REQUEST FOR RECORDS DISPOSITION AUTHORITY *(See Instructions on reverse)*	LEAVE BLANK (NARA use only)
	JOB NUMBER N1-473-10-4
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	DATE RECEIVED 4-27-2010
1 FROM (Agency or establishment) **Department of Interior**	NOTIFICATION TO AGENCY
2 MAJOR SUBDIVISION **Minerals Management Service**	withdrawn
3 MINOR SUBDIVISION **Administration and Budget-IMD-Capital Planning & Information Policy**	
4 NAME OF PERSON WITH WHOM TO CONFER **Jonathan E. Jones** — 5 TELEPHONE **703-787-1939**	DATE — ARCHIVIST OF THE UNITED STATES

6 AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in the matters pertaining to the disposition of its records and that the records proposed for disposal attached 15 pages and 19 page(s) respectively are not needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies

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

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
3/30/2010	Jonathan E. Jones	MMS Bureau Records Officer

7 ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	PROPOSED RETENTION SCHEDULE SUBMISSION FOR: *BUCKET 1 (ADMINISTRATION)* The Minerals Management Service (MMS) is submitting the attached proposed retention schedules for review and appraisal The design of each schedule is premised on a functional or "Big Bucket" format in lieu of the traditional organizational format for federal records retention scheduling The disposition instructions have been developed in correlation with the MMS lines of business functions and processes as they have been reported to the OMB and populated in the Department Enterprise Architecture Repository The basic mission of the organization has remained the same This schedule is written to authorize the disposition of the records in any media format (media neutral) Attachment 1 Proposed Functional Records Retention Schedule (a k a "Big Buckets") – ADMINSTRATION-BUCKET 1 and Attachment 2 CROSSWALK for ADMINISTRATION-BUCKET 1 Each bucket summarizes a unique mission-essential business function and its related processes The buckets are divided into sub-buckets The sub-buckets categorize separate lines of business that warrant a unique and dedicated set of disposition instructions for the records created, received maintained, preserved or ultimately disposed off within the applicable line of business The sub-bucket crosswalk is being submitted for the purpose of providing a cross-reference between the existing NARA-approved MMS schedules - including item numbers, series descriptions and job numbers with the proposed sub-buckets and disposition instructions designated supersede them		withdrawn 9-13-2010

Minerals Management Service Records Management Handbook
MMSM 380.2-H

Organization. The Minerals Management Service (MMS) is headquartered in the Washington, D C metropolitan area with Minerals Revenue Management functions headquartered in Lakewood, CO The MMS has operational centers and support offices located throughout the United States

Minerals Revenue Management is responsible for the collection and distribution of all royalty payments, rentals, bonus payments, fines, penalties and assessments, and other revenues due the Federal Government and Indian Lessors (Tribal and allotted) as monies or royalties-in-kind from the extraction of mineral resources from Federal and Indian lands onshore, and from the leasing and extraction of mineral resources on the Outer Continental Shelf (OCS)

Offshore Minerals Management is responsible for all offshore activities which include resource evaluation, environmental review, leasing activities, lease management, inspection, and enforcement programs under MMS' jurisdiction while managing mineral resources on 1 76 billion acres of the OCS The MMS' oversight and regulatory frameworks ensure that production and drilling is done in a safe and environmentally responsible manner

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

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

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

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

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

BUCKET 1 - ADMINISTRATION - *SCHEDULE*

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

The disposition and retention period indicated in the respective buckets and sub-buckets of the administrative schedule is an exception to the General Record Schedule(GRS)
GRS 16 item 12, GRS 5 item 3b, item 4, item 2, item1, GRS 2 item 6b, GRS 23 item1, GRS 1 item 18a, item 2b, item 6, item 5, item 33m, item 32, item 23, item 7a, item 13, item 12, item 2a(b), item 29a(2); GRS 25b, GRS 1 item 25, item 31, item 21b, GRS 3 item a(1), GRS1 item1(a), items a & b, item 1b, item 21a, item 21(a)2, GRS 5, item1, GRS 2 item 8, item 22, item 1a, item 1, item 15, , item 16, item 17, GRS7 item 1, item 2, item 3, GRS 6 item 1a, GRS 2 item 1b, GRS 23 item 9, item 3c, item 3(a)1a, item a1(b), item 9b. GRS 6 item 1a, GRS 3 item 3c, item 1a, item 3a (1)a, item 3a(1)b, item 3a(1), item 3a(2), item 3(c), item 5, item 13, item 14, item 8a, item 4a, item 9a, GRS18 item 15a,, GRS 4 item 2, GRS 23 item 1, GRS 11 item3, GRS12 item 5, GRS11 item 4b, GRS 12 item 7, item6, item 8, GRS 13 item 4a, item 6, item 5a, GRS 11 item 2a, item 1, GRS 18 item 17, item 8, item 9, item 10, item 11, item 21, item 22, item 23, item 24a, item 5a, item 5b, item 12, item 16a, item 16b, item 14, item 7, GRS 9 item 3, item 4b, item 1a, item 1b, item 1c, item 1d, item 1e, item 2, GRS 10 item 1a, item 2, item 5, item 1, item 6, item 4 item 7, GRS 16, item 2, item 7, item 10, item 4, item 7, GRS 14 item 15, item 11, item 21, item 22, item 23, item 24, item 25, item 26, GRS 23 item 6a, item 7, item 8, item 1, item 10a, item 10b, GRS16 item 1a, item 1b item 5, item 3a item 3b, item 6, item 5, item 2b, item 7, item 13a, item 13b, GRS 14 item3 GRS 18 item 26, GRS 1 item 26, item 31, GRS 25 item 1a GRS 25 item 2, item 3, item 4, item 5, item 6, item 7, item 8, item 9, GRS 1 item 25, item 30, GRS 20 item 1, GRS 24 item 1a, item 2, item 3a, item 4a, item 8, item 5, item 6 item GRS 16 item 9, GRS 24 item 9, GRS 24 item 11

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

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

withdrawn
9-13-2010

Item Number	Title and Description	Disposition Authority	Old Series
1A	**Budget Duties (60)** All records relating to budget development, formulation and execution that support the organization as a whole Records include but not limited to analysis, preparation, submission, justification. monitoring of budget data and other related functions and records of the following work elements • Perform Budget Duties- POA, PPA, PAA • Provide Budget Support- SB1 • Provide General Support Services Budget- SB2, SOB • Budget Formulation & Justification- SB5 • Budget Execution & Performance Management- SB6 • Perform Budget Management- SB7	**TEMPORARY:** Cut off at the end of the fiscal year, or when activity is completed Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off	*201-04* *202-13* *301-01* *301-02a(1)* *301-02a(2)* *301-02a(3)* *301-02b* *301-05* *301-06* *301-07*
1B	**Human Resources (61)** All records relating to developing and implementing policies and procedures and providing guidance It includes records that have to deal with but not limited operations such as job fairs, and providing personnel services to bureau and department employees and supervisors and records generated in activities of the following work elements • Human Resources Actions- PAJ • HR Administration Services- SAD, SMT SOP • Quality of Work Life – SEQ • Process Positions- SE1 • Benefits and Benefits Review- SEB • Classify Positions- SEC • Advise/Train on Ethics- SEE • Maintain FPPS Security- SEF • Staff Positions- SES • Provide Employee Relations- SER	**TEMPORARY:** Cut off at the end of the fiscal year, or when activity is completed Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off	*302-06a,b* *504-15* *601-01b* *601-01c* *601-02* *601-03* *601-04a,b,c* *602-01* *602-02b* *602-04* *602-05* *602-07* *602-08* *602-10a-e* *603-01* *603-02a,b,c* *603-03* *603-04* *605-01* *605-02a-c* *605-07* *605-08* *606-01a,b*

