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 Destroy 3 yrs after the goals of the plan are achieved; the plan is superseded or otherwise rendered obsolete.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

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

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

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

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

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

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

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0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Mineral Revenue Distribution and Disbursement Files - All records created or received documenting the receipt and processing of Federal and Indian mineral revenues. Processing revenues (rents, royalties and bonuses) includes processing payor-submitted reports, reconciling errors and processing receipts. Includes disbursement of revenues and related information of U.S. Treasury, States, Office of Trust Fund Management/Bureau of Indian Affairs for Indian Tribes, and Indian allottees, as well as, billings for the collection of funds due from rental and royalty payors. Includes: TPAY (Treasury Payment) Creation Form, Forms Sf-1091, SF-1166, and correspondence supporting the distribution and disbursement of royalty and rental funds, Windfall Profit Tax Returns, Revenue management information collection forms	Unscheduled	N/A; Unscheduled

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

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0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Refunds and Other Documentation - All records created or received documenting receipt of refunds or other transactions. Includes: Electronic fund transfer notices, Form SF-215 and support documents such as check stubs, Deposit Tickets, Debit Vouchers, Forms MMS-4149 and MMS-4158, Account for Refund on behalf of Allottees, Refunds or overpayment files including: Company refund requests, Internal refund memoranda, General Ledger vendor	Unscheduled	N/A; Unscheduled
0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Audits - ONRR - All records created or received documenting ONRR audits according to the Audit Manual and Government Auditing Standards, also known as the yellow book standards. Includes: Source documents such as Purchase/Sales Contracts, Division Orders, Gas Settlement Statements, Oil Run Statements, Correspondence, Case File Index, Exhibits, Appeals and Supporting Documentation, Summaries, Work papers, Schedules, Templates, Screenshots of tracking	Unscheduled	N/A; Unscheduled
0007 - Accounting, Compliance, and Administration Records - Federal Files	TEMPORARY. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Destroy 10 years after cut off.	Audits - States and Tribes - All records created or received documenting ONRR audits according to the Audit Manual and Government Auditing Standards, also known as the yellow book standards. Includes: Source documents such as Purchase/Sales Contracts, Division Orders, Gas Settlement Statements, Oil Run Statements, Correspondence, Case File Index, Exhibits, Appeals and Supporting Documentation, Summaries, Work papers, Schedules, Templates, Screenshots of tracking	Unscheduled	N/A; Unscheduled

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

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

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

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

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

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

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

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

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

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

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

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

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

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0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Oil Spill Incident Review and Analysis - All records related to identifying, tracking, quantifying, and responding to oil spills from regulated facilities, including review of oil spill reports from the National Response Center, NOAA, industry, or other sources. Other Than Major Oil Spill Incident and Analysis Records - Records of all other (non-major) oil spill	N1-473-12-5, 5C(3)(b)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.
0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Oil Spill Response Division Program - All records related to the administration and operation of agency oil spill program including promulgation of regulations, development policies and procedures, responding to requests for information. Oil Spill Response Program Administration Records - Records for routine activities including but not limited to responding to requests for information, personnel actions, maintenance of the program web site, all	N1-473-12-5, 5C(4)(b)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.
0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Facility Safety Systems Permit Applications - All records related to the processing, review, evaluation, analysis, coordination, and approval of production facility safety system permits, as described in the regulation 30 CFR 250 Subpart B, C, H, I, and related requirements. Includes Production Facility Applications processing, review, and coordination. Includes requests for new facilities and modifications to existing facilities, production facility safety permits and related reports, processing, non-environmental review, coordination, and approval, all other non-environmental reviews of production facility safety permits, Hydrogen Sulfide Contingency Plans and related reports for production	N1-473-12-5, 5D(1)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.

