REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK (NARA use only)

JOB NUMBER N1-473-04-1

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

DATE RECEIVED
10-22-2003

1. FROM (Agency or establishment)
Department of the Interior

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION
Minerals Management Service

3. MINOR SUBDIVISION
Office of Administration and Budget

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Carole A. deWitt	703 787-1242		WITHDRAWN WITHDRAWN

6. AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 10 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

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

WITHDRAWN

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
10-20-03	Carole A. deWitt	Records Manager

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	The Minerals Management Service disposition schedule is revised. The basic mission of the organization has remained the same. These records are found in the Minerals Revenue Management and the systems document the Revenue Management function. The systems submitted for approval include, but are not limited to, legacy systems known as Auditing and Financial System (AFS), Production Accounting and Auditing System (PAAS), Common Reference Database (CRD), Minerals Management Appeals Tracking System (MATS), RMP Query System (RQS), Business Information System (BIS), many standalone legacy systems, as well as the MRM Financial System (MFS), MRM Data Warehouse (MDW) and the MRM Compliance System (MCS). This schedule is for any future systems that document the collection, distribution, and accounting for revenues received from Federal and Indian minerals leases. There are 8 schedule Items with 21 dispositions. See attached. cc Agency NR NWME		WITHDRAWN 3-1-05 Yvonne X. Wilson NWM2

115-109 NSN 7540-00-634-4064
PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA
36 CFR 1228

The Department of Interior is required by various laws to manage the production of mineral resources offshore and onshore on Indian and Federal lands, collect royalties due, distribute revenue and production information, and disburse collected funds in accordance with those laws. Minerals Revenue Management (MRM), a sub-division of the Minerals Management Service (MMS), is responsible for the management of revenue associated with both Federal offshore and onshore mineral leases. MRM provides the Federal Government with one of the greatest sources of non-tax revenue.

While MMS's Offshore Minerals Management (OMM) office contends with all aspects of offshore Federal leasing, Federal onshore mineral leasing activities are managed by the Department of the Interior's Bureau of Land Management (BLM) and the Department of Agriculture's U.S. Forest Service. The Bureau of Indian Affairs (BIA) and BLM administer Indian mineral leases which are leases administered by the Government for lands held in trust for individual Indians and Indian Tribes and located only onshore, while MMS/MRM, in conjunction with BIA, provides revenue management services for mineral leases on Indian lands.

In addition to Federal lands leased to states, and Indian tribes, individuals and companies may also maintain leases for mineral development. Leaseholders competitively bid, initially paying a bonus, and subsequently rent for the right to develop these onshore and offshore lands. If minerals are found, extracted, and sold, the Federal Government is entitled to a certain percentage of, or revenue on, the production.

Using computerized accounting systems, MRM processes more than $300 million each month, with bonuses, rents, and royalties from nearly 70,000 leases amounting to several billion dollars each year. Totals fluctuate with market price, amount of production, and number of lease sales, averaging about $4 billion in recent years and peaking at more than $11 billion in 1981.

Distribution of revenues associated with onshore Federal lands is split 50-40-10, with 50 percent of the money going directly to the state where the specific lease was located, with one exception. Of the remaining fifty percent, forty percent is sent to the Reclamation Fund of the U.S. Treasury, a special account that finances the Bureau of Reclamation's water projects in 17 western states. The remaining 10 percent go to the U.S. Treasury's General Fund. Alaska is the only exception as they are entitled to a 90-percent share of the revenues, with the remaining 10 percent going to the U.S. Treasury's General Fund. In 2000, 35 states received $800 million as their cumulative share of onshore Federal leases.

In contrast to the 50 percent of revenue collected by the states, 100 percent of revenue collected on Indian mineral leases is turned over to respective Indian tribes or individual

Indian mineral owners through the Office of Trust Funds Management (OFTM). OTFM is a division of the Office of the Special Trustee for American Indians (OST).

MRM's revenue management functions include:

- Collection and validation of royalty, production, payment, and reference (company name and other company data, information about leases and agreements, pricing schedules, etc.) data;
- Financial management requirements as defined by Office of Management and Budget (OMB), General Accounting Office (GAO), and U.S. Treasury;
- Revenue collection, distribution, and disbursement;
- Financial discrepancy processing and billing;
- Debt collection; and
- Reporting and querying data to provide information to various stakeholders.

