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Description of document: Bureau of Ocean Energy Management (BOEM) Records Retention Schedule, 2012-2015

Request date: 14-July-2015

Released date: 11-August-2015

Posted date: 19-October-2015

Source of document: FOIA Officer
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United States Department of the Interior

BUREAU OF OCEAN ENERGY MANAGEMENT
WASHINGTON, DC 20240-001

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

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

August 11, 2015

Via Electronic Mail

RE: Freedom of Information Act (FOIA) Request No. BOEM-2015-00161

This letter is in response to your FOIA request dated July 14, 2015 and received by the Bureau of Ocean Energy Management (BOEM) on the same date. Your request has been assigned request number BOEM-2015-00161. Please refer to this number in any future correspondence with our office regarding this request. We apologize for our delay in acknowledging your request.

Description of the Requested Records

You requested:

A copy of the BOEM records retention schedule. [BOEM] may omit the schedule of general records applicable to all agencies.... If there is no BOEM records schedule, then [you] request instead a copy of documents describing the progress of plans to establish a BOEM records schedule as required by NARA.

Final Response

In response to your request, the Bureau located five documents (totaling 198 pages) that are responsive to your request. We have determined that these documents may be released to you in their entirety. These files are attached. Please note BOEM's *Bucket 3 – Analysis and Evaluation of Outer Continental Shelf (OCS) Resources* is pending final approval by the Archivist of the United States.

In addition to the attached files, the Department of the Interior's *Department Records Schedule 1 – Administrative (DAA-0048-2013-0001)* applies to BOEM. The schedule can be found at: http://www.doi.gov/ocio/information_management/upload/DRS-Admin-Schedule-Final-Approved-06-19-2014.pdf

Because we are releasing a copy of BOEM's records retention schedules, we consider this response to be a full grant of your request.

Fees

We have classified you as an "other-use" requester. We do not bill FOIA requesters for processing fees when their fees are less than \$50.00, because the cost of collecting the fee would be greater than the fee itself. *See* 43 CFR § 2.49(a)(1). Therefore, there is no billable fee for the processing of this request.

Mediation Services

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

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

Email: ogis@nara.gov
Web: <https://ogis.archives.gov>
Telephone: (202) 741-5770
Fax: (202) 741-5769
Toll-free: 1-877-684-6448

Conclusion

This concludes our response to your request. If you have any questions, please feel free to contact me by email at boemfoia@boem.gov; by phone at (703) 787-1818; or by postal mail. Please note that we have a new mailing address: FOIA Office; Bureau of Ocean Energy Management; Mail Stop: VAM-BOEM DIR; 45600 Woodland Road; Sterling, VA 20166. You may also contact the Bureau's FOIA Public Liaison, Rosemary Melendy, at (703) 787-1315.


Sincerely,

X



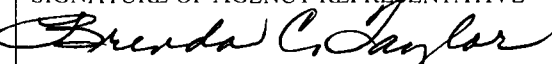
Natasha Alcantara
BOEM Government Information Specialist
Signed by: Bureau of Ocean Energy Management

Attachments:
As stated

| | | | |
|--|------------------------------------|------------------------------------|---|
| REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i> | | LEAVE BLANK (NARA use only) | |
| TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408 | | JOB NUMBER N1-589-12-1 | DATE RECEIVED 7/26/2012 |
| 1 FROM (Agency or establishment) Department of Interior | | NOTIFICATION TO AGENCY | |
| 2 MAJOR SUBDIVISION Bureau of Ocean Energy Management (BOEM) | | | |
| 3 MINOR SUBDIVISION Office of Administration-IMD-Capital Planning & Information Policy | | | |
| 4 NAME OF PERSON WITH WHOM TO CONFER Brenda C. Taylor | 5 TELEPHONE 703-787-1122 | DATE 14 July 2013 | ARCHIVIST OF THE UNITED STATES  |

6 AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in the matters pertaining to the disposition of its records and that the records proposed for disposal attached 5 separate buckets respectively are not needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies

is not required, is attached, or has been requested

| | | |
|--------------------------|---|---|
| DATE 6/29/2012 | SIGNATURE OF AGENCY REPRESENTATIVE  | TITLE Chief, Capital Planning & Information Policy, Acting Bureau Records Officer |
|--------------------------|---|---|

| 7 ITEM NO. | 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9 GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
|------------------|---|---|--|
| | <p><u>PROPOSED RETENTION SCHEDULE SUBMISSION FOR:</u></p> <p><u>BUCKET 1</u></p> <p>The Bureau of Ocean Energy Management (BOEM) is submitting the attached proposed retention schedules for review and appraisal. The design of each schedule is premised on a functional or "Big Bucket" format in lieu of the traditional organizational format for federal records retention scheduling.</p> <p>The disposition instructions have been developed in correlation with the BOEM lines of business functions and processes as they have been reported to the OMB and populated in the Department Enterprise Architecture Repository. The basic mission of the organization has remained the same. This schedule is written to authorize the disposition of the records in any media format (media neutral).</p> <p><u>Attachment 1 Proposed Functional Records Retention Schedule (a k a "Big Buckets") – ADMINISTRATIVE RECORDS</u></p> | | |

BIG BUCKET RETENTION SCHEDULE FOR THE BUREAU OF OCEAN ENERGY MANAGEMENT (BOEM)

Organization The Bureau of Ocean Energy Management (BOEM) is headquartered in the Washington, D C Metropolitan area BOEM has operational centers and support offices located throughout the United States

The Bureau of Ocean Energy Management (BOEM) is responsible for managing the environmentally and economically responsible development of the nation's offshore resources Its functions include offshore leasing, resource evaluations, review and administration of oil and gas exploration and development plans, renewable energy development, and National Environmental Policy Act (NEPA) analyses and studies

The Office of Administration is responsible for budget and financial management in addition to all administrative activities of BOEM The functions of this organization include planning for and using budgetary resources in support of the BOEM's varied operating and support programs, e g management analysis, records and paperwork management, human resources, safety and health programs, procurement, property and space management, and information management

Office of Policy and Analysis is responsible for providing policy review and coordinated program and policy positions on all matters relating to the BOEM, for providing a review and assessment capability within the Bureau, managing the strategic planning and quality improvement processes, and evaluating programs through economic and programmatic policy analyses

Office(s) of Record refers to the office holding the official record copy of a specific record when multiple copies are used across offices Most typically, this is the office that creates and maintains the record, although specific offices may be designated to hold official records generated across Program Offices

Media. This schedule covers records in all media, formats, and produced using any and all tools Records may include, but are not limited to, paper, word processing documents, presentation materials, statistical data, spreadsheets, databases, e-mail, photographic materials, audio, film, video, drawings, and any other electronic formats that fall within the unstructured, semi-structured, or structured classifications

Litigation Holds and Freezes: This schedule is subject to the orders of the court to preserve any and all program records deemed potentially responsive in a legal proceeding where BOEM or its authorized agents are named parties to an applicable proceeding, regardless of media format In accordance with such a court order, or, by direction of the Department of Justice or the Solicitor of the Department of the Interior, BOEM will fully suspend all retention schedule disposition instructions in their entirety, indefinitely, until instructed to do so otherwise by these same authorities through written notice.

BUCKET 1 - ADMINISTRATION - BOEM

The Administrative Schedule covers support and administrative program management functions carried out across the agency that support BOEM's mission and routine operations, but do not directly document the performance of mission functions. Administrative records relate to common agency-wide functions such as budget and finance, communications, information technology and services, payroll and benefits, personnel, procurement and supply, public and congressional relations - including FOIA, security, support, protective services, and travel. This records schedule covers administrative support records represented and not represented by the General Records Schedules (GRS), and covers records in all formats.

The disposition and retention period indicated in the respective buckets and sub-buckets of the administrative schedule is an exception to the General Record Schedule (GRS)

GRS 16 item 12, GRS 5 item 3b, item 4, item 2, item 1, GRS 2 item 6b, GRS 23 item 1, GRS 1 item 18a, item 2b, item 6, item 5, item 33m, item 32, item 23, item 7a, item 13, item 12, item 2a(b), item 29a(2), GRS 25b, GRS 1 item 25, item 31, item 21b; GRS 3 item a(1), GRS 1 item 1(a), items a & b, item 1b, item 21a, item 21(a)2; GRS 5, item 1, GRS 2 item 8, item 22, item 1a, item 1, item 15, , item 16, item 17, GRS 7 item 1, item 2, item 3, GRS 6 item 1a, GRS 2 item 1b, GRS 23 item 9, item 3c, item 3(a)1a, item a1(b), item 9b, GRS 6 item 1a, GRS 3 item 3c, item 1a, item 3a (1)a, item 3a(1)b, item 3a(1), item 3a(2), item 3(c), item 5, item 13, item 14, item 8a, item 4a, item 9a; GRS 18 item 15a,, GRS 4 item 2, GRS 23 item 1, GRS 11 item 3, GRS 12 item 5, GRS 11 item 4b, GRS 12 item 7, item 6, item 8, GRS 13 item 4a, item 6, item 5a, GRS 11 item 2a, item 1, GRS 18 item 17, item 8, item 9, item 10, item 11, item 21, item 22, item 23, item 24a, item 5a, item 5b, item 12, item 16a, item 16b, item 14, item 7, GRS 9 item 3, item 4b, item 1a, item 1b, item 1c, item 1d, item 1e, item 2; GRS 10 item 1a, item 2, item 5, item 1, item 6, item 4, item 7, GRS 16, item 2, item 7, item 10, item 4, item 7, GRS 14 item 15, item 11, item 21, item 22, item 23, item 24, item 25, item 26; GRS 23 item 6a, item 7, item 8, item 1, item 10a, item 10b; GRS 16 item 1a, item 1b, item 5, item 3a, item 3b, item 6, item 5, item 2b, item 7, item 13a, item 13b; GRS 14 item 3; GRS 18 item 26; GRS 1 item 26, item 31, GRS 25 item 1a, GRS 25 item 2, item 3, item 4, item 5, item 6, item 7, item 8, item 9, GRS 1 item 25, item 30; GRS 20 item 1; GRS 24 item 1a, item 2, item 3a, item 4a, item 8, item 5, item 6, item , GRS 16 item 9, GRS 24 item 9

The disposition for some of the records is longer than the GRS because the official records are integrated in to the electronic systems and coordinated retention periods are necessary to implement the schedule within these systems. The 7 year represents the longest retention in the GRS period.

The records covered by this schedule are considered to be media neutral unless indicated otherwise. The Bureau of Ocean Energy Management (BOEM) agrees to maintain these records regardless of format for the entire retention periods indicated in accordance with all Federal Regulations for Records Management including but not limited to 36 CFR Chapter 1225 and 1226

| Item Number | Title and Description | Retention & Disposition Instructions | Superseded MMS Schedule Items |
|-------------|---|--|--|
| 1A | <p>Budget Duties (60) All records relating to budget development, formulation and execution that support the organization as a whole. Records include but not limited to: analysis, preparation, submission, justification, monitoring of budget data and other related functions and records of the following work elements.</p> <ul style="list-style-type: none"> • Perform Budget Duties- POA, PPA, PAA • Provide Budget Support- SB1 • Provide General Support Services Budget- SB2, SOB • Budget Formulation & Justification- SB5 • Budget Execution & Performance Management- SB6 • Perform Budget Management- SB7 | <p>TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off.</p> | <p>201-04 202-13 301-01 301-02a(1) 301-02a(2) 301-02a(3) 301-02b 301-05 301-06 301-07</p> |
| 1B | <p>Human Resources (61) All records relating to developing and implementing policies and procedures and providing guidance. It includes records that have to deal with but not limited operations such as job fairs, and providing personnel services to bureau and department employees and supervisors and records generated in activities of the following work elements</p> <ul style="list-style-type: none"> • Human Resources Actions- PAJ • HR Administration Services- SAD, SMT, SOP • Quality of Work Life – SEQ • Process Positions- SE1 • Benefits and Benefits Review- SEB • Classify Positions- SEC • Advise/Train on Ethics- SEE • Maintain FPPS Security- SEF • Staff Positions- SES • Provide Employee Relations- SER | <p>TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off.</p> | <p>302-06a,b 504-15 601-01b, c 601-02 601-03 601-04a,b,c 602-01 602-02b 602-04 602-05- a,b,c2,d,e,f1,f2b,f3 & f4 602-07 602-08 602-10 a,b1,b2,b3,c,d & e 603-01 603-02a,b,c 603-03 603-04 605-01 605-02a-c 605-07 605-08</p> |

| Item Number | Title and Description | Retention & Disposition Instructions | Superseded MMS Schedule Items |
|-------------|---|--|--|
| | <ul style="list-style-type: none"> Delegating Examining Unit (DEU) Contracts – SAO, SOF, SWR | | 606-01a,b 607-01a 607-01b |
| 1B(1) | <p><i>Official Personnel Management</i> All records created in accordance with OPM rules for official employee personnel files. For other items related to personnel and covered by GRS 1.</p> | Follow: GRS 1.1 | |
| 1B(1)a | <i>Official Personnel Files—Transferred Employees</i> | See Chapter 7 of <i>The Guide to Personnel Recordkeeping</i> for instructions (GRS 1.1 a) | 601-01a(2) 602-02(a) |
| 1B(1)b | <i>Official Personnel Files—Separated Employees</i> | Transfer folder to National Personnel Records Center (NPRC), St. Louis, MO 30 days after latest separation. NPRC will destroy 65 years after separation from Federal Service (GRS 1.1 b) | 601-01a(1) |
| 1B(2) | <i>Employee Medical Files—Long term medical records as defined in 5 CFR Part 293, Sub part E</i> | GRS 1.21 | |
| 1B(2)a | <i>Transferred employees</i> | See 5 CFR Part 293, Subpart E for instructions GRS 1.21a | 605-08a(2) |
| 1B(2)b | <i>Separated employees</i> | Transfer to NPRC, St. Louis, MO, 30 days after separation. NPRC will destroy 75 years after birth date of employee; 60 years after date of the earliest document in the folder, if the date of birth cannot be ascertained, or 30 years after latest separation, whichever is later (GRS 1.21 b) | 605-08a(1) |
| 1C | <p>Financial Management Operations (62) All records relating to financial activities that support the organization as a whole such as paying bills, collecting receivables, compiling and analyzing financial data, preparing internal (bureau) reports, maintaining general ledger, and</p> | TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off | 302-01 302-02 302-03 302-04a,b,c 302-05a 302-07a,b,c 302-08a,b 302-09 |

| Item Number | Title and Description | Retention & Disposition Instructions | Superseded MMS Schedule Items |
|-------------------------|--|---|---|
| | <p>planning, developing, implementing and maintaining accounting and mixed financial systems. Included also are records generated for work elements listed here:</p> <ul style="list-style-type: none"> • Payroll Administration- SEP • Record Obligations- SF0 • Invoice -Implement Competitive Sourcing- PAG • Administration- SPB, SF1 • Manage Accounts Receivable- SF8 • Provide Management for Finance- SFM • Support FBMS – FBM • Administrative Support Finance – SF2 • Support Accounting Systems – SF3 • Implement Activity Based Cost Codes – SZA • Manage Travel Charge Card – SF4 • Manage SGL Accounts – SF5 • Support CFO/External Reports – SF6 • Develop Policies/Procedures for Finance-SF9 • Finance A-123 - SFA | | <p>302-10 303-01 303-02 303-03 303-04a 303-04b</p> |
| <p>1C(1)</p> | <p>Other Payroll Administration- Individual Pay Record containing pay data on each employee within BOEM</p> | <p>LONG TERM TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed Transfer to the FRC 3 years after the cut off DELETE/DESTROY 56 years after cut off</p> | <p>GRS 2, 1b</p> |
| <p>1D</p> | <p>Procurement Services (63) All records relating to operations and administration of acquisition and procurement functions, administration of acquisition systems (such as IDEAs) and purchase card programs that support the organization as a whole. Records generated for the following work</p> | <p>TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off</p> | <p>501-01 501-02 502-01 502-02 502-03a 502-03b 502-03c 502-03d</p> |

| Item Number | Title and Description | Retention & Disposition Instructions | Superseded MMS Schedule Items |
|-------------|---|---|--|
| | <p>elements are also included</p> <ul style="list-style-type: none"> • Implement Competitive Sourcing-PAG • Provide Procurement Operations and Policy- SPO • Plan and Administer Contracts & Agreements (Coastal Impact Assistance Program)- SPA • Acquisition Information Systems - SPI • Aviation Planning - DAF • Procurement/Acquisition COR Training – SPT, SPC • Other Procurement Services – S63 • Alaskan In-house Studies Logistics-ABK • Telecommunications Contract | | <p>502-06a 502-06b 502-07 502-08 503-01a(1) 503-01a(2) 503-01b 503-02a(1) 503-02a(2) 503-02b,c,d 503-03a,03b(1), 03b(2)a, 03b(2)b, 03c(1),03c(2),03d 503-04 503-05 504-01 504-02 504-03 504-04 504-05 504-10 504-11 504-12 504-13 504-14</p> |
| ID(1) | <p>Other Procurement Files- Geological and Geophysical Contracting Files maintained by the sponsoring offshore office</p> | <p>LONG TERM TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 25 years after cut off</p> | <p>503-02e</p> |
| 1E | <p>Facilities & Space Management Services (64) All records relating to the overall operation of the Support Services providing a wide range of services, functions including include records generated for the following work elements and functions</p> <ul style="list-style-type: none"> • Occupational Health & Safety Management- SX4 • Provide Facilities Management- SX5 • Property Management- SX2 | <p>TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off</p> | <p>401-01 401-02a-c 401-06 401-07 401-08a-g 401-09 402-01 402-02 402-03 402-04 403-01 403-02 404-01a,b</p> |

| Item Number | Title and Description | Retention & Disposition Instructions | Superseded MMS Schedule Items |
|-------------|--|---|---|
| | <ul style="list-style-type: none"> • Maintenance and Support Services- SX6 • General Support Services – SX7 • Security Services – SS1 • Personnel Security – SS2 • Homeland Security – SS3 • Printing and publication management – SX3 • Administering the transportation of goods and materials program for BOEM • Providing mail management, shuttle operations, mail and courier services • Shipping and receiving functions • Motor Vehicle Program Management • Provide Physical Security- SS1 • Routine Surveillance Tapes | | 404-02 404-03a-d 404-04a 404-05 404-06 404-07 404-08 404-09a,b,c 404-10 404-11a-b 40413a,b 404-14 404-15a-b 404-16a-c 404-17 405-01 405-02a,b 405-03 406-01a-e 406-03 407-01 407-02a,b 407-03 407-04 407-05 407-06 407-07 |
| 1F | <p>Information Management and Files (65) All records relating to Information Management and used to report all work related to IT information resources as well as Central Files, Mailrooms, and Library/Information Services for developing, coordinating, and implementing policies, standards, guidelines, reporting, and providing related technical assistance Reporting for this activity occurs throughout the lifecycle of information, records, data files and inclusive of the following work elements and functions</p> <ul style="list-style-type: none"> • Delivery of Official Public | <p>TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off.</p> | 202-07a1,a2,b 202-08 202-11 202-14a,b 202-17a,b 202-18 703-03b 705-02 705- 16a1,a2a,a2b, a3a,a3b,16b 705-17a,b 705-18 705-19 705-20a1,2a,a2b, a3a,a3b,b 705-21a,b,c |

| Item Number | Title and Description | Retention & Disposition Instructions | Superseded MMS Schedule Items |
|-------------|---|--------------------------------------|--|
| | <p>Information- POD</p> <ul style="list-style-type: none"> • The Federal Records Act and Records Management Initiatives; Forms /Reports, Library/Information Services - PAR • The Privacy Act and Privacy Initiatives • Privacy Impact Assessments and Records Management Impact Assessments • Data analysis for privacy and records management classification and impacts • Freedom of Information Act (FOIA) request analysis and non-reimbursed fulfillment costs - PAE • FOIA and Privacy Act Appeals • Section 508 of the Rehabilitation Act of 1973, as Amended • Information Collection, Renewals and Quality Guidelines • Establishment and operation of program functions or offices for privacy, Records Management, FOIA, Section 508, and Web • Compliance monitoring and reporting • Awareness and training for privacy, Records Management, FOIA, Section 508, and Web • Operational Data Administration including maintenance, storage, information dissemination, use, control and disposal • Perform Internal Control Review Package for OMB-SZI (OEMM), SZO (MRM) • Records Management (WASC) – SQR | | <p>705-22 705-23a,b 705-24 705-25 706-01 706-02</p> |
| 1G | <p>Administrative Support Services (66) All records relating to general</p> | TEMPORARY: Cut off at the | |

| Item Number | Title and Description | Retention & Disposition Instructions | Superseded MMS Schedule Items |
|-------------|--|--|---|
| | <p>administrative functions and accumulated by the individual offices on a wide variety of subjects. . Included also are labor and operations records of safety awareness programs, health units, Employee Assistance Programs, personal property, moving services, vehicle fleet management, and any other administrative functions and records involving activities of the following work elements</p> <ul style="list-style-type: none"> • CIAP (A&B) – SCI • Provide General Admin Support – PPC, PEB, SOL, POB • Implement Bureau & DOI initiatives-PAF, PAH | <p>end of the fiscal year, or when activity is completed Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off.</p> | |
| IG(1) | <p>Administrative Function Files/ Audits and Investigation Files All records relating to administrative functions Mission files created and maintained in offices whose primary function involves support activities such as personnel, procurement, property, transportation, travel, communication, budget and similar internal management functions and audit/investigation files relating to internal audits, investigative and evaluation records conducted in the review of BOEM business process. These records include but are not limited to final audit or evaluation reports, initiation papers, audit methodology and guidelines, rebuttals and other comments on the reports and case files relating to special investigations that may have resulted in a referral to another agency or significant enforcement action (AMAR/IQCR/Congressional Committee...)</p> | <p>TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 10 years after cut off.</p> | <p><i>102-01b,d,e</i> <i>102-02</i> <i>103-01a,b</i> <i>104-01a,b</i> <i>201-03</i> <i>201-05a,b</i> <i>201-07c</i> <i>201-08d,e,f1,f2</i> <i>201-09a,b</i> <i>201-10</i> <i>202-04a,b</i> <i>202-05</i> <i>202-06</i> <i>202-10</i> <i>202-12</i> <i>202-15</i> <i>202-16a,b</i> <i>203-01a,b</i> <i>304-01 a,b</i> <i>408-01 a,b</i> <i>505-01 a,b</i> <i>605-01a,b</i> <i>608-01 a,b</i> <i>701-01</i> <i>701-02 a,b</i> <i>702-01</i> <i>702-03b(2)</i> <i>703-01</i></p> |

| Item Number | Title and Description | Retention & Disposition Instructions | Superseded MMS Schedule Items |
|-------------|--|--|--|
| | | | 703-02a(3),b 704-01 705-01a-c 708-01a,b 802-12a,b |
| 1G(2) | <p>Director's General Correspondence Files and Bureau History Files All records of a central file of the chronological records and outgoing correspondences of the BOEM Director. Surname copy, and files documenting significant BOEM events created, received and maintained during the normal course of business</p> | <p>PERMANENT. Cut off at close of FY, or when activity is completed <u>Electronic Records</u> Transfer electronic files to the National at three year intervals under the instructions in 36CFR 1235 44-50, or whichever transfer guidance is in place at the time of the transfer <u>Hardcopy Records</u> Transfer to the FRC 5 years after cut-off Transfer to the National Archives and Records Administration 25 years after cut off</p> | 102-01c 201-07a,b 702-02 702-03a 702-03b(1) 703-02a(1) 703-02a(2) 703-02a(4) 703-03a |
| 1H | <p>Planning (67) All working draft and support documents relating to the activities of strategic planning, performance planning measurement and reporting, workforce planning, organizational development, evaluations, COOP plans, and management analysis for the organization as a whole Includes supervision, management, and general administrative support of these functions Includes Emergency Management and COOP Planning- SX1</p> | <p>TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off</p> | 404-12a 404-12b |
| 1I | <p>Provide Central Leadership (68) All records relating to costs of executives, senior executives and immediate offices These costs include administration and implementation of activity based cost management programs.</p> | <p>TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 10 years after cut off</p> | New Item |

| Item Number | Title and Description | Retention & Disposition Instructions | Superseded MMS Schedule Items |
|-------------|--|--|-------------------------------|
| 1J | <p>Process Litigation for Indian Trust (70) All records relating to litigation- the formal process in a court or administrative agency in which legal rights and obligations are contested by the parties and decided by a judge This activity covers any and all work associated with administrative or judicial litigation related to Indian Trust other than probate. It also includes litigation support provided by the bureaus and offices, legal representation provided by the Office of the Solicitor, and adjudications provided by the Office of Hearings and Appeals records generated in activities of the following work elements:</p> <ul style="list-style-type: none"> • Perform Indian related alternate dispute resolution activities - ADR • Prepare Indian Appeals Decision Documents • Review case files and pleadings • Perform factual investigations and legal research • Prepare legal documents, testimony and exhibits • Respond to discovery requests • Review judicial orders and decisions • Interior Board of Land Appeals (IBLA) | <p>Temporary Cut off at the end of the fiscal year in which claim, matter or appeal is disallowed, withdrawn, settled or issued Transfer to the FRC 5 years after cut off Dispose-off 20 years after transfer</p> | 707-04 |
| 1K | <p>Performance and Financial Management Reports (73) All records relating to the preparation of reports for entities external to the bureaus, such as the Annual Performance and Accountability Report, Submissions to the Department, FACTS II and the Statement of Accountability and/or Statement of Transactions (SF-224 or SF-1219/1220).</p> | <p>TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off</p> | |

| Item Number | Title and Description | Retention & Disposition Instructions | Superseded MMS Schedule Items |
|-------------|---|---|--|
| 1L | <p>Process Litigation - Resource Use(74)</p> <ul style="list-style-type: none"> • All records relating to the use of resources including records that are generated in the activities of these work elements • Perform Federal related alternate dispute resolution activities – ADR • Prepare Federal Appeals Decision Documents • Maintain Automated Appeals Docketing System | <p>TEMPORARY: Cut off at the end of the fiscal year in which claim, matter or appeal is disallowed, withdrawn or settled DELETE/DESTROY 7 years after cut off</p> | <p>707-01 707-02 707-03 707-05 707-06</p> |
| 1M | <p>Employee and Labor Relations (76) All records relating to the provision of guidance and assistance to management and employees regarding all work associated with Employee Relations (ER)/Labor Relations (LR) issues, including grievances, disciplinary and performance-based actions, unfair labor practices and negotiations, Inspector General and other administrative investigations Work activities also include processing incentive awards; conducting personnel security, determining employee suitability, and managing the employee assistance program, ethics program and performance management system.</p> <ul style="list-style-type: none"> • Informal Counsel/ADR/Mediation – SIA • Formal Complaints – SIB • Employee Assistance Program – SIG • Manage Labor Relations - SEL | <p>TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 25 years after cut off</p> | <p>604-01a(1),a(2),b, 605-04 605-07 607-01a,b 607-02 a,b,c1c2 607-03 607-04 607-05a,b 607-06a,b 607-07a,b 607-08a,b 607-09</p> |
| 1N | <p>Civil Rights – External and Internal (77/78) All records relating to costs of monitoring, evaluating and adjudicating civil rights compliance and enforcement functions covering equal opportunity and</p> | <p>TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 25 years after cut off</p> | <p>605-03a,b,c,d1, d2,e,f1,f2,f3,f4,g 605-06a-b</p> |

| Item Number | Title and Description | Retention & Disposition Instructions | Superseded MMS Schedule Items |
|-------------|--|---|-------------------------------|
| | <p>federally funded/assisted education and training programs with State and local governments. These elements are not limited to the work of EEO employees, but also include the work of any Office of Bureau employees engaged in responding to and resolving civil rights and equal opportunity complaints. Also includes the cost of settlement agreements.</p> <ul style="list-style-type: none"> • Internal Civil Rights captures all costs to implement 29 C.F.R. 1614 and EEOC management Directive 715. Costs are not limited to the work of EEO employees, but also include the work of any Office of Bureau employees engaged in responding to and resolving civil rights and equal opportunity complaints. EEO Program – SIC, SID • EEO Program Special Projects Funding - SIS • Sexual Harassment – SIE • Civil Rights - SIH | | |
| 10 | <p>Plan IT Investments (80) All records relating to planning for new IT investments, the planning and modernization or major enhancement of existing IT investments, and all work related to IT prototypes. Records generated in the process of the following work elements are also included:</p> <ul style="list-style-type: none"> • Project management and planning related to IT development, development and major enhancement • Life cycle costs analysis and planning • Organizational impacts of IT investment and analysis • Evaluation of software and hardware options and methods • Development and submission of | <p>TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7years after cut off.</p> | New Item |

| Item Number | Title and Description | Retention & Disposition Instructions | Superseded MMS Schedule Items |
|-------------|---|--|---|
| | <p>CPIC documents for the preselect and select phases</p> <ul style="list-style-type: none"> • Analysis of requirements based on business process re-engineering, including necessary policy and procedures, information/data, security, architecture and infrastructure • Project feasibility determination | | |
| 1P | <p>Acquire IT Investments (81) All records relating the full acquisition of an IT investment. Other records include but not limited to the procurement and implementation of an IT investment or useful segments/modules, Exhibit 300 parts 1,2 or 4 of exhibit 53, the control and evaluation phases of CPIC and investment control process. The following work elements' records are also included:</p> <ul style="list-style-type: none"> • Finalized reports on cost benefit analysis (CBA/BCA) • Development of software applications and incremental reviews • Testing of user acceptability, functionality and interoperability reports • Implementation and testing, training procedures • Installation of hardware/software • Analysis of technical user requirements and logical and physical design reports • Data conversion in to new systems • Acquisition Information Systems - SPI <p>All other records directly related to acquisition</p> | <p>TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off.</p> | New Item |
| 1Q | <p>Operation, Maintenance, and Management of IT Investments (82) All records relating to Operation,</p> | <p>TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed. Transfer</p> | <p>401-03a,b,c,d1,d2,e 401-04a,b</p> |

| Item Number | Title and Description | Retention & Disposition Instructions | Superseded MMS Schedule Items |
|------------------|---|--|--|
| | <p>Maintenance, and Management of IT Investments portraying when an IT investment is operational (steady state) after formal acceptance. This means the IT investment or useful segment/module of an IT investment has been delivered, deployed, and is performing the mission. Tasks required managing an investment in operations and maintenance is reported under this activity, including performance monitoring and reporting performed by an operational analysis. This activity includes retirement/disposal costs of the investment, which is the final phase in the life cycle of the investment. These work elements are also included:</p> <ul style="list-style-type: none"> • Operational analysis and network infrastructure • Administrative, technical, telecom support functions • Training of users, administrators <p>Maintenance and system support service</p> <ul style="list-style-type: none"> • Customer support services, systems and database backups • COTR and contract functions • Upgrades, maintenance, replacement, disposal functions • Project management functions directly related to IT • Program Source Files • Web and Data Management • Application Development Files | <p>to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off.</p> | <p>800-02a,b 800-04a,b 800-05 800-06b 800-08 800-09- 800-11 801-01a-c 802-01a,b 802-02 802-03a,b1,b2 802-04a1,a2,b 802-08a,b,c 802-10a,b 802-11a,b,c</p> |
| <p>1R</p> | <p>IT Security (83) All records relating to Secure IT - performing work to achieve and maintain compliance with OMB security policies and NIST guidance, including compliance with the Federal Information Security Management Act, including all IT security program records and records for securing individual IT systems, applications, and infrastructure. These work elements are also included:</p> | <p>TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off.</p> | <p>802-05a,b 802-06a,b 802-07</p> |

| Item Number | Title and Description | Retention & Disposition Instructions | Superseded MMS Schedule Items |
|-------------|---|--|------------------------------------|
| | <ul style="list-style-type: none"> • IT security training and awareness • IT security Policies and Procedures • Monitoring and testing • Life cycle cost analysis and planning • Risk and vulnerability assessment • Security controls, authentications • All other records directly tied to IT security | | |
| 1S | <p>IT Architecture (84) All records relating the development, coordination and implementation of policies, standards, guidelines and provision of related assistance for Enterprise Architecture. (EA) Records created by the Interior Enterprise Architecture (IEA) and bureau architecture teams in the course of the development, management and utilization of the enterprise architecture. Work elements that highlight the records under EA are:</p> <ul style="list-style-type: none"> • Establishment and Operation of IT Architecture • Conducting functions directly related to operation of architecture tools (DEAR, BEAR) • Analysis and maintenance of business processes • Data Modeling • Architecture analysis and compliance reports • Creation, maintenance and modernization blueprints of target architectures • All training records • All other records directly related to EA | <p>TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off.</p> | <p><i>201-11 800-01a,b</i></p> |
| IT | <p>Capital Planning and Project Management (85) All records generated in the course of IT Capital Planning and Investment Control on the portfolio of IT investments in</p> | <p>TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the</p> | <p><i>802-09a,b,c</i></p> |

| Item Number | Title and Description | Retention & Disposition Instructions | Superseded MMS Schedule Items |
|--------------------|---|--|--------------------------------------|
| | <p>accordance with OMB's requirements including all program reports for portfolio management and project management not attributable to individual IT projects or investments. Work elements for activity 85 also include:</p> <ul style="list-style-type: none">• Management and review submission of BOEM Business Cases (Exhibit 300s) to DOI and the Office of Management and Budget;• Developing the Bureau's IT Portfolio of investments (Exhibit 53);• Policies and Procedures• CPIC and Project Management evaluations and QC reports• Determination of Organizational impacts of CPIC• All other records directly related to Capital Planning and Project Management for IT | <p>cut-off DELETE/DESTROY 7 years after cut off.</p> | |

| N1-589-12-1, BOEM Bucket 1. ADMINISTRATION-CROSSWALK | | | | |
|---|-------------------|---|--|------------------------|
| New Schedule | | Former Schedule | | |
| Sub-Bucket Description & Retention | Series No. | Title | Retention | NARA Authority |
| <p>1A Budget Duties (60) All records relating to budget development, formulation and execution that support the organization as a whole. Records include but not limited to: analysis, preparation, submission, justification, monitoring of budget data and other related functions and records of the following work elements:</p> <ul style="list-style-type: none"> • Perform Budget Duties- POA, PPA, PAA • Provide Budget Support- SB1 • Provide General Support Services Budget- SB2, SOB • Budget Formulation & Justification- SB5 • Budget Execution & Performance Management- SB6 • Perform Budget Management- SB7 <p>TEMPORARY: Cut off at the end the fiscal year or when activity is completed. Transfer to FRC 3 years after the cut-off. DELETE/DESTROY/Destroy 7 years after cut off.</p> | 201-04 | Management Statistical Hourly Report Files | 2 yrs | NC1-57-84-7-201-04 |
| | 202-13 | Information Collection Budget Files | 7 yrs | GRS16.12 |
| | 301-01 | Budget Development and Admin Files | 6 yrs | NC1-57-84-7-301-01 |
| | 301-02a(1) | Monthly Budget Status Report Files/Magnetic Tapes | Erasure | NC1-57-84-7-301-02a(1) |
| | 301-02a(2) | Monthly Budget Report/Paper | Destroy paper when Microfilm has been verified | N1-473-88-1-301-02a(2) |
| | 301-02a(3) | All Other Copies | 3 yrs | GRS5.3b |
| | 301-02b | Other Copies | When superseded | N1-473-88-1-302-02b |
| | 301-05 | Budget Apportionment Files | 2 yrs | GRS5.4 |
| | 301-06 | Budget Background Records | 2 yrs | GRS5.2 |
| | 301-07 | Budget Correspondence Files | 2 yrs | GRS5 1 |
| <p>1B Human Resources (61) All records relating to developing and implementing policies and procedures and</p> | 302-06a | Leave Application Files | Destroy at end of pay period | GRS2.6a |
| | 302-06,b | | 3 yrs | GRS2.6b |

