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1	Proposed Item DAA-0048-2015-0003-	Proposed Retention	Records Description	Current Authority	Current Retention
2	Biological Resources & Marine Conserva				
3	0001 - Endangered Species Recovery Plan Files and Fish & Wildlife Data	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 3 years after cut-off.	Endangered Species Recovery Plan Files - Material that Supports the Development and Implementation of a Specific Plan, Including Preliminary and Draft Plans - These plans include but are not necessarily limited to proposals for corrective measures and recommendations for land acquisition, management actions, and other efforts designed to enhance the status of a particular species.	NC1-22-78-1, 13b	TEMPORARY. Destroy 3 yrs after the goals of the plan are achieved; the plan is superseded or otherwise rendered obsolete.
4	0001 - Endangered Species Recovery Plan Files and Fish & Wildlife Data	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 3 years after cut-off.	Endangered Species Recovery Plan Files - Material that Reflects Repetitive, Routine, or Housekeeping-Type Activities - These plans include but are not necessarily limited to proposals for corrective measures and recommendations for land acquisition, management actions, and other efforts designed to enhance the status of a particular species.	NC1-22-78-1, 13c	TEMPORARY. Destroy when 3 yrs old or no longer needed.
5	0001 - Endangered Species Recovery Plan Files and Fish & Wildlife Data	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 3 years after cut-off.	Fish Harvesting - Great Lakes - Records include data on commercial and sport fishing on the Great Lakes. Data is also used to study the population dynamics of several species of fish.	NC1-22-78-1, 32	TEMPORARY. Review annually. Destroy data which is no longer needed.
6	0001 - Endangered Species Recovery Plan Files and Fish & Wildlife Data	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 3 years after cut-off.	Migratory Webless Game Bird Management - The Webless Migratory Game Bird Program was designed to provide cooperative funding for both research and management activities from the USFWS, state wildlife agencies, and other sources for projects benefitting the 16 species of migratory game birds in North America.	NC1-22-78-1, 34	TEMPORARY. Review annually. Destroy that which is no longer needed.

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7	0001 - Endangered Species Recovery Plan Files and Fish & Wildlife Data	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 3 years after cut-off.	Sea Lamprey Data - Documentation to monitor the Sea Lamprey and its parasitical effects on the fish in the Great Lakes. The data captures various efforts to control the Sea Lamprey population to the benefit of the fish restoration activities in the Upper Great Lakes.	NC1-22-78-1, 39	TEMPORARY. Review annually. Destroy when no longer needed.
8	0002 - Critical Habitat (No Designation) Case Files	TEMPORARY. Cut off at close of fiscal year in which the case file is closed. Destroy 5 years after cut-off.	Critical Habitat Case Files - No Designation Case Files - Case files or package supporting decisions to designate a critical habitat under the Endangered Species Act. Case files documenting the consideration process for a critical habitat designation where there was no designation of a critical habitat.	N1-022-05-01, 53c	TEMPORARY. Destroy 5 years after last activity.
9	0003 - Fish & Wildlife Coordination Act Reports and State Tagger Program Files	TEMPORARY. Cut off after completion of report or plan. Destroy 10 years after cut-off.	Restoration Plan Case Files - Plan Development Files - Documents the involvement of USFWS in planning efforts for restoration activities usually through cooperative efforts with other organizations. Projects may result in the development of cooperative agreements.	N1-022-05-01, 44b	TEMPORARY. Destroy 10 years after completion of plan.
10	0003 - Fish & Wildlife Coordination Act Reports and State Tagger Program Files	TEMPORARY. Cut off after completion of report or plan. Destroy 10 years after cut-off.	Fish and Wildlife Coordination Act Reports - Biological assessment, habitat assessments, and general consultative reports prepared for, and funded by, state or other Federal agencies used to protect, rear, stock, and increase the supply of game and fur-bearing animals, as well as to study the effects of domestic sewage, trade wastes, and other polluting substances on wildlife.	N1-022-05-01, 50	TEMPORARY. Destroy 10 years after completion of report or 10 years after last activity, whichever is later.
11	0003 - Fish & Wildlife Coordination Act Reports and State Tagger Program Files	TEMPORARY. Cut off after completion of report or plan. Destroy 10 years after cut-off.	State Tagger Program Files - Agreements - Documents communication and agreements with state fur and tagger programs to identify individual animals listed as endangered species.	N1-022-05-01, 112a	TEMPORARY. Destroy 6 years after agreement terminates.
12	0003 - Fish & Wildlife Coordination Act Reports and State Tagger Program Files	TEMPORARY. Cut off after completion of report or plan. Destroy 10 years after cut-off.	State Tagger Program Files - Other Records - Documents communication and agreements with state fur and tagger programs to identify individual animals listed as endangered species.	N1-022-05-01, 112b	TEMPORARY. Destroy when 6 years old.

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13	0004 - Fish & Wildlife Surveys, Critical Habitat Designation, and Revocation Case Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 20 years after cut-off.	Critical Habitat Case Files - Designation Case Files - Case files or package supporting decisions to designate a critical habitat under the Endangered Species Act. Case files documenting the consideration process for a critical habitat designation.	N1-022-05-01, 53a	TEMPORARY. Destroy 20 years after designation is revoked or otherwise cancelled.
14	0004 - Fish & Wildlife Surveys, Critical Habitat Designation, and Revocation Case Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 20 years after cut-off.	Critical Habitat Case Files - Revocation Case Files - Case files or package supporting decisions to designate a critical habitat under the Endangered Species Act. Case files documenting the decision and action to revoke the critical habitat designation for a species or specific geographical areas.	N1-022-05-01, 53b	TEMPORARY. Destroy 20 years after completion of revocation.
15	0004 - Fish & Wildlife Surveys, Critical Habitat Designation, and Revocation Case Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 20 years after cut-off.	Fish and Wildlife Surveys - Survey information, data, and summary reports of fish and wildlife numbers and locations. These surveys are used to produce publications and reports that track long-term trends.	N1-022-05-01, 189	TEMPORARY. Destroy when 20 years old.
16	0005 - Species Management Files	TEMPORARY. Cut off after species is determined not to be under Departmental authority. Destroy 40 years after cut-off.	Species Management Files - Case files documenting USFWS involvement with species USFWS has an interest in, or an authority for, other than the Endangered Species Act, such as the Marine Mammal Protection Act of 1972 and Wild Bird Conservation Act of 1992.	N1-022-05-01, 151	TEMPORARY. Destroy when 40 years old.
17	0006 - Endangered Species Act Management and Plan Files, and Fish & Wildlife Management	PERMANENT. Cut off at close of FY when activity is completed. Transfer legal ownership to NARA 15 years after cut-off.	Endangered Species Recovery Plan Files - Approved Plans - These plans include but are not necessarily limited to proposals for corrective measures and recommendations for land acquisition, management actions, and other efforts designed to enhance the status of a particular species.	NC1-22-78-1, 13a	PERMANENT. Separate files into 1-year sets and transfer set to Federal Records Center when it is 4 yrs old. Offer set to NARA 5 yrs after transfer to the Federal Records Center.

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18	0006 - Endangered Species Act Management and Plan Files, and Fish & Wildlife Management	PERMANENT. Cut off at close of FY when activity is completed. Transfer legal ownership to NARA 15 years after cut-off.	Breeding Bird Surveys - Machine-readable records which includes census data on all non-game birds found on the North American continent. Includes data on the species and number observed, the date, time, location and climactic conditions of the observation, and on the observer. The data is used to study population ranges and distributions, and to provide information for environmental impact statements. The census is taken annually during April, June, and July. Data dates from 1966 to the present.	NC1-22-78-1, 29	PERMANENT. Offer to NARA Annually.
19	0006 - Endangered Species Act Management and Plan Files, and Fish & Wildlife Management	PERMANENT. Cut off at close of FY when activity is completed. Transfer legal ownership to NARA 15 years after cut-off.	Restoration Plan Case Files - Final Plan and Subsequent Modifications - Documents the involvement of USFWS in planning efforts for restoration activities usually through cooperative efforts with other organizations. Projects may result in the development of cooperative agreements.	N1-022-05-01, 44a	PERMANENT. Transfer to NARA when 10 years old.
20	0006 - Endangered Species Act Management and Plan Files, and Fish & Wildlife Management	PERMANENT. Cut off at close of FY when activity is completed. Transfer legal ownership to NARA 15 years after cut-off.	Environmental Analysis, Management Studies, and Endangered Species Act. Material relating to habitat management and preservation; the creation, restoration, and protection of wetlands; biological surveys; vegetation and plants; pollution efforts; natural resources; food plot development; Section 7 of the Endangered Species Act; controlled burns (other than for weed control); and Endangered Species Act documentation.	N1-115-94-7, ENV-7.00	PERMANENT. Cutoff at the end of each calendar year or when volume warrants. Transfer to FRC 10 years after cutoff. FRC transfer to Archives 30 years after cutoff.

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21	0006 - Endangered Species Act Management and Plan Files, and Fish & Wildlife Management	PERMANENT. Cut off at close of FY when activity is completed. Transfer legal ownership to NARA 15 years after cut-off.	Fish and Wildlife Management - Case files and other documentation relating to Reclamation's management of fish and wildlife resources through the preservation of eco-system and natural habitat through conservation. Includes: Studies, investigations, planning, inventories, surveys, reports, and similar documentation; habitat management (non-endangered species); wetlands creation, preservation, and management; plant and animal census; management plans and program review; research program; coordination with Fish and Wildlife Service; wildlife escape devices; special facilities (fish ladders, screens, hatcheries, etc.); wildlife sanctuaries; conservation management and plans.	N1-115-07-1, ENV-4.00	PERMANENT. Close file at end of calendar year or as volume warrants. Paper/film: Transfer to FRC 5 years after closure. FRC transfer to NARA in Denver 30 years after closure. Electronic: Transfer to NARA in College Park on a yearly basis.
22	Energy & Minerals				
23	0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Oil and Gas Exploration and Production Records - Files contain copies of records submitted to or received from U.S. Geological Survey (USGS) regarding oil and gas operations on leased Service lands. Included herein are well logs, plugging records, production records, exploratory studies, and lease status reports. The record copy of this data is maintained by USGS.	NC1-22-78-1, 35	TEMPORARY. Destroy 4 yrs after year in which lease expires.
24	0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Mining Claim Case Files - Mining claim case files for mining claims on USFWS administered land. Includes lists of claims, copies of mining claims, correspondence, and other associated materials for administering mining claim activities on USFWS lands. Official mining claims are maintained by the Bureau of Land Management.	N1-022-05-01, 176	TEMPORARY. Review annually and cutoff expired claims and obsolete documents. Destroy 10 years after cutoff.

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25	0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Non-Indian Minerals Evaluations - Case files pertain to mineral evaluations on lands owned by the United States Government. Evaluations requested under this heading generate 3 different types of reports: 1) Minerals Evaluation (where OME actually performs the evaluation in house); 2) Review of Minerals Report (where OME reviews a report done by a contractor); 3) Consultation Services (where OME answers specific minerals questions or assists with Statements of Work for mineral contracts, etc).	DAA-0048-2012-0001-0003	Temporary: Cut off at end of fiscal year in which report is finalized. Destroy 5 year(s) after cut-off.
26	0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Sale of Mineral Materials - Forms and related documentation of sales of common variety minerals, such as sand, gravel, top soil and stone.	NC1-49-85-2, 4/6c	Temporary. Cutoff upon termination of sale. Transfer to FRC when 4 years old. FRC destroys when 10 years old.
27	0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Exploration and Prospecting Permit/License Applications Rejected or Withdrawn - Serialized case files, arranged by number, documenting applications that were rejected by BLM or withdrawn by the applicant.	N1-49-90-1, 4/25b	Temporary. Cutoff EOFY in which application is rejected or withdrawn. Destroy 3 years after cutoff.
28	0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Private Helium Plant Meter Inspections. The metering equipment along the pipeline is inspected on a regular basis. - Record copies of calibration data.	N1-49-00-3, 32/2c(1)	Temporary. Destroy when records are 2 years old.
29	0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Helium Pipeline Records - Test, Survey and Inspection Data - filed by pipeline section.	N1-49-00-3, 32/3b	Temporary. Cutoff EOFY. Destroy 5 years after cutoff.

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30	0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Helium Pipeline Records - Maintenance Records - separate file for each legal land description. Includes internal and external corrosion control monitoring records.	N1-49-00-3, 32/3c	Temporary. Cutoff EOFY in which pipeline is abandoned or leaves the BLM ownership. Destroy 5 years after cutoff.
31	0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Helium Pipeline Records - Engineering/Design Drawings	N1-49-00-3, 32/3d	Temporary. Cutoff EOFY in which pipeline is abandoned or leaves the BLM ownership. Destroy 5 years after cutoff.
32	0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Helium Pipeline Records - Standard Operating Procedures - provided by the contractor.	N1-49-00-3, 32/3e	Temporary. Cutoff EOFY in which pipeline is abandoned or leaves the BLM ownership. Destroy 5 years after cutoff.
33	0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Helium Pipeline Records - Underground Crossings of other Pipelines and Utilities - one page documentation re: who, what, where, how of all instances where pipelines, utilities, ets. Cross the pipeline - separate efiles for each legal description.	N1-49-00-3, 32/3f	Temporary. Cutoff EOFY in which pipeline is abandoned or leaves the BLM ownership. Destroy 5 years after cutoff.
34	0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Conservation Program Well Files - One file per well - includes original drilling information, all data, casing information, all workovers, drawing of well bore, drilling rights.	N1-49-00-3, 32/4	Temporary. Cutoff when no longer using well. Destroy 10 years after cutoff.

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35	0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Helium - Federal Leased Lands Well Case Files - Files sorted by well name. Active and inactive files are maintained. Includes wells producing helium from Federal leaseholds. Files include adjudication and payment information for each well.	N1-49-00-3, 32/8e	Temporary. Cutoff EOFY in which the well is no longer in helium production. Destroy 10 years after cutoff.
36	0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Oil And Gas Production Accountability Review Files – Federal Lands. Completed reviews include, but are not limited to, a final narrative and synopsis of the review, correspondence with operators, and supporting documents such as reports, logs, state commission documents, field maps, diagrams, and documentation of violations.	DAA-0049-2013-0002-0001	TEMPORARY. Cutoff EOFY in which the review is completed. Transfer completed review files to FRC 3 years after cutoff. FRC destroys 8 years after cutoff.

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37	0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Information Management & Transfer, Process Oil and Gas Leases (ABN) - All records related to all information and data related business processes and tasks that should be planned and consistently implemented across BOEM. In particular, those information management and publication support services for functions covered by the work elements included under OH-Process Oil and Gas Leases, OM-Process offshore oil and gas user plans and permits, OD maintenance of oil and gas lease authorizations. Includes: Review and edit manuscripts and provide desktop publishing services, Perform records and document management in accordance with National Archives and Records Management Requirements, Manage program office information collection activities and forms requiring OMB approval, Conduct web management and related tasks and activities, Perform oversight and extensible markup language applications, publications, public data sets, Fast Facts of offshore data sets, Ensure quality and consistent content and vocabularies for BOEM information products(intra or Internet publications and documents, Perform data and information quality efforts (version control, verification or validation, especially for public images, graphics or information), Change data including the conversion of paper to electronic files or electronic files from one format to another, Perform activities (including OMB requirements) related to customer service, Revise and review structure of fair market value determinations	N1-589-12-4, 4J	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 7 years after cutoff.

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38	0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Check Image - Original payment used to create the new legal document, called the substitute check, which can be used for proof of payment or for any other reasons that might require an original check, Original Paper Checks and Money Orders. Original check image, which can be used as proof of payment or for any other reasons that might require an original check, Check and Money Order Images.	Unscheduled	N/A; Unscheduled (ONRR)
39	0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Reporter Training & Guidance - Records related to the development and presentation including training materials for reporter training to provide advice and assistance. Includes: Reporter letters, Reporting Handbooks, Presentations (paper, DVD, web), Reporter policy and/or guidelines, Reporter contact & guidance	Unscheduled	N/A; Unscheduled (ONRR)
40	0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Royalty Reporting - All records created or received, including correspondence, memoranda, reports, and email, that document royalty reporting and verification. Includes: Royalty report errors, Royalty reports and errors – Report of Sales and Royalty Remittance, Form MMS-2014, Delete Memos, Terminator Reports	Unscheduled	N/A; Unscheduled (ONRR)
41	0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Investment Files - All records created or received documenting the establishment of investments accounts; maintenance of existing accounts; receipt of funds for purchase of new securities; distribution of funds including interest payments, refunds or transfers to US Treasury, Department of Commerce, Company or other entity as appropriate; and all other documents capturing and tracking investment portfolio activities. Includes: Environmental Improvement and Restoration Fund (EIRF), Kuukpik Escrow Fund, Offshore Bonus Revenue	Unscheduled	N/A; Unscheduled (ONRR)

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42	0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	State Outreach - All records created or received related to documenting state outreach sessions. Outreach sessions are conducted by ONRR to answer questions, listen to concerns and provide suggestions for improvement. The sessions also identify and resolve mineral-related problems in partnership with the Bureau of Indian Affairs, Bureau of Land Management and Office of Special Trustee. Includes: Documentation regarding the outreach sessions including notifications sent to states, Memoranda confirming time of outreach session, Requests for local media advertising, Copy of the sign-in sheets, Correspondence, Exhibits, Notes, Referrals to other DOI agencies, Screen prints, Email messages, Fax transmittals, Telephone logs	Unscheduled	N/A; Unscheduled (ONRR)
43	0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Data Mining - Federal - All records created or received, including correspondence, memoranda, reports, and email, that document data mining. Includes: Production reports and errors - Oil and Gas Operations Report (OGOR), Form MMS-4054, Run tickets, Gas Volume Statements, Royalty reports and errors – Report of Sales and Royalty Remittance, Form MMS-2014, Problem Reports, Compliance Review Templates, Property History and Queries, ONRR systems' reports and queries, BLM system queries, BSEE system queries, Enforcement Documents, i.e. Orders, NONCs, Data Requests, Emails, Referral memos, Workplans	Unscheduled	N/A; Unscheduled (ONRR)

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44	0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Environmental Compliance Monitoring - All records related to reviews, inspections, or field surveys to confirm that industry activities have complied to protect the environment. Includes: Review of industry submittals (as built) following completion of certain activities that may impact seafloor biological or archaeological resources, to check on impact avoidance, Review air quality emissions submittals, Special rig or platform inspections regarding environmental requirements, Conduct site-specific inspections by the BOEM Dive Team, Perform aerial surveys using side-scan sonar by BOEM Dive Team, Perform NPDES inspections for environmental compliance issues, Perform Full Facility Review (FFR) inspections for environmental compliance issues, Review applicant compliance monitoring plans, Inspect for compliance with environmental protection measures and conditions thereof, Tracks due dates for required information submittals, Perform quality assurance of mitigation measures	Unscheduled	N/A; Unscheduled (ONRR)
45	0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Compliance Inspection Planning and Inspections - All records related to the planning, scheduling, implementation of the Offshore Inspection Program. Includes: Inspections planning (platforms and rig inspections), Well Activity Report inspector review (on drilling and work-over activities), On-site, post inspection problem resolution and enforcement, Production measurement inspection, Inspection and enforcement, Potential incident of non-compliance development	Unscheduled	N/A; Unscheduled (ONRR)

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46	0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Production Measurement Inspections and Enforcements - All records created or received, including correspondence, memoranda, reports, and email, that document production reporting and verification; identification and resolution of errors and exceptions; and well actions and error corrections on well and Facility Measurement Point (FMP) data. Includes: Production Accounting Summaries, Exception Identification Summaries, Missing reports/exceptions (P& Rs (Production and Royalty Reports), Wells/Oil and Gas Operations Report (OGORs), Production Allocation Schedule Reports (PASRs)) and follow-up, Production reports and errors - Oil and Gas Operations Report (OGOR), Form MMS-4054, Run tickets, Gas Volume Statements, Production allocation schedule reports (PASR) and errors, Liquid Verification System (LVS) exceptions, Gas Verification System (GVS) exceptions, Problem Reports, Overrides	Unscheduled	N/A; Unscheduled (ONRR)
47	0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Production Reporting, Errors, Exceptions, and Well Actions - All records created or received, including correspondence, memoranda, reports, and email, that document production reporting and verification; identification and resolution of errors and exceptions; and well actions and error corrections on well and Facility Measurement Point (FMP) data. Includes: Production Accounting Summaries, Exception Identification Summaries, Missing reports/exceptions (P& Rs (Production and Royalty Reports), Wells/Oil and Gas Operations Report (OGORs), Production Allocation Schedule Reports (PASRs)) and follow-up, Production reports and errors - Oil and Gas Operations Report (OGOR), Form MMS-4054, Run tickets, Gas Volume Statements, Production allocation schedule reports (PASR) and errors, Liquid Verification System (LVS) exceptions, Gas Verification System (GVS) exceptions, Problem Reports, Overrides	Unscheduled	N/A; Unscheduled (ONRR)

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48	0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Production Accountability Compliance Monitoring - All records related to reviews, inspections, or field surveys to confirm that industry activities have complied with Office of Natural Resources Revenue (ONRR) requirements (including lease stipulations, regulations, Notice to Lessees (NLT), and terms and conditions of a plan or permit approval) intended to protect the environment. Includes but not limited to: Review of industry submittals (as built) following completion of certain activities that may impact seafloor biological or archaeological resources, to check on impact avoidance, Review air quality emissions submittals, Special rig or platform inspections regarding environmental requirements, Conduct site-specific inspections by the BOEM Dive Team, Perform aerial surveys using side-scan sonar by BOEM Dive Team, Perform NPDES inspections for environmental compliance issues, Perform Full Facility Review (FFR) inspections for environmental compliance issues, Review applicant compliance monitoring plans, Inspect for compliance with environmental protection measures and conditions thereof, Tracks due dates for required information submittals, Perform quality assurance of mitigation measures	Unscheduled	N/A; Unscheduled (ONRR)

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49	0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Mineral Revenue Distribution and Disbursement Files - All records created or received documenting the receipt and processing of Federal and Indian mineral revenues. Processing revenues (rents, royalties and bonuses) includes processing payor-submitted reports, reconciling errors and processing receipts. Includes disbursement of revenues and related information of U.S. Treasury, States, Office of Trust Fund Management/Bureau of Indian Affairs for Indian Tribes, and Indian allottees, as well as, billings for the collection of funds due from rental and royalty payors. Includes: TPAY (Treasury Payment) Creation Form, Forms Sf-1091, SF-1166, and correspondence supporting the distribution and disbursement of royalty and rental funds, Windfall Profit Tax Returns, Revenue management information collection forms documenting data collected from operators and payors used to report mineral royalties, rentals, sales and bonuses, etc., Forms MMS-4025 (Payor Information Form), MMS-2014 (Report of Sales and Royalty Remittance), MMS-4430 (Solid Mineral Production and Royalty Report), CMP-2014s, CMP P&Rs, MMS-4444 (Addressee of Record Designation for Service of Official Correspondence) or equivalents, checklist/approval form.	Unscheduled	N/A; Unscheduled

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50	0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Payor Account Reconciliation - All records created or received including correspondence, memoranda, reports, and email that document the reconciliation, application, and collection of payments to receivables for Federal and Indian Royalty in the Value Solids & Geothermal, Oil & Gas and Federal Royalty in Kind Oil & Gas. Includes the matching, application, reapplication and/or movement of monies. Includes: Input coding forms that are used for entry into the electronic accounting system, Lease Account Status (LAS) reviews, History of Timely Payments (HTPs), Open Account Balance files, cash application files, cash re-application files, statement of account records, open account balance reconciliation, 120-180 day account files, accounting advice data verification, General Ledger (GL) packages including Account Advices and Intergovernmental Payment and Collection (IPAC).	Unscheduled	N/A; Unscheduled
51	0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Debt Collection - All records created or received including correspondence, memoranda, reports, and email that document debt collection efforts. Includes: Coordination with Office of Enforcement, debt collection letters and bills, past due bills or notices, bills forwarded to Department of Treasury for collection, payment documentation, documentation of contact with Treasury or customers regarding disputes, debt management reports, other (OTH) bills and checklists, and assessment fees.	Unscheduled	N/A; Unscheduled

	A	B	C	D	E
52	0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Reference Data - Leases, Agreements, Mines, and Facility Measurement Points - All records created or received documenting contracts (non-Royalty-in-Kind), mines and well actions including undeveloped lease files and pre-lease documentation. Includes all lease issuance records, correspondence, memoranda, reports, and email that document Royalty-in-Value oil and gas, geothermal and solids, and other energy resource leases and agreements. Includes: Unit or communitization agreement files, IMDA leases and agreements, lease instruments, National Energy Protection Act (NEPA) Analysis, parcel descriptions, lease sales, issuance, renewals, readjustments and exchanges, contract, profit sharing agreement, joint venture, or other agreement issued or approved by the United States under a mineral or energy resource leasing law that authorizes exploration, development, extraction, or removal of lease products, solid mineral coal contracts, application for area designation, transmittal or approval letters, operating agreements, copies of plats, development and/or operation plans, terminations or full or partial relinquishments, bonds or bond coverage memorandums or decisions, cross agreements with states on disputed lands, designations of operators or agents, assignment of lease interest/record title assignments, mergers or name changes, permit management files, rights-of-way, use, or easement, logical mining unit files, royalty rate reductions, segregations, modifications, suspension of operations, requests to review draft leases or Indian Mineral Development Act (IMDA) leases.	Unscheduled	N/A; Unscheduled

	A	B	C	D	E
53	0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Billing and Invoices - All records created or received associated with invoicing. Includes: The collection of payment of interest on Federal and Indian Solids and Geothermal, Oil & Gas, and/or other energy resources due to underpayment or overpayment, research, preparation and processing of Federal and Indian Solids and Geothermal, Oil & Gas, and/or other energy resource invoices manually that cannot otherwise be input into MRMSS Financial Sub-System, the collection of Federal and Indian Solids and Geothermal, Oil & Gas, and/or other energy resource financial lease terms such as rent, minimum royalty, right-of-way, deferred bonuses, gas storage, etc., the collection of over-recouped Indian monies.	Unscheduled	N/A; Unscheduled
54	0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Refunds and Other Documentation - All records created or received documenting receipt of refunds or other transactions. Includes: Electronic fund transfer notices, Form SF-215 and support documents such as check stubs, Deposit Tickets, Debit Vouchers, Forms MMS-4149 and MMS-4158, Account for Refund on behalf of Allottees, Refunds or overpayment files including: Company refund requests, Internal refund memoranda, General Ledger vendor request forms, Other correspondence between ONRR and company, Screen shots, Copies of checks or wires, Other documentation required to support the processing of a refund.	Unscheduled	N/A; Unscheduled

	A	B	C	D	E
55	0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Audits - ONRR - All records created or received documenting ONRR audits according to the Audit Manual and Government Auditing Standards, also known as the yellow book standards. Includes: Source documents such as Purchase/Sales Contracts, Division Orders, Gas Settlement Statements, Oil Run Statements, Correspondence, Case File Index, Exhibits, Appeals and Supporting Documentation, Summaries, Work papers, Schedules, Templates, Screenshots of tracking systems, Copy of the bill and order letter, Database screen prints, Fax transmittals, Telephone logs, Email messages, Checklists, Reports, Maps, Photos, Report of findings, recommendations and conclusions	Unscheduled	N/A; Unscheduled
56	0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Audits - States and Tribes - All records created or received documenting ONRR audits according to the Audit Manual and Government Auditing Standards, also known as the yellow book standards. Includes: Source documents such as Purchase/Sales Contracts, Division Orders, Gas Settlement Statements, Oil Run Statements, Correspondence, Case File Index, Exhibits, Appeals and Supporting Documentation, Summaries, Work papers, Schedules, Templates, Screenshots of tracking systems, Copy of the bill and order letter, Database screen prints, Fax transmittals, Telephone logs, Email messages, Checklists, Reports, Maps, Photos, Report of findings, recommendations and conclusions	Unscheduled	N/A; Unscheduled

	A	B	C	D	E
57	0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	ONRR Appeal Files - All records created or received related to formal appeals as a result of bureau decisions relating to the use and disposition of public lands and their resources to include final orders or decisions. Records related to formal appeals as a result of decisions by the Director of the Office of Natural Resources Revenue regarding royalty management. Includes: Final Orders and/or Decisions, Notices of Appeal, Requests for Time Extensions, Appellant Arguments, Reports by Appellants, Supporting Documentation, Correspondence, Email, Telephone Conference Meetings and Notes	Unscheduled	N/A; Unscheduled
58	0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Audit & Compliance Information Collected From Companies - All documents received from lessees that meet information collection request requirements set forth in ONRR solid minerals, oil & gas, and geothermal regulations specific to the audit and compliance program. Also includes contracts for moving oil or gas on pipelines or to permit gas plants processing natural gas to remove gas liquids. Includes: Sales Contracts or Agreement, Sales Summaries, Facility Reports, Advance Royalty Unit Value Determinations, Correspondence, Reports, Email, Transportation & Processing forms	Unscheduled	N/A; Unscheduled

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59	0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Valuation Determinations and Agreements - All records created or received that supports ONRR unit value calculations and valuation methodologies for valuation determinations and negotiations related to the establishment of royalty values and documentation of advice and assistance given to royalty reporters in valuing production under 30 CFR 1206. Includes: Methodology Reports, Royalty Rate Reduction Program Files, Copies of Future Valuation Agreements and consultation and negotiation documentation, BLM or BIA requests, ONRR Orders, ONRR responses, Correspondence, Checklists, Spreadsheets, Screen prints, Copies of receivables and payables, Bills, System generated reports, Email messages, Fax transmittals, Appeals documentation, Settlement Agreements	Unscheduled	N/A; Unscheduled

	A	B	C	D	E
60	0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Allowance Files - All records created or received associated with the deduction in determining value for royalty purposes. Processing Allowance is for the reasonable, actual costs of processing gas. Transportation Allowance is for the reasonable, actual costs of moving unprocessed gas, residue gas, or gas plant products to a point of sale or delivery off the lease, unit area, communitized area, or away from a processing plant. Processing Allowance Files includes: Copy of the gas processing agreement (contract) along with any subsequent amendments, Form MMS-4109 Gas Processing Allowance Form, Solids Processing Information, Documentation related to requests to exceed allowance limits (Form MMS-4393), ONRR approval or disapproval, Requests for advice and assistance in determining an appropriate allowance under 30 CFR 1206. Transportation Allowance Files includes: Copy of the transportation contract, Form MMS-4295 Gas Transportation Allowance Form or Form MMS-4110 Oil Transportation Form, Solids Transportation Information, Documentation related to requests to exceed allowance limits (company may use Form MMS-4393), ONRR approval or disapproval, Requests for advice and assistance in determining an appropriate allowance under 30 CFR 1206.	Unscheduled	N/A; Unscheduled

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61	0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Asset Accounting and Verification - All records created or received for invoicing sales of RIK crude oil and natural gas include all documentation for sales prices, pricing calculations, price adjustments, delivered sales volumes, transportation and processing fees, and RIK system records. Includes: Final System Invoices including detail page, Any invoice settlement spreadsheet to determine accuracy of calculations, Final invoice reconciliation documentation from company (actual fax documents or emails), Any invoice third-party document received (i.e., pipeline statements, plant statements, processing statements, or other third party documentation), Copies of applicable transportation invoices (if included with Sales invoice as part of purchaser/shipper contract), Applicable oil/gas pricing data, Gas Keepwhole calculation, Fuel Calculation spreadsheet, 2014 and ONRR worksheets, Netback System 2014 and allocation printouts, Electronic Bulletin Board (EBB) printouts and volume spreadsheets, Checklists, if applicable, Nomination documentation for SPR, SPR market center and/or DOE reconciliation reports and settlement documentation, Other supporting documentation as necessary, including supporting emails or fax documents, Cash application or proof of payment to ONRR, Payable documentation and cash application form for payables when netted against another invoice/2014 document	Unscheduled	N/A; Unscheduled