These functions are embodied in MRM's electronic systems.

MRM's systems document the process of accounting for, and disbursing the billions of dollars that the government collects from mineral companies extracting minerals from Federal and Indian lands. The systems document the collection, distribution and accounting for royalties, rents, bonuses, sales, interest, penalties and any other revenues received from Federal and Indian mineral leases.

They account for revenues collected; facilitate the distribution and disbursement of revenues; provide revenue accounting, production, and statistical information; identify payment discrepancies and reporting errors in order to pursue collection; as well as facilitate compliance and verification activities.

The systems track production volumes reported by oil and gas operators and solid minerals operators who are extracting minerals from Federal and Indian lands. This reported production volume data is compared with the sales volume data reported by payors. Discrepancies (formally known as "exceptions" in the MMS legacy systems, now called "findings") are identified and reviewed to determine if additional monies are due from payors.

The systems document the financial information (royalties, rents, bonuses, sales, interest, penalties and any other revenues) and production volumes for all financial processing involved with the collecting and accounting for all monies received and distributed from minerals extracted from leased Federal (offshore and onshore) and Indian lands from 1983 to the present. The systems include, but are not limited to, legacy systems known as Auditing and Financial System (AFS), Production Accounting and Auditing System (PAAS), Common Reference Database (CRD), Minerals Management Appeals Tracking System (MATS), RMP Query System (RQS), Business Information System (BIS), many standalone legacy systems, as well as the MRM Financial System (MFS), MRM Data

WITHDRAWN

Warehouse (MDW) and the MRM Compliance System (MCS). This includes any future systems as well.

These systems are used to protect the rights and interests of the Federal government, Indian Tribes and individual Indian mineral owners.

A. **Inputs:** (all media) Inputs come from various sources – internal departments, other Federal agencies, and operators and payors and include electronic data uploaded into systems (Electronic Data Interchange - EDI, e-mail, diskette, tape, etc.) as well as other media (e.g.: paper, microfilm, electronic data, etc.) that is not uploaded into systems. These sources include, but are not limited to: companies reporting revenue and/or production information, BLM, BIA, and OMM submitting lease information, information from Treasury/internal sources for electronic/hardcopy revenue collected and disbursed, and error corrections processed by internal employees and companies.

They document payor, selling arrangement, lease, mine, and facility measurement point information; American Petroleum Institute (API) well numbers and well data; production, oil, gas, solid minerals, and gas analysis and plant operations; and production allocations.

WITHDRAWN

Some inputs, in their various forms of media, have previously been scheduled. A list of those inputs is attached, with the approved records control schedule number cited. It is the intent of this SF 115 to supersede those scheduled items. Records found in the hardcopy MMS Appeals Case file have already been scheduled in NC1-57-84-7 (found as item 707-01 in the MMS Records Management Manual) and are **not** included in this SF 115. It is **not** the intent of this SF 115 to supersede that item on NC1-57-84-7.

Authorized Disposition:

A.1. Inputs indicating lease information and arrangements, payments, production reports and disbursements relating to Indian leases and to the above when the records have both Indian and Federal Lease information that cannot be segregated

Permanent. Cut off or copy data off-line at end of each fiscal year and transfer to the National Archives in accordance with NARA regulations in effect as cited in 36 CFR 1228.

A.2. Additional inputs, such as those documenting transactions relating to Federal leases [for Indian leases, see A.1]

WITHDRAWN

Temporary. Cut off at end of each fiscal year. Delete/destroy after resolution of all issues arising from litigation, claim, negotiation, audit, appeals, or other actions, or after 15 years, whichever is later.

B. **Master Data File:** These systems contain the financial information and production volumes involved with the collecting and accounting for all monies received and distributed from minerals extracted from offshore and from leased Federal and Indian lands from 1983-present, including auditing and compliance functions. These systems also contain company and operator information as well as information about leases and agreements. Debt collection information, including the tracking of appeals made on amounts billed, is also resident in these systems.