Withdrawn 9-13-2010

	• Delegating Examining Unit (DEU) Contracts – SAO, SOF, SWR		
1B(1)	*Official Personnel Management* All records created in accordance with OPM rules for official employee personnel files For other items related to personnel and covered by GRS 1	**Follow: GRS 1.1**	
1B(1)a	*Official Personnel Files – Transferred Employees*	See Chapter 7 of *The Guide to Personnel Recordkeeping* for instructions (GRS 1 1 a)	*601-01a(2)* *602-02(a)*
1B(1)b	*Official Personnel Files – Separated Employees*	Transfer folder to National Personnel Records Center (NPRC), St Louis, MO 30 days after latest separation NPRC will destroy 65 years after separation from Federal Service (GRS 1 1 b)	*601-01a(1)*
1B(2)	*Employee Medical Files* - Long-term medical records as defined in 5 CFR Part 293. Sub part E	GRS 1 21	
1B(2)a	*Transferred employees*	See 5 CFR Part 293, Subpart E for instructions GRS 1 21a	*605-08a(2)*
1B(2)b	*Separated employees*	Transfer to NPRC, St Louis, MO, 30 days after separation NPRC will destroy 75 years after birth date of employee, 60 years after date of the earliest document in the folder, if the date of birth cannot be ascertained; or 30 years after latest separation, whichever is later (GRS 1 21 b)	*605-08a(1)*
1C L. Andrews 9-13-2010	**Financial Management Operations (62)** All records relating to financial activities that support the organization as a whole such as paying bills, collecting receivables, compiling and analyzing financial data, preparing internal (bureau) reports, maintaining general ledger, and planning, developing, implementing and maintaining accounting and mixed financial systems Included also are	**TEMPORARY:** Cut off at the end of the fiscal year, or when activity is completed Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off	*302-01* *302-02* *302-03* *302-04* *302-05a* *302-07a-c* *302-08* *302-09* *302-10* *303-01*

	records generated for work elements listed here • Payroll Administration- SEP • Record Obligations- SF0 • Invoice -Implement Competitive Sourcing- PAG • Administration- SPB, SF1 • Manage Accounts Receivable- SF8 • Provide Management for Finance- SFM • Support FBMS – FBM • Administrative Support Finance – SF2 • Support Accounting Systems – SF3 • Implement Activity Based Cost Codes – SZA • Manage Travel Charge Card – SF4 • Manage SGL Accounts – SF5 • Support CFO/External Reports – SF6 • Finance A-123 - SFA		*303-02* *303-03* *303-04a* *303-04b*
1C(1)	**Other Payroll Administration-Individual Pay Record-containing pay data on each employee within MMS**	**LONG TERM TEMPORARY:** Cut off at the end of the fiscal year, or when activity is completed Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 56 years after cut off	*302-05b*
1D	**Procurement Services (63)** All records relating to operations and administration of acquisition and procurement functions, administration of acquisition systems (such as IDEAs) and purchase card programs that support the organization as a whole Records generated for the following work elements are also included • Implement Competitive Sourcing- PAG • Provide Procurement Operations and Policy- SPO • Plan and Administer Contracts & Agreements (Coastal Impact Assistance Program)- SPA	**TEMPORARY:** Cut off at the end of the fiscal year, or when activity is completed Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off	*501-01* *501-02* *502-01* *502-02* *502-03a* *502-03b* *502-03c* *502-03d* *502-06a* *502-06b* *502-07* *502-08* *503-01a(1)* *503-01a(2)* *503-01b* *503-02a(1)*

	• Aviation Planning - DAF • Procurement/Acquisition COR Training – SPT, SPC • Other Procurement Services – S63 • Alaskan In-house Studies Logistics-ABK • Telecommunications Contract		*503-02a(2)* *503-02b,c,d* *503-03a-d* *503-04* *503-05* *504-01* *504-02* *504-03* *504-04* *504-05* *504-10* *504-11* *504-12* *504-13* *504-14*
1D(1)	**Other Procurement Files-** Geological and Geophysical Contracting Files maintained by the sponsoring offshore office	**LONG TERM TEMPORARY:** Cut off at the end of the fiscal year, or when activity is completed Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 25 years after cut off	*503-02e*
1E Withdrawn 5-12-2010	**Facilities & Space Management Services (64)** All records relating to the overall operation of the Support Services providing a wide range of services, functions including include records generated for the following work elements and functions • Occupational Health & Safety Management- SX4 • Provide Facilities Management- SX5 • Property Management- SX2 • Maintenance and Support Services- SX6 • General Support Services – SX7 • Security Services – SS1 • Personnel Security – SS2 • Homeland Security – SS3 • Printing and publication management – SX3 • Administering the transportation of goods and materials program for MMS	**TEMPORARY:** Cut off at the end of the fiscal year, or when activity is completed Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off	*401-01* *401-02a-c* *401-06* *401-07* *401-08a-g* *401-09* *402-01* *402-02* *402-03* *402-04* *403-01* *403-02* *404-01a,b* *404-02* *404-03a-d* *404-04a* *404-04b* *404-05* *404-06* *404-07* *404-08* *404-09a,b,c* *404-10*

	• Providing mail management, shuttle operations, mail and courier services • Shipping and receiving functions • Motor Vehicle Program Management • Provide Physical Security- SS[1] • Routine Surveillance Tapes		*404-11a-b* *40413a,b* *404-14* *404-15a-b* *404-16a-c* *404-17* *405-01* *405-02a,b* *405-03* *406-01a-e* *406-03* *407-01* *407-02a,b* *407-03* *407-04* *407-05* *407-06* *407-07*
1F	**Information Management and Files (65)** All records relating to Information Management and used to report all work related to IT information resources as well as Central Files, Mailrooms, and Library/Information Services for developing, coordinating, and implementing policies, standards, guidelines, reporting, and providing related technical assistance Reporting for this activity occurs throughout the lifecycle of information, records, data files and inclusive of the following work elements and functions • Delivery of Official Public Information- POD • The Federal Records Act and Records Management Initiatives, Forms /Reports, Library/Information Services - PAR • The Privacy Act and Privacy Initiatives • Privacy Impact Assessments and Records Management Impact Assessments	**TEMPORARY:** Cut off at the end of the fiscal year, or when activity is completed Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off	*202-07* *202-08* *202-11* *202-14* *202-17* *202-18* *705-02* *705-16a,b* *705-17a,b* *705-18* *705-19* *705-20a,b* *705-21a,b,c* *705-22* *705-23* *705-24a,b* *705-25* *706-01* *706-02*

Withdrawn 5-13-2010

	• Data analysis for privacy and records management classification and impacts • Freedom of Information Act (FOIA) request analysis and non-reimbursed fulfillment costs - PAE • FOIA and Privacy Act Appeals • Section 508 of the Rehabilitation Act of 1973, as Amended • Information Collection, Renewals and Quality Guidelines • Establishment and operation of program functions or offices for privacy, Records Management, FOIA, Section 508, and Web • Compliance monitoring and reporting • Awareness and training for privacy, Records Management. FOIA, Section 508, and Web • Operational Data Administration including maintenance, storage, information dissemination, use, control and disposal • Perform Internal Control Review Package for OMB-SZI (OEMM), SZO (MRM) •		
1G withdrawn 9-13-2010	**Administrative Support Services (66)** All records relating to general administrative functions and accumulated by the individual offices on a wide variety of subjects. Included also are labor and operations records of safety awareness programs, health units, Employee Assistance Programs, personal property, moving services, vehicle fleet management, and any other administrative functions and records involving activities of the following work elements • CIAP (A&B) – SCI • Provide General Admin Support – PPC, PEB, SOL, POB		