N1-589-12-1, BOEM Bucket 1. ADMINISTRATION-CROSSWALK

| New Schedule | Former Schedule | | | | |
|--|--------------------------------------|--|-----------------|--|---------------------|
| Sub-Bucket Description & Retention | Series No. | Title | Retention | NARA Authority | |
| providing guidance. It includes records that have to deal with but not limited operations such as job fairs, and providing personnel services to bureau and department employees and supervisors and records generated in activities of the following work elements: <ul style="list-style-type: none"> • Human Resources Actions- PAJ • HR Administration Services- SAD, SMT, SOP • Quality of Work Life – SEQ • Process Positions- SE1 • Benefits and Benefits Review- SEB • Classify Positions- SEC • Advise/Train on Ethics- SEE • Maintain FPPS Security- SEF • Staff Positions- SES • Provide Employee Relations- SER • Delegating Examining Unit (DEU) Contracts – SAO, SOF, SWR TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off. | 504-15 | <i>Employee Exit Clearance Report</i> | 2 yrs | GRS23.1 | |
| | 601-01b | <i>Supervisor's Personnel Files and other copies</i> | 1 yr | GRS 1.18a | |
| | 601-01c | <i>Staffing and Classification Files</i> | 2 yrs | NC1-57-84-7-601-01c | |
| | 601-02 | <i>Employee Record Cards</i> | 3 yrs | GRS1.2b | |
| | 601-03 | <i>Employee Locator Files</i> | When superseded | GRS1.6 | |
| | 601-04a | <i>Personnel Action Report Files</i> | | Destroy paper when Microfilm has been verified | |
| | 601-04b | | | Erasure | NI-473-88-1-601-04b |
| | 601-04c | | | 2 yrs | GRS1.16 |
| | 602-01 | <i>OPM Certificates</i> | 2 yrs | GRS1.5 | |
| | 602-02b | <i>Pending /unsuccessful application</i> | 2 yrs | GRS1.33m | |
| | 602-04 | <i>Merit Promotion Files</i> | 2 yrs | GRS1.32 | |
| | 602-05a | <i>Employee Performance File System Records</i> | 1 yr | GRS1.23a1 | |
| | 602-05b | | | When superseded | GRS1.23a2 |
| | 602-05c(2) | | | 4 yrs | GRS1.23a3b |
| | 602-05d | | | 4 yrs | GRS1.23a4 |
| | 602-05e | | | 4 yrs | GRS1.23a5 |
| | 602-05f(1) | | | When superseded | GRS1.23b1 |
| | 602-05f(2)b | | | 5 yrs | GRS1.23b2b |
| | 602-05f(3) | | | 5 yrs | GRS1.23b3 |
| | 602-05f(4) | <i>Position Description Files</i> | 5 yrs | GRS1.23b3 | |
| 602-07 | <i>Incentive Award Program Files</i> | 5 yrs | GRS1.7a | | |
| 602-08 | <i>Employee Award Files</i> | 3 yrs | GRS1.13 | | |
| 602-10a | | | 2 yrs | GRS1.12a1 | |
| 602-10b(1) | | | 1 yr | GRS1.12b | |
| 602-10b(2) | | | When no longer | NI-473-88- | |

N1-589-12-1, BOEM Bucket 1. ADMINISTRATION-CROSSWALK

| New Schedule | Former Schedule | | | |
|---|--|--|---|--------------------------|
| Sub-Bucket Description & Retention | Series No. | Title | Retention | NARA Authority |
| <p>Note: 607-01a & b are on the Bucket 1 Schedule – Administration under item 1M.</p> | 602-10b(3) | | <i>needed</i> 2 yrs | 1-602-10b2 N1-473-88- |
| | 602-10c | | 2 yrs | 1-602-10b3 |
| | 602-10d | | <i>When superseded</i> | GRS1.12c |
| | 602-10e | | <i>When no longer needed</i> | GRS1.12d |
| | 603-01 | <i>Training Authorization Controls</i> | 5 yrs | - |
| | 603-02a | <i>Training Record History Files</i> | 5 yrs | GRS29b |
| | 603-02b | | 5 yrs | GRS1.29b |
| | 603-02c | | <i>Destroy after the information has been converted</i> | N1-473-88-1-603-02b |
| | 603-03 | <i>Training Reports</i> | 5 yrs | N1-473-88-1-603-02c |
| | 603-04 | <i>Training Records</i> | 3 yrs | GRS1.29a2 |
| | 603-04 | <i>Employee Confidential Files</i> | 5 yrs | GRS1.29a2 |
| | 605-01 | <i>Financial Disclosure Reports</i> | 6 yrs | GRS25b |
| | 605-02a | | 1 yr | GRS1.25a1 |
| | 605-02b | | 6 yrs | GRS1.25a2 |
| | 605-02c | <i>Personal Injury Files</i> | 6 yrs | GRS1.25.2b2 |
| | 605-07 | <i>EMF-Temporary short term records</i> | 3 yrs | GRS1.31 |
| | 605-08b | <i>Temporary Help Services Use History Files</i> | 1 yr | GRS1.21b |
| 606-01a | | 6 yrs 3 mos | GRS3.3(a)1a | |
| 606-01b | | <i>Destroy upon termination</i> | GRS3.3a1c | |
| 607-01a | <i>Ethics Program Implementation, Counseling and Development Files</i> | 3 yrs | GRS25.1a | |
| 607-01b | | 6 yrs | GRS25.1b | |

N1-589-12-1, BOEM Bucket 1. ADMINISTRATION-CROSSWALK

| New Schedule | Former Schedule | | | |
|--|----------------------------|--|--|---|
| Sub-Bucket Description & Retention | Series No. | Title | Retention | NARA Authority |
| 1B(1)Official Personnel Management All records created in accordance with OPM rules for official employee personnel files. For other items related to personnel and covered by GRS1. FOLLOW GRS1.1 | | Note: On the Bucket 1 Schedule – Administration items 1B1, 1B(1)a, 1B1b, 1B2, 1B2a, 1B2b are cross off on the Schedule because they are already covered by the GRS. | | |
| 1B1(a) Official Personnel Files See Chapter 7 of <i>The Guide to Personnel Recordkeeping</i> for instructions (GRS 1.1 a) | 601-01a(2) 602-02(a) | <i>Transferred Employees Application for Employment-Successful Applicants</i> | <i>See FPM for transfer to an agency</i> | <i>GRS1.1a GRS1.a and b</i> |
| 1B1(b)Official Personnel Files | 601-01a(1) | <i>Separated Employees</i> | 65 YRS | <i>GRS1.1b</i> |
| 1B(2)Employee Medical Files Long-term medical records as defined in 5 CFR Part 293, Sub part E | | | | |
| 1B(2)a Employee Medical Files-Separated Employees | 605-08a(2) | <i>Separated Employees</i> | 75 yrs | <i>GRS1.21a</i> |
| 1B(2)b Employee Medical Files-Transferred Employees | 605-08a(1) | <i>Transferred Employees</i> | See 5CFR part 293 Subpart E for instructions | <i>GRS1.21a(2)</i> |
| 1C Financial Management Operations (62) All records relating to financial activities that support the organization as a whole such as paying bills, collecting receivables, compiling | 302-01 302-02 302-03 | <i>Time and Attendance Source Records Time and Attendance Input Records Pay Differential Approval & Authorization Files</i> | 6 yrs 6 yrs 3 yrs | <i>GRS2.7 GRS2.8 N1-473-88-1-302-03</i> |

N1-589-12-1, BOEM Bucket 1. ADMINISTRATION-CROSSWALK

| New Schedule | Former Schedule | | | | |
|---|-----------------|---|-----------|-----------------|---------------------|
| Sub-Bucket Description & Retention | Series No. | Title | Retention | NARA Authority | |
| and analyzing financial data, preparing internal (bureau) reports, maintaining general ledger, and planning, developing, implementing and maintaining accounting and mixed financial systems. Included also are records generated for work elements listed here: <ul style="list-style-type: none"> • Payroll Administration- SEP • Record Obligations- SF0 • Invoice -Implement Competitive Sourcing- PAG • Administration- SPB, SF1 • Manage Accounts Receivable- SF8 • Provide Management for Finance- SFM • Support FBMS – FBM • Administrative Support Finance – SF2 • Support Accounting Systems – SF3 • Implement Activity Based Cost Codes – SZA • Manage Travel Charge Card – SF4 • Manage SGL Accounts – SF5 • Support CFO/External Reports – SF6 • Develop Policies/Procedures for Finance – SF9 • Finance A-123 – SFA <p>TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off</p> | 302-04a | <i>Payroll System Report Files</i> | 2 yrs | GRS2.22a | |
| | 302-04b | | | 2 yrs | GRS2.22b |
| | 302-04c | | | 3 yrs | GRS2.22c |
| | 302-05a | <i>Individual Employee Pay Record</i> | | Update | GRS2.1a |
| | 302-07a | <i>Savings Bond Purchase Files</i> | | When superseded | GRS2.14a |
| | 302-07b | | | 4 mos. | GRS2.14b |
| | 302-07c | | | 4 mos. | GRS2.14c |
| | 302-08a | <i>Combined Federal Campaign & other Allotment Authorizations</i> | | 3 yrs | GRS2.15a |
| | 302-08b | | | 3 yrs | GRS2.15b |
| | 302-09 | <i>Thrift Savings Plan election Form</i> | | When superseded | GRS2.16 |
| | 302-10 | <i>Direct Deposit Signup Form</i> | | When Superseded | GRS2.17 |
| | 303-01 | <i>Expenditure Files General Correspondence & Subject Files</i> | | 2 yrs | GRS7.1 |
| | 303-02 | <i>General Accounting Ledgers</i> | | 6yrs 3 mo | GRS7.2 |
| | 303-03 | <i>Appropriation Allotment Files</i> | | 6yrs 3mo | GRS7.3 |
| | 303-04a | <i>Accountable Officers Files-Finance</i> | | 6 yrs 3 mo | GRS6.1a |
| | 303-04b | <i>Accountable Officers Files-Other</i> | | 2 yrs | NC1-57-84-7-303-04b |

N1-589-12-1, BOEM Bucket 1. ADMINISTRATION-CROSSWALK

| New Schedule | Former Schedule | | | |
|--|-----------------|---|---|---------------------|
| Sub-Bucket Description & Retention | Series No. | Title | Retention | NARA Authority |
| DELETE/DESTROY 7 years after cut off. | | | | |
| <p>1C (1) Other Payroll Administration – Individual Pay Record containing pay data on each employee within BOEM</p> <p>LONG TERM TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 56years after cut off</p> | 302-05b | <i>Individual Employee Pay Record</i> | 56 yrs | GRS2.1b |
| <p>1D Procurement Services (63) All records relating to operations and administration of acquisition and procurement functions, administration of acquisition systems (such as IDEAs) and purchase card programs that support the organization as a whole. Records generated for the following work elements are also included:</p> <ul style="list-style-type: none"> • Implement Competitive Sourcing- PAG • Provide Procurement Operations and Policy- SPO • Plan and Administer Contracts & Agreements (Coastal Impact Assistance Program)- SPA • Acquisition Information Systems - SPI | 501-01 | <i>Vendor Reference Materials</i> | <i>When superseded</i> | NC1-57-84-7-501-01 |
| | 501-02 | <i>Equip Tech Manuals, Operating Inst.</i> | <i>When superseded</i> | NC1-57-84-7-501-02 |
| | 502-01 | <i>Purchase Transaction Funding Aids</i> | <i>Destroy or delete with the related records</i> | GRS23.9 |
| | 502-02 | <i>Purchase Transaction Index Files</i> | <i>Destroy upon termination</i> | GRS3.3c |
| | 502-03a | <i>Purchase Order/Requisitions –After7/3/95</i> | 6 yrs 3 mos. | GRS3.3a1a |
| | 502-03b | <i>Purchase Order/Requisitions-Before7/3/95</i> | 3yrs | GRS3.3a1b |
| | 502-03c | <i>Copies</i> | 2 yrs | NC1-57-84-7-502-03c |
| | 502-03d | <i>ADP equipment Approvals</i> | 3 yrs | GRS3.9b |
| | 502-06a | <i>Recurring Invoice Accountable Officers'</i> | 6 yrs 3 mo | GRS6.1a |
| | 502-06b | <i>Recurring Service Invoice Files/Other</i> | 2 yrs | NC1-57-84-7-502-06b |

N1-589-12-1, BOEM Bucket 1. ADMINISTRATION-CROSSWALK

| New Schedule | Former Schedule | | | |
|--|---|--|---|----------------------------|
| Sub-Bucket Description & Retention | Series No. | Title | Retention | NARA Authority |
| <ul style="list-style-type: none"> • Aviation Planning - DAF • Procurement/Acquisition COR Training – SPT, SPC • Other Procurement Services – S63 • Alaskan In-house Studies Logistics-ABK • Telecommunications Contract <p>Note: These description are on the Bucket 1 Administration Schedule.</p> <p>TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off.</p> | 502-07 | <i>Receiving Report Certification</i> | <i>Destroy upon termination</i> | <i>GRS3.3c</i> |
| | 502-08 | <i>Real property Files</i> | 10 yrs | <i>GRS3.1a</i> |
| | 503-01a(1) | <i>Transaction > 25,000</i> | 6 yrs 3 mos. | <i>GRS3.3a1a</i> |
| | 503-01a(2) | <i>Transaction < 25,000</i> | 3 yrs | <i>GRS3.3a1b</i> |
| | 503-01b | <i>Other Copies</i> | <i>When no longer needed</i> | <i>NC1-57-84-7-503-01b</i> |
| | 503-02a(1) | <i>Contract/Grant Monitoring Files < 25,000</i> | 6 yrs 3 mos | <i>GRS3.3a1a</i> |
| | 503-02a(2) | <i>Transactions without dollar amount</i> | 3 yrs | <i>GRS3.3a1b</i> |
| | 503-02b,c,d | <i>Contracting Officer/Related /Other copies</i> | <i>Destroy upon termination</i> | <i>GRS3.3c</i> |
| | 503-03a | <i>Solicited and Unsolicited Bids</i> | <i>Destroy with related contract case files</i> | <i>GRS3 5a</i> |
| | 503-03b(1) | | 1 yr | <i>GRS3.5b1</i> |
| | 503-03b(2)a | | <i>Destroy with related contract case files</i> | <i>GRS3.5b2a</i> |
| | 503-03b(2)b | | <i>Destroy with related contract case files</i> | <i>GRS3.5b2b</i> |
| | 503-03c(1) | | 5 yrs | <i>GRS3.5c1</i> |
| | 503-03c(2) | | <i>Return to bidder</i> | <i>GRS3.5c2</i> |
| | 503-03d | | <i>When superseded</i> | <i>GRS3.5d</i> |
| 503-04 | <i>Unsuccessful Grant Application files</i> | 3 yrs | <i>GRS3.13</i> | |
| 503-05 | <i>Grant Admin Files</i> | 2 yrs | <i>GRS3.14</i> | |
| 504-01 | <i>Supply & Property FEDSTRIP Requisition Files</i> | 3 yrs | <i>GRS3.8a</i> | |
| 504-02 | <i>Publication or Forms Requisition Files</i> | <i>Destroy upon termination</i> | <i>GRS3.3c</i> | |

N1-589-12-1, BOEM Bucket 1. ADMINISTRATION-CROSSWALK

| New Schedule | Former Schedule | | | |
|---|------------------------|---|---|----------------------------|
| Sub-Bucket Description & Retention | Series No. | Title | Retention | NARA Authority |
| | 504-03 | <i>Receiving Reports</i> | 2 yrs | <i>GRS3.4a</i> |
| | 504-04 | <i>Supply Room Requests</i> | 2 yrs | <i>GRS3.8a</i> |
| | 504-05 | <i>Publication or Forms Inventory Lists</i> | 2 yrs | <i>GRS3.9a</i> |
| | | <i>Accountability Files</i> | | |
| | 504-10 | <i>Excess Personal Property Files</i> | 3 yrs | <i>GRS18.15a</i> |
| | 504-11 | <i>Personal Property Accountability Number</i> | 3 yrs | <i>GRS4.2</i> |
| | 504-12 | <i>Files</i> | 2 yrs | <i>GRS23.1</i> |
| | | <i>Survey Board Reports</i> | | |
| | 504-13 | <i>Property Management ADP Files</i> | 2 yrs | <i>GRS18.15b</i> |
| | 504-14 | | 2 yrs | <i>GRS23.1</i> |
| <p>1D(1) Other Procurement Files- Geological and Geophysical Contracting Files maintained by the sponsoring offshore office</p> <p>LONG TERM TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 25 years after cut off</p> | 503-02e | <i>Geological and Geophysical Contracting Files</i> | 35 yrs | <i>N1-473-88-1-503-02e</i> |
| <p>1E Facilities & Space Management Services (64) All records relating to the overall operation of the Support Services providing a wide range of services, functions including records generated for the following work elements and functions</p> <ul style="list-style-type: none"> Occupational Health & Safety | 401-01 | <i>Communication Files/Directory Files</i> | 2 mos | <i>GRS11.3</i> |
| | 401-02a | <i>Post Office and Private Mail Records</i> | 1 yr | <i>GRS12.5a</i> |
| | 401-02b | | 1 yr | <i>GRS12.5b</i> |
| | 401-02c | | 1 yr | <i>GRS12.5c</i> |
| | 401-06 | <i>Credentials Files-Receipts, Indexes</i> | <i>Destroy after listed credentials</i> | <i>GRS11.4b</i> |

N1-589-12-1, BOEM Bucket 1. ADMINISTRATION-CROSSWALK

| New Schedule | Former Schedule | | | |
|---|---|--|---|---|
| Sub-Bucket Description & Retention | Series No. | Title | Retention | NARA Authority |
| Management- SX4 <ul style="list-style-type: none"> • Provide Facilities Management- SX5 • Property Management- SX2 • Maintenance and Support Services- SX6 • General Support Services – SX7 • Security Services – SS1 • Personnel Security – SS2 • Homeland Security – SS3 • Printing and Publication Management – SX3 • Administering the transportation of goods and materials program for BOEM • Providing Mail Management, Shuttle Operations, Mail and Courier Services • Shipping and Receiving Functions • Motor Vehicle Program Management • Provide Physical Security- SS! • Routine Surveillance Tapes | 401-07 401-08a 401-08b 401-08c 401-08d 401-08e 401-08f 401-08g 401-09 402-01 402-02 402-03 402-04 403-01 403-02 404-01a 404-01b 404-02 404-03a 404-03b 404-03c 404-03d 404-04a 404-04b 404-05 | Metered Mail Files Mail and Delivery service Control Files Postal Irregularities File Printing-Project Files Mailing Lists Internal Management Files Joint Committee on Printing Files BOEM Space Files Space and Maintenance Correspondences Security-Visitor Control Files Credential Files Classified Document Files Security and Protective Service Files Facilities Security Plans Survey and Inspection Files/Govt | are accounted for 6 yrs 1 yr 6 mos 6 mos 1 yr 1 yr 6 mos 1 yr 3 yrs 1 yr 3 mos 2 yrs 3 yrs 2yrs 2 yrs 5 yrs 2 yrs 2 yrs 3 mos 2 yrs 2 yrs 2 yrs 2 yrs 2 yrs When superseded 3 yrs | GRS12.7 GRS12.6a GRS12.6b GRS12.6c GRS12.6d GRS12.6e GRS12.6f GRS12.6g GRS12.8 GRS13.2a GRS13.4a GRS13.6 GRS13.5a GRS11.2a GRS11.1 GRS18.17a GRS18.17b GRS11.4a GRS18.1 GRS18.2 GRS18.4 GRS18-3 GRS18.8 N1-473-88- 1-404-04b GRS18.9 GRS18.10 GRS18.11 GRS18.21 |
| TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off. | | | | |

N1-589-12-1, BOEM Bucket 1. ADMINISTRATION-CROSSWALK

| New Schedule | Former Schedule | | | |
|---|------------------------|--|--|--|
| Sub-Bucket Description & Retention | Series No. | Title | Retention | NARA Authority |
| | 404-06 | <i>Survey and Inspection Files/Pvt</i> | 4 yrs | GRS18.22a GRS18.22b |
| | 404-07 | <i>Investigative Files</i> | 2 yrs | |
| | 404-08 | <i>Security Clearance Admin Files</i> | 2 yrs | |
| | 404-09a | <i>Personnel Security Clearance (a)??</i> | 5 yrs | GRS18.22c |
| | 404-09b | | <i>Destroy accordance with the investigating agency instructions</i> | GRS18.23 GRS18.24a GRS18.24b GRS18.5a GRS18.5b |
| | 404-09c | | <i>Destroy with related case file</i> | GRS18.12 |
| | 404-10 | <i>Personnel Security Clearance Status</i> | <i>When superseded</i> | GRS18.16a GRS18.16b |
| | 404-11a | <i>Security Violations/Serious</i> | 5 yrs | GRS18.14a GRS18.14b |
| | 404-11b | <i>Security Violations/Other</i> | 2 yrs | GRS18.14c |
| | 404-13a | <i>Top Secret Files/Registers/Docs</i> | 5 yrs | |
| | 404-13b | <i>Forms Accompanying Documents</i> | <i>Destroy when related document is downgraded</i> | GRS18.7 GRS9.4a GRS9.3a NC1-57-84- 7-405-02b |
| | 404-14 | <i>Property Pass Files</i> | 3 mos | GRS9.4b |
| | 404-15a | <i>Key Accountability Files/Max Security Areas</i> | 3 yrs | GRS9.1a GRS9.1b |

N1-589-12-1, BOEM Bucket 1. ADMINISTRATION-CROSSWALK

| New Schedule | Former Schedule | | | |
|---|------------------------|--|--|-----------------------|
| Sub-Bucket Description & Retention | Series No. | Title | Retention | NARA Authority |
| | 404-15b | Other Areas | 6 mos | GRS9.1c GRS9.1d |
| | 404-16a | Security Incidence Reports | 3 yrs | |
| | 404-16b | | 2 yrs | GRS9.1e GRS9.2 |
| | 404-16c | | 1 yr | GRS10.1 GRS10.2a |
| | 404-17 | Classified Document Container Files | When superseded | GRS10.2b |
| | 405-01 | General Travel and Transportation Files | 2 yrs | GRS10.5 GRS10.1 |
| | 405-02a | Travel Reimbursement Files | 6 yrs | GRS10.6 GRS10.4 |
| | 405-02b | | 2 yrs | GRS10.7 |
| | 405-03 | Accountability Records | 1 yr | |
| | 406-01a | Commercial Freight and Passenger Files- Original Vouchers | 6 yrs | |
| | 406-01b | Freight-Payment Records | 10 yrs | |
| | 406-01c | Issuing Office Copies | 6 yrs | |
| | 406-01d | Obligation Copy of Commercial... | Destroy when funds are obligated | |
| | 406-01e | Unused Ticker Redemption Forms | 3 yrs | |

N1-589-12-1, BOEM Bucket 1. ADMINISTRATION-CROSSWALK

| New Schedule | Former Schedule | | | |
|--|------------------------|--|-----------------------------|---------------------------|
| Sub-Bucket Description & Retention | Series No. | Title | Retention | NARA Authority |
| | 406-03 | <i>Lost or Damaged Shipment Files</i> | 6 yrs | |
| | 407-01 | <i>Motor Vehicle Correspondence Files</i> | 2 yrs | |
| | 407-02a | <i>Motor Vehicle Operating Files</i> | 1 yr | |
| | 407-02b | | 3 mos | |
| | | | 1 yr | |
| | 407-03 | <i>Motor Vehicle Accident Files</i> | 6 yrs | |
| | 407-04 | <i>Motor Vehicle Correspondence Files</i> | 2 yrs | |
| | 407-05 | <i>Motor Vehicle Release Files</i> | 4 yrs | |
| | 407-06 | <i>Motor Vehicle Report Files</i> | 3 yrs | |
| | 407-07 | <i>Motor Vehicle Operator Files</i> | 3 yrs | |
| 1F Information Management and Files (65) All records relating to Information Management and used to report all work related to IT information resources as well as Central Files, Mailrooms, and Library/Information Services for developing, coordinating, and implementing policies, standards, guidelines, reporting, and providing related technical assistance. Reporting for this activity occurs throughout the lifecycle of information, records, data files and inclusive | 202-07a1 | <i>Records Disposition Lists</i> | 2 yrs | <i>GRS16.2a1</i> |
| | 202-07a2 | | | 6 yrs |
| | 202-07b | <i>Files Inventory and Disposition Plans</i> | 2 yrs | <i>GRS16.2b</i> |
| | 202-08 | | 3 yrs | <i>NI-473-88-1-202-08</i> |
| | 202-11 | | <i>Microform Management</i> | 6 yrs |
| | 202-14a | <i>Microform Inspection Records</i> | 1 yr | <i>GRS16.10a</i> |
| | | | 2 yrs | |
| | | | 3 yrs | <i>GRS16.10b</i> |
| | 202-14b | | 1 yr | <i>GRS16.4a</i> |

N1-589-12-1, BOEM Bucket 1. ADMINISTRATION-CROSSWALK

| New Schedule | Former Schedule | | | |
|---|------------------------------------|-------------------------------------|-------------------------|----------------|
| Sub-Bucket Description & Retention | Series No. | Title | Retention | NARA Authority |
| of the following work elements and functions: <ul style="list-style-type: none"> • Delivery of Official Public Information-POD • The Federal Records Act and Records Management Initiatives; Forms /Reports; Library/Information Services - PAR • The Privacy Act and Privacy Initiatives • Privacy Impact Assessments and Records Management Impact Assessments • Data analysis for privacy and records management classification and impacts • Freedom of Information Act (FOIA) request analysis and non-reimbursed fulfillment costs - PAE • FOIA and Privacy Act Appeals • Section 508 of the Rehabilitation Act of 1973, as Amended • Information Collection, Renewals and Quality Guidelines • Establishment and operation of program functions or offices for privacy, Records Management, FOIA, Section 508, and Web • Compliance monitoring and reporting • Awareness and training for privacy, Records Management, FOIA, Section 508, and Web • Operational Data Administration including maintenance, storage, | 202-17a | <i>Records Holding Files</i> | 6 yrs | GRS16.4b |
| | 202-17b | | 1 yr | GRS16.7 |
| | 202-18 | <i>Records Management Files</i> | 2 yrs | GRS21.1 |
| | 703-03b | <i>Photograph Files</i> | 2 yrs | GRS14.15 |
| | 705-02 | <i>Cope Fee Collection Register</i> | 2 yrs | GRS14.11a1 |
| | 705-16a1 | <i>FOIA Files</i> | 6 yrs | |
| | | | 6 yrs | GRS14.11a2 |
| | 705-16a2a | | 6 yrs | a |
| | 705-16a2b | | - | GRS14.11a2 |
| | 705-16a3a | | 6 yrs | b |
| | 705-16a3b | | | GRS14.11a3 |
| | 705-16b | | - | a |
| | 705-17a | <i>FOIA Appeal Files</i> | 2 yrs | GRS14 11a3 |
| | | | 2 yrs | b |
| | 705-17b | | 2 yrs | GRS14.11b |
| | 705-18 | <i>FOIA Report Files</i> | 2 yrs | GRS14.12a |
| | 705-19 | <i>FOIA Admin Files</i> | <i>Destroy as</i> | GRS14.12b |
| | 705-20a1 | <i>Privacy Act Request Files</i> | <i>authorized under</i> | GRS14.14 |
| | 705-20a2a | | <i>item 705-21</i> | GRS14.15 |
| | 705-20a2b | | 5 yrs | GRS14.21a1 |
| | | <i>Destroy as</i> | GRS14.21a2 | |
| | | <i>authorized under</i> | a | |
| 705-20a3a | | <i>item 705-21</i> | GRS14.21a2 | |
| 705-20a3b | | - | b | |
| | | 4 yrs | | |
| 705-20b | | 4 yrs | GRS14.21a3 | |
| | | 3 yrs | a | |
| 705-21a | <i>Privacy Act amendment Files</i> | 5 yrs | GRS14.21a3 | |
| 705-21b | | 5 yrs | b | |

N1-589-12-1, BOEM Bucket 1. ADMINISTRATION-CROSSWALK

| New Schedule | Former Schedule | | | |
|---|--|--|--|---|
| Sub-Bucket Description & Retention | Series No. | Title | Retention | NARA Authority |
| <p>information dissemination, use, control and disposal</p> <ul style="list-style-type: none"> Perform Internal Control Review Package for OMB-SZI (OEMM), SZO (MRM) Records Management (WASC) – SQR <p>TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off.</p> | <p>705-21c 705-22 705-23a 705-23b 705-24 705-25 706-01 706-02</p> | <p><i>Privacy Act Accounting Files</i> <i>Privacy Act Control Files</i> <i>Privacy Act Report Files</i> <i>Privacy Act Admin Files</i> <i>Technical Publication Controls\Technical</i> <i>Publication Background Files</i></p> | <p>5 yrs 2 yrs 2 yrs 1 yr 6 mos</p> | <p><i>GRS14.21b</i> <i>GRS14.22a</i> <i>GRS14.22b</i> <i>GRS14.22c</i> <i>GRS14.23</i> <i>GRS14.24a</i> <i>GRS14.24b</i> <i>GRS14.25</i> <i>GRS14.26</i> <i>NC1-57-84-706-01</i> <i>NC1-57-84-7-706-02</i></p> |
| <p>1G Administrative Support Services (66) All records relating to general administrative functions and accumulated by the individual offices on a wide variety of subjects.</p> | | <p>Note: No crosswalk items for item 1G.</p> | | |

N1-589-12-1, BOEM Bucket 1. ADMINISTRATION-CROSSWALK

| New Schedule | Former Schedule | | | |
|---|---|--|---|--|
| Sub-Bucket Description & Retention | Series No. | Title | Retention | NARA Authority |
| <p>. Included also are labor and operations records of safety awareness programs, health units, Employee Assistance Programs, personal property, moving services, vehicle fleet management, and any other administrative functions and records involving activities of the following work elements:</p> <ul style="list-style-type: none"> • CIAP (A&B) – SCI • Provide General Admin Support – PPC, PEB, SOL, POB • Implement Bureau & DOI initiatives- PAF, PAH <p>TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off.</p> | | | | |
| <p>1G(1) Administrative Function Files/ Audits and Investigation Files All records relating to administrative functions. Mission files created and maintained in offices whose primary function involves support activities such as personnel, procurement, property, transportation, travel, communication, budget and similar internal management functions and audit/investigation files relating to internal audits, investigative and evaluation records conducted in the review of BOEM business process. These records include but are</p> | <p>102-01b 102-01d 102-01e 102-02 103-01a</p> | <p><i>Administrative Functions</i> <i>Director's Chron Files</i> <i>Other Copies</i> <i>Office Administrative Files</i> <i>Schedule of Daily Activities-High Level</i></p> | <p>6 yrs 5 yrs 2 yrs 2 yrs 20 yrs</p> | <p>NC1-57-84-7-102-01 N1-473-88-1-102-01d N1-473-88-1-102-01e GRS23.1 N1-473-88-1-103-01a GRS23.5b</p> |

