

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-589-12-001

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 5/28/2021

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All items active except for those noted below

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 1A is superseded by DAA-0048-2013-0001-0011

Item 1B is superseded by DAA-0048-2013-0001-0005

Item 1B(1)(a) is superseded by DAA-0048-2013-0001-0005

Item 1C is superseded by DAA-0048-2013-0001-0011

Item 1D is superseded by DAA-0048-2013-0001-0011

Item 1E is superseded by DAA-0048-2013-0001-0002

Item 1F is superseded by DAA-0048-2013-0001-0002

Item 1G is superseded by DAA-0048-2013-0001-0002

Item 1H is superseded by DAA-0048-2013-0001-0002

Item 1K is superseded by DAA-0048-2013-0001-0002

Item 1O is superseded by DAA-0048-2013-0001-0015

Item 1P is superseded by DAA-0048-2013-0001-0015


Item 1Q is superseded by DAA-0048-2013-0001-0015


Item 1R is superseded by DAA-0048-2013-0001-0015

Item 1S is superseded by DAA-0048-2013-0001-0015

Item 1T is superseded by DAA-0048-2013-0001-0015

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-589-12-1	
1 FROM (Agency or establishment) Department of Interior		DATE RECEIVED 7/26/2012	
2 MAJOR SUBDIVISION Bureau of Ocean Energy Management (BOEM)		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION Office of Administration-IMD-Capital Planning & Information Policy			
4 NAME OF PERSON WITH WHOM TO CONFER Brenda C. Taylor	5 TELEPHONE 703-787-1122	DATE 11/13/2013	ARCHIVIST OF THE UNITED STATES 

6 AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in the matters pertaining to the disposition of its records and that the records proposed for disposal attached 5 separate buckets respectively are not needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies		
<input checked="" type="checkbox"/> is not required, <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested		
DATE 6/29/2012	SIGNATURE OF AGENCY REPRESENTATIVE 	TITLE Chief, Capital Planning & Information Policy, Acting Bureau Records Officer

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

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

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

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

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

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

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

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

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

BUCKET 1 - ADMINISTRATION - BOEM

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

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

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

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

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

Item Number	Title and Description	Retention & Disposition Instructions	Superseded MMS Schedule Items
1A	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. <ul style="list-style-type: none"> • Perform Budget Duties- POA, PPA, PAA • Provide Budget Support- SB1 • Provide General Support Services Budget- SB2, SOB • Budget Formulation & Justification- SB5 • Budget Execution & Performance Management- SB6 • Perform Budget Management- SB7 	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: <ul style="list-style-type: none"> • Human Resources Actions- PAJ • HR Administration Services- SAD, SMT, SOP • Quality of Work Life – SEQ • Process Positions- SE1 • Benefits and Benefits Review- SEB • Classify Positions- SEC • Advise/Train on Ethics- SEE • Maintain FPPS Security- SEF • Staff Positions- SES • Provide Employee Relations- SER 	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, c 601-02 601-03 601-04a,b,c 602-01 602-02b 602-04 602-05- a,b,c2,d,e,f1,f2b,f3 & f4 602-07 602-08 602-10 a,b1,b2,b3,c,d & e 603-01 603-02a,b,c 603-03 603-04 605-01 605-02a-c 605-07 605-08

Item Number	Title and Description	Retention & Disposition Instructions	Superseded MMS Schedule Items
	<ul style="list-style-type: none"> Delegating Examining Unit (DEU) Contracts – SAO, SOF, SWR 		606-01a,b 607-01a 607-01b
1B(1)	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 <i>The Guide to Personnel Recordkeeping</i> 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	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	TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off	302-01 302-02 302-03 302-04a,b,c 302-05a 302-07a,b,c 302-08a,b 302-09

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

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

Item Number	Title and Description	Retention & Disposition Instructions	Superseded MMS Schedule Items
	<ul style="list-style-type: none"> • Maintenance and Support Services- SX6 • General Support Services – SX7 • Security Services – SS1 • Personnel Security – SS2 • Homeland Security – SS3 • Printing and publication management – SX3 • Administering the transportation of goods and materials program for BOEM • Providing mail management, shuttle operations, mail and courier services • Shipping and receiving functions • Motor Vehicle Program Management • Provide Physical Security- SS1 • Routine Surveillance Tapes 		404-02 404-03a-d 404-04a 404-05 404-06 404-07 404-08 404-09a,b,c 404-10 404-11a-b 404-13a,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 <ul style="list-style-type: none"> • Delivery of Official Public 	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.	202-07a1,a2,b 202-08 202-11 202-14a,b 202-17a,b 202-18 703-03b 705-02 705-16a1,a2a,a2b,a3a,a3b,16b 705-17a,b 705-18 705-19 705-20a1,2a,a2b,a3a,a3b,b 705-21a,b,c