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62	0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Compliance Reviews - ONRR - All records created or received documenting ONRR full scope and limited scope in-house compliance reviews on production/sales, value, allowances, and royalty information provided by operators, payors, and other sources such as Bureau of Indian Affairs (BIA), Bureau of Land Management (BLM), Bureau of Ocean Energy Management (BOEM) and Bureau of Safety and Environmental Enforcement (BSEE). Includes: Correspondence, Case File Index, Exhibits, Appeals and Supporting Documentation, Summaries, Work papers, Schedules, Templates, Screenshots of tracking systems, Copies of invoices/bills, Copies of Sales Summaries, Contracts, Production and Royalty Reports (P&Rs), Database screen prints, Fax transmittals, Telephone logs, Email messages, Reports including findings, recommendations, and conclusions	Unscheduled	N/A; Unscheduled
63	0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Compliance Reviews - States and Tribes - All records created or received documenting ONRR full scope and limited scope in-house compliance reviews on production/sales, value, allowances, and royalty information provided by operators, payors, and other sources such as Bureau of Indian Affairs (BIA), Bureau of Land Management (BLM), Bureau of Ocean Energy Management (BOEM) and Bureau of Safety and Environmental Enforcement (BSEE). Includes: Correspondence, Case File Index, Exhibits, Appeals and Supporting Documentation, Summaries, Work papers, Schedules, Templates, Screenshots of tracking systems, Copies of invoices/bills, Copies of Sales Summaries, Contracts, Production and Royalty Reports (P&Rs), Database screen prints, Fax transmittals, Telephone logs, Email messages, Reports including findings, recommendations, and conclusions	Unscheduled	N/A; Unscheduled

	A	B	C	D	E
64	0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Economic Analysis and Market Research - All records created or received documenting the research and analysis of market conditions and determination of fair market value and actual Royalty-in-Kind (RIK) revenue receipts for measuring RIK sales performance. Market analysis includes research and documentation of market factors impacting the royalty value of production from Federal and Indian leases and establishing the fair market value of production. Also provides analysis and documentation in preparation for sale of oil and/or gas. Includes: Lease information, Production characteristics, Transportation infrastructure, Processing options and plant factors, Transportation and processing rates, Published and contract prices for market areas, Current commercial price structures, and general market conditions impacting fair market value, Oil pricing database, RIK sales receipts, Documentation establishing fair market value benchmarks for RIK sales, Documentation describing performance model assumptions, Field or area transportation and processing costs, Oil quality bank information, Production flow data, Spreadsheets detailing all steps of model calculations and adjustment factors, RIV and RIK administrative cost calculations, Time value of money calculations	Unscheduled	N/A; Unscheduled

	A	B	C	D	E
65	0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Asset Management Sales or Exchanges - All records created or received documenting the conversion or reversion of properties to or from in kind, created with organizations for sale of oil or gas, and the sale or exchange of oil or gas that has been taken in kind under a Federal lease. These sales or exchanges are associated with small refiners, states, Strategic Petroleum Reserve (SPR) fill or are unrestricted oil or gas sales. This includes records created or documenting contracts and leases for Bureau of Land Management (BLM) natural gas sales from the Helium Reserve and records related to Low Income Home Energy Assistance Program (LIHEAP) or other similar exchange programs. Includes: Conversion analysis and approval, Termination analysis and approval, RIK Base contracts (Oil General Terms and Conditions, North American Energy Standards Board (NAESB), Current market assessments and evaluations, Master Property List, Invitation for Offers (IFO), Offers/Bids, Criteria for bid selection, Written summaries of sales, Sales Procedures, Transaction Confirmations, Dear Operator Letters (for conversion or reversion), Correspondence	Unscheduled	N/A; Unscheduled
66	0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Credit Assurance - All records created or received related to calculating credit exposure and initiating, monitoring surety, and guaranty agreements and records documenting the determination and monitoring of counterparty creditworthiness of energy entities that participated in the RIK program. Includes: Letters of Credit, Bonds or other surety instruments, Monthly credit exposure reports (electronic), Correspondence to companies requesting additional secured credit, Credit scoring analyses and approval, Credit notifications, Financial statements, Parent company guarantees	Unscheduled	N/A; Unscheduled

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67	0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Asset Management Service Agreements - All records created or received documenting contracts or agreements for services and with organizations for transporting oil or gas on pipelines or to permit processing of natural gas to remove gas liquids and any other related agreements. Includes: Copies of Service Contracts or Agreement, COTR Files, Economic Analysis, Copies of Statements of Work, Correspondence, Reports, Email, RIK Transportation & Processing cost and pricing analysis and documentation, Technical support services, Subscription and Price Services	Unscheduled	N/A; Unscheduled
68	0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Asset Compliance Assurance - All records created or received for managing and mitigating crude oil and natural gas production imbalances including operator imbalance statements, Oil and Gas Operations Reports (OGOR's), pipeline statements, cash-out letters and supporting documentation. Includes: Monthly oil/gas imbalance statements (includes PIM Management Reports), Operator Contact information, Referential data, Dear Operator Letters, Revert Letters, Production data, Analysis spreadsheets, Research notes and/or general correspondence, Cash Out documents (calculations, supporting documentation, letters, appeals, correspondence, resolution support, etc.)	Unscheduled	N/A; Unscheduled

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69	0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Litigation Support - All records created or received associated with all mineral revenue enforcement actions, settlements, litigation support, and related activities for the Office of Natural Resources Revenue. Records that document litigation involving ONRR. This includes cases that involves the DOI Solicitor's Office and the Department of Justice covering the False Claims Act, class action suits, Indian Trust suits, and bankruptcy protection cases. Includes: Referrals to Treasury, Bankruptcy cases, Discovery Requests, Case Notes, Correspondence, Telephone conference & meeting notes, Federal case files, Copies of records produced, Email, Court orders, Data Disks	Unscheduled	N/A; Unscheduled
70	0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Revenue Enforcements - All records created or received associated with all mineral revenue enforcement actions, settlements, litigation support, and related activities for the Office of Natural Resources Revenue. Records that document the enforcement of the Federal Oil & Gas Royalty Management Act (FOGRMA) and investigations. Includes the investigations of violations of FOGRMA which contains failure to permit audits, knowledge of failure to pay royalties, and submission of false information. Includes: Investigation documentation, OIG Referrals, Notices of Noncompliance (NONC), Civil Penalty Actions, Case Notes, Supporting documentation, Correspondence, Email, Telephone conference & meeting notes	Unscheduled	N/A; Unscheduled

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71	0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Requests for Valuation Guidance - Royalty Valuation responds to a broad array of questions from internal and external entities concerning valuation of commodities for royalty purposes. The Royalty Valuation Office (RVO) receives these requests for valuation guidance via phone, email, written documents, and in person. Documents generated by valuation guidance may include but are not limited to: Project Summary Reports, Project Research and Analysis, Contracts and Statements, Decisions, Lease Documents, Analysis Materials, Communications, Original Request for Guidance, Correspondence with Requestor, Internal Office Correspondence, Final Guidance, STRAC Review and Communication	Unscheduled	N/A; Unscheduled
72	0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Draft Valuation Regulations - Processes are managed by ONRR Rules and Procedures group. Documents generated by draft valuation regulations may include but not limited to: File Summaries, Draft Versions of Proposed and Final Rules, Comments and Summaries, Project Research and Analysis, Communications	Unscheduled	N/A; Unscheduled
73	0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Royalty Valuation Unbundling Program Files - Unbundling Cost Allocation (UCA) Files - All records created or received associated with the determination of processing and transportation UCA's. Includes but not limited to: Data request sent to industry for engineering data, cost data and contracts, Fulfilled data request from industry, Engineering and Economic simulation files, Current market assessments and evaluations, Industry Correspondence, ONRR published UCA files	Unscheduled	N/A; Unscheduled

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74	0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Indian Index Zone Gas Price Files - The Economic and Marketing Analysis Office (EMAO) calculates and publishes natural gas prices for six Indian Index Zones as referenced in 30 CFR 1206.172. A spreadsheet for each calendar year contains the relevant calculations and prices.	Unscheduled	N/A; Unscheduled
75	0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Indian Oil Index Based Major Portion (IBMP) Files - The Economic and Marketing Analysis Office (EMAO) calculates and publishes IBMP prices for Designated Areas and crude types as defined in amendments to the Indian Oil valuation regulations. 80 Fed. Reg. 24,794. Includes but not limited to: Historical and Development documents, Monthly Price Files	Unscheduled	N/A; Unscheduled
76	0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	New York Mercantile Exchange (NYMEX) Calendar Month Average (CMA) Oil Price Files - The Economic and Marketing Analysis Office (EMAO) publishes monthly the NYMEX Calendar Month Average and the NYMEX Roll oil prices referenced in 30 CFR 1206.103. Documents include the monthly price spreadsheets.	Unscheduled	N/A; Unscheduled
77	0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Market Analysis and Royalty Summary (MARS) Report - The Economic and Marketing Analysis Office (EMAO) consolidates market intelligence information for major areas containing Federal and Indian onshore and offshore natural resource production. The Market Analysis and Royalty Summary Reports are segregated into Offshore Gulf of Mexico Natural Gas Pipelines, Offshore Gulf of Mexico Crude Oil Types, Onshore Production Basins, and others.	Unscheduled	N/A; Unscheduled

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78	0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Price/Map Requests - The Economic and Marketing Analysis Office (EMAO) serves ONRR and State and Tribal auditors that request market research, pricing information, and maps. The appropriate data is collected and organized in a format applicable to the request and provided to the requesting party. Includes but not limited to: Maps, Spreadsheets, Narratives	Unscheduled	N/A; Unscheduled
79	0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Mineral Economic Analysis and Market Research - All records created or received documenting the research and analysis of market conditions and determination of fair market value and actual Royalty-in-Kind (RIK) revenue receipts for measuring RIK sales performance. Market analysis includes research and documentation of market factors impacting the royalty value of production from Federal and Indian leases and establishing the fair market value of production. Also provides analysis and documentation in preparation for sale of oil and/or gas. This also includes information contained in the Minerals Revenue Management Support System (MRMSS) RIK Sub-system. Includes but not limited to: Lease information, Production characteristics, Transportation infrastructure, Processing options and plant factors, Transportation and processing rates, Published and contract prices for market areas, Current commercial price structures, and general market conditions impacting fair market value, Oil pricing database, RIK sales receipts, Documentation establishing fair market value benchmarks for RIK sales, Documentation describing performance model assumptions, Field or area transportation and processing costs, Oil quality bank information, Production flow data, Spreadsheets detailing all steps of model calculations and adjustment factors, RIV and RIK administrative cost calculations, Time value of money calculations	Unscheduled	N/A; Unscheduled

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80	0008 - Accounting, Compliance, and Administration Records - Financial Reports/Summaries	PERMANENT. Cut off as instructed in bureau/office records manual, or at the end of fiscal year when activity is completed. Transfer to National Archives 25 year(s) after cut-off.	Financial Reports/Summaries - Native American-Related - Reports and/or summaries related to the reconciling subsidiary and control accounts, monitoring and analyzing daily accounting journal entries to subsidiary ledgers and the balance sheet and other financial management reports. Including but not limited to: Program Management Summaries, Fiscal Accounting Summaries, Production Accounting Summaries, Exception Identification Summaries, Statistical Reporting Summaries and System Assurance Summaries.	Unscheduled	N/A; Unscheduled
81	0009 – Energy Application Case Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 15 years after cut off.	Energy Conservation Case Files - b. Long-term statistical and trend data compilations and summaries - Energy use and conservation materials for USFWS buildings, equipment, and vehicles. Includes periodic energy consumption/conservation reports, data, correspondence, and related materials. Includes long-term statistical and trend data compilations and summaries.	N1-022-05-01, 80b	Retention: TEMPORARY. Destroy when 15 years old.
82	0009 – Energy Application Case Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 15 years after cut off.	Oil and Gas Lease Application Case Files. Authorizing office record copies. Serialized case files arranged by number, including both leases approved by BLM and applications unapproved (either rejected by BLM or withdrawn by applicant) and related appeal documents.	NC1-49-76-3, B/13 & 16	Temporary. Cutoff EOFY in which the application is rejected by the BLM, withdrawn by applicant, or the approved lease terminates or expires and appeal rights are exhausted. Transfer to FRC 2 years after cutoff. Destroy 15 years after cutoff. NARA Job NC1-49-76-3, B/13 and 16.

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83	0009 – Energy Application Case Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 15 years after cut off.	Communitization or Unitization Agreement Application Case Files. Authorizing office record copies. Serialized case files arranged by number, including both agreements approved by BLM and applications unapproved (either rejected by BLM or withdrawn by applicant) and related appeal documents.	NC1-49-76-3, B/13 & 16	Temporary. Cutoff in Which the agreement is terminated or the application is rejected by the BLM or withdrawn by applicant and appeal rights are exhausted. Transfer to FRC 2 years after cutoff. FRC destroys 15 years after cutoff. NARA Job NC1-49-76-3, 4/26 a.
84	0009 – Energy Application Case Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 15 years after cut off.	Geothermal Lease Applications Case Files	NC1-49-76-3, B/13 & 16	Temporary. Cutoff EOFY in which the application is rejected by the BLM, withdrawn by applicant, or the approved lease terminates or expires and appeal rights are exhausted. Transfer to FRC 2 years after cutoff. FRC destroys 15 years after cutoff. NARA Job NC1-49-76-3, 4/28a.

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85	0009 – Energy Application Case Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 15 years after cut off.	Solid Mineral Lease Application Case Files	NC1-49-76-3, B/13 & 16	Temporary. Cutoff EOFY in which the application is rejected by the BLM, withdrawn by applicant, or the approved lease terminates or expires and appeal rights are exhausted. Transfer to FRC 2 years after cutoff. FRC destroys 15 years after cutoff. NARA Job NC1-49-76-3, 4/29a.
86	0009 – Energy Application Case Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 15 years after cut off.	Oil Shale Lease Application Case Files	NC1-49-76-3, /13 & 16	Temporary. Cutoff EOFY in which the application is rejected by the BLM or withdrawn by the applicant, or the approved lease terminates or expires and appeal rights are exhausted. Transfer to FRC 2 years after cutoff. FRC destroys 15 years after cutoff.

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87	0009 – Energy Application Case Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 15 years after cut off.	Bonds Files - Original office records. Serialized bond files arranged by individual or corporate name. Consists of personal or surety bonds, riders, powers-of-attorney, and security instruments.	N1-049-10-2, 4/21	TEMPORARY. Cutoff EOFY in which the period of bond liability is terminated by the BLM, and terms and conditions of the notice of intent or permit have been met. Transfer to FRC 2 years after cutoff. FRC destroys 15 years after cutoff.
88	0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Minerals and Mining Files - Case files on mineral and mining leases on USFWS administered land issued by the Bureau of Land Management (BLM) and mineral and mining exploration and production activities as allowed to existing subsurface rights holders. Files document USFWS involvement in ensuring that leases or claims are valid, that activities are conducted under any stipulated conditions, that the wildlife and habitat are protected, and that restoration and rehabilitation is completed after expiration of lease or abandonment of activities. Files may include copies of leases, plans and studies, permits, correspondence, activity logs and memoranda and reports documenting activities, and other information documenting USFWS's role in evaluating and administering the lease, claim, or activities.	N1-022-05-01, 175	TEMPORARY. Destroy 20 years after lease or claim terminates and appeal rights are exhausted.

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89	0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Oil and Gas Files - Case files on oil and gas leases issued by the Bureau of Land Management (BLM) and oil and gas exploration and production activities on USFWS administered land as allowed to existing subsurface rights holders. Files document USFWS involvement in ensuring that leases are valid, that activities are conducted under any stipulated conditions, that the wildlife and habitat are protected, and that restoration and rehabilitation is completed after expiration of lease or abandonment of activities. Files may include copies of leases, copies of plugging records, plans and studies including Comprehensive Conservation Plans and Oil and Gas Management Plans, permits, correspondence, activity logs and memoranda and reports documenting activities, and other information documenting USFWS' role in evaluating and administering the lease.	N1-022-05-01, 178	TEMPORARY. Destroy 20 years after lease terminates and appeal rights are exhausted.
90	0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Contractual Sales of Timber. Case files, arranged by contract number, documenting individual sales of BLM timber to contractor. Includes plans, profiles, exhibits, invitation, bids, evidence of sale, acceptance, bonds, correspondence, and other documents concerning the sale from initiation through termination and release. Excludes related access case files (BLM4/22), road construction project files (BLM22/2), operator rating files (BLM4/2i3), and timber sale plans (BLM4/26). (1) Official Case File. Record copy maintained by the field office initiating the sale.	NCI-49-85-2, 4/6b(1)	Temporary. Cutoff upon termination of contract. Transfer to FRC when 4 years old. FRC destroys when 19 years old.

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91	0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Mineral Lease Sale Files - History Case Files - Non-serialized case files containing tract selection recommendations, maps, sale notices, stipulations, address lists, estimates of resource values for each parcel, sale minutes, bidder registration, bid abstracts, results lists, summary reports, and related sale material.	N1-49-90-1, 4/24a	Temporary. Cutoff EOFY in which the final determination of bid acceptance or rejection is made. Transfer to FRC 5 years after cutoff. FRC destroys 25 years after cutoff.
92	0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Exploration and Prospecting Permit/License Applications Approved - Serialized case files, arranged by number, documenting the search for evidence of oil and gas, geothermal, coal, oil shale, and other mineral resources. The search requires physical presence upon the lands and may result in damage to the lands or the resources. No lease or application for permit to drill (APD) is required by the BLM. Consists of the application, approved permit or license, notice of intent, exploration plan, maps, notice of completion, and related correspondence.	N1-49-90-1, 4/25a	Temporary. Cutoff EOFY in which the authorization terminates, required rehabilitation of the affected lands is accepted by the BLM, and appeal right are exhausted. Transfer to FRC 3 years after cutoff. FRC destroys 30 years after cutoff.
93	0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Helium Storage Program and Operation Files not Described Elsewhere - Records on helium field production, maintenance, storage, land, transportation, etc.	N1-49-00-3, 32/2a	Temporary. Cutoff EOFY. Transfer to FRC when records are 5 years old. FRC will destroy when they are 25 years old.

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94	0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Power Generation - Materials pertaining to power generation. Include: Technical correspondence, pumped storage generation, peak power generation, statistical studies of existing and potential power development, and 4-E terms and conditions.	N1-115-94-8, PRJ-17.10	Temporary. Cutoff at the end of each calendar year or when volume warrants. Transfer to FRC 10 years after cutoff. FRC destroy 30 yers after cutoff.
95	0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Power and Transmission Service Contracts and Agreements - Materials pertaining to power contracts and agreements between Reclamation and irrigation districts, or industrial and municipal customers regarding the sale of power, transmission, or payment for such services principally in the Pacific Northwest Region. Includes, but is not limited to: Contracts, agreements, Memorandum of Agreements, transmission service agreements, sale of power documentation, payment schedules, power generation studies and requirements, statistics, and Federal Energy Regulatory Commissioner (FERC) permit applications and issued permits.	N1-115-94-8, PRJ-18.00	Temporary. Cutoff at the end of each calendar year or when volume warrants. Transfer to FRC 10 years after cutoff. FRC destroy 30 yers after cutoff.

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96	0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Oil & Gas Reservoir Management Agreements - Conservation Management Requests - Unitization Review (BAA) - All records related to the BSEE review and analysis of a proposal to combine or consolidate separately owned leasehold interests for the joint exploration, development or production of a reservoir or potential oil and/or gas accumulation. Includes: Unit production and development, unitization, receive, review, process and provide comments on Unit Development Plans, review unitization annual development plans for compliance or non-compliance with the unit operators proposal, review unitization and unit contracts, review, approve or deny unitization or participating areas, receive, analyze and approve unitization (exploration and development production) and unit amendments, review and approval of unitization requests (resolve field adjacency issues, receive geologic data, approve unit operator designation identify unit name, working interest percentage and participating areas).	N1-473-12-3, 3A(1)	Temporary - Cut off at close of FY or when activity is completed. Retain onsite or at the FRC. Delete/Destroy 25 years after cutoff
97	0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Oil & Gas Reservoir Management Agreements - Conservation Management - Drainage Issues (BAB) - All records related to procedures conducted to protect federal royalty interests or to identify, migrate or prevent damage to reservoirs due to competitive draining issues across unit or lease boundary lines. Process application for five hundred line waivers and/or violations, determine compensatory royalty, monitor and assess potential drainage scenarios between variable royalty rate leases, conduct technical reviews of potential drainage scenarios between variable royalty rate leases, determine competitive reservoirs, approve and monitor the requirements of a joint development production plan.	N1-473-12-3, 3A(2)	Temporary - Cut off at close of FY or when activity is completed. Retain onsite or at the FRC. Delete/Destroy 25 years after cutoff

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98	0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Oil & Gas Reservoir Management Agreements - Conservation Management - Monitor Reservoir Performance & Well Production Rates (DAL) - All records related to this work element covers all monitoring activities associated with efficient and proper reservoir management, prudent well production and practical leasehold management. Review sensitive reservoir information, after final approval, conduct follow up review for the Conservation Information Document, review production and development, monitor oil & gas production rate, review and approve MER, MPR and semi-annual well test reports, sub surface commingling, receive applications, conduct reviews and make determinations on bottom hole pressure survey and waivers or violations, reclassify reservoirs, review and analyze production in paying quantities, receive and process applications for enhanced oil recovery or violations, review semi-annual well test and violations, receive and review down hole commingling applications or violations, process flaring requests or violations, process applications for well potential test or violations, review and approve MER, MPR, and semi-annual well test reports, process applications for gas flaring and conduct compliance monitoring activities, conduct inspections, receive, review and approve well potential test reports.	N1-473-12-3, 3A(3)	Temporary - Cut off at close of FY or when activity is completed. Retain onsite or at the FRC. Delete/Destroy 25 years after cutoff
99	0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Sand and Gravel Lease Requests (QAA) - All records related to planning, evaluating, preparing and executing sand and gravel mineral leases. Includes: Complete National Environmental Policy Act (NEPA) and other required environmental analyses or consultations, negotiate Memoranda of Agreement with Federal agency(s), prepare and issue negotiated sand and gravel leases, coordinate and conduct competitive sand and gravel lease sales, measured by the number of sand and gravel leases issued.	N1-473-12-4, 4D	Temporary - Cut off at close of FY or when activity is completed. Retain onsite or at the FRC. Delete/Destroy 25 years after cutoff

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100	0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Alternative Energy Technical Studies (LBL) - All records related to technical studies providing information alternative energy programmatic and regulatory decisions. Includes: All work related to technical/engineering studies conducted in support of the alternative energy program, workshops and public meeting held or attended in support of technical studies for the alternative energy program, preparation and presentation of technical or scientific papers or presentations by staff on alternative energy related research.	N1-473-12-4, 4D(1)	Temporary - Cut off at close of FY or when activity is completed. Retain onsite or at the FRC. Delete/Destroy 25 years after cutoff

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101	0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Information Management & Transfer, Process Oil and Gas Lease (ABN) - All records related to all information and data related business processes and tasks that should be planned and consistently implemented across BOEM. In particular, those information management and publication support services for functions covered by the work elements included under OH-Process Oil and Gas Leases OM-Process offshore oil and gas user plans and permits, OD maintenance of oil and gas lease authorizations include: Review and edit manuscripts and provide desktop publishing services, perform records and document management in accordance with National Archives and Records Management requirements, manage program office information collection activities and forms requiring OMB approval, conduct web management and related tasks and activities, perform oversight and extensible markup language applications, publications, public data sets, Fast Facts of offshore data sets, ensure quality and consistent content and vocabularies for BOEM information products (intra or internet publications and documents), perform data and information quality efforts (version control, verification or validation, especially for public images, graphics or information), change data including the conversion of paper to electronic files or electronic files from one format to another, perform activities (including OMB requirements) related to customer service, revise and review structure of fair market value determinations.	N1-473-12-4, 4E	Temporary - Cut off at close of FY or when activity is completed. Retain onsite or at the FRC. Delete/Destroy 25 years after cutoff

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102	0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Oil Spill Research Other Than Significant Final Research Products - All records related to all other Technology Assessment Reports for oil spill research that are not considered to be significant, and all other research and development project case file records produced as part of OHMSETT research activities and for other research that is sponsored by BSEE.	N1-473-12-5, 5B(1)(b)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.
103	0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Operational Safety and Engineering Research - All records related to contractual operational safety and engineering research related to plans and permit application review. Includes the evaluation and review of operational safety and engineering research proposals. Includes reports of production platforms and subsea pipelines of various ages and operational efficiencies, results of research to better conduct technological advancements processes available to correct the reverse problematic aging events, reports on platforms and associated production facilities reaching the end of their useful lives, and all records associated with Technology Assessment Programs (TAP).	N1-473-12-5, 5B(2)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.
104	0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Oil Spill Response Plans - All records related to the processing, review, coordination and planning for oil spill response plans, as described in regulation 30 CFR 254 and related requirements. Includes Oil Spill Response Plan (OSRP) program management, oil spill response, biennial review and approval of Federal OSRPs, regional oil spill response plans review and coordination, all other program support activities related to oil spill response plans except for regulation development and industry standard reviews (API, ASME, ISO and AWS).	N1-473-12-5, 5B(3)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.

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105	0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Manage OHMSETT Facility - All records pertaining to the management operations of the Oil and Hazardous Materials Simulated Environmental Test Tank (OHMSETT) facility. OHMSETT is the National Oil Responsive Research and Renewable Energy Test Facility and is operated by the Bureau of Safety and Environmental Enforcement (BSEE). Government agencies, academia, public and private companies use OHMSETT as a research center to test oil spill containment/clean-up equipment and techniques, to test designs in response equipment and to conduct training with actual oil response technologies. The facility has a variety of mechanical, electrical, and chemical systems and is used for testing equipment, evaluating acquisition options and validating research findings.	N1-473-12-5, 5B(4)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.
106	0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Oil Spill Research Function - Review, approval of oil spill response plans, funding support of national and regional response teams, area committees and the interagency coordinating committee on oil pollution research (ICCOPR). National Response System - All records related to participation in meetings of area committees, regional response teams, and the national response team. Includes review and revision of area contingency plans and the national contingency plan, participation in the planning, conduct, and evaluation of government and industry-led drills held under the National Preparedness for Response Exercise Program, assistance in the development of policies and procedures on emergency preparedness, conference calls participation during oil spills to provide expertise in response decision making, and presentations on agency regulations, policies, practices, and activities at NRS functions.	N1-473-12-5, 5C(1)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.

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107	0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Unannounced Exercises (Oil Spill) - All records related to the conduct of agency unannounced oil spill drills including complex tabletop exercises, with or without equipment deployment, and deployment of equipment. This includes identification of exercise participant; development of scenario; coordination of participation by agency staff and other federal partners, initiating, controlling, and evaluating the exercise; preparation of documentation; data base entry; preparation of reports; issuance of incidents of non-compliance; collecting lessons learned; conducting analyses of exercises to identify trends, gaps, or areas for improvement; and proposing changes to policies or procedures to improve plan holder planning and preparedness. Element also includes participation in non-prep related unannounced exercises of other agencies.	N1-473-12-5, 5C(2)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.
108	0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Oil Spill Incident Review and Analysis - All records related to identifying, tracking, quantifying, and responding to oil spills from regulated facilities, including review of oil spill reports from the National Response Center, NOAA, industry, or other sources. Other Than Major Oil Spill Incident and Analysis Records - Records of all other (non-major) oil spill incidents. Includes reports for non-major incidents and all supporting case file materials, with incident documentation and analysis work papers.	N1-473-12-5, 5C(3)(b)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.

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109	0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Oil Spill Response Division Program - All records related to the administration and operation of agency oil spill program including promulgation of regulations, development policies and procedures, responding to requests for information. Oil Spill Response Program Administration Records - Records for routine activities including but not limited to responding to requests for information, personnel actions, maintenance of the program web site, all administration and budget activities, conducting program audits, the provision of support to other local, state, or federal partners, and all other activities relating to program direction.	N1-473-12-5, 5C(4)(b)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.
110	0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Facility Safety Systems Permit Applications - All records related to the processing, review, evaluation, analysis, coordination, and approval of production facility safety system permits, as described in the regulation 30 CFR 250 Subpart B, C, H, I, and related requirements. Includes Production Facility Applications processing, review, and coordination. Includes requests for new facilities and modifications to existing facilities, production facility safety permits and related reports, processing, non-environmental review, coordination, and approval, all other non-environmental reviews of production facility safety permits, Hydrogen Sulfide Contingency Plans and related reports for production facilities, Safe Welding Area review for production facilities, Welding and Burning Practices and Procedures (i.e., Hot Tap Plan) for rigs, support activities for Alaska and Pacific Regions specific to platforms, and mitigation development, coordination, and review related to development and production plans and permits.	N1-473-12-5, 5D(1)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.

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111	0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Lease Term and Right-of-Way Pipeline Permits - All records related to the processing, review, evaluation, analysis, coordination, and approval of lease-term and Right-of-Way pipeline permits, as described in the regulation 30 CFR 250 Subpart B, C, J, Q and related requirements. Includes lease-term and ROW pipeline application processing, non-environmental review, coordination, and approval, pipeline permits and related reports and surveys (new pipeline applications and requests to modify existing pipelines, and associated construction reports), lease-term and ROW pipeline decommissioning, all other non-environmental reviews of pipeline applications, pipeline maintenance and repairs plans and notifications, pipeline cathodic protection survey and pipeline inspection reports process and review, and mitigation development, coordination, and review related to pipelines.	N1-473-12-5, 5D(2)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.
112	0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Pipeline Repair Plans and Related Permits - All records related to the processing, review, evaluation, analysis, coordination, and approval of pipeline repair plans and related permits as described in the regulation 30 CFR 250 Subpart B, C, J, Q and related requirements. Includes pipeline maintenance and repairs plans and notifications, pipeline repair plan and permit related application processing, non-environmental review, coordination, and approval, pipeline permits and related reports and surveys (new pipeline applications and requests to modify or repair existing pipelines, and associated construction reports), all other non-environmental reviews of pipeline applications, pipeline cathodic protection survey and pipeline inspection reports process and review, and mitigation development, coordination, and review related to pipelines.	N1-473-12-5, 5D(3)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.

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113	0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Structure Decommissioning Plans and Related Permits - All records related to the processing, review, evaluation, analysis, coordination, and approval of structure decommissioning plans and related permits, as described in regulation 30 CFR 250 Subpart B, C, Q and related requirements. Includes structure decommissioning plans, processing, non-environmental review, coordination, and approval, pipeline and platform section deep water operations plans review, all other non-environmental reviews of structure decommissioning plans, Platform Site Clearance reports processing, non-environmental review, and coordination, mitigation development, coordination, and review related to structure decommissioning plans and permits, Platform Site Clearance reports processing, non-environmental review, and coordination.	N1-473-12-5, 5D(4)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.
114	0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Structure Permits - All records related to the processing, review, evaluation, analysis, coordination, and approval of platform structure permit (new and modifications) and production facility applications, as described in the regulations 30 CFR 250 Subpart B, C, H, I, J, Q and related requirements. Includes platform structure permits (new and modifications), and related reports, processing, non-environmental review, coordination, and approval, Production Facility Applications processing, review, and coordination. (Includes requests for new facilities and modifications to existing facilities), all other non-environmental reviews of platform structure permits (new and modifications), review of a proposal that has modifications (e.g., revisions) to an approved development plan or permit, and mitigation development, coordination, and review related to development and production plans and permits.	N1-473-12-5, 5D(5)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.

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115	0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Surface Commingling Applications - All records related to surface commingling applications, metering locations and facility configuration for the production of oil and gas. Includes surface commingling and measurement, measurement and allocation plan documents, such as surface commingling allocations, production safety systems and/or production metering systems documents for review and approval.	N1-473-12-5, 5E	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.
116	0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Incident Analysis and Investigation Program - All records related to offshore incidents and events reporting, analysis, and investigation. All Other Incident Investigative and Related Records - Records include all background case file and working paper documents for any investigation, as well as final reports for all other investigations that do not result in the appointment of a panel, or which are not selected as significant by BSEE. Includes operator's notification and reports, and any other records, including copies of previous inspections, exercise results, operator oil spill response plans, and other such pertinent data.	N1-473-12-5, 5F(2)(b)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.
117	0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Oil Spill Response Preparedness Drills and Equipment Inspections - All records related to planning, conducting, and reviewing oil spill response preparedness drill and equipment inspections related to requirements outlined in regulation 30 CFR 254 and related requirements. Includes oil spill response equipment inspections, oil spill response, exercises, drills, and inspections, oil spill training and table top exercises, unannounced oil spill drills, incident of non-compliance processing related to oil spill response equipment inspections and drills, all program support activities related to oil spill response preparedness drills and equipment inspections, number of spill drills conducted, and oil spill equipment inspections.	N1-473-12-5, 5H(2)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.

