments by outside organizations (e.g., lessees, permittees, and operators) (verbal comments should be documented), and a copy of the final issuance. Internal comments are segregated from public comments. All related documents are consolidated at one location when rule making actions are complete. Arrange by type of issuance and identification number.	Permanent	Place in inactive file when order is rescinded, superceded or obsolete. Transfer to FRC 3 years after cutoff.	Transfer to NARA in 5-year blocks when 20 years old.	NC1-57-84-7			2A(1)

Tbl_Rcds_Schedules_MMS

ID	Record Group	Record Code	Name of Record	Description of Record	Temp/Perm	Cutoff	Authorized Disposit	Disposition Authority	Medium	Office	Related BOEM Code
0000000059	202	202-03c	External Directives Development History Files. Notices to Lessees and Operators.	Documents relating to the utilization, preparation, review, clearance, publication, distribution, and revisions of Regulations, Notices to Lessees and Operators, and Safety Alert Notices, and external directives of other Agencies. Include a copy of each draft, material regarding clearance/concurrence in draft directives and other coordinating actions, comments by outside organizations (e.g., lessees, permittees, and operators) (verbal comments should be documented), and a copy of the final issuance. Internal comments are segregated from public comments. All related documents are consolidated at one location when rule making actions are complete. Arrange by type of issuance and identification number.	Temporary	Place in inactive file when notice is rescinded, superseded, or obsolete. If volume is sufficient, transfer to FRC 3 years after cutoff.	Destroy 10 years after cutoff.	NC1-57-84-7			2A(2)

Tbl_Rcds_Schedules_MMS

ID	Record Group	Record Code	Name of Record	Description of Record	Temp/Perm	Cutoff	Authorized Disposit	Disposition Authority	Medium	Office	Related BOEM Code
000000060	202	202-03d	External Directives Development History Files. Safety Alert Notices.	Documents relating to the utilization, preparation, review, clearance, publication, distribution, and revisions of Regulations, Notices to Lessees and Operators, and Safety Alert Notices, and external directives of other Agencies. Include a copy of each draft, material regarding clearance/concurrence in draft directives and other coordinating actions, comments by outside organizations (e.g., lessees, permittees, and operators) (verbal comments should be documented), and a copy of the final issuance. Internal comments are segregated from public comments. All related documents are consolidated at one location when rule making actions are complete. Arrange by type of issuance and identification number.	Temporary		Destroy when superseded or obsolete.	NC1-57-84-7			2A(2)

Tbl_Rcds_Schedules_MMS

ID	Record Group	Record Code	Name of Record	Description of Record	Temp/Perm	Cutoff	Authorized Disposit	Disposition Authority	Medium	Office	Related BOEM Code
000000061	202	202-03e	External Directives Development History Files. Copies of a-d Above.	Documents relating to the utilization, preparation, review, clearance, publication, distribution, and revisions of Regulations, Notices to Lessees and Operators, and Safety Alert Notices, and external directives of other Agencies. Include a copy of each draft, material regarding clearance/concurrence in draft directives and other coordinating actions, comments by outside organizations (e.g., lessees, permittees, and operators) (verbal comments should be documented), and a copy of the final issuance. Internal comments are segregated from public comments. All related documents are consolidated at one location when rule making actions are complete. Arrange by type of issuance and identification number.	Temporary	Place in inactive file after clearance package has expired.	Destroy 2 years after expiration.	NC1-57-84-7			2A(2)

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ID	Record Group	Record Code	Name of Record	Description of Record	Temp/Perm	Cutoff	Authorized Disposit	Disposition Authority	Medium	Office	Related BOEM Code
000000062	202	202-03f	External Directives Development History Files. Submitter's File of Review Comments on a-d Above.	Documents relating to the utilization, preparation, review, clearance, publication, distribution, and revisions of Regulations, Notices to Lessees and Operators, and Safety Alert Notices, and external directives of other Agencies. Include a copy of each draft, material regarding clearance/concurrence in draft directives and other coordinating actions, comments by outside organizations (e.g., lessees, permittees, and operators) (verbal comments should be documented), and a copy of the final issuance. Internal comments are segregated from public comments. All related documents are consolidated at one location when rule making actions are complete. Arrange by type of issuance and identification number.	Temporary		Destroy when superseded or obsolete.	N1-473-88-1			2A(2)

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ID	Record Group	Record Code	Name of Record	Description of Record	Temp/Perm	Cutoff	Authorized Disposit	Disposition Authority	Medium	Office	Related BOEM Code
000000063	202	202-03g	External Directives Development History Files. Other Agency Directives.	Documents relating to the utilization, preparation, review, clearance, publication, distribution, and revisions of Regulations, Notices to Lessees and Operators, and Safety Alert Notices, and external directives of other Agencies. Include a copy of each draft, material regarding clearance/concurrence in draft directives and other coordinating actions, comments by outside organizations (e.g., lessees, permittees, and operators) (verbal comments should be documented), and a copy of the final issuance. Internal comments are segregated from public comments. All related documents are consolidated at one location when rule making actions are complete. Arrange by type of issuance and identification number.	Temporary		Destroy when superseded or obsolete.				2A(2)

Tbl_Rcds_Schedules_MMS

ID	Record Group	Record Code	Name of Record	Description of Record	Temp/Perm	Cutoff	Authorized Disposit	Disposition Authority	Medium	Office	Related BOEM Code
0000000064	202	202-09a	Internal Directives Record Set. Official File Copy.	Official file copy of each issuance published to provide policies and procedural instructions. Include all MMS manual chapters. Interim Policy Documents (IPD's), and handbooks released, with the applicable clearance record and transmittal sheets, all comments received, and the comments analysis sheet. The Official record set is maintained by the MMS Directives Officer and a record set is maintained at each Offshore Regional Office and the Minerals Revenue Management office by the Records Officer.	Permanent	Cut off at close of fiscal year. Transfer to FRC 5 years after cutoff.	Transfer to NARA in 5-year blocks when 20 years old.	NC1-57-84-7			2A(1)
0000000065	202	202-09b	Internal Directives Record Set. Other Copies.	Official file copy of each issuance published to provide policies and procedural instructions. Include all MMS manual chapters. Interim Policy Documents (IPD's), and handbooks released, with the applicable clearance record and transmittal sheets, all comments received, and the comments analysis sheet.	Temporary	Cut off at close of fiscal year.	Destroy 3 years after cutoff or when no longer needed for reference.	NC1-57-84-7			2A(2)
0000000066	202	202-09c	Internal Directives Record Set. Submitter's File of Review Comments.	Official file copy of each issuance published to provide policies and procedural instructions. Include all MMS manual chapters. Interim Policy Documents (IPD's), and handbooks released, with the applicable clearance record and transmittal sheets, all comments received, and the comments analysis sheet.	Temporary		Destroy when superseded or obsolete.	N1-473-88-1			2A(2)

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ID	Record Group	Record Code	Name of Record	Description of Record	Temp/Perm	Cutoff	Authorized Disposit	Disposition Authority	Medium	Office	Related BOEM Code
000000067	401	401-03a	Communication Correspondence, Reports, and Reference Files. Correspondence and Related Records Pertaining to Internal Administration and Operation.		Temporary	Cut off at close of fiscal year.	Destroy when 2 years old.	GRS 12.2a			1Q
000000068	401	401-03b	Communication Correspondence, Reports, and Reference Files. Telecommunications General Files, Including Plans, Reports and Other Records Pertaining to Equipment Requests, Telephone Service, and Like Matters.		Temporary	Cut off at close of fiscal year.	Destroy when 3 years old.	GRS 12.2b			1Q
000000069	401	401-03c	Communication Correspondence, Reports, and Reference Files. Telecommunications Statistical Reports Including Cost and Volume Data.		Temporary	Cut off at close of fiscal year.	Destroy when 1 year old.	GRS 12.2c			1Q
000000070	401	401-03d(1)	Communication Correspondence, Reports, and Reference Files. Telecommunications Voucher Files. Reference Copies of Vouchers, Bills, Invoices, and Related Records.		Temporary	Cut off at close of fiscal year.	Destroy when 1 fiscal year old.	GRS 12.2d(1)			1Q
000000071	401	401-03d(2)	Communication Correspondence, Reports, and Reference Files. Telecommunications Voucher Files. Records Relating to Installation, Change, Removal and Servicing of Equipment.		Temporary	Cut off at close of fiscal year.	Destroy 1 year after audit or when 3 years old, whichever is sooner.	GRS 12.2d(2)			1Q

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ID	Record Group	Record Code	Name of Record	Description of Record	Temp/Perm	Cutoff	Authorized Disposit	Disposition Authority	Medium	Office	Related BOEM Code
0000000072	401	401-03e	Communication Correspondence, Reports, and Reference Files. Copies of Agreements With Background Data and Other Records Relating to Agreements for Telecommunications Services.		Temporary	Cut off at close of fiscal year.	Destroy 2 years after expiration or cancellation of agreement.	GRS 12.2e			1Q
0000000073	401	401-04a	Telecommunications Operational Files. Messages, Registers, Logs, Performance Reports, Daily Load Reports and Related and Similar Records.		Temporary		Destroy when 6 months old.	GRS 12.3a			1Q
0000000074	401	401-04b	Telecommunications Operational Files. Copies of Incoming/Original Copies of Outgoing Messages.	Including Standard Form (SF)14, Telegraphic Message Maintained by Communications Offices or Centers, and EXCLUDING the Copies Maintained by the Originating Program Office.	Temporary		Destroy when 2 years old.	GRS 12.3b			1Q
0000000075	404	404-12a	Emergency Planning Records. Correspondence Files Relating to Administration and Operation of the Emergency Planning Program, Not Covered Elsewhere in this Schedule.		Temporary	Cut off at close of fiscal year.	Destroy when 2 years old.	GRS 18.26			1H
0000000076	404	404-12b	Emergency Planning Records. Continuity of Operations Plan (COOP) (ADP).		Temporary	Cut off at close of fiscal year.	Destroy when superseded or obsolete.	N1-473-88-1			1H
0000000077	604	604-01a(1)	Labor Management Relations Records. Labor Management Relations Files. Office Negotiating Agreement.	Correspondence, memorandums, reports, and records relating to the relationship between management and employee unions or other groups.	Temporary		Destroy 5 years after expiration of agreement.	GRS 1.28a(1)			1M

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ID	Record Group	Record Code	Name of Record	Description of Record	Temp/Perm	Cutoff	Authorized Disposit	Disposition Authority	Medium	Office	Related BOEM Code
0000000078	604	604-01a(2)	Labor Management Relations Records. Labor Management Relations Files. Other Offices.	Correspondence, memorandums, reports, and records relating to the relationship between management and employee unions or other groups.	Temporary		Destroy when superseded or obsolete.	GRS 1.28a(2)			1M
0000000079	604	604-01b	Labor Management Relations Records. Labor Arbitration Files.	Correspondence, memorandums, reports, and records relating to the relationship between management and employee unions or other groups. Correspondence, forms, and background documents relating to labor arbitration cases.	Temporary		Destroy 5 years after final resolution of case.	GRS 1.28b			1M
0000000080	605	605-03a	Equal Employment Opportunity (EEO) Records. Official Discrimination Complaint Files.	Files containing complaints, with related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings, and other records as described in 29 CFR 1613.222. Cases resolved within MMS, by EEO Commission, or by a U.S. Court.	Temporary		Destroy 4 years after resolution of case.	GRS 1.25a			1N
0000000081	605	605-03b	Equal Employment Opportunity (EEO) Records. Copies of Official Discrimination Complaint Files.	Duplicates of files retained in official discrimination complaint files.	Temporary		Destroy 1 year after resolution of case.	GRS 1.25b			1N
0000000082	605	605-03c	Equal Employment Opportunity (EEO) Records. Background Files.	Background records not filed in the official discrimination complaint files and records documenting complaints that do not develop into official discrimination complaint cases.	Temporary		Destroy 2 years after final resolution.	GRS 1.25c(1)			1N
0000000083	605	605-03d(1)	Equal Employment Opportunity (EEO) Records. Compliance Records. Compliance Review Files.	Reviews, background papers, and correspondence relating to contractor employment practices.	Temporary		Destroy when 7 years old.	GRS 1.25d(1)			1N

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ID	Record Group	Record Code	Name of Record	Description of Record	Temp/Perm	Cutoff	Authorized Disposit	Disposition Authority	Medium	Office	Related BOEM Code
0000000084	605	605-03d(2)	Equal Employment Opportunity (EEO) Records. Compliance Records. EEO Compliance Reports.		Temporary		Destroy when 3 years old.	GRS 1.25d(2)			1N
0000000085	605	605-03e	Equal Employment Opportunity (EEO) Records. Employment Statistics Files.	Employment statistics relating to race and sex.	Temporary		Destroy when 5 years old.	GRS 1.25f			1N
0000000086	605	605-03f(1)	Equal Employment Opportunity (EEO) Records. EEO Affirmative Action Plans (AAP). Copy of Consolidated AAP.		Temporary		Destroy 5 years from date of plan.	GRS 1.25h(1)			1N
0000000087	605	605-03f(2)	Equal Employment Opportunity (EEO) Records. EEO Affirmative Action Plans (AAP). Feeder Plan to Consolidated AAP.		Temporary		Destroy 5 years from date of feeder plan or when administrative purposes have been served, whichever is sooner.	GRS 1.25h(2)			1N
0000000088	605	605-03f(3)	Equal Employment Opportunity (EEO) Records. EEO Affirmative Action Plans (AAP). Report of On-Site Reviews of Affirmative Action Programs.		Temporary		Destroy 5 years from date of report.	GRS 1.25h(3)			1N
0000000089	605	605-03f(4)	Equal Employment Opportunity (EEO) Records. EEO Affirmative Action Plans (AAP). MMS Copy of Annual Report of the Affirmative Action Accomplishments.		Temporary		Destroy 5 years from date of report.	GRS 1.25h(4)			1N
0000000090	605	605-03g	Equal Employment Opportunity (EEO) Records. Equal Opportunity Program Reports.	Status reports of numbers of complaints by region, office, etc. accompanied by lists of names of complainants.	Temporary	Cut off at close of fiscal year.	Destroy 3 years after cutoff.	N1-473-88-1			1N