N1-589-12-1, BOEM Bucket 1. ADMINISTRATION-CROSSWALK

| New Schedule | Former Schedule | | | |
|---|-----------------|---|--|--|
| Sub-Bucket Description & Retention | Series No. | Title | Retention | NARA Authority |
| <p>not limited to final audit or evaluation reports, initiation papers, audit methodology and guidelines, rebuttals and other comments on the reports and case files relating to special investigations that may have resulted in a referral to another agency or significant enforcement action. (AMAR/IQCR/Congressional Committee ...)</p> <p>TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 10 years after cut off.</p> <p>Note: Copied over the retention from the Bucket 1 Administration Schedule.</p> | 103-01b | <i>Schedule of Daily Activities-Low Level</i> | <i>When no longer needed 180 days Destroy/Delete</i> | <i>GRS23.10a N1-473-88-1 GRS23.10b</i> |
| | 104-01a | <i>Electronic Mail and Word Processing Copies</i> | 3 yrs | <i>NC1-57-84-7-201-03</i> |
| | 104-01b | <i>Other Copies</i> | 3 yrs | <i>NC1-57-84-7-201-05a</i> |
| | 201-03 | <i>Management Survey Background Files</i> | 10 yrs | <i>NC1-57-84-7-201-05b</i> |
| | 201-05a | <i>Management Information Report Files/Weekly</i> | 2 yrs | <i>N1-473-88-1-201-07c GRS16.14d</i> |
| | 201-05b | <i>Management Information Report Files/Annual</i> | <i>Destroy after next review cycle</i> | <i>GRS16.14e</i> |
| | 201-07c | <i>Organizational Files-Other Copies</i> | 1 yr | <i>GRS16.14f1</i> |
| | 201-08d | <i>Management Control Records-Annual</i> | 5 yrs | <i>GRS16.14f2</i> |
| | 201-08e | <i>Tracking Files</i> | 1 yr | <i>GRS16.1a</i> |
| | 201-08f(1) | <i>Review Files/Office with Responsibility</i> | <i>When superseded</i> | <i>GRS16.1b</i> |

N1-589-12-1, BOEM Bucket 1. ADMINISTRATION-CROSSWALK

| New Schedule | Former Schedule | | | |
|------------------------------------|-----------------|-------------------------------------|-----------------|--------------------|
| Sub-Bucket Description & Retention | Series No. | Title | Retention | NARA Authority |
| | 201-08f(2) | Review Files Copies | 1 yr | N1-473-88-1-202-12 |
| | 201-09a | Administrative Issuances-Notices | When superseded | GRS16.14 |
| | 201-09b | Administrative Issuances-Case Files | | GRS16.13a |
| | | | 1 yr | GRS16.13b |
| | | | | GRS16.15a |
| | | | | GRS16.15b |
| | 201-10 | Project Control Files | 7 yrs | GRS6.12a |
| | | | 1 yr | GRS6.12b |
| | 202-04a | Forms Files-Record Copy | | GRS12.9a |
| | | | 2 yrs | GRS12.9b |
| | 202-04b | Background Materials | | |
| | | | 180 days | GRS3.18a |
| | 202-05 | Reports Control Files | | |
| | | | Destroy/Delete | GRS3.18b |
| | 202-06 | Project Control Files | | - |
| | | | 180 days | |
| | 202-10 | Bulletin and Numbered Memorandums | | - |
| | | | Destroy/Delete | GRS1.43a |
| | 202-12 | Memorandum of Understanding Files | 180 days | |
| | | | | GRS/1/43b |
| | 202-15 | IRM Triennial Reports | | NC1-57-84-7-701-01 |
| | | | 180 days | NC1-57-84- |
| | 202-16a | Federal Register Notices | Destroy/Delete | 7-701-02a |
| | | | 180 days | NC1-57-84- |
| | 202-16b | Semiannual Regulatory Agenda | | 7-701-02b |
| | | | Destroy/Delete | GRS14.3 |
| | 203-01a | Electronic Mail and Word Processing | 180 days | N1-473-91- |

N1-589-12-1, BOEM Bucket 1. ADMINISTRATION-CROSSWALK

| New Schedule | Former Schedule | | | |
|--|--|--|---|----------------------------------|
| Sub-Bucket Description & Retention | Series No. | Title | Retention | NARA Authority |
| <p>Note; Item 605-01is on the Bucket 1 – Administration Schedule added these items to the Crosswalk Spreadsheet.</p> | | <i>Files/Other Copies</i> | <i>Destroy/Delete 10 yrs</i> | <i>1-702-03b2 GRS21.6</i> |
| | 203-01b | <i>Other Copies</i> | 5 yrs | <i>NC1-57-84- 1-703-02a3</i> |
| | 304-01a | <i>Electronic Mail and Word Processing Files/Other Copies</i> | 2 yrs | <i>N1-473-88- 1-703-02b</i> |
| | 304-01b | | 3 mos | <i>GRS23.9</i> |
| | 408-01a | <i>Electronic Mail and Word Processing Files/ Other Copies</i> | 2 yrs | |
| | 408-01b | | 1 yr | <i>N1-473-88- 1-705-01a</i> |
| | 408-01b | | 5 yrs | <i>N1-473-88- 1-705-01b</i> |
| | 505-01a | <i>Electronic Mail and Word Processing Files Other Copies</i> | 1 yr | <i>N1-473-88- 1-705-01c</i> |
| | 505-01b | | | - |
| | 605-01a | <i>Electronic Mail and Word Processing Files Other Copies</i> | <i>Destroy/Delete When superseded</i> | - |
| | 605-01b | | <i>When has been verified</i> | - |
| | 608-01a | <i>Electronic Mail and Word Processing Files/ Other Copies</i> | <i>When superseded</i> | - |
| | 608-01b | | 180 days | - |
| | 701-01 | <i>Congressional Committee Investigation Hearing Files</i> | <i>Destroy/Delete</i> | |
| | 701-02a | <i>Legislative Programs/BOEM Program</i> | 180 days | |
| 701-02b | | 180 days | | |
| 702-01 | <i>Informational Publication Files/Press Service</i> | | | |
| 702-03b(2) | <i>PR Files-Other Copies</i> | <i>Destroy/Delete</i> | | |

N1-589-12-1, BOEM Bucket 1. ADMINISTRATION-CROSSWALK

| New Schedule | Former Schedule | | | |
|---|------------------------|---|------------------|--------------------------------|
| Sub-Bucket Description & Retention | Series No. | Title | Retention | NARA Authority |
| | 703-01 703-02a(3) | <i>Visuals, Exhibits, Graphic Files Duplicate Recordings</i> | | |
| | 703-02b | <i>Films from outside sources</i> | | |
| | 704-01 | <i>Library Catalog Cards and Finding Aids</i> | | |
| | 705-01a | <i>Public Information Offices Records</i> | | |
| | 705-01b | | | |
| | 705-01c | | | |
| | 708-01a | <i>Electronic Mail and Word Processing Files/Other Copies</i> | | |
| | 708-01b | | | |
| | 802-12a | | | |
| | 802-12b | <i>Electronic Mail and Word Processing Files/Other Copies</i> | | |
| 1G(2)-Director's General Correspondence/Bureau History Files: All records of a central file of the chronological records and outgoing correspondences of the | 102-1c | <i>Director's General Files</i> | <i>Permanent</i> | <i>N1-57-84-7- 102-01c</i> |
| | 201-07a | <i>Organizational Files</i> | <i>Permanent</i> | <i>NC1-57-84-7 201-07a</i> |
| | 201-07b | | <i>Permanent</i> | <i>NC1-57-84-</i> |

N1-589-12-1, BOEM Bucket 1. ADMINISTRATION-CROSSWALK

| New Schedule | Former Schedule | | | |
|--|---|---|---|---|
| Sub-Bucket Description & Retention | Series No. | Title | Retention | NARA Authority |
| <p>BOEM Director. Surname copy, and files documenting significant BOEM events created, received and maintained during the normal course of business</p> <p>PERMANENT. Cut off at close of FY, or when activity is completed. <u>Electronic Records:</u> Transfer electronic files to the National at three year intervals under the instructions in 36 CFR 1235.44-50, or whichever transfer guidance is in place at the time of the transfer. <u>Hardcopy Records:</u> Retain on-site or at the FRC. Transfer legal ownership to NARA 25 years after cutoff.</p> | <p>702-02</p> <p>702-03a</p> <p>702-03b(1)</p> <p>703-02a(1)</p> <p>703-02a(2)</p> <p>703-02a(4)</p> <p>703-03a</p> | <p><i>Informational Publication Master Files</i></p> <p><i>PR Files-Speeches, Addresses and Comments</i></p> <p><i>PR-News Releases-Public Affairs</i></p> <p><i>Video Recordings</i></p> <p><i>Motion Picture Films</i></p> <p><i>Finding Aids & Production Documentation</i></p> <p><i>Photographs of MMS Officials</i></p> | <p><i>Permanent</i></p> <p><i>Permanent</i></p> <p><i>Permanent</i></p> <p><i>Permanent</i></p> <p><i>Permanent</i></p> <p><i>Permanent</i></p> <p><i>Permanent</i></p> | <p>7-201-07b</p> <p>NC1-57-84-7 702-02</p> <p>NC1-57-84-7 702-03</p> <p>NC1-57-84-7 702-03b1</p> <p>NC1-57-84-7 703-02a1</p> <p>NC1-57-84-7 703-02a2</p> <p>NC1-57-84-7 703-02a4</p> <p>NC1-57-84-7 703-03a</p> |
| <p>1H Planning (67)</p> <p>All records relating to the activities of strategic planning, performance planning measurement and reporting, workforce planning, organizational development, evaluations, COOP plans, and management analysis for the organization as a whole. Includes supervision, management, and general administrative support of these functions.</p> <ul style="list-style-type: none"> Emergency Management and COOP Planning- SX1 | <p>404-12a</p> <p>404-12b</p> | <p><i>Emergency Planning Records-Correspondence Files Relating to Admin and Ops</i></p> <p><i>Continuity of Operation Plan (COOP)(ADP)</i></p> | <p>2 yrs</p> <p><i>When superseded</i></p> | <p>GRS18.26</p> <p>NI-473-88-1-404-12b</p> |

N1-589-12-1, BOEM Bucket 1. ADMINISTRATION-CROSSWALK

| New Schedule | Former Schedule | | | |
|--|------------------------|---------------------------------------|------------------|---------------------------|
| Sub-Bucket Description & Retention | Series No. | Title | Retention | NARA Authority |
| <p><i>Note: Description is different from the Bucket 1-Administration Schedule. I copied over Description from the Schedule to the crosswalk spreadsheet</i></p> <p>TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off</p> | | | | |
| <p>1I Provide Central Leadership (68) All records relating to costs of executives, senior executives and immediate offices. These costs include administration and implementation of activity based cost management programs.</p> <p>TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 10 years after cut off.</p> | | | | New item |
| <p>1J Process Litigation for Indian Trust (70) All records relating to litigation- the formal process in a court or administrative agency in which legal rights and obligations are contested by the parties and decided by a judge. This activity covers any and all work associated with administrative or judicial litigation related to</p> | 707-04 | <i>Interior Board of Land Appeals</i> | <i>Permanent</i> | <i>NCI-57-84-7-707-04</i> |

N1-589-12-1, BOEM Bucket 1. ADMINISTRATION-CROSSWALK

| New Schedule | Former Schedule | | | |
|--|-----------------|-------|-----------|----------------|
| Sub-Bucket Description & Retention | Series No. | Title | Retention | NARA Authority |
| <p>Indian Trust other than probate. It also includes litigation support provided by the bureaus and offices, legal representation provided by the Office of the Solicitor, and adjudications provided by the Office of Hearings and Appeals records generated in activities of the following work elements:</p> <ul style="list-style-type: none"> • Perform Indian related alternate dispute resolution activities - ADR • Prepare Indian Appeals Decision Documents • Review case files and pleadings • Perform factual investigations and legal research • Prepare legal documents, testimony and exhibits • Respond to discovery requests • Review judicial orders and decisions • Interior Board of Land Appeals (IBLA) <p>PERMANENT: Cut off at the end of the fiscal year in which claim, matter or appeal is disallowed, withdrawn, settled or issued. <u>Electronic Records:</u> Transfer electronic files to the National at three year intervals under the instructions in 36 CFR 1235.44-50, or whichever transfer guidance is in place at the time of the transfer. <u>Hardcopy Records:</u> Transfer to the FRC 5 years after cot</p> | | | | |

N1-589-12-1, BOEM Bucket 1. ADMINISTRATION-CROSSWALK

| New Schedule | Former Schedule | | | |
|--|---|--|---|---|
| Sub-Bucket Description & Retention | Series No. | Title | Retention | NARA Authority |
| off. Transfer to NARA when 20 years old | | | | |
| <p>1K Performance and Financial Management Reports (73) All records relating to the preparation of reports for entities external to the bureaus, such as the Annual Performance and Accountability Report, Submissions to the Department, FACTS II and the Statement of Accountability and/or Statement of Transactions (SF-224 or SF-1219/1220).</p> <p>TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off.</p> | | Note: No crosswalk items for item 1K. | | |
| <p>1L Non-Indian Process Litigation for Resource Use(74) All records relating to litigation- the formal process in a court or administrative agency in which legal rights and obligations are contested by the parties and decided by a judge. This activity covers any and all work associated with administrative or judicial litigation involving oil, gas, geothermal and non-energy mineral leasing, regulating resource use, hydropower licensing, appeals of enforcement actions, citizens' complaints and related issues of litigation other than Indian Trust. <i>Federal Records Signed by the Assistant</i></p> | <p>707-01</p> <p>707-02</p> <p>707-03</p> <p>707-05</p> <p>707-06</p> | <p><i>BOEM Appeals Files</i></p> <p><i>Waiver/Departure Requests</i></p> <p><i>Mineral Leasing Claims/Federal</i></p> <p><i>Hearing Files</i></p> <p><i>Fishermen's Fund</i></p> | <p>10 yrs</p> <p>2 yrs</p> <p>10 yrs</p> <p>25 yrs</p> <p>5 yrs</p> | <p>NC1-57-84-7-707-01</p> <p>NC1-57-84-7-707-02</p> <p>NC1-57-84-7-707-03</p> <p>NC1-57-84-7-707-05</p> <p>N1-473-88-1-707-06</p> |

N1-589-12-1, BOEM Bucket 1. ADMINISTRATION-CROSSWALK

| New Schedule | Former Schedule | | | |
|--|------------------------|---|------------------|-----------------------|
| Sub-Bucket Description & Retention | Series No. | Title | Retention | NARA Authority |
| <p><i>Secretary of BLM are also included under this Bucket.</i></p> <ul style="list-style-type: none"> • All records relating to the use of resources including records that are generated in the activities of these work elements: • Perform Federal related alternate dispute resolution activities – ADR • Prepare Federal Appeals Decision Documents • Maintain Automated Appeals Docketing System <p>TEMPORARY: Cut off at the end of the fiscal year in which claim, matter or appeal is disallowed, withdrawn or settled. DELETE/DESTROY 7 years after cut off.</p> | | <p>Note: Copy the description and the retention over from the Bucket 1 Administration Schedule.</p> | | |
| <p><i>1L(2) Process Litigation-</i></p> <p>PERMANENT: Cut off at the end of the fiscal year in which claim, matter or appeal is disallowed, withdrawn, settled or issued Transfer to the FRC 3 years after cut-off.</p> <p>Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed between the United States Department</p> | 707-04 | <p><i>Interior Board of Land Appeals (IBLA)</i></p> <p>Note: This item was on the Crosswalk spreadsheet. I think this can be deleted from the schedule and the crosswalk. See item 1J on the Bucket 1 Administration Schedule.</p> | Permanent | NC1-57-84-7-707-04 |

N1-589-12-1, BOEM Bucket 1. ADMINISTRATION-CROSSWALK

| New Schedule | Former Schedule | | | |
|---|--|---|--|---|
| Sub-Bucket Description & Retention | Series No. | Title | Retention | NARA Authority |
| of the Interior and the National Archives and Records | | | | |
| <p>1M Employee and Labor Relations (76)</p> <p>All records relating to the provision of guidance and assistance to management and employees regarding all work associated with Employee Relations (ER)/Labor Relations (LR) issues, including grievances, disciplinary and performance-based actions, unfair labor practices and negotiations, Inspector General and other administrative investigations. Work activities also include processing incentive awards; conducting personnel security; determining employee suitability; and managing the employee assistance program, ethics program and performance management system.</p> <ul style="list-style-type: none"> • Informal Counsel/ADR/Mediation – SIA • Formal Complaints – SIB • Employee Assistance Program – SIG • Manage Labor Relations - SEL <p><i>Note: Description is different from the Bucket 1-Administration Schedule. I copied the Description Schedule to the crosswalk spreadsheet</i></p> <p>TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 25 years after cut off.</p> | <p>604-01a1 604-01a2 604-01b 605-04 605-07 607-01a 607-01b 607-02a 607-02b 607-02c1 607-02c2 607-03 607-04 607-05a 607-05b 607-06a 607-06b 607-07a 607-07b 607-08a 607-08b 607-09</p> | <p><i>Labor Management Relations Files</i></p> <p><i>Personnel Counseling Records</i></p> <p><i>Personal Injury Files</i></p> <p><i>Ethics Program/Attendance Files/Others</i></p> <p><i>Financial Disclosure Report Files</i></p> <p><i>Ethics Agreement Files</i></p> <p><i>Notification of Violation of Criminal Conflict of Interest Files</i></p> <p><i>Non-Federally Funded Travel Files Ethics</i></p> <p><i>Ethics Program Review Files</i></p> <p><i>Ethics Questionnaires/Other Files</i></p> <p><i>Ethics program training Files</i></p> <p><i>Ethics Program Procedures</i></p> | <p>5 yrs <i>When superseded</i> 5 yrs 3 yrs 3 yrs 3yrs 6 yrs 6 yrs 6 yrs 1 yr 6 yrs 6 yrs 3yrs 1 yr 6 yrs 6 yrs 3yrs 1 yr 6 yrs 6 yrs 6 yrs 1 yr 6 yrs 6 yrs 6 yrs</p> | <p><i>GRS1.28a1</i> <i>GRS1.28a2</i> <i>GRS1.28b</i> <i>GRS1.26a</i> <i>GRS1.31</i> <i>GRS25.1a</i> <i>GRS25.1b</i> <i>GRS25.2a2</i> <i>GRS25.2b2</i> <i>GRS25.2c1</i> <i>GRS25.2c2</i> <i>GRS25.3</i> <i>GRS25.4</i> <i>GRS25.5a</i> <i>GRS25.5b</i> <i>GRS25.6a</i> <i>GRS25.6b</i> <i>GRS25.7a</i> <i>GRS25.7b</i> <i>GRS25.8a</i> <i>GRS25.8b</i> <i>GRS25.9</i></p> |

N1-589-12-1, BOEM Bucket 1. ADMINISTRATION-CROSSWALK

| New Schedule | Former Schedule | | | |
|--|-----------------|---|-----------|----------------|
| Sub-Bucket Description & Retention | Series No. | Title | Retention | NARA Authority |
| <p>TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 25 years after cut off.</p> | | | | |
| <p>10 Plan IT Investments (80) All records relating to planning for new IT investments, the planning and modernization or major enhancement of existing IT investments, and all work related to IT prototypes. Records generated in the process of the following work elements are also included:</p> <ul style="list-style-type: none"> • Project management and planning related to IT development, development and major enhancement • Life cycle costs analysis and planning • Organizational impacts of IT investment and analysis • Evaluation of software and hardware options and methods • Development and submission of CPIC documents for the preselect and select phases • Analysis of requirements based on business process re-engineering, including necessary policy and procedures, information/data, security, architecture and infrastructure | | <p><i>Note: No crosswalk items for item 10.</i></p> | | |

N1-589-12-1, BOEM Bucket 1. ADMINISTRATION-CROSSWALK

| New Schedule | Former Schedule | | | |
|---|------------------------|---|------------------|-----------------------|
| Sub-Bucket Description & Retention | Series No. | Title | Retention | NARA Authority |
| <ul style="list-style-type: none"> • Project feasibility determination <p>TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7years after cut off.</p> | | | | |
| <p>1P Acquire IT Investments (81) All records relating the full acquisition of an IT investment. Other records include but not limited to the procurement and implementation of an IT investment or useful segments/modules, Exhibit 300 parts 1,2 or 4 of exhibit 53, the control and evaluation phases of CPIC and investment control process. The following work elements' records are also included:</p> <ul style="list-style-type: none"> • Finalized reports on cost benefit analysis (CBA/BCA) • Development of software applications and incremental reviews • Testing of user acceptability, functionality and interoperability reports • Implementation and testing, training procedures • Installation of hardware/software • Analysis of technical user requirements | | <p><i>Note: No crosswalk items for item 1P.</i></p> | | |

N1-589-12-1, BOEM Bucket 1. ADMINISTRATION-CROSSWALK

| New Schedule | Former Schedule | | | |
|--|---|--|--|---|
| Sub-Bucket Description & Retention | Series No. | Title | Retention | NARA Authority |
| <p>and logical and physical design reports</p> <ul style="list-style-type: none"> Data conversion in to new systems Acquisition Information Systems - SPI <p>All other records directly related to acquisition</p> <p>TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off.</p> | | | | |
| <p>1Q Operation, Maintenance, and Management of IT Investments (82) -IAM</p> <p>All records relating to Operation, Maintenance, and Management of IT Investments portraying when an IT investment is operational (steady state) after formal acceptance. This means the IT investment or useful segment/module of an IT investment has been delivered, deployed, and is performing the mission. Tasks required managing an investment in operations and maintenance is reported under this activity, including performance monitoring and reporting performed by an operational analysis. This activity includes retirement/disposal costs of the investment, which is the final phase in the life cycle of the investment.</p> | <p>401.03a</p> <p>401-03b</p> <p>401-03c</p> <p>401-03d(1)</p> <p>401-03d(2)</p> <p>401-03e</p> <p>401-04a</p> <p>401-04b</p> <p>800-02a</p> <p>800-02b</p> <p>800-04a</p> <p>800-04b</p> | <p><i>Communication Correspondence, Reports and Reference Files</i></p> <p><i>Telecommunications Operational Files</i></p> <p><i>System Documentatton Files</i></p> <p><i>Source Documents</i></p> | <p>2 yrs</p> <p>3 yrs</p> <p>1 yr</p> <p>1 yr</p> <p>3 yrs</p> <p>2 yrs</p> <p>6 mos</p> <p>2 yrs</p> <p><i>Destroy when related data have been destroyed</i></p> <p>10 yrs</p> <p>1 yr</p> <p><i>Return to user</i></p> | <p>GRS12.2a</p> <p>GRS12.2b</p> <p>GRS12.2c</p> <p>GRS12.2d1</p> <p>GRS12.2d2</p> <p>GRS12.2e</p> <p>GRS12.3a</p> <p>GRS12.3b</p> <p>N1-473-88-1-800-02a</p> <p>N1-473-88-1-800-02b</p> <p>NC1-57-84-7800-04a</p> <p>NC1-57-84-</p> |

N1-589-12-1, BOEM Bucket 1. ADMINISTRATION-CROSSWALK

| New Schedule | Former Schedule | | | |
|--|----------------------------------|---|---|------------------------------------|
| Sub-Bucket Description & Retention | Series No. | Title | Retention | NARA Authority |
| <p>These work elements are also included:</p> <ul style="list-style-type: none"> • Operational analysis and network infrastructure • Administrative, technical, telecom support functions • Training of users, administrators <p>Maintenance and system support service</p> <ul style="list-style-type: none"> • Customer support services, systems and database backups • COTR and contract functions • Upgrades, maintenance, replacement, disposal functions • Project management functions directly related to IT • Program Source Files • Web and Data Management • Application Development Files <p>TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off</p> | 800-05 | <i>Error/Edit Listing Files</i> | <i>Destroy after corrections</i> | 7-800-04b NC1-57-84-7 800-05 |
| | 800-06b | <i>ADP Source Program Files</i> | <i>Destroy individual listing</i> | NC1-57-84-7 800-06b |
| | 800-08 | <i>Raw Data Magnetic Tapes</i> | <i>Erasure</i> | NC1-57-84-7 800-08 |
| | 800-09 | <i>Print and Plotter Tapes</i> | <i>Erasure</i> | NC1-57-84-7 800-09 |
| | 800-11 | <i>Data Processing Control Records</i> | <i>1 yr</i> | NC1-57-84-7 800-11 |
| | 801-01a | <i>Creation, Use and Maintenance Files</i> | <i>Destroy/Delete Delete after information has been transferred</i> | GRS20.1a |
| | 801-01b | | | GRS20.1b |
| | 801-01c | | <i>Destroy/Delete</i> | GRS20.1c |
| | 802-01a | <i>Oversight and Compliance Files</i> | <i>5 yrs</i> | GRS24.1a |
| | 802-01b | | <i>3 yrs</i> | GRS24.1b |
| | 802-02 | <i>IT Facility Site Management, Equipment</i> | <i>3 yrs</i> | GRS24.2 |
| | 802-03a | <i>IT Asset and Configuration Management</i> | <i>1 yr</i> | GRS24.3a |
| | 802-03b1 | | <i>1 yr</i> | GRS24.3b1 |
| | 802-03b2 | | <i>3 yrs</i> | GRS24.3b2 |
| | 802-04a(1) | <i>System Backup and Tape Library Records</i> | <i>Destroy/Delete</i> | GRS24.4a1 |
| | 802-04a(2) | | <i>Destroy/Delete</i> | GRS24.4a2 |
| | 802-04b | | <i>Destroy/Delete</i> | GRS24.4b |
| | 802-08a | <i>IT Operation Records</i> | <i>1 yr</i> | GRS24.8a |
| | 802-08b | | <i>1 yr</i> | GRS24.8b |
| | 802-08c | | <i>3 yrs</i> | GRS24.8c |
| 802-10a | <i>IT Customer Service Files</i> | <i>1 yr</i> | GRS24.10a | |
| 802-10b | | <i>1 yr</i> | GRS24.10b | |

N1-589-12-1, BOEM Bucket 1. ADMINISTRATION-CROSSWALK

| New Schedule | Former Schedule | | | |
|--|--|---|--|--|
| Sub-Bucket Description & Retention | Series No. | Title | Retention | NARA Authority |
| | 802-11a 802-11b 802-11c | <i>IT Infrastructure Design and Implementation Files</i> | 1yr 5 yrs 3 yrs | GRS24.11a GRS24.11b GRS24.11c |
| <p>1R IT Security (83) - IAI All records relating to Secure IT - performing work to achieve and maintain compliance with OMB security policies and NIST guidance, including compliance with the Federal Information Security Management Act, including all IT security program records and records for securing individual IT systems, applications, and infrastructure. These work elements are also included:</p> <ul style="list-style-type: none"> • IT security training and awareness • IT security Policies and Procedures • Monitoring and testing • Life cycle cost analysis and planning • Risk and vulnerability assessment • Security controls, authentications <p>All other records directly tied to IT security</p> <p>TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off</p> | 802-05a 802-05b 802-06a 802-06b 802-07 | <p><i>Maintenance of Security of Systems and Data</i></p> <p><i>User Identification, Profiles, Password Files</i></p> <p><i>Computer Security Incident Handling</i></p> | 1 yr 1 yr 6 yrs Destroy/Delete 3 yrs | GRS24.5a GRS24.5b GRS24.6a See 801-01c GRS24.7 |

N1-589-12-1, BOEM Bucket 1. ADMINISTRATION-CROSSWALK


| New Schedule | Former Schedule | | | |
|---|--|---|--------------------------------------|---|
| Sub-Bucket Description & Retention | Series No. | Title | Retention | NARA Authority |
| <p>IS IT Architecture (84) All records relating the development, coordination and implementation of policies, standards, guidelines and provision of related assistance for Enterprise Architecture. (EA) Records created by the Interior Enterprise Architecture (IEA) and bureau architecture teams in the course of the development, management and utilization of the enterprise architecture. Work elements that highlight the records under EA are:</p> <ul style="list-style-type: none"> • Establishment and Operation of IT Architecture • Conducting functions directly related to operation of architecture tools (DEAR, BEAR) • Analysis and maintenance of business processes • Data Modeling • Architecture analysis and compliance reports • Creation, maintenance and modernization blueprints of target architectures • All training records • All other records directly related to EA <p>TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed. Transfer</p> | <p>201-11 800-01a 800-01b</p> | <p><i>Feasibility Studies</i> <i>System Feasibility Files</i></p> | <p>5 yrs 5yrs 5 yrs</p> | <p><i>GRS16.9</i> <i>NCI-57-84-7-800-01a</i> <i>NCI-57-84-7-800-01b</i></p> |

N1-589-12-1, BOEM Bucket 1. ADMINISTRATION-CROSSWALK

| New Schedule | Former Schedule | | | |
|---|--|---|----------------------------------|---|
| Sub-Bucket Description & Retention | Series No. | Title | Retention | NARA Authority |
| to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off | | | | |
| <p>IT Capital Planning and Project Management (85) All records generated in the course of IT Capital Planning and Investment Control on the portfolio of IT investments in accordance with OMB's requirements including all program reports for portfolio management and project management not attributable to individual IT projects or investments. Work elements for activity 85 also include:</p> <ul style="list-style-type: none"> • Management and review submission of BOEM Business Cases (Exhibit 300s) to DOI and the Office of Management and Budget; • Developing the Bureau's IT Portfolio of investments (Exhibit 53); • Policies and Procedures • CPIC and Project Management evaluations and QC reports • Determination of Organizational impacts of CPIC • All other records directly related to Capital Planning and Project Management for IT <p>TEMPORARY: Cut off at the end of the fiscal</p> | <p>802-09a 802-09b 802-09c</p> | <p><i>Financing IT Resources and Services</i></p> <p><i>Note: Description is different from the Bucket 1- Administration Schedule. I copied over the Description from the Schedule to the crosswalk spreadsheet</i></p> | <p>3 yrs 3 yrs 3 yrs</p> | <p>GRS24.9a GRS24.9b GRS24.9c</p> |


N1-589-12-1, BOEM Bucket 1. ADMINISTRATION-CROSSWALK

| New Schedule | Former Schedule | | | |
|--|------------------------|--------------|------------------|-----------------------|
| Sub-Bucket Description & Retention | Series No. | Title | Retention | NARA Authority |
| <p>year, or when activity is completed. Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off</p> | | | | |

| | | | |
|--|------------------------------------|------------------------------------|---|
| REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i> | | LEAVE BLANK (NARA use only) | |
| TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408 | | JOB NUMBER NI-589-12-2 | DATE RECEIVED 7/26/2012 |
| 1 FROM (Agency or establishment) Department of Interior | | NOTIFICATION TO AGENCY | |
| 2 MAJOR SUBDIVISION Bureau of Ocean Energy Management (BOEM) | | | |
| 3 MINOR SUBDIVISION Office of Administration-IMD-Capital Planning & Information Policy | | | |
| 4 NAME OF PERSON WITH WHOM TO CONFER Brenda C. Taylor | 5 TELEPHONE 703-787-1122 | DATE 6/29/13 | ARCHIVIST OF THE UNITED STATES  |

6 AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in the matters pertaining to the disposition of its records and that the records proposed for disposal attached 5 separate buckets respectively are not needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies

is not required, is attached, or has been requested

| | | |
|--------------------------|---|---|
| DATE 6/29/2012 | SIGNATURE OF AGENCY REPRESENTATIVE  | TITLE Chief, Capital Planning & Information Policy; Acting Bureau Records Officer |
|--------------------------|---|---|

| 7 ITEM NO | 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARA USE ONLY) |
|-----------------|---|---|---|
| | <p><u>PROPOSED RETENTION SCHEDULE SUBMISSION FOR:</u></p> <p><u>BUCKET 2</u></p> <p>The Bureau of Ocean Energy Management (BOEM) is submitting the attached proposed retention schedules for review and appraisal. The design of each schedule is premised on a functional or "Big Bucket" format in lieu of the traditional organizational format for federal records retention scheduling.</p> <p>The disposition instructions have been developed in correlation with the BOEM lines of business functions and processes as they have been reported to the OMB and populated in the Department Enterprise Architecture Repository. The basic mission of the organization has remained the same. This schedule is written to authorize the disposition of the records in any media format (media neutral).</p> <p><u>Attachment 2 Proposed Functional Records Retention Schedule (a.k.a. "Big Buckets")- POLICY</u></p> | | |

Each bucket summarizes a unique mission-essential business function and its related processes. The buckets are divided into sub-buckets. The sub-buckets categorize separate lines of business that warrant a unique and dedicated set of disposition instructions for the records created, received, maintained, preserved or ultimately disposed of within the applicable line of business.

A crosswalk for each bucket is also submitted alongside with the actual bucket schedule.

The submission of the crosswalk for each bucket is for the purpose of providing a cross-reference between the existing NARA-approved MMS schedules - including item numbers, series descriptions and job numbers with the proposed sub-buckets and disposition instructions designated to supersede them.