	• Implement Bureau &DOI initiatives-PAF, PAH		
IG(1)	**Administrative Function Files/ Audits and Investigation Files** All records relating to administrative functions Mission files created and maintained in offices whose primary function involves support activities such as personnel, procurement, property, transportation, travel, communication, budget and similar internal management functions and audit/investigation files relating to internal audits, investigative and evaluation records conducted in the review of MMS business process These records include but are not limited to final audit or evaluation reports, initiation papers, audit methodology and guidelines, rebuttals and other comments on the reports and case files relating to special investigations that may have resulted in a referral to another agency or significant enforcement action (AMAR/IQCR/Congressional Committee..)	**TEMPORARY:** Cut off at the end of the fiscal year, or when activity is completed Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 10 years after cut off.	*102-01b,d,e* *102-02* *103-01a,b* *201-03* *201-05a* *201-05b* *201-07C* *201-08d* *201-08e* *201-08f* *201-09a* *201-09b* *201-10* *202-04a* *202-04b* *202-05* *202-06* *202-10* *202-11* *202-12* *202-15* *202-16a,b* *203-01* *304-01* *408-01* *505-01* *605-01* *104-01* *203-01* *304-01* *408-01* *505-01* *608-01* *701-01* *701-02* *702-01* *702-03b(2)* *703-01* *703-02a(3)* *703-02b* *703-03b* *704-01* *705-01a-c*

Withdrawn 9-13-2010

			708-01 *802-12*
1G(2)	**Director's General Correspondence Files and Bureau History Files** All records of a central file of the chronological records and outgoing correspondences of the MMS Director Surname copy, and files documenting significant MMS events created, received and maintained during the normal course of business	**PERMANENT.** Cut off at close of FY, or when activity is completed Retain on-site or at the FRC Transfer legal ownership to NARA 25 years after cutoff	*102-01c* *201-07a,b* *702-02* *702-03a* *702-03b(1)* *703-02a(1)* *703-02a(2)* *703-02a(4)* *703-03a*
1H	**Planning (67)** All records relating to the activities of strategic planning, performance planning measurement and reporting, workforce planning, organizational development, evaluations, COOP plans, and management analysis for the organization as a whole Includes supervision, management, and general administrative support of these functions.	**TEMPORARY:** Cut off at the end of the fiscal year, or when activity is completed Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off	*404-12a* *404-12b*
1I	**Provide Central Leadership (68)** All records relating to costs of executives, senior executives and immediate offices These costs include administration and implementation of activity based cost management programs	**TEMPORARY:** Cut off at the end of the fiscal year, or when activity is completed Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 10 years after cut off	New Item
1J	**Process Litigation for Indian Trust (70)** All records relating to litigation- the formal process in a court or administrative agency in which legal rights and obligations are contested by the parties and decided by a judge This activity covers any and all work associated with administrative or judicial litigation related to **Indian Trust** other than probate It also includes litigation support provided by the bureaus and offices, legal representation provided by the Office of the Solicitor,	**PERMANENT** Cut off at the end of the fiscal year in which claim, matter or appeal is disallowed, withdrawn, settled or issued Transfer to the FRC 5 years after cot off Transfer to NARA when 20 years old	707-04

Withdrawn 9-13-2010

	and adjudications provided by the Office of Hearings and Appeals records generated in activities of the following work elements • Perform Indian related alternate dispute resolution activities - ADR • Prepare Indian Appeals Decision Documents • Review case files and pleadings • Perform factual investigations and legal research • Prepare legal documents, testimony and exhibits • Respond to discovery requests • Review judicial orders and decisions • Interior Board of Land Appeals (IBLA)		
1K	**Performance and Financial Management Reports (73)** All records relating to the preparation of reports for entities external to the bureaus, such as the Annual Performance and Accountability Report, Submissions to the Department, FACTS II and the Statement of Accountability and/or Statement of Transactions (SF-224 or SF-1219/1220)	**TEMPORARY:** Cut off at the end of the fiscal year, or when activity is completed Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off	
1L withdrawn 9-13-2010	**Process Litigation - Resource Use(74)** • All records relating to the use of resources including records that are generated in the activities of these work elements • Perform Federal related alternate dispute resolution activities – ADR • Prepare Federal Appeals Decision Documents • Maintain Automated Appeals Docketing System	**TEMPORARY**· Cut off at the end of the fiscal year in which claim, matter or appeal is disallowed, withdrawn or settled DELETE/DESTROY 7 years after cut off L1 Temp rm L2 - Ad Indian	*707-01* *707-02* *707-03* *707-05* *707-06*
1M	**Employee and Labor Relations (76)** All records relating to the provision of	**TEMPORARY:** Cut off at the	*604-01a,b*

	guidance and assistance to management and employees regarding all work associated with Employee Relations (ER)/Labor Relations (LR) issues, including grievances, disciplinary and performance-based actions, unfair labor practices and negotiations, Inspector General and other administrative investigations. Work activities also include processing incentive awards, conducting personnel security, determining employee suitability, and managing the employee assistance program, ethics program and performance management system. • Informal Counsel/ADR/Mediation – SIA • Formal Complaints – SIB • Employee Assistance Program – SIG • Manage Labor Relations - SEL	end of the fiscal year, or when activity is completed Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 25 years after cut off.	*605-04* *605-07* *607-01a,b* *607-02 a,b,c* *607-03* *607-04* *607-05a,b* *607-06a,b* *607-07a,b* *607-08a,b* *607-09*
1N	**Civil Rights – External and Internal (77/78)** All records relating to costs of monitoring, evaluating and adjudicating civil rights compliance and enforcement functions covering equal opportunity and federally funded/assisted education and training programs with State and local governments These elements are not limited to the work of EEO employees, but also include the work of any Office of Bureau employees engaged in responding to and resolving civil rights and equal opportunity complaints Also includes settlement agreements. • Internal Civil Rights captures all costs to implement 29 C F R 1614 and EEOC management Directive 715 Costs are not limited to the work of EEO employees, but also include the work of any Office of Bureau employees engaged in responding to and resolving civil rights and equal opportunity complaints EEO Program – SIC, SID withdrawn 9-13-2016	**TEMPORARY:** Cut off at the end of the fiscal year, or when activity is completed Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 25 years after cut off	*605-03a-g* *605-06a-b*

	• EEO Program Special Projects Funding - SIS • Sexual Harassment – SIE • Civil Rights - SIH		
1O	**Plan IT Investments (80)** All records relating to planning for new IT investments, the planning and modernization or major enhancement of existing IT investments, and all work related to IT prototypes Records generated in the process of the following work elements are also included • Project management and planning related to IT development, development and major enhancement • Life cycle costs analysis and planning • Organizational impacts of IT investment and analysis • Evaluation of software and hardware options and methods • Development and submission of CPIC documents for the preselect and select phases • Analysis of requirements based on business process re-engineering, including necessary policy and procedures, information/data, security, architecture and infrastructure • Project feasibility determination	**TEMPORARY:** Cut off at the end of the fiscal year, or when activity is completed Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7years after cut off. GRS 24? 25?	New?
1P withdrawn 5-17-2010	**Acquire IT Investments (81)** All records relating the full acquisition of an IT investment Other records include but not limited to the procurement and implementation of an IT investment or useful segments/modules, Exhibit 300 parts 1,2 or 4 of exhibit 53, the control and evaluation phases of CPIC and investment control process The following work elements' records are also included • Finalized reports on cost benefit	**TEMPORARY:** Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off 25?	