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ID	Record Group	Record Code	Name of Record	Description of Record	Temp/Perm	Cutoff	Authorized Disposit	Disposition Authority	Medium	Office	Related BOEM Code
0000000091	605	605-04	Personnel Counseling Records.	Reports of interviews, analyses, and related records.	Temporary		Destroy 3 years after termination of counseling by pulping or shredding, etc.	GRS 1.26a			1M
0000000092	605	605-06a	Grievance, Disciplinary, and Adverse Action Files. Grievance, Appeals Files (5 CFR 771).	Records relating to grievances and appeals raised by MMS employees, except EEO complaints. Include statements of witnesses, reports of interviews and hearings, examiner's findings and recommendations, a copy of the original decision, related correspondence and exhibits, and records relating to a reconsideration request.	Temporary		Destroy no sooner than 4 years but no later than 7 years after case is closed.	GRS 1.30a			1N
0000000093	605	605-06b	Grievance, Disciplinary, and Adverse Action Files. Grievance, Disciplinary, and Adverse Action Files. Adverse Action Files (5 CFR 752).	Records created in reviewing an adverse action and performance-based action removal, suspension, leave without pay, reduction-in-force against an employee. Include a copy of the proposed adverse action with supporting documents, statements of witnesses, employee's reply, hearing notices, reports, and decisions, reversal of action, and appeal records, EXCLUDING letters of reprimand which are filed in the OFF under Item 601-01a.	Temporary		Destroy no sooner than 4 years but no later than 7 years after case is closed.	GRS 1.30b			1N

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ID	Record Group	Record Code	Name of Record	Description of Record	Temp/Perm	Cutoff	Authorized Disposit	Disposition Authority	Medium	Office	Related BOEM Code
0000000094	605	605-07	Personal Injury Files.	Forms, reports, correspondence, and related medical and investigator records relating to on-the-job injuries, whether or not a claim for compensation was made, EXCLUDING copies filed in the OFF and copies submitted to the Department of Labor.	Temporary	Cut off on termination of compensation or when deadline for filing a claim has passed.	Destroy 3 years after cutoff.	GRS 1.31			1M

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ID	Record Group	Record Code	Name of Record	Description of Record	Temp/Perm	Cutoff	Authorized Disposit	Disposition Authority	Medium	Office	Related BOEM Code
0000000095	607	607-01a	Ethics Program Implementation, Counseling, and Development Files. Records Regarding Attendance.	Records maintained by ethics program offices relating to the development, review, implementation, and interpretation of proposed or established executive branch standards of ethical conduct and other ethics regulations; conflict of interest and other ethics related statutes and Executive Orders; and any agency supplemental standards of ethical conduct and other agency ethics-related regulations and directives. Including (1) records documenting the review of proposed or established ethics-related statutes and regulations by ethics program officials, including copies of proposed legislation, comments, and all related records, (2) determinations, including advice and counseling to individual employees, and supporting records, and (3) records relating to requests under agency supplemental standards of ethical conduct for prior approval of outside employment and activities. Records such as determinations regarding attendance at widely-attended gatherings which appropriate	Temporary		Destroy when 3 years old or when superseded or obsolete, whichever is later.	GRS 25.1a			1M

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ID	Record Group	Record Code	Name of Record	Description of Record	Temp/Perm	Cutoff	Authorized Disposit	Disposition Authority	Medium	Office	Related BOEM Code
0000000096	607	607-01b	Ethics Program Implementation, Counseling, and Development Files. All Other Records.	Records maintained by ethics program offices relating to the development, review, implementation, and interpretation of proposed or established executive branch standards of ethical conduct and other ethics regulations; conflict of interest and other ethics related statutes and Executive Orders; and any agency supplemental standards of ethical conduct and other agency ethics-related regulations and directives. Including (1) records documenting the review of proposed or established ethics-related statutes and regulations by ethics program officials, including copies of proposed legislation, comments, and all related records, (2) determinations, including advice and counseling to individual employees, and supporting records, and (3) records relating to requests under agency supplemental standards of ethical conduct for prior approval of outside employment and activities.	Temporary		Destroy when 6 years old or when superseded or obsolete, whichever is later.	GRS 25.1b			1M

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ID	Record Group	Record Code	Name of Record	Description of Record	Temp/Perm	Cutoff	Authorized Disposit	Disposition Authority	Medium	Office	Related BOEM Code
0000000097	607	607-02a	Financial Disclosure Reporting Files. Financial Disclosure Reports.	Financial disclosure reports submitted by individuals as required or authorized under the Ethics in Government Act of 1978 (Pub. L. 95-521), as amended, and related records, including records of late filing fee payments or requests for public reporting waivers of late filing fees and responses; comment sheets by report reviewers and filer responses; filing extension requests and determinations; and copies of applications for public release of financial disclosure report. All SF 278.	Temporary		Destroy when 6 years old, EXCEPT that documents needed in an ongoing investigation will be retained until no longer needed in the investigation.	GRS 25.2a			1M
0000000098	607	607-02b	Financial Disclosure Reporting Files. Confidential Financial Disclosure Reports.	Financial disclosure reports submitted by individuals as required or authorized under the Ethics in Government Act of 1978 (Pub. L. 95-521), as amended, and related records, including records of late filing fee payments or requests for public reporting waivers of late filing fees and responses; comment sheets by report reviewers and filer responses; filing extension requests and determinations; and copies of applications for public release of financial disclosure report. All OGE Form 450 and OGE Optional Form 450-A.	Temporary		Destroy when 6 years old, EXCEPT that documents needed in an ongoing investigation will be retained until no longer needed in the investigation.	GRS 25.2b			1M

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ID	Record Group	Record Code	Name of Record	Description of Record	Temp/Perm	Cutoff	Authorized Disposit	Disposition Authority	Medium	Office	Related BOEM Code
000000099	607	607-02c(1)	Financial Disclosure Reporting Files. Alternative or Additional Financial Disclosure Reports and Related Records. Reports for Individuals not Subsequently Confirmed by the U.S. Senate.	Financial disclosure reports submitted by individuals as required or authorized under the Ethics in Government Act of 1978 (Pub. L. 95-521), as amended, and related records, including records of late filing fee payments or requests for public reporting waivers of late filing fees and responses; comment sheets by report reviewers and filer responses; filing extension requests and determinations; and copies of applications for public release of financial disclosure report.	Temporary		Destroy 1 year after nominee ceases to be under consideration for the position; EXCEPT that documents needed in an ongoing investigation will be retained until no longer needed in the investigation.	GRS 25.2c			1M
000000100	607	607-02c(2)	Financial Disclosure Reporting Files. Alternative or Additional Financial Disclosure Reports and Related Records. All Other Alternative or Additional Financial Disclosure Reports.	Financial disclosure reports submitted by individuals as required or authorized under the Ethics in Government Act of 1978 (Pub. L. 95-521), as amended, and related records, including records of late filing fee payments or requests for public reporting waivers of late filing fees and responses; comment sheets by report reviewers and filer responses; filing extension requests and determinations; and copies of applications for public release of financial disclosure report.	Temporary		Destroy when 6 years old, EXCEPT that documents needed in an ongoing investigation will be retained until no longer needed in the investigation.	GRS 25.2c			1M

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ID	Record Group	Record Code	Name of Record	Description of Record	Temp/Perm	Cutoff	Authorized Disposit	Disposition Authority	Medium	Office	Related BOEM Code
0000000101	607	607-03	Ethics Agreement Records.	Records documenting the review and issuance of ethics agreements used to remedy the appearance of potential or actual financial conflicts of interest, including: (1) records relating to the review and issuance of disqualifications, resignation, reassignments, and divestitures, (2) records relating to the determinations, authorizations, and waivers under 5 C.F.R. 2635.502 and 2635.503, and (3) records relating to the review and issuance of waivers of disqualifications under 18 U.S.C. 2.8 (b)(1) and (b)(3).	Temporary		Destroy 6 years after the waiver or other agreed-upon determination or action has been issued or undertaken or is no longer in effect, whichever is later.	GRS 25.3			1M
0000000102	607	607-04	Notifications of Violations of Criminal Conflict of Interest Statutes Files.	Referrals and Notifications of Violations of Criminal Conflict of interest Statutes and Other Potential Violations Files. Referrals made to Inspectors General or the Department of Justice and notifications of OGE concerning ethics violations or suspected violations. This item also covers related background materials, including copies of disciplinary and corrective actions and disposition documents such as declinations of prosecution.	Temporary		Destroy when 6 years old.	GRS 25.4			1M

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ID	Record Group	Record Code	Name of Record	Description of Record	Temp/Perm	Cutoff	Authorized Disposit	Disposition Authority	Medium	Office	Related BOEM Code
0000000103	607	607-05a	Non-Federally Funded Travel Files. Agency Copies for Non-Federally Funded Travel.	Agency copies of Semiannual Expense Reports for Non-Federally Funded Travel submitted by all Executive branch agencies to the Office of Government Ethics in accordance with guidance given at 31 U.S.C. 1353, as implemented by 41 C.F.R. chapter 304 and the use of Standard Form (SF) 326 and SF 326A. Reports summarize payments made to the agency from non-Federal sources for travel, subsistence, and related expenses of an employee who attends a meeting or similar function relating to official duties.	Temporary		Destroy when 3 years old.	GRS 25.5a			1M

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ID	Record Group	Record Code	Name of Record	Description of Record	Temp/Perm	Cutoff	Authorized Disposit	Disposition Authority	Medium	Office	Related BOEM Code
0000000104	607	607-05b	Non-Federally Funded Travel Files. Other Records.	Agency copies of Semiannual Expense Reports for Non-Federally Funded Travel submitted by all Executive branch agencies to the Office of Government Ethics in accordance with guidance given at 31 U.S.C. 1353, as implemented by 41 C.F.R. chapter 304 and the use of Standard Form (SF) 326 and SF 326A. Reports summarize payments made to the agency from non-Federal sources for travel, subsistence, and related expenses of an employee who attends a meeting or similar function relating to official duties. Statements, forms, and other records used to compile Semiannual Expense Reports for Non-Federally Funded Travel.	Temporary		Destroy 1 year after submission of report to the Office of Government Ethics.	GRS 25.5h			1M
0000000105	607	607-06a	Ethics Program Review Files. OGE Program Review Reports, Agency 60-Day Response Letters, and Other Follow up Records Sent to the OGE on the Resolution of Program Deficiencies.	Reports, correspondence, and other records relating to the OGE review of agency compliance with executive branch ethics laws and regulation in such areas as financial disclosure, education and training, and advice and counseling.	Temporary		Destroy when 6 years old.	GRS 25.6a			1M

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ID	Record Group	Record Code	Name of Record	Description of Record	Temp/Perm	Cutoff	Authorized Disposit	Disposition Authority	Medium	Office	Related BOEM Code
0000000106	607	607-06b	Ethics Program Review Files. All Other Records Produced During OGE Program Reviews, Including Notes and Background Materials.	Reports, correspondence, and other records relating to the OGE review of agency compliance with executive branch ethics laws and regulation in such areas as financial disclosure, education and training, and advice and counseling.	Temporary		Destroy 1 year after the date of the OGE program review report or, if there are recommendations, one year after they are closed.	GRS 25.6b			1M
0000000107	607	607-07a	Annual Agency Ethics Program Questionnaire Files. Questionnaire Completed by Ethics Officials on an Annual Basis in Compliance with Section 402(e)(1) of the Ethics in Government Act of 1978, as Amended, and Associated Records.		Temporary		Destroy 3 years after submission.	GRS 25.7a			1M
0000000108	607	607-07b	Annual Agency Ethics Program Questionnaire Files. All Other Records Related to Responses to Annual Agency Ethics Program Questionnaires.		Temporary		Destroy 1 year after submission of associated annual agency ethics program questionnaire.	GRS 25.7b			1M
0000000109	607	607-08a	Ethics Program Employee Training and Education Files. Administration of New Employee Ethics Training and Education.	Records relating to the administration of new employee ethics orientations, annual, and other types of ethics training and education. Records include, but are not limited to, annual plans, schedules of classes, rosters of employees required to attend, verification of training completion and other related records.	Temporary		Destroy when 6 years old.	GRS 25.8a			1M

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ID	Record Group	Record Code	Name of Record	Description of Record	Temp/Perm	Cutoff	Authorized Disposit	Disposition Authority	Medium	Office	Related BOEM Code
0000000110	607	607-08b	Ethics Program Employee Training and Education Files. Record Copies of Materials Used in Ethics Training and Education.	Record copy of materials use in providing new employee ethics orientations, annual, and other types of ethics training and education including, but not limited to, instructors guides, handbooks, handouts and other materials used in training classes, bulletins, and newsletters.	Temporary		Destroy when 6 years old or when superseded or obsolete, whichever is later.	GRS 25.6b			1M
0000000111	607	607-09	Ethics Program Procedures.	Procedures and related supporting records on the administration of ethics programs including, but not limited to, public and confidential financial disclosure reports systems, outside employment and activities approval systems, and referrals of violations of criminal conflict of interest statutes.	Temporary		Destroy when 6 years old or when superseded or obsolete, whichever is later.	GRS 25.9			1M

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ID	Record Group	Record Code	Name of Record	Description of Record	Temp/Perm	Cutoff	Authorized Disposit	Disposition Authority	Medium	Office	Related BOEM Code
0000000112	702	702-02	Information Publications Master Files.	Official file copy of each booklet, pamphlet, poster, monograph, or monthly and annual report, employee newsletter, or other issuance primarily of an informational character. Include publications for internal MMS use and publications for promotional or external use, clearance record sheets, comments, and all documents concerning the ioouanco of the publication. Official file copy maintained by the office responsible for preparation and issuance or the office requiring contractor preparation. Publications in this file will be distinctly marked 'Record Set' and will not be charged out.	Permanent	Cutoff when publication is superseded, canceled, or 5 years after issuance, whichever is earlier. Transfer to FRC 3 years after cutoff.	Transfer to NARA in 5-year blocks when 20 years old.	NC1-57-84-7			1G(2)
0000000113	702	702-03a	Public Relations Files. Speeches, Addresses, and Comments.	These files are created by MMS high-level officials. Remarks made at formal ceremonies and during interviews concerning MMS programs. The speeches and addresses may be presented to executives from other Federal Agencies, representatives of State and local governments, or private groups, such as college and university students, business associations, and cultural news media commentators. Form may be paper, audio or video tape, or motion picture film.	Permanent	Cut off when superseded, canceled, or 3 years after issuance, whichever is earlier.	Transfer to NARA in 5-year blocks when 20 years old.	NC1-57-84-7			1G(2);2D(1)
0000000114	1001	1001-06									4N(1)