115-109

NSN 7540-00-634-4064
(REV 3-91)
PREVIOUS EDITION NOT USABLE

STANDARD FORM 115

Prescribed by NARA
36 CFR 1228

BIG BUCKET RECORDS SCHEDULE FOR THE BUREAU OF OCEAN ENERGY MANAGEMENT (BOEM)

Organization. The Bureau of Ocean Energy Management (BOEM) is headquartered in the Washington, D C Metropolitan area BOEM has operational centers and support offices located throughout the United States

The Bureau of Ocean Energy Mangement (BOEM) is responsible for managing environmentally and econonically responsible development of the nation's offshore resources Its functions will include offshore leasing, resource evaluation, review and administration of oil and gas exploration and development plans, renewable energy development, National Environmental Policy Act (NEPA) analysis and environmental studies

The Office of Administration is responsible for budget and financial management in addition to all administrative activities of BOEM The functions of this organization include planning for and using budgetary resources in support of the BOEM's varied operating and support programs, e g management analysis, records and paperwork management, human resources, safety and health programs, procurement, property and space management, and information management

Office of Policy and Analysis is responsible for providing policy review and coordinated program and policy positions on all matters relating to the BOEM, for providing a review and assessment capability within the Bureau, managing the strategic planning and quality improvement processes, and evaluating programs through economic and programmatic policy analyses

Office(s) of Record refers to the office holding the official record copy of a specific record when multiple copies are used across offices Most typically, this is the office that creates and maintains the record, although specific offices may be designated to hold official records generated across Program Offices

Media This schedule covers records in all media, format, and produced using any and all tools Records may include, but not limited to, paper, word processing documents, presentation materials, statistical data, spreadsheets, databases, e-mail, photographic materials, audio, film, video, drawings, and any other electronic formats that fall within the unstructured, semi-structured or structured classification

Litigation Holds and Records Freezes: This schedule is subject to the orders of the court to preserve any and all program records deemed potentially responsive in a legal proceeding where BOEM or its authorized agents are named parties to an applicable proceeding - regardless of media format In accordance with such a court order, or, by direction of the Department of Justice or the Solicitor of the Department of the Interior, BOEM will fully suspend all retention schedule disposition instructions in their entirety, indefinitely, until instructed to do so otherwise by these same authorities by written notice

N1-589-12-2 (Revised-February 21, 2013)

BOEM- BUCKET 2 - POLICY

The Policy bucket captures and records agency policy development, agency origin and organization (including delegations of authority), and decisions and activities of senior executives. By their very nature, most have historical or other value to warrant their continued preservation by the federal government. The Policy Schedule covers BOEM directives/orders, BOEM decisions (e.g., bid protests, legal opinions, decisions for Congress, decisions on availability and use of appropriated funds, and decisions based on public input), legislative histories, publications, and final products. Publications include BOEM reports, testimonies, etc. This bucket also covers data captured during the rulemaking process including the final rule and the supporting documentation that makes up the administrative record compiled during the due diligence and public commenting period.

The disposition and retention period in the respective buckets and its sub-buckets of the policy schedule is an exception to the General Records Schedule (GRS): GRS16 item 8a, item 8b1, 8b2, 8c, item 14a, item 14b, item 14c, item 14d, item 14e, item 14f

The disposition for some of the records is longer than the GRS because the official records are integrated in to the electronic systems and coordinated retention periods are necessary to implement the schedule within these systems. The 7 year represents the longest retention in the GRS period.

The records covered by this schedule are considered to be media neutral unless indicated otherwise. The Bureau of Ocean Energy Management (BOEM) agrees to maintain these records regardless of format for the entire retention periods indicate in accordance with all Federal Regulations for Records Management including but not limited 36 CFR chapters 1225 and 1226.

N1-589-12-2 (Revised-February 21, 2013)

| Item Number | Title and Description | Disposition Authority | Old Series |
|-------------|--|---|---|
| 2 | Management of Public Resources-43 <ul style="list-style-type: none"> • Policy Creation and Development • Provision of direction and governance for the achievement of BOEM's Core Mission | | |
| 2A | Policy Planning and Development Files | | |
| 2A(1) | Significant Policy Planning and Development Files: Significant records are those that document the direction of BOEM relating to planning and policy formation, agency origin and organization, and decisions and activities of senior executives. By their very nature, they have historical or other value to warrant their continued preservation by the federal government. Includes but not limited to: <ul style="list-style-type: none"> • Policy Creation and Development records • Planning documents • Records describing the direction and governance for the achievement of BOEM's Core Mission • Strategic Planning • Performance Planning Measurement • Workforce Planning • Organizational Development Evaluations and Management Analysis • Directives and Policy record set • External and internal directives record set • Executive committee decisions • Delegations of authority • Orders of Succession [NOTE: FACA – Federal Advisory Committee Act records – see GRS 26] Includes Royalty Policy Committee (RPC), Outer Continental Shelf | PERMANENT Cut off end of the fiscal year <u>Electronic Records</u> . Transfer electronic files to the National at three year intervals under the instructions in 36CFR 1235 44-50, or whichever transfer guidance is in place at the time of the transfer. <u>Hardcopy Records</u> . Transfer to the FRC 5 years after cut-off. Transfer to the National Archives and Records Administration 25 years after cut off. | <i>201-02a,b</i> <i>201-06a, b</i> <i>c1,c2,d,</i> <i>202-02,</i> <i>202-03a,b,</i> <i>202-09a</i> |

N1-589-12-2 (Revised-February 21, 2013)

| Item Number | Title and Description | Disposition Authority | Old Series |
|-------------|---|--|---|
| | Policy Committee (OCSPC), and Outer Continental Shelf Scientific Committee (OCS Science)] | | |
| 2A(2) | <p>Short Term Policy Planning and Development Files: All records relating to policy issues that are that do not warrant permanent retention</p> <ul style="list-style-type: none"> • Bureau & DOI Initiatives- (PAF) • President Management Agenda- (PAH) • Provide General Management- (POB),(PPB), (PEB), (SOL) • Provide Statistical Information & Analysis- (PMT) • Economic Policy Analysis (SYE) • Memorandum of Understandings (MOUs) | <p>TEMPORARY. Cut off at close of FY or when activity is completed Retain onsite or at the FRC Delete/ Destroy 7 yrs after cutoff</p> | <p>201-01a, 201-08a 201-08b 201-08c 20108d 201-08e 201-08f(1),f(2) 202-03c-g, 202-09b,c</p> |
| 2B | <p>Rulemaking, Regulations and Guidance Process/Final Rules as posted in the Federal Register</p> | | |
| 2B(1) | <p>Significant Rulemaking, Regulations and Guidance Process/Final Rules as posted in the Federal Register Significant records are those that reflect the process by BOEM develops and issues deregulatory and regulatory documentation and issues regulations that have the force and effect of law They demonstrate how BOEM follows the Administrative Procedure Act and other statutes as well as certain Executive Orders for the rulemaking process All records relating to rules created by BOEM in keeping with responsibilities under</p> | <p>PERMANENT Cut off end of FY in which rule was finalized and put into effect <u>Electronic Records</u> Transfer electronic files to the National at three year intervals under the instructions in 36CFR 1235 44-50, or whichever transfer guidance is in place at the time of the transfer <u>Hardcopy Records</u> Transfer to the FRC 5 years after cut-off Transfer to the National Archives and Records Administration 25 years after cut off</p> | |

N1-589-12-2 (Revised-February 21, 2013)

| Item Number | Title and Description | Disposition Authority | Old Series |
|-------------|---|---|------------|
| | <ul style="list-style-type: none"> • Royalty Simplification and Fairness Act of 1996 Public Law 104-185 (03/07/1997) • Federal Oil & Gas Royalty Management Act of 1982 Public Law 97-451, FOGRMA, <p>Includes but not limited to records of final ruling that ensure all oil and gas originated on public lands and on the outer continental shelf are properly accounted for under the direction of the Secretary of the Interior and for other purposes</p> | | |
| 2B(2) | <p>Short-term Rulemaking, Regulations and Guidance Process Files: Administrative Record and Supporting Documentation</p> <p>All records relating to the tracking of the development of Federal Register notices and other general administration involved in rulemaking</p> <ul style="list-style-type: none"> • Develop Regulations and Guidance Compliance Inspections- (DAQ) • Develop Regulations and Guidance – Ensure compliance and Manage Assets/ Minerals Revenues- (HAC) • Develop Regulations and Guidance- Ensure Optimal Value- (NAR) • Develop Regulations and Guidance Process Oil and Gas Reservoir Management Agreements- (BAD) • Develop Alternative Energy Regulations and Guidance- LBB • Energy Bill – LPE, SYE • Prepare Regulations and Federal Register Notices • BOEM Training Development • Industry training programs and implementation of management initiatives | <p>TEMPORARY. Cut off end of FY in which the rule was finalized and put into effect, or withdrawn DESTROY/DELETE 7 years after cut off</p> | |
| 2C | <p>Congressional Affairs</p> | | |
| 2C(1) | <p>Significant Congressional Affairs Files Significant records are those relating to BOEM’s relationship with the House and Senate as manifested by submissions to</p> | <p>PERMANENT Cut off end of the fiscal year <u>Electronic Records</u> Transfer electronic files to the National at three year</p> | |

N1-589-12-2 (Revised-February 21, 2013)

| Item Number | Title and Description | Disposition Authority | Old Series |
|-------------|--|---|------------|
| | <p>Congressional committees, responses from the Congress, and testimonies presented to various congressional committees</p> <p>All records relating to Congressional Affairs activities include the evaluation of legislative proposals, to liaison with members of Congress, official communication regarding programs, policies and positions on matters under consideration by the Congress, the preparation and coordination of testimony for BOEM and AS/LM witnesses, and the coordination of arrangements for BOEM'S involvement in congressional meetings and hearings Includes but not limited to</p> <ul style="list-style-type: none"> • Records of activities evaluating of legislative proposals, • Official communications regarding programs, policies and positions on matters under consideration by the Congress, • Documents reflecting the preparation and coordination of testimony for BOEM and AS/LM witnesses, and the coordination of arrangements for BOEM'S involvement in congressional meetings and hearings | <p>intervals under the instructions in 36CFR 1235 44-50, or whichever transfer guidance is in place at the time of the transfer</p> <p><u>Hardcopy Records</u> Transfer to the FRC 5 years after cut-off</p> <p>Transfer to the National Archives and Records Administration 25 years after cut off</p> | |
| 2C(2) | <p>Short-term Congressional Affairs Files.</p> <p>All supporting records relating to congressional relations that do not warrant permanent retention Includes but not limited to</p> <ul style="list-style-type: none"> • Papers of a temporary nature which cease to have any documentary or evidential value after their contents are incorporated or adequately summarized in other documents, e g , preliminary drafts, shorthand notes, worksheets, etc • Daily, weekly, or monthly, | <p>TEMPORARY. Cut off at close of FY or when activity is completed</p> <p>Retain onsite or at the FRC Delete/ Destroy 7 yrs after cutoff</p> | |

N1-589-12-2 (Revised-February 21, 2013)

| Item Number | Title and Description | Disposition Authority | Old Series |
|-------------|---|--|-----------------------|
| | <p>Congressional “round-ups” published on the agency Intranet for informational purposes, including brief summaries of congressional-related current events</p> <ul style="list-style-type: none"> • Congressional Affairs calendars listing the date, time, event, topic names of BOEM participants, names of other participants, and contacts, and used for internal office purposes, such as statistics and briefings • General information related to committees, members, sessions, etc, which is compiled for informational purposes For example, a slide show that contains photographs of committee members belonging to a particular committee • Congressional correspondence tracking records. | | |
| 2D | Public Affairs | | |
| 2D(1) | <p>Significant Public Affairs Files Significant records related to Public Affairs are those that document BOEM’s broad communications strategy and outreach to external customers and stakeholders. The Public Affairs staff works with the news media, intergovernmental and external constituencies on issues affecting the BOEM and provide leadership in efforts to involve the public in BOEM decision making processes. Include, but are not limited to.</p> <ul style="list-style-type: none"> • Master copies of public Information material consisting of press releases, advisories, fact sheets, and remarks released by the Public Affairs | <p>PERMANENT Cut off end of the fiscal year. <u>Electronic Records</u>: Transfer electronic files to the National at three year intervals under the instructions in 36CFR 1235 44-50, or whichever transfer guidance is in place at the time of the transfer <u>Hardcopy Records</u>: Transfer to the FRC 5 years after cut-off. Transfer to the National Archives and Records Administration 25 years after cut off.</p> | 702-03a 702-03b(1) |

N1-589-12-2 (Revised-February 21, 2013)

| Item Number | Title and Description | Disposition Authority | Old Series |
|-------------|---|--|------------|
| | <ul style="list-style-type: none"> • Index of Master Copies of Press Releases • External Communication- (EEC),(EEI) • Media Relations- (EMI), (EMR) | | |
| 2D(2) | <p>Short-Term Public Affairs Files. All supporting records relating to congressional relations that do not warrant permanent retention Includes but not limited to</p> <ul style="list-style-type: none"> • Papers of a temporary nature which cease to have any documentary or evidential value after their contents are incorporated or adequately summarized in other documents, e g., preliminary drafts, shorthand notes, worksheets, etc. • Reports, updates, guidance, and status distributed to Public Affairs staff, Department Officials, White House Officials or the press • Records relating to inquiries from the media, organizations, and the general public concerning BOEM, Includes documentation developed to coordinate responses. • Copies of clippings about BOEM published in newspapers, magazines, Internet sites, etc. • Biographies, photographs, and related documents pertaining to leading BOEM officials and personalities used to provide information to various public organizations and groups • Informational material of various types distributed to trade and special-interest organizations, contractor firms, and customers. | <p>TEMPORARY. Cut off at close of FY or when activity is completed Retain onsite or at the FRC Delete/ Destroy 7 yrs after cutoff</p> | |

N1-589-12-2, Bucket 2. POLICY-CROSSWALK

| New Schedule | Former Schedule | | | |
|---|---|--|---|---|
| Sub-Bucket Description & Retention | Series No. | Title | Retention | NARA Authority |
| 2A Manage Public Resources-43 <ul style="list-style-type: none"> • Policy Creation and Development • Provision of Direction and Governance for the Achievement of BOEM Core Mission | | | | |
| 2A(1) Significant Policy Planning and Development Files: PERMANENT Cut off end of the fiscal year <u>Electronic Records</u> Transfer electronic files to the National at three year intervals under the instructions in 36CFR 1235 44-50, or whichever transfer guidance is in place at the time of the transfer <u>Hardcopy Records</u> Transfer to the FRC 5 years after cut-off Transfer to the National Archives and Records Administration 25 years after cut off | 201-06 a, b, c1, c2 & d 202-02, 202-03a,b, 202-09a | <i>Committee and Conference Records</i> <i>External Directives Record Set</i> <i>External Directives Development History Files</i> <i>Internal Directive Record Set</i> | <i>Permanent</i> <i>Permanent</i> <i>Permanent</i> <i>Permanent</i> | <i>N1-473-88-item 201-06a</i> <i>NC1-57-84-7 item 202-02</i> <i>NC1-57-84-7 item 202-03a & b</i> <i>NC1-57-84-7 item 202-09a</i> |
| 2A(2) Short Term Policy Planning and Development Files: All records relating to policy issues that are that do not warrant permanent retention | 201-01a, 201-08a 201-08b 201-08c | <i>Management Objective Files/Plan</i> <i>Policy Procedure and guidance</i> <i>Management control plans</i> <i>Risk Analysis</i> | <i>10 yrs</i> <i>When superseded</i> <i>When superseded</i> <i>When superseded</i> | <i>NC1-57-84-7 item 201-01a</i> <i>GRS16 14a</i> <i>GRS16 14b</i> <i>GRS16 14c</i> |

N1-589-12-2, Bucket 2. POLICY-CROSSWALK

| New Schedule | Former Schedule | | | |
|---|---|--|-------------------|-----------------------------|
| Sub-Bucket Description & Retention | Series No. | Title | Retention | NARA Authority |
| TEMPORARY. Cut off at close of FY or when activity is completed Retain onsite or at the FRC Delete/ Destroy 7 yrs after cutoff | 201-08d | Annual Reports | Next review cycle | GRS16 14d |
| | 201-08e | Tracking files | 1 yr | GRS16 14e |
| | 201-08f(1) | Review files | 5 yrs | GRS16 14(f1) |
| | 201-08f(2) | Review file copies | 1 yr | GRS16 14(f2) |
| | 202-03c | External Directive Development History Files Internal Directives Record Set/Copies/Review | 10 yrs | NC1-57-84-7 item 202-03c |
| | 202-03d | | When superseded | NC1-57-84-7 item 202-03d |
| | 202-03e | | 2 yrs | NC1-57-87-7 item 202-03e |
| | 202-03f | | When superseded | N1-473-88-1 item 202-03f |
| | 202-03g | | When superseded | - |
| | 202-09b | Comment Files | 3 yrs | NC1-57-84-7 item 202-09b |
| | 202-09c | | When superseded | N1-473-88-1 Item 202-09c |
| | 201-06 b (GRS 16 8a) c1 (GRS 16 8b1), c2 (GRS 16 8b2) & d (GRS 16 8c) | | | |

N1-589-12-2, Bucket 2. POLICY-CROSSWALK

| New Schedule | Former Schedule | | | |
|--|-----------------|-------|-----------|----------------|
| Sub-Bucket Description & Retention | Series No. | Title | Retention | NARA Authority |
| <p>2B(1) Significant Rulemaking, Regulations and Guidance – Process/Final Rules as posted in the Federal Register</p> <p>PERMANENT Cut off end of the fiscal year <u>Electronic Records</u> Transfer electronic files to the National at three year intervals under the instructions in 36CFR 1235 44-50, or whichever transfer guidance is in place at the time of the transfer <u>Hardcopy Records</u> Transfer to the FRC 5 years after cut-off. Transfer to the National Archives and Records Administration 25 years after cut off</p> | N/A | | | New |
| <p>2B(1) Rulemaking, Regulations and Guidance - Process</p> <p>Administrative Record and Supporting Documentation All records relating to the tracking of the development of Federal Register notices and other general administration involved in rulemaking</p> <p>TEMPORARY. Cut off end of FY in which the rule was finalized and put into effect, or withdrawn DESTROY/DELETE 7 years after cut off.</p> | N/A | | | New |

N1-589-12-2, Bucket 2. POLICY-CROSSWALK

| New Schedule | Former Schedule | | | |
|---|--|---|---|--|
| Sub-Bucket Description & Retention | Series No. | Title | Retention | NARA Authority |
| <p>2C(1) Significant Congressional Affairs Files Significant records relating to BSEEs work with the House and Senate.</p> <p>PERMANENT. Cut off end of the fiscal year <u>Electronic Records</u> Transfer electronic files to the National at three year intervals under the instructions in 36CFR 1235 44-50, or whichever transfer guidance is in place at the time of the transfer <u>Hardcopy Records</u>. Transfer to the FRC 5 years after cut-off Transfer to the National Archives and Records Administration 25 years after cut off</p> | <i>N/A</i> | | | <i>New</i> |
| <p>2C(2) Short Term Congressional Affairs Files</p> | <i>N/A</i> | | | <i>New</i> |
| <p>2D(1) Significant Public Affairs Records related to Public Affairs and the broad communications strategy and outreach to external customers and stakeholders.</p> | <p><i>702-03a</i></p> <p><i>702-03b1</i></p> | <p><i>Speeches, Addresses and Comments</i></p> <p><i>Public Affairs Office and Regional Offices</i></p> <p><i>Note Items 702-03a & 702-03b1 are under</i></p> | <p><i>Permanent</i></p> <p><i>Permanent</i></p> | <p><i>NC1-57-84-7-702-03a</i></p> <p><i>NC1-57-84-7-702-03b1</i></p> |

N1-589-12-2, Bucket 2. POLICY-CROSSWALK

| New Schedule | Former Schedule | | | |
|---|------------------------|--|------------------|-----------------------|
| Sub-Bucket Description & Retention | Series No. | Title | Retention | NARA Authority |
| <p>PERMANENT· Cut off end of the fiscal year <u>Electronic Records</u> Transfer electronic files to the National at three year intervals under the instructions in 36CFR 1235 44-50, or whichever transfer guidance is in place at the time of the transfer <u>Hardcopy Records</u> Transfer to the FRC 5 years after cut-off Transfer to the National Archives and Records Administration 25 years after cut off</p> | | <p><i>Bucket 1 Administration Schedule 1G(2)</i></p> | | |
| <p>2D(2) Short Term Public Affairs</p> | <p><i>N/A</i></p> | | | <p><i>New</i></p> |



United States Department of the Interior
BUREAU OF SAFETY AND ENVIRONMENTAL ENFORCEMENT
WASHINGTON, DC 20240-0001

May 19, 2015

Mr. Mark P. Ferguson
Senior Appraisal Archivist
Appraisal Team 3 Records Management Service (ACNR)
National Archives and Records Administration
17101 Huron Street
Broomfield, CO. 80023-8909

Dear Mark,

Please accept this new version of the schedule and accompanying revised crosswalk for the Bureau of Ocean Energy Management (BOEM), retention schedule N1-589-12-3: *BOEM- Analysis and Evaluation of Outer Continental Shelf (OCS) Resources*.

I concur with the changes that NARA has recommended. Let me know if any further information is needed.

Sincerely,

Susan Fawcett
BOEM/BSEE Records Officer
DOI, Bureau of Safety and Environmental Enforcement (BSEE)
Tel: 703-787-1264
Email: susan.fawcett@bsee.gov

Enclosures: SF-115, Bucket 5 Schedule, Crosswalk

cc: Terry Bellehu, BSEE

| | | | |
|---|-------------------------------------|------------------------------------|-------------------------------|
| REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse) | | LEAVE BLANK (NARA use only) | |
| TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) | | JOB NUMBER | |
| 1. FROM (Agency or establishment) DEPARTMENT OF THE INTERIOR (DOI) | | DATE RECEIVED | |
| 2. MAJOR SUBDIVISION Bureau of Ocean Energy Management (BOEM) | | NOTIFICATION TO AGENCY | |
| 3. MINOR SUBDIVISION | | | |
| 4. NAME OF PERSON WITH WHOM TO CONFER Susan Fawcett Records Officer , Office of Administration, Records, Directives and Delegations | 5. TELEPHONE 703-787-1264 | DATE | ARCHIVIST OF THE UNITED STATE |

6. AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in the matters pertaining to the disposition of its records and that the records proposed for disposal attached 23 page(s) are not needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manuel for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

| | | |
|--------------------------|--|--|
| DATE 5/19/2015 | SIGNATURE OF AGENCY REPRESENTATIVE <i>Susan Fawcett</i> | TITLE Records Officer for BOEM/BSEE, Office of Administration- Records, Directives and Delegations |
|--------------------------|--|--|

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
|-------------|---|-----------------------------------|----------------------------------|
| | <p>Proposed Retention Schedule Submission-BOEM Bucket 3-Analysis and Evaluation of Outer Continental Shelf (OCS) Resources</p> <p>The Bureau of Ocean Energy Management (BOEM) is submitting the attached proposed records schedule for review and appraisal. The design of each schedule is premised on a functional "Big Bucket" format in lieu of the traditional organizational format for Federal Records retention scheduling.</p> <p>The disposition instructions have been developed in correlation with the BOEM lines of business functions and processes as they have been reported to the OMB and populated in the Department Enterprise Architecture Repository. The basic mission of the organization has remained the same. This schedule is written to authorize the disposition of the records in any media format (media neutral).</p> <p><i>Attachment : Proposed Functional Records Retention Schedule (aka "Big Buckets") -Analysis and Evaluation of Outer Continental Shelf (OCS) Resources</i></p> | | |

Each bucket summarizes a unique mission-essential business function and its related processes. The buckets are divided into sub-buckets. The sub-buckets categorize separate lines of business that warrant a unique and dedicated set of disposition instructions for the records created, received, maintained, preserved or ultimately disposed of within the applicable line of business.

A crosswalk for each bucket is also submitted along with the actual bucket schedule.

The submission of the crosswalk for each bucket is for the purpose of providing a cross-reference between the existing NARA-approved MMS schedules – including item numbers, series descriptions, and job numbers with the proposed sub-buckets and disposition instructions designated to supersede them.

BIG BUCKET RETENTION SCHEDULE FOR THE BUREAU OF OCEAN ENERGY MANAGEMENT-BOEM

Organization. The Bureau of Ocean Energy Management (BOEM) is headquartered in the Washington, D.C. Metropolitan area. BOEM has operational centers and support offices located throughout the United States.

The Bureau of Ocean Energy Management (BOEM) is responsible for safety and environmental oversight of offshore oil and gas operations, including permitting and inspections, of offshore oil and gas operations. Its functions include the development and enforcement of safety and environmental regulations, permitting offshore exploration, development and production, inspections, offshore regulatory programs, oil spill response and newly formed training and environmental compliance programs.

The Office of Administration is responsible for budget and financial management in addition to all administrative activities of BOEM. The functions of this organization include planning for and using budgetary resources in support of the BOEM's varied operating and support programs, e.g. management analysis, records and paperwork management, human resources, safety and health programs, procurement, property and space management, and information management.

Office of Policy Regulation and Analysis is responsible for providing policy review and coordinated program and policy positions on all matters relating to the BOEM, for providing a review and assessment capability within the Bureau, managing the strategic planning and quality improvement processes, and evaluating programs through economic and programmatic policy analyses.

Office(s) of Record refers to the office holding the official record copy of a specific record when multiple copies are used across offices. Most typically, this is the office that creates and maintains the record, although specific offices may be designated to hold official records generated across Program Offices.

Media. This schedule covers records in all media, formats, and produced using any and all tools. Records may include, but are not limited to, paper, word processing documents, presentation materials, statistical data, spreadsheets, databases, e-mail, photographic materials, audio, film, video, drawings, and any other electronic formats that fall within the unstructured, semi-structured, or structured classifications.

Litigation Holds and Freezes: This schedule is subject to the orders of the court to preserve any and all program records deemed potentially responsive in a legal proceeding where BOEM or its authorized agents are named parties to an applicable proceeding, regardless of media format. In accordance with such a court order, or, by direction of the Department of Justice or the Solicitor of the Department of the Interior, BSEE will fully suspend all retention schedule disposition instructions in their entirety, indefinitely, until instructed to do so otherwise by these same authorities through written notice.

Revised- March 2015

BOEM - Bucket 3 - Analysis and Evaluation of Outer Continental Shelf (OCS) Resources

Provides overall management of OCS resource evaluation activities to support OCS program decisions. Analyses include the economic, geological and geophysical, and reservoir management aspects of the programs. Studies are conducted to identify broad areas favorable for the accumulation of hydrocarbons, to assess potential quantities of undiscovered oil and gas resources and other lease-able minerals, to estimate mineral reserves, to ensure the public receives fair market value for OCS mineral development.