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

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

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

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

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

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0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Economic and Engineering Analysis for the 5-Year Program (AAD) - All records related to all processes and tasks needed to accomplish economic analysis, modeling and consultation in support of the drafting and implementing the 5-Year OCS Oil and Gas Program. Perform economic and engineering analysis for 5-Year Plan, including ad hoc analysis (output from work element NAA is used for this work element), conduct economic and engineering evaluation work for Headquarters in	N1-589-12-4, 4D(4)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.
0010 – Resource Lease Case Files and Power Management Agreements	TEMPORARY. Retain in Agency for active life of the project, agreement or contract. Cut off after final payment of contract agreement/closure or termination of project. Destroy 25 years after cut-off.	Individual Lease Sale Areas of Interest (AAF) - All records related to this element apply. Before the Call for Information and Nominations and the Area Identification steps of the presale process, the area to consider for leasing for a proposed sale are: Determine individual lease sale areas of interest, use the Indicated Hydrocarbon List to conduct analyses of open-hole data on unleased	N1-589-12-4, 4D(5)	Temporary - Cutoff at close of FY or when activity is completed. Retain onsite or at FRC. Delete/Destroy 25 years after cutoff.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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0019 – Management Plans and Reports, Land Titles, and Uses of Land Requiring Agency Authorization	PERMANENT. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Transfer to NARA 30 years after cut-off.	Texas Acquired Interests Deeds. Copies of individual deeds recorded at county courthouse documenting interests in land acquired by a Federal agency. Includes copies of Federal agency acquisition maps that show survey location based on deed description. Also contains other maps (e.g., road maps, survey	N1-49-91-2, 7c	Permanent. Cutoff when project is completed. Transfer to NARA 5 years after cutoff.
0019 – Management Plans and Reports, Land Titles, and Uses of Land Requiring Agency Authorization	PERMANENT. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Transfer to NARA 30 years after cut-off.	TAMP Project History Files. Consists of life cycle management documentation, data standards, project charter, progress reports, etc. Includes correspondence on deliverables (e.g., tapes, tape contents and index, etc.) and	N1-49-91-2, 1	Permanent. Cutoff when project is completed. Transfer to NARA 5 years after cutoff.
0019 – Management Plans and Reports, Land Titles, and Uses of Land Requiring Agency Authorization	PERMANENT. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Transfer to NARA 30 years after cut-off.	TAMP Master Title and Use Plats. Plats which show base data (survey and land conveyances and acquisitions) and mineral leasing (oil and gas) information on a county basis. Used to graphically display land status and used as an index to other source documents. d(2).	N1-49-91-2, 5d(2)	Permanent. Transfer to NARA upon completion of project or immediately prior to conversion for ALMRS. Subsequent versions - destroy when superseded, obsolete, or when no longer needed for administrative use.
0019 – Management Plans and Reports, Land Titles, and Uses of Land Requiring Agency Authorization	PERMANENT. Cut off as instructed in bureau/office records manual, or at the end of fiscal year in which file is closed if no unique cut off exists. Transfer to NARA 30 years after cut-off.	TAMP Historical Indexes. Chronological listing of all land acquisition and mineral lease transactions. Not all data is displayed on Master Title Plat. c. Oracle Data Base. Listing all land acquisition and mineral lease transactions. Identified by serial number, parcel number, date (see table layout). File can be sorted in chronological order to represent an historical index [5 cubic feet]	N1-49-91-2, 6c	Permanent. Transfer Historical Index (HI) with first transfer of the digital TAMP Master Title and Use Plats - ArcInfo Version (item 5d(2)) to NARA when project is completed or migrated to ALMRS. Transfer subsequent HI tables at 5-year intervals coinciding with the quinquennial consensus of Manufacturing and Mining Industries (years ending in 2 and 7). (NOTE: These records do not close, they are updated as land status changes)

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

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

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Water				
0020 - Water Analysis and Water Use & Permitting	TEMPORARY. Cut off at the termination of the water permit or completion of water analysis or activity. Destroy 5 years after cut off.	Water Rights Permits - Copies of permits issued by State governments for use of water.	NC1-49-85-2, 4/24	Temporary. Cutoff EOFY in which all rights terminate. FRC destroys 5 years after cutoff.
0020 - Water Analysis and Water Use & Permitting	TEMPORARY. Cut off at the termination of the water permit or completion of water analysis or activity. Destroy 5 years after cut off.	Drinking Water Files - Documenting water quality testing conducted by or for BLM in accordance with requirements of the Safe Drinking Water Act and the Clean Water Act. (2) Public, Community, and Noncommunity Water System Files - If Testing, Reporting and Recordkeeping are done by BLM. (a) Bacteria	NC1-49-85-2, 4/26d(2)a	Temporary. Cutoff EOFY. Destroy 5 years after cutoff.
0020 - Water Analysis and Water Use & Permitting	TEMPORARY. Cut off at the termination of the water permit or completion of water analysis or activity. Destroy 5 years after cut off.	Drinking Water Files - Documenting water quality testing conducted by or for BLM in accordance with requirements of the Safe Drinking Water Act and the Clean Water Act. (2) Public, Community, and Noncommunity Water System Files - If Testing, Reporting and	NC1-49-85-2, 4/26d(2)c	TEMPORARY. Cutoff EOFY in which violation is corrected. Destroy 3 years after cutoff.
0021 - Non-Historic Water and Power Projects & Facilities	TEMPORARY. Cut off when facility or structure ceases to exist, is transferred to a non-DOI entity, records are no longer needed for continued operation of the structure or feature, or at the completion of project activities. Destroy 10 years after cut-off.	Well Logs and Reservoir Capacity Logs - Logs contain volume and other technical information regarding wells and reservoirs located on Service-owned or Service-utilized real estate.	NC1-22-78-1, 43	TEMPORARY. Retain until reservoir is no longer in custody of Service. Upon sale or relinquishment of easement rights convey log to purchaser or owner (in case of easement relationship).

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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