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ID	Record Group	Record Code	Name of Record	Description of Record	Temp/Perm	Cutoff	Authorized Disposit	Disposition Authority	Medium	Office	Related BOEM Code
000000115	503	503-01b	Contract/Grant Proposal Files. Other Copies.	Documents accumulated in requesting contract/grant or agreement action. Include copies of technical specifications; evaluation documentation, notes, technical reviews; recommendation for award or denial; sole source justification and related correspondence.	Temporary		Dispose when no longer needed for reference.	NC1-57-84-7			1D
000000116	503	503-02b	Contract/Grant Monitoring Files. Files Maintained by Contracting Officer's Representatives in the Sponsoring MMS Office.	Working files maintained by Contracting Officers and/or representatives responsible for monitoring MMS contracts/grants and agreements in support of MMS programs. Contracts are for helicopter transportation, drilling, radio communications, geological and geophysical data, ADP systems design, etc. Include contract agreements and documents, backup material such as notes and working papers concerning contractor proposals and deliverables, progress and technical reports, and routine communications pertaining to monitoring an individual contract or agreement. RECORDS CREATED UNDER TERMS OF A CONTRACT REMAIN IN THE JURISDICTION OF THE CONTRACTOR UNTIL CONTRACT COMPLETION; HOWEVER, THE RECORDS ARE THE PROPERTY OF MMS.	Temporary		Destroy upon termination or completion.	GRS 3.3c			1D

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ID	Record Group	Record Code	Name of Record	Description of Record	Temp/Perm	Cutoff	Authorized Disposit	Disposition Authority	Medium	Office	Related BOEM Code
0000000117	702	702-03b(1)	Public Relations Files. News Releases. Public Affairs Office and Regional Offices.	These files are created by MMS high-level officials. One copy of each prepared statement or announcement issued for distribution to the news media. News releases announce events such as the adoption of new MMS programs, termination of old programs, major shifts in policy, and changes in senior MMS personnel and may be a textual record such as a formal press release or a nontextual record such a film and video or sound recordings.	Permanent	Cut off when superseded, canceled, or 3 years after issuance, whichever is earlier. Transfer to FRC 3 years after cutoff.	Transfer to the NARA in 5-year blocks when 20 years old.	NC1-57-84-7			1G(2);2D(1)
0000000118	703	703-02a(1)	Video Recording and Motion Picture Files. Motion Picture and Video Tapes Produced or Sponsored by MMS Activities and Used for Promotional, Educational, and Informational Purposes. Video Recordings.	The original recording or the earliest generation of each recording.	Permanent	Transfer to FRC 2 years after cutoff.	Transfer to NARA in 5-year blocks 5 years after cutoff.	NC1-57-84-7			1G(2)
0000000119	703	703-02a(2)	Video Recording and Motion Picture Files. Motion Picture and Video Tapes Produced or Sponsored by MMS Activities and Used for Promotional, Educational, and Informational Purposes. Motion Picture Films.	The original negative or color original plus separate optical sound track, an intermediate master positive or duplicate negative plus optical sound track, and sound projection print for each motion picture.	Permanent	Transfer to FRC 2 years after cutoff.	Transfer to NARA in 5-year blocks 5 years after cutoff.	NC1-57-84-7			1G(2)

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ID	Record Group	Record Code	Name of Record	Description of Record	Temp/Perm	Cutoff	Authorized Disposit	Disposition Authority	Medium	Office	Related BOEM Code
0000000120	703	703-02a(4)	Video Recording and Motion Picture Files. Motion Picture and Video Tapes Produced or Sponsored by MMS Activities and Used for Promotional, Educational, and Informational Purposes. Finding Aids and Production Documentation.	Finding aids such as data sheets, shot lists, catalogs, indexes, and other textual documentation necessary for the proper identification, retrieval, and use of video recordings and motion pictures. Include production or similar files which contain copies of production contracts, scripts, or other documentation bearing on the origin, acquisition, release, or ownership of the production.	Permanent	Transfer to FRC 2 years after cutoff.	Transfer to NARA in 5-year blocks 5 years after cutoff.	NC1-57-84-7			1G(2)
0000000121	703	703-03a	Photograph Files. Photographs of MMS Officials.	The original negative and a captioned print for each black and white image and the original color transparency or color negative, a captioned print, and an internegative (if one exists) for each color image. Include the date, location, names of people, event, copyright owner, and other information as appropriate. Photographs of significant MMS Officials and other individuals and photographs resulting from significant MMS program responsibilities which constitute evidence of the organization, function, policy development, decisions, procedures, operations, or other activities.	Permanent	Cut off at close of fiscal year. Transfer to FRC 2 years after cutoff.	Transfer to NARA in 5-year blocks 5 years after cutoff.	NC1-57-84-7			1G(2)

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ID	Record Group	Record Code	Name of Record	Description of Record	Temp/Perm	Cutoff	Authorized Disposit	Disposition Authority	Medium	Office	Related BOEM Code
0000000122	707	707-02	Waiver/Departure Requests.	Copies of appcovais and deniais of requests for waivers from operational directives for lessee compliance. Arrange by type and number. This is an extra copy (convenience file) maintained to prepare statistical reports. Official copies are maintained in appropriate case file.	Temporary	Cut off at close of fiscal year or when no longer needed for reference.	Destroy 2 years after cutoff.	NC1-57-84-7			1L
0000000123	707	707-05	Hearing Files.	Documents related to MMS civil penalty procedures. Include memoranda assigning cases to reviewing officers, reviewing officer notification of alleged violators, case records, hearing records, and case decisions.	Temporary	Cut off upon payment of penalty or notice of non-violation. Hold 5 years after cutoff and transfer to FRC.	Destroy 25 years after cutoff.	NC1-57-84-7			1L

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ID	Record Group	Record Code	Name of Record	Description of Record	Temp/Perm	Cutoff	Authorized Disposit	Disposition Authority	Medium	Office	Related BOEM Code
0000000124	800	800-01a	Systems Feasibility Files. Rejected Systems.	Feasibility studies conducted before the installation of any technology or equipment associated with information management systems. Provide information on time, cost, and resources required related to the design, implementation, and operation of an ADP system. Accumulated by the office conducting the study or sponsoring the contract or interagency agreement to perform the study. Include requests for the establishment of a data system, project authorizations, documents containing definition of the system including system objectives, feasibility studies reflecting comparison of present and proposed systems, advantages and disadvantages of alternate solutions, costs analyses, equipment requirements, tangible benefits, output requirements, and a schedule for implementing the proposed system; documents reflecting review and recommendations for acceptance or rejection of the proposal; and documents on major changes to these systems. Arrange by system title.	Temporary	Cut off at close of fiscal year.	Destroy 5 years after cutoff. EXCEPT: Systems studies which may be of continuing value may be retained as nonrecord reference material.	NC1-57-84-7			1S

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ID	Record Group	Record Code	Name of Record	Description of Record	Temp/Perm	Cutoff	Authorized Disposit	Disposition Authority	Medium	Office	Related BOEM Code
0000000125	800	800-02a	System Documentation Files. Current Documentation.	Official documentation accumulated during development, testing, and operation of a specific automated data system. Include system life cycle and configuration management; general narrative description of the system with its capabilities and limitations; input/output specifications and flow data; file or data set descriptions; software license agreements; input collection instructions, instructions for encoding raw data into machine-readable media, samples of source documents; computer operating instructions; program specifications; and output preparation and distribution instructions. Arrange by system title and hereunder by system life cycle phases (i.e., development, testing). NOTE: If the system records are identified as permanent, transfer system documentation to appropriate records series item number.	Temporary	Cut off when the system terminated.	Destroy when all related data have been destroyed.	N1-473-88-1			1Q

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ID	Record Group	Record Code	Name of Record	Description of Record	Temp/Perm	Cutoff	Authorized Disposit	Disposition Authority	Medium	Office	Related BOEM Code
0000000126	800	800-02b	System Documentation Files. Superseded Documentation.	Official documentation accumulated during development, testing, and operation of a specific automated data system. Include system life cycle and configuration management; general narrative description of the system with its capabilities and limitations; input/output specifications and flow data; file or data set descriptions; software license agreements; input collection instructions, instructions for encoding raw data into machine-readable media, samples of source documents; computer operating instructions; program specifications; and output preparation and distribution instructions. Arrange by system title and hereunder by system life cycle phases (i.e., development, testing). NOTE: If the system records are identified as permanent, transfer system documentation to appropriate records series item number.	Temporary	Cut off at close of fiscal year. Transfer to FRC 1 year after cutoff.	Destroy 10 years after cutoff or when all related magnetic data have been destroyed, whichever occurs first.	N1-473-88-1			1Q
0000000127	800	800-04a	Source Documents. Source Documents for the Sole Purpose of Creating a Data Base Management System (DBMS) for an ADP System or Updating the DBMS.	Source documents forwarded to data processing activities for data conversion.	Temporary		Destroy 1 year after ADP program has been debugged and is stabilized or 1 year after input is verified, whichever occurs first.	NC1-B7-84-7			1Q

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ID	Record Group	Record Code	Name of Record	Description of Record	Temp/Perm	Cutoff	Authorized Disposit	Disposition Authority	Medium	Office	Related BOEM Code
0000000128	800	800-04b	Source Documents. Other Source Documents or Copies.	Source documents forwarded to data processing activities for data conversion.	Temporary		Return to user for disposition in accordance with the applicable disposal instructions.	NC1-57-84-7			1Q
0000000129	800	800-05	Error/Edit Listing Files.	Computer printouts showing errors; used for program debugging purposes and report editing.	Temporary		Destroy after corrections have been made and listings verified.	NC1-57-84-7			1Q

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ID	Record Group	Record Code	Name of Record	Description of Record	Temp/Perm	Cutoff	Authorized Disposit	Disposition Authority	Medium	Office	Related BOEM Code
000000130	800	800-06b	ADP Source Program Files. Other Applications.	Source code program, regardless of language used. Used with a processor or compiler program to produce an object code program.	Temporary		Destroy individual titles/listings when replaced by new ones. Destroy object code after program has been removed from the system; or if source code has been transferred to magnetic file, destroy after magnetic file has proved satisfactory as adequate backup, i.e., after second update cycle.	NC1-57-84-7			1Q
000000131	800	800-08	Raw Data Input Magnetic Tapes.	Magnetic tapes used to temporarily store data to be transmitted to the host computer facility.	Temporary		Erase after related magnetic file maintained at the host computer facility has proved satisfactory.	NC1-57-84-7			1Q

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ID	Record Group	Record Code	Name of Record	Description of Record	Temp/Perm	Cutoff	Authorized Disposit	Disposition Authority	Medium	Office	Related BOEM Code
0000000132	800	800-09	Print and Plotter Tapes.	Magnetic tapes containing output data transmitted to the data terminal by the host computer facility. Used for producing required printouts or card files.	Temporary		Erase not later than 10 days after the output has been released and approved.	NC1-57-84-7			1Q
0000000133	800	800-11	Data Processing Control Records.	System used, regardless of medium, to record approved jobs, job numbers, requesting office, job description, date received, and date due, passwords, and related information.	Temporary	Cut off at close of fiscal year in which related job is completed.	Destroy 1 year after cutoff.	NC1-57-84-7			1Q
0000000134	801	801-01a	Files/Records Relating to the Creation, Use, and Maintenance of Computer Systems, Applications, or Electronic Records. Electronic Files or Records Created Solely to Test System Performance.	As Well as Hard-Copy Printouts and Related Documentation for the Electronic Files/Records.	Temporary		Delete/destroy when no longer needed fui administrative, legal, audit, or Other operational purposes.	GRS 20.1a			1Q
0000000135	801	801-01b	Files/Records Relating to the Creation, Use, and Maintenance of Computer Systems, Applications, or Electronic Records. Electronic Files or Records Used to Create or Update a Master File.	Including, but Not Limited to, Work Files, Valid Transaction Files, and Intermediate Input/Output Records.	Temporary		Delete after information has been transferred to the master file and verified.	GRS 20.1b			1Q;1S
0000000136	801	801-01c	Files/Records Relating to the Creation, Use, and Maintenance of Computer Systems, Applications, or Electronic Records. Electronic Files and Hard-Copy Printouts Created to Monitor System Usage.	Including, but not Limited to, Log-in Files, Password Files, Audit Trail Files, System usage Files, and Cost-Back Files Used to Assess Cliaiges for System Use.	Temporary		Delete/destroy when no longer needed for administrative, legal, audit, or other operational purposes.	GRS 20.1c			1Q

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ID	Record Group	Record Code	Name of Record	Description of Record	Temp/Perm	Cutoff	Authorized Disposit	Disposition Authority	Medium	Office	Related BOEM Code
0000000137	802	802-01a	Oversight and Compliance Files. Performance Measurements and Benchmarks.	Records in offices with MMS-wide responsibility for managing IT operations relating to compliance with IT policies, directives, and plans including recurring and special reports, responses to findings and recommendations, and reports of follow-up activities.		Cut off at close of fiscal year.	Destroy/delete when 5 years old or 1 year after responsible office determines that there are no unresolved issues, whichever is longer.	GRS 24.1a			1Q
0000000138	802	802-01b	Oversight and Compliance Files. All other Oversight and Compliance Records.	Records in offices with MMS-wide responsibility for managing IT operations relating to compliance with IT policies, directives, and plans including recurring and special reports, responses to findings and recommendations, and reports of follow-up activities. Including Certification and Accreditation of Equipment, Quality Assurance Reviews and Reports, Reports on Implementation of Plans, Compliance Reviews, and Data Measuring or Estimating Impact and Compliance.	Temporary	Cut off at close of fiscal year.	Destroy/delete when 3 years old or 1 year after responsible office determines that there are no unresolved issues, whichever, is longer.	GRS 24.1b			1Q