	analysis (CBA/BCA) • Development of software applications and incremental reviews • Testing of user acceptability, functionality and interoperability reports • Implementation and testing, training procedures • Installation of hardware/software • Analysis of technical user requirements and logical and physical design reports • Data conversion in to new systems • Acquisition Information Systems - SPI All other records directly related to acquisition		
1Q withdrawn 9-17-2010	**Operation, Maintenance, and Management of IT Investments (82)** All records relating to Operation, Maintenance, and Management of IT Investments portraying when an IT investment is operational (steady state) after formal acceptance This means the IT investment or useful segment/module of an IT investment has been delivered, deployed, and is performing the mission Tasks required managing an investment in operations and maintenance is reported under this activity, including performance monitoring and reporting performed by an operational analysis This activity includes retirement/disposal costs of the investment, which is the final phase in the life cycle of the investment These work elements are also included • Operational analysis and network infrastructure • Administrative, technical, telecom support functions • Training of users, administrators Maintenance and system support service • Customer support services,	**TEMPORARY:** Cut off at the end of the fiscal year, or when activity is completed Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off	*401-03a* *401-03b* *401-03c* *401-03d(1)* *401-03d(2)* *401-03e* *401-04a* *401-04b* *800-02a,b* *800-04a,b* *800-05* *800-06a* *800-06b* *800-08* *800-09b* *800-11* *802-01a,b* *802-02* *802-03a,b* *802-04a,b* *802-08a,b,c* *802-10a,b* *802-11a,b,c*

	systems and database backups • COTR and contract functions • Upgrades, maintenance, replacement, disposal functions • Project management functions directly related to IT • Program Source Files • Web and Data Management • Application Development Files		
1R	**IT Security (83)** All records relating to Secure IT - performing work to achieve and maintain compliance with OMB security policies and NIST guidance, including compliance with the Federal Information Security Management Act, including all IT security program records and records for securing individual IT systems, applications, and infrastructure These work elements are also included • IT security training and awareness • IT security Policies and Procedures • Monitoring and testing • Life cycle cost analysis and planning • Risk and vulnerability assessment • Security controls, authentications • All other records directly tied to IT security	**TEMPORARY:** Cut off at the end of the fiscal year, or when activity is completed Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off	*802-05a,b* *802-06a,b* *802-07*
1S	**IT Architecture (84)** All records relating to the development, coordination and implementation of policies, standards, guidelines and provisions or related assistance for Enterprise Architecture (EA) This also includes records created by the Interior Enterprise Architecture (IEA) and bureau architecture teams in the course of the development, management and utilization of the enterprise architecture. Records created by the Interior Enterprise Architecture (IEA) are also part and parcel of the record scheme In addition, this schedule also covers	**TEMPORARY:** Cut off at the end of the fiscal year, or when activity is completed Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off	*201-11* *800-01a,b*

Withdrawn 9-13-2016

	Alternative/Renewable Energy Support Systems (LBKs), which produce IT infrastructure design and implementation records that consist of records of individual projects designed to provide and support new agency IT infrastructure, systems and services Information technology hard ware and software purchases and related records are also included Work elements that highlight the records under **EA** and **LBKs** are. • Establishment and Operation of IT Architecture • Conducting functions directly related to operation of architecture tools (DEAR, BEAR) • Analysis and maintenance of business processes • Data Modeling • Architecture analysis and compliance reports • Creation, maintenance and modernization blueprints of target architectures • All training records • All other records directly related to EA • Development of technical system specifications and project plans • Designing of relational databases, applications and server side processes • Procurement of information technology hard ware, software and maintenance contracts • All other records relating to renewable energy support systems		*GRS24 item 11*
1T withdrawn 5-13-2010	**Capital Planning and Project Management (85)** All records generated in the course of IT Capital Planning and Investment Control on the portfolio of IT investments in accordance with OMB's requirements including all program reports for portfolio	**TEMPORARY:** Cut off at the end of the fiscal year, or when activity is completed Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off	*802-09a,b,c*

withdrawn	management and project management not attributable to individual IT projects or investments Work elements for activity 85 also include. • Management and review submission of MMS Business Cases (Exhibit 300s) to DOI and the Office of Management and Budget, • Developing the Bureau's IT Portfolio of investments (Exhibit 53), • Policies and Procedures • CPIC and Project Management evaluations and QC reports • Determination of Organizational impacts of CPIC • All other records directly related to Capital Planning and Project Management for IT		

Bucket 1. ADMINISTRATION-*CROSSWALK*				
New Schedule	**Former Schedule**			
Sub-Bucket Description & Retention	**Series No.**	**Title**	**Retention**	**NARA Authority**
1A Budget Duties All records relating to budget development, formulation and execution that support the organization as a whole Records include but not limited to analysis, preparation, submission, justification, monitoring of budget data and other related functions and records of the following work elements • Perform Budget Duties- POA, PPA, PAA • Provide Budget Support- SB1 • Provide General Support Services Budget- SB2, SOB • Budget Formulation & Justification- SB5 • Budget Execution & Performance Management- SB6 • Perform Budget Management- SB7 **TEMPORARY:** Cut off at the end the fiscal year or when activity is completed Transfer to FRC 3 years after the cut-off. DELETE/DESTROY/Destroy 7 years after cut off	*201-04* *202-13* *301-01* *301-02a(1)* *301-02a(2)* *301-02a(3)* *301-02b* *301-05* *301-06* *301-07*	*Management Statistical Report Files* *Information Collection Budget Files* *Budget Development and Admin Files* *Monthly Budget Status Report Files/Magnetic Tapes* *Monthly Budget Report/Paper* *All Other Copies* *Other Copies* *Budget Apportionment Files* *Budget Background Records* *Budget Correspondence Files*	*2 yrs* *7 yrs* *6 yrs* *Erasure* - *3 yrs* *When superseded* *2 yrs* *2 yrs* *2 yrs*	*NC1-57-84-7* *GRS16 12* *NC1-57-84-7* *NC1-57-84-7* *N1-473-88-1* *GRS5 3b* *N1-473-88-1* *GRS5 4* *GRS5 2* *GRS5 1*
1B Human Resources All records relating to developing and implementing policies and procedures and	*302-06a,b* *504-15* *601-01b*	*Leave Application Files* *Employee Exit Clearance Report* *Supervisor's Files and other copies*	*3 yrs* *2 yrs* *1 yr*	*GRS2 6b* *GRS23 1* *GRS 1 18a*

providing guidance. It includes records that have to deal with but not limited operations such as job fairs, and providing personnel services to bureau and department employees and supervisors and records generated in activities of the following work elements: • Human Resources Actions- PAJ • HR Administration Services- SAD, SMT, SOP • Quality of Work Life – SEQ • Process Positions- SE1 • Benefits and Benefits Review- SEB • Classify Positions- SEC • Advise/Train on Ethics- SEE • Maintain FPPS Security- SEF • Staff Positions- SES • Provide Employee Relations- SER • Delegating Examining Unit (DEU) Contracts – SAO, SOF, SWR **TEMPORARY:** Cut off at the end of the fiscal year, or when activity is completed Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off.	*601-01c* *601-02* *601-03* *601-04a- c* *602-01* *602-02b* *602-04* *602-05* *602-07* *602-08* *602-10 a-e* *603-01* *603-02a,b,c* *603-03* *603-04* *605-01* *605-02a-c* *605-07* *605-08b* *606-01a-b*	*Staffing and Classification Files* *Employee Record Cards* *Employee Locator Files* *Personnel Action Report Files* *OPM Certificates* *Pending / unsuccessful application* *Merit Promotion Files* *Employee Performance Files a, b, c, d e, f* *Position Description Files* *Incentive Award Program Files* *Employee Award Files* *Training Authorization Controls* *Training Record History Files* *Training Reports* *Training Records* *Employee Confidential Files* *Financial Disclosure Reports* *Personal Injury Files* *EMF-Temporary short term records* *Temporary Help Services*	*2 yrs* *3 yrs* *Superseded* *-* *2 yrs* *2 yrs* *2 yrs* *5 yrs* *5 yrs* *3 yrs* *2 yrs* *5 yrs* *5 yrs* *3 yrs* *5 yrs* *6 yrs* *6 yrs* *3 yrs* *1yr* *6 yrs 3 mos*	*NC1-57-84-7* *GRS1 2b* *GRS1 6* *N1-473-88-1* *GRS 1.5* *GRS1 33* *GRS1 32* *GRS1 23* GRS1.7a *GRS1 13* *GRS1 12* *GRS29b* *GRS1 29b* *GRS1 29a(2)* *GRS1 29a(2)* *GRS25b* *GRS1 25* *GRS1 31* *GRS1 21b* *GRS3(a)1*
1B(1)Official Personnel Management All records created in accordance with OPM rules for official employee personnel files. For other items related to personnel and covered by GRS1. **FOLLOW GRS1.1**				
1B1(a) Official Personnel Files	*601-01a(2)*	*Transferred Employees*	*See FPM for*	*GRS1 1a*