Authorized Disposition:

B.1. Master data files, including data migration tapes, relating to Indian leases and to the above when the records have both Indian and Federal Lease information that cannot be segregated.

WITHDRAWN

Permanent. Cut off or copy data off-line at end of each fiscal year and transfer to the National Archives in accordance with NARA regulations in effect as cited in 36 CFR 1228.

B.2. Additional master data files, including data migration tapes, such as those documenting transactions relating to Federal leases [for Indian leases, see B.1]

Temporary. Cut off at end of each fiscal year. Delete/destroy after resolution of all issues arising from litigation, claim, negotiation, audit, appeals, or other actions, or after 15 years, whichever is later.

C. **Outputs:** (all media) Outputs are numerous and varied. They are found on various media: paper, diskette, COLD, COM, tapes and sometimes distributed via e-mail. There are externally distributed outputs and internally used outputs. Outputs are distributed externally to Indian Tribes, States, payors, operators, and BIA, OMM, BLM, as well as other governmental entities. Outputs include various reports, sorts and inquiries, as well as detailed financial transaction files. The detailed financial transaction files reflect all financial transactions including royalties reported, payments, different bills issued or generated manually within

WITHDRAWN

the system, ways that money is matched to the proper receivables to reconcile accounting issues, and the ways that monies is disbursed.

Reports include activity reports, appeals tracking reports, audit reports, internal operating reports, lease payment files/reports, payment (royalties and disbursement of monies) reports, production history reports, statistical reports, and summary reports. These reports are used to document processing, production operations and tracking, reconciliation and tracking of the exceptions functions, auditing and error correction functions, financial transactions and to meet mandated payment-reporting requirements to States, Indian Tribes, and Treasury and other government entities.

Outputs found in the hardcopy MMS Appeals Case file have already been scheduled in NC1-57-84-7 (found as item 707-01 in the MMS Records Management Manual) and are **not** included in this SF 115. It is **not** the intent of this SF 115 to supersede that item on NC1-57-84-7.

WITHDRAWN

Authorized Disposition:

C.1. Detailed financial transaction files relating to Indian leases and to the above when the records have both Indian and Federal Lease information that cannot be segregated

Permanent. Cut off or copy data off-line at end of each fiscal year and transfer to the National Archives in accordance with NARA regulations in effect as cited in 36 CFR 1228.

C.2. Additional outputs, such as the detailed financial transaction files relating to Federal leases [for Indian leases, see C.1], sorts, and queries

Temporary. Cut off at end of each fiscal year. Delete/destroy after resolution of all issues arising from litigation, claim, negotiation, audit, appeals, or other actions, or after 15 years, whichever is later.

D. **Documentation:** Information relating to the data and the development and functionality of the data systems. This includes any testing procedures, quality-checking guidelines, government or contractor created manuals and handbooks, and other related materials. System documentation has previously been scheduled as N1-473-88-1, item 800-02b. It is the intent of this SF115 to supersede that scheduled item for these electronic systems.

Authorized Disposition:

WITHDRAWN

D.1. Records layouts, data elements definitions, code translation tables (codebooks) for coded data, and all other documentation necessary to interpret the system

(A) Documentation relating to permanent electronic records that is identified in 36 CFR 1228 or specified at the time of transfer of the electronic records to NARA as necessary to interpret those systems

Permanent. Transfer to the National Archives with the permanent electronic records

(B) Documentation relating to temporary electronic records

Temporary. Cut off at end of fiscal/calendar year in which system documentation is superseded or obsolete. Destroy/delete 2 years after cutoff.

WITHDRAWN

D.2. Electronic files or records created solely to test system performance, as well as hard-copy printouts and related documentation for the electronic files/records

Temporary. Cut off at end of each fiscal/calendar year. Delete/destroy when program officer determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

D.3. Documentation that is hardware or operating system specific, but non-application specific

Temporary. Cut off at end of fiscal/calendar year in which hardware or operating system becomes superseded or obsolete. Destroy or delete when no longer needed for administrative, legal, audit, or other operational purposes.

D.4. Copies of records relating to system security, disaster and continuity plans, and risk analysis, as described in OMB Circular No. A-130

Temporary. Destroy or delete when superseded or obsolete.