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ID	Record Group	Record Code	Name of Record	Description of Record	Temp/Perm	Cutoff	Authorized Disposit	Disposition Authority	Medium	Office	Related BOEM Code
0000000139	802	802-02	IT Facility, Site Management, and Equipment Support Services Records.	Records maintained by offices responsible for the control and operation of buildings and rooms where IT equipment, systems, and storage media are located, including files identifying IT facilities and sites, and files concerning implementation of IT facility and site management and equipment support services provided to specific sites, including reviews, site visit reports, trouble reports, equipment service histories, reports of follow-up actions, and related correspondence.	Temporary		Destroy/delete when 3 years old, or when superseded or obsolete, whichever is longer.	GRS 24.2			1Q
0000000140	802	802-03a	IT Asset and Configuration Management Files. IT Assets.	Inventories of IT assets, network circuits, and building or circuitry diagrams, including equipment control systems such as databases of barcodes affixed to IT physical assets.	Temporary		Destroy/delete 1 year after completion of the next inventory.	GRS 24.3a			1Q

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ID	Record Group	Record Code	Name of Record	Description of Record	Temp/Perm	Cutoff	Authorized Disposit	Disposition Authority	Medium	Office	Related BOEM Code
0000000141	802	802-03b(1)	IT Asset and Configuration Management Files. Asset Management. System Implementation.	Records created and retained for asset management, performance and capacity management, system management, configuration and change management, and planning, follow-up, and impact assessment of operational networks and systems. Data and detailed reports on implementation of systems, applications and modifications; application sizing, resource and demand management; documents identifying, requesting, and analyzing possible changes, authorizing changes, and documenting implementation of changes; documentation of software distribution and release or version management.	Temporary		Destroy/delete 1 year after termination of system.	GRS 24.3b(1)			1Q
0000000142	802	802-03b(2)	IT Asset and Configuration Management Files. Asset Management. Network Infrastructure.	Records created and retained for asset management, performance and capacity management, system management, configuration and change management, and planning, follow-up, and impact assessment of operational networks and systems. Records of routine IT maintenance on the network infrastructure documenting preventative, corrective, adaptive and perfective (enhancement) maintenance actions, including requests for service, work orders, service histories, and related records.	Temporary		Destroy/delete when 3 years old or 1 year after termination of system, whichever is sooner.	GRS 24.3b(2)			1Q

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ID	Record Group	Record Code	Name of Record	Description of Record	Temp/Perm	Cutoff	Authorized Disposit	Disposition Authority	Medium	Office	Related BOEM Code
0000000143	802	802-04a(1)	System Backups and Tape Library Records. Backup Tapes Maintained for Potential System Restoration in the Event of o System Failure or Other Unintentional Loss of Data. Incremental Backup Tapes.		Temporary		Delete/destroy incremental backup tapes when superseded by a full backup, or when no longer needed for system restoration, whichever is later.	GRS 24.4a(1)			1Q
0000000144	802	802-04a(2)	System Backups and Tape Library Records. Backup Tapes Maintained for Potential System Restoration in the Event of o System Failure or Other Unintentional Loss of Data. Full Backup Tapes.		Temporary		Delete/destroy full backup tapes when second subsequent backup is verified as successful or when no longer needed for system restoration, whichever is later.	GRS 24.4a(2)			1Q

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ID	Record Group	Record Code	Name of Record	Description of Record	Temp/Perm	Cutoff	Authorized Disposit	Disposition Authority	Medium	Office	Related BOEM Code
0000000145	802	802-04b	System Backups and Tape Library Records. Tape Library Records Including Automated Files and Manual Records Used to Control the Location, Maintenance, and Disposition of Magnetic Media in a Tape Library Including List of Holdings and Control Logs.		Temporary		Destroy/delete when superseded or obsolete.	GRS 24.4b			1Q
0000000146	802	802-05a	Files Related to Maintaining the Security of Systems and Data. System Security Plans and Disaster Recovery Plans.		Temporary	Cut off at close of fiscal year.	Destroy/delete 1 year after system is superseded.	GRS 24.5a			1R
0000000147	802	802-05b	Files Related to Maintaining the Security of Systems and Data. IT Risks and Analyzing Their Impact, Risk Measurements and Assessments, Actions to Mitigate Risks, Implementation of Risk Action Plan, Service Test Plans, Test Files and Data.		Temporary	Cut off at close of fiscal year.	Destroy/delete 1 year after system is superseded.	GRS 24.5b			1R
0000000148	802	802-06a	User Identification, Profiles, Authorizations, and Password Files, EXCLUDING Records Relating to Electronic Signatures. Systems Requiring Special Accountability.	e.g.. Those Containing Information That May be Needed for Audit or Investigative Purposes and Those That Contain Classified Records.	Temporary	Cut off at close of fiscal year.	Destroy/delete inactive file 6 years after user account is terminated or password is altered, or when no longer needed for investigative or security purposes, whichever is later.	GRS 24.6a			1R

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ID	Record Group	Record Code	Name of Record	Description of Record	Temp/Perm	Cutoff	Authorized Disposit	Disposition Authority	Medium	Office	Related BOEM Code
0000000149	802	802-06b	User Identification, Profiles, Authorizations, and Password Files, EXCLUDING Records Relating to Electronic Signatures. Routine Systems, i.e., Those not Covered by 802-06a.		Temporary	Cut off at close of fiscal year.	See 801-01c.				1R
0000000150	802	802-07	Computer Security Incident Handling, Reporting and Follow-up Records.		Temporary		Destroy/delete 3 years after all necessary follow-up actions have been completed.	GRS 24.7			1R
0000000151	802	802-08a	IT Operations Records. Workload Schedules, Run Reports, and Schedules of Maintenance and Support Activities.		Temporary	Cut off at close of fiscal year.	Destroy/delete 1 year after problem is resolved.	GRS 24.8a			1Q
0000000152	802	802-08b	IT Operations Records. Problem Reports and Related Decision Documents Relating to the Software Infrastructure of the Network or System.		Temporary	Cut off at close of fiscal year.	Destroy/delete 1 year after problem is resolved.	GRS 24.8b			1Q
0000000153	802	802-08c	IT Operations Records. Reports on Operations, Including Measures of Benchmarks, Performance Indicators, and Critical Success Factors, Error and Exception Reporting, Self-Assessments, Performance Monitoring; and Management Reports.		Temporary		Destroy/delete when 3 years old.	GRS 24.8c			1Q

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ID	Record Group	Record Code	Name of Record	Description of Record	Temp/Perm	Cutoff	Authorized Disposit	Disposition Authority	Medium	Office	Related BOEM Code
0000000154	802	802-09a	Financing of IT Resources and Services. Performance Criteria Agreements.	NOTE: Copies of records needed to support contracts should be in procurement files which are scheduled under Chapter 5 of this schedule. Agreements formalizing performance criteria for quantity and quality of service, including definition of responsibilities, response times and volumes, charging, integrity guarantees, and non-disclosure agreements.	Temporary	Cut off at close of fiscal year.	Destroy/delete 3 years after agreement is superseded or terminated.	GRS 24.9a			1T
0000000155	802	802-09b	Financing of IT Resources and Services. Third-Party Services.	NOTE: Copies of records needed to support contracts should be in procurement files which are scheduled under Chapter 5 of this schedule. Files related to managing third-party services, including records that document control measures for reviewing and monitoring contracts and procedures for determining their effectiveness and compliance.	Temporary	Cut off at close of fiscal year.	Destroy/delete 3 years after control measures or procedures are superseded or terminated.	GRS 24.9b			1T
0000000156	802	802-09c	Financing of IT Resources and Services. Service Operations.	NOTE: Copies of records needed to support contracts should be in procurement files which are scheduled under Chapter 5 of this schedule. Records generated in IT management and service operations to identify and allocate charges and track payments for computer usage, data processing and other IT services.	Temporary	Cut off at close of fiscal year.	Destroy/deiete records with no outstanding payment issues when 3 years old.	GRS 24.9c			1T

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ID	Record Group	Record Code	Name of Record	Description of Record	Temp/Perm	Cutoff	Authorized Disposit	Disposition Authority	Medium	Office	Related BOEM Code
0000000157	802	802-10a	IT Customer Service Files. Customer Assistance.	Records related to providing help desk information to customers, including pamphlets, responses to "Frequently Asked Questions," and other documents prepared in advance to assist customers.	Temporary		Destroy/delete 1 year after record is superseded or obsolete.	GRS 24.10a			1Q
0000000158	802	802-10b	IT Customer Service Files. Help Desk Logs.	Help desk logs and reports and other files related to customer query and problem response; query monitoring and clearance; and customer feedback records; and related trend analysis and reporting.	Temporary		Destroy/delete when 1 year old or when no longer needed for review and analysis, whichever is later.	GRS 24.10b			1Q

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ID	Record Group	Record Code	Name of Record	Description of Record	Temp/Perm	Cutoff	Authorized Disposit	Disposition Authority	Medium	Office	Related BOEM Code
000000159	802	802-11a	IT Infrastructure Design and Implementation Files. Records for Projects That are not Implemented.	Records of individual projects designed to provide and support new MMS IT infrastructure (see Note), systems, and services. Includes records documenting (1) requirements for, and implementation of, functions such as maintaining network servers, desktop computers, and other hardware, installing and upgrading network operating systems and shared applications, and providing data telecommunications; (2) infrastructure development and maintenance such as acceptance/accreditation of infrastructure components, analysis of component options, feasibility, costs and benefits, and work associated with implementation, modification, and troubleshooting; (3) models, diagrams, schematics, and technical documentation; and (4) quality assurance reviews and test plans, data and results. (NOTE: IT Infrastructure means the basic systems and services used to supply the MMS and its staff with access to computers and data telecommunications. Components include hardware such as printers,	Temporary	Cut off at end of fiscal year.	Destroy/delete 1 year after final decision is made.	GRS 24.11a			1Q

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ID	Record Group	Record Code	Name of Record	Description of Record	Temp/Perm	Cutoff	Authorized Disposit	Disposition Authority	Medium	Office	Related BOEM Code
0000000160	802	802-11b	IT Infrastructure Design and Implementation Files. Records for Projects That are Implemented.	Records of individual projects designed to provide and support new MMS IT infrastructure (see Note), systems, and services. Includes records documenting (1) requirements for, and implementation of, functions such as maintaining network servers, desktop computers, and other hardware, installing and upgrading network operating systems and shared applications, and providing data telecommunications; (2) infrastructure development and maintenance such as acceptance/accreditation of infrastructure components, analysis of component options, feasibility, costs and benefits, and work associated with implementation, modification, and troubleshooting; (3) models, diagrams, schematics, and technical documentation; and (4) quality assurance reviews and test plans, data and results. (NOTE: IT Infrastructure means the basic systems and services used to supply the MMS and its staff with access to computers and data telecommunications. Components include hardware such as printers,	Temporary	Cut off at end of fiscal year.	Destroy/delete 5 years after project is terminated.	GRS 24.11b			1Q

Tbl_Rcds_Schedules_MMS

ID	Record Group	Record Code	Name of Record	Description of Record	Temp/Perm	Cutoff	Authorized Disposit	Disposition Authority	Medium	Office	Related BOEM Code
0000000161	802	802-11c	IT Infrastructure Design and Implementation Files. Installation and Testing Records.	Records of individual projects designed to provide and support new MMS IT infrastructure (see Note), systems, and services. Includes records documenting (1) requirements for, and implementation of, functions such as maintaining network servers, desktop computers, and other hardware, installing and upgrading network operating systems and shared applications, and providing data telecommunications; (2) infrastructure development and maintenance such as acceptance/accreditation of infrastructure components, analysis of component options, feasibility, costs and benefits, and work associated with implementation, modification, and troubleshooting; (3) models, diagrams, schematics, and technical documentation; and (4) quality assurance reviews and test plans, data and results. (NOTE: IT Infrastructure means the basic systems and services used to supply the MMS and its staff with access to computers and data telecommunications. Components include hardware such as printers,	Temporary	Cut off at end of fiscal year.	Destroy/delete 3 years after final decision on acceptance is made.	GRS 24.11c			1Q

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ID	Record Group	Record Code	Name of Record	Description of Record	Temp/Perm	Cutoff	Authorized Disposit	Disposition Authority	Medium	Office	Related BOEM Code
0000000162	1001	1001-06a	Environmental Studies Group - Record Sets Together With Pertinent Indexes	Results of contracted studies designed to provide information on marine and coastal ecosystems, upon which prediction, assessment, and management of impacts of oil and gas development may be based. Include final reports, maps, and scientific and technical data. Arrange by subject. Complete set is maintained by headquarters Branch of Environmental Studies; record set of regional studies, sponsored by the Region, is maintained by respective Region.	Permanent	Cut off when study is completed.	Transfer to FRC 15 years after cutoff. Transfer to National Archives 30 years after cutoff.	N1-473-88-1			
0000000163	1003	1003-01	Lease Sale Bid Recap and Sale Summary Report Files	Computer printouts containing descriptive and statistical data on bids submitted by industry in response to lease sales and presale values. Include bonus bid recap reports by area and block, highest bid, and prospect number; sale summaries by prospect block values and bids; and summaries of blocks receiving bids. Used in making recommendations on acceptance or rejection of bids. In postsale evaluation reviews, and in planning future lease sales. Arrange by lease sale number or name thereunder by report title.	Temporary	Cut off at close of fiscal year in which final determinations of bid acceptance or rejection are made.	Destroy 5 years after cutoff	NC1-57-04-7			