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

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

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			703-02a(3),b 704-01 705-01a-c 708-01a,b 802-12a,b
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 BOEM Director. Surname copy, and files documenting significant BOEM events created, received and maintained during the normal course of business	PERMANENT. Cut off at close of FY, or when activity is completed <u>Electronic Records</u> Transfer electronic files to the National at three year intervals under the instructions in 36CFR 1235 44-50, or whichever transfer guidance is in place at the time of the transfer <u>Hardcopy Records</u> Transfer to the FRC 5 years after cut-off Transfer to the National Archives and Records Administration 25 years after cut off	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 working draft and support documents relating to the activities of strategic planning, performance planning measurement and reporting, workforce planning, organizational development, evaluations, COOP plans, and management analysis for the organization as a whole Includes supervision, management, and general administrative support of these functions Includes Emergency Management and COOP Planning- SX1	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
II	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

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

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1L	Process Litigation - Resource Use(74) <ul style="list-style-type: none"> • All records relating to the use of resources including records that are generated in the activities of these work elements • Perform Federal related alternate dispute resolution activities – ADR • Prepare Federal Appeals Decision Documents • Maintain Automated Appeals Docketing System 	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	707-01 707-02 707-03 707-05 707-06
1M	Employee and Labor Relations (76) All records relating to the provision of guidance and assistance to management and employees regarding all work associated with Employee Relations (ER)/Labor Relations (LR) issues, including grievances, disciplinary and performance-based actions, unfair labor practices and negotiations, Inspector General and other administrative investigations Work activities also include processing incentive awards; conducting personnel security, determining employee suitability, and managing the employee assistance program, ethics program and performance management system. <ul style="list-style-type: none"> • 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 DELETE/DESTROY 25 years after cut off	604-01a(1),a(2),b, 605-04 605-07 607-01a,b 607-02 a,b,c1c2 607-03 607-04 607-05a,b 607-06a,b 607-07a,b 607-08a,b 607-09
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	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,b,c,d1, d2,e,f1,f2,f3,f4,g 605-06a-b

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

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

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

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

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

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

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New Schedule		Former Schedule		
Sub-Bucket	Description & Retention	Series No.	Title	Retention NARA Authority
	providing guidance. It includes records that have to deal with but not limited operations such as job fairs, and providing personnel services to bureau and department employees and supervisors and records generated in activities of the following work elements: <ul style="list-style-type: none"> Human Resources Actions- PAJ HR Administration Services- SAD, SMT, SOP Quality of Work Life – SEQ Process Positions- SE1 Benefits and Benefits Review- SEB Classify Positions- SEC Advise/Train on Ethics- SEE Maintain FPPS Security- SEF Staff Positions- SES Provide Employee Relations- SER Delegating Examining Unit (DEU) Contracts – SAO, SOF, SWR TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off.	504-15	Employee Exit Clearance Report	2 yrs GRS23.1
		601-01b	Supervisor's Personnel Files and other copies	1 yr GRS 1.18a
		601-01c	Staffing and Classification Files	2 yrs NC1-57-84-7-601-01c
		601-02	Employee Record Cards	3 yrs GRS1.2b
		601-03	Employee Locator Files	When superseded GRS1.6
		601-04a	Personnel Action Report Files	Destroy paper when Microfilm has been verified N1-473-88-1-601-04a
		601-04b		Erasure N1-473-88-1-601-04b
		601-04c		2 yrs GRS1.16
		602-01	OPM Certificates	2 yrs GRS1.5
		602-02b	Pending /unsuccessful application	2 yrs GRS1.33m
		602-04	Merit Promotion Files	2 yrs GRS1.32
		602-05a	Employee Performance File System Records	1 yr GRS1.23a1
		602-05b		When superseded GRS1.23a2
		602-05c(2)		4 yrs GRS1.23a3b
		602-05d		4 yrs GRS1.23a4
		602-05e		4 yrs GRS1.23a5
		602-05f(1)		When superseded GRS1.23b1
		602-05f(2)b		5 yrs GRS1.23b2b
		602-05f(3)		5 yrs GRS1.23b3
		602-05f(4)	Position Description Files	5 yrs GRS1.23b3
		602-07	Incentive Award Program Files	5 yrs GRS1.7a
		602-08	Employee Award Files	3 yrs GRS1.13
		602-10a		2 yrs GRS1.12a1
		602-10b(1)		1 yr GRS1.12b
		602-10b(2)		When no longer N1-473-88-