See Chapter 7 of *The Guide to Personnel Recordkeeping* for instructions (GRS 1.1 a)	*602-02(a)*	*Application for Employment-Successful Applicants*	*transfer to an agency*	*GRS1 A and B*
1B1(b)Official Personnel Files	*601-01a(1)*	*Separated Employees*	*65 YRS*	*GRS1 1b*
1B(2)Employee Medical Files Long-term medical records as defined in 5 CFR Part 293, Sub part E				
1B(2)a Employee Medical Files-Separated Employees	*605-08a(2)*	*Separated Employees*	*75 yrs*	*GRS1 21a*
1B(2)b Employee Medical Files-Transferred Employees	*605-08a(1)*	*Transferred Employees*	-	*GRS1 21a(2)*
1C Financial Management Operations (62) All records relating to financial activities that support the organization as a whole such as paying bills, collecting receivables, compiling and analyzing financial data, preparing internal (bureau) reports, maintaining general ledger, and planning, developing, implementing and maintaining accounting and mixed financial systems. Included also are records generated for work elements listed here: • Payroll Administration- SEP • Record Obligations- SF0 • Invoice -Implement Competitive Sourcing- PAG • Administration- SPB, SF1 • Manage Accounts Receivable- SF8	*302-01* *302-02* *302-03* *302-04* *302-05a* *302-07a-c* *302-08* *302-09* *302-10* *303-01* *303-02* *303-03* *303-04a* *303-04b*	*Time and Attendance Source Records* *Time and Attendance Input* *Pay Differential Approval. .* *Payroll System Report Files* *Individual Employee Pay Record* *Savings Bond Purchase Files* *Combined Federal Campaign* *Thrift Savings Plan* *Direct Deposit Signup Form* *Expenditure Files* *General Ledgers* *Appropriation Allotment Files* *Accountable Officers Files-Finance* *Accountable Officers Files-Other*	*2 yrs* *6 yrs* *3 yrs* *3 yrs* *Update* *4 mo* *3 yrs* *When Superseded* *When Superseded* *2 yrs* *6yrs 3 mo* *6yrs 3mo* *6 yrs 3 mo* *2 yrs*	*GRS5 1* *GRS2 8* *N1-473-88-1* *GRS2 22* *GRS2 1a* *GRS2 1* *GRS2 15* *GRS2 16* *GRS2 17* *GRS7 1* *GRS7.2* *GRS7 3* *GRS6 1a* *NC1-57-84-7*

• Provide Management for Finance- SFM • Support FBMS – FBM • Administrative Support Finance – SF2 • Support Accounting Systems – SF3 • Implement Activity Based Cost Codes – SZA • Manage Travel Charge Card – SF4 • Manage SGL Accounts – SF5 • Support CFO/External Reports – SF6 • Develop Policies/Procedures for Finance – SF9 • Finance A-123 – SFA **TEMPORARY:** Cut off at the end of the fiscal year, or when activity is completed Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off.				
1C (1) **Financial Management Operations-Individual Pay Records** **LONG TERM TEMPORARY:** Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 56years after cut off	*302-05b*	*Individual Employee Pay Record*	*56 yrs*	*GRS2 1b*
1D Procurement Services (63) All records relating to operations and administration of acquisition and procurement functions, administration of acquisition systems	*501-01* *501-02* *502-01* *502-02* *502-03a*	*Vendor Reference Materials* *Equip Tech Manuals, Operating Inst* *Purchase Transaction Finding Aids* *Purchase Transaction Index Files* *Purchase Order/Requisitions –After7/3/95*	*Superseded* *Superseded* *No longer* - -	*NC1-57-84-7* *NC1-57-84-7* *GRS23 9* *GRS3 3c* *GRS3 3a(1)a*

(such as IDEAs) and purchase card programs that support the organization as a whole. Records generated for the following work elements are also included· • Implement Competitive Sourcing- PAG • Provide Procurement Operations and Policy- SPO • Plan and Administer Contracts & Agreements (Coastal • Impact Assistance Program)- SPA • Acquisition Information Systems - SPI • Aviation Planning - DAF • Procurement/Acquisition COR Training – SPT, SPC • Other Procurement Services – S63 **TEMPORARY:** Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off.	*502-03b* *502-03c* *502-03d* *502-06a* *502-06b* *502-07* *502-08* *503-01a(1)* *503-01a(2)* *503-01b* *503-02a(1)* *503-02a(2)* *503-02b,c,d* *503-03a-d* *503-04* *503-05* *504-01* *504-02* *504-03* *504-04* *504-05* *504-10* *504-11* *504-12* *504-13* *504-14*	*Purchase Order/Requisitions-Before7/3/95* *Copies* *ADP equipment Approvals* *Recurring Invoice Accountable Officers'* *Recurring Service Invoice Files/Other* *Receiving Report Certification* *Real property Files* *Transaction>25,000* *Transaction < 25,000* *Other Copies* *Contract/Grant Monitoring Files<25,000* *Transactions without dollar amount* *Contracting Officer/Related /Other copies* *Solicited and unsolicited Bids* *Unsuccessful Grant Application files* *Grant Admin Files* *Supply&PropertyFEDSTRIP Requisition Files* *Publication or Forms Requisition Files* *Receiving Reports* *Supply Room Requests* *Publication or Forms Stock Record Files* *Accountability Files* *Excess Personal Property Files* *Personal Property Accountability Number Files* *Survey Board Reports* *Property Management ADP Files*	*3yrs* *2 yrs* *3 yrs* *6 yrs 3 mo* *2 yrs* *-* *10 yrs* *6 yrs, 3* *3 yrs* *-* *6 yrs 3mos* *3 yrs* *-* *-* *3 yrs* *2 yrs* *3 yrs* *-* *2 yrs* *2 yrs* *2 yrs* *3 yrs* *3 yrs* *2 yrs* *2 yrs* *2 yrs*	*GRS3 3a1(b)* *NC1-57-84-7* *GRS3 9b* *GRS6 1a* *NC1-57-84-7* *GRS3 3c* *GRS3 1a* *GRS3 3a(1)a* *GRS3 3a(1)b* *NC1-57-84-7* *GRS3 3a(1)* *GRS3 3a(2)* *GRS3 3C* *GRS3 5* *GRS3 13* *GRS3 14* *GRS3 8a* *GRS3 3c* *GRS3 4a* *GRS3 8a* *GRS3 9a* *GRS18 15a* *GRS4 2* *GRS23 1* *GRS18 15b* *GRS23 1*
1D(1) **Other Procurement Files-** Geological and Geophysical Contracting Files maintained by the sponsoring offshore office	*503-02e*	*Geological and Geophysical Contracting Files*	*35 yrs*	*N1-473-88-1*