Tbl_Rcds_Schedules_MMS

ID	Record Group	Record Code	Name of Record	Description of Record	Temp/Perm	Cutoff	Authorized Disposit	Disposition Authority	Medium	Office	Related BOEM Code
0000000164	1101	1101-04	Lease Record History Files	Card forms or equivalent concise summaries of lease information. Include lessee's location, term of lease, State lease number (if any), rental royalty rates, interests of multiple owners, lease stipulation, and drilling and production data. Maintain by lease number and name.	Temporary		Destroy when superseded, obsolete or no longer needed for reference.	NC1-57-84-7			
0000000165	201	201-01b	Management Objective Files - Contributing, Commenting, or Coordinating Offices	Documents that accumulate from the process of establishing and reporting on short-, mid-, and long-range management objectives/plans. Include secretarial, directorial, divisional, and locally monitored objectives (specific tasks), report on progress, major problems, and accomplishments in meeting the management objectives established by the plans, fact sheets, and related documents and correspondence.	Temporary	Cut off at close of fiscal year in which plan is superseded	Destroy 2 years after cutoff or when no longer needed for reference, whichever is earlier.	NC1-57-84-7			

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ID	Record Group	Record Code	Name of Record	Description of Record	Temp/Perm	Cutoff	Authorized Disposit	Disposition Authority	Medium	Office	Related BOEM Code
0000000166	1001	1001-04	Lease Sale Activity History Files	<p>General information regarding each lease sale from block selection phase through the acceptance or rejection of bids. Include lists of blocks, copies of notices published in the Federal Register regarding the sales, reports on assignment of responsibility and status of detailed block evaluations; documents related to prices, interest rates, and tax figures to be used in evaluations; block evaluation estimates; copies of bid recaps and statistical summaries; recommendations for the acceptance or rejection of high bids together with supporting geological, geophysical, and engineering information; reports on sale results; and related documents. Arrange by lease sales number, subdivided by category as appropriate.</p>	Temporary	Cut off at close of fiscal year in which final determinations of bid acceptance or rejection are made	Dispose of when no longer needed for reference	N1-473-88-1			
0000000167	1101	1101-02	Lease Management Project Files	<p>Records with document supervision of activities on a specific lease and the wells drilled on that lease. THESE DETAILED FILES REPRESENT ONE OF THE LARGEST AND MOST IMPORTANT FILE GROUPS. Thus, these files must be carefully arranged and maintained. All project file material is arranged by lease sale number or name.</p>	Temporary	Cut off when lease is terminated					

Tbl_Rcds_Schedules_MMS

ID	Record Group	Record Code	Name of Record	Description of Record	Temp/Perm	Cutoff	Authorized Disposit	Disposition Authority	Medium	Office	Related BOEM Code
0000000168	1101	1101-02a	Lease History Files	Records which reflect a continuing history of each lease from issuance to relinquishment. Because of the quantity of material accumulated on most active leases, standardized breakdowns have been established.	Temporary	Cut off when lease is terminated					
0000000169	1001	1001-03	Sales Environmental Impact Statement Files	Scientific and technical documents accumulated in the preparation of draft and final Environmental Impact Statements (EIS's). Include geologic summary reports and geologic framework descriptions; resource reports as to the possible effects of leasing on the total environment; detailed analyses on a block-by-block basis of any possible adverse impacts on the environment; documents related to public hearings on draft EIS's; and relation information. Arrange by lease sale number or name.	Temporary	Cut off inactive file at close of fiscal year		NC1-57-84-1			
0000000170	1105	1105-01	Coastal Zone Management	Documents accumulated and plans developed by State and local areas including correspondence and similar material regardin review and implementation. Subdivide by State, territories, and/or sanctuaries.	Temporary		Destroy when CZM plan is superseded, obsolete, or no longer needed for reference.	NC1-57-84-7			
0000000171	1301	1301-02a	Semiannual Gas Well Test Report - Regional Office	Form MMS-1070 or equivalent and related correspondence and attachments. Used to monitor production reates of gas wells. Arrange by lease, well, block, and operator.	Temporary	Cut off at close of fiscal year	Destroy 4 years after cutoff.	NC1-57-84-7			

Tbl_Rclds_Schedules_MMS

ID	Record Group	Record Code	Name of Record	Description of Record	Temp/Perm	Cutoff	Authorized Disposit	Disposition Authority	Medium	Office	Related BOEM Code
0000000172	1001	1001-03a	Sales Environmental Impact Statement Files - Major Environmental Analysis Files	Data and proposed plans of action submitted by lessees, permittees, and operators on the impact of proposed lease operations; checklists; analyses, reports, and correspondence with lessee, permittee, or operator and other Federal Agencies. These plans are selected for detailed analysis because of the magnitude and importance of proposed activities on the environment. Maintained by the Region of office responsible for environmental analysis and arranged by location and principal.	Temporary	Place in inactive file after compliance with environmental regulations has been determined. Cut off inactive file at close of fiscal year.	Transfer to FRC 3 years after cutoff. Destroy 20 years after cutoff.	NC1-57-84-7			
0000000174	1001	1001-01	Summary Geologic Reports	Official file copy of each prenomination summary geologic report on the geology and potential mineral, including hydrocarbon, resources of the area to be included in a lease sale. Maintained by the office responsible for preparation of report. Used in selection of specific blocks to be offered for lease. Arrange by lease sale number or name.	Temporary	Cut off at close of fiscal year in which lease sale is conducted	Destroy 10 years after cutoff.	NC1-57-84-7			

Tbl_Rcds_Schedules_MMS

ID	Record Group	Record Code	Name of Record	Description of Record	Temp/Perm	Cutoff	Authorized Disposit	Disposition Authority	Medium	Office	Related BOEM Code
0000000175	1101	1101-02b(1)	Lease Management Project Files - Well Files - Regional Office	Records documenting supervision of operations for each individual well drilled on the lease. Include Form MMS-331c; Form MMS-331; Form MMS-330; geologic and engineering data supporting operator submittals, such as sidewall core analyses, formation tests, bottomhole pressure test reports, well potential reports, packer tests; maps, plats, specifications, and drawings pertaining to individual wells; documents reflecting geological, geophysical, and engineering review and evaluation of operator submittals; and requests and approvals of waivers which pertain to an individual well number.	Temporary	Cut off when lease is terminated	Transfer to FRC 5 years after cutoff or when no longer needed for reference, whichever is earlier. Destroy 75 years after cutoff.	NC1-57-84-7			

Tbl_Rcds_Schedules_MMS

ID	Record Group	Record Code	Name of Record	Description of Record	Temp/Perm	Cutoff	Authorized Disposit	Disposition Authority	Medium	Office	Related BOEM Code
0000000176	902	902-04a	Common Depth Point (CDP) (Deep Penetration) Seismic Records Sections - Vellum or Sepia/Film Masters	Records of deep penetration CDP seismic surveys which depict the configuration and depth of subsurface geological formation. These data are purchased from contractors or obtained under MMS prelease permits or applications for permit to drill in support of the hazards report. Used primarily to support the identification and evaluation of the mineral potential of subsurface formations for block evaluation. Arrange by type and scale, i.e., full-scale and half-scale bright spot record sections, and thereunder by adjacent State, company, area surveyed, and line number.	Permanent	Cut off when all information required by related permit, lease, or contract has been submitted	Hold 15 years and transfer to FRC. Release to public use follows: for information from permit, 25 years after date of submission; from lease, 10 years after date of submission. Transfer to National Archives 75 years after cutoff.	N1-57-84-7; N1-473-88-1			
0000000177	903	903-09	Geochemical Prospecting Survey Maps and Reports	Maps and reports based on geochemical analyses of light hydrocarbons from seafloor cores. Include determination of the hydrocarbon source quality, source type, and degree of thermal maturity of the sediments. Used in evaluating the hydrocarbon potential of the surveyed area.	Permanent	Cut off at close of fiscal year in which related lease sale is conducted	Hold 15 years and transfer to FRC. Transfer to National Archives 75 years after cutoff.	NC1-57-84-7			

Tbl_Rcds_Schedules_MMS

ID	Record Group	Record Code	Name of Record	Description of Record	Temp/Perm	Cutoff	Authorized Disposit	Disposition Authority	Medium	Office	Related BOEM Code
0000000178	902	902-01b(1)	High-Resolution (Shallow) Geophysical Records - Processed Prints - Prints Not Microfilmed	Geophysical data and information regarding the near-surface structural configuration, sedimentary characteristics, and ocean bottom. Used to support environmental impact and shallow hazards analyses, lease block evaluations, and special studies such as marine archaeology. Reproducible (mylar, sepia, or vellum) prints of data which have been processed to remove extraneous signals and interference. Arrange by company, area surveyed, and line number.	Permanent	Cut off at close of fiscal year	Hold 5 years and transfer to FRC. Transfer to National Archives 75 years after cutoff.	NC1-57-84-7			
0000000179	902	902-01a	High-Resolution (Shallow) Geophysical Records - Field Prints	Geophysical data and information regarding the near-surface structural configuration, sedimentary characteristics, and ocean bottom. Used to support environmental impact and shallow hazards analyses, lease block evaluations, and special studies such as marine archaeology. Nonprocessed data created from analog magnetic tape. Include nonindexed recordings in roll form and labeled record sections. Arrange by related lease sale number, contract, and line number.	Temporary	Cut off when all data required by related permit, lease, on contract have been submitted	Destroy 20 years after cutoff.	NC1-57-84-7			

Tbl_Rcds_Schedules_MMS

ID	Record Group	Record Code	Name of Record	Description of Record	Temp/Perm	Cutoff	Authorized Disposit	Disposition Authority	Medium	Office	Related BOEM Code
0000000180	1101	1101-02e	Lease Management Project Files - Expired Leases	Records which document supervision of activities on a specific lease and the wells drilled on the lease. THESE DETAILED FILES REPRESENT ONE OF THE LARGEST AND MOST IMPORTANT FILE GROUPS. Thus, these files must be carefully arranged and maintained. All project file material is arranged by lease sale number or name.	Temporary	Cut off when lease is terminated	Transfer to FRC 10 years after curoff. Destroy 75 years after cutoff	N1-473-88-1			
0000000181	902	902-05	Deep Seismic Shot-Point Location Record Set and Magnetic Tape	Official file copy of each of the base maps, usually at a scale of 1" - 4,000', or digital magnetic navigation tapes, which cover a majority of the blocked acreage showing the location of seismic shot points for CDP coverage. Include permittee/lessee maps/tapes showing locations for individual surveys and MMS maps/tapes summarizing locations for all coverage. Used as an index to available deep seismic record sections and as base maps for compiling detailed seismic interpretive maps. Arrange my adjacent State, survey area, company, map number, or permit number.	Temporary		Destroy individual maps and erase tapes when all related seismic records have been destroyed or when no longer needed for reference, whichever is earlier. Release taps to public as follows: from permit, 25 years after date of submission; from lease, 10 years after submission.	N1-473-88-1			

Tbl_Rcds_Schedules_MMS

ID	Record Group	Record Code	Name of Record	Description of Record	Temp/Perm	Cutoff	Authorized Disposit	Disposition Authority	Medium	Office	Related BOEM Code
000000182	902	902-03b(1)	High-Resolution (Shallow) Geophysical Interpretive Maps - Final Drafted Maps - Master Copies	Interpretations of high-resolution geophysical data in terms of subsurface geology and engineering applications. Include bathymetric maps, shallow structure maps, and hazard maps (also called anomaly or geomorphic maps). Arrange by company and survey area mapped.	Permanent	Cut off when all information required by related permit, lease, or contract is submitted	Hold 25 years and transfer to FRC. Release to public as follows: for information from permit, 25 years after date of submission; from lease, 60 days after submission. Transfer to National Archivs 75 years after cutoff.	NC1-57-84-7			
000000183	904	904-01	Geology Files	Geological information on stratigraphy, general drainage, and general lease sale mapping, and reserve studies of individual fields. Include subsurface structural and stratigraphic maps and cross-sections, isopach maps, technical data, notes, and reports. Arrange by adjacent State, thereunder by area number and block number.	Permanent	Cut off at close of fiscal year in which report is completed	Release to public as minimum of 25 years after cutoff. Transfer to FRC 30 years after cutoff. Transfer to National Archives 75 years after cutoff.	NC1-57-84-7			

Tbl_Rclds_Schedules_MMS

ID	Record Group	Record Code	Name of Record	Description of Record	Temp/Perm	Cutoff	Authorized Disposit	Disposition Authority	Medium	Office	Related BOEM Code
0000000184	1702	1702-02a	Field and Reservoir Reserves Estimate Study Files - Final Reports and Maps	Studies performed to determine the area extent of oil and gas reservoir/fields. Records are used to calculate and update individual reservoir/field reserves and total remaining reserves in place. Include the final study report or unpublished manuscript of report containing summary and conclusions of the study and final geologic maps and cross-sections.	Permanent	Cut off at close of fiscal year in which study is completed	Hold 5 years and retire to FRC. Transfer to National Archives 50 years after cutoff.	NC1-57-84-7			
0000000185	1003	1003-02a	Postsale Analysis Files - Study Files	Documents accumulated in comparing block evaluation techniques and estimates with sale results and subsequent drilling results. Include reports on comparisons of presale estimates with high, mean, and median bids and with individual company bids; comparisons of presale estimates and sales results with results of exploratory drillings; and correlation of bright spot data with bids and drilling results. Arrange by lease sale number or name. Documents requesting the analysis and describing study objectives; intermediate progress reports and correspondence; preliminary and final reports presenting the results of the postsale analysis.	Permanent	Cut off when study is completed	Hold 5 years and transfer to RFC. Transfer to the National Archives 20 years after cutoff.	NC1-57-84-1			

Tbl_Rcds_Schedules_MMS

ID	Record Group	Record Code	Name of Record	Description of Record	Temp/Perm	Cutoff	Authorized Disposit	Disposition Authority	Medium	Office	Related BOEM Code
000000186	1002	1002-02a	Prospect Investigation Files - Regional Office	Following the announcement of blocks to be included in a lease sale, the blocks are grouped into prospects on the basis of seismic/structural information. These files contain the results of detailed geological, geophysical, and engineering investigations of individual prospects for presale evaluation of blocks selected for leasing. Include geophysical investigation report discussin all phases of the seismic/structural evaluation in detail and velocity study data, if available; geological evaluation report containing concise information on the paleontological conditions, sand conditions, and structural aspects of the prospect based on data from selected wells in the vicinity of the prospect or based on model fields, reservoir engineering report containing estimates of the range of values and likelihood for occurrence of each value for basic engineering and economic parameters for expected reservoirs; and final drafted seismic structure maps (in some instances, manuscript)	Temporary	Cut off at close of fiscal year in which final determinations of bid acceptance or rejection are made	Transfer to FRC 30 years after cutoff. Destroy 75 years after cutoff.	NC1-57-84-7			