D.5. Records that document the conversion from the legacy systems to new systems

(A) Documentation relating to permanent electronic records

WITHDRAWN

Permanent. Transfer to the National Archives with the permanent electronic records.

(B) Documentation relating to temporary electronic records

Temporary. Cut off at end of fiscal/calendar year in which system is converted. Destroy after resolution of all issues arising from litigation, claim, negotiation, audit, appeals, or other actions.

D.6. Additional documentation, including records documenting periodic audits or review and recertification of applications

Temporary. Cut off at end of fiscal/calendar year. Destroy after resolution of all issues arising from litigation, claim, negotiation, audit, appeals, or other actions.

WITHDRAWN

E. **Backup Tapes:** Duplicate copies of the databases/systems and data files created in case a system is damaged, inadvertently erased, or in the event of an emergency to ensure the continued operation of the Federal government and to protect the rights of individual citizens.

Authorized Disposition:

E.1. Backups identical to records scheduled for transfer to the National Archives

Temporary. Delete when the identical records have been captured in a subsequent backup file or when the identical records have been transferred to the National Archives and word has been received that the transfer was successful.

E.2. Additional backups, including database/system backups, data files backups, and complete full system backups

Temporary. Delete after resolution of all issues arising from litigation, claim, negotiation, audit, appeals, or other actions, or after 15 years, whichever is later.

F. **Electronic Mail and Word Processing System Copies:** Electronic copies of records that are created on electronic mail and word processing systems and used

WITHDRAWN

solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

Authorized Disposition:

F.1. Copies that have no further administrative value after the recordkeeping copy is made. This would include copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy

Temporary. Destroy/delete within 180 days after the recordkeeping copy has been produced.

F.2. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy

Temporary. Destroy/delete when dissemination, revision, or updating is completed.

WITHDRAWN

G. **Electronic Spreadsheets:** Electronic spreadsheets generated to support administrative functions or generated by an individual as background materials or feeder reports.

Authorized Disposition:

G.1. When used to produce hard copy that is maintained in organized files

Temporary. Delete when no longer needed to update or produce hard copy.

G.2. When spreadsheets are maintained only in electronic form

Temporary. Delete after the expiration of the retention period authorized for the hard copy by the GRS or a NARA-approved SF 115. If the electronic version replaces hard copy records with differing retention periods and agency software does not readily permit selective deletion, delete after the longest retention period has expired.

WITHDRAWN

H. **Reference copies:** Reference copies of records maintained on disks created in the course of business [e.g.: LOIS, Viewstar/Computer Output Laser Disk (COLD)]

Authorized Disposition:
Temporary. Delete/destroy when no longer needed.

WITHDRAWN

List of Inputs previously scheduled for MMS, Minerals Revenue Management, Minerals Revenue Management Systems

NARA Job # / New Job #	RCS citation / Item #	Series title Disposition instructions Forms # - Name
GRS 18.8 N1-473-04-1	RCS 0404-04 D.6.	General Administrative Support Records - Security Files - Security and Protective Files. Cut off at close of fiscal year Destroy 2 years after cutoff MMS-4323 - RMP IBM PAAS User Registration Form is submitted by users
NC1-57-84-7 N1-473-04-1	RCS 0800-08 A.1 and A.2.	ADP Management - Raw Data Input Magnetic Tapes Erase after related magnetic file maintained at the host computer facility has proved satisfactory Magnetic Tapes - Raw Data Input
NC1-57-84-7 N1-473-04-1	RCS 1801-01 A.1 and A.2.	Royalty Management Records - Accounting Operations Records - Automated Systems Input Coding Forms. Cut off when all entries have been verified Destroy 1 year after cutoff MMS-4032 - PIF - Payor Information Form - Internal Payor Change is submitted by payors MMS-4047 - Payor Selling Arrangement Data Mntc Form
NC1-57-84-7	RCS 1801-04 1801-04A (1)	Royalty Management Records - Accounting Operations Records - Royalty Management Information Collection Forms Indian Land records: Cut off at close of reporting period Paper not Microfilmed or recorded on Optical Disk Transfer to FRC 1 year after cutoff. These records will be maintained indefinitely
	(2)	Paper or Tape that has been Converted to Microform or Optical Disk Destroy paper or erase tape when microform has been verified in accordance with Chapter 6, Micrographics, p. 6-1, of this handbook and optical disk verified for accuracy
	(3)	Silver-Halide Microform Transfer to FRC 1 year after cutoff. These records will be maintained indefinitely
	(4) (a)	Magnetic Tape Processing Erase when superseded
	(b)	Original Master Not Microfilmed Return to reporter when duplicate tape has been verified
	(c)	Duplicate Master Not Microfilmed Transfer to FRC 1 year after cutoff. These records will be maintained indefinitely
	(5)	Optical Disks To assure continued credibility of information, new disks will be created and backed up 3 years before the 10-year period of the medium's storage guarantee lapses. Transfer to FRC 1 year after cutoff. These records will be maintained indefinitely. If converted, then destroy paper or erase tape when converted image is verified. If not converted, then retain for Indian land records indefinitely; for non-Indian, then retain 7 years after cutoff