LONG TERM TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 25 years after cut off				
1E Facilities & Space Management Services (64) All records relating to the overall operation of the Support Services providing a wide range of services, functions including records generated for the following work elements and functions • Occupational Health & Safety Management- SX4 • Provide Facilities Management- SX5 • Property Management- SX2 • Maintenance and Support Services- SX6 • General Support Services – SX7 • Security Services – SS1 • Provide Physical Security- SS! • Routine Surveillance Tapes • Personnel Security – SS2 • Homeland Security – SS3 • Printing and Publication Management – SX3 • Administering the transportation of goods and materials program for MMS • Providing Mail Management, Shuttle Operations, Mail and Courier Services • Shipping and Receiving Functions • Motor Vehicle Program Management	*401-01* *401-02a-c* *401-06* *401-07* *401-08a-g* *401-09* *402-01* *402-02* *402-03* *402-04* *403-01* *403-02* *404-03a-d* *404-01a-b* *404-02* *404-04a* *404-04b* *404-05* *404-06* *404-07* *404-08* *404-09a,b,c* *404-10* *404-11a* *404-11b* *404-13a* *404-13b* *404-14* *404-15a*	*Communication Files/Directory Files* *Post Office and Private Mail Records* *Credentials Files-Receipts, Indexes* *Metered Mail Files* *Mail and Delivery service Control Files* *Postal Irregularities File* *Printing-Project Files* *Mailing Lists* *Internal Management Files* *Joint Committee on Printing Files* *MMS Space Files* *Space and Maintenance Correspondences* *Classified Document Files* *Security-Visitor Control Files* *Credential Files* *Security and Protective Service Files* *Facilities Security Plans* *Survey and Inspection Files/Govt* *Survey and Inspection Files/Pvt* *Investigative Files* *Security Clearance Admin Files* *Personnel Security Clearance (a)??* *Personnel Security Clearance Status* *Security Violations/Serious* *Security Violations/Other* *Top Secret Files/Registers/Docs* *Forms Accompanying Documents* *Property Pass Files* *Key Accountability Files/Max Security Areas*	*2 mos* *1 yr* *-* *6 yrs* *1 yr* *3 yrs* *1 yr* *3 mos* *2 yrs* *3 yrs* *2yrs* *2 yrs* *2 yrs* *5 yrs* *2 yrs* *2 yrs* *Whensuperseded* *3 yrs* *4 yrs* *2 yrs* *2 yrs* *5 yrs* *Whensuperseded* *5 yrs* *2 yrs* *5 yrs* *-* *3 mos* *3 yrs*	*GRS11 3* *GRS12 5* *GRS11 4b* *GRS12 7* *GRS12 6* *GRS12 8* *GRS12 8* *GRS13 4a* *GRS13 6* *GRS13 5a* *GRS11 2a* *GRS11 1* *GRS18* *GRS18 17* *Grs18 17* *GRS18 8* *GRS18 8* *GRS18 9* *N1-473-88-1* *GRS18 8* *GRS18 10* *GRS18 11* *GRS18 21* *GRS18 22* *GRS18 23* *GRS18 24a* *GRS18 5a* *GRS18 5b* *GRS18 12*

TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off	*404-15b* *404-16a-c* *404-17* *405-01* *405-02a,b* *405-03* *406-01a* *406-01b* *406-01c* *406-01d* *406-01e* *406-03* *407-01* *407-02a,b* *407-03* *407-04* *407-05* *407-06* *407-07*	*Other Areas* *Security Incidence Reports* *Classified Document Container Files* *General Travel and Transportation Files* *Travel Reimbursement Files* *Accountability Records* *Commercial Freight and Passenger Files-* *Original Vouchers* *Freight-Payment Records* *Issuing Office Copies* *Obligation Copy of Commercial .* *Unused Ticker Redemption Forms* *Lost or Damaged Shipment Files* *Motor Vehicle Correspondence Files* *Motor Vehicle Operating Files* *Motor Vehicle Accident Files* *Motor Vehicle Correspondence Files* *Motor Vehicle Release Files* *Motor Vehicle Report Files* *Motor Vehicle Operator Files*	*6 mos* *3 yrs* *Whensuperseded* *2 yrs* *6 yrs* *1 yr* *6 yrs* *10 yrs* *6 yrs* *-* *3 yrs* *6 yrs* *2 yrs* *1 yr* *6 yrs* *2 yrs* *4 yrs* *3 yrs* *3 yrs*	*GRS18 16a* *GRS18 16b* *GRS18 14* *GRS18 7* *GRS18 7* *GRS9 3* *GRS9 4b* *GRS9 1a* *GRS9 1b* *GRS9 1c* *GRS9 1d* *GRS9 1e* *GRS9 2* *GRS10 1a* *GRS10 2* *GRS10 5* *GRS10 1* *GRS10 6* *GRS10 4* *GRS10 7*
1F Information Management and Files (65) All records relating to Information Management and used to report all work related to IT information resources as well as Central Files, Mailrooms, and Library/Information Services for developing, coordinating, and implementing policies, standards, guidelines, reporting, and providing related technical assistance. Reporting for this activity occurs throughout the lifecycle of information, records, data files and inclusive of the following work elements and functions: • Delivery of Official Public Information-	*202-07* *202-08* *202-11* *202-14* *202-17* *202-18* *705-02* *705-16a, b* *705-17a,b* *705-18* *705-19* *705-20a,b*	*Records Disposition Lists* *Files Inventory and Disposition Plans* *Microform Management* *Microform Inspection Records* *Records Holding Files* *Records Management Files* *Cope Fee Collection Register* *FOIA Files* *FOIA Appeal Files* *FOIA Report Files* *FOIA Admin Files* *Privacy Act Request Files*	*6yrs* *3 yrs* *6 yrs* *2 yrs* *3 yrs* *6 yrs* *2 yrs* *6 yrs* *6 yrs* *2 yrs* *2 yrs* *2 yrs*	*GRS16 2* *N1-473-88-1* *GRS16 7* *GRS16 10* *GRS16 4* *GRS16 7* *GRS14 15* *GRS14 11* *GRS 14 21* *GRS14 14* *GRS14 15* *GRS14 21*

POD • The Federal Records Act and Records Management Initiatives; Forms /Reports, Library/Information Services - PAR • The Privacy Act and Privacy Initiatives • Privacy Impact Assessments and Records Management Impact Assessments • Data analysis for privacy and records management classification and impacts • Freedom of Information Act (FOIA) - request analysis and non-reimbursed fulfillment costs - PAE • FOIA and Privacy Act Appeals • Section 508 of the Rehabilitation Act of 1973, as Amended • Information Collection, Renewals and Quality Guidelines • Establishment and operation of program functions or offices for privacy, Records Management, FOIA, Section 508, and Web • Compliance monitoring and reporting • Awareness and training for privacy, Records Management, FOIA, Section 508, and Web • Operational Data Administration including maintenance, storage, information dissemination, use, control and disposal • Perform Internal Control Review Package for OMB-SZI (OEMM), SZO (MRM) • Records Management (WASC) – SQR	*705-21a,b,c* *705-22* *705-23a,b* *705-24* *705-25* *706-01* *706-02*	*Privacy Act amendment Files* *Privacy Act Accounting Files* *Privacy Act Control Files* *Privacy Act Report Files* *Privacy Act Admin Files* *Technical Publication Controls\Technical Publication Background Files*	*4 yrs* *5 yrs* *5 yrs* *2 yrs* *2 yrs* *1 yr* *6 mos*	*GRS14 22* *GRS14 23* *GRS14 24* *GRS14 25* *GRS14 26* *NC1-57-84-7* *NC1-57-84-7*

TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off.				
1G Administrative Support Services (66) All records relating to general administrative functions, such as chronological, suspense, transitory, tracking, technical reference, directives, office administrative, mission subject, bureau history files, schedules of daily activity, directives, general payroll, and a host of other files that are administrative in nature. Included also are labor and operations records of safety awareness programs, health units, Employee Assistance Programs, personal property, moving services, vehicle fleet management, and any other administrative functions and records involving activities of the following work elements: • CIAP (A&B) – SCI • Provide General Admin Support – PPC, PEC **TEMPORARY:** Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off.				
1G1 **Administrative Function Files/ Audits and Investigation Files** 10 years All records relating to administrative functions. Mission files created and maintained in offices whose primary function involves support activities such as personnel, procurement,	*102-01b* *102-01d* *102-01e* *102-02* *103-01a* *103-01b*	*Administrative Functions* *Director's Chron Files* *Other Copies* *Office Administrative Files* *Schedule of Daily Activities-High Level* *Schedule of Daily Activities-Low Level*	*5 yrs* - *3 mo* - *No longer needed* *No longer needed*	*N1-473-88-1* *GRS23 6a* *GRS23.7* *GRS23 8* *NC1-57-84-7* *NC1-57-84-7*

property, transportation, travel, communication, budget and similar internal management functions and audit/investigation files relating to internal audits, investigative and evaluation records conducted in the review of MMS business process. These records include but are not limited to final audit or evaluation reports, initiation papers, audit methodology and guidelines, rebuttals and other comments on the reports and case files relating to special investigations that may have resulted in a referral to another agency or significant enforcement action. (AMAR/IQCR/Congressional Committee ..)	*104-01a*	*Electronic Mail and Word Processing Copies*	*2 years*	*NCI-57-84-7*
	104-01b	*Other Copies*	*5 years*	*N1-473-88-1*
	201-03	*Management Survey Background Files*	*2 years*	*N1-473-88-1*
	201-05a	*Management Information Report Files/Weekly*	*2 yrs*	*GRS23 1*
	201-05b	*Management Information Report Files/Annual*	*20yrs*	*N1-473-88-1*
	201-08d	*Management Control Records-Annual*	*No longer needed*	*N1-473-88-1*
	201-08e	*Tracking Files*	*6mos*	*GRS23 10a*
	201-08f	*Review Files*	-	*GRS23 10b*
	201-09a	*Administrative Issuances-Notices*	*6 mos*	*NC1-57-84-7*
	201-09b	*Administrative Issuances-Case Files*	*3 yrs*	*NC1-57-84-7*
	201-10	*Project Control Files*	*10 yrs*	*NC1-57-84-7*
	202-04a	*Forms Files-Record Copy*	-	*GRS16 14d*
	202-04b	*Background Materials*	*1 yr*	*GRS16 14e*
	202-05	*Reports Control Files*	-	-
	202-06	*Project Control Files*	*1 yr*	*GRS16 1a*
	202-10	*Bulletin and Numbered Memorandums*	-	*GRS16 1b*
	202-12	*Memorandum of Understanding Files*	*1 yr*	*GRS16 5*
	202-15	*IRM Triennial Reports*	*5 yrs*	*GRS16 3a*
	202-16a	*Federal Register Notices*	-	*GRS16 3b*
	202-16b	*Semiannual Regulatory Agenda*	*2 yrs*	*GRS16 6*
	203-01	*Electronic Mail and Word Processing*	*2 yrs*	*GRS16 5*
		Files/Other Copies	-	*GRS16 2b*
	304-01	*Electronic Mail and Word Processing*	*1 yr*	*GRS16 7*
		Files/Other Copies		*N1-473-88-1*
	408-01	*Electronic Mail and Word Processing Files/*	*1 yr*	*GRS16 13a*
		Other Copies		*GRS16 13b*
	505-01	*Electronic Mail and Word Processing Files*		
		Other Copies	*6 mos*	
	608-01	*Electronic Mail and Word Processing Files/*		
		Other Copies	*6 mos*	
	704-01	*Library Catalog Cards and Finding Aids*		
			6mos	
	708-01	*Electronic Mail and Word Processing*		
		Files/Other Copies	*6mos*	
	802-1	*Electronic Mail and Word Processing*		

	701-01 *201-07c* *701-02* *702-01* *702-03b(2)* *703-01* *703-02a(3)* *703-02b* *705-01a,b, c*	*Congressional Committee Investigation Hearing Files* *Organizational Files-Other Copies* *Legislative Programs-* *Informational Publication Files* *PR Files-Other Copies* *Visuals, Exhibits, Graphic Files* *Duplicate Recordings* *Films from outside sources* *Public Information Offices Records*		
1G(2)a- Director's General Correspondence/Bureau History Files All records of central files of the chronological records and outgoing correspondence of the MMS Director. Surname Copies **PERMANENT:** Transfer to the FRC 2 years after cut-off. Transfer to National Archives in 5 year blocks when 20 years old	*102-1c* *201-07a,b* *702-02* *702-03a* *702-03b(1)* *703-02a(1)* *703-02a(2)* *703-02a(4)* *703-03a*	*Director's General Files* *Organizational Files* *Informational Publication Master Files* *PR Files-Speeches, Addresses and Comments* *PR-News Releases-Public Affairs* *Video Recordings* *Motion Picture Films* *Finding Aids & Production Documentation* *Photographs of MMS Officials*	*Permanent* *Permanent* *Permanent* *Permanent* *Permanent* *Permanent* *Permanent* *Permanent* *Permanent*	*N1-57-84-7* *NC1-57-84-7* *NC1-57-84-7* *NC1-57-84-7* *NC1-57-84-7* *NC1-57-84-7* *NC1-57-84-7* *NC1-57-84-7* *NC1-57-84-7*
1H Planning (67) All records relating to the activities of strategic planning, performance planning measurement and reporting, workforce planning, organizational development, evaluations, and management analysis for the organization as a whole. Includes supervision, management, and general administrative support of these functions • Emergency Management and COOP Planning- SX1 **TEMPORARY:** Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off	*404-12a* *404-12b*	*Emergency Planning Records-Correspondence Files Relating to Admin and Ops* *Continuity of Operation Plan (COOP)(ADP)*	*2 yrs* *When Superseded*	*GRS18 26* *N1-473-88-1*

1I Provide Central Leadership (68) All records relating to costs of executives, senior executives and immediate offices. These costs include administration and implementation of activity based cost management programs. **TEMPORARY:** Cut off at the end of the fiscal year, or when activity is completed Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off.				
1J Process Litigation for Indian Trust (70) All records relating to litigation- the formal process in a court or administrative agency in which legal rights and obligations are contested by the parties and decided by a judge. This activity covers any and all work associated with administrative or judicial litigation related to **Indian Trust** other than probate. It also includes litigation support provided by the bureaus and offices, legal representation provided by the Office of the Solicitor, and adjudications provided by the Office of Hearings and Appeals records generated in activities of the following work . **PERMANENT**· Cut off at the end of the fiscal year in which claim, matter or appeal is disallowed, withdrawn, settled or issued Transfer to the FRC 3 years after cut-off. Subsequent legal transfer of the records to the National Archives of the United States will be as	*707-04*	*Interior Board of Land Appeals*	*Permanent*	*NC1-57-84-7*

jointly agreed between the United States Department of the Interior and the National Archives and Records Administration				
1K Performance and Financial Management Reports (73) All records relating to the preparation of reports for entities external to the bureaus, such as the Annual Performance and Accountability Report, Submissions to the Department, FACTS II and the Statement of Accountability and/or Statement of Transactions (SF-224 or SF-1219/1220). **TEMPORARY:** Cut off at the end of the fiscal year, or when activity is completed Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off.				
1L Non-Indian Process Litigation for Resource Use(74) All records relating to litigation- the formal process in a court or administrative agency in which legal rights and obligations are contested by the parties and decided by a judge. This activity covers any and all work associated with administrative or judicial litigation involving oil, gas, geothermal and non-energy mineral leasing, regulating resource use, hydropower licensing, appeals of enforcement actions, citizens' complaints and **related issues of litigation other than Indian Trust.** ***Federal Records Signed by the Assistant Secretary of BLM are also included under this Bucket.***	*707-01* *707-02* *707-03* *707-05* *707-06*	*MMS Appeals Files* *Waiver/Departure Requests* *Mineral Leasing Claims/Federal* *Hearing Files* *Fishermen's Fund*		
1L(2) Process Litigation-	*707-04*	*Interior Board of Land Appeals (IBLA)*	*Permanent*	*NC1-57-84-7*