| Item Number | Title and Description | Retention Requested | Old Series |
|-------------|---|--|--|
| 3A | <p>Optimal Value of Oil and 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 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.</p> | N/A | N/A |
| 3A(1) | <p>Digital Final Maps Interpretive Report Products for Tectonic and Stratigraphic Investigation, Lease/Well Development and Reserve Estimations. Includes: Regional Geologic and Geophysical (G&G) Mapping and Interpretations (NAI) All final products only in digital format, for maps and interpretive reports, developed for determining the geological and geophysical significance of both analyzed and processed G&G information. EXCLUDES: Paper copies as well as supporting G&G data that do not constitute final products.</p> | <p>PERMANENT. Cut off after issuance of the permit under which the inclusive geological/geophysical information was collected under 30CFR 551.14. Transfer eligible electronic records to NARA 50 years after cut off under the instructions in 35 CFR 1235.44-50, OR whichever guidance is in place at the time of transfer. Subsequent transfers to NARA will occur 15 years after cutoff. Upon request NARA will be given the opportunity to review and select products prior to transfer.</p> | <p>902-02 902-03b 902-04a NC1-473-88-1 902-05 902-07b1 902-08 902-09 903-09 904-01 904-02a NC1-57-84-7</p> |
| 3A(2) | <p>All other Geological and Geophysical Maps. All data and records that do not represent final products and all hard copy versions of mapping records and reports. Includes:</p> <ul style="list-style-type: none"> • Shallow Seismic Shot Point Location Maps • Correlated Well Logs • High Resolution (Shallow) Geophysical Interpretive Maps • 2D and 3D Seismic Trace Volumes and Data Sets • Deep Seismic Shot-Point Location Record Set • Regional and detailed Seismic Interpretive Maps • Magnetic and Gravimetric Survey Records and Maps • Geochemical Prospecting Survey Maps • Geology Files, Subsurface Geologic Interpretations • Tectonic & Stratigraphic Investigation and Mapping Project Files • Oil and Gas Maps for Field, Lease/Well Development • Cartographic work paper or digital, visual displays, charts or graphs of pre lease • Special projects associated with pre lease regional or G&G interpretations • Paleontology group work associated with pre lease detailed G&G interpretations | <p>TEMPORARY CUT off at close of FY or when activity is completed. Retain on-site of at the FRC. Delete/Destroy 75 years after cutoff.</p> | <p>902-02 902-03b 902-04a NC1-473-88-1 902-05 902-07 902-08 902-09 903-09 904-01 904-02a NC1-57-84-7</p> |
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| Item Number | Title and Description | Retention Requested | Old Series |
|--------------------|---|--|---|
| 3B | <p>Interpretations of Shallow Seismic Data (NAJ) All records related to the analysis and application of shallow seismic data and information to study and identify shallow geologic hazards and features. This work includes but is not limited to shallow gas, mass movement of sediments, and methane hydrate deposits.</p> <ul style="list-style-type: none"> • Interpretation of shallow seismic data geo hazards analysis and archeology analysis reports • Analysis of water bottom or sea floor interface • Identification of shallow hazards | <p>TEMPORARY Cutoff at close of FY or when activity is completed. Retain on-site or at the FRC. Transfer to NARA 50 years after cutoff</p> | <p>NC1-57-84-7 902-01b1 NC1-57-84-7 902-01b3</p> |
| 3C | <p>Reserve Estimates, Engineering and Economic Interpretations and Reports (NAM) All records relating to reserves estimating process; developing independent estimates of original amounts of natural gas and oil in discovered fields. Staff conducts field reserve studies on the Outer Continental Shelf and makes periodic revisions of estimates of remaining natural gas and oil that reflect new discoveries or development information and annual production.</p> <ul style="list-style-type: none"> • 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 • Data Analysis Performance Reports • Reports of geologic and geophysical data to determine new or revised field or leasehold reserve estimates • Annual Reserves Report containing reserve estimates and statistics • Geological, geophysical analysis to place new completions in fields and make revisions to reservoir data in the Reserves Database process reports • Paleontology Group Staff reports -work done to support analysis of work discovered, resources and reserves • Field and Reservoir Estimate Study Files Final Reports and Map | <p>PERMANENT Cutoff after issuance of the permit under which the inclusive geological/geophysical information was collected under 30 CFR 551.14. Transfer eligible records to NARA 50 years after cut off, under the instructions in 36 CFR 1235.44-50, or whichever guidance is in place at the time of transfer.</p> | <p>NC1-57-84-7 1702-02a</p> |
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| Item No | Title and Description | Retention Requested | Old Series |
|---------|---|--|------------|
| 3D | <p>Geological and Geophysical Records-Overview The main objective of the acquisition and analysis of geological and geophysical (G&G) data is the development of maps identifying areas favorable for the accumulation of hydrocarbons. This is done by incorporating the data acquired through G&G surveys plus analyzing technical information in order to develop a basic knowledge of the geologic history of an area and its effects on hydrocarbon or strategic/critical minerals generation, distribution, and accumulation within the planning area. G&G records are comprised of maps, cross-sections, analyses and reports of G&G data and information. G&G data and information may be seismic data, processed and interpreted seismic data, well logs, geologic core/cutting samples or paleontological samples.</p> | N/A | N/A |
| 3D(1) | <p>National Resource Assessment (NAA) All records related to an assessment of the hydrocarbon potential of the Outer Continental Shelf (OCS) based on geologic knowledge and theory that estimates the undiscovered hydrocarbon resources estimated to exist outside of known accumulations. This component identifies geologic plays on the OCS that offer the highest potential for the occurrence of oil and gas development. It further prepares reports that describe the geology and petroleum potential, forming part of the public information base for decision making with regard to lease offerings. Includes:</p> <ul style="list-style-type: none"> • Geologic, engineering and economic assessments and reports(presale documents- related to oil, gas or hard minerals • Geologic, engineering and economic studies and reports • Program and test resource evaluation assessments and evaluate computer models records • 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) records • Cartographic staff report work associated with pre-lease analysis, interpretation and the report on NAA • assessment of national OCS resource documents | <p>TEMPORARY Cut off at close of FY or when activity is completed. Retain onsite or at the FRC. Delete/ Destroy 75 years after cutoff.</p> | 901-01 |
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| Item No | Title and Description | Retention Requested | Old Series |
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| 3D(2) | <p>Geologic and Geophysical (G&G) Permitting (NAB) All records related to geophysical data processing for analysis of geophysical data, to help determine the constitution of the earth's interior; enabling the location of petroleum and mineral prospects. Records include:</p> <ul style="list-style-type: none"> • G&G permits, coordination and approval documents • Coastal State/others- Geological Survey reports • Seismic data processing, wave equation reports • Data modeling by least square reports • Scattered wave filtering reports | <p>TEMPORARY Cut off at close of FY or when activity is completed. Retain onsite or at the FRC. Delete/ Destroy 75 years after cutoff.</p> | <p>NC1-57-84-7 901-01a NC1-57-84-7 901-02</p> |
| 3D(3) | <p>G&G Data Management (NAC) All records related to the managing of geological and geophysical (G&G) data and information with regard to acquisition, interpretation, analyses, statistical reporting, archiving, data release, terms of reproduction, development of proprietary terms and other business practices as related to G&G data and information. Includes:</p> <ul style="list-style-type: none"> • Data management tasks for seismic and well data • G&G data acquisition and data procurement • Work related to geophysical data management • Open hole data management (acquisition, security, quality, release and inquiries reports • Offshore minerals management wide priority list for funding • G&G contracts monitoring and evaluation reports • Data related to lease acquisition and management of G&G data including seismic, velocity and vertical seismic profiles • Data related to the management of open hole data including well logs, directional surveys, core analysis and well locations • paper files and store, shelve, retrieval and maintenance of official records | <p>TEMPORARY Cut off at close of FY or when activity is completed. Retain onsite or at the FRC. Delete/ Destroy 75 years after cutoff.</p> | <p>NC1-57-84-7 902-06a,b,c NC1-57-84-7 1002-01</p> |
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| Item Number | Title and Description | Retention Requested | Old Series |
|-------------|---|--|--|
| 3E | <p>Fair Market Value (FMV) -Overview The resource economic value of a tract offered for lease involves calculating the amount of economically recoverable resources, estimating recovery factors, production profiles, exploration and development costs, operating costs, and performing a discounted cash-flow analysis. BOEM uses a computer simulation model to determine the resource economic value of certain OCS tracts offered for lease by the Federal Government.</p> | N/A | N/A |
| 3E(1) | <p>FAIR Market Value-Engineering and Economic Evaluation (NAD), Phase I (NAE) and Phase II (NAF) All records related to the amount of cash, or in terms reasonably equivalent to cash, for which in a probability, the property would be sold by a knowledgeable purchaser who is desirable but not obligated to pay. All records related to tract by tract analysis designed to accept those high bids where competitive market forces can be relied upon to assure receipt of fair market value. All records related to the use of a probabilistic discounted cash flow computer simulation model that utilizes detailed geologic analysis, reservoir studies, seismic stratigraphy and prospect mapping to conduct a resource economic evaluation that results in an estimate of the expected net present value of a tract or prospect. Also includes:</p> <ul style="list-style-type: none"> • Program and test resource evaluation assessment and computer models • Engineering and economic evaluation reports • Computer models test reports associated with fair market value evaluations • Bid adequacy procedures • Tract evaluations for fair market value reports • Model use training records • Design, development, maintenance and support of models for evaluation and resource assessment reports • Fair market value determinations • Tract evaluation and fair market value oversight reports • Fair market value (geophysical and geological analysis work associated with interpreting G&G data for presale and phase I tract evaluations • Fair market value (resource economic evaluations)work associated with interpretation of engineering and economic data for presale and phase I tract evaluations • Fair market value work associated with interpretation of geologic and geophysical data for phase II and post- sale work • Fair market value (resource economic evaluation) work associated with interpretation of engineering and economic data for phase II and post- sale work • Cartographic staff work in support of phase II and post- sale work | <p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at the FRC. Delete/ Destroy 75 years after cutoff.</p> | <p>NC1-57-84-7 1002-06a,b NC1-57-84-7 1003-02a,b</p> |
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| Item No | Title and Description | Retention Requested | Old Series |
|---------|--|--|---|
| 3E(2) | <p>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.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Field determination appeals records • Rejected bid appeal economic review reports | <p>TEMPORARY Cutoff at close of FY or when activity is completed. Retain onsite or at the FRC. Delete/Destroy 25 years after cutoff</p> | <p>NC1-57-84-7 1003-01</p> |
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| Item No | Title and Description | Retention Requested | Old Series |
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| 3F | <p>Geological Interpretative Tools (NAH) All records related to Geological Interpretive Tools (GIT) provide the OEMM with the necessary technology to effectively and efficiently evaluate the highly sophisticated data used in the petroleum industry. The goal of GIT is to keep OEMM geosciences and engineering interpretive technologies on a par with industry. Reduces the risk making critical decisions: fair market value, royalty relief, conservation of resources or field determinations.</p> <ul style="list-style-type: none"> • GIT hardware and software activities planning reports • GIT contract work conducting reports including GIT maintenance but not information technology work • Reports of design and configuration of user interfaces and access methodologies for GIT data stores | <p>TEMPORARY Cut off at close of FY or when activity is completed. Retain onsite or at the FRC. Delete/ Destroy 75 years after cutoff.</p> | NEW |
| 3G | <p>Resource Assessment Special Projects (NAK) All records related to broad reaching resource assessment projects whose work begins with the study of an area's geology in order to determine the potential for the presence of oil and gas deposits involving processes of geologic history, regional stratigraphy, major geologic trends, major structural features, source rocks, reservoir rocks seals & trapping mechanism, petroleum exploration history. Includes:</p> <ul style="list-style-type: none"> • Annual Mississippi CMRET earmark for methane hydrate research reports • Lease buy backs or land exchange reports • Post sale data analysis • What-if analysis • Support and information for formal reports to Congress • Offshore Atlas publication • Special studies and publications • Federal or State agencies on BOEM or joint agency projects and initiatives • Special studies and technical expertise or information input as mandated by DOI or Bureau directives | <p>TEMPORARY Cutoff at close of FY or when activity is completed. Retain onsite or at the FRC. Delete/Destroy 25 years after cutoff</p> | NEW |
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| Item No | Title and Description | Retention Requested | Old Series |
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| 3H | Reserves-Assessment of conventionally Recoverable Hydrocarbon Resources, Daily Oil and Gas Production Rate Projections | N/A | N/A |
| 3H(1) | Reserves, Production Projections and Activity Forecasts (NAL) All records related to work associated with production forecasts, in-place resource estimates, economic resource estimates and Outer Continental Shelf activities performed to support long term planning and/or specific sales. <ul style="list-style-type: none"> • Sale revenue estimates from receipts (bonus, rentals, royalties) • data analysis performance reports | TEMPORARY Cut off at close of FY or when activity is completed. Retain onsite or at the FRC. Delete/ Destroy 75 years after cutoff. | NC1-57-84-7 1101-04 |
| 3H(2) | 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. <ul style="list-style-type: none"> • Field determination /DWRR-Assignment of new producible lease or discoveries not associated with DWRR to new or existing field documentations • Bid and field determination appeals process reports | TEMPORARY Cut off at close of FY or when activity is completed. Retain onsite or at the FRC. Delete/ Destroy 75 years after cutoff. | NC1-57-84-7 1102-01a1 NC1-57-84-1 1102-01a2 NC1-57-84-7 1102-01a3 NC1-57-84-7 1102-01b NC1-57-84-7 1200-05 NC1-57-84-7 1200-06 |
| 3H(3) | Well Evaluations and New Producing Lease Determinations (NAO) All records related to the new well evaluation process entails evaluating new exploratory wells drilled on the outer Continental Shelf. The new producible lease determination process involves determining if a well qualifies leasehold as producible. <ul style="list-style-type: none"> • Reports of 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. • Reports of 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 • | TEMPORARY Cut off at close of FY or when activity is completed. Retain onsite or at the FRC. Delete/ Destroy 75 years after cutoff. | NEW |
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| Item Number | Title and Description | Retention Requested | Old Series |
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| 3I | Conservation Management: The integration of development and environment that manages and influences resource use to enhance public benefit and economic values through emphasis on conservation thorough responsible use management practices. | N/A | N/A |
| 3I(1) | Conservation Management - Analytical, Legal, Technical Support (BAC) All records related to program support activities related to the enhancement of the public benefit or management initiatives and Reports <ul style="list-style-type: none"> • Technical expertise reports in response to unique internal and external stakeholder requests. • Analytical support reports for both internal and external unique projects on as needed basis • Regional and Offshore BOEM initiatives coordination and implementation reports • Legal guidance principally to office units that have conservation management documents | TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at the FRC. Delete/ Destroy 25 years after cutoff. | NEW |
| 3I(2) | Conservation Management - Monitor Reservoir Performance and Well Production Rates (DAL) All records related to this work element cover all monitoring activities associated with efficient and proper reservoir management, prudent well production and practical leasehold management <ul style="list-style-type: none"> • Sensitive reservoir information reviews • Follow up reviews for the Conservation Information Document after final approval • Production and development (e.g. reservoir simulation) reviews • Oil and Gas production rate monitoring reports • MER, MPR and semi-annual well test reports, sub surface commingling reviews and approval reports • Bottom hole pressure survey and waivers or violations reports • Reclassification reservoirs reports • Reviews and analysis of production in paying quantities • Applications processes for enhanced oil recovery or violations reports • Semi- annual well test and violations reviews • Down hole commingling applications or violations • Gas flaring requests or violations reviews • Applications for well potential test or violations process reports • Process applications for gas flaring and conduct compliance monitoring activity reports • Inspections reports • Well potential test reports | TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at the FRC. Delete/ Destroy 25 years after cutoff. | NC1-57-84-7 1101-05a 1101-05b 1301-01a NC1-57-84-7 1301-01b 1301-02a,b 1301-04 1301-05a,b 1301-07a,b 1301-12 1301-14 1301-16 1301-20a,b 1302-02 1701-01 1704-01 1704-02 1704-03 |
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| Item no | Title and Description | Retention Requested | Old Series |
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| 3J | <p>Information Management and Transfer-Ensure Optimal Value (NAQ) All records related to information and data related business processes and tasks that should be planned and consistently implemented across BOEM. This work <i>does not include technical information system or application design and development.</i></p> <ul style="list-style-type: none"> • Manuscripts and desktop publishing services reports • Records and document management in accordance with National Archives and Records Management Requirement • Information collection activities and forms requiring OMB approval documents • Web management and related tasks and activities • extensible markup language applications, publications, public data sets, Fast Facts of offshore data sets documents • BOEM information products(intra or Internet publications and documents • Data and information quality efforts (version control, verification or validation, especially for public images, graphics or information) • Data including the conversion of paper to electronic files or electronic files from one format to another • Activities (including OMB requirements) related to customer service documents • Fair market value determination reports | <p>TEMPORARY Cut off at close of FY or when activity is completed. Retain onsite or at the FRC. Delete/ Destroy 7 years after cutoff.</p> | NEW |
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March, 2015

| BOEM Bucket 3 Crosswalk-Analysis and Evaluation of OCS Resources | | | | | |
|---|---------------------|------------------------|---|----------------------------|-----------------------|
| New Schedule | | Former Schedule | | | |
| Bucket 3 Optimal Value of Oil and Gas Resources (OR) | Work Element | Series No. | Title | Retention | NARA Authority |
| 3A(1) Final Maps and Reports for Interpretive, Tectonic and Stratigraphic Investigation, Lease well developments and Reserve Estimations Includes: Regional Geologic and Geophysical (G&G) Mapping and Interpretations (NAI) All records related to the development of knowledge, usually in the form of schematic cross sections, 3-dimensional representations or other types of geological and/or geophysical maps and derivatives. This knowledge is developed by determining the geological and geophysical (G&G) significance of both analyzed and processed G&G information. Includes: <ul style="list-style-type: none"> • Shallow Seismic Shot Point Location Maps • Correlated Well Logs • High Resolution (Shallow) Geophysical Interpretive Maps • 2D and 3D Seismic Trace Volumes and Data Sets • Deep Seismic Shot-Point Location Record Set • Regional and detailed Seismic Interpretive Maps • Magnetic and Gravimetric Survey Records and Maps • Geochemical Prospecting Survey Maps • Geology Files, Subsurface Geologic | NAI | 902-02 | Shallow seismic shot point location maps | When no longer needed P | NC1-57-84-7-902-02 |
| | NAI | 902-03b1 | High Resolution Geophysical /Final Drafted Maps /Master Copies | P | NC1-57-84-7-902-03b |
| | NAI | 902-04a | Common Depth Point(CDP) | When no longer needed P | NC1-57-84-7-902-04a |
| | NAI | 902-05 | Deep seismic shot-point | When no longer needed P | N1-473-88-1-902-05 |
| | NAI | 902-07b1 | Regional Seismic Interpretive Maps/Final Drafted Maps/Films or Master Copies | P | NC1-57-84-7-902-07-b1 |
| | NAI | 902-08 | Detailed Seismic Interpretive Maps | 75 yrs | NC1-57-84-7-902-08 |
| | NAI | 902-09 | Magnetic and Gravimetric Survey records and maps | P | NC1-57-84-7-902-09 |
| | NAI | 903-09 | Geochemical Prospecting Survey Maps | P | NC1-57-84-7-903-09 |
| | NAI | 904-01 | Geology Files | P | NC1-57-84-7-904-01 |
| | NAI | 904-02a | Tectonic and Stratigraphic Investigation and Mapping Project Files | | NC1-57-84-7-904-02a |
| | | | Note: Item 902-02, 902-05 and 902-09 the former Records Schedule has this item as | | |

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| <p>Interpretations...</p> <ul style="list-style-type: none"> • Tectonic & Stratigraphic Investigation and Mapping Project Files • Oil and Gas Maps for Field, Lease/Well Development • Cartographic work paper or digital, visual displays, charts or graphs of pre lease • Special projects associated with pre lease regional or G&G interpretations <p>Paleontology group work associated with pre lease detailed G&G interpretations</p> <p>PERMANENT. Cutoff at close of FY or when activity is completed. Retain on-site or at the FRC. Transfer legal ownership to NARA 75 years after cutoff</p> | | | <p>Temporary.</p> <p>Note: Copied this information from the Bucket 3 – Analysis & Evaluation of OCS Resources Schedule</p> | | |
| <p>3A(2) All other Geological and Geophysical Maps. All data and records that do not represent final products and all hard copy versions of mapping records and reports.</p> <p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain on-site of at the FRC. Delete/Destroy 75 years after cutoff.</p> | | | <p>See 3A(1)</p> | <p>SEE 3A(1)</p> | <p>SEE 3A(1)</p> |

BOEM Bucket 3 Crosswalk-Analysis and Evaluation of OCS Resources

| New Schedule | | Former Schedule | | | |
|--|-----------------|-----------------|---|-----------|----------------------|
| Bucket 3 Optimal Value of Oil and Gas Resources (OR) | Work Element | Series No. | Title | Retention | NARA Authority |
| (3B) Interpretations of Shallow Seismic Data(NAJ) All records related to the analysis and application of shallow seismic data and information to study and identify shallow geologic hazards and features. This work includes but is not limited to shallow gas, mass movement of sediments, and methane hydrate deposits. | NAJ | 902-01b1 | High Resolution (Shallow) Geophysical Records/Prints Not Microfilmed Silver-Halide Microfilm | P | NC1-57-84-7-902-01b1 |
| | NAJ | 902-01b3 | | P | NC1-57-84-7-902-01b3 |
| TEMPORARY Cutoff at close of FY or when activity is completed. Retain on-site or at the FRC. Transfer legal ownership to NARA 50 years after cutoff | | | | | |
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| <p>3(C) Reserve Estimates, Engineering and Economic Interpretation and Reports (NAM) All records relating to reserves estimating; 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.</p> <ul style="list-style-type: none"> • Perform engineering and economic reserve estimates, analysis, 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 annual reserve 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 done to support analysis of work discovered resources and reserves • Field and Reservoir Estimate Study Files Final Reports and Map <p>PERMANENT. Cutoff at close of FY or when activity is completed. Retain on-site or at the FRC. Transfer legal ownership to NARA 75 years after cutoff</p> | <p>NAM</p> | <p>1702-02a</p> | <p>Field and Reservoir Reserves Estimate Study Files</p> | <p>P</p> | <p>NC1-57-84-7-1702-02a</p> |
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BOEM Bucket 3 Crosswalk- Analysis and Evaluation of OCS Resources

| New Schedule | | | Former Schedule | | |
|--|--------------|------------|---|-----------|----------------|
| Bucket 3 | Work Element | Series No. | Title | Retention | NARA Authority |
| <p>Optimal Value of Oil and Gas Resources (OR)</p> <p>3D(1) 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.</p> <ul style="list-style-type: none"> • 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-release analysis, interpretation and the report on | NAA | 901-01 | Geological and Geophysical permit files | 75 yrs | NC1-57-84- |

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|--|--|--|--|--|--|
| <p>NAA</p> <ul style="list-style-type: none">• Oversee assessment of 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 <p>Temporary. Cut off at close of FY or when activity is completed. Retain onsite or at the FRC. Delete/ Destroy 75 yrs after cutoff.</p> | | | | | |
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BOEM Bucket 3 Crosswalk-Analysis and Evaluation of OCS Resources

| New Schedule | | | Former Schedule | | |
|---|-----------------|------------|---|-----------|-----------------------|
| Bucket 3 Optimal Value of Oil and Gas Resources (OR) | Work Element | Series No. | Title | Retention | NARA Authority |
| <p>3D(2) Geologic and Geophysical 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.</p> <ul style="list-style-type: none"> • G&G permits, coordination and approval documents • Coastal State/others- Geological Survey reports • Seismic data processing, wave equation reports • Data modeling by least square reports • Scattered wave filtering reports | NAB | 901-02 | Exploration Permit Assignment Control Log | | NC1-57-84-7 901-02 |
| <p>Temporary. Cut off at close of FY or when activity is completed. Retain onsite or at the FRC. Delete/ Destroy 75 years after cutoff.</p> | NAC | 902-06a | | P | |

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| <p>3D(3) G &G Data Management(NAC) 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</p> <ul style="list-style-type: none"> • Conduct data management • Manage G&G data • Open hole data management • Establish offshore minerals management • Monitor G&G contracts • Process data related to lease acquisitions.. • 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 | NAC | 902-06b | Seismic Velocity Information Paper not microfilmed | Destroy paper or erase tape when | NC1-57-84-7-902-06a |
| | NAC | 902-06c | Paper or Tape that has been Converted to Microform | Microform has been verified P | NC1-57-84-7-902-06b |
| | NAC | 902-06d1 | Silver-Halide Microfilm | Erase | NC1-57-84-7-902-06C |
| | NAC | 902-06d2 | Magnetic Tape/Processing | P | NC1-57-84-7-902-06d1 |
| | NAC | 902-06e | Master | When Superseded | NC1-57-84-7-902-06d2 |
| | NAC | 1002-01 | Other Copies | 75 yrs | NC1-57-84-7-902-06e |
| | | | | Lease Sale Area Geological and Geophysical Information | |
| <p>Note: Items 902-06a, 902-06c and 902-06d2 the former Records Schedule has these items as Permanent.</p> | | | | | |

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| <p>NAA</p> <ul style="list-style-type: none"> • 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 <p>Temporary. Cut off at close of FY or when activity is completed. Retain onsite or at the FRC. Delete/ Destroy 75 yrs after cutoff.</p> | | | | | |
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| BOEM Bucket 3 Crosswalk-Analysis and Evaluation of OCS Resources | | | | | |
|--|---------------------|-------------------|---|------------------|--------------------------|
| New Schedule | | | Former Schedule | | |
| Bucket 3 Optimal Value of Oil and Gas Resources (OR) | Work Element | Series No. | Title | Retention | NARA Authority |
| <p>3(E1) Includes: Fair Market Value (FMV)-Engineering and Economic Evaluation (NAD)-Phases I and II</p> <p>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.</p> <ul style="list-style-type: none"> • Program and test resource evaluation assessment and computer models • Engineering and economic evaluation reports • computer models test reports associated with fair market value evaluations | NAD | 1002-06 | Lease sale Prospect Block Evaluation Report Files | 25 yrs | NC1-57-84-7 1002-06 |
| | NAD | 1003-02a | Post-sale Analysis Files/Study Files | P | NC1-57-84-7 1003-02a |
| | NAD | 1003-02b | Study Background Files | 3 yrs | NC1-57-84-7- 1003-02b |

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| <ul style="list-style-type: none">• bid adequacy procedures• tract evaluations for fair market value reports• Train staff in model use training records• Design, develop, maintain and support computer models for evaluation and resource assessment reports <p>Temporary. Cut off at close of FY or when activity is completed. Retain onsite or at the FRC. Delete/Destroy 75 yrs after cutoff.</p> | | | | | |
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| BOEM Bucket 3 Crosswalk- Analysis and Evaluation of OCS Resources | | | | | |
|--|-------------------------|------------------------|---|------------------|---------------------------|
| New Schedule | | Former Schedule | | | |
| Bucket 3 Sub-Bucket | Work Element | Series No. | Title | Retention | NARA Authority |
| Optimal Value of Oil and Gas Resources (OR) 3E(2) Bid Appeals Analysis All records related to bids and /or rejection of , appeals processes and the review of appeals based upon well log interpretation , seismic correlation , engineering and economic parameters <ul style="list-style-type: none"> • Field determination appeal reports • Rejected bid appeal economic review reports • Temporary. Cut off at close of FY or when activity is completed. Retain onsite or at the FRC. Delete/ Destroy 25 yrs after cutoff. | NAG | 1003-01 | Lease Sale Bid Recap and Sale Summary Report Files | 5 yrs.. | NC1-57-84-7 1003-01 |
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| BOEM Bucket 3 Crosswalk- Analysis and Evaluation of OCS Resources | | | | | |
|---|---------------------|------------------------|--------------|------------------|-----------------------|
| New Schedule | | Former Schedule | | | |
| Bucket 3 | Work Element | Series No. | Title | Retention | NARA Authority |
| Oil and Gas Reservoir Management Agreements (OU) | NAH | NEW | | - | - |
| <p>3F Geological Interpretive Tools (NAH): All records related to Geological Interpretive Tools (GIT) provide the OEMM with the necessary technology to effectively and efficiently evaluate the highly sophisticated data used in the petroleum industry. The goal of GIT is to keep OEMM geosciences and engineering interpretive technologies on a par with industry. Reduces the risk making critical decisions: fair market value, royalty relief, conservation of resources or field determinations.</p> <ul style="list-style-type: none"> • Plan GIT software and hardware activities • Conduct GIT contract work including GIT maintenance but not information technology work • Design and configure user interface and access methodologies for GIT data stores <p>Temporary. Cut off at close of FY or when activity is completed. Retain onsite or at the FRC. Delete/ Destroy 75 years after cutoff.</p> | | | | | |

| BOEM Bucket 3 Crosswalk-Analysis and Evaluation of OCS Resources | | | | | |
|---|-------------------------|------------------------|--------------|------------------|---------------------------|
| New Schedule | | Former Schedule | | | |
| Bucket 3 Sub-Bucket | Work Element | Series No. | Title | Retention | NARA Authority |
| Oil and Gas Reservoir Management Agreements (OU) | | | | | |
| 3G(1) Resource Assessment Special Projects (NAK) Resource Assessment Special Projects (NAK) All records related to broad reaching resource assessment projects whose work begins with the study of an area's geology in order to determine the potential for the presence of oil and gas deposits involving processes of geologic history, regional stratigraphy, major geologic trends, major structural features, source rocks, reservoir rocks seals & trapping mechanism, petroleum exploration history. Includes: <ul style="list-style-type: none"> • Annual Mississippi CMRET earmark for methane hydrate research reports • Lease buy backs or land exchange reports • Post sale data analysis • What-if analysis • Support and information for formal reports to Congress • Offshore Atlas publication • Conduct special studies and publications • Federal or State agencies on BOEM or joint agency projects and initiatives • Special studies and technical expertise or information input as mandated by DOI or Bureau directives Temporary Cutoff at close of FY or when activity is completed. Retain onsite or at the FRC. Delete/Destroy 25 years after cutoff | NAK | NEW | | | |

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| <p>3H (1) Reserves, Productions and Activity Forecasts (NAL): All records related to work associated with production forecasts, in-place resource estimates, economic resource estimates and Outer Continental Shelf activities performed to support long term planning and/or specific sales.</p> <ul style="list-style-type: none"> • Develop Sale Revenue estimate form receipts • Perform data analysis <p>Temporary. Cut off at close of FY or when activity is completed. Retain onsite or at the FRC. Delete/ Destroy 75 yrs after cutoff.</p> | NAL | 1101-04 | Lease Record History Files | No Longer Needed | NC1-57-84-7 1101-04 |
| <p>3H(2) 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.</p> <ul style="list-style-type: none"> • 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 <p>Temporary. Cut off at close of FY or when activity is completed Retain onsite or at the FRC. Delete/ Destroy 75 years after cutoff.</p> | <p>NAN</p> <p>NAN</p> <p>NAN</p> <p>NAN</p> <p>NAN</p> <p>NAN</p> | <p>1102-01a1</p> <p>1102-01a2</p> <p>1102-01a3</p> <p>1102-01b</p> <p>1200-05</p> <p>1200-06</p> | <p>Oil and Gas field Development Files Paper not microfilmed</p> <p>Paper that has been Converted to Microform</p> <p>Silver-Halide Microform</p> <p>Other Copies</p> <p>Field Plates and Lease Maps</p> <p>Well Location Log</p> | <p>25yrs</p> <p>Destroy when Microform has been verified 25 yrs</p> <p>No longer Need</p> <p>No longer needed</p> <p>No longer needed</p> | <p>NC1-57-84-7 1102-01a1 NC1-57-84-1-1102-01a2</p> <p>NC1-57-87-7-1102-01a3</p> <p>NC1-57-84-7-1102-01b NC1-57-84-7 1200-05 NC1-57-84-7 1200-06</p> |

| BOEM Bucket 3 Crosswalk-Analysis and Evaluation of OCS Resources | | | | | |
|---|--------------|-----------------|-------|-----------|----------------|
| New Schedule | | Former Schedule | | | |
| Bucket 3 | Work Element | Series No. | Title | Retention | NARA Authority |
| Oil and Gas Reservoir Management Agreements (OU) | | | | | |
| <p>3H(3) Well Evaluations and New Producing Lease Determinations (NAO) All records related to the new well evaluation process entails evaluating new exploratory wells drilled on the outer Continental Shelf. The new producing lease determination process involves determining if a well qualifies leasehold as producing.</p> <ul style="list-style-type: none"> • New well evaluations involving the use of petro-physical analysis and correlations to evaluate new exploratory wells to be drilled to place discoveries in to proper display • New producing lease determinations-determine if a well qualifies a lease hold producing via test evaluation or petro-physical analysis per CFR 250.115 OR 116 | NAO | NEW | - | - | - |
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BOEM Bucket 3 Crosswalk-Analysis and Evaluation of OCS Resources

| New Schedule | | | Former Schedule | | |
|---|--------------|------------|-----------------|-----------|----------------|
| Bucket 3 | Work Element | Series No. | Title | Retention | NARA Authority |
| <p>Oil and Gas Reservoir Management Agreements (OU)</p> <p>3I(1) Conservation Management-Analytical, Legal, Technical Support (BAC) All records related to program support activities related to the enhancement of the public benefit or management initiatives which cannot be linked to a specific work element.</p> <ul style="list-style-type: none"> • Provide technical expertise in response to unique internal and external stakeholder requests not related to a specific task • Provide Analytical support for both internal and external unique projects on as needed basis • Coordinate and implement regional and offshore BSEE initiatives • Provide legal guidance principally to offshore units that have conservation management <p>Temporary. Cut off at close of FY or when activity is completed. Retain onsite or at the FRC. Delete/ Destroy 25 years after cutoff.</p> | BAC | NEW | - | - | - |

BOEM Bucket 3 Crosswalk-Analysis and Evaluation of OCS Resources

| New Schedule | | | Former Schedule | | |
|---|--------------|-------------------|---|--------------------|----------------------|
| Bucket 3 Oil and Gas Reservoir Management Agreements (OU) | Work Element | Series No. | Title | Retention | NARA Authority |
| <p>3I(2) Conservation Management-Monitor Reservoir Performance and 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</p> <ul style="list-style-type: none"> • Review sensitive reservoir information • After final approval, conduct follow-up review for the conservation of 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 report • Receive applications, conduct reviews and make determinations • Reclassify reservoirs • Review and analyze production in paying quantities | DAL | 1101-05a | Report of Operations | 7 yrs | N1-473-91-11101-05a |
| | DAL | 1101-05b | Other Copies | 3 yrs | NC1-57-78-1-1101-05b |
| | DAL | 1301-01a | Quarterly Oil Test report/Regional Office | 4 yrs | NC1-57-84-71301-01a |
| | DAL | 1301-01b | Other Copies | 2 yrs | NC1-57-84-7-1301-01b |
| | DAL | 1301-02a | Semiannual gas well test report/Regional Office | 4 yrs | NC1-57-84-71301-02a |
| | DAL | 1301-02b | Other Copies | 2 yrs | NC1-57-84-7-1302-02b |
| | DAL | 1301-04 | Monthly report of reservoir overproduction | 4 yrs | NC1-57-84-71301-04 |
| | DAL | 1301-05a | Approved MER for reservoirs/Regional Office | 4 yrs | NC1-57-84-71301-05a |
| | DAL | 1301-05b | Other Copies | When Superseded | NC1-57-84-7-1301-05b |
| | DAL | 1301-07a | MER/MPR Reports/Monthly Reports | 6 mos | NC1-57-84-7-1301-07a |
| | DAL | 1301-07b | Quarterly Reports | 6 mos | NC1-57-84-7-1301-07b |
| | DAL | 1301-12 | Gas flaring reports | 2 yrs | NC1-57-84-7-1301-12 |
| | DAL | 1301-14 | Clearance Files | When Superseded | NC1-57-84-7-1301-14 |
| DAL | 1301-16 | Lease disposition | 2 yrs | NC1-57-84-71301-16 | |

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| Temporary. Cut off at close of FY or when activity is completed. Retain onsite or at the FRC. Delete/ Destroy 25 years after cutoff. | DAL | 1301-20a | Well potential test report/Regional Office | 4yrs | NC1-57-84-7-1301-02a |
| | DAL | 1301-20b | Other Copies | 2 yrs | NC1-57-84-7-1301-20b |
| | DAL | 1302-02 | Commingling systems files | 7 yrs | NC1-57-84-7-1302-02 |
| | DAL | 1701-01 | MER Geologic | 50 yrs | NC1-57-84-7-1701-01 |
| | DAL | 1702-04 | - | | |
| | DAL | 1704-01 | Enhanced recovery and pressure | 2 yrs | NC1-57-84-7-1704-01 |
| | DAL | 1704-02 | Enhanced recover and maintenance report files | 25 yrs | NC1-57-84-7-1704-02 |
| | DAL | 1704-03 | Temporary storage of casing head gas for conservation purposes | 25 yrs | N1-473-88-1-1704-03 |

| BOEM Bucket 3 Crosswalk-Analysis and Evaluation of OCS Resources | | | | | |
|---|---------------------|------------------------|--------------|------------------|-----------------------|
| New Schedule | | Former Schedule | | | |
| Bucket 3 | Work Element | Series No. | Title | Retention | NARA Authority |
| Oil and Gas Reservoir Management Agreements (OU) | | | | | |
| <p>3J Information Management and Transfer-Ensure optimal Value (NAQ) All records related to information and data related business processes and tasks that should be planned and consistently implemented across BOEM. This work <i>does not include technical information system or application design and development.</i></p> <ul style="list-style-type: none"> • 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 | NAQ | NEW | - | - | - |

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| <p>information products(intra or Internet publications and documents</p> <ul style="list-style-type: none">• Performa 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• New well evaluations involving the use of petro-physical analysis and correlations to evaluate new exploratory wells to be drilled to place discoveries in to proper display• New producible lease determinations- determine if a well qualifies a lease hold producible via test evaluation or petro-physical analysis per CFR 250.115 OR 116 | | | | | |
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| BOEM Bucket 3 CANCELLED SERIES | | | | | |
|---------------------------------------|---------------------------|------------------------|----------------------------------|------------------|-----------------------|
| New Schedule | | Former Schedule | | | |
| Bucket 3 | No longer required | Series No. | Title | Retention | NARA Authority |
| | CANCELED | | -Geophysical Data Indexes | 902-10 | No Longer Needed |
| | CANCELED | | Sample Control File | 903-02 | 6 mos. |
| | CANCELED | | Prospect Evaluation Work Paper | 1002-03 | 3 yrs. |
| | CANCELED | | Prospect Investigation File Card | 1002-04 | No Longer Needed |
| | CANCELED | | Billing Index | 1101-06 | Superseded |
| | CANCELED | | Other Base Map Copies | 1103-03 | Superseded |
| | CANCELED | | Multi Point Back Pressure Tests | 1301-03 | 4 yrs. |
| | CANCELED | | Quarterly Over/Underproduction | 1301-06 | 4 yrs. |
| | CANCELED | | MER/MPR Change Reports | 1301-08 | Superseded |
| | CANCELED | | Quarterly Balancing Reports | 1301-09 | 10 yrs. |
| | CANCELED | | Production Control Studies File | 1301-11- | 20 yrs. |

| BOEM Bucket 3- Cancelled Series | | | | | |
|--|---------------------------|------------------------|----------------------------------|------------------|-----------------------|
| New Schedule | | Former Schedule | | | |
| Bucket 3 | No longer required | Series No. | Title | Retention | NARA Authority |
| | CANCELLED | 1302-01 | Automatic Custody Transfer (ACT) | | NC1-57-84-7 |
| | CANCELLED | 1403-01 | School Certification | | N1-473-88-1 |
| | CANCELLED | 1702-01 | Reservoir/Field Study File | | N1-473-91-2 |
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|---|-------------------------------------|---|--|
| REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse) | | LEAVE BLANK (NARA use only) | |
| TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) | | JOB NUMBER N1-589-12-4 | |
| 1. FROM (Agency or establishment) DEPARTMENT OF THE INTERIOR (DOI) | | DATE RECEIVED 11/14/2014 (rev.) | |
| 2. MAJOR SUBDIVISION Bureau of Ocean Energy Management (BOEM) | | NOTIFICATION TO AGENCY | |
| 3. MINOR SUBDIVISION | | | |
| 4. NAME OF PERSON WITH WHOM TO CONFER Susan Fawcett-Records Officer Office of Administration (OA) Records, Directives and Delegations | 5. TELEPHONE 703-787-1264 | DATE 11/14/2014 | ARCHIVIST OF THE UNITED STATES [Signature] |

6. AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in the matters pertaining to the disposition of its records and that the records proposed for disposal attached 23 page(s) are not needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

X is not required; is attached; or has been requested.

| | | |
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| DATE 11-14-14 | SIGNATURE OF AGENCY REPRESENTATIVE Susan Fawcett | TITLE Records Officer for BOEM/BSEE, Office of Administration- Records, Directives and Delegations |
|-------------------------|--|--|

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
|-------------|--|-----------------------------------|----------------------------------|
| | <p>Proposed Retention Schedule submission for BOEM BUCKET 4-Energy and Mineral Leases</p> <p>The Bureau of Ocean Energy Management (BOEM) is submitting the attached proposed records schedule for review and appraisal. The design of each schedule is premised on a functional "Big Bucket" format in lieu of the traditional organizational format for Federal Records retention scheduling.</p> <p>The disposition instructions have been developed in correlation with the BOEM lines of business functions and processes as they have been reported to the OMB and populated in the Department Enterprise Architecture Repository. The basic mission of the organization has remained the same. This schedule is written to authorize the disposition of the records in any media format (media neutral).</p> <p><i>Attachment 4 Proposed Functional Records Retention Schedule (aka "Big Buckets") -Energy and Mineral Leases</i></p> | | |



NSN 7540-00-634-4064

STANDARD FORM 115 (REV91)

PREVIOUS EDITION NOT USABLE

Prescribed by

NARA

Each bucket summarizes a unique mission-essential business function and its related processes. The buckets are divided into sub-buckets. The sub-buckets categorize separate lines of business that warrant a unique and dedicated set of disposition instructions for the records created, received, maintained, preserved or ultimately disposed of within the applicable line of business.