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

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

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

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

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

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New Schedule		Former Schedule		
Sub-Bucket Description & Retention	Series No.	Title	Retention	NARA Authority
	504-03	<i>Receiving Reports</i>	2 yrs	GRS3.4a
	504-04	<i>Supply Room Requests</i>	2 yrs	GRS3.8a
	504-05	<i>Publication or Forms Inventory Lists</i>	2 yrs	GRS3.9a
		<i>Accountability Files</i>		
	504-10	<i>Excess Personal Property Files</i>	3 yrs	GRS18.15a
	504-11	<i>Personal Property Accountability Number</i>	3 yrs	GRS4.2
	504-12	<i>Files</i>	2 yrs	GRS23.1
		<i>Survey Board Reports</i>		
	504-13	<i>Property Management ADP Files</i>	2 yrs	GRS18.15b
	504-14		2 yrs	GRS23.1
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	<i>Geological and Geophysical Contracting Files</i>	35 yrs	N1-473-88-1-503-02e
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 <ul style="list-style-type: none"> Occupational Health & Safety 	401-01 401-02a 401-02b 401-02c 401-06	<i>Communication Files/Directory Files</i> <i>Post Office and Private Mail Records</i> <i>Credentials Files-Receipts, Indexes</i>	2 mos 1 yr 1 yr 1 yr Destroy after listed credentials	GRS11.3 GRS12.5a GRS12.5b GRS12.5c GRS11.4b

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New Schedule		Former Schedule		
Sub-Bucket Description & Retention	Series No.	Title	Retention	NARA Authority
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 BOEM • Providing Mail Management, Shuttle Operations, Mail and Courier Services • Shipping and Receiving Functions • Motor Vehicle Program Management • Provide Physical Security- SS! • Routine Surveillance Tapes	401-07 401-08a 401-08b 401-08c 401-08d 401-08e 401-08f 401-08g 401-09 402-01 402-02 402-03 402-04 403-01 403-02 404-01a 404-01b 404-02 404-03a 404-03b 404-03c 404-03d 404-04a 404-04b 404-05	Metered Mail Files Mail and Delivery service Control Files Postal Irregularities File Printing-Project Files Mailing Lists Internal Management Files Joint Committee on Printing Files BOEM Space Files Space and Maintenance Correspondences Security-Visitor Control Files Credential Files Classified Document Files Security and Protective Service Files Facilities Security Plans Survey and Inspection Files/Govt	are accounted for 6 yrs 1 yr 6 mos 6 mos 1 yr 1 yr 6 mos 1 yr 3 yrs 1 yr 3 mos 2 yrs 3 yrs 2yrs 2 yrs 5 yrs 2 yrs 2yrs 3 mos 2 yrs 2 yrs 2 yrs 2 yrs 2 yrs When superseded 3 yrs	GRS12.7 GRS12.6a GRS12.6b GRS12.6c GRS12.6d GRS12.6e GRS12.6f GRS12.6g GRS12.8 GRS13.2a GRS13.4a GRS13.6 GRS13.5a GRS11.2a GRS11.1 GRS18.17a GRS18.17b GRS11.4a GRS18.1 GRS18.2 GRS18.4 GRS18-3 GRS18.8 N1-473-88- 1-404-04b GRS18.9 GRS18.10 GRS18.11 GRS18.21

TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off
DELETE/DESTROY 7 years after cut off.