NARA Job # / New Job #	RCS citation / Item #	Series title Disposition instructions Forms # - Name
	1801-04B	Others: Cut off at close of reporting period
	(1)	Paper not Microfilmed or Recorded on Optical Disk Transfer to FRC 1 year after cutoff. Destroy 7 years after cutoff
	(2)	Paper or Tape that has been Converted to Microform or Optical Disk Destroy paper or erase tape when microform has been verified in accordance with Chapter 6, Micrographics, p. 6-1, of this handbook and optical disk verified for accuracy
	(3)	Master Microform Destroy 7 years after cutoff
	(4)	Magnetic Tape
	(a)	Processing Erase when superseded
	(b)	Original Master Not Microfilmed Return to reporter when duplicate tape has been verified
	(c)	Duplicate Master Not Microfilmed Transfer to FRC 1 year after cutoff. Erase tape 7 years after cutoff
	(5)	Optical Disk Destroy 7 years after cutoff MMS-2014 - Report of Sales and Royalty Remittance is submitted by payors MMS-3160 - Monthly Report of Operations, Production Data is submitted by operators MMS-4025 - Payor Information Form MMS-4030 - Solid Minerals Payor Information Form MMS-4050 - MIF - Mine Information Form MMS-4051 - FMIF – Facility Measurement Point Information Form MMS-4054 - OGOR - Oil and Gas Operation Report is submitted by operators MMS-4055 - GAR - Gas Analysis Report is submitted by operators MMS-4058 -PASR - Production Allocation Schedule Report is submitted by operators ANCR - Data API Well Number Change Report MMS-4059 - SMOR - Solid Minerals Operating Report is submitted by operators MMS-4060 - SMFR - Solid Minerals Facility Report is submitted by operators
N1-473-04-1	A.1 and A.2.	
NC1-57-84-7	RCS 1801-05a	Royalty Management Records - Accounting Operations Records - Royalty-in-Kind (RIK) Sale Files - Identification and Estimates of Production and RIK Oil Available: Cut off when all applicable purchase or sale agreements are approved Transfer to FRC 2 years after cutoff. Destroy 7 years after cutoff

List of Inputs previously scheduled for MMS, Minerals Revenue Management, Minerals Revenue Management Systems