A crosswalk for each bucket is also submitted along with the actual bucket schedule.

The submission of the crosswalk for each bucket is for the purpose of providing a cross-reference between the existing NARA-approved MMS schedules – including item numbers, series descriptions, and job numbers with the proposed sub-buckets and disposition instructions designated to supersede them.

BIG BUCKET RETENTION SCHEDULE FOR THE BUREAU OF OCEAN ENERGY MANAGEMENT (BOEM)

Organization. The Bureau of Ocean Energy Management (BOEM) is headquartered in the Washington, D.C. Metropolitan area. BOEM has operational centers and support offices located throughout the United States.

The Bureau of Ocean Energy Management (BOEM) Promotes energy independence, environmental protection and economic development through responsible, science-based management of offshore conventional and renewable energy and marine mineral resources to its stakeholders.

The Office of Administration is responsible for budget and financial management in addition to all administrative activities of BOEM. The functions of this organization include planning for and using budgetary resources in support of the BOEM's varied operating and support programs, e.g. management analysis, records and paperwork management, human resources, safety and health programs, procurement, property and space management, and information management.

Office of Policy and Analysis is responsible for providing policy review and coordinated program and policy positions on all matters relating to the BOEM, for providing a review and assessment capability within the Bureau, managing the strategic planning and quality improvement processes, and evaluating programs through economic and programmatic policy analyses.

Office(s) of Record refers to the office holding the official record copy of a specific record when multiple copies are used across offices. Most typically, this is the office that creates and maintains the record, although specific offices may be designated to hold official records generated across Program Offices.

Media. This schedule covers records in all media, formats, and produced using any and all tools. Records may include, but are not limited to, paper, word processing documents, presentation materials, statistical data, spreadsheets, databases, e-mail, photographic materials, audio, film, video, drawings, and any other electronic formats that fall within the unstructured, semi-structured, or structured classifications.

Litigation Holds and Freezes: This schedule is subject to the orders of the court to preserve any and all program records deemed potentially responsive in a legal proceeding where BOEM or its authorized agents are named parties to an applicable proceeding, regardless of media format. In accordance with such a court order, or, by direction of the Department of Justice or the Solicitor of the Department of the Interior, BOEM will fully suspend all retention schedule disposition instructions in their entirety, indefinitely, until instructed to do so otherwise by these same authorities through written notice.



November 2014

N1-589-12-04

BOEM - Bucket 4 - Energy and Mineral Leases

The Energy and Mineral Leases business area focuses on providing access to Federal lands on the Outer Continental Shelf (OCS) for exploration and production of energy and mineral resources. Activities in this business area include: processing competitive oil and gas leases (including development of the 5-Year Oil and Gas Program, conducting studies and analyses in support of lease sale decisions, and holding lease sales); maintaining lease authorizations (including the lease adjudication and financial accountability and risk management programs); and planning and processing leases and grants under the Alternative Energy and Marine Minerals Programs (including competitive and non-competitive processes).

| Item Number | Title and Description | Retention Requested | Old Series |
|-------------|--|--|--|
| 4A | <p>Oil and Gas Leases (OH)</p> <p>BOEM is responsible for all Outer Continental Shelf (OCS) leasing policy and program development issues for oil, gas and other marine minerals.</p> <p>Many different disciplines contribute to and support the overall leasing program--from the initial assessment of resources to environmental considerations to the final determination of what is actually offered for lease.</p> | N/A | N/A |
| 4A(1) | <p>Official Marine Cadastral Descriptions (AAE)-All records related to Offshore cadaster that defines various boundaries and aerial measurements prior to offering an area for lease. Includes Cadastral & Mapping Aspects and Boundary Records, including , but not limited to the following</p> <ul style="list-style-type: none"> • Final Lease Maps • Special Maps • Official Protraction Diagrams • Cadastral Diagrams • Block Diagrams | <p>PERMANENT. Cut off at close of FY or when activity is completed. Retain on-site or at an off site storage. Transfer legal ownership to NARA 25 years after cutoff.</p> | <p>1103-01 1103-02 1103-04 1103-05 NC1-57-84-7</p> |
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| Item No | Title and Description | Retention Requested | Old Series |
|---------|---|--|-----------------------------------|
| 4A(2) | <p>Collaboration Documentation for Cadastral and Mapping</p> <p>This includes notes and descriptions covering the following collaborative activities:</p> <ul style="list-style-type: none"> • Provision of technical , computational expertise 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 | <p>TEMPORAY: Cut off at close of FY or when activity is completed. Retain onsite or at an off - site storage. Delete/ Destroy 25 years after cutoff</p> | <p>NC1-57-84-7</p> <p>1103-03</p> |
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| Item Number | Title and Description | Retention Requested | Old Series |
|-------------|--|---|--------------------|
| 4B | <p>National Ocean Policy</p> <p>Coordinated Action at all levels of government in offshore energy planning and development for faster and more efficient offshore leasing and permitting decisions.</p> | N/A | N/A |
| 4B(1) | <p>National Ocean Policy Records</p> <p>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 its 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</p> | <p>PERMANENT. Cut off at close of FY or when activity is completed. Retain on-site or at an off site storage. Transfer legal ownership to NARA 25 years after cutoff.</p> | NEW |
| 4C | <p>Individual Lease Sale Terms and Conditions (AAG)</p> <p>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. <i>excluding</i> preparation of consistency determinations coded under AAJ. Item 4E(2)</p> <ul style="list-style-type: none"> • terms and stipulations for individual lease sales (i.e., fiscal terms, regulatory terms and royalty relief) • special projects and work quality improvement team documents • proposed or final notices of sale | <p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 75 years after cutoff</p> | 1002-02 1002-05 |
| | | | |



| Item Number | Title and Description | Retention Requested | Old Series |
|-------------|--|--|------------------------|
| 4D | <p>Five Year Outer Continental Shelf (OCS) Oil and Gas Leasing Program: A Five Year Program consists of a schedule of oil and gas lease sales indicating the size, timing, and location of proposed leasing activity the Secretary determines will best meet national energy needs for the five-year period following its approval</p> | N/A | N/A |
| 4D(1)(a) | <p>5-Year Program Final Products (AAA)</p> <p>All final products for each 5-year program. This includes Draft, Proposed, Final, and Revised OCS Oil and Gas Leasing program Documents</p> | <p>PERMANENT. Cut off at close of FY or when activity is completed Transfer digital copies (only) of all completed Five-Year Program records to NARA upon approval of this schedule For subsequently added Five-Year Program records, transfer electronic files (including nonproprietary public versions) to the National Archives at three year intervals under the instructions in 36 CFR 1235.44-50, or whichever transfer guidance is in place at the time of the transfer.</p> | NEW |
| 4D(1)(b) | <p>All Support records leading up to the final products for each 5-year program. These include: Lease sales activity records, temporary maps and all other supporting documents that are precursors of the final product as stated in 4D(1)(a).</p> | <p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 25 years after cutoff.</p> | 1001-02 N1-473-88-1 |
| 4D(2) | <p>NEPA Compliance for the 5-Year Program (AAB)</p> <p>All records related to planning and conducting studies and preparing environmental impact statements (EIS) in support of the 5-Year Outer Continental Shelf (OCS) Program. Records include activities:</p> <ul style="list-style-type: none"> • The planning and conduct of document preparation/procurement to support programmatic EIS • Records of NEPA procedural compliance, analysis, oversight management, Federal Register notices, scoping and public hearings and preparation of EIS Documents | <p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 25 years after cutoff.</p> | 1001-05 N1-473-88-1 |
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| Item No | Title and Description | Retention Requested | Old Series |
|---------|---|---|------------------------|
| 4D(3) | <p>Environmental Coordination for the 5-Year Program (AAC)</p> <p>All records related to conducting and coordinating inter-governmental consultations in support of the 5-Year OCS Program includes:</p> <ul style="list-style-type: none"> • Inter-governmental consultations such as consultations with States (i.e., Coastal Zone Management Act activities) and Federal agencies (i.e., U.S. Fish and Wildlife Service and the NOAA Fisheries Service). • environmental impact statements for the 5- year program | <p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 25 years after cutoff.</p> | 1105-01 NC1-57-84-7 |
| 4D(4) | <p>Economic and Engineering Analysis for the 5-Year Program (AAD)</p> <p>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.</p> <ul style="list-style-type: none"> • Records of performance of economic and engineering analysis for 5-Year Plan, including ad hoc analysis (output from work element NAA is used for this work element) • economic and engineering evaluation work for Headquarters in development of the 5-Year Leasing Program documents • documents for the 5-Year Program, NEPA exploration and development • 5-Year Program development-economic and engineering model records | <p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 25 years after cutoff.</p> | 1001-04 N1-473-88-1 |
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| Item Number | Title and Description | Retention Requested | Old Series |
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| 4D(5) | <p>Individual Lease Sale Areas of Interest (AAF)</p> <p>All records related to Information and Nominations and the Area Identification steps of the presale process, the area to consider for leasing for a proposed sale ; includes but not limited to:</p> <ul style="list-style-type: none"> • Individual Lease sale/areas of interest determination documents • Documents showing Hydrocarbon List analyses of open-hole data on unleased blocks in the GOM to develop a digital, web-site page or paper publication that identifies well bores with hydrocarbons | <p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 25 years after cutoff.</p> | <p>1001-01 N1-473-88-1</p> |
| 4D(6) | <p>NEPA Compliance for Lease Sales (AAH)</p> <p>All records related to preparing Environmental Assessments (EAs) or Environmental Impact Statements (EISs) in support of individual Offshore OCS oil and gas lease sales. The work includes ensuring National Environmental Policy Act (NEPA) procedural compliance, performing NEPA analyses, and preparing EA or EIS documents. Includes:</p> <ul style="list-style-type: none"> • Management and oversight of the NEPA process • scoping activities and public hearings • supportive environmental and socio-economic analyses documents • Preparation of EA or EIS documents | <p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 75 years after cutoff.</p> | <p>1001-03 NC1-57-84-7</p> |
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| Item Number | Title and Description | Retention Requested | Old Series |
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| 4E | <p>Environmental Studies Program: All studies developed, conducted and overseen by the program employing world-class scientific research specifically to inform policy decisions regarding development of Outer Continental Shelf (OCS) energy and mineral resources. Research covers physical oceanography, atmospheric sciences, biology, protected species, social sciences and economics, submerged cultural resources and environmental fates and effects. Includes all environmental studies in respect of Oil and Gas, renewable energy, non-energy mineral leasing and permit decisions, other non-energy studies..</p> | N/A | N/A |
| 4E(1) | <p>Environmental Studies :</p> <p>(a) 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 ;</p> <ul style="list-style-type: none"> • Oil and Gas Lease Sales (AAI) Oil and Gas Lease Sale Environmental Studies are those specific to oil and gas leasing. These studies support the environmental analyses for 5-Year Program Environmental Impact Statements (EIS), sale-specific EISs or assessments related to lease sales. For example, studies of the effects of seismic activity on the environment as well as studies on the environmental impact of leasing activities on whales, turtles, fish, etc. • Renewable Energy (LBE), Renewable Energy Environmental Studies contain final environmental studies that provide information for alternative energy regulatory and NEPA decisions. • Non-Energy Mineral Leasing (QBE) Environmental Studies that support Non-Energy Mineral Leasing and Permit Decisions include final studies related specifically to sand and gravel environmental research. • Other Non-Energy (QAE) studies Other Non-Energy Environmental Studies are those related specifically to non-energy mineral, excluding sand and gravel, and environmental research | <p>PERMANENT. Cut off at close of FY or when activity is completed. Transfer digital copies(only) of all completed studies to NARA upon approval of this schedule. Thereafter, transfer electronic files three year intervals under instruction 36 CFR 1235.44-50, or whichever guidance is in place at the time of transfer.</p> | 1001-06a NC1-57-84-7 |
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| Item No | Title and Description | Retention Requested | Old Series |
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| 4E(1) | <p>(b) Environmental Studies Case Records: This series includes all management oversight and work to plan environmental studies for oil and gas, renewable energy, non-energy minerals, and other non-energy categories, and all work on individual studies projects for prelease decisions. They include records documenting all management type oversight and work in planning the environmental study. The records also document the following activities:</p> <ul style="list-style-type: none"> • development of <ul style="list-style-type: none"> ○- 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 <ul style="list-style-type: none"> ○- 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 • general support for the conducting of Studies • performance monitoring information • environmental studies research data and information archive acceptance and dissemination records | <p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 25 years after cutoff.</p> | <p>N1-473-88-1 1001-05 1001-06b N1-473-97-1 1004-07</p> |
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| Item No | Title and Description | Retention Requested | Old Series |
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| 4E(2) | <p>Environmental Coordination for Lease Sales (AAJ)</p> <p>All records related consultations with States and other Federal agencies in support of individual Outer Continental Shelf (OCS) lease sales, including documentation prepared by the Bureau to support these consultations. Includes:</p> <ul style="list-style-type: none"> • 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 • Workload measures such as Number of Coastal Zone Management (CZM) consistency determinations-lease sales, Number of Endangered Species Act (ESA) section 7 National Marine Fisheries Service (NMFS) consultations-lease sales, Number of ESA sect. 7 consultations (FWS)-lease sales, Number of Essential Fish Habitat (EFH) consultations (NMFS)-lease sales. | <p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 25 years after cutoff.</p> | <p>1105-01 NC1-57-84-7</p> |
| 4E(3) | <p>Oil Spill Risk Analyses for Lease Sales (AAK)</p> <p>All records related to preparing an oil spill risk analysis for lease sales. It does not include environmental studies that may supply information useful to the Oil Spill Risk Analysis (OSRA) model, nor does it include the analysis of the OSRA results for an environmental analysis such as an environmental impact statement or an environmental assessment. Includes:</p> <ul style="list-style-type: none"> • 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 | <p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an -off site storage. Delete/ Destroy 25 years after cutoff.</p> | <p>1001-03 NC1-57-84-7</p> |
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| Item No | Title and Description | Retention Requested | Old Series |
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| 4F | <p>Lease Sale Planning (AAL)</p> <p>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.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Lease sale holding process documents • Screening of accepted bids, opening of bids process documents • Planning and implementation updates of sale records | <p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage.</p> <p>Delete/ Destroy 25 years after cutoff.</p> | <p>1002-06 1101-01 1101-03 NC1-57-84-7</p> |
| 4F(1) | <p>New Leases (AAM)</p> <p>All records related to administrative procedures carried out to prepare and execute new leases and lease execution by the Regional Director and document copying and mail outs to companies.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Preparation and execution of new leases • Provision of support and service to lease high bidder • Notice to companies on bid acceptance • Payoff notification | <p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage.</p> <p>Delete/ Destroy 25 years after cutoff.</p> | <p>1001-03 NC1-57-84-7</p> |
| | <p>Bowhead Whale In-house Aerial Survey Program (ABL) **</p> <p>All records related to the in-house Bowhead whale aerial survey effort for scientific research</p> <p>**: Excluded from the schedule</p> | <p>N/A</p> | <p>N/A</p> |
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| Item Number | Title and Description | Retention Requested | Old Series |
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| 4G | <p>Oil and Gas Lease Authorizations (OD) All records related to post-lease actions including adjudication and administration of oil and gas leases and other authorizations.</p> | N/A | N/A |
| 4G(1) | <p>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:</p> <ul style="list-style-type: none"> • Lease administration and adjudication documents • Lessee or operator reviews and possible bankruptcy action documents • Lease status review documents • Fishermen's Contingency Fund claims records • Designation of Operator Forms • Lease clearance time extensions • Weekly Adjudication Reports. • Lease record histories | <p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 75 years after cutoff.</p> | 1101-02 1101-04 NC1-57-84-7 |
| 4G(2) | <p>Lease Rights-of-Way or Operating Rights Assignments (ABA) All records related to the adjudication processes including initial review, acceptance and tracking; data entry, file review and approval of assignments by Land Law Examiners and preparation of approval letters and lease administration data entry and changes to the corporate database. These records also include:</p> <ul style="list-style-type: none"> • Transfer of interest in leases and rights-of-way and assignments • Lease and right-of-way assignments approval documents • Lease and operating rights interest adjudication documents. • Customer assistance, fee processing, Department of Justice approval requests, verification records. | <p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 75 years after cutoff.</p> | 1101-02a(1) NC1-57-84-7 |
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| <p>4G(3)</p> | <p>Lease Relinquishments (ABB)</p> <p>All records related to the acceptance of lease relinquishments and the updating of the corporate database lease administration module, include</p> <ul style="list-style-type: none"> • information associated with lease relinquishment documents • actions related to lease relinquishments | <p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 75 years after cutoff.</p> | <p>1101-02a NC1-57-84-7</p> |
| <p>4G(4)</p> | <p>Company Qualification Submittals (ABC)</p> <p>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.</p> <ul style="list-style-type: none"> • new applicants qualification records • updated qualification data records • reviewed and processed request acceptance from companies or other applicants for qualification by BOEM. • customer education and/or assistance | <p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an outside storage. Delete/ Destroy 75 years after cutoff.</p> | <p>1101-02bf N1-473-88-1</p> |
| <p>4G(5)</p> | <p>Company Merger and Name Changes (ABD)</p> <p>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.</p> <ul style="list-style-type: none"> • company merger document • company name change documents • Companies and other applicants reviews and of application documents • customer assistance and education and database entry information | <p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 75 years after cutoff.</p> | <p>1101-02a(1) NC1-57-84-7</p> |
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| Item Number | Title and Description | Retention Requested | Old Series |
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| 4H | <p>Financial Instruments and Bonds (ABF) All records related to verify the lease operator fulfillment of the legal obligation to maintain a lease bond in the required amount. The bond guarantees compliance with all of the terms and conditions of the lease. Includes, but not limited to the following:</p> <ul style="list-style-type: none"> • Bond acceptance, review and administration (i.e., general, supplemental or replacement). Also riders, terminations, cancellations and third party guarantees records • Bond financial reviews • Supplemental bond requirement and approval records • Change of Operators bond reviews and approvals • Cost analysis for lease abandonment records <ul style="list-style-type: none"> ○ lease abandonment cost analysis –submittals ○ lease abandonment cost analysis –in depth review • Records of verification of general and supplemental bonds or other financial security for leases and rights-of-use-and-easement. Also: <ul style="list-style-type: none"> • Replacements, terminations, and cancellation documents • Bond economic evaluation records • Bond or other financial security amount requirement, including <ul style="list-style-type: none"> ○ level of general bond required (based on activity level) ○ level of supplemental bond required ○ alternative financial security proposals review and evaluation records | <p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 75 years after cutoff.</p> | 1101-02c |
| 4H(1) | <p>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</p> <ul style="list-style-type: none"> • Lessee/Operator bankruptcy actions reviews and input records | <p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 75 years after cutoff.</p> | 1101-02a(1) |
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| Item Number | Title and Description | Retention Requested | Old Series |
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| 4H(2) | <p>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.</p> <ul style="list-style-type: none"> • Oil Spill insurance requirements implementation records | <p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 75 years after cutoff.</p> | 1101-07 |
| 4H(3) | <p>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.</p> <p>Includes the following records:</p> <ul style="list-style-type: none"> • Royalty relief programs; deep water royalty relief (review applications, etc.) predevelopment and special relief (an ad hoc program) • Royalty relief programs; end-of-life royalty relief (review applications, etc.) predevelopment and special relief (an ad hoc program) • Royalty suspension volume • 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) • Royalty relief application reviews and analysis • Bids and field determinations appeals process • 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 evaluation records • Specific types of royalty relief and the form of such relief determination records • Records of Deepwater Royalty Relief (DWRR) requests, reviews, analysis and approval of deep gas well royalty relief projects | <p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 75 years after cutoff.</p> | 1706-01 1706-02 |
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| Item Number | Title and Description | Retention Requested | Old Series |
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| 4I | <p>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:</p> <ul style="list-style-type: none"> • <u>Require to be filed but not for approval documents</u>, 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 • <u>3rd Party Notice documents</u>. These 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 • <u>Adjudication cost recovery fees</u> processed including: Record Title/Operating Rights, Change in Designation of Operator, Pipeline Row Assignment, etc | <p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 75 years after cutoff.</p> | NEW |
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| Item No | Title and Description | Retention Requested | Old Series |
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| 4J | <p>Information Management and 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:</p> <ul style="list-style-type: none"> • Manuscript edits and desktop publishing service reviews • Performance of records and document management in accordance with National Archives and Records Management Requirements • Program office information collection activities and forms requiring OMB approval records • web management and related tasks and activities records • Perform Oversight and extensible markup language performance records. 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 | <p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 7 years after cutoff.</p> | NEW |
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| Item Number | Title and Description | Retention Requested | Old Series |
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| 4K | <p>Renewable Energy Program (8C) Records related to the development and management of the OCS renewable energy programs. Includes environmental and engineering studies providing information for renewable energy and alternative- use NEPA decisions. All stakeholder and public meetings held in support of renewable and alternative energy. Preparation of briefings, objectives, milestones, budgets, schedules, meeting materials and other documents supporting the renewable and alternative energy program.</p> | N/A | N/A |
| 4K(1) | <p>Renewable Energy Program Development and Management (LBA) All records and work related to the development and management of the alternative energy and alternate use program, such as:</p> <ul style="list-style-type: none"> • Stakeholder meetings not directly related to NEPA document preparation • briefing documents, objective, milestones, budgets, EPA Reports, schedules, meeting materials and other managerial type documents • Development of Regional Plans and programmatic level documents (except for the Programmatic EIS) • Development of Policy • Administrative functions associated with the program and its staff • Preparation and presentation of papers or presentations by staff on the alternative energy program or the alternate use of OCS facilitates that are not included under studies (LBE) or NEPA (LBD). | <p>PERMANENT. Cut off at close of FY or when activity is completed. Electronic Records: Transfer electronic files (including non-proprietary public versions) to the National Archives at three year intervals under the instruction in 36 CFR 1235.44-50, or whichever guidance is in place at the time of transfer. Hard Copy Records: Transfer to an outside storage 5 years after cutoff. Transfer to the National Archives 25 years after cutoff.</p> | NEW |
| 4K(2) | <p>Renewable Energy Development Plans and Applications Review (LBC) All records related includes reviews and coordination on renewable energy plans and applications except for NEPA related reviews and coordination.</p> <ul style="list-style-type: none"> • Management of renewable energy projects from receipt onto approval, disapproval, or withdrawal • Non-environmental review records • Coordination and approval process for renewable energy plans and application | <p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 75 years after cutoff.</p> | NEW |
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| Item No | Title and Description | Retention Requested | Old Series |
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| 4K(3) | <p>Renewable Energy NEPA and Consultation (LBD) All records related include NEPA and consultation for all alternative energy plans and applications. This captures the effort to perform consultations and produce documentation required by NEPA, such as:</p> <ul style="list-style-type: none"> • All work associated with all NEPA documents, programmatic and site-specific, for alternative energy • Contracting work associated with 3rd party produced NEPA documents for alternative energy projects • Preparation and publication of Federal Register notices associated with NEPA work for alternative energy • Consultations preformed in support of NEPA work for alternative energy | <p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 75 years after cutoff.</p> | NEW |
| 4K(4) | <p>Alternative Use Applications (LBF) All records and work related to the alternate use of existing OCS structures. Records include:</p> <ul style="list-style-type: none"> • Access for alternate use projects • NEPA related work for alternate use projects • Plan and application review and approval for alternate use projects • Studies and related contracting work for studies specific to alternate use • Environmental monitoring for alternate use projects • Compliance and appeal-related work stemming from alternate use projects | <p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 75 years after cutoff.</p> | NEW |
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| Item No | Title and Description | Retention Requested | Old Series |
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| 4K(5) | <p>Renewable Energy Compliance (LBG) All records related include program development and training specifically for renewable energy and alternate use compliance. Also includes all efforts for on-site or other compliance inspections.</p> <ul style="list-style-type: none"> • Development of standards to serve as the basis for acceptable operations and inspections • All post approval site-specific work associated with renewable energy or alternate use projects, such as: environmental compliance, field monitoring safety inspections, engineering inspections, 3rd party verifications, review of 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 Incident of Non- Compliance (INC)s for alternative energy or alternate use projects • Civil penalties and appeals related to alternative energy projects • Compliance tracking • Evaluation of standards for efficiency and effectiveness • Evaluation of monitoring programs for efficiency and effectiveness • Evaluation of mitigation for efficiency and effectiveness | <p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 75 years after cutoff.</p> | NEW |
| 4K(6) | <p>Renewable Energy Access (LBH) All records related and including activities leading to the granting of access of renewable energy projects, and the issuance of the instruments of access (leases, right of way and right of use and easements). Includes also:</p> <ul style="list-style-type: none"> • Preparation and coordination of Federal Register Notices related to access • Determinations of interest and competition relating to alternative energy lease sales • Determinations of individual lease sale area for renewable energy lease sales • Development of terms and conditions for competitive and non-competitive alternate energy leases • Renewable energy lease sales documents | <p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 75 years after cutoff.</p> | NEW |



| Item No | Title and Description | Retention Requested | Old Series |
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| 4L | <p>Renewable Energy Program-out- reach, technical studies, task force Production and transmission of energy from sources <i>other than gas and oil</i>. The 2009 final regulations provide a framework for issuing leases, easements and rights-of-way for OCS activities. BOEM is responsible for offshore renewable energy development in Federal waters and anticipates future development on the OCS from three general sources: offshore wind energy, ocean wave energy, and current wave energy.</p> | N/A | N/A |
| 4L(1) | <p>Renewable Energy Stakeholder Outreach (LBI)</p> <p>All records related to Renewable Energy 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 include but are not limited to Federal agencies, State agencies, local and tribal governments, universities, non-governmental organizations (NGOs), and collaborative (Northeast Regional Ocean Council (NROC), United States Offshore Wind Collaborative (USOWC), West Coast Governor's' Agreement (WCGA), etc). Includes also, but not limited to the following:</p> <ul style="list-style-type: none"> • 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. | <p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 25 years after cutoff.</p> | NEW |
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| Item No | Title and Description | Retention Requested | Old Series |
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| 4L(2) | <p>Renewable Energy Task Forces (LBJ) All records related to the development and actualization of Task Forces. Includes BOEM consultations 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:</p> <ul style="list-style-type: none"> • Dialogues 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. | <p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 25 years after cutoff.</p> | NEW |
| 4L(3) | <p>Renewable Energy Technical Studies (LBL) Technical studies providing information for renewable energy programmatic and regulatory decisions.</p> <p>(a) 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/or Receives widespread national or international media attention and/or resulted in significant social, political, or scientific controversy</p> | <p>PERMANENT. Cut off at close of the fiscal year or when activity is completed. <u>Electronic Records:</u> Transfer electronic files (including nonproprietary public access versions) to the National Archives at three year intervals under the instructions in 36 CFR 1235.44-50, or whichever transfer guidance is in place at the time of the transfer. <u>Hardcopy Records:</u> Transfer to the FRC 5 years after cut-off. Transfer to the National Archives 25 years after cut off.</p> | NEW |
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| Item No | Title and Description | Retention Requested | Old Series |
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| 4L(3) | <p>(b) Other than significant REnR Studies:</p> <p>Includes: Case files and studies created for the renewable energy research program not meeting the criteria of “significant”</p> | <p>TEMPORARY. Cut off at close of the fiscal year or when when activity is completed.</p> <p><u>Electronic Records:</u> Transfer electronic files (including nonproprietary public access versions) to the National Archives at three year intervals under the instructions in 36 CFR 1235.44-50, or whichever transfer guidance is in place at the time of the transfer.</p> <p><u>Hardcopy Records:</u> Transfer to the FRC 5 years after cut-off. Transfer to the National Archives 25 years after cut off.</p> | NEW |
| 4L(4) | <p>Renewable Energy Lease adjudication and Administration (LBM)</p> <p>All records related to the adjudication and administration of renewable energy leases that do not fall into any other category, including work accomplished to</p> <ul style="list-style-type: none"> • Lease application adjudications • Lease administrative record • Lease status reviews • Lease/operating rights interests and process lease relinquishments. This includes customer assistance, fee processing, and verification that companies are qualified • Designation of Operator forms | <p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage.</p> <p>Delete/ Destroy 25 years after cutoff.</p> | NEW |
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| Item No | Title and Description | Retention Requested | Old Series |
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| 4L(5) | <p>Company Qualification Submittals for Renewable Energy (LBN)</p> <p>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.</p> <ul style="list-style-type: none"> • Legal, technical or financial qualification of new applicants • Updates to company qualifications (authorized officers, etc.) • Updates of company mergers, name changes and business conversions • Customer assistance, education and database entry | <p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off-site storage. Delete/ Destroy 25 years after cutoff.</p> | NEW |
| 4M | <p>Financial Instruments and Bonds for Renewable Energy projects (LBO)</p> <p>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 or grant.</p> <ul style="list-style-type: none"> • Administration of new surety bonds and other financial assurance instruments • Surety bond riders, terminations, and cancellations • Bond and financial reviews • Bond approvals related to change of operators, mergers, name changes and business conversions • Cost analysis for lease abandonments <ul style="list-style-type: none"> - lease abandonment cost analysis—submittals - lease abandonment cost analysis—in depth review • Economic evaluations of bonds | <p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 25 years after cutoff.</p> | NEW |
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| Item Number | Title and Description | Retention Requested | Old Series |
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| 4N | <p>Non-Energy Mineral Licenses, Permits or Leases (OV)</p> <p>All records related to Exploration Licenses and Prospecting Permits includes all actions necessary for issuance, whether issued or not. Processed in conformance with existing manuals and handbooks for exploration licenses and prospecting permits for non-energy leasable minerals.</p> | N/A | N/A |
| 4N(1) | <p>Non-energy mineral prospecting, leasing, and production are in 30 CFR Part 280 (prospecting), Part 281 (leasing), and Part 282 (production).</p> <ul style="list-style-type: none"> • Leasing and regulating the recovery of minerals records • Subsoil and seabed of all submerged lands seaward of State-owned waters to the limits of the OCS • Records of OCS sand, gravel, or shell resources for shore protection, beach or wetlands restoration projects, or for use in construction | <p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 25 years after cutoff.</p> | 1001-06 |
| 4N(2) | <p>Sand and Gravel Lease Requests (QAA)</p> <p>All records related to planning, evaluating, preparing and executing sand and gravel mineral leases include:</p> <ul style="list-style-type: none"> • Completed National Environmental Policy Act and other required environmental analyses or consultations documents • Memoranda of Agreement with Federal agency(s) negotiation records • prepared and negotiated sand and gravel leases records • Competitive sand and gravel lease sales Records • Number of sand and gravel leases issued measurement notes | <p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 25 years after cutoff.</p> | 1001-05 1004-02 1004-05 |
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| Item Number | Title and Description | Retention Requested | Old Series |
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| 4N(3) | <p>Cooperative Sand and Gravel and Other Non-Energy Mineral Assessments with States and Marine Minerals Research Centers (QAC)</p> <p>All records related to the business processes and tasks to participate in cooperative Outer Continental Shelf non-energy mineral studies through the</p> <ul style="list-style-type: none"> • State Cooperative Offshore Sand and Gravel Program • Marine Minerals Technology Center (MMTC) Program sand outreach programs • non-environmental consultations | <p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 25 years after cutoff.</p> | 1004-04 |
| 4N(4) | <p>Other Non-Energy Leases (QAD)</p> <p>All records related to planning evaluating, preparing and executing non-energy mineral leases include:</p> <ul style="list-style-type: none"> • Completed National Environmental Policy Act and other required environmental analyses or consultations records • Memoranda of Agreement with Federal agency(s) negotiation notes • Non-energy leases preparation and negotiated issuance documents/ competitive non-energy lease sales • Number of non-energy leases issue | <p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 25 years after cutoff.</p> | 1004-06 |
| 4N(5) | <p>Non-Energy Task Force (QAF)</p> <p>All records related to the business processes and tasks to participate in cooperative Outer Continental Shelf non-energy mineral studies, including records that indicate number of non-energy leases issued (excluding sand and gravel)</p> | <p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 25 years after cutoff.</p> | 1004-07 |
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October 2014