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

N1-589-12-1, BOEM Bucket 1. ADMINISTRATION-CROSSWALK				
New Schedule		Former Schedule		
Sub-Bucket Description & Retention	Series No.	Title	Retention	NARA Authority
	404-15b	Other Areas	6 mos	GRS9.1c GRS9.1d
	404-16a	Security Incidence Reports	3 yrs	
	404-16b		2 yrs	GRS9.1e GRS9.2
	404-16c		1 yr	GRS10.1 GRS10.2a
	404-17	Classified Document Container Files	When superseded	GRS10.2b
	405-01	General Travel and Transportation Files	2 yrs	GRS10.5 GRS10.1
	405-02a	Travel Reimbursement Files	6 yrs	GRS10.6 GRS10.4
	405-02b		2 yrs	GRS10.7
	405-03	Accountability Records	1 yr	
	406-01a	Commercial Freight and Passenger Files- Original Vouchers	6 yrs	
	406-01b	Freight-Payment Records	10 yrs	
	406-01c	Issuing Office Copies	6 yrs	
	406-01d	Obligation Copy of Commercial...	Destroy when funds are obligated	
	406-01e	Unused Ticker Redemption Forms	3 yrs	

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

New Schedule		Former Schedule		
Sub-Bucket	Description & Retention	Series No.	Title	Retention NARA Authority
		406-03	<i>Lost or Damaged Shipment Files</i>	6 yrs
		407-01	<i>Motor Vehicle Correspondence Files</i>	2 yrs
		407-02a	<i>Motor Vehicle Operating Files</i>	1 yr
		407-02b		3 mos 1 yr
		407-03	<i>Motor Vehicle Accident Files</i>	6 yrs
		407-04	<i>Motor Vehicle Correspondence Files</i>	2 yrs
		407-05	<i>Motor Vehicle Release Files</i>	4 yrs
		407-06	<i>Motor Vehicle Report Files</i>	3 yrs
		407-07	<i>Motor Vehicle Operator Files</i>	3 yrs
1F	Information Management and Files (65) All records relating to Information Management and used to report all work related to IT information resources as well as Central Files, Mailrooms, and Library/Information Services for developing, coordinating, and implementing policies, standards, guidelines, reporting, and providing related technical assistance. Reporting for this activity occurs throughout the lifecycle of information, records, data files and inclusive	202-07a1	<i>Records Disposition Lists</i>	2 yrs 6 yrs
		202-07a2	<i>Files Inventory and Disposition Plans</i>	2 yrs 3 yrs
		202-07b		
		202-08		
		202-11	<i>Microform Management</i>	6 yrs 1 yr
		202-14a	<i>Microform Inspection Records</i>	GRS16.2a1 GRS16.2a2 GRS16.2b N1-473-88-1-202-08 GRS16.7 GRS16.10a
		202-14b		3 yrs 1 yr GRS16.10b GRS16.4a

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

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

N1-589-12-1, BOEM Bucket 1. ADMINISTRATION-CROSSWALK				
New Schedule	Former Schedule			
Sub-Bucket Description & Retention	Series No.	Title	Retention	NARA Authority
information dissemination, use, control and disposal • Perform Internal Control Review Package for OMB-SZI (OEMM), SZO (MRM) • Records Management (WASC) – SQR	705-21c 705-22 705-23a 705-23b 705-24 705-25 706-01	Privacy Act Accounting Files Privacy Act Control Files Privacy Act Report Files Privacy Act Admin Files Technical Publication Controls\Technical	5 yrs 2 yrs 2 yrs 1 yr 6 mos	GRS14.21b GRS14.22a GRS14.22b GRS14.22c GRS14.23 GRS14.24a GRS14.24b GRS14.25 GRS14.26 NC1-57-84-706-01 NC1-57-84-7-706-02
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.	706-02	Publication Background Files		
1G Administrative Support Services (66) All records relating to general administrative functions and accumulated by the individual offices on a wide variety of subjects.		Note: No crosswalk items for item 1G.		