NARA Job # / New Job #	RCS citation / Item #	Series title Disposition instructions Forms # - Name
NC1-57-84-7 N1-473-04-1	RCS 1801-05c A.1 and A.2.	Royalty Management Records - Accounting Operations Records - Royalty-in-Kind (RIK) Sale Files - Approved Applications for Purchase and Lottery Draw-Position Notices see 1801-05a MMS-4070 - Application for Purchase of RIK Oil Entitlement
NC1-57-84-7 N1-473-04-1	RCS1801-05d A.1 and A.2.	Royalty Management Records - Accounting Operations Records - Royalty-in-Kind (RIK) Sale Files - Declined Applications and Notices see 1801-05a MMS-4070 - Application for Purchase of RIK Oil Entitlement
N1-473-88-1 N1-473-04-1	RCS 1801-06 (1) (2) (3) A.1 and A.2.	Royalty Management Records - Accounting Operations Records - RIK Collection and Reconciliation Files. Cut off 2 months after contract reconciliation bill is paid or refund action is completed Paper not Microfilmed Transfer to FRC 2 years after cutoff. Destroy 20 years after cutoff Paper that has been Microfilmed Destroy paper when microform has been verified in accordance with Chapter 6, Micrographics, page 6-1, of this handbook Silver-Halide Microform Destroy 20 years after cutoff MMS-4071- Semi-Annual Report of RIK Oil
NC1-57-84-7	RCS 1801-08 1801-08A (1) (2) (3) 1801-08B (1) (2)	Royalty Management Records - Accounting Operations Records - Fund Deposit Files Indian Land Records: Cut off at close of reporting period Paper not Microfilmed Transfer to FRC 1 year after cutoff. These records will be maintained indefinitely Paper that has been Microfilmed Destroy paper when microform has been verified in accordance with Chapter 6, Micrographics, p. 6-1, of this handbook Silver-Halide Microform Transfer to FRC 1 year after cutoff. These records will be maintained indefinitely Others: Cut off at close of reporting period Paper not Microfilmed Transfer to FRC 1 year after cutoff. Destroy 7 years after cutoff Paper that has been Microfilmed Destroy paper when microform has been verified in accordance with Chapter 6, Micrographics, p. 6-1, of this handbook

NARA Job # / New Job #	RCS citation / Item #	Series title Disposition instructions Forms # - Name
	(3)	Master Microform Transfer to FRC 1 year after cutoff. Destroy 7 years after cutoff MMS-4149 - CHEK Payment Information
N1-473-04-1	A.1 and A.2.	
NC1-57-84-7	RCS 1803-02	Royalty Management Records - Royalty Valuation Records - Processing Allowance Files
	1803-02A	Indian Land Records: Cut off at close of allowance period granted or when disapproved or terminated
	(1)	Paper not Microfilmed Transfer to FRC 1 year after cutoff. These records will be maintained indefinitely
	(2)	Paper or Tape that has been Converted to Microform Destroy paper or erase tape when microform has been verified in accordance with Chapter 6, Micrographics, p. 6-1, of this handbook
	(3)	Master Microform Transfer to FRC 1 year after cutoff. These records will be maintained indefinitely
	1803-02B	Others: Cut off at close of allowance period granted or when disapproved or terminated
	(1)	Paper not Microfilmed Transfer to FRC 1 year after cutoff. Destroy 7 years after cutoff
	(2)	Paper or Tape that has been Converted to Microform Destroy paper or erase tape when microform has been verified in accordance with Chapter 6, Micrographics, p. 6-1, of this handbook
	(3)	Master Microform Destroy 7 years after cutoff MMS-4109 - GPASRO Gas Processing Allowance Summary Report
N1-473-04-1	A.1 and A.2.	
NC1-57-84-7	RCS 1803-03	Royalty Management Records - Royalty Valuation Records - Transportation Allowance Files
	1803-03A	Indian Land Records: Cut off at close of allowance period granted or when disapproved or terminated
	(1)	Paper not Microfilmed Transfer to FRC 1 year after cutoff. These records will be maintained indefinitely
	(2)	Paper or Tape that has been Converted to Microform Destroy paper or erase tape when microform has been verified in accordance with Chapter 6, Micrographics, p. 6-1, of this handbook
	(3)	Master Microform Transfer to FRC 1 year after cutoff. These records will be maintained indefinitely
	1803-03B	Others: Cut off at close of allowance period granted or when disapproved or terminated

List of Inputs previously scheduled for MMS, Minerals Revenue Management, Minerals Revenue Management Systems

NARA Job # / New Job #	RCS citation / Item #	Series title Disposition instructions Forms # - Name
	(1)	Paper not Microfilmed Transfer to FRC 1 year after cutoff. Destroy 7 years after cutoff
	(2)	Paper or Tape that has been Converted to Microform Destroy paper or erase tape when microform has been verified in accordance with Chapter 6, Micrographics, p. 6-1, of this handbook
	(3)	Master Microform Destroy 7 years after cutoff MMS-4110 - OTAR Oil Transportation Allowance Report
N1-473-04-1	A.1 and A.2.	