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118	0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Inspection Planning - All records related to the planning, scheduling, implementation of the Offshore Inspection Program. Includes inspection planning (platforms and rig inspections), Well Activity Report inspector review (on drilling and work-over activities), on-site, post inspection problem resolution and enforcement, inspection and enforcement, and potential incident of non-compliance development.	N1-473-12-5, 5H(4)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.
119	0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Compliance Inspection and Enforcements - All records related to the conducting of field inspections to verify compliance with safety, operational, environmental protection requirements, as described in regulation 30 CFR 250 and related requirements, except for work related to pre-production inspection and enforcement activities. Includes Offshore Production Facility Inspections, Offshore D Inspections (drilling and workover), BOP Test Witnessing, Offshore Pipeline Inspections, pollution and environmental inspections, onshore and offshore meter inspections, U.S. Coast Guard inspections, all other safety and environmental protection inspections performed by the Bureau, other office paperwork inspections, enforcement actions related to the inspections, issuance and review of Incidents of Noncompliance (INCs), and appeal of INCs.	N1-473-12-5, 5H(5)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.
120	0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Industry Performance Analysis and Recognition Program - All records related to annual operator safety performance reviews, SEMP, and SAFE Award programs. Includes annual operator performance reviews, all other program support activities related to the annual operator safety performance reviews.	N1-473-12-5, 5H(6)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.

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121	0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Industry Training Program - All records related to the auditing of industry training plans, as described in regulation 30 CFR 250 Subpart O and related requirements. Records include assessment and audits of training industry programs including but not limited to training system audits, personnel interviews, testing to evaluate knowledge and skills of training personnel, and hands on production safety, simulator or live well testing to evaluate competence and records of recommended enforcement action.	N1-473-12-5, 5H(7)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.
122	0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Civil Penalties Program - All records related to the processing, review, evaluation, analysis, coordination and assessment of civil penalty cases as described in 30 CFR 250 Subpart N and related requirements. Includes Civil Penalty Case processing, review, coordination and action (assessment), all other program support activities related to the Civil Penalty Program except development of regulations.	N1-473-12-5, 5I	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.
123	0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Offshore Platform and Pipeline Protection - All records related to safeguarding the offshore energy infrastructure. Includes offshore infrastructure protection/coordination/consultation documents for BSEE interaction with other DOI offices, other Federal agencies, State agencies and nongovernmental organizations on issues, memoranda of understanding, such as those with National Energy Security Policy and the Gulf Safety Committee, oversight documents, guidance products, reviews, BSEE protection procedures for offshore platforms and pipelines, BSEE program specific protection measures, policies and procedural records, offshore critical infrastructure and asset analysis.	N1-473-12-5, 5J(1)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.

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124	0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Pre-Production Inspections and Enforcements - All records related to the conducting of field inspections to verify compliance with safety, operational, environmental protection pre-production requirements, as described in regulation 30 CFR 250 and related requirements. Includes offshore pre-production inspections, offshore rig inspections (drilling and work over), pollution and environmental inspections, U.S. Coast Guard inspections, all other safety and environmental production inspections, other office paperwork inspections, enforcement actions related to the inspections, issuance and review of incidents of noncompliance (INC), appeals of INC, track operator and lessee due dates for required information submissions, issuance of informal and formal notifications regarding delinquent or missing data, issuance of office incidents of non-compliance for missing or erroneous open hole data, and quality assurance on permits and reports.	N1-473-12-5, 5J(3)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.
125	0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Safety and Environmental Management System (SEMS) Program Records - All records related to the development, implementation and management of SEMS program, and SEMS audit reviews. SEMS Audit Records - Case files documenting audits and reviews of industry and operator SEMS programs using the criteria in 30 CFR 250, Subpart S. The audit package includes original plan, final report and list of corrective actions.	N1-473-12-5, 5J(4)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.
126	0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Provision of Technical and Programmatic Consultation (International) - All records related to providing technical expertise for governmental groups, and a wide variety of coordination and consultation with other state, federal, international agencies and non-governmental organizations. Includes international activities, international regulatory interface, international standards, international treaties and conventions.	N1-473-12-5, 5K(1)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.

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127	0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Liquefied Natural Gas (LNG) Projects - All records related to the processing, review, evaluation, analysis and coordination of LNG project applications. These records include memoranda of understanding and/or cooperative agreements with the U.S. Coast Guard specific to LNG activity, such as engineering review and recommendation regarding LNG pipelines. Includes NEPA document development (environmental assessments and environmental impact statements), documentation of recommended mitigations and conditions of approval, individual reviews, and fair market value determinations of LNG ports.	N1-473-12-5, 5L	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.
128	0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Bid Appeal Analysis (NAG) - All records related to bids and or rejection of bids, appeal processes and the reviews of appeals based upon well log interpretation, seismic correlation, engineering and economic parameters and so forth. Process field determination appeals, Provide economic reviews on rejected bid appeals	N1-589-12-3, 3E(2)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.

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129	0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Resource Assessment Special Projects (NAK) - All records related to broad reaching resource assessment projects or studies that can not be identified to specific "OR" work elements. This work element is also intended to be used with the annual Mississippi CMRET earmark for methane hydrate research. Lease buy backs or land exchange trigger the initiation of this work, Support post sale data analysis, Maintain a separate database from the corporate database, Perform what-if analysis, Operate as the information point for issues acted on by BOEM offshore, Provide support and information for formal reports to Congress, Disseminate knowledge gained form the analysis and interpretation of geological, geophysical and engineering data by publishing the Offshore Atlas, Conduct special studies and publications, Coordinate and work with other Federal or State agencies on BOEM or joint agency projects and initiatives, Perform special studies and provide technical expertise or information input as mandated by DOI or Bureau directives	N1-589-12-3, 3G	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.

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130	0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Conservation Management - Monitor Reservoir Performance & Well Production Rates (DAL) - All records related to this work element covers all monitoring activities associated with efficient and proper reservoir management, prudent well production and practical leasehold management, Review sensitive reservoir information, After final approval, conduct follow up review for the Conservation Information Document, Review production and development (e.g. reservoir simulation), Monitor oil and gas production rate, Review and approve MER, MPR and semi-annual well test reports, sub surface commingling, Receive applications, conduct reviews and make determinations on bottom hole pressure survey and waivers or violations, Reclassify reservoirs, Review and analyze production in paying quantities, Receive and process applications for enhanced oil recovery or violations, Review semi annual well test and violations, Receive and review down hole commingling applications or violations, Process gas flaring requests or violations, Process applications for well potential test or violations, Review and approve MER, MPR, and semi annual well test reports, Process applications for gas flaring and conduct compliance monitoring activities, Conduct inspections, Receive review and approve well potential test reports	N1-589-12-3, 3I(2)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.

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131	0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Developing the 5-Year Program (AAA) - All records related to Section 18 of the OCS Lands Act requires the Secretary to prepare and periodically revise, and maintain an oil and gas leasing program and prescribes a multi-step process for developing a new program. Includes all records involved in developing 5-Year Outer Continental Shelf (OCS) Oil and Gas Program. (Does not include rewrite or comments on regulations or legislation not directly pertaining to the 5-year program or leasing). Conduct 5-year program activities, provide input to and coordinate with Headquarters, on development of the 5-year OCS O&G Leasing program, develop the 5-year Program, process leasing or program activity decision documents and supporting correspondence, publish semiannual list of restricted joint bidders, rewrite or comment on regulations or legislation pertaining to the 5-year program or leasing, prepare briefing papers associated with the 5-year program process	N1-589-12-4, 4D(1)(b)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.
132	0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Economic and Engineering Analysis for the 5-Year Program (AAD) - All records related to all processes and tasks needed to accomplish economic analysis, modeling and consultation in support of the drafting and implementing the 5-Year OCS Oil and Gas Program. Perform economic and engineering analysis for 5-Year Plan, including ad hoc analysis (output from work element NAA is used for this work element), conduct economic and engineering evaluation work for Headquarters in development of the 5-Year Leasing Program, exploration and development reports and documents for the 5-Year Program, NEPA, coordinate economic and engineering models for 5-Year Program development	N1-589-12-4, 4D(4)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.

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133	0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Individual Lease Sale Areas of Interest (AAF) - All records related to this element apply. Before the Call for Information and Nominations and the Area Identification steps of the presale process, the area to consider for leasing for a proposed sale are: Determine individual lease sale areas of interest, use the Indicated Hydrocarbon List to conduct analyses of open-hole data on unleased blocks in the GOM to develop a digital, web-site page or paper publication that identifies well bores with hydrocarbons	N1-589-12-4, 4D(5)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.
134	0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Environmental Studies Case Records - This series includes all management type oversight and work to plan environmental studies for oil and gas, renewable energy, non-energy minerals, and other non-energy categories, and all work on individual studies projects for prelease decisions. The records also document the following activities: development of - Annual Environmental Studies Plans, - Annual Regional Studies Priority Lists, - National Studies Priority Lists, consultation with the Outer Continental Shelf Scientific Committee, maintenance of the Environmental Study Plan's Financial Project Management System, preparation of procurement packages including - statements of work - requisitions - independent government cost estimates - technical evaluation criteria - justifications for noncompetitive procurement - all required approvals, solicitation, technical proposal evaluation and contract award, oversight of environmental studies, support for contract procurement or conduct studies, monitor performance, accept and disseminate environmental studies research data and information archive	N1-589-12-4, 4E(1)(b)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.

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135	0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Environmental Coordination for Lease Sales (AAJ) - All records related to this element perform consultations with States and other Federal agencies in support of individual Outer Continental Shelf (OCS) lease sales, including documentation prepared by the Bureau to support these consultations. Includes: Coastal Zone Management Act (CZM) consistency determinations and certifications (i.e., consultations with States), Endangered Species Act (ESA) Section 7 biological assessments and consultations (with the U.S. Fish and Wildlife Service [FWS] and National Oceanic and the Atmospheric Administration [NOAA], Fisheries), Essential fisheries habitat (EFH) consultations with NOAA, Fisheries, This work element produces workload measures: Number of CZM consistency determinations-lease sales, Number of ESA sect. 7 NMFS consultations-lease sales, Number of ESA sect. 7 consultations (FWS)-lease sales, Number of EFH consultations (NMFS)-lease sales.	N1-589-12-4, 4E(2)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.
136	0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Oil Spill Risk Analyses for lease Sales (AAK) - All records related to preparing an oil spill risk analysis for lease sales. It does not include environmental studies that may supply information useful to the OSRA model, nor does it include the analysis of the OSRA results for an environmental analysis such as an environmental impact statement or an environmental assessment. Includes: Identification of potential spill areas (launch areas and points), identification of potentially affected resource areas (targets), acquisition of data sets for model seeding or validation, data preparation, Modeling efforts, Preparation of model results for dissemination	N1-589-12-4, 4E(3)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.

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137	0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Lease Sale Planning (AAL) - All records related to standard administrative operating procedures to plan and conduct a lease sale. Includes planning area reviews, lease status review, preparation and assistance to headquarters on proposed and final notices of sale, planning and scheduling the facilities and related equipment needs. Also includes notices to States, acceptance of bids and updates to the corporate database. Includes: Conduct steps to hold lease sales, Accept and receive bids, Conduct initial screening of bids, Conduct bid openings, Plan and implement updates of sale that support hardware and software	N1-589-12-4, 4F	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.
138	0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	New Leases (AAM) - All records related to administrative procedures carried out to prepare and execute new leases including file folder preparation, lease printing and assembly, notice to companies on bid acceptance, payoff notification by the Office of National Resources Revenue (ONRR), lease execution by the Regional Director and document copying and mail outs to companies. Includes: Preparation and execution of new leases, Provision of support and service to lease high bidder	N1-589-12-4, 4F(1)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.

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139	0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Renewable Energy Stakeholder Outreach (LBI) - All records related to stakeholder outreach initiatives including consultation and coordination with interested and affected parties, and analysis of other applicable federal, state, and local requirements for each impacted state. Stakeholder outreach includes coordination with stakeholders that could be affected by or have an interest in renewable energy leasing on the OCS, including but not limited to Federal agencies, State agencies, local and tribal governments, universities, non-governmental organizations (NGOs), and collaboratives (NROC, USOWC, WCGA, etc). Tasks include: Information transfer meetings, public scoping meetings, public hearings, inter-governmental and inter-agency meetings, conference presentations/sponsorships, workshops, Federal regulatory meetings (e.g., meetings with FERC, DOE and other cooperating agencies), and; coordination activities involved with the development of MOAs and MOUs pertaining to renewable energy leasing on the OCS.	N1-589-12-4, 4L(1)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.

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140	0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Renewable Energy Task Forces (LBJ) - All records related to the development and actualization of Task Forces are necessary to ensure that the BOEM consults with the full spectrum of relevant Federal agencies, State agencies, and local and tribal governments in planning and administering its renewable energy leasing activities on the OCS. Membership in BOEM-sponsored state Task Forces is limited to Federal officials and elected officers of State, local, and tribal governments (or their designated employees with authority to act on their behalf) acting in their official capacities. Task Force meetings are held solely for the purposes of exchanging views, information, or advice relating to the management or implementation of the BOEM renewable energy program. Activities include: All dialogue and meetings held pertaining to BOEM-sponsored renewable energy State Task Forces, and; administration activities in support of the establishment and maintenance of these Task Forces.	N1-589-12-4, 4L(2)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.
141	0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Renewable Energy Technical Studies (LBL) - All records related to technical studies providing information for alternative energy programmatic and regulatory decisions. All work related to technical/engineering studies conducted in support of the alternative energy program, Workshops and public meetings held or attended in support of technical studies for the alternative energy program, Preparation and presentation of technical or scientific papers or presentations by staff on alternative energy related research.	N1-589-12-4, 4L(3)(b)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.

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142	0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Renewable Energy Lease Adjudication and Administration (LBM) - All records related to the adjudication and administration of renewable/alternative energy leases that do not fall into any other category, including work accomplished to: Adjudicate leases applications, Maintain lease administrative record, Conduct lease status reviews, Adjudicate assignments of lease/operating rights interests and process lease relinquishments. This work includes customer assistance, fee processing, and verification that companies are qualified and database entry. Accept and process Designation of Operator forms, Receive, store, retrieve and maintain official lease records	N1-589-12-4, 4L(4)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.
143	0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Company Qualification Submittals for Renewable Energy (LBN) - All records related to the review and acceptance of documentation filed by new applicants to be approved to do business with the Bureau of Ocean Energy Management (BOEM). Also, the process of reviewing and accepting changes to qualification data. Legal, technical or financial qualification of new applicants, Receive, review and accepts updates to company qualifications (authorized officers, etc.), Receive, review and accept company mergers, name changes and business conversions, Customer assistance, education and database entry, Receive, store, retrieve and maintain company qualification records	N1-589-12-4, 4L(5)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.

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144	0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Financial Instruments and Bonds for Renewable Energy Projects (LBO) - All records relating to ensuring that a lease or grant bond in the required amount has been provided. The bond guarantees compliance with all of the terms and conditions of the lease. Accept, review and administer new surety bonds and other financial assurance instruments, Process surety bond riders, terminations, and cancellations, Perform bond and financial reviews, Review and approve bonds related to change of operators, mergers, name changes and business conversions, Conduct one of two types of cost analysis for lease abandonments - lease abandonment cost analysis—submittals - lease abandonment cost analysis—in depth review, Conduct economic evaluations of bonds, Determine the required amount of bond or other financial security, including: - level of general bond required (based on activity level) - level of supplemental bond required - review and evaluate alternative financial security proposals	N1-589-12-4, 4M	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.
145	0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Non-Energy Mineral Licenses, Permits or Leases (OV) - All records related to Exploration Licenses and Prospecting Permits, includes all actions necessary for issuance, whether issued or not. Authorization will be processed in conformance with existing manuals and handbooks for exploration licenses and prospecting permits for non-energy leasable minerals. For Non-Energy Mineral Leases, includes review of lessee qualifications and review of bonding. Work includes both new authorizations and fringe acreage leasing. Work also includes all associated NEPA, Section 7 consultation, Section 106 compliance and other work where not previously addressed.	N1-589-12-4, 4N(1)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.

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146	0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Sand and Gravel Lease Requests (QAA) - All records related to planning, evaluating, preparing and executing sand and gravel mineral leases include: Complete National Environmental Policy Act and other required environmental analyses or consultations, negotiate Memoranda of Agreement with Federal agency(s), prepare and issue negotiated sand and gravel leases, coordinate and conduct competitive sand and gravel lease sales, Measured by the number of sand and gravel leases issued.	N1-589-12-4, 4N(2)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.
147	0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Cooperative Sand, Gravel & other Non-Energy Mineral Assessments with States and Marine Minerals Research Centers (QAC) - All records related to the business processes and tasks to participate in cooperative Outer Continental Shelf non-energy mineral studies through the, State Cooperative Offshore Sand and Gravel Program, MMTTC Program (CRMET should use NAK- See cross- reference Bucket 3A(3) NAK), sand outreach programs, non-environmental consultations	N1-589-12-4, 4N(3)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.
148	0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Other Non-Energy Leases (QAD) - All records related to planning evaluating, preparing and executing non-energy mineral leases include: Complete National Environmental Policy Act and other required environmental analyses or consultations, negotiate Memoranda of Agreement with Federal agency(s), prepare and issue negotiated non-energy leases, coordinate and conduct competitive non-energy, lease sales, Number of non-energy leases issued	N1-589-12-4, 4N(4)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.

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149	0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Non-Energy Task Force (QAF) - All records related to the business processes and tasks to participate in cooperative Outer Continental Shelf non-energy mineral studies. This work element produces the following workload measure: Number of non-energy, excluding sand and gravel, leases issued	N1-589-12-4, 4N(5)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.

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150	0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Environmental Coordination for Site-Specific Applications - All records related to the coordination and consultation with States and other Federal agencies in support of industry submittals (such as Development and Production Plans (DPPs), Development Operations Coordination Documents (DOCDs), Exploration Plans (EPs), pipeline applications, Application for Permit to Modify (APMs), structure removal applications, G&G applications, and rights-of-use and easements). Prepares environmental analysis to support the consultations. Includes coordination and consultations with other agencies/governments concerning issues relate to CZMA, ESA, MMPA, CAA, and NHPA, air quality consultations, Coastal Zone Management Act (CZMA) consistency determinations and certifications, Endangered Species Act Section 7 biological assessments and consultations (FWS & NOAA), essential fish habitat consultations (with NOAA, fisheries). Perform reviews of industry submittals to determine compliance of industry proposals with certain environmental laws or regulations. Includes Clean Air Act and Outer Continental Shelf Lands Act (OCSLA) air emission requirements, Clean Water Act and National Pollution Discharge Elimination System Permits, CZMA consistency certifications, Endangered Species Act Section 7, Marine Mammal Protection Act, National Historic Preservation Act (Section 106), OCSLA (compliance with BSEE/BOEM regulations, especially archaeology and air quality regulations).	N1-589-12-5, 5B(5)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.

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151	0011 – Resources Analysis and Evaluation	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 75 years after cut-off or longer if authorized.	Mining Claim Recordation (MCR) Files Filmed - Claims files with BLM after the Federal Land Policy and Management Act of October 21, 1976. Documenting the recordation of unpatented mining claims and mill or tunnel sites. Consists of evidence of assessment work, notices of location, notices of intent, transfers of interest, abandonment: decisions and related papers.	N1-49-90-1, 4/22a(1)(b)	Temporary. Cutoff EOFY in which the case is closed. Transfer to FRC 2 years after cutoff. FRC destroys 50 years after cutoff.
152	0011 – Resources Analysis and Evaluation	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 75 years after cut-off or longer if authorized.	Mining Claim Recordation (MCR) Files Not Filmed - Claims files with BLM after the Federal Land Policy and Management Act of October 21, 1976. Documenting the recordation of unpatented mining claims and mill or tunnel sites. Consists of evidence of assessment work, notices of location, notices of intent, transfers of interest, abandonment: decisions and related papers. Serialized case files, arranged by number, that are not filmed. Includes deferral of assessment work files not filmed.	N1-49-90-1, 4/22a(2)	Temporary. Cutoff EOFY in which the case is closed. Transfer to FRC 2 years after cutoff. FRC destroys 50 years after cutoff.
153	0011 – Resources Analysis and Evaluation	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 75 years after cut-off or longer if authorized.	Mining Claim Validity Examination Case Files - Case files, arranged by number, documenting examinations of unpatented mining claims by a minerals examiner to verify or refute discoveries alleged by claimants in order to assure that valid claims are recognized and invalid ones eliminated. Includes contest and appeal documentation.	N1-49-90-1, 4/22b	Temporary. Cutoff EOFY in which appeal rights are exhausted and final decision is issued. Transfer to FRC 1 year after cutoff. FRC destroys 50 years after cutoff.
154	0011 – Resources Analysis and Evaluation	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 75 years after cut-off or longer if authorized.	Mining Claim Surface Management Case Files - Serialized case files, arranged by number, documenting the receipt, approval, and monitoring of notices and plans of operations filed by the mining claimant or operator. Consists of the plan or notice, related maps, diagrams, environmental assessment, bond if required, evidence of approval or rejection, contests or appeals, notices of noncompliance, evidence of compliance and non-compliance, and related correspondence.	N1-49-90-1, 4/22c	Temporary. Cutoff EOFY in which the operations are completed and reclamation is accepted. Transfer to FRC 2 years after cutoff. FRC destroys 50 years after cutoff.

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155	0011 – Resources Analysis and Evaluation	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 75 years after cut-off or longer if authorized.	Communitization or Unitization Agreement Operations Lease and Well Files - Federal Agreements - Operations case files, arranged by serial number or area name, documenting the regulation, supervision, inspection, and enforcement of drilling and production activities on the agreement area. Consists of the agreement, plans of development and operation, geologic reports, engineering reports, production reports, reports of operation, structure contour maps, cross sections, logs, and other related scientific and technical data re. the agreement area and production activity. Agreements regarding leases on land for which the federal government holds the mineral interests.	N1-49-90-1, 4/26b(2)	Temporary. Cutoff EOFY in which agreement terminates and appeal rights are exhausted. Screen each file to identify and copy geologic data for filing in oil and gas geothermal geologic and production reference files (4/27c or 4/28c). Transfer to FRC 10 years after cutoff. FRC destroys 75 years after cutoff.

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156	0011 – Resources Analysis and Evaluation	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 75 years after cut-off or longer if authorized.	Oil and Gas Operations Lease and Well Files - Federal This series is comprised of the two major file types described below - the lease operations file and the related well files which document the regulation, supervision, inspection, and enforcement of drilling, production, safety, and environmental activities on the lease area. Lease Operations Case File - A separate case file is established for each lease to document the supervision of operation on the lease from issuance to termination. The lease operations case file contains the lease instrument and any assignments, lease operations correspondence, operating agreements, decisions, environmental assessment, operator plans, site security and emergency action plans, reports and investigations of accidents and undesirable events, diligent development review documentation, evidence of termination, and related material. The case file may be subdivided into separate folders as volume of documentation grows. Well Files - A separate case file is established for each well that is drilled under provisions of the lease in order to document the supervision of operations on the specific well. Well folders are arranged by well number and placed behind the related lease operations case file. The well file contains the application for permit to drill (AP-D), sundry notices, production reports, well completion and recompletion logs, maps, plats, drawings, specifications, requests and approvals of waivers from orders, drainage reports and investigations, applications for approval of methods for disposing of water produced from wells and the subsequent annual water analysis reports, and other required well data,	N1-49-90-1, 4/27b(2)	Temporary. Cutoff EOFY in which the lease terminates, the bond is released, and appeal rights are exhausted. Screen each file to identify and copy geologic and production reference files (item c). Transfer lease and well files to FRC 10 years after cutoff. FRC destroys 75 years after cutoff.

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157	0011 – Resources Analysis and Evaluation	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 75 years after cut-off or longer if authorized.	Geothermal Operations Lease and Well Files - Federal This record series is comprised of the two major case types described below - the lease operations file and the related well files which document the regulation, supervision, inspection, and enforcement of drilling, production, safety, and environmental activities on the lease area. Lease Operations Case File - A separate case file is established for each lease to document the supervision of operation on the lease from issuance to termination. The lease operations case file contains the lease instrument and any assignments, lease operations correspondence, operating agreements, decisions, environmental assessment, operator plans, site security and emergency action plans, reports and investigations of accidents and undesirable events, diligent development review documentation, evidence of termination, and related material. The case file may be subdivided into separate folders as volume of documentation grows. Well Files - A separate case file is established for each well that is drilled under provisions of the lease in order to document the supervision of operations on the specific well. Well folders are arranged by well number and placed behind the related lease operations case file. The well file contains the application for permit to drill (AP-D), sundry notices, production reports, well completion and recompletion logs, maps, plats, drawings, specifications, requests and approvals of waivers from orders, drainage reports and investigations, applications for approval of methods for disposing of water produced from wells and the subsequent annual water analysis reports, and other required well data,	N1-49-90-1, 4/28b(2)	Temporary. Cutoff EOFY in which the lease terminates, the bond is released, and appeal rights are exhausted. Screen each file to identify and copy geologic data for filing in the geologic and production reference file (item c) Transfer lease and well files to FRC destroys 75 years after cutoff.

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158	0011 – Resources Analysis and Evaluation	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 75 years after cut-off or longer if authorized.	Solid Mineral Lease Operations Case Files - Federal - Documents the regulation, supervision, inspection, and enforcement of drilling and production activities on the lease area. Consists of lease instrument and assignments, operating agreements, decisions, mining plans, environmental assessment, reclamation plans, lease inspection and production verification reports, and related correspondence. Operations case files, arranged by serial number, documenting the operational activities on leases on land for which the federal government holds the mineral interests.	N1-49-90-1, 4/29b(2)	Temporary. Cutoff EOFY in which the lease terminates the bond is released and appeal rights are exhausted. Screen each file to identify and copy geologic data for filing in the geologic and production reference file (item c). Transfer to FRC 10 years after cutoff. FRC destroys 75 years after cutoff.
159	0011 – Resources Analysis and Evaluation	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 75 years after cut-off or longer if authorized.	Oil Shale Lease Operations Case Files - Federal - Documenting the regulation, supervision, inspection, and enforcement of oil shale production activities on the lease area. Consists of the lease instrument and assignments, operating agreements, decisions, lease development plans, site security plans, reports and investigations of accidents and events, environmental baseline files, and related material. Operations case files, arranged by serial number, documenting the operational activities on leases on land for which the federal government holds the mineral interests.	N1-49-90-1, 4/30b(2)	Temporary. Cutoff EOFY in which the lease terminates, the bond is released, and appeal rights are exhausted. Screen each file to identify and copy geologic and production reference files (item c). Transfer to FRC 3 years after cutoff. FRC destroys 75 years after cutoff.

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160	0011 – Resources Analysis and Evaluation	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 75 years after cut-off or longer if authorized.	Mineral Resources Records - Records dealing with the mineral resources of a particular area of a country, or the resources of a country as a whole, or the distribution and availability or particular minerals in a particular country or worldwide. Material is compiled by the staff during the data research, collection, and analysis stages of investigation into the distribution and availability of mineral resources, or exploration and development programs in a country. Files include, but are not limited to, textural data, tables, and maps, in various draft forms; working notes; reports documenting interim work or the conclusions of a study, often for internal use or to informally update the sponsoring agency on the study, and unpublished SGSG reports of records and unpublished and formal publications from other Federal agencies. Reports are not intended for publication.	N1-057-07-01, 1801-04	Temporary - Cutoff at the end of the project. Destroy 50 years after cutoff or when no longer needed for reference, whichever is later.