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

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

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

New Schedule		Former Schedule		
Sub-Bucket Description & Retention	Series No.	Title	Retention	NARA Authority
<p>not limited to final audit or evaluation reports, initiation papers, audit methodology and guidelines, rebuttals and other comments on the reports and case files relating to special investigations that may have resulted in a referral to another agency or significant enforcement action. (AMAR/IQCR/Congressional Committee ...)</p> <p>TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 10 years after cut off.</p> <p>Note: Copied over the retention from the Bucket 1 Administration Schedule.</p>	103-01b	<i>Schedule of Daily Activities-Low Level</i>	<i>When no longer needed 180 days Destroy/Delete</i>	GRS23.10a N1-473-88-1 GRS23.10b
	104-01a	<i>Electronic Mail and Word Processing Copies</i>	3 yrs	NC1-57-84-7-201-03
	104-01b	<i>Other Copies</i>	3 yrs	NC1-57-84-7-201-05a
			10 yrs	NC1-57-84-7-201-05b
	201-03	<i>Management Survey Background Files</i>	2 yrs	N1-473-88-1-201-07c GRS16.14d
	201-05a	<i>Management Information Report Files/Weekly</i>	Destroy after next review cycle 1 yr 5 yrs	GRS16.14e GRS16.14f1 GRS16.14f2
	201-05b	<i>Management Information Report Files/Annual</i>	1 yr	GRS16.1a GRS16.1b
	201-07c	<i>Organizational Files-Other Copies</i>	When superseded Destroy when issuance is destroyed 1 yr 5 yrs	GRS16.5 GRS16.3a GRS16.3b GRS16.6
	201-08d	<i>Management Control Records-Annual</i>		
	201-08e	<i>Tracking Files</i>		
	201-08f(1)	<i>Review Files/Office with Responsibility</i>	When superseded 2 yrs	GRS16.5 GRS16.1a

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

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

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

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

N1-589-12-1, BOEM Bucket 1. ADMINISTRATION-CROSSWALK				
New Schedule		Former Schedule		
Sub-Bucket Description & Retention	Series No.	Title	Retention	NARA Authority
	703-01 703-02a(3)	<i>Visuals, Exhibits, Graphic Files Duplicate Recordings</i>		
	703-02b	<i>Films from outside sources</i>		
	704-01	<i>Library Catalog Cards and Finding Aids</i>		
	705-01a	<i>Public Information Offices Records</i>		
	705-01b			
	705-01c			
	708-01a	<i>Electronic Mail and Word Processing Files/Other Copies</i>		
	708-01b			
	802-12a 802-12b	<i>Electronic Mail and Word Processing Files/Other Copies</i>		
1G(2)-Director's General Correspondence/Bureau History Files: All records of a central file of the chronological records and outgoing correspondences of the	102-1c	<i>Director's General Files</i>	<i>Permanent</i>	<i>N1-57-84-7- 102-01c</i>
	201-07a	<i>Organizational Files</i>	<i>Permanent</i>	<i>NC1-57-84-7 201-07a</i>
	201-07b		<i>Permanent</i>	<i>NC1-57-84-</i>

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

New Schedule		Former Schedule		
Sub-Bucket Description & Retention	Series No.	Title	Retention	NARA Authority
<p>BOEM Director. Surname copy, and files documenting significant BOEM events created, received and maintained during the normal course of business</p> <p>PERMANENT. Cut off at close of FY, or when activity is completed. <u>Electronic Records:</u> Transfer electronic files to the National at three year intervals under the instructions in 36 CFR 1235.44-50, or whichever transfer guidance is in place at the time of the transfer. <u>Hardcopy Records:</u> Retain on-site or at the FRC. Transfer legal ownership to NARA 25 years after cutoff.</p>	702-02	<i>Informational Publication Master Files</i>	<i>Permanent</i>	7-201-07b NC1-57-84-7
	702-03a	<i>PR Files-Speeches, Addresses and Comments</i>	<i>Permanent</i>	702-02 NC1-57-84-7
	702-03b(1)	<i>PR-News Releases-Public Affairs</i>	<i>Permanent</i>	702-03 NC1-57-84-7
	703-02a(1)	<i>Video Recordings</i>	<i>Permanent</i>	702-03b1 NC1-57-84-7
	703-02a(2)	<i>Motion Picture Films</i>	<i>Permanent</i>	703-02a1 NC1-57-84-7
	703-02a(4)	<i>Finding Aids & Production Documentation</i>	<i>Permanent</i>	703-02a2 NC1-57-84-7
	703-03a	<i>Photographs of MMS Officials</i>	<i>Permanent</i>	703-02a4 NC1-57-84-7 703-03a
<p>1H Planning (67)</p> <p>All records relating to the activities of strategic planning, performance planning measurement and reporting, workforce planning, organizational development, evaluations, COOP plans, and management analysis for the organization as a whole. Includes supervision, management, and general administrative support of these functions.</p> <ul style="list-style-type: none"> Emergency Management and COOP Planning- SX1 	404-12a	<i>Emergency Planning Records-Correspondence Files Relating to Admin and Ops</i>	2 yrs	GRS18.26
	404-12b	<i>Continuity of Operation Plan (COOP)(ADP)</i>	<i>When superseded</i>	N1-473-88-1-404-12b