PERMANENT: Cut off at the end of the fiscal year in which claim, matter or appeal is disallowed, withdrawn, settled or issued Transfer to the FRC 3 years after cut-off. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed between the United States Department of the Interior and the National Archives and Records				
1M Employee and Labor Relations (76) Provide guidance and assistance to management and employees regarding all work associated with Employee Relations (ER)/Labor Relations (LR) issues, including grievances, disciplinary and performance-based actions, unfair labor practices and negotiations, Inspector General and other administrative investigations. Work activities also include processing incentive awards; conducting personnel security; determining employee suitability; and managing the employee assistance program, ethics program and performance management system. • Informal Counsel/ADR/Mediation – SIA • Formal Complaints – SIB • Employee Assistance Program – SIG • Manage Labor Relations - SEL **TEMPORARY:** Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off	*604-01a,b* *605-04* *605-07* *607-01a-b* *607-02a-c* *607-03* *607-04* *607-05a-b* *607-06a-b* *607-07a-b* *607-08a-b* *607-09*	*Labor Management Relations Files* *Personnel Counseling Records* *Personal Injury Files* *Ethics Program/Attendance Files/Others* *Financial Disclosure Report Files* *Ethics Agreement Files* *Notification of Violation of Criminal Conflict of Interest Files* *Non-Federally Funded Travel Files Ethics Program Files* *Ethics Questionnaires/Other Files* *Ethics program training Files* *Ethics Program Procedures*	*5 yrs* *3 yrs* *3 yrs* *3yrs* *6 yrs* *6 yrs* *6 yrs* *3yrs* *6 yrs* *3 yrs* *6 yrs* *6 yrs*	*GRS1 28* *GRS1 26* *GRS1 31* *GRS25 1a* *GRS25 2* *GRS25 3* *GRS25 4* *GRS25 5* *GRS25.6* *GRS25 7* *GRS25 8* *GRS25 9*

DELETE/DESTROY 25 years after cut off.				
1N Civil Rights – External and Internal (77/78) All records related to all costs of monitoring, evaluating and adjudicating civil rights compliance and enforcement functions covering equal opportunity and federally funded/assisted education and training programs with State and local governments. These elements are not limited to the work of EEO employees, but also include the work of any Office of Bureau employees engaged in responding to and resolving civil rights and equal opportunity complaints. Also includes settlement agreements. Internal Civil Rights captures all costs to implement 29 C.F.R 1614 and EEOC management Directive 715. Costs are not limited to the work of EEO employees, but also include the work of any Office of Bureau employees engaged in responding to and resolving civil rights and equal opportunity complaints. Also includes the cost of settlement agreements. • EEO Program – SIC, SID • EEO Program Special Projects Funding - SIS • Sexual Harassment – SIE • Civil Rights - SIH **TEMPORARY:** Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off	*605-03a-g* *605-06a-b*	*Equal Employment Opportunity Files* *Grievance Appeals Files* why the exemption?	*7 yrs* *7 yrs*	*GRS1 25* *GRS1 30*

DELETE/DESTROY 25 years after cut off				
1O Plan IT Investments (80) All records relating to planning for new IT investments, the planning and modernization or major enhancement of existing IT investments, and all work related to IT prototypes. **TEMPORARY:** Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 25 years after cut off.	?	New? description?		
1P Acquire IT Investments (81) All records relating the full acquisition of an IT investment. Other records include but not limited to the procurement and implementation of an IT investment or useful segments/modules, Exhibit 300 parts 1, 2 or 4 of exhibit 53, the control and evaluation phases of CPIC and investment control process. **TEMPORARY:** Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 25 years after cut off	?	New? description? SPA? CK GRS 24		
1Q Operation, Maintenance, and Management of IT Investments (82) -IAM All records relating to Operation, Maintenance, and Management of IT Investments portraying when an IT investment is operational (steady state) after formal acceptance. This means the IT investment or useful segment/module of an IT	*800-02a,b* *800-04a,b* *800-05* *800-06* *800-08* *800-09* *800-11*	*System Documentation Files* *Source Documents* *Error/Edit Listing Files* *ADP Source Program Files* *Raw Data Magnetic Tapes* *Print and Plotter Tapes* *Data Processing Control Records*	- *1 yr* - - - - -	*N1-473-88-1* *NC1-57-84-7* *NC1-57-84-7* *NC1-57-84-7* *NC1-57-84-7* *NC1-57-84-7* *NC1-57-84-7*

investment has been delivered, deployed, and is performing the mission. Tasks required managing an investment in operations and maintenance is reported under this activity, including performance monitoring and reporting performed by an operational analysis. This activity includes retirement/disposal costs of the investment, which is the final phase in the life cycle of the investment Reporting under this activity correlates to the operations and maintenance component of the IT investment reporting for individual investments, systems, or projects planned in Exhibit 300 and parts 1, 2 or 4 of Exhibit 53 and the Steady State Phase of the Capital Planning and Investment Control Process. Operation, Maintenance, and Management of IT Investments (DOI Work Activity 82) includes government and contractor personnel records, supervision and management of these functions over the life of the IT investment after full acquisition is complete, including direct and indirect periodic or continuing costs of operation, maintenance, and management. **TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off**	*801-01a-c* *802-01a,b* *802-02* *802-03a,b* *802-04a,b* *802-08a,b,c*	*Creation, Use and Maintenance Files* *Oversight and Compliance Files* *IT Facility Site Management, Equipment* *IT Asset and Configuration Management* *System Backup and Tape Library Records* *IT Operation Records*	- *5yrs* *3 yrs* *1 yr* - *1 yr*	*GRS20 1* *GRS24 1a* *GRS24 2* *GRS24 3a* *GRS24 4a* *GRS24 8*
1R IT Security (83) - IAI All records relating to Secure IT - performing work to achieve and maintain compliance with OMB security policies and NIST guidance,	*802-05a,b* *802-06a,b* *802-07*	*Maintenance of Security of Systems and Data* *User Identification, Profiles, Password Files* *Computer Security Incident Handling*	*1 yr* *6 yrs* *3 yrs*	*GRS24 5* *GRS24 6* *GRS24 7*

including compliance with the Federal Information Security Management Act, including all IT security program records and records for securing individual IT systems, applications, and infrastructure. This work activity should be used to capture all IT security records including planning, acquisition, and operation and maintenance of IT investments. Reporting under this activity includes security records reported on the OMB exhibits 53 and 300 for individual investments and the establishment and operation of an IT security program and office . **TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off**				
1S IT Architecture (84) – IAU and All records relating to Enterprise Architecture (EA) that provides a strategic planning framework that relates and aligns Information Technology (IT) with the MMS business functions and investments that it supports.The schedule also covers records of: **Alternative/Renewable Energy Support Systems (LBKs)** which support IT infrastructure design and implementation records that consist of records of individual projects designed to provide and support new agency IT infrastructure, systems and services. Information technology hard ware and software purchases and related records are also included	*201-11* *800-01a,b*	*Feasibility Studies* *System Feasibility Files* *LBKs-Renewable Energy Support Systems*	*5 yrs* *5yrs* *5 yrs*	*GRS16 9* *NCI-57-84-7* *GRS 24-11*

TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off				
1T Capital Planning and Project Management (85) - IAY All records generated in the course of IT Capital Planning and Investment Control on the portfolio of IT investment portfolio analysis, which also includes • Management and review submission of MMS Business Cases (Exhibit 300s) to DOI and the Office of Management and Budget; • Developing the Bureau's IT Portfolio of investments (Exhibit 53); Maintaining liaisons with the DOI regarding MMS information technology investments **TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off**	*802-09a,b,c*	*Financing IT Resources and Services*	*3 yrs*	*GRS24 9*