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161	0011 – Resources Analysis and Evaluation	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 75 years after cut-off or longer if authorized.	G&G Data Management (NAC) - All records related to the managing of geological and geophysical (G&G) data and information with regard to acquisition, interpretation, analyses, statistical reporting, archiving, data release, terms of reproduction, development of proprietary terms and other business practices as related to G&G data and information. Conduct data management tasks for seismic and well data, manage G&G data acquisition and conduct data procurement, perform work related to geophysical data management, open hole data management (acquisition, security, quality, release and inquiries), establish Offshore minerals management wide priority list for funding, monitor and evaluate G&G contracts, process data related to lease acquisition and management of G&G data including seismic, velocity and vertical seismic profiles, provide data related to the management of open hole data including well logs, directional surveys, core analysis and well locations, receive and provide internal customers with paper files and store, shelve, retrieve and maintain official records.	N1-473-12-3, 3B	Temporary - Cut off at close of FY or when activity is completed. Retain onsite or at the FRC. Delete/Destroy 75 years after cutoff

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162	0011 – Resources Analysis and Evaluation	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 75 years after cut-off or longer if authorized.	Royalty Relief Program (ABI) - All records related to a program put into practice to reduce royalty assessments to promote development, increase production, or encourages production of marginal resources on certain leases or categories of leases. Includes: Implement royalty relief programs; deep water royalty relief (review applications, etc.), pre-development and special relief (an ad hoc program), implement royalty relief programs; end-of-life royalty relief (review applications, etc.), pre-development and special relief (an ad hoc program), determine royalty suspension volume, support royalty rate reduction requests (end of life relief; coordinate with OEE, OFO and PDRE; also perform economic analysis with headquarters, determine eligibility, make determination), End of Life Royalty Relief (application review and determination), review, analyze, approve or deny deepwater royalty relief applications, process bid and field determination appeals, evaluate field determinations/deepwater royalty relief determination for placement of new producible lease in deepwater into new or existing field. Eligible DWRR leases may receive share of automatic royalty suspension volume, determine the need for specific types of royalty relief and the form of such relief, analyze special case DWRR requests, review, analyze and approve deep gas well royalty relief projects.	N1-473-12-4, 4B	Temporary - Cut off at close of FY or when activity is completed. Retain onsite or at the FRC. Delete/Destroy 75 years after cutoff

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163	0011 – Resources Analysis and Evaluation	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 75 years after cut-off or longer if authorized.	Financial Instruments and Bonds (ABF) - All records related to verification that the lead operator fulfills the legal obligation to maintain a lease bond in the required amount. The bond guarantees compliance with all of the terms and conditions of the lease. Includes: Accept, review and administer bonds (i.e., general, supplemental or replacement). Also process riders, terminations, cancellations and third party guarantees, perform bond and financial reviews, determine requirements for and approve supplemental bonds, review and approve bonds related to change of operators, conduct one of two types of cost analysis for lease abandonment: Lease abandonment cost analysis - submittals and in-depth review; review and process general and supplemental bonds or other financial security for leases and rights-of-use-and-easement.	N1-473-12-4, 4B(1)	Temporary - Cut off at close of FY or when activity is completed. Retain onsite or at the FRC. Delete/Destroy 75 years after cutoff
164	0011 – Resources Analysis and Evaluation	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 75 years after cut-off or longer if authorized.	Exploration Plans - All records related to processing, review, evaluation, analysis, coordination, and approval of Exploration Plans (EP), as described in 30 CFR 250 Subpart B and C and related requirements. Includes Exploration Plans and related reports processing, non-environmental review, coordination, approval, shallow hazards and all other non-environmental reviews of EP, Exploration Plans G&G reviews, geophysical survey reports and coordination, rights of use and easement applications processing, review, coordination, and approval related to exploration and drilling, mitigation development, coordination, and review related to development plans, office issued incidents of noncompliance processing relating to compliance with approved exploration plans, all other program support activities related to exploration plans except for regulation and policy development and industry standard reviews.	N1-473-12-5, 5A(1)	Temporary - Cut off at close of FY or when activity is completed. Retain onsite or at the FRC. Delete/Destroy 75 years after cutoff

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165	0011 – Resources Analysis and Evaluation	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 75 years after cut-off or longer if authorized.	Well Permits: Application for Permits to Drill - All records related to the processing, review, evaluation, analysis, coordination, and approval of Applications for Permits to Drill (APDs), as described in 30 CFR 250 Subpart D, E, F, G, and Q and related requirements. Includes APD processing, review, coordination and approval, drilling permit geological and geophysical, hydrogen sulfide contingency plans and related reports for drilling associated with APDs, safe welding area review for rigs for APD, welding and burning practices and procedures (i.e., Hot Tap Plan) for rigs for APDs, well activity reports engineering review, all other well permit reviews, office issued (non-field inspection) incident of non-compliance processing relating to compliance with approved drilling permits, well decommissioning (plugging and abandonment), sustained casing pressure departure requests analysis and mitigation, no flow well analysis, casing stubs annual report, all program support activities related to well modifications, maintenance, waivers, and well decommissioning applications except for regulation development, alternate compliance and departure requests, all other program support activities related to drilling permits except for regulation and policy development and industry standard reviews (API, ASME, ISO and AWS), wells logs, and wire line surveys.	N1-473-12-5, 5A(2)	Temporary - Cut off at close of FY or when activity is completed. Retain onsite or at the FRC. Delete/Destroy 75 years after cutoff

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166	0011 – Resources Analysis and Evaluation	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 75 years after cut-off or longer if authorized.	Development and Production Plans and Related Permits - All records related to processing, review, evaluation, analysis, coordination, and approval of development plans and permits, Development Production Plans (DPP), Development Operations Coordination Documents (DOCD), Conservation Information Document (CID), and development right of use and easement, and other non-well permits, as described in 30 CFR 250 Subpart B, C, I, Q and related requirements. Includes DPP and DOCD and related reports, processing, non-environmental review, coordination, and approval, all other non-environmental reviews of DPP and DOCD, review of new technology pertaining to deep water development, review of a proposal that has modifications to an approved development plan or permit, review of rights of use and easement applications related to development and production, CID plan review and assessment, Hydrogen Sulfide Contingency Plans and related reports for production facilities, support activities for Alaska and Pacific regions (specific to platforms), all other program support activities related to the development and production plans and permits except for regulations development and industry standard reviews (API, ASME, ISO, and AWS), mitigation development, coordination, and review related to development and production plans and permits.	N1-473-12-5, 5A(3)	Temporary - Cut off at close of FY or when activity is completed. Retain onsite or at the FRC. Delete/Destroy 75 years after cutoff

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167	0011 – Resources Analysis and Evaluation	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 75 years after cut-off or longer if authorized.	Well Permits: Application for Permits to Modify - All records related to the processing, review, evaluation, analysis, coordination, and approval of Applications for Permits to Modify (APMs), as described in 30 CFR 250 Subpart D, E, F and related requirements. Includes APM processing, review, coordination and approval, drilling permit geological and geophysical, hydrogen sulfide contingency plans and related reports for drilling associated with APMs, safe welding area review for rigs for APMs, welding and burning practices and procedures (i.e., Hot Tap Plan) for rigs for APMs, well activity reports engineering review, end of operations reports engineering reviews, office issued (non-field inspection) incident of non-compliance processing relating to compliance with approved drilling permits, well decommissioning (plugging and abandonment), sustained casing pressure departure requests analysis and mitigation, no flow well analysis, casing stubs annual report, and alternate compliance and departure requests.	N1-473-12-5, 5A(4)	Temporary - Cut off at close of FY or when activity is completed. Retain onsite or at the FRC. Delete/Destroy 75 years after cutoff

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168	0011 – Resources Analysis and Evaluation	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 75 years after cut-off or longer if authorized.	Deep Water Operations Plans (DWOP) and Related Permits - All records related to the processing, review, evaluation, analysis, coordination, and approval of Deep Water Operations Plans (DWOP) and related permits, as described in 30 CFR 250 Subpart B, C, H, I, J, Q and related requirements. Includes DWOP and related reports, processing, non-environmental review, coordination, and approval, pipeline and platform section deep water operations plans review, all other non-environmental reviews of DWOPs, new technology pertaining to deep water development, proposal reviews with modifications for an approved DWOP, use and easment applications related to deep water development and production, deep water structure permits processing, review, and coordination documents, such as requests to install new structures, requests to modify old structures, and requests to decommission structures, mitigation development, coordination, and review related to development and production plans and permits.	N1-473-12-5, 5A(5)	Temporary - Cut off at close of FY or when activity is completed. Retain onsite or at the FRC. Delete/Destroy 75 years after cutoff
169	0011 – Resources Analysis and Evaluation	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 75 years after cut-off or longer if authorized.	Interpretations of Shallow Seismic Data (NAJ) - All records related to the analysis and application of shallow seismic data and information study and identify shallow geologic hazards and features. This work includes but is not limited to shallow gas, mass movement of sediments, and methane hydrate deposits. Interpret shallow seismic data geo hazards analysis and archeological analysis, analysis of water bottom or sea floor interface, Identification of shallow hazards.	N1-589-12-3, 3B	Temporary - Cutoff at close of FY or when activity is completed. Retain on-site or at FRC. Destroy 50 years after cutoff. Longer retention is authorized if required for business use.

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170	0011 – Resources Analysis and Evaluation	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 75 years after cut-off or longer if authorized.	Geological & Geophysical (G&G) Records - National Resource Assessment (NAA) - All records related to an assessment of the hydrocarbon potential of the Outer Continental Shelf (OCS) based on geologic knowledge and theory that estimates the undiscovered hydrocarbon resources estimated to exist outside of known accumulations. Geologic, engineering and economic assessments and reports(presale documents-related to oil, gas or hard minerals, Geologic, engineering and economic reports(output from work element NAA is used for AAD), Conduct and publish geologic, engineering and economic studies and reports, Program and test resource evaluation assessments and evaluate computer models, Perform resource assessment-geologic, engineering, geophysical and economic data analysis, interpretation and modeling to estimate oil and gas reserves and resources under the lands of the Atlantic and the Gulf of Mexico Outer Continental Shelf(OCS), Cartographic staff work associated with pre-lease analysis, interpretation and the report on NAA, Oversee assessment of national OCS resources, Develop, maintain and support computer models to help with tract evaluation and resource assessment, Train regions on model use, Coordinate with coastal states and geological surveys	N1-589-12-3, 3D(1)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 75 years after cutoff.
171	0011 – Resources Analysis and Evaluation	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 75 years after cut-off or longer if authorized.	G&G Permitting (NAB) - All records related to a contract, other than a lease, under which a person acquires the right to conduct geological and geophysical pre-lease exploration for minerals or pre-lease scientific research. Coordinate and approve G&G permits, Coordinate with organizations such as coastal State Geological Surveys	N1-589-12-3, 3D(2)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 75 years after cutoff.

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172	0011 – Resources Analysis and Evaluation	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 75 years after cut-off or longer if authorized.	G&G Data Management (NAC) - All records related to the managing of geological and geophysical (G&G) data and information with regard to acquisition, interpretation, analyses, statistical reporting, archiving, data release, terms of reproduction, development of proprietary terms and other business practices as related to G&G data and information. Conduct data management tasks for seismic and well data, Manage G&G data acquisition and conduct data procurement, Perform work related to geophysical data management, Open hole data management (acquisition, security, quality, release and inquiries, Establish Offshore minerals management wide priority list for funding, Monitor and evaluate G&G contracts, Process data related to lease acquisition and management of G&G data including seismic, velocity and vertical seismic profiles, Provide data related to the management of open hole data including well logs, directional surveys, core analysis and well locations, Receive and provide internal customers with paper files and store, shelve, retrieve and maintain official records	N1-589-12-3, 3D(3)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 75 years after cutoff.

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173	0011 – Resources Analysis and Evaluation	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 75 years after cut-off or longer if authorized.	Fair Market Value (FMV) - Engineering & Economic Evaluation (NAD), Phase 1 (NAE), and Phase II (NAF) - All records related to the amount of cash, or in terms reasonably equivalent to cash, for which in a probability, the property would be sold by a knowledgeable purchaser who is desirable but not obligated to pay. All records related to tract by tract analysis designed to accept those high bids where competitive market forces can be relied upon to assure receipt of fair market value. All records related to the use of a probabilistic discounted cash flow computer simulation model that utilizes detailed geologic analysis, reservoir studies, seismic stratigraphy and prospect mapping to conduct a resource economic evaluation that results in an estimate of the expected net present value of a tract or prospect.	N1-589-12-3, 3E(1)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 75 years after cutoff.
174	0011 – Resources Analysis and Evaluation	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 75 years after cut-off or longer if authorized.	Geological Interpretative Tools (NAH) - All records related to Geological Interpretative Tools (GIT) provide the OEMM with the necessary technology to effectively and efficiently evaluate the highly sophisticated data used in the petroleum industry. The goal of GIT is to keep OEMM geosciences and engineering interpretive technologies on a par with industry. Reduces the risk making critical decisions: fair market value, royalty relief, conservation of resources or field determinations. Plan GIT hardware and software activities, Conduct GIT contract work including GIT maintenance but not information technology work, Design and configure user interfaces and access methodologies for GIT data stores	N1-589-12-3, 3F	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 75 years after cutoff.

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175	0011 – Resources Analysis and Evaluation	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 75 years after cut-off or longer if authorized.	Reserves, Production Projections & Activity Forecasts (NAL) - All records related to work associated with production forecasts, in-place resource estimates, economic resource estimates and Outer Continental Shelf activities performed to support long term planning and/or specific sales. Develop sale revenue estimates form receipts (bonus, rentals, royalties, Perform data analysis	N1-589-12-3, 3H(1)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 75 years after cutoff.
176	0011 – Resources Analysis and Evaluation	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 75 years after cut-off or longer if authorized.	Field determinations (NAN) - All records related to the field determination process involve assigning field designations to leaseholds that have qualifying oil and gas discoveries. This work includes the interpretation and review of well logs, geophysical and geologic data and other pertinent data to establish the existence of a new field or the extension of an existing field. Field determination /DWRR-Assignment of new producible lease or discoveries not associated with DWRR to new or existing fields, Process bid and field determination appeals	N1-589-12-3, 3H(2)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 75 years after cutoff.
177	0011 – Resources Analysis and Evaluation	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 75 years after cut-off or longer if authorized.	Well Evaluations and New Producibile Lease Determinations (NAO) - All records related to the new well evaluation process entails evaluating new exploratory wells drilled on the outer Continental Shelf. The new producible lease determination process involves determining if a well qualifies leasehold as producible. New well evaluations involving the use of petro-physical analysis and correlations to evaluate new exploratory wells to drilled to place discoveries in to the proper display, New producible lease determinations- determine if a well qualifies a lease holds producible via well test evaluation or petro-physical analysis per 30 CFR 250.115 or 116	N1-589-12-3, 3H(3)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 75 years after cutoff.

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178	0011 – Resources Analysis and Evaluation	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 75 years after cut-off or longer if authorized.	Individual Lease Sale Terms and Conditions (AAG) - All records related to conducting lease-related steps in the presale process including preparation of proposed and final notices of sale and determine individual lease sale terms and conditions. Activities are carried out to the following and excluding preparation of consistency determinations coded under AAJ. Develop terms and stipulations for individual lease sales (i.e., fiscal terms, regulatory terms and royalty relief) review and provide technical expertise for, Conduct special projects and work quality improvement teams, Publish proposed or final notices of sale.	N1-589-12-4, 4C	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 75 years after cutoff.
179	0011 – Resources Analysis and Evaluation	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 75 years after cut-off or longer if authorized.	Adjudicate and Administer Leases (AAZ) - All records and actions related to adjudication and administration of leases that do not fall into any other category, including: adjudicate leases, administer leases, conduct reviews and provide inputs regarding lessee or operator bankruptcy actions, conduct lease status reviews, accept and process Fishermen's Contingency Fund claims, accept and process Designation of Operator forms, process lease clearance time extensions (i.e., those requests that do not clear lease within 1 year after lease termination), distribute the Weekly Adjudication Report, receive and provide internal customers with paper files and store, shelve, retrieve and maintain official records, retain lease record history	N1-589-12-4, 4G(1)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 75 years after cutoff.

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180	0011 – Resources Analysis and Evaluation	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 75 years after cut-off or longer if authorized.	Lease Rights-of-Way or Operating Rights Assessments (ABA) - All records related to the adjudication processes including initial review, acceptance and tracking; data entry, file review and approval of assignments by Land Law Examiners and preparation of approval letters and lease administration data entry and changes to the corporate database. These activities also include: Transfer of interest in leases and rights-of-way and assignments, approve lease and right-of-way assignments, Adjudicate assignments of lease and operating rights interests. This work includes customer assistance, fee processing, Department of Justice approval requests, verification that companies are qualified and database entry	N1-589-12-4, 4G(2)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 75 years after cutoff.
181	0011 – Resources Analysis and Evaluation	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 75 years after cut-off or longer if authorized.	Lease Relinquishment (ABB) - All records related to the acceptance of lease relinquishments and the updating of the corporate database lease administration module, includes: Review and quality assure information associated with lease relinquishment documents, officially accept and document actions related to lease relinquishments	N1-589-12-4, 4G(3)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 75 years after cutoff.
182	0011 – Resources Analysis and Evaluation	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 75 years after cut-off or longer if authorized.	Company Qualification Submittals (ABC) - All records related to the review and acceptance of documentation filed by new applicants to be approved to do business with the Bureau of Ocean Energy Management (BOEM). Also, the process of reviewing and accepting changes to qualification data. Includes: qualify new applicants, update qualification data, Accept review and process requests from companies or other applicants for qualification by BOEM. Also, provision of customer education and/or assistance	N1-589-12-4, 4G(4)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 75 years after cutoff.

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183	0011 – Resources Analysis and Evaluation	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 75 years after cut-off or longer if authorized.	Company Merger and Name Changes (ABD) - All records related to the formal review, evaluation and acceptance of legal documents to properly indicate rights, privileges or ownership related to, for example, mergers or name changes. Includes: Receive, review and accept company mergers, receive, review and accept company name changes, accept, review and process applications or requests from companies or other applicants regarding company mergers and name changes, customer assistance, education and database entry	N1-589-12-4, 4G(5)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 75 years after cutoff.
184	0011 – Resources Analysis and Evaluation	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 75 years after cut-off or longer if authorized.	Financial Instruments and Bonds (ABF) - All records related verify the lease operator fulfills the legal obligation to maintain a lease bond in the required amount. The bond guarantees compliance with all of the terms and conditions of the lease, Accept, review and administer bonds (i.e., general, supplemental or replacement). Also process riders, terminations, cancellations and third party guarantees, perform bond and financial reviews, determine requirements for and approve supplemental bonds, review and approve bonds related to change of operators, conduct one of two types of cost analysis for lease abandonment - lease abandonment cost analysis –submittals - lease abandonment cost analysis –in depth review, review and process general and supplemental bonds or other financial security for leases and rights-of-use-and-easement - verify the bonds are legally valid - process replacements, terminations, and cancellations, conduct economic evaluations of bonds, determine the required amount of bond or other financial security, including - level of general bond required (based on activity level), - level of supplemental bond required, - review and evaluate alternative financial security proposals	N1-589-12-4, 4H	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 75 years after cutoff.

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185	0011 – Resources Analysis and Evaluation	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 75 years after cut-off or longer if authorized.	Bankruptcy Proceedings (ABH) - All records related to the proceedings associated with a process that by law entitles creditors to some form of payment for their unpaid service through reviews and provide inputs regarding lessee/operator bankruptcy actions, Conduct reviews and provide inputs regarding lessee/operator bankruptcy actions	N1-589-12-4, 4H(1)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 75 years after cutoff.
186	0011 – Resources Analysis and Evaluation	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 75 years after cut-off or longer if authorized.	Oil Spill Insurance Requirements (ABG) - All records related to the review, acceptance and processing of Oil Spill Financial Responsibility (OSFR) forms and financial data, including bonds associated with insurance requirements. This work also includes corporate database data maintenance to implement oil spill insurance requirements, Implement oil spill insurance requirements	N1-589-12-4, 4H(2)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 75 years after cutoff.

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187	0011 – Resources Analysis and Evaluation	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 75 years after cut-off or longer if authorized.	The Royalty Relief Program (ABI) - All records related to a program put into practice to reduce royalty assessments to promote development, increase production, or encourage production of marginal resources on certain leases or categories of leases. Includes: Implement royalty relief programs; deep water royalty relief (review applications, etc.) predevelopment and special relief (an ad hoc program), implement royalty relief programs; end-of-life royalty relief (review applications, etc.) predevelopment and special relief (an ad hoc program), determine royalty suspension volume, support royalty rate reduction requests (end-of-life relief: coordinate with OEE, OFO and PDRE: also, perform economic analysis with headquarters, determine eligibility, make determination), End of Life Royalty Relief (application review and determination), review, analyze, approve or deny deepwater royalty relief applications, process bid and field determination appeals, Evaluate Field Determination/Deepwater Royalty Relief-Determination for placement of new producible lease in deepwater into new or existing field. Eligible DWRR leases may receive share of automatic royalty suspension volume, determine the need for specific types of royalty relief and the form of such relief, analyze special case DWRR requests, review, analyze and approve deep gas well royalty relief projects	N1-589-12-4, 4H(3)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 75 years after cutoff.

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188	0011 – Resources Analysis and Evaluation	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 75 years after cut-off or longer if authorized.	Process non-BOEM approved legal filings (ABE) - All records related to the receipt, processing and imaging of all lease related documents submitted to BOEM that are “required for filing” but not approved by BOEM and all lease related documents that are submitted to BOEM based on the need for the need for third party notice. Includes: “Require to be filed but not for approval” documents, (e.g., production payments and net profit reports)fail under statute 256.64(7) which states; “you may create, transfer carried working interests, overriding royalty interests, or payments out of production without obtaining the regional director’s approval. However you must file instruments creating or transferring carried working interests, overriding royalty interests, or payments out of production with the regional director for record purposes”, 3rd Party Notice documents may be used in Abstract of Title searches involving leases and include such documents as: UCC filings and financial statements, Contracts, Agreements, miscellaneous conveyances, judgments, mortgage and lien documents, and releases thereof, Adjudication cost recovery fees processed include: Record Title/Operating Rights, Change in Designation of Operator, Pipeline Row Assignment, etc	N1-589-12-4, 4I	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 75 years after cutoff.
189	0011 – Resources Analysis and Evaluation	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 75 years after cut-off or longer if authorized.	Renewable Energy Development Plans and Applications Review (LBC) - All records related includes reviews and coordination on alternative energy plans and applications except for NEPA related reviews and coordination which are to be logged as LBD, Management of alternative energy projects from receipt onto approval, disapproval, or withdrawal, Conduct non-environmental reviews, Coordination and approval process for alternative energy plans and applications.	N1-589-12-4, 4K(2)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 75 years after cutoff.

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190	0011 – Resources Analysis and Evaluation	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 75 years after cut-off or longer if authorized.	Alternative Use Applications (LBF) - All records and work related to the alternate use of existing OCS structures, such as: Access for alternate use projects, NEPA related work for alternate use projects, Plan and application review and approval process for alternate use projects, Studies and related contracting work for studies specific to alternate use, Environmental monitoring for alternate use projects, Compliance and appeal-related work stemming from alternate use projects	N1-589-12-4, 4K(4)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 75 years after cutoff.
191	0011 – Resources Analysis and Evaluation	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 75 years after cut-off or longer if authorized.	Renewable Energy Compliance (LBG) - All records related include program development and training specifically for alternative energy and alternate use compliance. Also includes all efforts for on-site or other compliance inspections. Development of standards to serve as the basis for acceptable operations and inspections, All post approval site-specific work associated with alternative energy or alternate use projects, such as: environmental compliance, field monitoring (that is not part of a Bureau sponsored study that would be coded as LBE), safety inspections, engineering inspections, 3rd party verifications, review of reports from the applicant or other regulatory agencies, Desk audits, modeling, and queries conducted to support any of the items listed in the preceding bullet, Issuance of INCs for alternative energy or alternate use projects, Civil penalties and appeals related to alternative energy projects, Work on databases maintained for tracking compliance, Evaluation of standards for efficiency and effectiveness, Evaluation of monitoring programs for efficiency and effectiveness, Evaluation of mitigation for efficiency and effectiveness, This work element is designed to capture the effort the Bureau is contributing to implementing compliance systems associated with the alternative energy program on the Outer Continental Shelf.	N1-589-12-4, 4K(5)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 75 years after cutoff.

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192	0011 – Resources Analysis and Evaluation	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 75 years after cut-off or longer if authorized.	Renewable Energy Access (LBH) - All records related and including activities leading to the granting of access of alternative energy projects, and the issuance of the instruments of access (leases, right of way and right of use and easements. Includes also: Preparation and coordination of Federal Register Notices related to access, Determinations of interest and competition relating to alternative energy lease sales, Determination of individual lease sale area for alternative energy lease sales, Development of terms and conditions for competitive and non-competitive alternate energy leases, Plan and conduct alternate energy lease sales	N1-589-12-4, 4K(6)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 75 years after cutoff.
193	0011 – Resources Analysis and Evaluation	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 75 years after cut-off or longer if authorized.	Environmental Study Plans and Permit Application Review (AAP) - All records that support the processing of oil and gas user plans or permits (including exploration plans and DPP and all permits). Includes management oversight to plan environmental studies under the Environmental Studies Program and work on individual projects. These projects support the environmental review of Application for Permit to Drill, Exploration Plans, development plans, production plans, and decommissioning. Includes development of Annual Environmental Studies Plans, Annual Regional Studies Priority Lists, National Studies Priority Lists, Consultation with the Outer Continental Shelf Scientific Committee, provision of environmental studies oversight. Outputs are well files, exploration plans, development plans, deep water operation plans, conservation information documents, drilling permit applications, facility permit applications, structure permit applications, pipeline and right of way permit applications, applications to modify permits, and oil spill response plans.	N1-589-12-5, 5A(1)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 75 years after cutoff.

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194	0011 – Resources Analysis and Evaluation	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 75 years after cut-off or longer if authorized.	Exploration Plans (AAT) - All records related to the processing, review, evaluation, analysis, coordination, and approval of Exploration Plans (EP), as described in 30 CFR 250 Subpart B and C and related requirements. Includes exploration plans and related reports processing, non-environmental review, coordination, approval, shallow hazards and all other non-environmental reviews of EP, EP G&G reviews, geophysical survey reports and coordination, rights of use and easement applications processing, review, coordination, and approval related to exploration and drilling, mitigation development, coordination, and review related to development plans, office issued Incidents of Noncompliance processing related to compliance with approved exploration plans, all other program support activities related to exploration plans except for regulation and policy development and industry standard reviews.	N1-589-12-5, 5A(2)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 75 years after cutoff.

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195	0011 – Resources Analysis and Evaluation	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 75 years after cut-off or longer if authorized.	Well Permits: Application for Permits to Drill (AAV) - All records related to the processing, review, evaluation, analysis, coordination, and approval of Applications for Permits to Drill (APD), as described in 30 CFR 250 Subpart D, E, F, G and Q and related requirements. Includes APD processing, review, coordination and approval, drilling permit geological and geophysical, hydrogen sulfide contingency plans and related reports for drilling associated with APDs, Safe Welding Area review for rigs for APDs, welding and burning practices and procedures for rigs for APDs, well activity reports engineering review, end of operations reports engineering review, all other well permit reviews, office issued incidents of non-compliance processing relating to compliance with approved drilling permits, well decommissioning, sustained casing pressure departure requests analysis and mitigation, no flow well analysis, casing stubs annual report, all program support activities related to well modifications, maintenance, waivers, and well decommissioning applications except for regulation development, alternate compliance and departure requests, all other program support activities related to drilling permits except for regulation and policy development and industry standard reviews, well logs and wire line surveys.	N1-589-12-5, 5A(3)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 75 years after cutoff.

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196	0011 – Resources Analysis and Evaluation	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 75 years after cut-off or longer if authorized.	Development and Production Plans and Related Permits - All records related to the processing, review, evaluation, analysis, coordination, and approval of development plans and permits; Development Production Plans (DPP), Development Operations Coordination Documents (DOCD), Conservation Information Document (CID), and development right of use and easement, and other non-well permits, as described in 30 CFR 250 Subpart B, C, I and Q and related requirements. Includes DPP and DOCD and related reports, processing, non-environment review, coordination and approval, all other non-environmental reviews of DPP and DOCD, review new technology pertaining to deep water development, review of a proposal that has modifications to an approved development plan or permit, review of rights of use and easement applications related to development and production, Conservation Information Document (CID) (plan review and assessment), hydrogen sulfide contingency plans and related reports for production facilities, support activities for Alaska and Pacific regions (specific to platforms), all other program support activities related to development and production plans and permits except for regulation development and industry standards reviews, mitigation development, coordination, and review related to development and production plans and permits.	N1-589-12-5, 5A(4)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 75 years after cutoff.

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197	0011 – Resources Analysis and Evaluation	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 75 years after cut-off or longer if authorized.	Deep Water Operation Plans (DWOP) and Related Permits - All records related to the processing, review, evaluation, analysis, coordination and approval of Deep Water Operation Plans (DWOP) and related permits, as described in the regulation 30 CFR 250 Subpart B, C, H, I, J, Q and related requirements. Includes DWOP and related reports, processing, non-environmental review, coordination, and approval, pipeline and platform section Deep Water Operation Plans review, all other non-environmental reviews of DWOPs, review new technology pertaining to deep water development, review of a proposal that has modifications to an approved DWOP, review of rights of use and easement applications related to deep water development and production, deep water structure permits processing, review, and coordination, includes requests to install new structures, requests to modify old structures, and requests to decommission structures, mitigation development, coordination, and review related to development and production plans and permits.	N1-589-12-5, 5A(5)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 75 years after cutoff.
198	0012 – Lease Case History Files	PERMANENT. Cut off at close of FY when activity is completed. Transfer legal ownership to NARA 15 years after cut-off.	Mineral Lease Sale Files - Mineral Lease Sale and Tract Evaluation Final Report and Map Masters - Record copies of final reports and maps of: (1) the geology and mineral potential of tracts in lease sales, final geologic structure maps and cross sections, isopach maps, and the geological, geophysical, and engineering data supporting the evaluation, and (2) the results of post-sale evaluations of tract evaluation and technical data effectiveness and a comparison of sale bids with pre-sale estimates.	N1-49-90-1, 4/24b	Permanent. Cutoff in which the study or sale is completed. Transfer to FRC 5 years after cutoff. FRC transfers to NARA 25 years after cutoff.

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199	0012 – Lease Case History Files	PERMANENT. Cut off at close of FY when activity is completed. Transfer legal ownership to NARA 15 years after cut-off.	Oil and Gas Development Map Masters - Manuscript and annotated maps depicting lease boundaries, well locations and completions, units and communitized areas, field names, and related summary information on the status of drilling operations in a particular area. Information is obtained from lessee and operator reports, oil scouting services and publications from internal sources.	N1-49-90-1, 4/27e	Permanent. Cutoff in which the map is redrafted or completed. Transfer to FRC 1 year after cutoff. FRC transfers to NARA 20 years after cutoff.
200	0012 – Lease Case History Files	PERMANENT. Cut off at close of FY when activity is completed. Transfer legal ownership to NARA 15 years after cut-off.	Mine Maps and Abandonment Reports - Federal - Record copies of: (1) maps and plats showing extent of mine development, excavation and severance, lease boundaries, surface buildings, location of mineral deposits, bore holes, related mine information; and (2) abandonment and inspection reports, maps, plats, and drawings detailing method of abandonment, surface reclamation, closure of surface openings, and compliance with lease stipulations.	N1-49-90-1, 4/29c	Permanent. Cutoff EOFY in which the lease terminate, the bond is released, and appeal rights are exhausted. Transfer to FRC 10 years after cutoff. FRC transfers to NARA 20 years after cutoff.
201	0012 – Lease Case History Files	PERMANENT. Cut off at close of FY when activity is completed. Transfer legal ownership to NARA 15 years after cut-off.	Oil Shale Final Maps - Maps submitted by lessee, showing extent of development, excavation, and severance for each lease and location of lease boundaries, surface roads and facilities, mineral deposits, bore holes, etc.	N1-49-90-1, 4/30c(1)	Permanent. Cutoff EOFY in which the lease terminates, the bond is released, and appeal rights are exhausted. Transfer to FRC 3 years after cutoff. FRC transfers to NARA 20 years after cutoff.

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202	0012 – Lease Case History Files	PERMANENT. Cut off at close of FY when activity is completed. Transfer legal ownership to NARA 15 years after cut-off.	Helium Pipeline Records - Easements / Rights of Way - one file for each landowner.	N1-49-00-3, 32/3a	Permanent. Cutoff EOFY in which the rights are relinquished by the grantee or terminated by the BLM and appeal rights are exhausted. Transfer to FRC 2 years after cutoff. FRC transfers to NARA 25 years after cutoff.
203	0012 – Lease Case History Files	PERMANENT. Cut off at close of FY when activity is completed. Transfer legal ownership to NARA 15 years after cut-off.	Helium Resource Evaluation Published Reports - Helium Resources of the U.S., Analyses of Natural Gases, etc.	N1-49-00-3, 32/7a	Permanent. One copy of published document. Cutoff EOFY in which issued. Transfer to FRC when records are 5 years old. FRC transfers to NARA when records are 10 years old.
204	0012 – Lease Case History Files	PERMANENT. Cut off at close of FY when activity is completed. Transfer legal ownership to NARA 15 years after cut-off.	Helium - Federal Leased Lands General Files - Files containing documentation of major policy and other decisions that may or may not be documented in a mission-related directives case file. These files provide a complete history of the major events, approvals, standard operating procedures, changes in program direction, and other important actions.	N1-49-00-3, 32/8c	Permanent. Cutoff EOFY or if accumulation is limited, cutoff every 5 years. Transfer to FRC 10 years after cutoff. FRC transfers to NARA 30 years after cutoff.

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205	0012 – Lease Case History Files	PERMANENT. Cut off at close of FY when activity is completed. Transfer legal ownership to NARA 15 years after cut-off.	Mineral Resources - Material pertaining to conservation, development, or the exploitation of coal, gas, and other mineral resources. Including the use of water in exploiting and extending use and the environmental effects of that use. Includes strip mining, pollution effects by mineral exploitation on air and water and oil spills. Includes oil spill prevention, control, and countermeasures. Studies of affected Reclamation lands. Documentation and related materials regarding such activities.	N1-115-94-7, ENV-7.10	Permanent. Cutoff at the end of each calendar year or when volume warrants. Transfer to FRC 10 years after cutoff. Transfer to the National Archives 30 years after cutoff.

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206	0012 – Lease Case History Files	PERMANENT. Cut off at close of FY when activity is completed. Transfer legal ownership to NARA 15 years after cut-off.	Oil Spill Research - All records related to contractual oil spill research related to plans and permit application review. This work element includes the evaluation and review of oil spill research proposals. Significant final research products - Technical reports and similar publications selected by BSEE experts, that disseminate the findings, methodology, and conclusion of projects conducted for BSEE through its technology assessment research program, as well as research performed at the Oil and Hazardous Materials Simulated Environmental Test Tank (OHMSETT) facility, which capture research and development data of ongoing value that provides continuation of long-term data collection and monitoring efforts of national or international interest in the subject area, documents technological breakthroughs for the control, prevention, and/or mitigation of oil spills, documents cumulative data gathered or derived under the research project that may be used to track long-term trends or developments, is unique or irreplaceable information, significantly alter basic assumptions or approaches taken by the research community, supports decisions and actions that have a substantial impact on important public policy or private sector decisions, demonstrate research that received national or international awards of distinction, receive widespread national or international media attention and/or resulted in significant social, political, or scientific controversy.	N1-473-12-5, 5B(1)(a)	Permanent - Cut off at close of FY or when activity completed. Transfer to the FRC 3 years after cut-off. Transfer to NARA 25 years after cut-off.