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

New Schedule	Former Schedule			
Sub-Bucket Description & Retention	Series No.	Title	Retention	NARA Authority
<p><i>Note: Description is different from the Bucket 1-Administration Schedule. I copied over Description from the Schedule to the crosswalk spreadsheet</i></p> <p>TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off</p>				
<p>1I Provide Central Leadership (68) All records relating to costs of executives, senior executives and immediate offices. These costs include administration and implementation of activity based cost management programs.</p> <p>TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 10 years after cut off.</p>				New item
<p>1J Process Litigation for Indian Trust (70) All records relating to litigation- the formal process in a court or administrative agency in which legal rights and obligations are contested by the parties and decided by a judge. This activity covers any and all work associated with administrative or judicial litigation related to</p>	707-04	<i>Interior Board of Land Appeals</i>	<i>Permanent</i>	<i>NC1-57-84-7-707-04</i>

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

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

N1-589-12-1, BOEM Bucket 1. ADMINISTRATION-CROSSWALK				
New Schedule		Former Schedule		
Sub-Bucket Description & Retention	Series No.	Title	Retention	NARA Authority
off. Transfer to NARA when 20 years old				
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.		Note: No crosswalk items for item 1K.		
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	707-01 707-02 707-03 707-05 707-06	<i>BOEM Appeals Files</i> <i>Waiver/Departure Requests</i> <i>Mineral Leasing Claims/Federal</i> <i>Hearing Files</i> <i>Fishermen's Fund</i>	10 yrs 2 yrs 10 yrs 25 yrs 5 yrs	<i>NC1-57-84-7-707-01</i> <i>NC1-57-84-7-707-02</i> <i>NC1-57-84-7-707-03</i> <i>NC1-57-84-7-707-05</i> <i>N1-473-88-1-707-06</i>

N1-589-12-1, BOEM Bucket 1. ADMINISTRATION-CROSSWALK				
New Schedule	Former Schedule			
Sub-Bucket Description & Retention	Series No.	Title	Retention	NARA Authority
<p><i>Secretary of BLM are also included under this Bucket.</i></p> <ul style="list-style-type: none"> • All records relating to the use of resources including records that are generated in the activities of these work elements: • Perform Federal related alternate dispute resolution activities – ADR • Prepare Federal Appeals Decision Documents • Maintain Automated Appeals Docketing System <p>TEMPORARY: Cut off at the end of the fiscal year in which claim, matter or appeal is disallowed, withdrawn or settled. DELETE/DESTROY 7 years after cut off.</p>		<p>Note: Copy the description and the retention over from the Bucket 1 Administration Schedule.</p>		
<p><i>1L(2) Process Litigation-</i></p> <p>PERMANENT: Cut off at the end of the fiscal year in which claim, matter or appeal is disallowed, withdrawn, settled or issued Transfer to the FRC 3 years after cut-off.</p> <p>Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed between the United States Department</p>	707-04	<p><i>Interior Board of Land Appeals (IBLA)</i></p> <p><i>Note: This item was on the Crosswalk spreadsheet. I think this can be deleted from the schedule and the crosswalk. See item 1J on the Bucket 1 Administration Schedule.</i></p>	Permanent	NC1-57-84-7-707-04