BOEM Bucket 4 Crosswalk-Energy and Mineral Leases

| New Schedule | | | Former Schedule | | |
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| Bucket 4 Oil and Gas Leases (OH) | Work Element | Series No. | Title | Retention | NARA Authority |
| 4A(1) Official Marine Cadastral Descriptions (AAE) <ul style="list-style-type: none"> • Final Lease Maps • Special Maps • Official Protraction Diagrams • Cadastral Diagrams • Block Diagrams <p>PERMANENT. Cut off at close of FY or when activity is completed Retain on-site or at an off site storage Transfer legal ownership to NARA 25 years after cutoff.</p> | AAE | 1103-01 1103-02 1103-04 1103-05 | Manuscript Maps Published Base Map Record Set Graphic Indexes and Finding Aids Official Protraction Diagrams | P P P P | NC1-57-84-7 NC1-57-84-7 NC1-57-84-7 NC1-57-84-7 |
| 4A(2) Final Map support records of external collaboration, of technical assistance, Corps permitting, circular A-16 documents including descriptions ... <p>TEMPORARY: Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage Delete/ Destroy 25 years after cutoff</p> | | 1103-03 | Working copy prints of base maps | | NC1-57-84-7 |
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| BOEM Bucket 4 Crosswalk-Energy and Mineral Leases | | | | | |
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| New Schedule | | | Former Schedule | | |
| Bucket 4 Oil and Gas Leases (OH) | Work Element | Series No. | Title | Retention | NARA Authority |
| <p>4B(1) 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 its 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</p> <p>PERMANENT. Cut off at close of FY or when activity is completed. Retain on-site or at an off site storage. Transfer legal ownership to NARA 25 years after cutoff.</p> | | NEW | | | |
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| Bucket 4 Crosswalk-Energy and Mineral Leases | | | | | |
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| New Schedule | | Former Schedule | | | |
| Bucket 4 | Work Element | Series No. | Title | Retention | NARA Authority |
| 4C Individual Lease Sale Terms and Conditions Includes: <ul style="list-style-type: none"> • terms and stipulations for individual lease sales (i.e., fiscal terms, regulatory terms and royalty relief) • special projects and work quality improvement team documents • proposed or final notices of sale. TEMPORARY. Cut off at close of FY or when activity is completed. Retain on-site or at an off site storage. Transfer legal ownership to NARA 25 years after cutoff. | AAG | 1002-02 | Prospect Investigation Files | 75 yrs. | NC1-57-84-7 |
| | AAG | 1002-05 | Lease Sale Prospect Index Maps | 75 yrs | NC1-57-84 |
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| BOEM Bucket 4 Crosswalk-Energy and Mineral Leases | | | | | |
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| New Schedule | | | Former Schedule | | |
| Bucket 4 | Work Element | Series No. | Title | Retention | NARA Authority |
| <p>4D(1) 5-Year Program Development (AAA) Includes:</p> <p>All records of proposed Final 5-year program, that include the summary of decisions with schedule of lease sales, Proposed Final Program options with size, timing, and location options, framework for formulating the proposed final program; and analysis of Proposed Final Program options. Contains information on environmental impacts of each alternative on, and analyses of environmental concerns for. archaeological Resources; sociocultural systems and environmental justice; tourism and recreation, fisheries; land use and existing infrastructure, population, employment, and regional income, National Parks, Reserves, and Refuges; essential fish habitats; seafloor habitats, fish resources; coastal and marine birds, terrestrial mammals; marine mammals, air quality; and water quality. Also contains summary of program comments given at public hearings from State and Local Governments and Native Organizations; Federal Government agencies, environmental and other interest organizations; and the Oil and Gas Industry. Includes an assurance of Fair Market Value, estimated net benefits of producing available program area resources, comparative analyses of OCS Planning Areas; analysis of energy needs, area planning maps; and net benefit analyses</p> <p>PERMANENT. Cut off at close of FY or when activity is completed. Transfer digital copies (only) of all completed Five-Year Program records to NARA upon approval of this schedule. For subsequently added Five-Year Program records, transfer electronic files (including nonproprietary public versions) to the National Archives at three year intervals under the instructions in 36 CFR 1235.44-50, or whichever transfer guidance is in place at the time of the transfer</p> | AAA | 1001-02 | Block Nomination Files | 5 yrs | N1-473-88-1 |
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| BOEM Bucket 4 Crosswalk-Energy and Mineral Leases | | | | | |
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| New Schedule | | Former Schedule | | | |
| Bucket 4 | Work Element | Series No. | Title | Retention | NARA Authority |
| <p>4D(2) NEPA Compliance for the 5-Year Program (AAB) Includes:</p> <ul style="list-style-type: none"> The planning and conduct of document preparation/procurement to support programmatic EIS Records of NEPA's procedural compliance, analysis, such as oversight management, Federal Register notices, scoping and public hearings and preparation of EIS documents <p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an offsite storage. Delete/ Destroy 25 years after cutoff</p> | AAB | 1001-05 | Environmental Studies Case Files | 25 yrs | N1-473-88 |
| <p>4D(3) Environmental Coordination for the 5-Year Program (AAC)</p> <ul style="list-style-type: none"> Inter-governmental consultations such as consultations with States (i.e., Coastal Zone Management Act activities) and Federal agencies (i.e., U.S. Fish and Wildlife Service and the NOAA Fisheries Service). The offshore BOEM Supporting Measure that codes to this work element include environmental impact statements for the five year program <p>TEMPOARY: Cutoff at the close of the FY or when activity is completed. Retain onsite or at an offsite storage. Delete/Destroy 25 years after cutoff</p> | AAC | 1105-01 | Coastal Zone Management | When no longer | NC1-57-84 |
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| BOEM Bucket 4 Crosswalk-Energy and Mineral Leases | | | | | |
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| New Schedule | | Former Schedule | | | |
| Bucket 4 | Work Element | Series No. | Title | Retention | NARA Authority |
| <p>4D(4) Economic and Engineering Analysis for the 5-Year Program (AAD)</p> <p>Includes:</p> <ul style="list-style-type: none"> Records of performance of economic and engineering analysis for 5-Year Plan, including ad hoc analysis (output from work element NAA is used for this work element) economic and engineering evaluation work for Headquarters in development of the 5-Year Leasing Program exploration and development reports and documents for the 5-Year Program, NEPA economic and engineering models for 5-Year Program development documents <p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 25 years after cutoff.</p> | AAD | 1001-04 | Lease Sale Activity History Files | When no longer needed | N1-473-88 |
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| BOEM Bucket 4 Crosswalk-Energy and Mineral Leases | | | | | |
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| New Schedule | | Former Schedule | | | |
| Bucket 4 | Work Element | Series No. | Title | Retention | NARA Authority |
| <p>4D(5) Individual Lease Areas of Interest (AAF)</p> <ul style="list-style-type: none"> individual lease sale areas of interest Documents showing Hydrocarbon List analysis 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.. <p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 25 years after cutoff.</p> | AAF | 1001-01 | Summary Geologic Reports | 5 yrs | N1-473-88-1 |
| <p>4D (6) NEPA Compliance for Lease Sales (AAH)</p> <ul style="list-style-type: none"> Management and oversight of the NEPA process scoping activities and public hearings supportive environmental and socio-economic analyses EA or EIS documents preparation <p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 75 years after cutoff.</p> | AAH | 1001-03 | Sale Environmental Impact Statement Files | 20 yrs | NC1-57-84-7 |
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| <p>4E(1)(a) Environmental Studies :Final Environmental Studies Reports: Records documenting scientific research studies specifically implemented to inform policy decisions for oil and gas, renewable energy, non-energy mineral leasing and also other non-energy environmental studies. Specifically include all final reports in respect of the following studies ;</p> <ul style="list-style-type: none"> • Oil and Gas Lease Sales (AAI) Oil and Gas Lease Sale Environmental Studies are those specific to oil and gas leasing. These studies support the environmental analyses for 5-Year Program Environmental Impact Statements (EIS), sale-specific EISs or assessments related to lease sales. For example, studies of the effects of seismic activity on the environment as well as studies on the environmental impact of leasing activities on whales, turtles, fish, etc. • Renewable Energy (LBE), Renewable Energy Environmental Studies contain final environmental studies that provide information for alternative energy regulatory and NEPA decisions. • Non-Energy Mineral Leasing (QBE) Environmental Studies that support Non-Energy Mineral Leasing and Permit Decisions include final studies related specifically to sand and gravel environmental research. • Other Non-Energy (QAE) studies Other Non-Energy Environmental Studies are those related specifically to non-energy mineral, excluding sand and gravel, and environmental research <p>PERMANENT. Cut off at close of FY or when activity is completed. Transfer digital copies (only) of all completed studies to NARA upon approval of this schedule. Thereafter, transfer electronic files three year intervals under instruction 36 CFR 1235.44-50, or whichever guidance is in place at the time of transfer.</p> | <p>AAI LBE QBE QAE</p> | <p>1001-06a</p> | <p>Environmental Study Reports</p> | <p>PERM</p> | <p>N1-473-88-1</p> |
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| BOEM Bucket 4 Crosswalk-Energy and Mineral Leases | | | | | |
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| New Schedule | | | Former Schedule | | |
| Bucket 4 | Work Element | Series No. | Title | Retention | NARA Authority |
| <p>4E(1) (b) Environmental Studies: Environmental Studies Case Records: This series includes all management oversight and work to plan environmental studies for oil and gas, renewable energy, non-energy minerals, and other non-energy categories, and all work on individual studies projects for prelease decisions. They include records documenting all management type oversight and work in planning the environmental study. The records also document the following activities:</p> <ul style="list-style-type: none"> ● development of <ul style="list-style-type: none"> ○ - 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 <ul style="list-style-type: none"> ○ - 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 ● general support for the conducting of Studies ● performance monitoring information ● environmental studies research data and information archive acceptance and dissemination records <p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage Delete/ Destroy 25 years after cutoff</p> | | 1001-05 1001-06b | Environmental Studies Case Files Environmental Study Reports | 25 yrs 25 yrs | N1-473-88-1 N1-473-88-1 |
| | | 1004-07 | Marine mineral technology centers files | 10 yrs | N1-473-97-1 |
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| <p>4E(2) Environmental Coordination for Lease Sales (AAJ) Includes:</p> <ul style="list-style-type: none"> • 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 <p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 25 years after cutoff.</p> | AAJ | 1105-01 | Coastal Zone Management | No longer needed | NC1-57-84-7 |
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| BOEM Bucket 4 Crosswalk-Energy and Mineral Leases | | | | | | |
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| New Schedule | | Former Schedule | | | | |
| Bucket 4 | Work Element | Series No. | Title | Retention | NARA Authority | |
| 4E(3) Oil Spill Risk Analysis for Lease Sales (AAK) Includes: <ul style="list-style-type: none"> • 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... | AAK | 1001-03 | Sale Environmental Impact Statements | 20yrs | NC1-57-84-7 | |
| | 4F Lease Sale Planning(AAL) <ul style="list-style-type: none"> • Lease sales holding process documents • Screening of accepted bids, opening of bids process documents • Conduct initial screening of bids • Planning and implementation and implement updates of sale that support hardware and software <p>TEMPORARY. Cut off at close of FY or when activity is completed Retain onsite or at an off site storage. Delete/ Destroy 25 years after cutoff.</p> | AAL | 1002-06 | Lease sale Prospect Block evaluation Report Files | 25 yrs | NC1-57-84-7 |
| | | AAL | 1101-01 | Undeveloped Lease Files | 10yrs | NC1-57-84-7 |
| AAL | | 1101-03 | Lease/Block Cross reference card index files | When no longer needed | NC1-57-84-7 | |
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| BOEM Bucket 4 Crosswalk-Energy and Mineral Leases | | | | | |
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| New Schedule | | Former Schedule | | | |
| Bucket 4 4G-Oil and Gas and Lease Authorization(OD) | Work Element | Series No. | Title | Retention | NARA Authority |
| <p>4F(1) New Leases (AAM) Includes:</p> <ul style="list-style-type: none"> • Preparation and execution of new leases • Provision of support and service to lease high bidder <p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 25 years after cutoff.</p> | AAM | 1001-03 | Sale Environmental Impact Statements | 20yrs | NC1-57-84-7 |
| <p>4G(1) Adjudicate and Administer Leases(AAZ)</p> <ul style="list-style-type: none"> • adjudicate leases administration and adjudication documents • Lease operator reviews and possible bankruptcy action documents • Lease status review documents conduct reviews • Lease status review documents • Fishermen’s Contingency Fund claims records • Designation of Operator forms • Lease clearance time extensions , lease history <p>TEMPORARY: Cutoff at close of FY or when activity is completed. Retain at an off-site storage Delete./Destroy 75 years after cutoff.</p> | AAZ | 1101-02 | Lease Management Project Files | When lease terminates | NC1-57-84-7 |
| | AAZ | 1101-04 | Lease Record History Files | When no longer needed | NC1-57-84-7 |
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| BOEM Bucket 4 Crosswalk-Energy and Mineral Leases | | | | | |
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| New Schedule | | Former Schedule | | | |
| Bucket 4 | Work Element | Series No. | Title | Retention | NARA Authority |
| 4G(2) Lease Rights- of- Way or Operating Rights Assignment (ABA) Includes: <ul style="list-style-type: none"> • Transfer of interest in leases and rights-of-way and assignments • Lease and right-of-way assignments • 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 | ABA | 1101-02a(1) | Lease Instrument File | 10 yrs | NC1-57-84-7 |
| 4G(3) Lease Relinquishments (ABB) <ul style="list-style-type: none"> • information associated with lease relinquishment documents • actions related to lease relinquishment records <p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 75 years after cutoff.</p> | ABB | 1101-02(a) | Lease History Files | 10 yrs | NC1-57-84-7 |
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| BOEM Bucket 4 Crosswalk-Energy and Mineral Leases | | | | | |
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| New Schedule | | Former Schedule | | | |
| Bucket 4 | Work Element | Series No. | Title | Retention | NARA Authority |
| <p>4G(4) Company Qualification Submittals (ABC) Includes:</p> <ul style="list-style-type: none"> • new applicants qualification records • updated qualification data records • reviewed and processed requests acceptance from companies or other applicants for qualification by BOEM. • customer education and/or assistance <p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 75 years after cutoff.</p> | ABC | 1101-02bf | Corporate Qualification Files | When no longer needed | N1-473-88-1 |
| <p>4G(5) Company Merger and Name Changes (ABD)</p> <ul style="list-style-type: none"> • company merger documents • company name changes documents • companies or other applicants reviews and of application documents • customer assistance, education and database entry information <p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 75 years after cutoff.</p> | ABD | 1101-02a(1) | Lease Instrument Files | 10yrs | NC1-57-84-7 |
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| BOEM Bucket 4 Crosswalk-Energy and Mineral Leases | | | | | |
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| New Schedule | | Former Schedule | | | |
| Bucket 4 | Work Element | Series No. | Title | Retention | NARA Authority |
| 4H Financial Instruments and Bonds (ABF) Includes: <ul style="list-style-type: none"> • bond acceptance, review and administration • bond financial reviews • bond requirement and approval records • Cost analysis for lease abandonment records | ABA | 1101-02c | Bond Files | 1 yr | NC1-57-84-7 |
| 4H(1) Bankruptcy Proceedings (ABH) Includes: <ul style="list-style-type: none"> • Lessee/Operator bankruptcy action reviews and input records | ABH | 1101-02a(1) | Lease Instrument File | 10yrs | NC1-57-84-7 |
| 4H(2) Oil Spill Insurance Requirements(ABG) <ul style="list-style-type: none"> • Implement oil spill insurance requirements <p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 75 years after cutoff. Disposition applicable to 4H and 4H(1) too.</p> | ABG | 1101-07 | | | |
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| BOEM Bucket 4 Crosswalk-Energy and Mineral Leases | | | | | |
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| New Schedule | | Former Schedule | | | |
| Bucket 4 | Work Element | Series No. | Title | Retention | NARA Authority |
| <p>4H(3) The Royalty Relief Program (ABI) Includes:</p> <ul style="list-style-type: none"> royalty relief programs; deep water royalty relief (review applications, etc.) predevelopment and special relief (an ad hoc program) royalty relief programs; end-of-life royalty relief (review applications, etc.) predevelopment and special relief (an ad hoc program) royalty suspension volume royalty rate reduction requests (end-of-life relief: coordinate with OEE, OFO and PDRE: also, perform economic analysis with headquarters, determine eligibility, make determination) Royalty Relief application and review bids and field determination appeal.. <p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 75 years after cutoff.</p> | ABI | 1706-01 1706-02 | | | |
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| New Schedule | | Former Schedule | | | |
| Bucket 4 | Work Element | Series No. | Title | Retention | NARA Authority |
| <p>4I Process non –BOEM Approved Legal Filings Assignment (ABE) Includes:</p> <ul style="list-style-type: none"> • “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 | | NEW | | | |
| <p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 75 years after cutoff.</p> | | | | | |

| BOEM Bucket 4 Crosswalk-Energy and Mineral Leases | | | | | |
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| New Schedule | | | Former Schedule | | |
| Bucket 4 | Work Element | Series No. | Title | Retention | NARA Authority |
| <p>4J Information Management and Transfer, Process and Oil Gas Leases (ABN) Includes:</p> <ul style="list-style-type: none"> • Manuscript edits and desktop publishing service reviews • Performance of records and document management in accordance with National Archives and Records Management Requirements • Program office information collection activities and forms requiring OMB approval records • web management and related tasks and activities records • Perform Oversight and extensible markup language performance records. 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 <p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 7 years after cutoff.</p> | NEW | | | | |
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| BOEM Bucket 4 Crosswalk-Energy and Mineral Leases | | | | | |
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| New Schedule | | | Former Schedule | | |
| Bucket 4 Renewable Energy Program (8C) | Work Element | Series No. | Title | Retention | NARA Authority |
| <p>4K(1) Renewable Energy Program Development and Management (LBA) All records and work related to the development and management of the alternative energy and alternate use program, such as:</p> <ul style="list-style-type: none"> Stakeholder meetings not directly related to NEPA document preparation briefing documents, objective, milestones, budgets, EPA Reports, schedules, meeting materials and other managerial type documents Development of Regional Plans and programmatic level documents (except for the Programmatic EIS) Development of Policy Administrative functions associated with the program and its staff Preparation and presentation of papers or presentations by staff on the alternative energy program or the alternate use of OCS facilitates that are not included under studies (LBE) or NEPA (LBD). <p>PERMANENT. Cut off at close of FY or when activity is completed. Electronic Records. Transfer electronic files (including non-proprietary public versions) to the National Archives at three year intervals under the instruction in 36 CFR 1235 44-50, or whichever guidance is in place at the time of transfer Hard Copy Records Transfer to an off site storage 5 years after cutoff. Transfer to the National Archives 25 years after cutoff.</p> | LBA | NEW | | | |
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| Bucket 4 Crosswalk-Energy and Mineral Leases | | | | | |
|---|---------------------|------------------------|--------------|------------------|-----------------------|
| New Schedule | | Former Schedule | | | |
| Bucket 4 | Work Element | Series No. | Title | Retention | NARA Authority |
| 4K(2) Renewable Energy Development Plans and Applications Review (LBC) Includes: <ul style="list-style-type: none"> • 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. | LBC | NEW | | | |
| 4K(3) Renewable Energy NEPA and Consultation (LBD) <ul style="list-style-type: none"> • All work associated with all NEPA documents, programmatic and site-specific, for alternative energy • Contracting work associated with 3rd party produced NEPA documents for alternative energy projects • Preparation and publication of Federal Register notices associated with NEPA work for alternative energy | LBD | NEW | | | |
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| Bucket 4 Crosswalk-Energy and Mineral Leases | | | | | |
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| New Schedule | | | Former Schedule | | |
| Bucket 4 | Work Element | Series No. | Title | Retention | NARA Authority |
| <p>4K(4) Alternative Use Applications (LBF) Includes:</p> <ul style="list-style-type: none"> • 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 <p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 75 years after cutoff. (4K(2), 4K(3) and 4K(4))</p> | LBF | NEW | | | |
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| BOEM Bucket 4 Crosswalk-Energy and Mineral Leases | | | | | |
|---|---------------------|-------------------|------------------------|------------------|-----------------------|
| New Schedule | | | Former Schedule | | |
| Bucket 4 | Work Element | Series No. | Title | Retention | NARA Authority |
| <p>4K(5) Renewable Energy Compliance (LBG) Includes:</p> <ul style="list-style-type: none"> • 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.... <p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Déstroy 75 years after cutoff.</p> | LBG | NEW | | | |
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| Bucket 4 Crosswalk-Energy and Mineral Leases | | | | | |
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| New Schedule | | | Former Schedule | | |
| Bucket 4 | Work Element | Series No. | Title | Retention | NARA Authority |
| <p>4K(6) Renewable Energy Access (LBH) All records related and including activities leading to the granting of access of renewable energy projects, and the issuance of the instruments of access (leases, right of way and right of use and easements). Includes also:</p> <ul style="list-style-type: none"> • Preparation and coordination of Federal Register Notices related to access • Determinations of interest and competition relating to alternative energy lease sales • Determinations of individual lease sale area for renewable energy lease sales • Development of terms and conditions for competitive and non-competitive alternate energy leases • Renewable energy lease sales documents <p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 75 years after cutoff.</p> | LBH | NEW | | | |
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| BOEM Bucket 4 Crosswalk-Energy and Mineral Leases | | | | | |
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| New Schedule | | | Former Schedule | | |
| Bucket 4 | Work Element | Series No. | Title | Retention | NARA Authority |
| <p>4L(1) Renewable Energy Stakeholder Outreach(LBI) Includes:</p> <ul style="list-style-type: none"> • 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. <p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 25 years after cutoff.</p> | LBI | NEW | | | |
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| BOEM Bucket 4 Crosswalk-Energy and Mineral Leases | | | | | |
|--|---------------------|-------------------|------------------------|------------------|-----------------------|
| New Schedule | | | Former Schedule | | |
| Bucket 4 | Work Element | Series No. | Title | Retention | NARA Authority |
| <p>4L(2) Renewable Energy Task Forces (LBJ) Includes:</p> <ul style="list-style-type: none"> • dialogues 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. | LBJ | NEW | | | |
| <p>4L(3) (a) Renewable Energy Technical Studies (LBL): Significant Renewable Energy Research (REnR) Studies</p> <ul style="list-style-type: none"> • 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 <p>PERMANENT Cut off at close of the fiscal year or when activity is completed. Electronic Records. Transfer electronic files (including nonproprietary public access versions) to the National Archives at three year intervals under the instructions in 36 CFR 1235 44-50, or whichever transfer guidance is in place at the time of the transfer. Hardcopy Records. Transfer to the FRC 5 years after cut-off. Transfer to the National Archives 25 years after cut off "</p> | LBL | NEW | | | |
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| BOEM Bucket 4 Crosswalk-Energy and Mineral Leases | | | | | |
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| New Schedule | | | Former Schedule | | |
| Bucket 4 | Work Element | Series No. | Title | Retention | NARA Authority |
| <p>4L(3)(b) Other than significant REnR Studies:</p> <p>Includes: Case files and studies created for the renewable energy research program not meeting the criteria of "significant"</p> <p>TEMPORARY Cut off at close of the fiscal year or when when activity is completed <u>Electronic Records</u> Transfer electronic files (including nonproprietary public access versions) to the National Archives at three year intervals under the instructions in 36 CFR 1235 44-50, or whichever transfer guidance is in place at the time of the transfer <u>Hardcopy Records</u> Transfer to the FRC 5 years after cut-off. Transfer to the National Archives 25 years after cut off</p> | | NEW | | | |
| <p>4L(4) Adjudicate and Administer Renewable Energy Leases (LBM)</p> <p>Includes:</p> <ul style="list-style-type: none"> • 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 | LBM | NEW | | | |
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| BOEM Bucket 4 Crosswalk-Energy and Mineral Leases | | | | | |
|---|---------------------|-------------------|------------------------|------------------|-----------------------|
| New Schedule | | | Former Schedule | | |
| Bucket 4 | Work Element | Series No. | Title | Retention | NARA Authority |
| <p>4L(5) Process Company Qualification Submittals for Renewable Energy (LBN) Includes:</p> <p>Legal, technical or financial qualification of new applicants</p> <ul style="list-style-type: none"> • 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 <p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain off site or at an outside storage. Delete/ Destroy 25 years after cutoff. (4L(4) and 4L(5))</p> | LBN | NEW | | | |
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| BOEM Bucket 4 Crosswalk-Energy and Mineral Leases | | | | | |
|---|---------------------|-------------------|------------------------|------------------|-----------------------|
| New Schedule | | | Former Schedule | | |
| Bucket 4 | Work Element | Series No. | Title | Retention | NARA Authority |
| <p>4M Financial Instruments and Bonds for Renewable Energy projects (LBO) Includes:</p> <ul style="list-style-type: none"> • administration of new surety bonds and other financial assurance instruments • surety bond riders, terminations, and cancellations • bond and financial reviews • bond approvals related to change of operators, mergers, name changes and business conversions • cost analysis for lease abandonments <ul style="list-style-type: none"> - lease abandonment cost analysis submittals - lease abandonment cost analysis in depth review • economic evaluations of bonds <p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 25 years after cutoff.</p> | LBO | NEW | | | |
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| BOEM Bucket 4 Crosswalk-Energy and Mineral Leases | | | | | |
|---|---------------------|------------------------|--------------|------------------|-----------------------|
| New Schedule | | Former Schedule | | | |
| Bucket 4 | Work Element | Series No. | Title | Retention | NARA Authority |
| <p>4N(1) Non-energy mineral prospecting, leasing, and production are in 30 CFR Part 280 (prospecting), Part 281 (leasing), and Part 282 (production).</p> <ul style="list-style-type: none"> Leasing and regulating the recovery of minerals records Subsoil and seabed of all submerged lands seaward of State-owned waters to the limits of the OCS Records of OCS sand, gravel, or shell resources for shore protection, beach or wetlands restoration projects, or for use in construction <p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 25 years after cutoff.</p> | | NEW | | | |
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| BOEM Bucket 4 Crosswalk-Energy and Mineral Leases | | | | | |
|---|---------------------|------------------------|--------------------------------------|--------------------------|-----------------------|
| New Schedule | | Former Schedule | | | |
| Bucket 4 | Work Element | Series No. | Title | Retention | NARA Authority |
| 4N(2) Sand and Gravel Lease Requests (QAA) Includes: <ul style="list-style-type: none"> • completed National Environmental Policy Act and other required environmental analyses or consultations • Memoranda of Agreement with Federal agency(s) • prepared 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... TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 25 years after cutoff. | QAA | 1001-05 | Environmental Studies Case Files | 25 yrs. | N1-473-88-1 |
| | QAA | 1004-02 | International Cooperative Agreements | When superseded 10yrs | |
| | QAA | 1004-05 | Negotiated Agreements | | |
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| BOEM Bucket 4 Crosswalk-Energy and Mineral Leases | | | | | |
|---|---------------------|------------------------|------------------------------|------------------|-----------------------|
| New Schedule | | Former Schedule | | | |
| Bucket 4 | Work Element | Series No. | Title | Retention | NARA Authority |
| 4N(3) Cooperative Sand and Gravel and Other Non-Energy Mineral Assessments with States and Marine Minerals Research Centers (QAC) Includes: <ul style="list-style-type: none"> • State Cooperative Offshore Sand and Gravel Program • Marine Mineral Technology Center Program (CRMET should use NAK- See cross- reference Bucket 3A(3) NAK) • Non-environmental consultations | QAC | 1004-04 | State Cooperative Agreements | 5yrs | |
| 4N(4) Other non-Energy Leases (QAD) <ul style="list-style-type: none"> • completed National Environmental Policy Act and other required environmental analyses or consultations • Memoranda of Agreement with Federal agency(s) • non-energy lease preparation and negotiated issuance documents • Number of non-energy leases issued | QAD | 1004-06 | Competitive Lease Sales | 10yrs | |
| | | | | | |

| Bucket 4 Crosswalk-Energy and Mineral Leases | | | | | |
|--|------------------------|-------------------|---|------------------|-----------------------|
| New Schedule | Former Schedule | | | | |
| Bucket 4 | Work Element | Series No. | Title | Retention | NARA Authority |
| <p>4N(5) Non-Energy Task Force (QAF)</p> <p>All records related to the business processes and tasks to participate in cooperative Outer Continental Shelf non-energy mineral studies, including records that indicate number of non-energy leases issued (excluding sand and gravel)</p> <p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 25 years after cutoff.</p> <p>(4N(3), 4N(4) and 4N(5))</p> | QAF | 1004-07 | Marine Mineral Technology Centers Files | 10yrs | |
| | | | | | |

Request for Records Disposition Authority

(See Instructions on reverse)

Leave Blank (NARA Use Only)

Job Number

N1-589-12-5

Date Received

7-26-2012

To: **National Archives and Records Administration (NIR)
Washington, DC 20408**

1. From: (Agency or establishment)

Department of the Interior

2. Major Subdivision

Bureau of Ocean Energy Management (BOEM)

3. Minor Subdivision

BSEE, Office of Administration, Technology Services Division

4. Name of Person with whom to confer

Brenda C. Taylor

5. Telephone (include area code)

703-787-1122

Date

13 Aug 14

Archivist of the United States

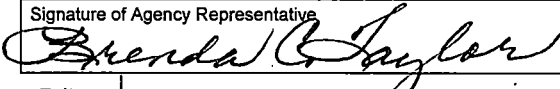


6. Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 11 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies:

is not required is attached has been requested

Signature of Agency Representative



Title

Acting, BSEE/BOEM Bureau Records Officer

Date (mm/dd/yyyy)

05/16/2014

| 7. Item Number | 8. Description of Item and Proposed Disposition | 9. GRS or Superseded Job Citation | 10. Action taken (NARA Use Only) |
|----------------|---|-----------------------------------|----------------------------------|
| | <p>REVISED - PROPOSED RETENTION SCHEDULE SUBMISSION FOR:</p> <p style="text-align: center;">BUCKET #5</p> <p>The Bureau of Ocean Energy Management (BOEM) is submitting the attached revised proposed retention schedule for review and appraisal. The changes are as follows:</p> <ol style="list-style-type: none"> 1. Change of proposed "Temporary disposition" to recommended "Permanent disposition" on item 5B(3), 5D(1), and 5D(2), as well as the change of the "proposed transfer instructions" to the "required change" in transfer instructions. 2. Recommended re-numbering changes applied on items with respect to 5B heading creation, 5C heading creation, and 5D heading creation with an overview included on each item. <p>The disposition instructions have been developed in correlation with the BOEM lines of business functions and processes as they have been reported to the Office of Management and Budget (OMB) and populated in the Department Enterprise Architecture Repository. The basic mission of the organization has remained the same. This schedule is written to authorize the disposition of the records in any media format (media neutral).</p> <p>Attachment 1 - Revised - Proposed Functional Records Retention Schedule (a.k.a "Big Buckets") - Regulatory Oversight and Stewardship</p> | | |

BIG BUCKET RETENTION SCHEDULE FOR THE BUREAU OF OCEAN ENERGY
MANAGEMENT
(BOEM)

Organization The Bureau of Ocean Energy Management (BOEM) IS headquartered In the Washington, D C Metropolitan area BOEM has operational centers and support offices located throughout the United States.

The Bureau of Ocean Energy Management (BOEM) is responsible for managing the environmentally and economically responsible development of the nation's offshore resources Its functions Include offshore leasing, resource evaluations, review and administration of oil and gas exploration and development plans, renewable energy development, and National Environmental Policy Act (NEPA) analyses and studies.

The Office of Administration is responsible for budget and financial management in addition to all administrative activities of BOEM. The functions of this organization include planning for and using budgetary resources in support of the BOEM's varied operating and support programs, e. g. management analysis, records and paperwork management, human resources, safety and health programs, procurement, property and space management, and information management.

Office of Policy and Analysis is responsible for providing policy review and coordinated program and policy positions on all matters relating to the BOEM, for providing a review and assessment capability within the Bureau, managing the strategic planning and quality Improvement processes, and evaluating programs through economic and programmatic policy analyses.

Office(s) of Record refers to the office holding the official record copy of a specific record when multiple copies are used across offices. Most typically, this is the office that creates and maintains the record, although specific offices may be designated to hold official records generated across Program Offices.

Media. This schedule covers records in all media, formats, and produced using any and all tools. Records may include, but are not limited to, paper, word processing documents, presentation materials, statistical data, spreadsheets, databases, e-mail, photographic materials, audio, film, video, drawings, and any other electronic formats that fall within the unstructured, semi-structured, or structured classifications.

Litigation Holds and Freezes: This schedule is subject to the orders of the court to preserve any and all program records deemed potentially responsive in a legal proceeding where BOEM or its authorized agents are named parties to an applicable proceeding, regardless of media format. In accordance with such a court order, or, by direction of the Department of Justice or the Solicitor of the Department of the Interior, BOEM will fully suspend all retention schedule disposition instructions in their entirety, indefinitely, until instructed to do so otherwise by these same authorities through written notice.