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207	0012 – Lease Case History Files	PERMANENT. Cut off at close of FY when activity is completed. Transfer legal ownership to NARA 15 years after cut-off.	Oil Spill Incident Review and Analysis - All records related to identifying, tracking, quantifying, and responding to oil spills from regulated facilities, including review of oil spill reports from the National Response Center, NOAA, industry, or other sources. Major Oil Spill Review and Analysis Reports - Records selected by designated BSEE subject matter experts that meet the following criteria: records of major category oil spill event exceeding 100,000 gallons and greater (2,381 barrels and greater) as established by the U.S. Coast Guard, other types of incidents requiring investigative panels, and any other reports identified by designated BSEE subject matter experts. Records include the final reports and analysis products for the major incident.	N1-473-12-5, 5C(3)(a)	Permanent - Cut off at close of FY or when activity completed. Transfer to the FRC 3 years after cut-off. Transfer to NARA 25 years after cut-off.
208	0012 – Lease Case History Files	PERMANENT. Cut off at close of FY when activity is completed. Transfer legal ownership to NARA 15 years after cut-off.	Oil Spill Response Division Program - All records related to the administration and operation of the agency oil spill program including promulgation of regulations, development policies and procedures, and responding to requests for information. Oil Spill Response Program Direction Records - Records relating to the promulgation of regulations, the development of policies and procedures, the modeling of spill volumes, trajectories, and recovery efficiency, participation in international activities related to oil spill planning, preparedness, and response, and the publication of program reports.	N1-473-12-5, 5C(4)(a)	Permanent - Cut off at close of FY or when activity completed. Transfer to the FRC 3 years after cut-off. Transfer to NARA 25 years after cut-off.
209	0012 – Lease Case History Files	PERMANENT. Cut off at close of FY when activity is completed. Transfer legal ownership to NARA 15 years after cut-off.	Incident Analysis and Investigation Program - All records related to offshore incidents and events reporting, analysis, and investigation. Major Incident Investigative Records - Final reports that document major incidents requiring investigative panels, and any other reports selected as significant by designated BSEE subject matter experts. Excludes background investigative case files and working papers, and any non-panel investigation reports other than those selected for permanent retention.	N1-473-12-5, 5F(2)(a)	Permanent - Cut off at close of FY or when activity completed. Transfer to the FRC 3 years after cut-off. Transfer to NARA 25 years after cut-off.

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210	0012 – Lease Case History Files	PERMANENT. Cut off at close of FY when activity is completed. Transfer legal ownership to NARA 15 years after cut-off.	Compliance and Enforcement Program - All records related to the development and oversight of the OCS Compliance and Enforcement Program. The records include fostering a culture of responsibility and compliance in the offshore oil and gas industry, policies and regulations promoting safety for personnel, policies and regulations for conservation of the Nation's energy resources, and policies and regulations designed to protect the marine environment.	N1-473-12-5, 5H(3)	Permanent - Cut off at close of FY or when activity completed. Transfer to the FRC 3 years after cut-off. Transfer to NARA 25 years after cut-off.
211	0012 – Lease Case History Files	PERMANENT. Cut off at close of FY when activity is completed. Transfer legal ownership to NARA 15 years after cut-off.	Safety and Environmental Management System (SEMS) Program Records - All records related to the development, implementation and management of SEMS program, and SEMS audit reviews. Records relating to the promulgation of regulations, the development of policies and procedures, summary audit results, and other policy, procedural, promotional, and reporting activities for the SEMS.	N1-473-12-5, 5J(4)(a)	Permanent - Cut off at close of FY or when activity completed. Transfer to the FRC 3 years after cut-off. Transfer to NARA 25 years after cut-off.
212	0012 – Lease Case History Files	PERMANENT. Cut off at close of FY when activity is completed. Transfer legal ownership to NARA 15 years after cut-off.	Optimal Value of Oil & Gas Resources (OR) - Ensuring optimal value is a process by which a Bureau identifies and analyzes the geologic, geophysical, engineering and economic aspects of oil and gas resources. This work activity is performed to receive either optimal or fair value for the public and to provide interpreted data and information to potential bidders and government decision makers. Digital Final Maps Interpretive Report Products for Tectonic and Stratigraphic Investigation, Lease/Well Development and Reserve Estimations. Includes: Regional Geologic and Geophysical Mapping and Interpretations. 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.	N1-589-12-3, 3A(1)	Permanent - Cut off after issuance of the permit under which the inclusive geological/geophysical information was collected. Transfer eligible records to NAA 50 years after cut off. Subsequent transfers to NARA will occur 15 years after cutoff. Upon request NARA will be given the opportunity to review and select products prior to transfer.

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213	0012 – Lease Case History Files	PERMANENT. Cut off at close of FY when activity is completed. Transfer legal ownership to NARA 15 years after cut-off.	Reserve Estimates, Engineering & Economic Interpretations and Reports (NAM) - All records relating to reserves estimating process involves developing independent estimates of original amounts of natural gas and oil in discovered fields. Staff conducts field reserve studies on the Outer Continental Shelf and makes periodic revisions of estimates of remaining natural gas and oil that reflect new discoveries or development information and annual production. Perform engineering and economic and reserve estimates, analyses, interpretation of new and revised estimates pertaining to fields and or leaseholds using resource evaluation geological and geophysical interpretations and maps, Perform Data Analysis, Interpret geologic and geophysical data to determine new or revised field or leasehold reserve estimates, Produce the Annual Reserves Report containing reserve estimates and statistics, Conduct geological, geophysical analysis to place new completions in fields and make revisions to reservoir data in the Reserves Database, Paleontology Group Staff work done to support analysis of work discovered, resources and reserves, Field and Reservoir Estimate Study Files Final Reports and Map	N1-589-12-3, 3C	Permanent - Cutoff after issuance of the permit under which the inclusive geological/geophysical information was collection. Transfer eligible records to NARA 50 years after cutoff.

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214	0012 – Lease Case History Files	PERMANENT. Cut off at close of FY when activity is completed. Transfer legal ownership to NARA 15 years after cut-off.	Official Marine Cadastral Descriptions (AAE) - All records related to Offshore cadastre that defines various boundaries and aerial measurements prior to offering an area for lease. Includes Cadastral & Mapping Aspects and Boundary Records, including those related to: Provision of technical , computational expertise (Protraction Diagrams, Leasing maps, supplemental OCS block diagrams composite block diagrams and special graphics for management), Collaboration with Department of State, Justice and Commerce on various domestic and international boundary lines, Provision of assistance , spatial information and metadata to coastal States, federal agencies, private industry and foreign governments, Revision of Corps of Engineer Permits and coordinate issues with Solicitor's, Participation with the Office of Management and Budget's circular A-16 Process including the development data content standards, Maintenance of the official marine cadastre, Provision of internal and external technical assistance	N1-589-12-4, 4A(1)	Permanent - Cut off at close of FY or when activity completed. Retain on-site or at an off site storage. Transfer legal ownership to NARA 25 years after cut-off.
215	0012 – Lease Case History Files	PERMANENT. Cut off at close of FY when activity is completed. Transfer legal ownership to NARA 15 years after cut-off.	National Ocean Policy Records - These records document BOEM's support of the White House National Ocean Council, and the National Ocean Policy (NOP) and implementation plan. The NOP enhances the Nation's ability to maintain healthy, resilient and sustainable ocean coasts and Great Lakes resources. The records document BOEM's engagement with the NOP initiative and they include the policy itself along with unique BOEM's records created as part of it's development. They also contain the ideas, decisions and products provided by BOEM in the building of the NOP by the White House National Council, as well as BOEM-specific implementation documents.	N1-589-12-4, 4B(1)	Permanent - Cut off at close of FY or when activity completed. Retain on-site or at an off site storage. Transfer legal ownership to NARA 25 years after cut-off.

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216	0012 – Lease Case History Files	PERMANENT. Cut off at close of FY when activity is completed. Transfer legal ownership to NARA 15 years after cut-off.	Five-Year Program Development Final Products (AAA) - A Five Year Program consists of a schedule of oil and gas lease sales indicating the size, timing, and location of proposed leasing activity the Secretary determines will best meet national energy needs for the five-year period following its approval. All final products for each 5-year program. This includes draft, proposed, final, and revised OCS Oil and Gas Program Leasing Documents.	N1-589-12-4, 4D(1)(a)	Permanent - Cut-off at close of FY or when activity is completed. For subsequently added Five-Year Program records, transfer electronic files (including nonproprietary public versions) to the National Archives at three year intervals under the instructions of 36 CFR 1235.44-50, or whichever transfer guidance is in place at the time of the transfer.
217	0012 – Lease Case History Files	PERMANENT. Cut off at close of FY when activity is completed. Transfer legal ownership to NARA 15 years after cut-off.	Final Environmental Studies Reports - Records documenting scientific research studies specifically implemented to inform policy decisions for oil and gas, renewable energy, non-energy mineral leasing and also other non-energy environmental studies. Specifically include all final reports in respect of the following studies: Oil and Gas Lease Sales; Renewable Energy; Non-Energy Mineral Leasing; Other Non-Energy studies.	N1-589-12-4, 4E(1)(a)	Permanent - Cut off at close of FY or when activity is completed. Transfer digital copies (only) of all completed studies to NARA upon approval of this schedule. Thereafter, transfer electronic files in three year intervals.

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218	0012 – Lease Case History Files	PERMANENT. Cut off at close of FY when activity is completed. Transfer legal ownership to NARA 15 years after cut-off.	Renewable Energy Program Development and Management (LBA) - All records and work related to the development and management of the alternative energy and alternate use program. Includes stakeholder meetings not directly related to NEPA document preparation, briefing documents, objectives, milestones, budgets, EPA reports, schedules, meeting materials and other managerial type documents, development of regional plans and programmatic level documents, development of policy, administrative functions associated with the program and its staff, preparation and presentation of papers or presentation by staff on the alternative energy program or the alternate use of OCS facilities that are not included under studies (LBE) or NEPA (LBD).	N1-589-12-4, 4K(1)	Permanent - Cut-off at close of FY or when activity is completed. For subsequently added Five-Year Program records, transfer electronic files (including nonproprietary public versions) to the National Archives at three year intervals under the instructions of 36 CFR 1235.44-50, or whichever transfer guidance is in place at the time of the transfer.

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219	0012 – Lease Case History Files	PERMANENT. Cut off at close of FY when activity is completed. Transfer legal ownership to NARA 15 years after cut-off.	Renewable Energy Technical Studies (LBL) - Significant Renewable Energy Research (REnR) Studies - Studies that disseminate the findings, methodology, and conclusions of renewable energy research conducted through the technology assessment program, which capture research and development data of ongoing value that: Provides continuation of long-term data collection and monitoring efforts of national or international interest in the subject area; documents technological breakthroughs for the control, prevention, and/or mitigation of oil spills; documents cumulative data gathered or derived under the research project that may be used to track long-term trends or developments; is unique or irreplaceable information; significantly alters basic assumptions or approaches taken by the research community; supports decisions and actions that have a substantial impact on important public policy or private sector decisions; demonstrates research that received national or international awards of distinction; and receives widespread national or international media attention and/or resulted in significant social, political, or scientific controversy.	N1-589-12-4, 4L(3)(a)	Permanent - Cut-off at close of FY or when activity is completed. Transfer electronic files (including nonproprietary public versions) to the National Archives at three year intervals. Hardcopy records transfer to the FRS 5 years after cut-off. Transfer to NARA 25 years after cut off.

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220	0012 – Lease Case History Files	PERMANENT. Cut off at close of FY when activity is completed. Transfer legal ownership to NARA 15 years after cut-off.	Oil Spill Risk Analyses for Plans and Permit Application Reviews for Oil and Gas Plans and Oil and Gas Permits - All records related to work done to prepare an oil spill risk analysis to support the review of post-lease activities such as Application for Permit to Drill (APD), Development Plans, and Production Plans. Includes: Identification of potential spill areas (launch areas and points), Identification of potentially affected resource areas (targets), Acquisition of datasets for model seeding or validation, Data preparation, Model development, Modeling efforts, and Preparation of model results for dissemination.	N1-589-12-5, 5B(3)	Permanent - Cut off at close of FY or when activity completed. Electronic records: Transfer files (including nonproprietary public versions) to NARA at three year intervals. Hard copies: Transfer to the FRC 5 years after cut-off. Transfer to NARA 25 years after cut-off.
221	0012 – Lease Case History Files	PERMANENT. Cut off at close of FY when activity is completed. Transfer legal ownership to NARA 15 years after cut-off.	California Inter-tidal Monitoring Program - All records related to all funds used to conduct the in-house California Inter-tidal Program Monitoring effort. Activities include: Coordination and consultancy with DOI, other Federal agencies, State agencies and non-governmental organizations on offshore infrastructure protection issues (memoranda of understanding, National Energy Security Policy and the Gulf Safety Committee), Provision of oversight guidance, review and coordination of Offshore Energy and BOEM protection procedures for offshore platforms and pipelines, Development of program-specific protection measures, policies and procedures for BOEM, and Analysis of offshore critical infrastructure and assets.	N1-589-12-5, 5D(1)	Permanent - Cut off at close of FY or when activity completed. Electronic records: Transfer files (including nonproprietary public versions) to NARA at three year intervals. Hard copies: Transfer to the FRC 5 years after cut-off. Transfer to NARA 25 years after cut-off.

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222	0012 – Lease Case History Files	PERMANENT. Cut off at close of FY when activity is completed. Transfer legal ownership to NARA 15 years after cut-off.	Environmental Studies in Support of Environmental Compliance Monitoring (DAB) - All records related specifically to sand and gravel environmental research. It includes all management type oversight and work to plan environmental studies and all work for individual sand and gravel projects. Include: development of, - Annual Environmental Studies Plans, - Annual Regional Studies Priority Lists, - National Studies Priority Lists, consultation with the Outer Continental Shelf Scientific Committee, maintenance of the Environmental Study Plan's Financial Project Management System, provision of environmental studies oversight.	N1-589-12-5, 5D(2)	Permanent - Transfer to NARA 75 years after cut off.
223	0012 – Lease Case History Files	PERMANENT. Cut off at close of FY when activity is completed. Transfer legal ownership to NARA 15 years after cut-off.	Interior Board of Land Appeals (IBLA) Files - Documents related to formals appeals to the IBLA. The administrative judges of the Board decide appeals from bureau decisions relating to the use and disposition of public lands and their resources regarding mining, grazing, energy development, royalty management, rights of way, land exchanges and trespass actions. Including: Notices of Appeals, ONRR Reports to IBLA, Copies of IBLA Decisions, IBLA Decisions Index Books	Unscheduled	N/A; Unscheduled
224	Land Use and Planning				
225	0013 - Intermediate/Reference Materials for Land Use Activities, Special Land Use Permit Case Files (denied), Wild Horse & Burro Non-Adoptions	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy when no longer needed.	Refuge Contaminant Assessment Reports - Contaminant assessments summary report for each refuge based on all the conaminant surveys, clean up activities, and consultant performed studies at the refuge that are used as a management and reporting tool	N1-022-05-01, 74	TEMPORARY. Destroy when superseded by a new report.

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226	0013 - Intermediate/Reference Materials for Land Use Activities, Special Land Use Permit Case Files (denied), Wild Horse & Burro Non-Adoptions	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy when no longer needed.	Special Land Use Permit Case Files. Documents the application and approval or denial of permits issued by USFWS for a variety of short or long term land use on refuges (such as agriculture, grazing, mining, utilities operation, and airport right-of-ways). May include permit application, field office recommendation for approval or rejection, region office response and assignment form, letters of referral, copy of permit, correspondence, and related documentation. b. Denied Applications.	N1-022-05-01, 110b	TEMPORARY. Destroy 1 year after final determination.
227	0013 - Intermediate/Reference Materials for Land Use Activities, Special Land Use Permit Case Files (denied), Wild Horse & Burro Non-Adoptions	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy when no longer needed.	Wild Horse & Burro (WH&B) Adoption Files - WH&B Applications Which Do Not Result in Adoption - Consists of application, screening checklist, and related maps and correspondence. Documents are filed alphabetically by applicant name. Forms: 4710-10. Confidentiality: Non-public record category 3; Privacy Act System Interior/LLM-28. Location: Office receiving the application	N1-49-90-1, 4/8c	TEMPORARY. Cutoff EOFY in which received. Destroy 1 year after cutoff.
228	0013 - Intermediate/Reference Materials for Land Use Activities, Special Land Use Permit Case Files (denied), Wild Horse & Burro Non-Adoptions	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy when no longer needed.	Land Status Control Files (h). Correspondence, reports, BLM Form 1810-4, and other records that document requests for status, completion of projects, or other administrative actions.	NC1-49-90-1, 4/10(h)	Temporary. Destroy when superseded, obsolete, or no longer needed for control purposes.
229	0013 - Intermediate/Reference Materials for Land Use Activities, Special Land Use Permit Case Files (denied), Wild Horse & Burro Non-Adoptions	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy when no longer needed.	Resource Samples, Museum Property, and Related Reports. (1) Resource Samples Mineral, vegetable, animal, water, soil, and other natural resource samples obtained from exploration or examination. Includes herbariums.	N1-49-90-1, 4/11d(1)	Temporary. Destroy when analysis is completed and report is approved, or when no longer needed for reference or display purposes.

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230	0013 - Intermediate/Reference Materials for Land Use Activities, Special Land Use Permit Case Files (denied), Wild Horse & Burro Non-Adoptions	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy when no longer needed.	Well logs and Directional Surveys. Paper or microform copies of final lithologic, radioactivity, electric, caliper, sonic, or other geophysical logs, and directional surveys of the finished hole of directionally drilled wells.	N1-49-90-1, 4/11e	Temporary. Destroy when superseded, obsolete, or no longer needed for administrative or reference purposes.
231	0013 - Intermediate/Reference Materials for Land Use Activities, Special Land Use Permit Case Files (denied), Wild Horse & Burro Non-Adoptions	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy when no longer needed.	Withdrawal, Classification and Designation Intermediate Materials. Preliminary, intermediate, and prefinal drawings and other materials that are created and reviewed in preparation of final reports and maps.	N1-49-90-1, 4/18c(2)	Temporary. Cutoff EOFY in which published. Destroy 1 year after cutoff.
232	0013 - Intermediate/Reference Materials for Land Use Activities, Special Land Use Permit Case Files (denied), Wild Horse & Burro Non-Adoptions	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy when no longer needed.	Waterpower Project Reference Material and Working Files Working files, arranged by project number, containing reference copies of FERC documents re. power project withdrawals. Contains proposed power plan, FERC reports, judgments, and orders, withdrawal notices, construction descriptions, evaluations, maps, and related material. Note: official waterpower withdrawal case files are permanent (item b(1)). Location: Centers, SO, FOs.	N1-49-90-1, 4/18f	Temporary. Cutoff EOFY in which project is completed or the withdrawal is revoked. Destroy 1 year after cutoff.
233	0013 - Intermediate/Reference Materials for Land Use Activities, Special Land Use Permit Case Files (denied), Wild Horse & Burro Non-Adoptions	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy when no longer needed.	NGPA Well Determination Reference Files Determination made by jurisdictional agency (BLM) under NGPA consisting of location formation, operator, NGPA section, and data of determination used for entering data into the NGPA electronic tracking system (NGPASYS). A copy is also filed in the NGPA application file. .	N1-49-90-1, 4/18g(3)	Temporary. Destroy when no longer needed for reference and/or research.

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234	0013 - Intermediate/Reference Materials for Land Use Activities, Special Land Use Permit Case Files (denied), Wild Horse & Burro Non-Adoptions	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy when no longer needed.	Resource Management Plan (RMP) Files. Plans to guide and control management actions and the development of subsequence, more detailed and limited plans for resources and their use. RMPs apply to all BLM lands even when the only public land interest is the mineral estate. c. RMP Working Files and Reference Material. Nonrecord reference copies of official documents; notes, drafts, and preliminary or interim data used in preparation of final documents; preliminary or intermediate technical and scientific data and working maps which are duplicated or sufficiently summarized in final reports and maps, and other workpapers and nonrecord copies of documents related to RMPs. Includes duplicate or "dummy" RMP case files and reference copies of published plans and maps.	N1-49-90-1, 4/19c	Temporary. Destroy 1 year after final plan and maps are published or released, or when no longer needed for revision or reference.
235	0013 - Intermediate/Reference Materials for Land Use Activities, Special Land Use Permit Case Files (denied), Wild Horse & Burro Non-Adoptions	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy when no longer needed.	Texas Acquired Minerals Project (TAMP) Master Title and Use Plats. Plats which show base data (survey and land conveyances and acquisitions) and mineral leasing (oil and gas) information on a country basis. Used to graphically display land status and used as an index to other source documents. b. Paper Copies from Originals in Public Room	N1-49-91-2, 5b	Temporary. Destroy when superseded or obsolete.
236	0013 - Intermediate/Reference Materials for Land Use Activities, Special Land Use Permit Case Files (denied), Wild Horse & Burro Non-Adoptions	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy when no longer needed.	TAMP Master Title and Use Plats. Plats which show base data (survey and land conveyances and acquisitions) and mineral leasing (oil and gas) information on a country basis. Used to graphically display land status and used as an index to other source documents. e. Paper Output from Electronic Version	N1-49-91-2, 5e	Temporary. Destroy when superseded.

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237	0013 - Intermediate/Reference Materials for Land Use Activities, Special Land Use Permit Case Files (denied), Wild Horse & Burro Non-Adoptions	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy when no longer needed.	TAMP Historical Indexes (HI). Chronological listing of all land acquisition and mineral lease transactions. Not all data is displayed on Master Title Plat (e.g., expired leases) b. Paper Copies in Public Room	N1-49-91-2, 6b	Temporary. Destroy when superseded or obsolete.
238	0013 - Intermediate/Reference Materials for Land Use Activities, Special Land Use Permit Case Files (denied), Wild Horse & Burro Non-Adoptions	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy when no longer needed.	TAMP Historical Indexes (HI). Chronological listing of all land acquisition and mineral lease transactions. Not all data is displayed on Master Title Plat (e.g., expired leases) d. Printouts. Paper output from electronic version in chronological order to represent historical index.	N1-49-91-2, 6d	Temporary. Destroy when superseded or obsolete.
239	0013 - Intermediate/Reference Materials for Land Use Activities, Special Land Use Permit Case Files (denied), Wild Horse & Burro Non-Adoptions	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy when no longer needed.	Texas Railroad Commission (TRRC) Base Maps. TRRC source maps derived from Texas General Land Office survey map and U.S. Geological Survey topographic quadrangle maps. e. Printouts of Attribute Data on Base Maps in Text File Format.	N1-49-91-2, 8e	Temporary. Destroy when no longer needed for administrative use.
240	0013 - Intermediate/Reference Materials for Land Use Activities, Special Land Use Permit Case Files (denied), Wild Horse & Burro Non-Adoptions	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy when no longer needed.	TAMP Interim Data Files b. Printouts of Autocad Survey Plot.	N1-49-91-2, 9b	Temporary. Destroy when 10 years old or when no longer needed for administrative use, whichever is sooner.

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241	0013 - Intermediate/Reference Materials for Land Use Activities, Special Land Use Permit Case Files (denied), Wild Horse & Burro Non-Adoptions	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy when no longer needed.	TAMP Internal Tracking Information. Various tracking programs that are used to document and monitor TAMP. a. Electronic Case Recordation Abstracts of Early Information.	N1-49-91-2, 10a	Temporary. Delete after integrated into interim or target system.
242	0013 - Intermediate/Reference Materials for Land Use Activities, Special Land Use Permit Case Files (denied), Wild Horse & Burro Non-Adoptions	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy when no longer needed.	TAMP Internal Tracking Information. Various tracking programs that are used to document and monitor TAMP. b. TAMP Country Tracking Data Base.	N1-49-91-2, 10b	Temporary. Place copy of printout in Project History File on annual basis until all counties in project are completed (because it contains summary information). Destroy when no longer needed for administrative use.
243	0013 - Intermediate/Reference Materials for Land Use Activities, Special Land Use Permit Case Files (denied), Wild Horse & Burro Non-Adoptions	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy when no longer needed.	TAMP Internal Tracking Information. Various tracking programs that are used to document and monitor TAMP. c. Lotus Electronic Spreadsheet	N1-49-91-2, 10c	Temporary. Delete when no longer needed for administrative use.

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244	0013 - Intermediate/Reference Materials for Land Use Activities, Special Land Use Permit Case Files (denied), Wild Horse & Burro Non-Adoptions	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy when no longer needed.	Public Land Statistics (PLS) System Electronic file that presents statistical data in table format re: BLM lands, programs, operations, forest management, wildlife, minerals, and range policy. Supports the annual publication, "Public Land Statistics." Confidentiality: Nonpublic record category 3. Location: IRMIMODIDenver.	N1-49-96-6; 20/44	Temporary. Destroy individual data elements when superseded or no longer needed for administrative purposes.
245	0013 - Intermediate/Reference Materials for Land Use Activities, Special Land Use Permit Case Files (denied), Wild Horse & Burro Non-Adoptions	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy when no longer needed.	Mineral Lease Sale Files. Documenting the planning, conduct, and evaluation of competitive mineral lease sales and providing a history of each sale. Nominations not Accepted. Nominations for parcels unavailable for leasing (i.e., closed to leasing, no minerals available, in an existing lease, etc.). Files will include copies of nomination and/or agency response. Responses may be in the form of telephone record(s) or letter(s). In cases where a nomination includes both parcels accepted and parcels not accepted, file records in the Mineral Lease Sale History Case File and follow disposition (item 24a).	N1-49-99-1, 4/24c	TEMPORARY. Destroy when records are 6 months old or when no longer needed for reference, whichever is longer.
246	0013 - Intermediate/Reference Materials for Land Use Activities, Special Land Use Permit Case Files (denied), Wild Horse & Burro Non-Adoptions	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy when no longer needed.	Application for Land Use. Material pertaining to applications for land use files. Applications and supporting documents received by Bureau of Land Management and referred to Reclamation to determine Reclamation's interest in the land. Includes application involving land either withdrawn or being considered for withdrawal for Reclamation purposes	N1-115-94-6, LND-4.10	Temporary. Break file at the end of each year. Cutoff after denial of the application or termination of the withdrawal. Destroy 1 year after cutoff.
247	0014 - Short Term Land Use Activities and Wild Horse & Burro Operation Records	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 3 years after cut-off.	Statistics on Visitors to Service Facilities - Statistics reflect information such as number of visitors, total visitor hours, types of visitor activities, visitor impacts on Service facilities, and modes of visitor transportation.	NC1-22-78-1, 72	TEMPORARY. Destroy when statistics are 5 years old or when no longer needed.

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248	0014 - Short Term Land Use Activities and Wild Horse & Burro Operation Records	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 3 years after cut-off.	Special Land Use Permit Case Files. Documents the application and approval or denial of permits issued by USFWS for a variety of short or long term land use on refuges (such as agriculture, grazing, mining, utilities operation, and airport right-of-ways). May include permit application, field office recommendation for approval or rejection, region office response and assignment form, letters of referral, copy of permit, correspondence, and related documentation. a. Approved Permits.	N1-022-05-01, 110a	TEMPORARY. Destroy 3 years after permit expiration or 3 years after termination date of latest applicable condition, whichever is later.
249	0014 - Short Term Land Use Activities and Wild Horse & Burro Operation Records	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 3 years after cut-off.	Pre-acquisition Contaminant Surveys. Documents the review and survey of land conducted by USFWS contaminants specialists prior to USFWS acquiring the land. May include notes, analyses and studies, reports, correspondence, and related documentation. b. If land is not acquired by USFWS	N1-022-05-01, 179b	TEMPORARY. Destroy when 3 years old.
250	0014 - Short Term Land Use Activities and Wild Horse & Burro Operation Records	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 3 years after cut-off.	Real Property Improvement and Development Files. A. Management Plans for Public Lands Improvement and Development. Case files and related maps documenting a program of action designed to reach a given set of objectives for a specific geographic area of the public lands. (1) Long-range Plans. Includes allotment management plans, habitat management plans, herd management plans, recreation management plans, timber management plans, and other long-range and continuing resource management plans. (c) Working Papers and Background Material.	NC1-49-85-2, 4/26a(1)c	Temporary. Destroy 3 years after plan completion.
251	0014 - Short Term Land Use Activities and Wild Horse & Burro Operation Records	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 3 years after cut-off.	Real Property Improvement and Development Files. A. Management Plans for Public Lands Improvement and Development. Case files and related maps documenting a program of action designed to reach a given set of objectives for a specific geographic area of the public lands. (2) Short-range Plans. Generally, management plans of a 1 to 5 year duration. Includes normal year fire plans, annual timber sale plans, etc.	NC1-49-85-2, 4/26a(2)	Temporary. Cut off EOFY in which all the planned activity is completed or when plan is replaced by another plan. Destroy 3 years after cutoff.

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252	0014 - Short Term Land Use Activities and Wild Horse & Burro Operation Records	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 3 years after cut-off.	Wild Horse & Burro (WH&B) Adoption Files - WH&B Animal Preparation Case Files Documenting the physical examination, freezemarking, and treatment of animals in preparation for private maintenance by adopters. Consists of lab tests, certificate of veterinarian, veterinarian treatment records, health certificates, and other preparation records. Note: Duplicate copies are provided to adopters. Documents filed by date. Forms: USDA VS 10-11; BLM 4710-14, 15, 17. Confidentiality: Non-public record category 3. Location: Preparation center of origin	N1-49-90-1, 4/8e	Temporary. Cutoff EOFY. Destroy 3 years after cutoff.
253	0014 - Short Term Land Use Activities and Wild Horse & Burro Operation Records	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 3 years after cut-off.	Wild Horse & Burro (WH&B) Adoption Files - WH&B Animal Shipping Case Files Consists of bill of lading, shipping manifest, vehicle inspections, instructions to truck driver, diagram of trailer, hauling permits/licenses. Documents are filed by date. Forms: SF-1103; BLM 4710-16. Confidentiality: Non-public record category 3. Location: Preparation center of origin.	N1-49-90-1, 4/8f	Temporary. Cutoff EOFY. Destroy 3 years after cutoff.
254	0014 - Short Term Land Use Activities and Wild Horse & Burro Operation Records	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 3 years after cut-off.	Wild Horse & Burro (WH&B) Adoption Files - WH&B Animal Training Facility Case Files Consists of agreements with prisons or other training facility, training evaluation forms, training certificates, daily training record. Confidentiality: Non-public record category 3. Location: Office that negotiated the agreement.	N1-49-90-1, 4/8g	Temporary. Cutoff EOFY in which agreement is terminated. Destroy 3 years after cutoff.

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255	0014 - Short Term Land Use Activities and Wild Horse & Burro Operation Records	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 3 years after cut-off.	Resource Activity Plan (RAP) Records. Documenting individual programs of action designed to reach a given set of objectives for a specific geographic area of the public lands. RAPs are prepared once an RMP is approved and address the activities of specific BLM programs, such as grazing, forestry, fish and wildlife, wild horse and burro, recreation, archaeology, soil, water, air, visual resources, and wilderness. RAPs provide more detailed and specific data than are found in the RMP. d. RAP Appeal Case Files. Case files, arranged by appeal number, containing appeal, transmittal, decision, protest, evidence of service or attempt, notice of hearing, motion to dismiss, request for reconsideration, transcripts, and related papers.	N1-49-90-1, 4/20d	When appeal rights are exhausted and/or final decision issued, file with the related RAP file and dispose of accordingly. (NOTE: Applies to Short-Range RAPs. See 0019 for Long-Range)
256	0015 - Land Title, Operations, and Realty	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut-off.	Refuge Compatible Uses Reports - Compatible uses studies for recreational and commercial activities on refuges. Performed under the provisions of the National Wildlife Refuge System Administration Act and documenting what activities are compatible with protecting and enhancing wildlife on refuges.	N1-022-05-01, 24	TEMPORARY. Destroy 10 years after superseded by a new report.
257	0015 - Land Title, Operations, and Realty	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut-off.	Subsistence Board Staff Case Files - Federal Subsistence Board committee staff research, analyses, and other materials prepared for and/or submitted to the Board. Records include staff meeting arrangements, collection and arrangement of Federal Regional Advisory Councils' reports and recommendations	N1-022-05-01, 31	TEMPORARY. Destroy when 10 years old.
258	0015 - Land Title, Operations, and Realty	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut-off.	Conservation Easements - Conservation easements and associated records documenting legally binding restrictions on allowable uses upon a parcel of land in exchange for a tax reduction, loan or other tangible benefit provided, negotiated, administered, or Initiated by the USFWS Easements usually prevent development preserving the parcel for agriculture, Wildlife habitat, or nondestructive forms of recreation.	N1-022-05-01, 40	TEMPORARY. Destroy 6 years after termination of easement.