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

New Schedule		Former Schedule		
Sub-Bucket Description & Retention	Series No.	Title	Retention	NARA Authority
of the Interior and the National Archives and Records				
1M Employee and Labor Relations (76)	604-01a1	<i>Labor Management Relations Files</i>	5 yrs	GRS1.28a1
	604-01a2		When superseded	GRS1.28a2
All records relating to the provision of guidance and assistance to management and employees regarding all work associated with Employee Relations (ER)/Labor Relations (LR) issues, including grievances, disciplinary and performance-based actions, unfair labor practices and negotiations, Inspector General and other administrative investigations. Work activities also include processing incentive awards; conducting personnel security; determining employee suitability; and managing the employee assistance program, ethics program and performance management system.	604-01b		5 yrs	GRS1.28b
	605-04	<i>Personnel Counseling Records</i>	3 yrs	GRS1.26a
	605-07	<i>Personal Injury Files</i>	3 yrs	GRS1.31
	607-01a	<i>Ethics Program/Attendance Files/Others</i>	3yrs	GRS25.1a
	607-01b		6 yrs	GRS25.1b
	607-02a	<i>Financial Disclosure Report Files</i>	6 yrs	GRS25.2a2
	607-02b		6 yrs	GRS25.2b2
	607-02c1		1 yr	GRS25.2c1
	607-02c2		6 yrs	GRS25.2c2
	607-03	<i>Ethics Agreement Files</i>	6 yrs	GRS25.3
	607-04	<i>Notification of Violation of Criminal Conflict of Interest Files</i>	6 yrs	GRS25.4
	607-05a	<i>Non-Federally Funded Travel Files Ethics</i>	3yrs	GRS25.5a
	607-05b		1 yr	GRS25.5b
	607-06a	<i>Ethics Program Review Files</i>	6 yrs	GRS25.6a
	607-06b		1 yr	GRS25.6b
	607-07a	<i>Ethics Questionnaires/Other Files</i>	3 yrs	GRS25.7a
	607-07b		1 yr	GRS25.7b
	607-08a	<i>Ethics program training Files</i>	6 yrs	GRS25.8a
	607-08b		6 yrs	GRS25.8b
	607-09	<i>Ethics Program Procedures</i>	6 yrs	GRS25.9
<i>Note: Description is different from the Bucket 1-Administration Schedule. I copied the Description Schedule to the crosswalk spreadsheet</i>				
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.				

N1-589-12-1, BOEM Bucket 1. ADMINISTRATION-CROSSWALK				
New Schedule		Former Schedule		
Sub-Bucket Description & Retention	Series No.	Title	Retention	NARA Authority
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. <ul style="list-style-type: none"> • EEO Program – SIC, SID • EEO Program Special Projects Funding - SIS • Sexual Harassment – SIE • Civil Rights - SIH 	605-03a	<i>Equal Employment Opportunity Files</i>	4 yrs	GRS1.25a
	605-03b		1 yr	GRS1.25b
	605-03c		2 yrs	GRS1.25c1
	605-03d(1)		7 yrs	GRS1.25d1
	605-03d2		3 yrs	GRS1.25d2
	605-03e		5 yrs	GRS1.25f
	605-03f(1)		5 yrs	GRS1.25h1
	605-03f(2)		5 yrs	GRS1.25h2
	605-03f(3)		5 yrs	GRS1.25h3
	605-03f(4)		5 yrs	GRS1.25h4
	605-03g	<i>Grievance Appeals Files</i>	3 yrs	N1-473-88-1-605-03g
	605-06a-		7 yrs	GRS1.30a
	605-06b		7 yrs	GRS1.30b

N1-589-12-1, BOEM Bucket 1. ADMINISTRATION-CROSSWALK				
New Schedule		Former Schedule		
Sub-Bucket	Description & Retention	Series No.	Title	Retention NARA Authority
	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.			
10	Plan IT Investments (80) All records relating to planning for new IT investments, the planning and modernization or major enhancement of existing IT investments, and all work related to IT prototypes. Records generated in the process of the following work elements are also included: <ul style="list-style-type: none"> • Project management and planning related to IT development, development and major enhancement • Life cycle costs analysis and planning • Organizational impacts of IT investment and analysis • Evaluation of software and hardware options and methods • Development and submission of CPIC documents for the preselect and select phases • Analysis of requirements based on business process re-engineering, including necessary policy and procedures, information/data, security, architecture and infrastructure 		<i>Note: No crosswalk items for item 10.</i>	

N1-589-12-1, BOEM Bucket 1. ADMINISTRATION-CROSSWALK				
New Schedule	Former Schedule			
Sub-Bucket Description & Retention	Series No.	Title	Retention	NARA Authority
<ul style="list-style-type: none"> Project feasibility determination <p>TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7years after cut off.</p>				
<p>1P Acquire IT Investments (81) All records relating the full acquisition of an IT investment. Other records include but not limited to the procurement and implementation of an IT investment or useful segments/modules, Exhibit 300 parts 1,2 or 4 of exhibit 53, the control and evaluation phases of CPIC and investment control process. The following work elements' records are also included:</p> <ul style="list-style-type: none"> Finalized reports on cost benefit analysis (CBA/BCA) Development of software applications and incremental reviews Testing of user acceptability, functionality and interoperability reports Implementation and testing, training procedures Installation of hardware/software Analysis of technical user requirements 		<i>Note: No crosswalk items for item 1P.</i>		