Revised- May 9, 2014

BOEM - Bucket 5 - Regulatory Oversight and Stewardship

The Regulatory Oversight and Stewardship business area focuses on ensuring the safe and environmentally sound exploration and production of energy and mineral resources from the OCS. Activities in this business area include: processing plans and permits that ensure work and operational safety and protection of the marine, coastal, and human environments, including implementation of BUREAU mandated mitigations; monitoring industry compliance with laws, rules, and regulations; and providing external technical assistance on oil and gas issues.

| Item Number | Title and Description | Retention Requested | Old Series |
|-------------|--|---------------------|------------|
| 5A | <p>Offshore Oil and Gas User Plans & Permits (OM)</p> <p>The processing, review, and coordination of Bureau Exploration Plans (EP), Development and Production Plans (DPP), Development Operations Coordination Document (DOCD), Decommissioning, Oil Spill Response, and Deep Water Operations Plans (DWOP), and, any related documents and reports. Includes permits to decommission well, structures, and lease term pipelines, and final site clearance. Includes Applications for Permit to Drill (APDs), Rights of Use and Easements (RUEs) lease term pipelines, structures, and facilities. Includes work on related survey reports such as high-resolution geophysical, archaeological, and biological surveys, National Environmental Policy Act (NEPA) analysis, studies to support plan/permit decisions and consultation with resource managers, states and other Federal agencies. This activity also includes all work related to the review, coordination, and approval of applications to modify or repair permitted BUREAU activities, such as Applications for Permit to Modify (APM) wells, structures, facilities, and lease term pipelines.</p> | | |

| Item Number | Title and Description | Retention Requested | Old Series |
|-------------|--|---|---|
| 5A(1) | <p>Environmental Study Plans & Permit Application Review (AAP) All records that support the processing of oil and gas user plans or permits (including exploration plans and DPP and all permits). Includes management oversight to plan environmental studies under the Environmental Studies Program and work on individual projects. These projects support the environmental review of Applications for Permit to Drill, exploration plans, development plans, production plans, and decommissioning.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Development of: <ul style="list-style-type: none"> ○ - 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 <p>BUREAU outputs are: Well Files; Exploration Plans, Development Plans, Deep Water Operations Plans, Conservation Information Documents, drilling permit applications (APDs and RPDs), facility permit applications, structure permit applications, pipeline and right of way permit applications, Applications for Permit to Modify (APMs) and oil spill response plans</p> | <p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain on-site or at the FRC. Delete/Destroy 75 years after cutoff.</p> | <p>NC1-57-84-7 1101-02a2 1101-02b1 1402-03</p> |
| 5A(2) | <p>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.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Exploration Plans and related reports processing, non-environmental review, coordination, approval • Shallow hazards and all other non-environmental reviews of EP • 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 (non-field inspection) 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 (API, ASME, ISO, AWS) | <p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain on-site or at the FRC. Delete/Destroy 75 years after cutoff.</p> | <p>NC1-57-84-7 1101-02b1 1402-03</p> |

| Item Number | Title and Description | Retention Requested | Old Series |
|-------------|---|---|---|
| 5A(3) | <p>Well Permits: Application for Permits to Drill (APDs) (AAV) All records related to the processing, review, evaluation, analysis, coordination, and approval of Applications for Permits to Drill (APDs), As described in 30 CFR 250 Subpart D, E, F, G, and Q and related requirements.</p> <p>Includes:</p> <ul style="list-style-type: none"> • APD processing, review, coordination and approval • Drilling Permit geological and geophysical • Hydrogen Sulfide Contingency Plans and related reports for drilling associated with APDs • Safe Welding Area review for rigs for APDs • Welding and Burning Practices and Procedures (i.e., Hot Tap Plan) for rigs for APDs • Well Activity Reports engineering review • End of Operations 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 wells 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) • Well Logs • Wire Line Surveys | <p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain on-site or at the FRC. Delete/Destroy 75 years after cutoff.</p> | <p>NC1-57-84-7 N1-473-06-2 903-01 903-04 903-05a 903-06 903-07a 903-08 904-03 1101-02a(3) 1101-02b1 1301-19 1402-03</p> |

| Item Number | Title and Description | Retention Requested | Old Series |
|-------------|---|---|--|
| 5A(4) | <p>Development and Production Plans and Related Permits (AAW) All records related to the processing, review, evaluation, analysis, coordination, and approval of development plans and permits; Development Production Plans (DPP), Development Operations Coordination Documents (DOCD), Conservation Information Document (CID), and development right of use and easement, and other non-well permits, as described in the regulation 30 CFR 250 Subpart B, C, I, Q and related requirements.</p> <p>Includes:</p> <ul style="list-style-type: none"> • DPP and DOCD, and related reports, processing, non-environmental 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 (e.g., revisions) 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 standard reviews (API, ASME, ISO and AWS) • Mitigation development, coordination, and review related to development and production plans and permits | <p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain on-site or at the FRC. Delete/Destroy 75 years after cutoff.</p> | <p>NC1-57-84-7 1101-02a(2) 1703-02(a)1</p> |

| Item Number | Title and Description | Retention Requested | Old Series |
|-------------|---|---|--|
| 5A(5) | <p>Deep Water Operations Plans (DWOP) and Related Permits (ABS) All records related to the processing, review, evaluation, analysis, coordination, and approval of Deep Water Operations Plans (DWOP) and related permits, as described in the regulation 30 CFR 250 Subpart B, C, H, I, J, Q and related requirements. Includes:</p> <ul style="list-style-type: none"> • 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 • Review new technology pertaining to deep water development • Review of a Proposal that has modifications (e.g., revisions) 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. 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 | <p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain on-site or at the FRC. Delete/Destroy 75 years after cutoff.</p> | <p>N1-473-98-2 1706-01a</p> |
| 5B | <p>NEPA Compliance All records related to NEPA reviews such as Categorical Exclusion Review (CER) of OCS oil and gas plans (EPs, DOCs, DPPs,), applications (facility applications, pipeline applications, G&G applications, APMs and APDs), suspensions and flaring requests. Ensure NEPA procedural compliance, perform the NEPA analyses and prepare the NEPA document.</p> | | |
| 5B(1) | <p>NEPA Categorically-Excluded Activities (AAN) All records related to NEPA Categorical Exclusion Review (CER) of OCS oil and gas plans (EPs, DOCs, DPPs,), applications (facility applications, pipeline applications, G&G applications, APMs and APDs), suspensions and flaring requests. Ensure NEPA procedural compliance, perform the NEPA analyses and prepare the NEPA document.</p> | <p>TEMPORARY Cut off at close of FY or when activity is completed. Retain on site or at the FRC. Delete/Destroy 25 years after cut-off.</p> | <p>NC1-57-84-7 1001-03a 1301-02a</p> |

| Item Number | Title and Description | Retention Requested | Old Series |
|-------------|--|--|--|
| 5B(2) | <p>NEPA Compliance -Environmental Assessments and Environmental Impact Statements - For Oil Gas Plans (AAO) & For Oil and Gas Permits (ACD)</p> <p>All work and records related to NEPA reviews such as EA or EIS of OCS oil and gas plans (EPs, DOCs, and DPPs), applications (facility permit applications, Right of Use and Easement (RUEs), pipeline applications, G&G applications, structure removal applications, and APMs), and Suspensions of Operations (SOOs) and Suspensions of Production (SOPs). Ensure NEPA procedural compliance by performing NEPA analyses, and preparing the NEPA document.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Management oversight of the NEPA process • Conduct scoping or public hearings • Conduct supportive environmental and socio-economic analyses • Development of environmental mitigation measures | <p>TEMPORARY Cut off at close of FY or when activity completed. Retain on-site or at the FRC. Delete/Destroy 25 years after cutoff</p> | <p>NC1-57-84-7 1001-03a 1301-02a</p> |
| 5B(3) | <p>Oil Spill Risk Analyses for Plans and Permit Application Reviews For Oil and Gas Plans (AAQ) For Oil and Gas Permits (ACE)</p> <p>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.</p> <p>Includes:</p> <ul style="list-style-type: none"> • 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 • Preparation of model results for dissemination | <p>PERMANENT Cut off at close of FY or when activity completed. Electronic Records: Transfer electronic files (including nonproprietary public versions) to the National Archives at three years intervals under the instruction in 36 CFR 1235.44-50, or whichever guidance is in place at the time of the transfer. Hard Copies: Transfer to the FRC 5 years after cut-off. Transfer to NARA 25 years after cut-off.</p> | <p>NC1-57-84-7 N1-473-88-1 1001-03a 1001-05</p> |

| Item Number | Title and Description | Retention Requested | Old Series |
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| 5B(4) | <p>NEPA Compliance for Programmatic Issues (AAX) All records related to National Environmental Policy Act (NEPA) review as Environmental Assessment (EA) or Environmental Impact Statement (EIS) of OCS oil and gas programmatic issues. Ensure NEPA procedural compliance, perform the NEPA analyses and prepare the NEPA document. Includes:</p> <ul style="list-style-type: none"> • Management oversight of the NEPA process & preparation of NEPA (PEA) document • Conduct scoping or public hearings • Conduct supportive environmental and socio-economic analyses • Development of environmental mitigation • Consultation and coordination supporting programmatic NEPA documents, excluding the 5-year EIS, lease sale NEPA documents and "Grid EAs" | <p>TEMPORARY. Cut off at close of FY or when activity completed. Retain on-site or at the FRC. Delete/Destroy 25 years after cutoff</p> | NC1-57-84-7 1001-03a |
| 5B(5) | <p>Environmental Coordination for Site-specific Applications (AAY) All records related to the coordination and consultation with States and other Federal agencies in support of industry submittals [such as Development and Production Plans (DPPs), Development Operations Coordination Documents (DOCDs), Exploration Plans (EPs), pipeline applications, Application for Permit to Modify (APMs), structure removal applications, and G&G applications, and rights-of-use and easements]. Prepare environmental analysis to support the consultations. Includes:</p> <ul style="list-style-type: none"> • Coordination and consultations with other agencies/governments concerning issues related to: CZMA, ESA, MMPA, CAA, 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) <p>Perform reviews of industry submittals (as described above) to determine compliance of industry proposals with certain environmental laws or regulations, such as:</p> <ul style="list-style-type: none"> • Clean Air Act and Outer Continental Shelf Lands Act (OCSLA) air emission requirements • Clean Water Act and National Pollutant Discharge Elimination System Permits • CZMA consistency certifications <p>Endangered Species Act Sect 7, Marine Mammal Protection Act, National Historic Preservation Act (Section 106), OCSLA (compliance with Minerals Management Service regulations; especially archaeology and air quality regulations)</p> | <p>TEMPORARY. Cut off at close of FY or when activity completed. Retain on-site or at the FRC. Delete/Destroy 25 years after cutoff</p> | NC1-57-84-7 1001-03a |

| Item Number | Title and Description | Retention Requested | Old Series |
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| 5B(6) | <p>Analysis and Evaluation of OCS Environmental Compliance (DAR) All records comprising activities employed to analyze, assess, and evaluate OCS energy producing activities in accordance with established environmental legal mandates, regulations, lease stipulations, approved plans and permits, and conditions of approval.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Conduct evaluations related to various environmental laws, regulations, executive orders, etc., to include but not limited to OCS Lands Act, Code of Federal Regulations (specific citations, e.g., 30 CFR 250, 30 CFR 251) BUREAU issued lease stipulations, BUREAU issued Notice to Lessees, National Environmental Policy Act, Endangered Species Act, Marine Mammal Protection Act, Coastal Zone Management Act, Clean Air Act, Clean Water Act, and the National Historic Preservation Act. • Conduct oversight reviews to ensure appropriate and consistent applications on OCS environmental requirements. • Perform the Environmental Performance Index to document and track industries environmental performance. • Perform accountability assessments for OCS environmental issues, both initiated by BUREAU and those referred to BUREAU by other agencies and the general public. • Analyze Regions Environmental Monitoring Compliance Report and make recommendations for environmental accountability improvements. • Coordinate, at a national level, with task forces, workgroups, other agencies, states, lessees, and other interested parties on BUREAU environmental issues. • Collaborate with safety personnel, legal advisors, resource managers, and others involved with environmental implementations. • Collaborate with offices and groups performing a variety of functions to gather data for environmental performance accountability measures. | <p>TEMPORARY Cut off at close of FY or when activity completed. Retain on-site or at the FRC. Delete/Destroy 25 years after cutoff</p> | NEW |

| Item Number | Title and Description | Retention Requested | Old Series |
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| 5C | <p>Technical Assistance to Inform Decisions on Energy Resources (Y5) All records related to technical assistance, technical support, technical training, technology transfer, and technical studies are provided to land managers and other customers to solve a variety of environmental problems. These activities enhance resource management and policy development, including the design and systematic collection of environmental data, and analytical support for a variety of activities, including but not limited to: data synthesis, pollution and disease control, offsite impacts, enforcement activities, permitting, violation, abatement, firefighting, reclamation, stream protection, re-vegetation and husbandry techniques and adaptive management techniques.</p> | | |
| 5C(1) | <p>Provision of Technical and Programmatic Consultation-International (LAA) 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.</p> <p>Includes:</p> <ul style="list-style-type: none"> • International activities • International regulatory interface • International standards • International treaties and conventions | <p>TEMPORARY Cut off at close of FY or when activity is completed. Retain on-site or at the FRC. Delete/ Destroy 25 years after cutoff.</p> | <p>N1-473-97-1 1004-01 1004-03</p> |
| 5C(2) | <p>Liquefied Natural Gas (LNG) Projects (LAB) All records related to the processing, review, evaluation, analysis and coordination of LNG project applications. These records include memoranda of understanding and/or cooperative agreements with the U.S. Coast Guard specific to LNG activity, such as engineering review and recommendation regarding LNG pipelines.</p> <p>Includes:</p> <ul style="list-style-type: none"> • NEPA document development (environmental assessments and environmental impact statements) • Application completeness review for NEPA compliance • Participation in pre-application, public and NEPA scoping meetings • Identification of recommended mitigations and conditions of approval • Individual reviews (e.g., archaeological, biological, hazards and etc.) • Fair Market Value determinations of LNG ports | <p>TEMPORARY Cut off at close of FY or when activity is completed. Retain on-site or at the FRC. Delete/ Destroy 25 years after cutoff.</p> | <p>NC1-57-84-7 1200-07</p> |

| Item Number | Title and Description | Retention Requested | Old Series |
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| 5D | Environmental Compliance Monitoring (DAB and DAM) All records related to Intertidal and Specific Monitoring Projects | | |
| 5D(1) | California Inter-tidal Monitoring Program (DAM) All records related to all funds used to conduct the in-house California Inter-tidal Program Monitoring effort. Activities include: <ul style="list-style-type: none"> • 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 • Analysis of offshore critical infrastructure and assets | PERMANENT Cut off at close of FY or when activity completed. Electronic Records: Transfer electronic files (including nonproprietary public versions)to the National Archives at three years intervals under the instruction in 36 CFR 1235.44-50, or whichever guidance is in place at the time of the transfer. Hard Copies: Transfer to the FRC 5 years after cut-off. Transfer to NARA 25 years after cut-off. | NEW |

| Item Number | Title and Description | Retention Requested | Old Series |
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| 5D(2) | <p>Environmental Studies in Support of Environmental Compliance Monitoring (DAB)</p> <p>All records related to oil and gas environmental compliance monitoring. This does not include all monitoring projects but only those projects that specifically monitor whether a company is in compliance with environmental stipulations.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Development of <ul style="list-style-type: none"> ○ - Annual Environmental Studies Plans ○ - Annual Regional Studies Priority Lists ○ - National Studies Priority Lists • Consultation with the Outer Continental Shelf Scientific Committee • Maintenance of the Environmental Study Plan Financial Project Management System • Provision of environmental studies oversight | <p>PERMANENT Cut off at close of FY or when activity completed. Electronic Records: Transfer electronic files (including nonproprietary public versions) to the National Archives at three years intervals under the instruction in 36 CFR 1235.44-50, or whichever guidance is in place at the time of the transfer. Hard Copies: Transfer to the FRC 5 years after cut-off. Transfer to NARA 25 years after cut-off.</p> | <p>NC1-57-84-7 N1-473-97-1 N1-473-88-1 1001-05 1004-02a 1105-01</p> |
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| BOEM Bucket 5 Crosswalk-Regulatory Oversight and Stewardship | | | | | |
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| Bucket 5 | Work Element | Series No. | Title | Retention | NARA Authority |
| 5A(2) 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: <ul style="list-style-type: none"> • Exploration Plans and Related Reports processing, non-environmental review, coordination, approval • Shallow hazards and all other non-environmental reviews of EP • Exploration Plans and 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 non field Inspection, Incidents of non-compliance processing related to compliance with approved explorations plans • All other program support activities related to exploration plans except for regulation and policy development and | AAT | 1101-02b1 | Well Files | 75 yrs | NC1-57-84-7 |
| | AAT | 1402-03 | Operator Submitted Plans | When superseded | 1101-02b1 NC1-57-84-7 1402-03 |

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| <p>industry standard reviews (API, ASME,ISO, AWS.</p> <p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain on-site or at the FRC. Delete/Destroy 75 years after cutoff.</p> | | | | | |
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| BOEM Bucket 5 Crosswalk-Regulatory Oversight and Stewardship | | | | | |
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| Bucket 5 | Work Element | Series No. | Title | Retention | NARA Authority |
| 5A(3) Well Permits: Application for Permits to Drill (AAV) All records related to the processing, review, evaluation, analysis, coordination, and approval of Applications for Permits to Drill (APDs), As described in 30 CFR 250 Subpart D, E, F, G, and Q and related requirements. Includes: <ul style="list-style-type: none"> • APD processing, review, coordination and approval • Drilling Permit geological and geophysical • Hydrogen Sulfide Contingency Plans and related reports for drilling associated with APDs • Safe Welding Area review for rigs for APDs • Welding and Burning Practices and Procedures (i.e., Hot Tap Plan) for rigs for APDs • Well Activity Reports engineering review • End of Operations 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 | AAV | 903-01 | Well Logs-Samples | P | NC1-57-84-7 903-01 |
| | AAV | 903-04 | Petrographic Reports | P | NC1-57-84-7 903-04 |
| | AAV | 903-05a | Paleontological Reports | P | NC1-57-84-7 903-05a |
| | AAV | 903-06 | Logs | P 75 yrs | NC1-57-84-7 N1-473-06-2 903-06a |
| | AAV | 903-07a | Directional Surveys | 75 yrs | NC1-57-84-7 903-07a |
| | AAV | 903-08 | Well Log Card Index | P | NC1-57-84-7 903-08 |
| | AAV | 904-03 | Stratigraphic Summary Well Reports | P | NC1-57-84-7 904-03 |
| | AAV | 1101-02a(3) | Lease Operation File | 75 yrs - | NC1-57-84-7 1101-02a3 |
| | AAV | 1101-02b1 | Well Files | 75 yrs | NC1-57-84-7 1101-02b1 |
| | AAV | 1301-19 | Shut-In Well report | When superseded | NC1-57-84-7 1301-19 |
| | AAV | 1402-03 | Operator Submitted Plans | When superseded | NC1-57-84-7 1402-03 |

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| <ul style="list-style-type: none">• No flow wells 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)• Well Logs• Wire Line Surveys <p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain on-site or at the FRC. Delete/Destroy 75 years after cutoff.</p> | | | <p>Note: Some of the Series No's listed above are scheduled as Permanent on former Records Schedule.</p> | | |
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| BOEM Bucket 5 Crosswalk-Regulatory Oversight and Stewardship | | | | | |
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| Bucket 5 | Work Element | Series No. | Title | Retention | NARA Authority |
| <p>5A(4) Development and Production Plans and Related Permits (AAW) All records related to the processing, review, evaluation, analysis, coordination, and approval of development plans and permits; Development Production Plans (DPP), Development Operations Coordination Documents (DOCD), Conservation Information Document (CID), and development right of use and easement, and other non-well permits, as described in the regulation 30 CFR 250 Subpart B, C, I, Q and related requirements.</p> <p>Includes:</p> <ul style="list-style-type: none"> • DPP and DOCD, and related reports, processing, non-environmental 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 (e.g., revisions) to an approved development plan or permit • Review of Rights of Use and Easement Applications related to development and production • Conservation Information Document (CID) | AAW | 1101-02a(2) | Lease Plan of Exploration and Plan of Development and Production | - 10yrs | NC1-57-84-7 1101-02a2 |
| | AAW | 1703-02(a)1 | Unit or Communitization Agreement Document Files | 25yrs | NC1-57-84-7 1703-02a1 |

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| <p>(plan review and assessment)</p> <ul style="list-style-type: none">• 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..• Mitigation development, coordination, and review related to development and production plans and permits <p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain on-site or at the FRC. Delete/Destroy 75 years after cutoff.</p> | | | | | |
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| BOEM Bucket 5 Crosswalk-Regulatory Oversight and Stewardship | | | | | |
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| Bucket 5 | Work Element | Series No. | Title | Retention | NARA Authority |
| <p>5A(5) Deep Water Operations Plans (DWOP) and Related Permits (ABS) All records related to the processing, review, evaluation, analysis, coordination, and approval of Deep Water Operations Plans (DWOP) and related permits, as described in the regulation 30 CFR 250 Subpart B, C, H, I, J, Q and related requirements. Includes:</p> <ul style="list-style-type: none"> • 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 • Review new technology pertaining to deep water development • Review of a Proposal that has modifications (e.g., revisions) 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. Such as requests to install new structures, requests to modify old structures, and requests to decommission | ABS | 1706-01a | Application for Deep Water Royalty Relief Files | 25 yrs | N1-473-98-2-1706-01a |

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| <p>structures.</p> <ul style="list-style-type: none">• Mitigation development, coordination, and review related to development and production plans and permits.... <p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain on-site or at the FRC. Delete/Destroy 75 years after cutoff.</p> | | | | | |
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| BOEM Bucket 5 Crosswalk-Regulatory Oversight and Stewardship | | | | | |
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| Bucket 5 | Work Element | Series No. | Title | Retention | NARA Authority |
| <p>5B NEPA Compliance for Categorically-Excluded Activities (AAN) All records related to NEPA reviews such as Categorical Exclusion Review (CER) of OCS oil and gas plans (EPs, DOCs, DPPs,), applications (facility applications, pipeline applications, G&G applications, APMs and APDs), suspensions and flaring requests. Ensure NEPA procedural compliance, perform the NEPA analyses and prepare the NEPA document.</p> <p>TEMPORARY Cut off at close of FY or when activity completed. Retain on-site or at the FRC. Delete/Destroy 25 years after cutoff</p> | AAN | 1301-02a | Semi-Annual Gas Well Test Report | 4 yrs | NC1-57-84-7 1301-02a |
| <p>5B(1) NEPA Compliance -Environmental Assessments (EA) and Environmental Impact Statements (EIS) for Oil Gas Plans (AAO) and Gas Permits</p> <p>Note: The Statement above is different they what the Bucket 5 Schedule has.</p> <p>5B(1) NEPA Compliance -Environmental Assessments and Environmental Impact Statements - For Oil Gas Plans (AAO) &</p> | AAO/A CD | 1001-03a | Sale Environmental Impact Statement Files | 20yrs | NC1-57-84-7 1001-03a |

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| <p>For Oil and Gas <i>Permits</i> (ACD) All work and records related to NEPA reviews such as EA or EIS of OCS oil and gas plans (EPs, DOCDs, and DPPs), applications (facility permit applications, Right of Use and Easement (RUEs), pipeline applications, G&G applications, structure removal applications, and APMs), and Suspensions of Operations (SOOs) and Suspensions of Production (SOPs). Ensure NEPA procedural compliance by performing NEPA analyses, and preparing the NEPA document.</p> <p>Includes:</p> <ul style="list-style-type: none">• Management oversight of the NEPA process• Conduct scoping or public hearings• Conduct supportive environmental and socio-economic analyses• Development of environmental mitigation measures <p>TEMPORARY Cut off at close of FY or when activity completed. Retain on-site or at the FRC. Delete/Destroy 25 years after cutoff</p> | | | | | |
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| BOEM Bucket 5 Crosswalk-Regulatory Oversight and Stewardship | | | | | |
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| Bucket 5 | Work Element | Series No. | Title | Retention | NARA Authority |
| 5B(2) Oil Spill Risk Analyses for Plans and Permit Application Reviews (AAQ)-for Oil and Gas Plans (AAQ), FOR Oil and Gas Permits Note: The Statement above is different they what the Bucket 5 Schedule has. 5B(2) Oil Spill Risk Analyses for Plans and Permit Application Reviews For Oil and Gas Plans (AAQ) For Oil and Gas Permits (ACE) 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: <ul style="list-style-type: none"> • 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 • Preparation of model results for dissemination TEMPORARY. Cut off at close of FY or when activity completed. | AAQ/A CE | 1001-03a | Sale Environmental Impact Statement Files | 20yrs | NC1-57-84-7 1001-03a |
| | | 1001-05 | Environmental Studies Case Files | 25yrs | N1-473-88-1 1001-05 |

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| <p>Retain on-site or at the FRC. Delete/Destroy 25 years after cutoff</p> <p>5B(3) NEPA Compliance for Programmatic Issues (AAX) All records related to National Environmental Policy Act (NEPA) review as Environmental Assessment (EA) or Environmental Impact Statement (EIS) of OCS oil and gas programmatic issues. Ensure NEPA procedural compliance, perform the NEPA analyses and prepare the NEPA document.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Management oversight of the NEPA process & preparation of NEPA (PEA) document • Conduct scoping or public hearings • Conduct supportive environmental and socio-economic analyses • Development of environmental mitigation • Consultation and coordination supporting programmatic NEPA documents, excluding the 5-year EIS, lease sale NEPA documents and "Grid EAs" <p>TEMPORARY. Cut off at close of FY or when activity completed. Retain on-site or at the FRC. Delete/Destroy 25 years after cutoff</p> | <p>AAX</p> | <p>1001-03a</p> | <p>Sale Environmental Impact Statement Files</p> | <p>20yrs</p> | <p>NC1-57-84-7 1001-03a</p> |
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| Bucket 5 | Work Element | Series No. | Title | Retention | NARA Authority |
| <p>5B(4) Environmental Coordination for Site-specific Applications (AAY)</p> <p>All records related to the coordination and consultation with States and other Federal agencies in support of industry submittals [such as Development and Production Plans (DPPs), Development Operations Coordination Documents (DOCDs), Exploration Plans (EPs), pipeline applications, Application for Permit to Modify (APMs), structure removal applications, and G&G applications, and rights-of-use and easements]. Prepare environmental analysis to support the consultations.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Coordination and consultations with other agencies/governments concerning issues related to: CZMA, ESA, MMPA, CAA, 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) | AAY | 1001-03a | Sale Environmental Impact Statement Files | 20yrs | NC1-57-84-7 1001-03a |

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| <p>Perform reviews of industry submittals (as described above) to determine compliance of industry proposals with certain environmental laws or regulations, such as:</p> <ul style="list-style-type: none">• Clean Air Act and Outer Continental Shelf Lands Act (OCSLA) air emission requirements• Clean Water Act and National Pollutant Discharge Elimination System Permits• CZMA consistency certification.. <p>Endangered Species Act Sect 7, Marine Mammal Protection Act, National Historic Preservation Act (Section 106), OCSLA (compliance with Minerals Management Service regulations; especially archaeology and air quality regulations)</p> <p>TEMPORARY. Cut off at close of FY or when activity completed. Retain on-site or at the FRC. Delete/Destroy 25 years after cutoff</p> | | | | | |
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| BOEM Bucket 5 Crosswalk-Regulatory Oversight and Stewardship | | | | | |
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| Bucket 5 | Work Element | Series No. | Title | Retention | NARA Authority |
| <p>5B(5) Analysis and Evaluation of OCS Environmental Compliance (DAR) All records comprising activities employed to analyze, assess, and evaluate OCS energy producing activities in accordance with established environmental legal mandates, regulations, lease stipulations, approved plans and permits, and conditions of approval.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Conduct evaluations related to various environmental laws, regulations, executive orders, etc., to include but not limited to OCS Lands Act, Code of Federal Regulations (specific citations, e.g., 30 CFR 250, 30 CFR 251) BUREAU issued lease stipulations, BUREAU issued Notice to Lessees, National Environmental Policy Act, Endangered Species Act, Marine Mammal Protection Act, Coastal Zone Management Act, Clean Air Act, Clean Water Act, and the National Historic Preservation Act. • Conduct oversight reviews to ensure appropriate and consistent applications on OCS environmental requirements. • Perform the Environmental Performance Index to document and track industries environmental performance. | DAR | NEW | | | |

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| <ul style="list-style-type: none">• Perform accountability assessments for OCS environmental issues, both initiated by BUREAU and those referred to BUREAU by other agencies and the general public.• Analyze Regions Environmental Monitoring Compliance Report and make recommendations for environmental accountability improvements.• Coordinate, at a national level, with task forces, workgroups, other agencies, states, lessees, and other interested parties on BUREAU environmental issues.• Collaborate with safety personnel, legal advisors, resource managers, and others involved with environmental implementations.• Collaborate with offices and groups performing a variety of functions to gather data for environmental performance accountability measures. <p>TEMPORARY Cut off at close of FY or when activity completed. Retain on-site or at the FRC. Delete/Destroy 25 years after cutoff</p> | | | | | |
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| BOEM Bucket 5 Crosswalk-Regulatory Oversight and Stewardship | | | | | |
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| Bucket 5 Technical Assistance to Inform Decisions on Energy Resources | Work Element | Series No. | Title | Retention | NARA Authority |
| 5C(1) Technical Assistance for Managing or Influencing Use of Energy Resources (LAA) Note: The Statement above is different they what the Bucket 5 Schedule has. <div style="border: 1px dashed black; padding: 5px;"> Provision of Technical and Programmatic Consultation- International (LAA) 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: <ul style="list-style-type: none"> • International activities • International regulatory interface • International standards • International treaties and conventions </div> TEMPORARY Cut off at close of FY or when activity is completed. Retain on-site or at the FRC. Delete/ Destroy 25 years after cutoff. | LAA | 1004-01 | International Training Files | 5 yrs. | N1-473-97-1 1004-01 |
| | LAA | 1004-03 | Department of State Technical Assistance Files | 10 yrs. | N1-473-97-1 1004-03 |

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| <p>5C(2) Liquefied Natural Gas (LNG) Projects (LAB) All records related to the processing, review, evaluation, analysis and coordination of LNG project applications. These records include memoranda of understanding and/or cooperative agreements with the U.S. Coast Guard specific to LNG activity, such as engineering review and recommendation regarding LNG pipelines.</p> <p>Includes:</p> <ul style="list-style-type: none"> • NEPA document development (environmental assessments and environmental impact statements) • Application completeness review for NEPA compliance • Participation in pre-application, public and NEPA scoping meetings • Identification of recommended mitigations and conditions of approval • Individual reviews (e.g., archaeological, biological, hazards and etc.) • Fair Market Value determinations of LNG ports <p>TEMPORARY Cut off at close of FY or when activity is completed. Retain on-site or at the FRC. Delete/ Destroy 25 years after cutoff.</p> | <p>LAB</p> | <p>1200-07</p> | <p>Natural Gas Policy Act</p> | <p>When no longer needed</p> | <p>NC1-57-84-7 1200-07</p> |
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| BOEM Bucket 5 Crosswalk-Regulatory Oversight and Stewardship | | | | | |
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| New Schedule | | | Former Schedule | | |
| Bucket 5 | Work Element | Series No. | Title | Retention | NARA Authority |
| <p>5D California Inter-tidal Monitoring Program (DAM) All records related to all funds used to conduct the in-house California Inter-tidal Program Monitoring effort. Activities include:</p> <ul style="list-style-type: none"> • 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 • Analysis of offshore critical infrastructure and assets <p>TEMPORARY Cut off at close of FY or when activity is completed. Retain on-site or at the FRC. Delete/ Destroy 25 years after cutoff.</p> | NEW | | | | |

| BOEM Bucket 5 Crosswalk-Regulatory Oversight and Stewardship | | | | | |
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| Bucket 5 Technical Assistance to Inform Decisions on Energy Resources | Work Element | Series No. | Title | Retention | NARA Authority |
| <p>5D(1) Environmental Studies in Support of Environmental Compliance Monitoring (DAB) All records related to oil and gas environmental compliance monitoring. This does not include all monitoring projects but only those projects that specifically monitor whether a company is in compliance with environmental stipulations.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Development of <ul style="list-style-type: none"> ○ - Annual Environmental Studies Plans ○ - Annual Regional Studies Priority Lists ○ - National Studies Priority Lists • Consultation with the Outer Continental Shelf Scientific Committee • Maintenance of the Environmental Study Plan Financial Project Management System • Provision of environmental studies oversight <p>TEMPORARY Cut off at close of FY or when activity is completed. Retain on-site or at the FRC. Delete/ Destroy 25 years after cutoff.</p> | DAB | 1001-05 | Environmental Studies Case Files | 25 yrs. | N1-473-88-1 1001-05 |
| | DAB | 1004-02a | International Cooperative Agreements. | 10 yrs. When Superseded | N1-473-97-1 1004-02a |
| | DAB | 1105-01 | Coastal Zone Management | When no longer needed | NC1-57-84-7 1105-01 |

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| BOEM Bucket 5 Crosswalk-Regulatory Oversight and Stewardship | | | | | |
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| Bucket 5 Oil and Gas User Plans & Permits – (OM) | Work Element | Series No. | Title | Retention | NARA Authority |
| <p>5A(1) Environmental Study Plans & Permit Application Review (AAP) All records that support the processing of oil and gas user plans or permits (including exploration plans and DPP and all permits). Includes management oversight to plan environmental studies under the Environmental Studies Program and work on individual projects. These projects support the environmental review of Applications for Permit to Drill, exploration plans, development plans, production plans, and decommissioning.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Development of Annual Study Plans • Development of Annual Regional Studies • Development of National Studies Priority Lists • Consultation with other OCS Scientific Committee • Provision of Environmental Oversight <p>BUREAU outputs are: Well Files; Exploration Plans, Development Plans, Deep Water Operations Plans, Conservation Information Documents, drilling permit</p> | AAP | 1101-02a(2) | Lease Plan of Exploration and Plan of Development and Production | - 10yrs | NC1-57-84-7 1101-02a2 |
| | AAP | 1101-02b1 | Well Files | 75 yrs | NC1-57-84-7 1101-02b1 |
| | | 1402-03 | Operator Submitted Plans | When Superseded | NC1-57-84-7 1402-03 |

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| <p>applications (APDs and RPDs), facility permit applications, structure permit applications, pipeline and right of way permit applications, Applications for Permit to Modify (APMs) and oil spill response plans.</p> <p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain on-site or at the FRC. Delete/Destroy 75 years after cutoff.</p> | | | | | |
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