Tbl_Rcds_Schedules_MMS

ID	Record Group	Record Code	Name of Record	Description of Record	Temp/Perm	Cutoff	Authorized Disposit	Disposition Authority	Medium	Office	Related BOEM Code
0000000187	903	903-05a	Paleontological Reports - Detailed Reports	Reports based on micropaleontological examination of washed well samples which identify zonal guide fossils by depth to establish the position of "tops" of successive biostratigraphic zones penetrated. These data are obtained from well completion and other reports submitted by operators, purchased from paleo data contractors, or prepared by MMS on the basis of samples submitted by operators. Used primarily in long-distance correlations using biostratigraphic zones and for constructing paleoenvironmental maps. Arrange by area, block, lease, and well number.	Permanent	Review file at least annually to remove and place in inactive file reports which are superseded or obsolete. Cut off inactive file at close of fiscal year.	Where the contract does not prohibit release, release to public as follows: information from permit, 25 years; information from lease, 10 years after date of submission. Hold 15 years and transfer to FRC. Transfer to National Archives 75 years after cutoff.	NC1-57-84-7			
0000000188	903	903-07a	Directional Surveys - Record Set	Surveys of directionally drilled finished hole of each well. These surveys measure the degree of departure from the vertical and the direction of departure at various depths in the well. Arrange by lease number and thereunder by well number.	Temporary	Cut off when lease is canceled, relinquished, or terminated	Hold 5 years and transfer to FRC. Destroy 75 years after cutoff.	NC1-57-84-7			

Tbl_Rcds_Schedules_MMS

ID	Record Group	Record Code	Name of Record	Description of Record	Temp/Perm	Cutoff	Authorized Disposit	Disposition Authority	Medium	Office	Related BOEM Code
0000000190	902	902-07b(1)	Regional Seismic Interpretive Maps - Final Drafted Maps - Films of Master Copies	Regional seismic structure maps based on interpretive geophysical correlation of CDP seismic record sections and velocity data. These maps, which show the types of structures such as salt domes, anticlines, synclines, faulting or stratigraphic traps, are used in evaluating blocks offered for leasing. Arrange by adjacent State, survey area, and map number.	Permanent	Cut off when all information required by related permit or lease is submitted	Hold 25 years and transfer to FRC. Release to public 25 years after date of submission. Transfer to National Archives 75 years after cutoff.	NC1-57-84-7			
0000000191	902	902-09	Magnetic and Gravimetric Survey Records and Maps	Graphic representations of measurements obtained by gravimetric and fluxgates, nuclear, and proton-precession magnetometer surveys and magnetic and gravimetric anomaly maps based on this survey data.	Temporary	Cut off when all information required by related permit or lease is submitted	Hold 15 years and transfer to FRC. Release to public 25 years after date of submission. Destroy 75 years after cutoff.	NC1-57-84-7			

Tbl_Rcds_Schedules_MMS

ID	Record Group	Record Code	Name of Record	Description of Record	Temp/Perm	Cutoff	Authorized Disposit	Disposition Authority	Medium	Office	Related BOEM Code
0000000192	903	903-01a	Samples - Wells Drilled on OCS Leases	Include cores and cuttings and thin sections of cores and cuttings submitted for examination and correspondence on particular samples.	Permanent	Cut off at close of fiscal year in which well is completed	Release to the public as follows: for an active lease in primary term, 2 years after date of submission of data and information or 60 days after a lease sale such that any portion of an offered block is within 50 miles of the well, whichever is later; lease beyond primary term, 2 years after submission; for an expired lease, release immediately. Hold 5 years and transfer to FRC. Transfer to National	NC1-57-84-7			

Tbl_Rcds_Schedules_MMS

ID	Record Group	Record Code	Name of Record	Description of Record	Temp/Perm	Cutoff	Authorized Disposit	Disposition Authority	Medium	Office	Related BOEM Code
0000000194	901	901-03	Section 2. Geophysical Survey and Maps	Accumulation and interpretation of subsurface structural information obtained from geophysical surveys. Maps, sections and diagrams. Identify and evaluate the mineral potential of subsurface formations. See item 705-01 for public information copies.	Temporary	Reserved	Reserved	N1/589/12/3/3 D3			
0000000195	1002	1002-06	Lease Sale Prospect Block Evaluation Report Files	Computer printouts containing descriptive and descriptive data on presale economic evaluation and risk analysis for blocks to be offered in upcoming lease sales.	Temporary	Cutoff in close of fiscal year in which final determination of bid acceptance or rejection is made.	Hold 5 years and transfer to FRC	NC1-57-84-7			
0000000196	1103	1103-05	Official Protraction Diagrams	Reproducible and paper prints which show blocked acreage for lease sale.	Permanent	Cutoff when revised protraction diagram is received	Transfer to FRC 5 years after cutoff. Transfer to NARA 20 years after cutoff. Volume 12 feet. Annual accumulation 4 feet.	NC1-57-84-7			

Tbl_Recds_Schedules_Posted

ID	RecordGroup	Record Code	Name of Record	Description of Record	Temp/Perm	Cutoff	Authorized Disposition	Disposition Authority	Medium	Superseded Code	Office	Related BOEM Code
318	DAA-0048-2013-0001	0001-0002	Long Term Administration Records	This disposition applies to administrative records that require additional retention, generally to conform to preservation standards in specific regulations, policies, or other legal/statutory requirements.	Temporary	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified.	Destroy 7 year(s) after cut-off	DAA-0048-2013-0001-0002	Media Neutral	0001-0002	ALL	1F;1G(1);1H;1K
319	DAA-0048-2013-0001	0001-0001	Short Term Administration Records	These records encompass administrative functions described above that are produced and maintained in the course of routine business, and do not reflect government business that is subject to additional preservation. Records in this item often provide input into more valuable administrative records, either as supporting documentation or as a submission for a more comprehensive record.	Temporary	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified.	Destroy 3 year(s) after cut-off	DAA-0048-2013-0001-0001	Media Neutral	0001-0002		1D;2D(2)
320	DAA-0048-2013-0001	0001-0003	Administration Records of Specific Temporary Value	These records are necessary to provide accountability for a specific administrative function or functions, but are not necessary immediately after fulfillment of that purpose, and often cannot be legally retained beyond that task or duty for any substantial length of time. Even when not required, preservation of such documents may weaken active records.	Temporary	Cut off when the object or subject the records refer to is removed/discontinued (e.g. commission terminated, register/list superseded, temporary structures removed, etc.). See specific bureau/office instructions for individual cases	Destroy when no longer needed	DAA-0048-2013-0001-0003	Media Neutral	0001-0003		1J

Tbl_Recds_Schedules_Posted

ID	RecordGroup	Record Code	Name of Record	Description of Record	Temp/Perm	Cutoff	Authorized Disposition	Disposition Authority	Medium	Superseded Code	Office	Related BOEM Code
321	DAA-0048-2013-0001	0001-0004	Short-term Human Resources Records	These records encompass human resources/payroll files described above that are not needed for extended preservation. Records are characterized by being necessary for day-to-day operations but not long-term justification of the office's activities. There are numerous records covered under this item, and compiling an exhaustive list is not feasible.	Temporary	Cut off record as instructed in the agency/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified.	Destroy 3 year(s) after cut-off	DAA-0048-2013-0001-0004	Media Neutral	0001-0004		
322	DAA-0048-2013-0001	0001-0005	Long-term Human Resources Records	This disposition applies to human resources records that require additional retention, generally to conform to preservation standards in specific regulations, policies, or other legal/statutory requirements. These records may be more comprehensive and complete versions of similar records in the 'routine' category, involve interaction with the public in a manner that necessitates longer protections, or support a financial obligation (though these are most frequently covered by 0011).	Temporary	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified.	Destroy 7 year(s) after cut-off	DAA-0048-2013-0001-0005	Media Neutral	0001-0005		1M;1N
323	DAA-0048-2013-0001	0001-0006	Retirement Records	Records related to specific retirement benefits claims.	Temporary	Cut off upon final closure of the issue (final decision, settlement, etc.)	Destroy 60 year(s) after cut-off.	DAA-0048-2013-0001-0006	Media Neutral	0001-0006		

Tbl_Recds_Schedules_Posted

ID	RecordGroup	Record Code	Name of Record	Description of Record	Temp/Perm	Cutoff	Authorized Disposition	Disposition Authority	Medium	Superseded Code	Office	Related BOEM Code
324	DAA-0048-2013-0001	0001-0007	Payroll System Data	Electronic copy of payroll records maintained as the primary record for Interior. Contains pay data on each employee within the agency. Currently this data is managed in the Federal Personnel Payroll System (FPPS). Of particular note, the Federal Personnel Payroll System (FPPS) is included under this item, with data including: personnel; position; payroll; time & attendance; debt collection; retirement; health insurance; benefits; transactions through employee selfservice entities, such as TSP, Employee Express, Benefeds, FSAFeds, and others; external reporting (Treasury, OPM, IRS); and other personnel and payroll information. If FPPS is superseded, the new system/solution is also subject to this disposition authority	Temporary	Cut off at the end of the pay year.	Destroy 56 year(s) after cut-'off.	DAA-0048-2013-0001-0007	Media Neutral	0001-0007		
325	DAA-0048-2013-0001	0001-0008	Other Long-term Records	All other long-term human resources records appropriate for this category (see description fn overview).	Temporary	Cut off upon separation of employee from the Department of the Interior.	Destroy 60 year(s) after cut-off.	DAA-0048-2013-0001-0008	Media Neutral	0001-0008		
326	DAA-0048-2013-0001	0001-0009	Human Resources Records of Specific Temporary Value	These records are necessary to provide accountability for a specific human resources function or functions, but are not necessary for agency business immediately after fulfillment of that purpose, and often cannot be legally retained beyond that task or duty for any substantial length of time. Even when not required, preservation of such documents may weaken active records.	Temporary	Cut off when the object or subject the records refer to is removed/discontinued (e.g. employee separated/transferred, register/list superseded position discontinued, etc.). See specific bureau/ office instructions for individual cases.	Destroy when no longer needed	DAA-0048-2013-0001-0009	Media Neutral	0001-0009		

Tbl_Recds_Schedules_Posted

ID	RecordGroup	Record Code	Name of Record	Description of Record	Temp/Perm	Cutoff	Authorized Disposition	Disposition Authority	Medium	Superseded Code	Office	Related BOEM Code
327	DAA-0048-2013-0001	0001-0010	Short-term Financial and Acquisition Records	These records encompass financial/acquisition functions described above that are produced and maintained in the course of routine business, and do not reflect government activities that are subject to additional preservation. Records in this item often provide input into more valuable financial records, either as supporting documentation or as a submission for a more comprehensive record. Records are characterized by being necessary for day-to-day operations but not long-term justification of the office's activities.	Temporary	Cut off record as instructed. in the agcncy/bureau records manual, or at the end of the FY in which the record is created if no unique cut-off is specified.	Destroy 3 year(s) after cut-off	DAA-0048-2013-0001-0010	Media Neutral	0001-0010		
328	DAA-0048-2013-0001	0001-0011	Long-term Financial and Acquisitiob Records	This disposition applies to financial/acquisition records that require additional retention, generally tq conform to preservation standards in specific regulations, policies, or other legal/statutory requirements. These records may be more comprehensive and complete records, involve interaction. with the public in a manner that necessitates longer protections, or support a financial obligation.	Temporary	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are closed if no unique cut-off is specified.	Destroy 7 year(s) after cut-off	DAA-0048-2013-0001-0011	Media Neutral	0001-0011		1A;1D

Tbl_Recds_Schedules_Posted

ID	RecordGroup	Record Code	Name of Record	Description of Record	Temp/Perm	Cutoff	Authorized Disposition	Disposition Authority	Medium	Superseded Code	Office	Related BOEM Code
329	DAA-0048-2013-0001	0001-0012	Financial and Acquisition Records of Specific Temporary Value	These records are necessary to provide accountability for a particular financial/ acquisition function or functions, but are not necessary immediately after fulfillment of that purpose, and often cannot be legally retained beyond that task or duty for any substantial length of time. Even when not required, preservation of such documents may weaken active records. Records that are filed under this category must be carefully identified and approved by a Responsible Records Officer for inclusion if they are not specifically referenced in the following list:	Temporary	Cut off when the object or subject the records ' refer to is removed/discontinued (e.g. register/list superseded, ID expired, account closed, property sold, etc.). See specific bureau/office instructions for individual cases.	Destroy when no longer needed	DAA-0048-2013-0001-0012	Media Neutral	0001-0012		
330	DAA-0048-2013-0001	0001-0013	System Maintenance and Use Files	These records include: Error reports, ticklers, system operation reports • Tests and reports of system performance • Input files, work files, valid transaction files • System usage monitoring files (login, password files, audit trail, cost-back files, etc.) • System backups • Inventories of IT assets and equipment • User IDs, profiles, authorizations, etc. • Computer Security Incident handling, reporting, and follow-up records • Workload schedules, run reports, schedules of maintenance and support activities • Problem reports and related decision documents relating	Temporary	Cut off when superseded or obsolete. See records manual for specific criteria that may determine when a record is obsolete or superseded.	Destroy no later than 3year(s) after cut-off	DAA-0048-2013-0001-0013	Media Neutral	0001-0013		