N1-589-12-1, BOEM Bucket 1. ADMINISTRATION-CROSSWALK				
New Schedule	Former Schedule			
Sub-Bucket Description & Retention	Series No.	Title	Retention	NARA Authority
<ul style="list-style-type: none"> and logical and physical design reports Data conversion in to new systems Acquisition Information Systems - SPI <p>All other records directly related to acquisition</p> <p>TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed. Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off.</p>				
<p>1Q Operation, Maintenance, and Management of IT Investments (82) -IAM</p> <p>All records relating to Operation, Maintenance, and Management of IT Investments portraying when an IT investment is operational (steady state) after formal acceptance. This means the IT investment or useful segment/module of an IT investment has been delivered, deployed, and is performing the mission. Tasks required managing an investment in operations and maintenance is reported under this activity, including performance monitoring and reporting performed by an operational analysis. This activity includes retirement/disposal costs of the investment, which is the final phase in the life cycle of the investment.</p>	401.03a	Communication Correspondence, Reports and Reference Files	2 yrs	GRS12.2a
	401-03b		3 yrs	GRS12.2b
	401-03c		1 yr	GRS12.2c
	401-03d(1)		1 yr	GRS12.2d1
	401-03d(2)		3 yrs	GRS12.2d2
	401-03e		2 yrs	GRS12.2e
	401-04a	Telecommunications Operational Files	6 mos	GRS12.3a
	401-04b		2 yrs	GRS12.3b
	800-02a	System Documentation Files	Destroy when related data have been destroyed	N1-473-88-1-800-02a
	800-02b		10 yrs	N1-473-88-1-800-02b
	800-04a	Source Documents	1 yr	NC1-57-84-7800-04a
	800-04b		Return to user	NC1-57-84-

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

N1-589-12-1, BOEM Bucket 1. ADMINISTRATION-CROSSWALK				
New Schedule		Former Schedule		
Sub-Bucket	Description & Retention	Series No.	Title	Retention NARA Authority
		802-11a	IT Infrastructure Design and Implementation Files	1yr GRS24.11a
		802-11b		5 yrs GRS24.11b
		802-11c		3 yrs GRS24.11c
1R	IT Security (83) - IAI All records relating to Secure IT - performing work to achieve and maintain compliance with OMB security policies and NIST guidance, including compliance with the Federal Information Security Management Act, including all IT security program records and records for securing individual IT systems, applications, and infrastructure. These work elements are also included: <ul style="list-style-type: none">IT security training and awarenessIT security Policies and ProceduresMonitoring and testingLife cycle cost analysis and planningRisk and vulnerability assessmentSecurity 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 802-05b 802-06a 802-06b 802-07	Maintenance of Security of Systems and Data User Identification, Profiles, Password Files Computer Security Incident Handling	1 yr 1 yr 6 yrs Destroy/Delete 3 yrs GRS24.5a GRS24.5b GRS24.6a See 801-01c GRS24.7

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

New Schedule		Former Schedule		
Sub-Bucket Description & Retention	Series No.	Title	Retention	NARA Authority
1S IT Architecture (84) All records relating the development, coordination and implementation of policies, standards, guidelines and provision of related assistance for Enterprise Architecture. (EA) Records created by the Interior Enterprise Architecture (IEA) and bureau architecture teams in the course of the development, management and utilization of the enterprise architecture. Work elements that highlight the records under EA are: <ul style="list-style-type: none"> • Establishment and Operation of IT Architecture • Conducting functions directly related to operation of architecture tools (DEAR, BEAR) • Analysis and maintenance of business processes • Data Modeling • Architecture analysis and compliance reports • Creation, maintenance and modernization blueprints of target architectures • All training records • All other records directly related to EA 	201-11 800-01a 800-01b	<i>Feasibility Studies</i> <i>System Feasibility Files</i>	5 yrs 5yrs 5 yrs	<i>GRS16.9</i> <i>NCI-57-84-7-800-01a</i> <i>NCI-57-84-7-800-01b</i>
TEMPORARY: Cut off at the end of the fiscal year, or when activity is completed. Transfer				

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N1-589-12-1, BOEM Bucket 1. ADMINISTRATION-CROSSWALK				
New Schedule	Former Schedule			
Sub-Bucket Description & Retention	Series No.	Title	Retention	NARA Authority
year, or when activity is completed. Transfer to the FRC 3 years after the cut-off DELETE/DESTROY 7 years after cut off				