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259	0015 - Land Title, Operations, and Realty	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut-off.	Airborne Hunting Reports - Annual reports from states filed under the provisions of the Airborne Hunting Act and 50 CFR 19 on permits issued by the states for airborne hunting or harassing of wildlife. Reports contain names and addresses of persons issued permits, permit numbers and dates, aircraft numbers, animal species, and purpose.	N1-022-05-01, 134	TEMPORARY. Destroy when 6 years old.
260	0015 - Land Title, Operations, and Realty	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut-off.	Land Title Status Records - Records documenting title status of USFWS administered lands including reserved or outstanding subsurface rights. Files include status map with tract numbers and boundaries, copy of deed, and legal opinions concerning the status of provisions for subsurface rights. Usually maintained at the field station level	N1-022-05-01, 173	TEMPORARY. Review annually and cutoff superseded or obsolete materials. Destroy superseded or obsolete materials 6 years after cutoff.

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261	0015 - Land Title, Operations, and Realty	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut-off.	Valuation Services. Case/ Work Files. Contain paper and electronic records documenting real property appraisal services prepared by and for OVS. They contain a complete history of the requested actions, along with all other data, information, and documentation necessary to support the appraiser's opinions and conclusions and to show compliance with all Uniform Standards of Professional Appraisal Practice (USPAP) applicable to the specific type of appraisal service and valuation product provided, along with any other applicable standards, regulations, or legal requirements, e.g., the Uniform Appraisal Standards for Federal Land Acquisitions (UASFLA). Case/work files include, but are not limited to: copies of client requests for appraisal services; instructions for agency staff appraisers, contract appraisers, or 3rd party appraisers; invoices for vendor services; pre-appraisal conference (and other meeting) notes; field notes; subject data from realty specialists (legal descriptions, title reports, maps, zoning, land use descriptions etc.); correspondence with realty specialists, owners/proponents, and/or appraisers; analyses; supplemental data; summaries of any written reports or testimony, or a transcript of testimony; and final signed (true) copies of valuation products, e.g., appraisal services reports, reviews, and consulting reports. They are numbered organized and filed by ARRTS number in central files in OVS offices.	N1-048-10-01, Item 10.3	Temporary. Cut off files upon completion of final report or other valuation product/service requested. Destroy 5 years after cut-off, or 2 years after final disposition of any judicial proceeding in which the appraiser provided testimony related to the assignment, or until no longer needed for official business, whichever is longer.

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262	0015 - Land Title, Operations, and Realty	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut-off.	Grazing and other Land-Use Applications Rejected or Withdrawn.	NC1-49-76-3, B16, 4/14d	Temporary. Cutoff EOFY in which the application is rejected by the BLM or withdrawn by the applicant. Transfer to FRC 2 years after cutoff. FRC destroys 15 years after cutoff.
263	0015 - Land Title, Operations, and Realty	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut-off.	Right-of-Way, Reciprocal-Use, and License Agreement Applications Rejected or Withdrawn	NC1-49-76-3, B/16	Temporary. Cutoff EOFY in which the application is rejected by the BLM or withdrawn by the applicant. Transfer to FRC 2 years after cutoff. FRC destroys 15 years after cutoff.
264	0015 - Land Title, Operations, and Realty	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut-off.	Right-of-Way, Reciprocal-Use, and License Agreement Applications Rejected or Withdrawn	NC1-49-76-3, B/16	Temporary. Cutoff EOFY in which application is rejected by the BLM or withdrawn by the applicant or proponent. Transfer to FRC 2 years after cutoff. FRC destroys 15 years after cutoff.
265	0015 - Land Title, Operations, and Realty	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut-off.	Sales of Vegetative Materials and Minor Forest Products. Forms and related documentation of small vegetative and minor forest product sales, such as Christmas trees, firewood, poles, burls, hay, ferns, cacti, and jojoba. (1) Lower 48 States Sales.	NC1-49-85-2, 4/6d(1)	TEMPORARY. Cutoff upon termination of sale. Transfer to FRC when 3 years old. FRC destroys when 8 years old.

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266	0015 - Land Title, Operations, and Realty	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut-off.	Sales of Vegetative Materials and Minor Forest Products. Forms and related documentation of small vegetative and minor forest product sales, such as Christmas trees, firewood, poles, burls, hay, ferns, cacti, and jojoba. (2) Alaska State Sales.	NC1-49-85-2, 4/6d(2)	TEMPORARY. Cutoff upon termination of sale. Transfer to FRC when 3 years old. FRC destroys when 10 years old. Formerly draft 1272, C/2(2) (NCI-49-81-3)
267	0015 - Land Title, Operations, and Realty	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut-off.	Acquired Real Property Files. Title papers and related documentation of BLM acquisition of real property by condemnation, purchase, donation, exchange, or otherwise. Includes any related appeal documents. Excludes easement acquisition case files. (a) Informal Proposal for Exchange. Proposal which do not result in a formal application or a serialized case file.	N1-49-85-2, 4/20a	Temporary. Cutoff EOFY in which final decision is made to drop or reject the proposal. Transfer to FRC 3 years after cutoff. FRC destroys 10 years after cutoff.
268	0015 - Land Title, Operations, and Realty	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut-off.	Acquired Real Property Files. Title papers and related documentation of BLM acquisition of real property by condemnation, purchase, donation, exchange, or otherwise. Includes any related appeal documents. Excludes easement acquisition case files. Acquired cases that are closed prior to BLM receiving a deed to acquire the lands or rights.	Unscheduled	N/A; Unscheduled

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269	0015 - Land Title, Operations, and Realty	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut-off.	Acquired Real Property Files. Title papers and related documentation of BLM acquisition of real property by condemnation, purchase, donation, exchange, or otherwise. Includes any related appeal documents. Excludes easement acquisition case files. (b) Property Management Case File. Maintained by Service Center Office responsible for real property management. Documentation required by GSA during BLM ownership or after property released conditionally with recapture clauses, such as reservation of fissionable material, water rights, or other restrictions. Includes forms BLM 1530-1 and 1530-2	N1-49-85-2, 4/20b	Temporary. Cutoff when property sold unconditionally or released. Transfer to FRC when 2 years old. FRC destroy when 10 years old.
270	0015 - Land Title, Operations, and Realty	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut-off.	Land Withdrawal, Reservation, and Classification Files. Case files documenting informal proposals and formal applications for withdrawal, reservation, or classification of public land for a specific purpose. (a) Informal Proposals. Which do not result in a formal application.	NC1-49-85-2, 4/25a	Temporary. Cutoff after final decision is made to drop the proposal. Transfer to FRC 3 years after cutoff. FRC destroys 10 years after cutoff.
271	0015 - Land Title, Operations, and Realty	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut-off.	Texas Railroad Commission (TRRC) Base Maps. TRRC Source maps derived from Texas General Land Office Survey map and U.S Geological Survey topographic quadrangle maps. a. Mylar Base Maps from TRRC	N1-49-91-2, 8a	Temporary. Destroy 10 years after system implementation.
272	0015 - Land Title, Operations, and Realty	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut-off.	Texas Railroad Commission (TRRC) Base Maps. TRRC Source maps derived from Texas General Land Office Survey map and U.S Geological Survey topographic quadrangle maps. b. Paper Base Maps Annotated with Data Plotted from Deeds.	N1-49-91-2, 8b	Temporary. Destroy 10 years after implementation.

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273	0015 - Land Title, Operations, and Realty	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut-off.	Land Operations and Realty Subject Files. Subject files created and maintained in offices whose primary function directly relates to land operations/realty. Include land acquisition agreements; withdrawals and restorations; applications for land use; sale, transfer, exchange, and disposal of Reclamation-owned land; land management; settlement and land entries; recreation areas, facilities, and services; reservation and utilization of land for civic purposes; land classification; land holding limitations; and irrigation management.	N1-115-94-6, LND-1.10	Temporary. Destroy in agency 15 years after closure.
274	0016 - Planning and WH&B Adoptions	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 20 years after cut-off.	Pre-acquisition Contaminant Surveys. Documents the review and survey of land conducted by USFWS contaminants specialists prior to USFWS acquiring the land. May include notes, analyses and studies, reports, correspondence, and related documentation. a. If land is acquired by USFWS.	N1-022-05-01, 179a	TEMPORARY. Destroy 20 years after completion of survey.
275	0016 - Planning and WH&B Adoptions	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 20 years after cut-off.	Wilderness Studies. Wilderness studies conducted to determine the suitability or unsuitability of refuge land for preservation as wilderness under the provisions of the Wilderness Act of 1964 Studies and recommendations become part of the recommendations to the president Studies result in a congressional wilderness area designation, no congressional designation, or were withdrawn. May contain copies of environmental Impact statements, wilderness study reports, recommendations to the president, legislative bills, and summary environmental impact statements. b. Wilderness Studies Case Files. Case working files and reference materials used to produce Wilderness Studies and recommendations. May contain copies of environmental impact statements, wilderness study reports, reference materials, legislative bills, correspondence, and summary environmental impact statements.	N1-022-05-01, 185b	TEMPORARY. Destroy 20 years after completion of study.

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276	0016 - Planning and WH&B Adoptions	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 20 years after cut-off.	Reciprocal-Use and License Agreement Case Files - Serialized case files documenting agreements by the BLM and other parties for the reciprocal use of roads and rights-of-way, including rights granted under Oregon and California (O&C) revested use agreements. Consists of the application, related maps, the grant document, evidence of approval and termination, any appeal documents, correspondence and other related material.	NC1-49-76-3, B/9 & 12	Temporary. Cutoff EOFY in which the rights are relinquished by the grantee or terminated by the BLM and appeal rights are exhausted. Transfer to FRC 2 years after cutoff. FRC destroys 22 years after cutoff.
277	0016 - Planning and WH&B Adoptions	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 20 years after cut-off.	Patent and Other Real Property Conveyance Files. Case files, arranged by serial or patent number, documenting applications under U.S. land laws for acquisition of title to public lands. Includes any related patent appeals. c. Allowed Patents (2) Compliance Files. Documenting periodic inspection of patented lands for compliance with legal requirements of the patent, containing duplicates of certain documents in the related patent issuance file described in Item(1) above.	NC1-49-85-2, 4/7c(2)	TEMPORARY. Cutoff when compliance is no longer required. Transfer to FRC when 2 years old. FRC destroys when 25 years old. FRC destroys when 25 years old.

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278	0016 - Planning and WH&B Adoptions	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 20 years after cut-off.	Wild Horse & Burro (WH&B) Untitled Adoption Case Files Non-serialized case files documenting approved adoptions for which a request for title was never received. Consists of private maintenance and care agreement, application, screening checklist, compliance record, body fat worksheet, receipts for payment of fees, facility certification for 5 or more animals, power of attorney form correspondence with adopters, reports of escape, theft or death of adopted animals request for replacement animals with vet's statement and request to terminate agreement. May include additional compliance documentation as described in Titled Case (item a) above. Documents are filed in case folders by date; case folders are arranged alphabetically by adopter name. Compliance materials may be filed in a separate case folder and filed directly behind the related adoption case file if volume warrants. Forms: 4710-9, 9a, 10, 19, 19a. Confidentially: Non-public record category 3; Privacy Act System Interior/LLM-28. Vital: Rights and interests records. Location: Office of jurisdiction as determined by the location where animals are maintained.	N1-49-90-1, 4/8b	Temporary. Cutoff EOF in which adoption approved. Transfer to FRC 5 years after cutoff. FRC destroys 20 years after cutoff.

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279	0016 - Planning and WH&B Adoptions	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 20 years after cut-off.	Resources Inventory, Study, Survey and Mapping Files. Documenting the accumulation, analysis, and interpretation of information about the existence and use of natural resources. Includes natural resource inventories, surveys, studies, appraisals, and the related summary reports and maps of agricultural, aquatic, archaeological, bird, cave, cultural, ecological, fish and fisheries, forests, geologic, geophysical, hazardous materials, lake, natural history, mammals, mineral, paleontology, plants, range, recreation, reptiles, reservoirs, riparian, rivers, soils, streams, threatened and endangered species, timber, vegetation, visual resources, water, waterpower, watershed, wild horse and burro, wildlife, wilderness, and other renewable or nonrenewable natural resources. Information is obtained via procurement contracts, cooperative efforts with other agencies and organizations, internal projects, and from the resource users. Information from these files is used in making land, mineral, or waterpower classification decisions, in developing resource management plans, and to support other leasing and multiple-use planning and implementation efforts. b. Resources Inventory, Study, or Survey Working Files and Reference Materials. Preliminary or intermediate technical and scientific data which are duplicated or adequately summarized in the final reports or maps and minor administrative documents collected during the project but not necessary to ensure history of the study. Includes duplicate or "dummy" inventory, study, and survey case files and duplicate well logs.	N1-49-90-1, 4/11b	Temporary. Cutoff when no longer needed for revision or reference and transfer to FRC immediately. FRC destroys 25 years after cutoff.

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280	0016 - Planning and WH&B Adoptions	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 20 years after cut-off.	Land Withdrawal, Classification, Reservation, Determination, and Designation Files. (g) Application Review Files. (1) Paper Records. Documents accumulated in assisting agencies or offices of record in reviewing applications for acquisition or use of lands and resources in federal land areas that have been classified withdrawn, determined, or designated for specific purposes. Consists of papers regarding the review of FERC applications under NGPA. May adopted from USGS records schedule	N1-49-90-1, 4/18g(1)	Temporary. Cutoff EOFY in which all records on film are closed. Transfer to FRC 6 years after cutoff. FRC destroys 25 years after cutoff.
281	0016 - Planning and WH&B Adoptions	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 20 years after cut-off.	Land Withdrawal, Classification, Reservation, Determination, and Designation Files. (g) Application Review Files. (2) Microfilm/Microfiche. Documents accumulated in assisting agencies or offices of record in reviewing applications for acquisition or use of lands and resources in federal land areas that have been classified withdrawn, determined, or designated for specific purposes. Consists of papers regarding the review of FERC applications under NGPA. May adopted from USGS records schedule	N1-49-90-1, 4/18g(2)	Temporary. Cutoff EOFY in which all records on film are closed. Transfer to FRC 6 years after cutoff. FRC destroys 25 years after cutoff.
282	0016 - Planning and WH&B Adoptions	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 20 years after cut-off.	Resource Management Plan (RMP) Files. Plans to guide and control management actions and the development of subsequence, more detailed and limited plans for resources and their use. RMPs apply to all BLM lands even when the only public land interest is the mineral estate. b. RMP Public Participation Case Files. Record copies that document public involvement in the BLN planning process. Used in the development of RMPs and for mailing lists, notices, registers of attendees at public participation activities, and public comments.	N1-49-90-1, 4/19b	Temporary. Cutoff EOFY in which final plan and maps are published or released. Transfer to FRC 1 year after cutoff. FRC destroys 20 years after cutoff.

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283	0016 - Planning and WH&B Adoptions	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 20 years after cut-off.	WH&B Titled Adoption Case Files, Individual or Group. Nonserialized case files documenting adoptions that result in title to the animal being transferred by the BLM to the adopter. Consists of private maintenance and care agreement, application, screening checklist, certificate of title, title eligibility letter, compliance record, body fat worksheet, receipts for payment of fees, facility certification for 5 or more animals, power of attorney form, correspondence with adopters, reports of escape, theft, or death of adopted animals, and request for replacement animals with vet's statement. Includes additional compliance documentation such as reports of inhumane treatment, investigation reports, compliance checks, inspections, photos/videos, notice of need for corrective action letter, citations, maintenance and care agreement letter, cancellation of agreement letter, record of repossession of animal, notice of violation, decision letter, Information on Right of Appeal Form 1842-1. If case results in litigation, includes arrest records, prosecution records, and court records. Documents are filed in case folders by date; case folders are arranged alphabetically by adopter name. Compliance materials may be filed in a separate case folder and filed directly behind the related adoption case file if volume warrants.	N1-49-98-1, 4/8(a)	TEMPORARY. Cutoff EOFY in which title is issued. Transfer to FRC 5 years after cutoff. FRC destroys 20 years after cutoff.
284	0017 - Land Use Permits, Leases, Reciprocal-Use and License Agreements	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 30 years after cut-off.	Land Status Determinations. Determinations on whether land is considered public lands and available for conveyance to native corporations or other suitable entities. Conducted by the Bureau of Land Management under 43 CFR 2655.2	N1-022-05-01, 172	TEMPORARY. Destroy 30 years after final determination.

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285	0017 - Land Use Permits, Leases, Reciprocal-Use and License Agreements	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 30 years after cut-off.	Easement Case Files [2100]. Serialized case files, arranged by number, documenting rights acquired by BLM via negotiation or condemnation to use non-BLM lands. Some rights are obtained in perpetuity; others are short term. Includes any related appeal documents and maps	NC1-49-76-3, B/10 (4/13c)	TEMPORARY. Cutoff EOFY in which all rights terminate. Use BLM 4/13c. Transfer to FRC 2 years after cutoff. FRC destroys 22 years after cutoff.
286	0017 - Land Use Permits, Leases, Reciprocal-Use and License Agreements	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 30 years after cut-off.	Land-Use Permits Approved Case Files. Case files documenting authorizations to use public lands up to 3 years, if the use involves little or no land improvement, construction, or investment, or if the investment can be amortized within the terms of the permit. Includes advertising and move-making permits; cultural use permits; recreation use permits. A permit conveys no possessory interest. It is renewable at the discretion of the authorized officer and may be revoked so that the land can be made available for another use. Files consist of the application, map, evidence of approval and termination, any appeal documentation, correspondence, and any related material.	N1-49-90-1, 4/14b	Temporary. Cutoff EOFY in which permit terminates and appeal rights are exhausted. Transfer to FRC 3 years after cutoff. FRC destroys 30 years after cutoff. (NOTE: Superseded in part. See DAA-0048-2015-0001 for Cultural Resource Use Permits (CRUPs))

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287	0017 - Land Use Permits, Leases, Reciprocal-Use and License Agreements	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 30 years after cut-off.	Land-Use Leases Approved Case Files - Serialized case files, arranged by number, documenting authorizations to use public lands when substantial construction, development, or land improvements are involved, and large amounts of capital may be invested. A lease conveys a possessory interest and is revocable only within its terms. Leases are issued for the length of time necessary to amortize the capital investments in the land. Files consist of the application, map, evidence of approval and termination, any appeal documentation, correspondence, and related material. All Other - Includes airport leases, Small Tract Act leases, Mining Claim Occupancy Act leases, and Alaska fur farm leases.	N1-49-90-1, 4/14c(2)	Temporary. Cutoff EOFY in which lease terminates and appeal rights are exhausted. Transfer to FRC 2 years after cutoff. FRC destroys 30 years after cutoff.

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288	0018 - Land Status	<p>Temporary (Long-term). Cut off annually at the end of the fiscal year, or as instructed in the Bureau or Office records manual. DO NOT execute final disposition until there is agreement by DOI Responsible Records Officers, and the records in question are designated as inactive by DOI. Final disposition cannot be executed any sooner than 25 years after cut-off. Thereafter, revisit the execution of disposition as necessary every 5 years.</p>	<p>Land Acquisition. Case files containing original contracts, deeds, licenses, easements, permits, facility relocation and crossing agreements, or other instruments of transfer that convey title or interest in real property to the United States.</p> <p>Supporting documents such as:</p> <ul style="list-style-type: none"> • Abstract of title • Title insurance policies • Final certificates of title • Certificates of inspection and possession • Receipts executed by vendors for purchase price • Attorney Generals' and other title opinions • Exchange of lands • Facility relocations • Crossing agreements • Power system acquisitions • Reclamation-acquired rights-of-way • Appraisal of land's market value • Crossing encroachment • Donation of lands • Acquisition of title to lands • Abandonment of Easement <p>Note:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Use LND-2.00 for reports. <input type="checkbox"/> Use WTR-4.14 for Native American land records. <input type="checkbox"/> Field Office/Area Office retain until office closure. Transfer to regional office of responsibility. <input type="checkbox"/> Transfer abstract or certificate of title to purchaser after unconditional sale or release by U.S. Government of conditions, restrictions, mortgages, and 	N1-115-97-1, LND-3.00	<p>Permanent; Close file at completion of acquisition process. Transfer to the Federal Records Center 3 years from cutoff or as volume warrants; transfer to the National Archives 30 years from closure.</p>

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289	0018 - Land Status	Temporary (Long-term). Cut off annually at the end of the fiscal year, or as instructed in the Bureau or Office records manual. DO NOT execute final disposition until there is agreement by DOI Responsible Records Officers, and the records in question are designated as inactive by DOI. Final disposition cannot be executed any sooner than 25 years after cut-off. Thereafter, revisit the execution of disposition as necessary every 5 years.	Sale, Transfer, Exchange, and Disposal of Reclamation-owned Land to Others. Transaction case files containing contracts/deeds and other supporting papers documenting the sale, transfer, exchange, and disposal of land. Note: Use LND-2.00 for reports	N1-115-94-6, LND-5.00	Permanent: Close file after unconditional sale or release by the Government of restrictions (mortgages or other liens), transfer, exchange, or disposal of Reclamation-owned land. Transfer to the Federal Records Center 3 years from cutoff or as volume warrants; transfer to the National Archives 30 years from closure.
290	0018 - Land Status	Temporary (Long-term). Cut off annually at the end of the fiscal year, or as instructed in the Bureau or Office records manual. DO NOT execute final disposition until there is agreement by DOI Responsible Records Officers, and the records in question are designated as inactive by DOI. Final disposition cannot be executed any sooner than 25 years after cut-off. Thereafter, revisit the execution of disposition as necessary every 5 years.	Land Classification. Material pertaining to land classification, i.e., surveys and tests of land for suitability of sustaining irrigation, designation of land classes within a project's irrigable area, certification of land classification results, and soil surveys or other means used to establish and denote suitability of land for irrigation, ---Reports to Congress, appeals, fact sheets, and program evaluations ---Field survey books, land classification aerial photo maps	N1-115-94-6, LND-10.00	PERMANENT – Close file at the completion of activity. Hardcopy records (other than nonrecurring series) – Transfer to the Federal Records Center 3 years from cutoff or as volume warrants; transfer to the National Archives 30 years from closure.

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291	0019 – Management Plans and Reports, Land Titles, and Uses of Land Requiring Agency Authorization	PERMANENT. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Transfer to NARA 30 years after cut-off.	Metzker County Atlases. Title and use information created by original land office on Metzker County Atlases.	NN1-171-77, I/5	PERMANENT. Cutoff upon installation of new records and transfer directly to NARA.
292	0019 – Management Plans and Reports, Land Titles, and Uses of Land Requiring Agency Authorization	PERMANENT. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Transfer to NARA 30 years after cut-off.	Natural Area Files. Files include correspondence, letters and memoranda, cartographic material, designation proposals, decision memoranda, and other material relative to the establishment and disestablishment by the Director of specific parcels of Service land as natural areas. (Arranged by natural area)	NC1-22-78-1, 86	PERMANENT. Transfer to a Federal records center 2 yrs after establishment or disestablishment decision. Offer to NARA 5 yrs after that decision.
293	0019 – Management Plans and Reports, Land Titles, and Uses of Land Requiring Agency Authorization	PERMANENT. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Transfer to NARA 30 years after cut-off.	Subsistence Hunting Permit Case Files - Subsistence hunting permit case files for deer, bear, and elk and case working files created in the course of issuing and denying permits. Case working files include permits, denial documentation, correspondence, copies of regulations, forms, and other materials. NOTE: Although USFWS/17 covers a portion of these records, they should be treated separately due to the controversial and litigious nature of Federal subsistence administration in Alaska (See page 55)	N1-022-05-01, 32	PERMANENT. Transfer to NARA when 20 years old.

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294	0019 – Management Plans and Reports, Land Titles, and Uses of Land Requiring Agency Authorization	PERMANENT. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Transfer to NARA 30 years after cut-off.	Wilderness Studies. Wilderness studies conducted to determine the suitability or nonsuitability of refuge land for preservation as wilderness under the provisions of the Wilderness Act of 1964 Studies and recommendations become part of the recommendations to the president Studies result in a congressional wilderness area designation, no congressional designation, or were withdrawn. May contain copies of environmental Impact statements, wilderness study reports, recommendations to the president, legislative bills, and summary environmental impact statements. a. Wilderness Studies. Wilderness studies and recommendations presented to DOI.	N1-022-05-01, 185a	PERMANENT. Transfer to NARA 20 years after completion of study.
295	0019 – Management Plans and Reports, Land Titles, and Uses of Land Requiring Agency Authorization	PERMANENT. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Transfer to NARA 30 years after cut-off.	Recreation and Public Purpose Leases Approved Case Files. (2912)	NC1-49-76-3, B/13 4/14c(1)	Unable to locate NC1-49-76-3,B/13)
296	0019 – Management Plans and Reports, Land Titles, and Uses of Land Requiring Agency Authorization	PERMANENT. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Transfer to NARA 30 years after cut-off.	Master Title Plat (MTP) Masters. Ownership plat showing survey data identifying vacant public land, patented land, reservations, withdrawals, rights-of-way, and other use. Includes TAMP MTPs. (1) Record copies on paper or mylar	NC1-49-85-2, 17/1a(1)	Permanent. Cutoff when filmed and transfer to FRC. Transfer to NARA when 12 years old.
297	0019 – Management Plans and Reports, Land Titles, and Uses of Land Requiring Agency Authorization	PERMANENT. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Transfer to NARA 30 years after cut-off.	Supplemental Use Plat Masters. Showing land ownership, use, and information necessary in adjudicating applications for use of public land and resources. (1) Record copies on paper or mylar.	NC1-49-85-2, 17/1b(1)	Permanent. Cutoff when filmed and transfer to FRC. Transfer to NARA when 12 years old.

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298	0019 – Management Plans and Reports, Land Titles, and Uses of Land Requiring Agency Authorization	PERMANENT. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Transfer to NARA 30 years after cut-off.	Historical Indexes. Providing a chronological narrative of actions illustrated on master title and supplement use plats. (1) Record copies on paper or mylar.	NC1-49-85-2, 17/4a(1)	Permanent. Cutoff when filmed and transfer to FRC. Transfer to NARA when 12 years old.
299	0019 – Management Plans and Reports, Land Titles, and Uses of Land Requiring Agency Authorization	PERMANENT. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Transfer to NARA 30 years after cut-off.	Patent and Other Real Property Conveyance Files. Case files, arranged by serial or patent number, documenting applications under U.S. land laws for acquisition of title to public lands. Includes any related patent appeals. a. Applications Rejected or Withdrawn. Applications for patent which were rejected by BLM or withdrawn by the applicant. Excludes allowed entries subsequently cancelled or relinquished. (1) Color-of-Title, Exchange, Mineral, Indermity, Scrip, State, Indian, Native, and Towsite Selection Applications.	NC1-49-85-2, 4/7a(1)	PERMANENT. Cutoff EOFY in which the application is rejected or withdrawn. Transfer to FRC 2 years old. Transfer to NARA when 30 years old.
300	0019 – Management Plans and Reports, Land Titles, and Uses of Land Requiring Agency Authorization	PERMANENT. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Transfer to NARA 30 years after cut-off.	Patent and Other Real Property Conveyance Files. Case files, arranged by serial or patent number, documenting applications under U.S. land laws for acquisition of title to public lands. Includes any related patent appeals. a. Applications Rejected or Withdrawn. Applications for patent which were rejected by BLM or withdrawn by the applicant. Excludes allowed entries subsequently cancelled or relinquished. (2) Other Applications. Including homestead, desert land, small tract, public sale, recreation and public purpose applications.	NC1-49-85-2, 4/7(a)(2)	PERMANENT. Cutoff EOFY in which the application is rejected or withdrawn. Transfer to FRC 2 years old. Transfer to NARA when 30 years old.

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301	0019 – Management Plans and Reports, Land Titles, and Uses of Land Requiring Agency Authorization	PERMANENT. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Transfer to NARA 30 years after cut-off.	Patent and Other Real Property Conveyance Files. Case files, arranged by serial or patent number, documenting applications under U.S. land laws for acquisition of title to public lands. Includes any related patent appeals. (b) Allowed Entries Subsequently Cancelled or Relinquished. Applications on which entries were allowed but subsequently cancelled or relinquished prior to patent issuance.	NC1-49-85-2, 4/7b	PERMANENT. Cutoff EOFY in which the entry is cancelled or relinquished. Transfer to FRC when 2 years old. Transfer to NARA when 30 years old.
302	0019 – Management Plans and Reports, Land Titles, and Uses of Land Requiring Agency Authorization	PERMANENT. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Transfer to NARA 30 years after cut-off.	Patent and Other Real Property Conveyance Files. Case files, arranged by serial or patent number, documenting applications under U.S. land laws for acquisition of title to public lands. Includes any related patent appeals. c Allowed Patents (1) Patent Issuance Files - Documenting the transfer of legal title to a portion of the public lands.	NC1-49-85-2, 4/7c(1)	PERMANENT. Cutoff end of FY in which patent is issued. Transfer to FRC when 2 years old. Transfer to NARA when 30 years old.
303	0019 – Management Plans and Reports, Land Titles, and Uses of Land Requiring Agency Authorization	PERMANENT. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Transfer to NARA 30 years after cut-off.	Patent and Other Real Property Conveyance Files. Case files, arranged by serial or patent number, documenting applications under U.S. land laws for acquisition of title to public lands. Includes any related patent appeals. c Allowed Patents (4) Patent Reference Files. Bound copies of patents, clear lists, and equivalent documents maintained for reference.	NC1-49-85-2, 4/7c(4)	PERMANENT. Bind in volumes of 250 and place in library for reference. Transfer directly to NARA when no longer needed for reference.
304	0019 – Management Plans and Reports, Land Titles, and Uses of Land Requiring Agency Authorization	PERMANENT. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Transfer to NARA 30 years after cut-off.	Patent and Other Real Property Conveyance Files. Case files, arranged by serial or patent number, documenting applications under U.S. land laws for acquisition of title to public lands. Includes any related patent appeals. d Townsite Trustee Files. Consists of copies of deeds issued, contest docket, copies of related financial receipts and disbursement documents, trustee proceedings, plats, field notes, and tract books.	NC1-49-85-2, 4/7(d)	Permanent. Cutoff end of FY in which townsite is closed. Transfer to FRC 2 years old. Transfer to NARA when 30 years old.

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305	0019 – Management Plans and Reports, Land Titles, and Uses of Land Requiring Agency Authorization	PERMANENT. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Transfer to NARA 30 years after cut-off.	Acquired Real Property Files. Title papers and related documentation of BLM acquisition of real property by condemnation, purchase, donation, exchange, or otherwise. Includes any related appeal documents. Excludes easement acquisition case files. (c) Land Acquisition Case Files. Record copy of serialized land acquisition case file. Excludes rejected or withdrawn applications (BLM 4/23) and exchange patent case files.	NC1-49-85-2, 4/20c	Permanent. Cutoff EOFY in which the BLM acquired ownership. Transfer to FRC when 2 years old. Transfer to NARA when 30 years after cutoff.
306	0019 – Management Plans and Reports, Land Titles, and Uses of Land Requiring Agency Authorization	PERMANENT. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Transfer to NARA 30 years after cut-off.	Land Withdrawal, Reservation, and Classification Files. Case files documenting informal proposals and formal applications for withdrawal, reservation, or classification of public land for a specific purpose. (b) Formal Applications. Includes related hearings files. (1) Approved. Applications resulting in issuance of a public land order or classification order.	NC1-49-85-2, 4/25b(1)	Permanent. Cutoff upon issuance of Order. Transfer to FRC when 2 years old. Transfer to NARA when 50 years old.
307	0019 – Management Plans and Reports, Land Titles, and Uses of Land Requiring Agency Authorization	PERMANENT. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Transfer to NARA 30 years after cut-off.	Real Property Improvement and Development Files. A. Management Plans for Public Lands Improvement and Development. Case files and related maps documenting a program of action designed to reach a given set of objectives for a specific geographic area of the public lands. (1) Long-range Plans. Includes allotment management plans, habitat management plans, herd management plans, recreation management plans, timber management plans, and other long-range and continuing resource management plans. (a) Record Copy.	NC1-49-85-2, 4/26a(1)(a)	Permanent. Cutoff when all planned activity is completed or when replaced by new plan. Transfer to FRC 1 year after cutoff. FRC Transfers to NARA 12 years after cutoff.