Tbl_Recds_Schedules_Posted

ID	RecordGroup	Record Code	Name of Record	Description of Record	Temp/Perm	Cutoff	Authorized Disposition	Disposition Authority	Medium	Superseded Code	Office	Related BOEM Code
331	DAA-0048-2013-0001	0001-0014	System Planning, Design, and Documentation	These records include: Data system specifications, codebooks, record layouts, user guides, output specifications, and final reports • System security plans and disaster recovery plans • Documents identifying IT risks and analyzing their impact, risk measurements and assessments, actions to mitigate risks, implementation of a risk action plan, service test plans, and test files/data • Agreements formalizing performance criteria for quantity and quality of service, including responsibilities, response times and volumes, charging, integrity guarantees	Temporary	Cut off when superseded by a newer version or upon termination of the system.	Destroy 3 year(s) after cut-off.	DAA-0048-2013-0001-0014	Media Neutral	0001-0014		

Tbl_Recds_Schedules_Posted

ID	RecordGroup	Record Code	Name of Record	Description of Record	Temp/Perm	Cutoff	Authorized Disposition	Disposition Authority	Medium	Superseded Code	Office	Related BOEM Code
332	DAA-0048-2013-0001	0001-0015	Long-term Information Technology Records	<p>This disposition applies to records maintained for overall management of an IT program. These records differ from those referenced in 0013-0015 above by being concerned with the management, planning, and implementation of all systems and applications that an agency, bureau, or office uses. Records include:</p> <ul style="list-style-type: none"> • IT acquisition and management • Developing and maintaining IT architecture • Promoting the efficient design and operation of major information resources management processes • Monitoring and performance of IT programs • Development of knowledge and skills for IT staff <p>These records are typically created and maintained by the Chief Information Officer (CIO) and reporting program offices, such as IT capital investments, enterprise architecture, CIO committee files, and related/supporting documents. This item applies to the records of the Departmental CIO as well as those of departmental CIOs.</p>	Temporary	Cut off record as instructed in the agency/bureau records manual, or at end of fiscal year in which files are created if no unique cut-off is specified.	Destroy 7 year(s) after cut-'of	DAA-0048-2013-0001-0015	Media Neutral	0001-0015		10;1P;1Q;1R;1S;1T

Tbl_Recds_Schedules_Posted

ID	RecordGroup	Record Code	Name of Record	Description of Record	Temp/Perm	Cutoff	Authorized Disposition	Disposition Authority	Medium	Superseded Code	Office	Related BOEM Code
333	DAA-0048-2013-0008	0008-0001	Program Monitoring and Policy Development	These records are accumulated in the regular monitoring and oversight of Federal programs, and in the formulation of policies and decisions regarding resource allocation, but do not include the final product of such documents. Also included are other routine oversight files that do not pertain to a single program or office. Specific records include: • Program evaluation and review files; • Delegations of authority or succession memoranda; • Political appointment files that do not require Senate confirmation; • Budget formulation records for the Departmental budget, including presentations and justifications; • Directives and policy pertaining to regional concerns or isolated issues that do not warrant longterm retention; • Subject files maintained by Department officials for comment on policy development and support (not to include the records of High-Level Officials) • Input into strategic	Temporary	Cut off at end of fiscal year in which final document is superseded/obsolete, or upon determination that no final will be produced. If not a supporting record, cut off at end of fiscal year when created.	Destroy 5 year(s) after cut-off	DAA-0048-2013-0008-0001	Media Neutral	0008-0001		2A(2)

Tbl_Recds_Schedules_Posted

ID	RecordGroup	Record Code	Name of Record	Description of Record	Temp/Perm	Cutoff	Authorized Disposition	Disposition Authority	Medium	Superseded Code	Office	Related BOEM Code
334	DAA-0048-2013-0008	0008-0002	Departmental Compliance Reporting and Directive	<p>These records are accumulated in the control and oversight of Departmental programs across multiple offices or bureaus. Programs generally do not relate to a mission for which the Department has oversight responsibility, but constitute the Department's input and compliance into a matter overseen by an external agency or entity {e.g. Section 515, Title VI, Regulatory Flexibility Act). Also under this item are unique, non-recurring resource allocation records that are accumulated in response to unexpected events, and directives/policies pertaining to nonprogram {administrative) matters. Specific records include:</p> <ul style="list-style-type: none"> • Official Departmental reports to monitoring agencies for compliance or statistical analysis, but not including Departmental reports to Congress {see 0003); • Final publication of administrative policies and directives; and • Documents created and maintained for the 	Temporary	Cut off at end of fiscal year in which document is created, or when superseded/obsolete (if a policy).	Destroy 15 year(s) after cut-off	DAA-0048-2013-0008-0002	Media Neutral	0008-0002		

Tbl_Recds_Schedules_Posted

ID	RecordGroup	Record Code	Name of Record	Description of Record	Temp/Perm	Cutoff	Authorized Disposition	Disposition Authority	Medium	Superseded Code	Office	Related BOEM Code
335	DAA-0048-2013-0008	0008-0003	Permanent Control and Oversight Files	These records include control and oversight files that have inherent historical value, but do not document the activities of a particular High-Level Official (see 0004) or Executive Commission (see 0005). Some of the records included under this item are: # Final internal policies and directives applying to mission- and program-specific functions of the Department, or its bureaus; # Substantive policy development records and guidance for existing policies that is necessary to fully comprehend and utilize the final document; # Official Departmental reports to Congress and plans documenting the decisions and initiatives of the entire agency (such as major Bureau and DOI initiatives, agency strategic plans, and budget Green Books submitted to Congress); # Management reports and plans pertaining to program accomplishments, strategic plans, and annual reports to the Secretary, Bureau/Office Heads	Permanent	Cut off at the end of the fiscal year when superseded or obsolete.	Transfer to the National Archives 15 year(s) after cutoff	DAA-0048-2013-0008-0003	Media Neutral	0008-0003		2A(1)

Tbl_Recds_Schedules_Posted

ID	RecordGroup	Record Code	Name of Record	Description of Record	Temp/Perm	Cutoff	Authorized Disposition	Disposition Authority	Medium	Superseded Code	Office	Related BOEM Code
336	DAA-0048-2013-0008	0008-0004	Records of High-Level Officials	These files contain documents received, generated, and maintained by HighLevel Officials to support their role in DOI. Documents include files assembled about a specific case, issue, or subject matter; briefing books and materials; correspondence; talking points; memoranda, itineraries and schedules; travel records; hand-written notes; and all other documents supporting an official's oversight of DOI's activities not covered elsewhere in this schedule. Generally, these files reflect the broad scope of issues on which the primary official on whose behalf they are collected and maintained was consulted or engaged in the decision-making process. They include records in response to single issues and groups of closely-related issues maintained by agency officials charged with oversight of these programs or initiatives. This item also covers correspondence, travel files, speeches and other public	Permanent	Cut off upon termination of the official's time in office.	Transfer to the National Archives 15 year(s) after cutfor Accessioning off	DAA-0048-2013-0008-0004	Media Neutral	0008-0004		1G(2)

Tbl_Recds_Schedules_Posted

ID	RecordGroup	Record Code	Name of Record	Description of Record	Temp/Perm	Cutoff	Authorized Disposition	Disposition Authority	Medium	Superseded Code	Office	Related BOEM Code
337	DAA-0048-2013-0008	0008-0005	Executive Commission Records	This item includes records created and maintained by temporary Commissions, boards, councils, and committees fulfilling any of the following criteria: # Internal agency Commissions established by agency authority related to the Department's mission, tasked with reviewing policy, studying reorganizations, recommending new actions, or developing multi-year plans; #Advisory Commissions established under the Federal Advisory Committee Act (FACA). These Commissions are 1. established by statute or reorganization plan, 2. established or utilized by the President, or 3. are established or utilized by one or more agencies/officers of the Federal government. Records under this item should be limited to files documenting the Commission's establishment, membership, policy, organization, deliberations, findings, and recommendations. This includes: # Original charter, renewal and	Permanent	Cut off records at the end of the Commission's meeting cycle.	Transfer to the National Archives 15 year(s) after cutfor Accessioning off	DAA-0048-2013-0008-0005	Media Neutral	0008-0005		

Tbl_Recds_Schedules_Posted

ID	RecordGroup	Record Code	Name of Record	Description of Record	Temp/Perm	Cutoff	Authorized Disposition	Disposition Authority	Medium	Superseded Code	Office	Related BOEM Code
338	DAA-0048-2013-0008	0008-0006	Document Collection and Legislative Input Records	Documents created and maintained for response to judicial or legislative issues, including: responses to congressional inquiries or correspondence; litigation holds or preservation notices; document production for active court cases; and similar records not specifically described in other items of this schedule. These records do not constitute the final response to such matters, but instead include all development, drafting, internal agency correspondence, and administration created and received to respond to the issue. Document collection files under this item include interpretation/explanation of litigation holds, records certifying response to a collection, copies of records assembled for response to a collection (but not the original records, which must be returned to the office of origin), and other records developed in administering response to a collection. For the purposes of this	Temporary	Cut off at end of legislative session in which the final response is submitted, or when information is no longer needed for Departmental response, whichever is later.	Destroy 8 year(s) after cut-off	DAA-0048-2013-0008-0006	Media Neutral	0008-0006		2C(2)

Tbl_Recds_Schedules_Posted

ID	RecordGroup	Record Code	Name of Record	Description of Record	Temp/Perm	Cutoff	Authorized Disposition	Disposition Authority	Medium	Superseded Code	Office	Related BOEM Code
339	DAA-0048-2013-0008	0008-0007	Official Legislative and Judicial Representation	Records under this item consist of official representation of the Department on judicial or legislative matters. Included are: • Official documents rendering legal opinion and advice that results in policy for the Department as a whole, generally issued by the Solicitor; • Official records establishing the Department's position and comments to the White House about legislative matters of interest to the Department, including on pending and proposed legislation, executive orders, modifications to existing laws, and similar legislative matters; • Records documenting official legislative proposals authored by the Department, and input and comments into legislative proposals created by other federal agencies; • Testimony to congressional committees; • Complete records documenting the Senate confirmation process for Presidential appointees, including statements, transcripts,	Permanent	Cut off at end of legislative session in which guidance is superseded or issue is closed.	Transfer to the National Archives 15 year(s) after cutfor Accessioning off	DAA-0048-2013-0008-0007	Media Neutral	0008-0007		2C(1)

Tbl_Recds_Schedules_Posted

ID	RecordGroup	Record Code	Name of Record	Description of Record	Temp/Perm	Cutoff	Authorized Disposition	Disposition Authority	Medium	Superseded Code	Office	Related BOEM Code
340	DAA-0048-2013-0008	0008-0008	Public Affairs Records	Records of all DOI activities devoted to the exchange of information between DOI and its stakeholders in support of the DOI mission. These records are created and maintained for the primary purpose of representing DOI to the public, state, local and international governments, tribal nations, the news media and other private groups. Included are public information releases, the record copy of DOI speeches and public appearances by High-Level Officials, and records documenting major DOI events. These records include: News Releases, Speeches, Publications, and other public outreach deemed important to document a complete history of DOI and its relationship with stakeholders. This item DOES NOT include Public Affairs records in special media format (audio/visual recordings, photographs and graphic material, videos and moving pictures, art and posters, audio recordings). See 0011-0015 for records in such formats.	Permanent	Cut off at the end of the fiscal year in which the event occurred or the publication was produced.	Transfer to the National Archives 15 year(s) after cutfor Accessioning off	DAA-0048-2013-0008-0008	Media Neutral	0008-0008		2D(1)

Tbl_Recds_Schedules_Posted

ID	RecordGroup	Record Code	Name of Record	Description of Record	Temp/Perm	Cutoff	Authorized Disposition	Disposition Authority	Medium	Superseded Code	Office	Related BOEM Code
341	DAA-0048-2013-0008	0008-0009	Regulatory Development and Support	Records documenting the drafts and supporting documentation created in the development of rules, regulations, and other official documents, but not including the final version of such regulations. These records also include advice, guidance, and clarification for active regulations provided to external parties, which help to define them for government business. Specific records include: • Drafts of preamble and rulemaking text; • Briefing papers; • Analyses required by laws or Executive Order (e.g. • Proposed Regulatory Flexibility Analyses. NEPA-related analyses. economic analyses required by Executive Order 12866 for significant documents. and similar analyses). Other documents used in preparing the proposed rule are also included if they are necessary to illustrate the development of the proposed rule. The following types of records ARE NOT covered by this item: • Regulatory development files	Temporary	Cut off at end of fiscal year in which the regulation is published, or upon determination that the regulation will not be published.	Destroy 7 year(s) after cut-off	DAA-0048-2013-0008-0009	Media Neutral	0008-0009		2B(2)

Tbl_Recds_Schedules_Posted

ID	RecordGroup	Record Code	Name of Record	Description of Record	Temp/Perm	Cutoff	Authorized Disposition	Disposition Authority	Medium	Superseded Code	Office	Related BOEM Code
342	DAA-0048-2013-0008	0008-0010	Final Regulations	This item covers the final version of Departmental rules, regulations, and publications that represent the Department's official policies or procedures, applicable outside of the Department, including Federal Register notices. Records pertaining to regulatory development by a High-Level Official are also filed under this item. Specific records include: • Final analyses required by laws or Executive Orders. Examples of analyses include: Final Regulatory Flexibility Analyses, NEPA-related analyses, economic analyses required by Executive Order 12866 for significant documents, and similar analyses; • Comments from the public on the proposed rule. For postcard campaigns, form letter campaigns, and similar masscomment efforts, a single copy of each identical or substantially identical comment is required, accompanied by a record indicating how many copies of the comment were received; •	Permanent	Cut off at end of fiscal year in which regulation is superseded or obsolete.	Transfer to the National Archives 15 year(s) after cut-off	DAA-0048-2013-0008-0010	Media Neutral	0008-0010		2B(1)
343	DAA-0048-2013-0008	0008-0012	Photography and Negatives - Digital Images	This item includes still images in digital/electronic form. It does not include any hard copy/printed records.	Permanent	Cut off at end of fiscal year.	Transfer to the National Archives 3 year(s) after cutoff	DAA-0048-2013-0008-0012	Media Neutral	0008-0012		
344	DAA-0048-2013-0008	0008-0014	Motion Pictures, Video, and Audio Recordings - Digital Video and Audio Recordings	Only covers digital/electronic motion pictures and audio recordings.	Permanent	Cut off at end of fiscal year.	Transfer to the National Archives 3 year(s) after cutoff	DAA-0048-2013-0008-0014	Media Neutral	0008-0014		
345	DAA-0048-2013-0008	0008-0015	Posters	Posters in hard copy only; records that are not photographs but visually represent critical information, often with textual supporting documents.	Permanent	Cut off at end of fiscal year.	Transfer to the National Archives 3 year(s) after cutoff.	DAA-0048-2013-0008-0015	Media Neutral	0008-0015		

Web Compatibility Issues

ID	Element Type	Element Name	Control Type	Control Name	Property Name	Issue Type	Issue Type ID	Description
1	Table	Dashboard Items	Indexes	PrimaryKey		Error	ACCWeb107001	Composite indexes are incompatible with the Web.
2	Table	Dashboard Items	Table	Dashboard Items		Error	ACCWeb107014	A Table should have a Primary Key and it should be a number with field size 'long' to be compatible with the Web.
3	Table	Tbl_Div_Office	TableColumn	Division / Office	Control Name	Error	ACCWeb102001	Property value contains one or more characters that are incompatible with the Web.
4	Table	Tbl_Div_Office	TableColumn	Division / Office Abbreviation	Control Name	Error	ACCWeb102001	Property value contains one or more characters that are incompatible with the Web.
5	Table	Tbl_Interview_Rspns	TableColumn	Division/Office	Control Name	Error	ACCWeb102001	Property value contains one or more characters that are incompatible with the Web.
6	Table	Tbl_Interview_Rspns	TableColumn	Q1: Completed records inventory for office/division?	Control Name	Error	ACCWeb102001	Property value contains one or more characters that are incompatible with the Web.
7	Table	Tbl_Interview_Rspns	TableColumn	Q2: Completed file plan for office or division?	Control Name	Error	ACCWeb102001	Property value contains one or more characters that are incompatible with the Web.
8	Table	Tbl_Interview_Rspns	TableColumn	Q3: Are the schedules still accurate and applicable?	Control Name	Error	ACCWeb102001	Property value contains one or more characters that are incompatible with the Web.
9	Table	Tbl_Interview_Rspns	TableColumn	Q4: Any missing or unscheduled records?	Control Name	Error	ACCWeb102001	Property value contains one or more characters that are incompatible with the Web.
10	Table	Tbl_Interview_Rspns	TableColumn	Q5: Does any other office use the same records?	Control Name	Error	ACCWeb102001	Property value contains one or more characters that are incompatible with the Web.
11	Table	Tbl_Interview_Rspns	TableColumn	Q6: In what mediums do you create your records?	Control Name	Error	ACCWeb102001	Property value contains one or more characters that are incompatible with the Web.
12	Table	Tbl_Interview_Rspns	TableColumn	Q6a: Has this medium changed over time? If so when & from what?	Control Name	Error	ACCWeb102001	Property value contains one or more characters that are incompatible with the Web.
13	Table	Tbl_Interview_Rspns	TableColumn	Q6b: Are the electronic records structured or unstructured?	Control Name	Error	ACCWeb102001	Property value contains one or more characters that are incompatible with the Web.
14	Table	Tbl_Interview_Rspns	TableColumn	Q7: On what mediums do you receive records?	Control Name	Error	ACCWeb102001	Property value contains one or more characters that are incompatible with the Web.
15	Table	Tbl_Interview_Rspns	TableColumn	Q7a: If electronic, is it through a portal, downloaded or other?	Control Name	Error	ACCWeb102001	Property value contains one or more characters that are incompatible with the Web.

Web Compatibility Issues

ID	Element Type	Element Name	Control Type	Control Name	Property Name	Issue Type	Issue Type ID	Description
16	Table	Tbl_Interview_Rspns	TableColumn	Q7b: Has this medium changed over time? If so when & from what?	Control Name	Error	ACCWeb102001	Property value contains one or more characters that are incompatible with the Web.
17	Table	Tbl_Interview_Rspns	TableColumn	Q7c: Are the electronic records structured or unstructured?	Control Name	Error	ACCWeb102001	Property value contains one or more characters that are incompatible with the Web.
18	Table	Tbl_Interview_Rspns	TableColumn	Q8: When did you first start creating, receiving, or collecting?	Control Name	Error	ACCWeb102001	Property value contains one or more characters that are incompatible with the Web.
19	Table	Tbl_Interview_Rspns	TableColumn	Q8a: Are you still creating, collecting, receiving?	Control Name	Error	ACCWeb102001	Property value contains one or more characters that are incompatible with the Web.
20	Table	Tbl_Interview_Rspns	TableColumn	Q8b: If no longer, when did you stop? Who has them now?	Control Name	Error	ACCWeb102001	Property value contains one or more characters that are incompatible with the Web.
21	Table	Tbl_Interview_Rspns	TableColumn	Q9: How are your records used and for what business process?	Control Name	Error	ACCWeb102001	Property value contains one or more characters that are incompatible with the Web.
22	Table	Tbl_Interview_Rspns	TableColumn	Q10: Where are your records stored?	Control Name	Error	ACCWeb102001	Property value contains one or more characters that are incompatible with the Web.
23	Table	Tbl_Interview_Rspns	TableColumn	Q11: Do you know the volume of each record type?	Control Name	Error	ACCWeb102001	Property value contains one or more characters that are incompatible with the Web.
24	Table	Tbl_Interview_Rspns	TableColumn	Q11a: Cubic feet?	Control Name	Error	ACCWeb102001	Property value contains one or more characters that are incompatible with the Web.
25	Table	Tbl_Interview_Rspns	TableColumn	Q11b: GB or TB?	Control Name	Error	ACCWeb102001	Property value contains one or more characters that are incompatible with the Web.
26	Table	Tbl_Interview_Rspns	TableColumn	Q12: Classified Information?	Control Name	Error	ACCWeb102001	Property value contains one or more characters that are incompatible with the Web.
27	Table	Tbl_Interview_Rspns	TableColumn	Q14: How long do you need to retain your records?	Control Name	Error	ACCWeb102001	Property value contains one or more characters that are incompatible with the Web.
28	Table	Tbl_Interview_Rspns	TableColumn	Q14a: Legal requirements, regulations, statutes?	Control Name	Error	ACCWeb102001	Property value contains one or more characters that are incompatible with the Web.
29	Table	Tbl_Interview_Rspns	TableColumn	Q14b: Retention need for business purposes?	Control Name	Error	ACCWeb102001	Property value contains one or more characters that are incompatible with the Web.

Web Compatibility Issues

ID	Element Type	Element Name	Control Type	Control Name	Property Name	Issue Type	Issue Type ID	Description
30	Table	Tbl_Interview_Rspns	TableColumn	Q13a: Location?	Control Name	Error	ACCWeb102001	Property value contains one or more characters that are incompatible with the Web.
31	Table	Tbl_Interview_Rspns	TableColumn	Q13: Confidential Information?	Control Name	Error	ACCWeb102001	Property value contains one or more characters that are incompatible with the Web.
32	Table	Tbl_Interview_Rspns	TableColumn	Q15: Are any records historically significant?	Control Name	Error	ACCWeb102001	Property value contains one or more characters that are incompatible with the Web.
33	Table	Tbl_Interview_Rspns	TableColumn	Q1a: If yes, is this something you would be willing to share?	Control Name	Error	ACCWeb102001	Property value contains one or more characters that are incompatible with the Web.
34	Table	Tbl_Interview_Rspns	TableColumn	Q2a: If yes, would you be willing to share?	Control Name	Error	ACCWeb102001	Property value contains one or more characters that are incompatible with the Web.
35	Table	Tbl_Interview_Rspns	TableColumn	Q2b: If no, can RM create file plan?	Control Name	Error	ACCWeb102001	Property value contains one or more characters that are incompatible with the Web.
36	Table	Tbl_Interview_Rspns	TableColumn	Q13c: Statutes, Regulations, policy	Control Name	Error	ACCWeb102001	Property value contains one or more characters that are incompatible with the Web.
37	Table	Tbl_Interview_Rspns	TableColumn	Q13b: Type	Control Name	Error	ACCWeb102001	Property value contains one or more characters that are incompatible with the Web.
38	Table	Tbl_Interview_Rspns	TableColumn	Q13d: Protection & Markings	Control Name	Error	ACCWeb102001	Property value contains one or more characters that are incompatible with the Web.
39	Table	Tbl_Interview_Rspns	TableColumn	Q13e: Destruction	Control Name	Error	ACCWeb102001	Property value contains one or more characters that are incompatible with the Web.
40	Table	Tbl_Interview_Rspns	TableColumn	Q13: Confidential Information details	Control Name	Error	ACCWeb102001	Property value contains one or more characters that are incompatible with the Web.
41	Table	Tbl_Inventory	TableColumn	Transfer/Disposal Period	Control Name	Error	ACCWeb102001	Property value contains one or more characters that are incompatible with the Web.
42	Table	Tbl_Inventory	TableColumn	Revision to schedule needed?	Control Name	Error	ACCWeb102001	Property value contains one or more characters that are incompatible with the Web.
43	Table	Tbl_Inventory	TableColumn	Division/Office	Control Name	Error	ACCWeb102001	Property value contains one or more characters that are incompatible with the Web.
44	Table	Tbl_Recds_Schedules_Posted	TableColumn	Temp/Perm	Control Name	Error	ACCWeb102001	Property value contains one or more characters that are incompatible with the Web.
45	Table	Tbl_Recds_Schedules_Posted	TableColumn	Medium	Limit To List	Error	ACCWeb107019	Property value should be set to 'Yes' to be compatible with the Web.

Web Compatibility Issues

ID	Element Type	Element Name	Control Type	Control Name	Property Name	Issue Type	Issue Type ID	Description
46	Table	Tbl_Inventory	TableColumn	Record Code	Row Source	Error	ACCWeb102008	Table 'Tbl_Inventory' depends on Table 'Tbl_Recds_Schedules_Posted' which is incompatible with the Web.
47	Table	Tbl_Inventory	TableColumn	Record Code	Row Source	Error	ACCWeb105002	Lookup row sources must be complete SQL statements that specify one table and fields from that table to be compatible with the Web.
48	Table	Tbl_Outreach	TableColumn	Division / Office	Control Name	Error	ACCWeb102001	Property value contains one or more characters that are incompatible with the Web.
49	Table	Tbl_Outreach	TableColumn	Liaison/Contact	Control Name	Error	ACCWeb102001	Property value contains one or more characters that are incompatible with the Web.
50	Table	Tbl_Outreach	Table	Tbl_Outreach		Error	ACCWeb107014	A Table should have a Primary Key and it should be a number with field size 'long' to be compatible with the Web.
51	Table	Tbl_Rcds_Schedules_Dev	TableColumn	Division/Office	Control Name	Error	ACCWeb102001	Property value contains one or more characters that are incompatible with the Web.
52	Table	Tbl_Rcds_Schedules_Dev	TableColumn	Division/Office	Row Source	Error	ACCWeb102008	Table 'Tbl_Rcds_Schedules_Dev' depends on Table 'Tbl_Div_Office' which is incompatible with the Web.
53	Table	Tbl_Rcds_Schedules_Dev	TableColumn	Division/Office	Row Source	Error	ACCWeb105002	Lookup row sources must be complete SQL statements that specify one table and fields from that table to be compatible with the Web.
54	Table	Tbl_Rcds_Schedules_Dev	TableColumn	Inventory Completed	Row Source	Error	ACCWeb102008	Table 'Tbl_Rcds_Schedules_Dev' depends on Table 'Tbl_Inventory' which is incompatible with the Web.
55	Table	Tbl_Rcds_Schedules_Dev	TableColumn	Inventory Completed	Row Source	Error	ACCWeb105002	Lookup row sources must be complete SQL statements that specify one table and fields from that table to be compatible with the Web.
56	Table	Tbl_Rcds_Schedules_Items	TableColumn	Media Neutral?	Control Name	Error	ACCWeb102001	Property value contains one or more characters that are incompatible with the Web.
57	Table	Tbl_Rcds_Schedules_Items	TableColumn	New/revised	Control Name	Error	ACCWeb102001	Property value contains one or more characters that are incompatible with the Web.

Web Compatibility Issues

ID	Element Type	Element Name	Control Type	Control Name	Property Name	Issue Type	Issue Type ID	Description
58	Relationship	TBL_INVENTORY.RECORD CODE<-->TBL_RECDS_SCHEDULES_POSTED.ID	Relationship	TBL_INVENTORY.RECORD CODE<-->TBL_RECDS_SCHEDULES_POSTED.ID		Error	ACCWeb105016	Relationships that are not associated with a Web-compatible lookup are incompatible with the Web.
59	Relationship	TBL_RCDS_SCHEDULES_ITEMS.RECORDS SCHEDULE CODE<-->TBL_RCDS_SCHEDULES_DEV.RECORD CODE	Relationship	TBL_RCDS_SCHEDULES_ITEMS.RECORDS SCHEDULE CODE<-->TBL_RCDS_SCHEDULES_DEV.RECORD CODE		Error	ACCWeb105016	Relationships that are not associated with a Web-compatible lookup are incompatible with the Web.
60	Relationship	TBL_RCDS_SCHEDULES_PROGRESS.SCHEDULE CODE<-->TBL_RCDS_SCHEDULES_DEV.RECORD CODE	Relationship	TBL_RCDS_SCHEDULES_PROGRESS.SCHEDULE CODE<-->TBL_RCDS_SCHEDULES_DEV.RECORD CODE		Error	ACCWeb105016	Relationships that are not associated with a Web-compatible lookup are incompatible with the Web.
61	Relationship	TBL_RCDS_SCHEDULES_DEV.INVENTORY COMPLETED.VALUE<-->TBL_INVENTORY.ID	Relationship	TBL_RCDS_SCHEDULES_DEV.INVENTORY COMPLETED.VALUE<-->TBL_INVENTORY.ID		Error	ACCWeb105016	Relationships that are not associated with a Web-compatible lookup are incompatible with the Web.
62	Table	Tbl_Recds_Schedules_Posted	TableColumn	Related Code.Value		Error	ACCWeb105010	Lookups require an associated relationship to be compatible with the Web.