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308	0019 – Management Plans and Reports, Land Titles, and Uses of Land Requiring Agency Authorization	PERMANENT. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Transfer to NARA 30 years after cut-off.	Tract Books. Providing a master guide to the history of all actions related to disposition and use of public lands.	NC1-49-85-2, 17/1c	Permanent. Cutoff upon installation of microform status records and transfer immediately to FRC. FRC will transfer to NARA 12 years after cutoff.
309	0019 – Management Plans and Reports, Land Titles, and Uses of Land Requiring Agency Authorization	PERMANENT. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Transfer to NARA 30 years after cut-off.	BLM Structure Construction Project Files. a. Final Project Files. Final working, "as built," shop, repair, alteration, contract, and standard drawings; project specifications, with documents relating to their preparation; and space assignment plans of Federal structures and engineering projects (e.g., roads, bridges, trails, recreation sites, buildings, etc.). Excludes projects which do not result in permanent or long term structures or appurtenances to the land and project maintenance files.	NC1-49-85-2, 22/2a	Permanent. Cutoff EOFY in which project is abandoned or when the project area leaves BLM ownership. Transfer to FRC 2 years after cutoff. FRC transfers to NARA 25 years after cutoff.
310	0019 – Management Plans and Reports, Land Titles, and Uses of Land Requiring Agency Authorization	PERMANENT. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Transfer to NARA 30 years after cut-off.	7. Finding Aids Case File Indexes. Alphabetical indexes, by applicant name, to serial case files for application for lands and resources	NC1-49-85-2, 23/7a	Permanent. Cutoff when no longer needed for control purposes or when fully automated. Transfer to FRC 5 years after cutoff. FRC transfers to NARA when 30 years after cutoff.

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311	0019 – Management Plans and Reports, Land Titles, and Uses of Land Requiring Agency Authorization	PERMANENT. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Transfer to NARA 30 years after cut-off.	1. Serial Register and Log - As each case is received in Land Office a number is assigned and a serial register page made. This will record history of case file and act as control to prevent duplication of case file numbers. Arranged by serial number. a. Paper records, that are not microfilmed.	N1-49-86-2, 1a	Permanent. Cutoff when no longer needed for control purposes. Transfer to FRC when 1 year old. Offer to NARA when 15 years old.
312	0019 – Management Plans and Reports, Land Titles, and Uses of Land Requiring Agency Authorization	PERMANENT. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Transfer to NARA 30 years after cut-off.	Patent and Other Conveyances - c. Patent Issued Files Case Files, arranged by patent number. (4) Patent Registers. Documenting serial number, type of case, and patent number. Includes patent contest logs. Note: These paper registers will be discontinued when ALMRS (Schedule 30/1) is implemented. Forms: BLM 1274-1. Location: SO.	N1-49-90-1, 4/7c(4)	PERMANENT. Cutoff EOFY in which the register is no longer needed for control purposes. Transfer to FRC 1 year after cutoff. FRC transfers to NARA 15 years after cutoff.

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313	0019 – Management Plans and Reports, Land Titles, and Uses of Land Requiring Agency Authorization	PERMANENT. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Transfer to NARA 30 years after cut-off.	Resources Inventory, Study, Survey and Mapping Files. Documenting the accumulation, analysis, and interpretation of information about the existence and use of natural resources. Includes natural resource inventories, surveys, studies, appraisals, and the related summary reports and maps of agricultural, aquatic, archaeological, bird, cave, cultural, ecological, fish and fisheries, forests, geologic, geophysical, hazardous materials, lake, natural history, mammals, mineral, paleontology, plants, range, recreation, reptiles, reservoirs, riparian, rivers, soils, streams, threatened and endangered species, timber, vegetation, visual resources, water, waterpower, watershed, wild horse and burro, wildlife, wilderness, and other renewable or nonrenewable natural resources. Information is obtained via procurement contracts, cooperative efforts with other agencies and organizations, internal projects, and from the resource users. Information from these files is used in making land, mineral, or waterpower classification decisions, in developing resource management plans, and to support other leasing and multiple-use planning and implementation efforts. a. Resources Inventory, Study, or Survey Case Files. Documents authorizing the project and describing its scope, purpose, objectives, and methodology; interim progress reports and correspondence; copies of final maps and study reports containing summary and conclusions; and related papers of value to the historical account of the project. May include annotated aerial photos, still photos, other original data that are only partially duplicated in the resultant reports and maps. Includes grazing allotment	N1-49-90-1, 4/11a	Permanent. Cutoff EOFY in which the effort is completed. Transfer to FRC 3 years after cutoff. FRC transfers to NARA 25 years after cutoff.

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314	0019 – Management Plans and Reports, Land Titles, and Uses of Land Requiring Agency Authorization	PERMANENT. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Transfer to NARA 30 years after cut-off.	Resources Inventory, Study, Survey and Mapping Files. Documenting the accumulation, analysis, and interpretation of information about the existence and use of natural resources. Includes natural resource inventories, surveys, studies, appraisals, and the related summary reports and maps of agricultural, aquatic, archaeological, bird, cave, cultural, ecological, fish and fisheries, forests, geologic, geophysical, hazardous materials, lake, natural history, mammals, mineral, paleontology, plants, range, recreation, reptiles, reservoirs, riparian, rivers, soils, streams, threatened and endangered species, timber, vegetation, visual resources, water, waterpower, watershed, wild horse and burro, wildlife, wilderness, and other renewable or nonrenewable natural resources. Information is obtained via procurement contracts, cooperative efforts with other agencies and organizations, internal projects, and from the resource users. Information from these files is used in making land, mineral, or waterpower classification decisions, in developing resource management plans, and to support other leasing and multiple-use planning and implementation efforts. c. (1) Resources Inventory, Study, or Survey Final Report and Map Masters. Final maps, atlases, overlays, reports. (a) Reports. One copy of each edition, revision, or variant of each published final report and related indexes.	N1-49-90-1, 4/11c(1)(a)	Permanent. Cutoff EOFY in which the reports or maps are published or released. Transfer to FRC 1 year after cutoff. FRC transfers to NARA in 5-year blocks when oldest files are 10 years old.

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315	0019 – Management Plans and Reports, Land Titles, and Uses of Land Requiring Agency Authorization	PERMANENT. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Transfer to NARA 30 years after cut-off.	Resources Inventory, Study, Survey and Mapping Files. Documenting the accumulation, analysis, and interpretation of information about the existence and use of natural resources. Includes natural resource inventories, surveys, studies, appraisals, and the related summary reports and maps of agricultural, aquatic, archaeological, bird, cave, cultural, ecological, fish and fisheries, forests, geologic, geophysical, hazardous materials, lake, natural history, mammals, mineral, paleontology, plants, range, recreation, reptiles, reservoirs, riparian, rivers, soils, streams, threatened and endangered species, timber, vegetation, visual resources, water, waterpower, watershed, wild horse and burro, wildlife, wilderness, and other renewable or nonrenewable natural resources. Information is obtained via procurement contracts, cooperative efforts with other agencies and organizations, internal projects, and from the resource users. Information from these files is used in making land, mineral, or waterpower classification decisions, in developing resource management plans, and to support other leasing and multiple-use planning and implementation efforts. c. (1) Resources Inventory, Study, or Survey Final Report and Map Masters. Final maps, atlases, overlays, reports. (b) Maps. One record copy of each edition, revision, or variant of each published final map, atlas, overlay, and related indexes (in map or other form).	N1-49-90-1, 4/11c(1)(b)	Permanent. Cutoff EOFY in which the reports or maps are published or released. Transfer to FRC 1 year after cutoff. FRC transfers to NARA in 5-year blocks when oldest files are 10 years old.

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316	0019 – Management Plans and Reports, Land Titles, and Uses of Land Requiring Agency Authorization	PERMANENT. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Transfer to NARA 30 years after cut-off.	Grazing and Other Land-Use Lease and Permit Files. Documenting authorizations issued by BLM for grazing and other non-mineral resources for a specific period of time. a. Grazing Authorization Files. (1) Grazing Operator Case Files. Lease or permit operator case files documenting authorizations by BLM to graze livestock on public lands. Consists of application, approved lease or permit, maps, billing documents, preference history, and related correspondence. Arranged by grazing record number or operator name; grazing leases and permits are not serialized.	N1-49-90-1, 4/14a(1)	Permanent. Cutoff EOFY in which the authorization terminates and appeal rights are exhausted. Transfer to FRC 2 years after cutoff. FRC transfers to NARA 20 years after cutoff.
317	0019 – Management Plans and Reports, Land Titles, and Uses of Land Requiring Agency Authorization	PERMANENT. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Transfer to NARA 30 years after cut-off.	c. Withdrawal, Classification and Designation Reports and Maps. Depicting federal lands that have been formally withdrawn, classified, reserved, or designated for specific purposes. Consists of reports and maps of Known Leasing Areas (KLA), Known Recoverable Coal Resource Areas (KRCRA), Known Geologic Structures (KGS), Known Geothermal Resource Areas (KGRA), Known Phosphate Areas, Naval Petroleum Reserves, Oil Shale Reserves, Areas Valuable Prospectively for Leasable Minerals, Designations of National Areas, Occurrences of Non-Leasable Minerals and Materials, Waterpower Designation Areas. (1)(b) Final Maps. One record copy of each edition, revision or variant of each final map.	N1-49-90-1, 4/18c(1)(b)	Permanent. Cutoff EOFY in which published. Transfer to FRC 3 years after cutoff. FRC transfers to NARA 30 years after cutoff.
318	0019 – Management Plans and Reports, Land Titles, and Uses of Land Requiring Agency Authorization	PERMANENT. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Transfer to NARA 30 years after cut-off.	h. Withdrawal, Classification, and Designation Registers, Ledgers and Indexes. Usually card files containing information on township and range, site withdrawals, power site reserves, power restorations, modifications, and interpretations. Includes Off-Road Vehicle Designation Registers and other registers and indexes related to withdrawal, classification, and designation areas.	N1-49-90-1, 4/18h	Permanent. Transfer with the related records.

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319	0019 – Management Plans and Reports, Land Titles, and Uses of Land Requiring Agency Authorization	PERMANENT. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Transfer to NARA 30 years after cut-off.	Resource Management Plan (RMP) Files. Plans to guide and control management actions and the development of subsequence, more detailed and limited plans for resources and their use. RMPs apply to all BLM lands even when the only public land interest is the mineral estate. a. RMP Case Files, Maps, Overlays, and Related Indexes. Record copies that document the development, implementation, and monitoring of management plans, including the related EIS documentation. Note: Although EPA maintains copies of EISs created by BLM, BLM's version contains the management plan and more complete information on the entire planning project, such as detailed scientific and sociological studies of the effects of intended land use. This item includes one copy of each edition, revision, or variant and of each published final RMP/EIS, map, atlas, overlay and all related indexes. (1) Case Files. Consists of: Management Situation Analysis; Notice of Intent; Draft Plan and Draft Environmental Impact Statement; Proposed Plan and Final EIS; Approved Plan/Record of Decision; Resource Objectives and Monitoring Plan; Planning Protocols; Draft Plan Amendment; and Proposed Plan Amendment.	N1-49-90-1, 4/19a(1)	Permanent. Cutoff when all planned work is completed or when replaced by another RMP. Transfer permanent materials to FRC 1 year after cutoff. FRC transfers to NARA 12 years after cutoff.

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320	0019 – Management Plans and Reports, Land Titles, and Uses of Land Requiring Agency Authorization	PERMANENT. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Transfer to NARA 30 years after cut-off.	Resource Management Plan (RMP) Files. Plans to guide and control management actions and the development of subsequence, more detailed and limited plans for resources and their use. RMPs apply to all BLM lands even when the only public land interest is the mineral estate. a. RMP Case Files, Maps, Overlays, and Related Indexes. Record copies that document the development, implementation, and monitoring of management plans, including the related EIS documentation. Note: Although EPA maintains copies of EISs created by BLM, BLM's version contains the management plan and more complete information on the entire planning project, such as detailed scientific and sociological studies of the effects of intended land use. This item includes one copy of each edition, revision, or variant and of each published final RMP/EIS, map, atlas, overlay and all related indexes. (2) RMP Maps, Overlays, and Related Indexes. One copy of each edition, revision, or variant of each RMP map, atlas, overlay, and all related indexes (in map or other form)	N1-49-90-1, 4/19a(2)	Permanent. Cutoff when all planned work is completed or when replaced by another RMP. Transfer permanent record to FRC when the related plans (4/19a) are transferred. FRC transfers to NARA 12 years after cutoff.
321	0019 – Management Plans and Reports, Land Titles, and Uses of Land Requiring Agency Authorization	PERMANENT. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Transfer to NARA 30 years after cut-off.	Resource Management Plan (RMP) Files. Plans to guide and control management actions and the development of subsequence, more detailed and limited plans for resources and their use. RMPs apply to all BLM lands even when the only public land interest is the mineral estate. d. RMP Appeal Case Files. Case files, arranged by appeal number, containing appeal, transmittal, decision, protest, evidence of service or attempt, notice of hearing, motion to dismiss, request for reconsideration, transcripts, and related papers	N1-49-90-1, 4/19d	When appeal rights are exhausted and/or final decision issued, file with the related RMP file and dispose of accordingly.

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322	0019 – Management Plans and Reports, Land Titles, and Uses of Land Requiring Agency Authorization	PERMANENT. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Transfer to NARA 30 years after cut-off.	Resource Activity Plan (RAP) Records. Documenting individual programs of action designed to reach a given set of objectives for a specific geographic area of the public lands. RAPs are prepared once an RMP is approved and address the activities of specific BLM programs, such as grazing, forestry, fish and wildlife, wild horse and burro, recreation, archaeology, soil, water, air, visual resources, and wilderness. RAPs provide more detailed and specific data than are found in the RMP. a. RAP (Long Range) Files. Documenting the development, implementation, and monitoring of long-range and/or continuing planning activities for grazing allotments, animal damage and pest control, caves, cultural and archaeological resources, fire control and prescribed burning, floodplain, forestry and timber, natural history, paleontology, recreation, wild horses and burrows, wildlife habitat, wilderness, and other public land resources. (2) RAP Final Report Masters. Record copies of the final reports of resources activity planning statements that BLM prepares once an RMP is approved.	N1-49-90-1, 4/20a(2)	Permanent. Cutoff EOFY in which the plan is published or released. Transfer to FRC 1 year after cutoff. FRC transfers to NARA in 5-year blocks when oldest files are 10 years old.
323	0019 – Management Plans and Reports, Land Titles, and Uses of Land Requiring Agency Authorization	PERMANENT. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Transfer to NARA 30 years after cut-off.	Resource Activity Plan (RAP) Records. Documenting individual programs of action designed to reach a given set of objectives for a specific geographic area of the public lands. RAPs are prepared once an RMP is approved and address the activities of specific BLM programs, such as grazing, forestry, fish and wildlife, wild horse and burro, recreation, archaeology, soil, water, air, visual resources, and wilderness. RAPs provide more detailed and specific data than are found in the RMP. d. RAP Appeal Case Files. Case files, arranged by appeal number, containing appeal, transmittal, decision, protest, evidence of service or attempt, notice of hearing, motion to dismiss, request for reconsideration, transcripts, and related papers.	N1-49-90-1, 4/20d	When appeal rights are exhausted and/or final decision issued, file with the related RAP file and dispose of accordingly. NARA Job N1-49-90-1, 4/20d. (NOTE: Applies to Long-Range RAPs. See 0014 for Short-Range)

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324	0019 – Management Plans and Reports, Land Titles, and Uses of Land Requiring Agency Authorization	PERMANENT. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Transfer to NARA 30 years after cut-off.	Texas Acquired Interests Deeds. Copies of individual deeds recorded at county courthouse documenting interests in land acquired by a Federal agency. Includes copies of Federal agency acquisition maps that show survey location based on deed description. Also contains other maps (e.g., road maps, survey maps). Used to identify parcel descriptions and locations. c. Paper Copies of Maps	N1-49-91-2, 7c	Permanent. Cutoff when project is completed. Transfer to NARA 5 years after cutoff.
325	0019 – Management Plans and Reports, Land Titles, and Uses of Land Requiring Agency Authorization	PERMANENT. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Transfer to NARA 30 years after cut-off.	TAMP Project History Files. Consists of life cycle management documentation, data standards, project charter, progress reports, etc. Includes correspondence on deliverables (e.g., tapes, tape contents and index, etc.) and printouts from dbase program. Arranged chronologically.	N1-49-91-2, 1	Permanent. Cutoff when project is completed. Transfer to NARA 5 years after cutoff.
326	0019 – Management Plans and Reports, Land Titles, and Uses of Land Requiring Agency Authorization	PERMANENT. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Transfer to NARA 30 years after cut-off.	TAMP Master Title and Use Plats. Plats which show base data (survey and land conveyances and acquisitions) and mineral leasing (oil and gas) information on a county basis. Used to graphically display land status and used as an index to other source documents. d(2). Electronic version digitized from source files. ArcInfo Version.	N1-49-91-2, 5d(2)	Permanent. Transfer to NARA upon completion of project or immediately prior to conversion for ALMRS. Subsequent versions - destroy when superseded, obsolete, or when no longer needed for administrative use.

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327	0019 – Management Plans and Reports, Land Titles, and Uses of Land Requiring Agency Authorization	PERMANENT. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Transfer to NARA 30 years after cut-off.	TAMP Historical Indexes. Chronological listing of all land acquisition and mineral lease transactions. Not all data is displayed on Master Title Plat. c. Oracle Data Base. Listing all land acquisition and mineral lease transactions. Identified by serial number, parcel number, date (see table layout). File can be sorted in chronological order to represent an historical index [5 cubic feet]	N1-49-91-2, 6c	Permanent. Transfer Historical Index (HI) with first transfer of the digital TAMP Master Title and Use Plats - ArcInfo Version (item 5d(2)) to NARA when project is completed or migrated to ALMRS. Transfer subsequent HI tables at 5-year intervals coinciding with the quinquennial consensus of Manufacturing and Mining Industries (years ending in 2 and 7). (NOTE: These records do not close, they are updated as land status changes)
328	0019 – Management Plans and Reports, Land Titles, and Uses of Land Requiring Agency Authorization	PERMANENT. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Transfer to NARA 30 years after cut-off.	Land Operations and Realty Reports. Reports pertaining to land operations/realty. Include: <ul style="list-style-type: none"> • Real Property Utilization Report • Annual Timber Utilization Report • Computer-generated reports showing status of lands at Reclamation projects 	N1-115-94-6 LND-2.00	Permanent. Cutoff at the end of each calendar year. Transfer to Archives 30 years after cutoff.

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329	0019 – Management Plans and Reports, Land Titles, and Uses of Land Requiring Agency Authorization	PERMANENT. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Transfer to NARA 30 years after cut-off.	<p>Withdrawals and Restoration. Material pertaining to withdrawals and restoration for Reclamation purposes.</p> <ul style="list-style-type: none"> • Amount of land withdrawn and acquired in areas and listed by settlement potential by counties within States. • The restoration of land to the public domain that is no longer need for Reclamation purposes. Include material regarding omitted lands. • Official notice of withdrawal or restoration • Plats defining location and description of land withdrawn or restoration order. • Land withdrawals and restorations for other purposes such as: <ul style="list-style-type: none"> • Stock driveways • Airport landing fields • Military bombing fields and gunnery ranges • Cemetery or grave removal and relocation on Reclamation lands, including permits • National parks, monuments, and wilderness areas, the establishment of areas, and determination of their boundaries • Power, power sites, atomic energy sites • Radar or other tracking sites or detection stations <p>Note:</p> <ul style="list-style-type: none"> • Use LND-2.00 for reports • Public Land Order is the basis of completion of the withdrawal or restoration 	N1-115-94-6 LND-4.00	Permanent. Transfer to Archives 1 year after publication of the Public Land Order

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330	0019 – Management Plans and Reports, Land Titles, and Uses of Land Requiring Agency Authorization	PERMANENT. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Transfer to NARA 30 years after cut-off.	Townsites. Correspondence and other material pertaining to: <ul style="list-style-type: none"> • Establishing and administering townsites on Reclamation land. Include: <ul style="list-style-type: none"> • Survey books • Township plats • Other records of locations and layout • Records of sites that have evolved into cities, including Page, Arizona, and Boulder City, Nevada • Reservation, dedication, or utilization of lands for community centers, parks (not National Parks), playgrounds, schools, and churches. Note: --Use LND-2.00 for reports. --Reference copies may be transferred to the governing authority succeeding Reclamation ownership.	N1-115-94-6 LND-5.10	Permanent -Transfer to Archives immediately
331	0019 – Management Plans and Reports, Land Titles, and Uses of Land Requiring Agency Authorization	PERMANENT. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Transfer to NARA 30 years after cut-off.	Land Management. Material pertaining to uses of land which require a permissive authority special use applications, licenses, and permits issued to Reclamation or by Reclamation. <ul style="list-style-type: none"> - Outgrants - Land lease operations - Taylor Grazing Act - Townsite and townlot leases - Leases for agricultural or grazing purposes - Oil, gas, mining, and prospecting applications - Earth, stone, gravel, and timber removal applications - Drilling permit - Bureau of Land Management right-of-way applications Note: --Use LND-2.00 for reports. --Use ENV-3.00 for archaeological or paleontological permits. --Use LND-3.00 for crossings, encroachments, and relocation agreements issued to Reclamation	N1-115-94-6 LND-6.00	Permanent - Break files at the end of each year or when volume warrant. Cutoff after termination of transaction or when no longer needed for reference, which ever is earlier. Transfer to Archives 5 years after cutoff.

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332	0019 – Management Plans and Reports, Land Titles, and Uses of Land Requiring Agency Authorization	PERMANENT. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Transfer to NARA 30 years after cut-off.	Settlement and Land Entries. Material pertaining to settlement and land entries. Include: <ul style="list-style-type: none"> - Entries to public lands - Settlement upon public lands - Homestead entries - Mineral location entries - Desert land entries - Preparation and issuance of land opening public notices - Prospective settler qualification requirements - Activities and reports of settlers' selection - Appeals from examining board decisions - Failure to enter or abandon establishment or residence Final homestead and Reclamation proof - Cancellation of entry, settlers' assistance, settlers' financial aid, land patents Farm application forms - Reports on results of land openings Office of record/origin Use LND-2.00 for reports Use LND-3.00 for acquisition of mineral location claims.	N1-115-94-6, LND-7.00	Permanent - Hardcopy records (other than nonrecurring series) – Transfer to the Federal Records Center 3 years from cutoff or as volume warrants; transfer to the National Archives 30 years from closure. Transfer to the National Archives 3 years from cutoff, as volume warrants, or other event (dependent on how the electronic record is generated or the system that generates the electronic record).

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333	0019 – Management Plans and Reports, Land Titles, and Uses of Land Requiring Agency Authorization	PERMANENT. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Transfer to NARA 30 years after cut-off.	Irrigation Management. Material pertaining to irrigation management. Include: <ul style="list-style-type: none"> - Acreage under irrigation - The ultimate extent of irrigable areas - Irrigable lands for which Reclamation is prepared supply irrigation water or has supplied irrigation water - The inclusion and exclusion of lands within the irrigable areas and boundaries of a Reclamation project The preparation, issuance, and amendment of farm unit plats, discussions regarding the desirable size of farm units, exchange of farm units <ul style="list-style-type: none"> - Farm management - Establishment, operation, and management of demonstration and development farms Note: Use LND-2.00 for reports	N1-115-94-6 LND-11.00	Close file at the completion of activity. Hardcopy records (other than nonrecurring series) – Transfer to the Federal Records Center 3 years from cutoff or as volume warrants; transfer to the National Archives 30 years from closure.
334	Water				
335	0020 - Water Analysis and Water Use & Permitting	TEMPORARY. Cut off at the termination of the water permit or completion of water analysis or activity. Destroy 5 years after cut-off.	Water Rights Permits - Copies of permits issued by State governments for use of water.	NC1-49-85-2, 4/24	Temporary. Cutoff EOFY in which all rights terminate. FRC destroys 5 years after cutoff.
336	0020 - Water Analysis and Water Use & Permitting	TEMPORARY. Cut off at the termination of the water permit or completion of water analysis or activity. Destroy 5 years after cut-off.	Drinking Water Files - Documenting water quality testing conducted by or for BLM in accordance with requirements of the Safe Drinking Water Act and the Clean Water Act. (2) Public, Community, and Noncommunity Water System Files - If Testing, Reporting and Recordkeeping are done by BLM. (a) Bacteria Analyses, Variances, Exceptions. Note: Data summaries may be kept in lieu of test results.	NC1-49-85-2, 4/26d(2)a	Temporary. Cutoff EOFY. Destroy 5 years after cutoff.
337	0020 - Water Analysis and Water Use & Permitting	TEMPORARY. Cut off at the termination of the water permit or completion of water analysis or activity. Destroy 5 years after cut-off.	Drinking Water Files - Documenting water quality testing conducted by or for BLM in accordance with requirements of the Safe Drinking Water Act and the Clean Water Act. (2) Public, Community, and Noncommunity Water System Files - If Testing, Reporting and Recordkeeping are done by BLM - (c) Record of Violations and Measures Taken to Correct Violations.	NC1-49-85-2, 4/26d(2)c	TEMPORARY. Cutoff EOFY in which violation is corrected. Destroy 3 years after cutoff.

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338	0021 - Non-Historic Water and Power Projects & Facilities	TEMPORARY. Cut off when facility or structure ceases to exist, is transferred to a non-DOI entity, records are no longer needed for continued operation of the structure or feature, or at the completion of project activities. Destroy 10 years after cut-off.	Well Logs and Reservoir Capacity Logs - Logs contain volume and other technical information regarding wells and reservoirs located on Service-owned or Service-utilized real estate.	NC1-22-78-1, 43	TEMPORARY. Retain until reservoir is no longer in custody of Service. Upon sale or relinquishment of easement rights convey log to purchaser or owner (in case of easement relationship).
339	0021 - Non-Historic Water and Power Projects & Facilities	TEMPORARY. Cut off when facility or structure ceases to exist, is transferred to a non-DOI entity, records are no longer needed for continued operation of the structure or feature, or at the completion of project activities. Destroy 10 years after cut-off.	Consultations, FERC - Files documenting USFWS consultation with the Federal Energy Regulatory Commission (FERC) to prevent loss of and damage to wildlife resources during FERC projects where streams or other bodies of water are impounded, diverted, or otherwise controlled or modified. These are usually hydro-power projects where USFWS makes recommendations as part of the licensing or re-licensing process. Files may include copies of license application and pre-application materials, monitoring and scoping documents, meeting notes, initial consultation, internal environmental compliance, studies, phone records, emails, correspondence, and NEPA review process documents including application, notice of intent, environmental assessment, draft and final environmental statements, public notice, and public meeting records.	N1-022-05-01, 47	TEMPORARY. Destroy records when 60 years old or 10 years after structure ceases to exist, whichever is sooner

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340	0021 - Non-Historic Water and Power Projects & Facilities	TEMPORARY. Cut off when facility or structure ceases to exist, is transferred to a non-DOI entity, records are no longer needed for continued operation of the structure or feature, or at the completion of project activities. Destroy 10 years after cut-off.	Consultations, Water Projects - Files documenting USFWS consultation with agencies during water projects, usually the US Army Corp of Engineers, to prevent loss of and damage to wildlife resources where streams or other bodies of water are impounded, diverted, or otherwise controlled or modified. Files may include copies of permit application and pre-application materials, monitoring and scoping documents, meeting notes, initial consultation, internal environmental compliance, studies, phone records, e-mails, correspondence, and NEPA review process documents including application, notice of intent, environmental assessment, draft and final environmental impact statements, public notices, and public meeting records.	N1-022-05-01, 49	TEMPORARY. Destroy 10 years after completion of consultation or 10 years after last activity, whichever is later.
341	0021 - Non-Historic Water and Power Projects & Facilities	TEMPORARY. Cut off when facility or structure ceases to exist, is transferred to a non-DOI entity, records are no longer needed for continued operation of the structure or feature, or at the completion of project activities. Destroy 10 years after cut-off.	Drinking Water Files - Documenting water quality testing conducted by or for BLM in accordance with requirements of the Safe Drinking Water Act and the Clean Water Act. (2) Public, Community, and Noncommunity Water System Files - If Testing, Reporting and Recordkeeping are done by BLM. (b) Chemical Analyses, Sanitary Surveys. Note: Data summaries may be kept in lieu of test results.	NC1-49-85-2, 4/26d(2)b	TEMPORARY. Cutoff EOFY. Transfer to FRC 5 years after cutoff. FRC destroys 10 years after cutoff.
342	0021 - Non-Historic Water and Power Projects & Facilities	TEMPORARY. Cut off when facility or structure ceases to exist, is transferred to a non-DOI entity, records are no longer needed for continued operation of the structure or feature, or at the completion of project activities. Destroy 10 years after cut-off.	Water Resource Management General Files - Correspondence of a general nature pertaining to economics, repayment, water sales, and water rights subjects. Includes reclamation economics/impact programs, repayment contracts, water sales/delivery contracts/exchange of water, water rights, and interstate and international compacts.	N1-115-94-5, WTR-1.10	Temporary. Cutoff at the end of each calendar year or when volume warrants. Transfer to FRC 5 years after cutoff. FRC destroy 15 years after cutoff.

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343	0021 - Non-Historic Water and Power Projects & Facilities	TEMPORARY. Cut off when facility or structure ceases to exist, is transferred to a non-DOI entity, records are no longer needed for continued operation of the structure or feature, or at the completion of project activities. Destroy 10 years after cut-off.	Project Development and Power Management Subject Files - Correspondence of a general nature pertaining to project development and power management subjects.	N1-115-94-8, PRJ-1.10	Temporary. Cutoff at the end of each calendar year or when volume warrants. Transfer to FRC 5 years after cutoff. FRC destroy 15 years after cutoff.

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344	0022 - Water Project Contracts, Engineering, and Water Quality	TEMPORARY. Cut off at the end of final contract payment, or upon completion of event or study. Destroy 75 years after cut-off.	Engineering and Materials Research - Technical data related to structural engineering research including research and analysis of soil and rock properties as related to the design and construction of Reclamation facilities, features, or structures. Includes development of methods of design, construction, and maintenance of structures to increase their effective life and predict or anticipate their behavior; Materials regarding developments in chemistry and physics affecting engineering techniques and structural research, such as shapes or contours in structures, studies of structural behavior under varying conditions, various material types, and noise prevention; Material research including cement, concrete, mortars, binders, fuels, lubricants, pipes, ceramics, plastics, minerals, metals, paints, and preservatives; Water transport systems to include conduits of all types, open and closed canal systems, aqueducts and other water carrying structures. Lower cost canal lining program reports and studies of new placement methods and materials for canal linings, soil, and lining sealants, and soil stabilizers; Studies, investigations, reports, or research materials, on slides, avalanches, earthquakes, and earth movement data; Material derived from studies and research of high-velocity flows, ice, waves, and beaching actions, and the effects of these actions on structures and features. The development of methods of protection. Research data pertaining to cavitation, erosion forces, friction, ice movement and breakup.	N1-115-94-4, RES-3.40	Temporary. Cutoff at the end of each calendar year or when volume warrants. Transfer to FRC 5 years after cutoff. FRC destroy 75 years after cutoff.

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345	0022 - Water Project Contracts, Engineering, and Water Quality	TEMPORARY. Cut off at the end of final contract payment, or upon completion of event or study. Destroy 75 years after cut-off.	Construction and Architectural Engineering (A&E) Contracts - Correspondence and material accumulated during the life cycle of a construction or A/E contract case file providing for the construction alteration, or repair of a Bureau of Reclamation long-term or permanent structure of feature. Contract files typically document a full history of the transaction from its beginning to its completion. The construction and A/E contract case file will consist of contractual instrument files of contracts and related documents pertaining to design, construction, and maintenance. Includes technical correspondence, Independent Government Cost Estimate, abstract of bids, preaward documentation, solicitation/specification, including amendments, modification, and revisions, notice of award, notice to proceed, original contract, daily log of construction, contract modifications, final payment of voucher.	N1-115-94-8, PRJ-8.10	Temporary. Break file at the end of each calendar year. Cutoff at the end of the year in which notification of final payment is made. Transfer to FRC 10 years after cutoff or when volume warrants. FRC destroy 75 years after cutoff.
346	0022 - Water Project Contracts, Engineering, and Water Quality	TEMPORARY. Cut off at the end of final contract payment, or upon completion of event or study. Destroy 75 years after cut-off.	Specialized Program Research - General correspondence, memorandums, e-mail, and other documentation relating to research for specific programs such as: Dam Safety; Salinity Control and Management; Water Quality Improvement; Environmental Enhancement.	N1-115-07-1, RES-9.00	Temporary. Close file at the end of each calendar year. Paper/film/electronic : Transfer to FRC 5 years after closure or when volume warrants. FRC destroy 75 years after closure and review by Reclamation.

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347	0022 - Water Project Contracts, Engineering, and Water Quality	TEMPORARY. Cut off at the end of final contract payment, or upon completion of event or study. Destroy 75 years after cut-off.	Water Quality and Ecology - Case files including correspondence, memorandums, emails, and other documentation relating to the improvement and protection of water quality and its integrated relationship with the environment. Includes methods to improve water quality, program reviews, ecological studies of aquatic and terrestrial organisms, standards for water quality delivery, identification and control of water polluting factors, methods to control, limit, and restore water quality, research into improved water quality through recycling and reuse, and effects on agribusiness, municipal, and industrial use on water quality.	N1-115-07-1, WTR-7.00	Temporary. Close file at the end of each calendar year. Paper/film/electronic : Transfer to FRC 5 years after closure or when volume warrants. FRC destroy 75 years after closure and review by Reclamation.
348	0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Irrigation Project Land Designation File - Records include studies, surveys, assessments, field notes, right-of-ways, designating land for irrigation projects, original maps, specifications, printouts of electronic mail; and related correspondence.	N1-075-04-6 (4903a)	Permanent - Cut Off at end of fiscal year end. Maintain in office for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed between DOI and NARA.
349	0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Power Project Land Designation File - Records include land records designated for power projects, surveys, original maps, right-of-way specifications, printouts of electronic mail; and related correspondence.	N1-075-04-6 (4903b)	Permanent - Cut Off at end of fiscal year end. Maintain in office for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed between DOI and NARA.

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350	0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Irrigation and Power Construction Program File - Records include scope of work, budget, studies, surveys, assessments, audits, analyses, statements, evaluations, consultations, reports; requests and responses concerning program information from tribes, federal and state agencies, local governments, private organizations, and individuals; and related correspondence.	N1-075-04-6 (4904a)	Permanent - Cut Off at end of fiscal year end. Maintain in office for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed between DOI and NARA.
351	0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Irrigation and Power Construction Project File - Records include studies, surveys, maps, plans, specifications, construction contracts, construction management and inspection reports, scope of work, budget, analysis, results, reports, project history, power plant construction plans, specifications, and related correspondence.	N1-075-04-6 (4904b)	Permanent - Cut Off at end of fiscal year end. Maintain in office for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed between DOI and NARA.
352	0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Irrigation Engineering Data File - Records include original survey books, irrigation project maps, drawings, plans and related correspondence.	N1-075-04-6 (4905)	Permanent - Cut Off at end of fiscal year end. Maintain in office for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed between DOI and NARA.

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353	0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Irrigation Maps and Drawings - Records include annotated maps and drawings showing irrigated area, land proposal for restoration, water drainage, buildings, and related correspondence.	N1-075-04-6 (4906)	Permanent - Cut Off at end of fiscal year end. Maintain in office for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed between DOI and NARA.
354	0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Irrigation Forecast File - Records include hydrology forecasts, specifications, plans, storage reservoir, well depth, snow pack records, and related correspondence.	N1-075-04-6 (4907)	Permanent - Cut Off at end of fiscal year end. Maintain in office for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed between DOI and NARA.
355	0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Irrigation Reports - Records include periodic narratives and statistical reports on annual irrigation operations, construction and maintenance, project reviews, and related correspondence.	N1-075-04-6 (4908)	Permanent - Cut Off at end of fiscal year end. Maintain in office for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed between DOI and NARA.

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356	0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Power Meter Records - Records include water and power usage readings for customers serviced by the power project and related correspondence.	N1-075-04-6 (4909)	Permanent - Cut Off at end of fiscal year end. Maintain in office for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed between DOI and NARA.
357	0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Irrigation and Water Rights Legal Case File - Records include claims, claims resolution, technical studies, pre-litigation documents, contracts, papers granting permanent water rights (water rights certificates), legal case records involving irrigation matters (adjudication, negotiation and agreement, etc.), other state/federal agreement adjudications, and related correspondence.	N1-075-04-6 (4910)	Permanent - Cut Off at end of fiscal year end. Maintain in office for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed between DOI and NARA.
358	0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Indian Electric Power Utilities File - Records include customer account power service request application, agreement, contract, billing records, and related correspondence.	N1-075-04-6 (4911)	Permanent - Cut Off at end of fiscal year end. Maintain in office for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed between DOI and NARA.

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359	0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Power Reports - Records include power annual and statistical report records: narratives, statistical power generation, distribution station operations, maintenance reports on power generation and distribution stations, and related correspondence.	N1-075-04-6 (4912)	Permanent - Cut Off at end of fiscal year end. Maintain in office for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed between DOI and NARA.
360	0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Irrigation and Power Customer Billing File - Records include monthly billings for customer power and irrigation usage, collection forms, receipts of money from customers, annual reports (summary) of money collected from customers, and related correspondence.	N1-075-04-6 (4913)	Permanent - Cut Off at end of fiscal year end. Maintain in office for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed between DOI and NARA.
361	0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Power Operative Maps, Drawings and Standards - Records include original maps showing reservation, drawings and tracings of power distribution systems and location sites, and related correspondence.	N1-075-04-6 (4915)	Permanent - Cut Off at end of fiscal year end. Maintain in office for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed between DOI and NARA.

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362	0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Irrigation Work Order Files - Records include work orders for routine maintenance of an irrigation ditch, canal, gate, and/or shoulder, weed control, transmittal service orders, equipment maintenance orders, and related correspondence.	N1-075-04-6 (4916a)	Permanent - Cut Off at end of fiscal year end. Maintain in office for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed between DOI and NARA.
363	0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Power Work Order Files - Records include work orders for routine maintenance of power plant, light fixtures at facility, buildings, and system equipment, engineering related work order request, equipment maintenance and/or repairs, and related correspondence.	N1-075-04-6 (4916b)	Permanent - Cut Off at end of fiscal year end. Maintain in office for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed between DOI and NARA.
364	0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Soil Surveys - Records include studies of irrigation and cultivation potential of soil in particular areas to include determination of physical characteristics of soil, composition, and condition of native vegetation, studies of types of native vegetation, location of cultural features, water availability, field notes, tests, analyses, results, reports, and related correspondence.	N1-075-04-6 (4917)	Permanent - Cut Off at end of fiscal year end. Maintain in office for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed between DOI and NARA.

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365	0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Soil and Moisture Conservation Maps - Records include annotated base maps showing erosion conditions and control, technical survey maps showing types of soil, maps showing proposed land restoration and water drainage, and related correspondence.	N1-075-04-6 (4918)	Permanent - Cut Off at end of fiscal year end. Maintain in office for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed between DOI and NARA.
366	0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Soil and Moisture Conservation Reports - Records include Narrative and Statistical records: monthly, periodic, and annual consolidation reports on soil surveys, water erosion, products, and related correspondence.	N1-075-04-6 (4919)	Permanent - Cut Off at end of fiscal year end. Maintain in office for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed between DOI and NARA.
367	0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Soil and Moisture History File - Records include water availability, type of forage, topography, fencing, grazing potential, and related correspondence.	N1-075-04-6 (4920)	Permanent - Cut Off at end of fiscal year end. Maintain in office for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed between DOI and NARA.

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368	0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Irrigation Assessment Order Modifications - Records include lists relating to modification of operation and maintenance assessment orders, lists of water users with documents to modify assessment order and annual billing for water users, and related correspondence.	N1-075-04-6 (4921)	Permanent - Cut Off at end of fiscal year end. Maintain in office for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed between DOI and NARA.
369	0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Long-Term Cropping Plan - Records include long-term crop rotation plans, history reports of crops grown and yield obtained, summary report of significant historical data on long-term cropping plans, and related correspondence.	N1-075-04-6 (4922)	Permanent - Cut Off at end of fiscal year end. Maintain in office for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed between DOI and NARA.
370	0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	National Cooperative Soil Survey - Records include tracking decisions from cooperating agencies within the National Cooperative Soil Survey, MOU, field review, field assistance, and related correspondence.	N1-075-04-6 (4924)	Permanent - Cut Off at end of fiscal year end. Maintain in office for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed between DOI and NARA.

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371	0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Soil Inventory and Evaluation File - Records include results from soil investigation in support of land use (rangeland, forestry, home site, septic system placement, sanitary landfill, road earth embankment, mining, etc.), inventory reports, evaluations, and related correspondence.	N1-075-04-6 (4925)	Permanent - Cut Off at end of fiscal year end. Maintain in office for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed between DOI and NARA.
372	0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Irrigation Feasibility Program File - Records include scope of work, budget, studies, surveys, assessments, audits, analyses, statements, evaluations, consultations, reports, requests and responses concerning program information from tribes, federal and state agencies, local governments and private organizations, and related correspondence.	N1-075-04-6 (4926a)	Permanent - Cut Off at end of fiscal year end. Maintain in office for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed between DOI and NARA.
373	0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Irrigation Feasibility Project File - Records include scope of work, budget, data analysis of soils, drainage, water quality, compatibility, geography, land ownership, economics, results, reports, and related correspondence.	N1-075-04-6 (4926b)	Permanent - Cut Off at end of fiscal year end. Maintain in office for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed between DOI and NARA.

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374	0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Irrigation Operation and Maintenance Program File - Records include scope of work, budget, studies, surveys, assessments, audits, analyses, statements, evaluations, consultations, reports, requests and responses concerning program information from tribes, federal and state agencies, local governments, private organizations, individuals, and related correspondence.	N1-075-04-6 (4927a)	Permanent - Cut Off at end of fiscal year end. Maintain in office for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed between DOI and NARA.
375	0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Irrigation Operation and Maintenance Project File - Records include scope of work, budget, studies, surveys, tests, assessments, field notes, audits, statements, evaluations, consultations, results, reports, water usage documents, water quality analyses, cropping data documents, chemical and pesticide application, maintenance activities (repairs and replacements), and related correspondence.	N1-075-04-6 (4927b)	Permanent - Cut Off at end of fiscal year end. Maintain in office for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed between DOI and NARA.
376	0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Irrigation Rehabilitation and Betterment Program File - Records include scope of work, budget, studies, surveys, assessments, audits, analyses, statements, evaluations, consultations, reports, requests and responses concerning program information from tribes, federal and state agencies, local governments, private organizations, individuals and related correspondence.	N1-075-04-6 (4928a)	Permanent - Cut Off at end of fiscal year end. Maintain in office for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed between DOI and NARA.

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377	0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Irrigation Rehabilitation and Betterment Project File - Records include scope of work, budget, studies, surveys, tests assessments, field notes, audits, analyses, statements, evaluations, consultations, results, planning, construction contracts, construction management and inspection reports, and related correspondence.	N1-075-04-6 (4928b)	Permanent - Cut Off at end of fiscal year end. Maintain in office for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed between DOI and NARA.
378	0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Safety of Dams Program File - Records include scope of work, budget, studies, surveys, assessments, audits, analyses, statement, evaluations, consultations, reports, policy issues and activities, dam funding agreement, related expenditure, obligation, contract or agreement for non-dam specific technical assistance, requests and responses concerning program information from tribes, federal and state agencies, local governments, private organizations, individuals, and related correspondence.	N1-075-04-6 (4929a)	Permanent - Cut Off at end of fiscal year end. Maintain in office for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed between DOI and NARA.

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379	0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Safety of Dams Project File - Records include scope of work, budget, surveys, assessments, field notes, audits, statements, evaluations, consultations, results, original designs, construction repair and maintenance inspection records, incident reports affecting safety of dams, environmental report, contract agreement, standard operating procedures, emergency action plans, downstream Hazard classification, SEED analysis reports, deficiency verification analysis, conceptual design reports, value engineering study, final design reports, independent review, testing construction, and inspection records, incident reports affecting the safety of dams, seismic study, inflow design flood, probable maximum floods, supporting documentation and related correspondence.	N1-075-04-6 (4929b)	Permanent - Cut Off at end of fiscal year end. Maintain in office for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed between DOI and NARA.
380	0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Safety of Dams Emergency Management Program File - Records include scope of work, budget, studies, surveys, assessments, audits, analyses, statements, evaluations, consultations, reports, requests and responses concerning program information from tribes, federal and state agencies, local governments, private organizations, individuals, emergency notification procedures resulting from dam failure or severe flooding, warning and evacuation plans for downstream resident and business, inundation mapping and designs, early warning systems operations and maintenance documentation, and related correspondence.	N1-075-04-6 (4930a)	Permanent - Cut Off at end of fiscal year end. Maintain in office for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed between DOI and NARA.

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381	0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Safety of Dams Emergency Management Project File - Records include scope of work, budget, studies, surveys, tests, assessments, field notes, audits, analyses, statements, evaluations, consultations, results, reports, and related correspondence.	N1-075-04-6 (4930b)	Permanent - Cut Off at end of fiscal year end. Maintain in office for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed between DOI and NARA.
382	0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Safety of Dams Maintenance Program File - Records include scope of work, budget, studies, surveys, assessments, audits, analyses, statements, evaluations, consultations, reports, requests, and responses concerning program information from tribes, federal and state agencies, local governments, private organizations, individuals and related correspondence.	N1-075-04-6 (4931a)	Permanent - Cut Off at end of fiscal year end. Maintain in office for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed between DOI and NARA.
383	0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Safety of Dams Maintenance Project File - Records include scope of work, budget, surveys, assessments, field notes, audits, analyses, statements, evaluations, consultations, results, reports, operations and maintenance manuals, flood gate operation, frequency of maintenance procedures, maintenance performed, flood information, water level and dam leakage, monitoring equipment, special and intermediate SEED examinations, and related correspondence.	N1-075-04-6 (4931b)	Permanent - Cut Off at end of fiscal year end. Maintain in office for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed between DOI and NARA.

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384	0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Water Resources Planning and Project Proposal File - Records include water resources planning and predevelopment project proposals, individual project proposals, annual regional project proposal compilation, and related correspondence.	N1-075-04-6 (4932)	Permanent - Cut Off at end of fiscal year end. Maintain in office for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed between DOI and NARA.
385	0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Water Resources Interagency Agreements - Records include Water Resource Interagency Agreements, and related correspondence.	N1-075-04-6 (4933)	Permanent - Cut Off at end of fiscal year end. Maintain in office for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed between DOI and NARA.
386	0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Water Resources Program File - Records include scope of work, budget, studies, surveys, assessments, audits, analyses, statements, evaluations, consultations, reports, requests and responses concerning program information from tribes, federal and state agencies, local governments, private organizations, individuals, and related correspondence.	N1-075-04-6 (4934a)	Permanent - Cut Off at end of fiscal year end. Maintain in office for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed between DOI and NARA.

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387	0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Water Resources Project File - Records include scope of work, budget, studies, surveys, tests, assessments, field notes, audits, analyses, statements, evaluations, consultations, results, reports, and related correspondence.	N1-075-04-6 (4934b)	Permanent - Cut Off at end of fiscal year end. Maintain in office for a maximum of 5 years after cut off, and then retire to records center. Subsequent legal transfer to NARA will be as jointly agreed between DOI and NARA.
388	0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Repayment Accounting - Ledgers showing payments of project construction, operations and maintenance costs. Include fiscal transactions with irrigation districts, water users associations, and other repaying entities. Records include repayment accounting ledgers, journal or standard vouchers, statement of project costs, accounting for expenditures, financial statements, plant-in-service accounts including cost authorities, plant ledgers, and related completion reports.	N1-115-94-2, FIN-6.20	Permanent. Break file at the end of each fiscal year. Transfer to FRC. FRC transfer to Archives at conclusion of 50-year audit.

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389	0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Technical Research Reports, Manuals, and Standards - Summary or technical research reports originated by Reclamation pertaining to research projects, testing, design standards, technical manuals, and miscellany. Including, but not limited to: Water supply reports prepared as a special report or as an appendix to a basin report, definite plan report, planning feasibility; technical publications summarizing research projects (such as earth manual, concrete manual, water measurement manual, design of small dams, design of arch dams, design standards, design specifications); laboratory reports or summary reports; reports on earth movement affecting Reclamation land or property; water resource management research summary or final report; water supply and augmentation; qater quality study summary or final report.	N1-115-94-4, RES-2.00	Permanent. Cut off at the end of each calendar year. Transfer to Archives 3 years after cutoff
390	0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Economics, Repayment, Water Sales, and Water Rights Reports- Reports pertaining to water marketing and economics.	N1-115-94-5, WTR-2.00	Permanent. Cut off at the end of each calendar year. Transfer to Archives 3 years after cutoff
391	0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Repayment Contracts - Contracts (proposed and/or executed) with organizations and agencies that provide for contractual repayment of project construction, operation, and maintenance costs. Include contract material relating to the assumption of project operation and maintenance by water user organizations; the repayment of Federal loans used to finance construction of features. Includes sale of water to individuals who hold a prior water right on a river and who do not belong to the major irrigation district or repayment entity; Rehabilitation and betterment of non-Federal water resource development programs; construction of distribution systems on Federal Reclamation projects by irrigation districts or other public agencies.	N1-115-94-5, WTR-4.00	Permanent. Break file at the end of each calendar year or when volume warrants. Cutoff file when contract is paid out. Transfer to FRC 5 years after cutoff. Transfer to Archives 10 years after cutoff.

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392	0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Water Sales or Delivery Contracts or Exchange of Water - Correspondence and related material pertaining to the sale of water, either permanent or temporary, when payment of construction or other charges are not involved, such as municipal and industrial water supplies; excess storage or space in Federal reservoirs, domestic use; and sales of temporary or permanent water rights to townsites. Also sales of surplus waters, marketing water from non-Reclamation sources, and matters concerned with contract procedures, format, legal reviews, providing delivery or diversion point, and trade or loan of water between users' organizations.	N1-115-94-5, WTR-4.03	Permanent. Break file at the end of each calendar year or when volume warrants. Cutoff file when contract is paid out. Transfer to FRC 5 years after cutoff. Transfer to Archives 10 years after cutoff.
393	0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Water Rights - Appropriations of water rights from states by Reclamation, acquisition of water rights from individual or other entities, settlement of water right claims or dispute, and the transfer of water rights. Includes material relating to securing or establishing rights to water for use on Reclamation projects to ensure compliance to State laws governing acquisition or appropriation of water within the State; Material related to the settlement of rights to direct or return flows and use of seepage and waste waters; the effects of prior water storage or use on a downstream power or pumping facility; and the effects of groundwater pumping and weather modification on water supplies and ownership rights to those waters.	N1-115-94-5, WTR-4.10	Permanent. Break file at the end of each calendar year or when volume warrants. Cutoff file when contract is paid out. Transfer to FRC 5 years after cutoff. Transfer to Archives 10 years after cutoff.

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394	0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Interstate Compacts - Materials relating to securing or establishing rights to water for use on Reclamation projects and as required to ensure compliance with State laws governing acquisition or appropriation of water within the State.	N1-115-94-5, WTR-4.11	Permanent. Break file at the end of each calendar year or when volume warrants. Cutoff file when contract is paid out. Transfer to FRC 5 years after cutoff. Transfer to Archives 10 years after cutoff.
395	0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	International Compacts - Materials pertaining to proposed and consummated agreements for the settlement of water right differences and international water compacts and treaties. Established to identify particular contract negotiations, such as: Canada/United States or Mexico/United States.	N1-115-94-5, WTR-4.12	Permanent. Break file at the end of each calendar year or when volume warrants. Cutoff file when contract is paid out. Transfer to FRC 5 years after cutoff. Transfer to Archives 10 years after cutoff.
396	0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Proposed Reclamation Projects - Materials which establish a history of Reclamation in connection with engineering, economic, and social investigations of proposed Reclamation projects to determine their feasibility. Includes technical correspondence, design data, drawings and maps, technical engineering investigations, surveys, geologic studies, economic and social data, environmental data, reclamation public notices advising of scheduled hearings in connection with proposed projects, transcripts of public hearings or communications received from the general public commenting on the proposed project, and comprehensive river basin plans.	N1-115-94-8, PRJ-3.00	Permanent - Cutoff at the end of each calendar year. Transfer to FRC 10 years after cutoff or when volume warrants. FRC transfer to Archives 30 years after cutoff.

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397	0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Other Features and Facilities - Materials pertaining to features, facilities, and structures constructed by other organizations, such as irrigation districts or municipal water users, on Reclamation projects. Include documentation on features and facilities constructed by other and legally transferred to Reclamation. Includes studies, reviews, comments, investigations, authorizations and approvals, reports incorporating reviews and comments by Department of the Interior or Reclamation, FERC hydropower facilities located on Reclamation projects, technical advice, assistance, or correspondence, regarding such features and facilities, technical correspondence, construction, operation and maintenance, and rehabilitation records for loan programs.	N1-115-94-8, PRJ-4.00	Permanent - Cutoff at the end of each calendar year. Transfer to FRC 10 years after cutoff or when volume warrants. FRC transfer to Archives 30 years after cutoff.
398	0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Valley or River Basin Authorities or Administrations - Materials pertaining to authorities, administrations, and commissions either proposed or established to administer material resources and their development programs for regions, valleys, river basins, or watersheds in geographical areas of primary interest to Reclamation. Includes Missouri River Basin Commission, Yellowstone River Compact Commission, American Public Power Association, Trinity River Task Force, International Boundary Commission. Materials may include studies, investigations, reviews, minutes of meetings, transcripts of public hearings, and legislative proposals.	N1-115-94-8, PRJ-6.00	Permanent - Cutoff at the end of each calendar year. Transfer to FRC 10 years after cutoff or when volume warrants. FRC transfer to Archives 30 years after cutoff.

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399	0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Projects, Features, and Geographic Names - Materials pertaining to project nomenclature, numbering, and lists of project names. Includes proposed projects and features of projects, proposals, assignments, or revisions of geographical names.	N1-115-94-8, PRJ-7.00	Permanent - Cutoff at the end of each calendar year. Transfer to FRC 10 years after cutoff or when volume warrants. FRC transfer to Archives 30 years after cutoff.
400	0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Project Design, Construction, and Operation and Maintenance (O&M) - Materials and related correspondence regarding preconstruction, design, construction, operation, maintenance, repair, rehabilitation, inspection of features, and installed equipment in features on an authorized Reclamation project. Includes technical correspondence, documents and other material asking for congressional authorization for the construction of a Reclamation project, division, unit, or a specific feature or structure, value engineering studies and proposals, project plans, comments/petitions for and protests against construction of projects, units and/or features of projects as a whole.	N1-115-94-8, PRJ-8.00	Permanent - Cutoff at the end of each calendar year. Transfer to FRC 10 years after cutoff or when volume warrants. FRC transfer to Archives 30 years after cutoff.
401	0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Project Cost Estimates - Materials pertaining to control schedules used for planning, scheduling, and managing Reclamation projects during investigation, design and construction phase of project development. Includes PF2's and estimates of appropriations or other related information, DC-1, 7-1720, and 7-1432 cost estimates, basic cost and index-ratio studies, O&M cost estimates, construction cost trends, analysis of cost trends, adjustment of costs and construction operations, maintenance estimates, working estimates, cost indexes.	N1-115-94-8, PRJ-9.00	Permanent - Cutoff at the end of each calendar year. Transfer to FRC 10 years after cutoff or when volume warrants. FRC transfer to Archives 30 years after cutoff.

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402	0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Geology and Physical Geography - Geologic examinations, studies, explorations, reviews, and comments. Includes technical correspondence, drill hole log, log of test pit or auger hole, core log, drilling reports, geologic log of drill hole.	N1-115-94-8, PRJ-10.00	Permanent - Cutoff at the end of each calendar year. Transfer to FRC 10 years after cutoff or when volume warrants. FRC transfer to Archives 30 years after cutoff.
403	0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Dams - Material pertaining to the planning, site investigation, design, construction, operation, maintenance, rehabilitation or modification of dams, auxiliary works spillways, outlet works, and diversion tunnels constructed or maintained by Reclamation. Includes technical correspondence, studies, analysis, designs, investigations, plans, operation and maintenance records, or related documentation, instrumentation readings and observations of structural behavior in final form.	N1-115-94-8, PRJ-13.00	Permanent - Cutoff at the end of each calendar year. Transfer to FRC 10 years after cutoff or when volume warrants. FRC transfer to Archives 30 years after cutoff.
404	0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Reservoir Management - Materials pertaining to reservoir operations and management. Includes technical correspondence, backwater and tailwater studies, area capacity curves, tables, and studies, reservoir storage data, main stem reservoir operations, flood predictions and forecasts, flood control regulations of reservoir, inflow design flow studies, operating plan reports, annual operating plan, and release or storage of water to fulfill water delivery or diversion requirements.	N1-115-94-8, PRJ-13.10	Permanent - Cutoff at the end of each calendar year. Transfer to FRC 10 years after cutoff or when volume warrants. FRC transfer to Archives 30 years after cutoff.

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405	0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Canals, Laterals, Tunnel Systems, Pump Irrigation, and Drains - Correspondence or studies pertaining to the planning, design, construction, operation, and maintenance of canals, laterals, drains, distribution, and pump irrigation systems. Includes technical correspondence, canal linings, flumes, trashracks, tunnels, wasteways, pumps, drains and drainage systems, headworks, gates, pipelines, siphons, bridges, irrigation wells and well inventories.	N1-115-94-8, PRJ-15.00	Permanent - Cutoff at the end of each calendar year. Transfer to FRC 10 years after cutoff or when volume warrants. FRC transfer to Archives 30 years after cutoff.
406	0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Power Planning and Development - Materials pertaining to Reclamation's power generation planning and development for both public and private programs. Includes technical correspondence, studies of feasibility for development.	N1-115-94-8, PRJ-17.00	Permanent - Cutoff at the end of each calendar year. Transfer to FRC 10 years after cutoff or when volume warrants. FRC transfer to Archives 30 years after cutoff.
407	0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Powerplant, Switchyard, Pumping Plant, Transmission Line, and Substation Facilities - Technical correspondence relating to the design, construction, repair, and rehabilitation of Reclamation-owned and operated powerplants and their supporting features and facilities. Includes powerplants, switchyards, pumping plants, transmission lines, substations.	N1-115-94-8, PRJ-19.00	Permanent - Cutoff at the end of each calendar year. Transfer to FRC 10 years after cutoff or when volume warrants. FRC transfer to Archives 30 years after cutoff.

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408	0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Reclamation-owned Supporting Features - Materials which establish a historical and technical record for the planning design, construction, operation, maintenance, repair, relocation, and rehabilitation of features and facilities that support the overall functions of a Reclamation project. Includes technical correspondence, railroads, roads and highways, domestic and municipal water supply systems, and wastewater treatment facilities, visitor's centers, pipelines, including oil and gas, aircraft navigation facilities, maintenance and repair shops, fencing and cattleguards, wells, other than irrigation, facilities relocation, parking facilities, design and construction of communication systems being relocated, highways/railroad bridges and tunnels used as major transportation routes.	N1-115-94-8, PRJ-22.00	Permanent - Cutoff at the end of each calendar year. Transfer to FRC 10 years after cutoff or when volume warrants. FRC transfer to Archives 30 years after cutoff.
409	0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Reclamation Camps and Project Facilities - Material which establishes a historical and technical record regarding Reclamation activities in connection with the design, construction operation, maintenance, and the administration of camps or communities at survey, construction, project, and other administrative sites. Also for housing and service facilities, community policies, regulations, ordinances, and transformation from Government ownership. Includes technical correspondence, correspondence, surveys, plats, maps, and photographs related to the location and layout of a camp or facilities, transfer of administrative complex from construction to operation and maintenance status.	N1-115-94-8, PRJ-22.10	Permanent. Transfer to Archives immediately.

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410	0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Reclamation Encampments and Cooperative Projects - Correspondence and other documentation which establishes a history of Reclamation in connection with Civilian Public Service activities/Civilian Conservation Corp activities conducted under the administration and jurisdiction of Reclamation. Includes water conservation utilization projects, civilian conservation corp projects, works project administration projects, alien reception centers, conscientious objector camps, prisoner of war camps.	N1-115-94-8, PRJ-22.20	Permanent. Transfer to Archives immediately.
411	0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Water Delivery and River Management - Materials pertaining to the management of water in a river or a river system. Includes control of river flow, runoff flow forecast, flow depletion stream gauging, establishment and maintenance of measuring stations, computations, compilations, and interpretation or measurements, snow survey, water supply management, water use and conservation, water loss study, decision support systems, river system modeling, water delivery management.	N1-115-94-8, PRJ-23.00	Permanent - Cutoff at the end of each calendar year. Transfer to FRC 10 years after cutoff or when volume warrants. FRC transfer to Archives 30 years after cutoff.
412	0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Specifications - Materials pertaining to published specifications of the Bureau of Reclamation. Materials regarding specification standards from other organizations. Includes American Standards Association, American Society for Testing Materials, Federal Specifications Board, General Services Administration.	N1-115-94-8, PRJ-25.00	Permanent. Cutoff at the end of each calendar year. Hold record copy for 5 years and transfer to Archives.
413	0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Drawings and Design Data - Drawing and design data prepared and used in the design, construction, operations and maintenance of Reclamation projects, data prepared by Reclamation for structures, features, or facilities owned or constructed by private or public entities, data of structures, features, or facilities transferred from private or public entities, standard drawings, manufacturer's drawings numbered as Reclamation drawings depicting equipment that has been used/installed on a Reclamation structure/feature	N1-115-94-8, PRJ-27.00	Permanent. Hold 5 years or until volume warrants. Transfer to Archives.

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414	0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Native American Projects - Materials pertaining to Reclamation's construction, rehabilitation, or management of Native American irrigation systems, municipal water projects, water deliver systems, individual features or structures. Includes MOU/MOA's or similar agreements, technical correspondence, studies, investigations, reports, design data, drawings and related documentation, safety evaluations, operation and maintenance plans.	N1-115-94-8, PRJ-28.00	Permanent. Cutoff at the end of each calendar year or when volume warrants. Transfer to FRC 5 years after cutoff. Transfer to the National Archives 20 years after cutoff.
415	0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Desalting, Water and Wastewater Treatment Plants - Technical correspondence and records relating to the design, construction, operations, maintenance, repair, rehabilitation, and replacement of Reclamation-owned and operated water and wastewater treatment plants, all types of desalting plant (whether treating groundwater, surface water or seawater), salinity control or removal projects to improve river system quality, dual purpose power and desalting plants, and their related equipment, features, and facilities. Includes technical correspondence, records and related documentation pertaining to studies, analyses, investigations, plans, designs, construction, operation, maintenance, and replacement, desalting equipment performance, pretreatment equipment performance, related powerplants, pumping plants, switchyards, substations, and transmission lines, biological monitoring systems and results, metering equipment, test units, salinity removal, power, chemicals, and other additions and byproducts produced, waste disposal including quantity, quality, and disposition.	N1-115-94-8, PRJ-29.00	Permanent - Cutoff at the end of each calendar year. Transfer to FRC 10 years after cutoff or when volume warrants. FRC transfer to Archives 30 years after cutoff.

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416	0023 - Historic Water and Power Projects, Water Resources and Delivery	PERMANENT. Cut off at end of fiscal year. Transfer to NARA 25 years after cut-off.	Technical Reports - Reports, Records and other documents which establish a general history of reclamation programs and accomplishments in the investigations, planning, design, construction, operation, maintenance, repair, and rehabilitation of projects and related facilities. Records include general reports by subject, feasibility reports, project histories, summary statistics of project data, definite plan reports, annual reports of the commissioner, progress reports, final construction reports, final embankment construction reports, summary reports, exploration and investigation reports, geologic reports, final reports, engineering laboratory reports, operation/maintenance equipment reports, powerplant reports, pumping plant reports, and monthly PO&M outage reports.	N1-115-07-2, PRJ-2.00	Permanent. Paper/film - Transfer to NARA in Denver 3 years after closure or as volume warrants. Electronic - Transfer one copy of each report or publication to NARA at the end of each calendar year, including finding aids or indexes, in accordance with NARA transfer standards in effect at time of transfer.