

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)		JOB NUMBER N1-589-12-4	
1. FROM (Agency or establishment) DEPARTMENT OF THE INTERIOR (DOI)		DATE RECEIVED 11/14/2014 (Rev.)	
2. MAJOR SUBDIVISION Bureau of Ocean Energy Management (BOEM)		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Susan Fawcett-Records Officer Office of Administration (OA) Records, Directives and Delegations	5. TELEPHONE 703-787-1264	DATE 11/14/2014	ARCHIVIST OF THE UNITED STATES [Signature]

6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in the matters pertaining to the disposition of its records and that the records proposed for disposal attached 23 page(s) are not needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,		
<input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.		
DATE 11-14-14	SIGNATURE OF AGENCY REPRESENTATIVE [Signature: Susan Fawcett]	TITLE Records Officer for BOEM/BSEE, Office of Administration- Records, Directives and Delegations

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>Proposed Retention Schedule submission for BOEM BUCKET 4-Energy and Mineral Leases</p> <p>The Bureau of Ocean Energy Management (BOEM) is submitting the attached proposed records schedule for review and appraisal. The design of each schedule is premised on a functional "Big Bucket" format in lieu of the traditional organizational format for Federal Records retention scheduling.</p> <p>The disposition instructions have been developed in correlation with the BOEM lines of business functions and processes as they have been reported to the OMB and populated in the Department Enterprise Architecture Repository. The basic mission of the organization has remained the same. This schedule is written to authorize the disposition of the records in any media format (media neutral).</p> <p><i>Attachment 4 Proposed Functional Records Retention Schedule (aka "Big Buckets") -Energy and Mineral Leases</i></p> <p>Page 1 of 60</p>		

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

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

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

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

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

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

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

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

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

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

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

BOEM - Bucket 4 - Energy and Mineral Leases

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

Item Number	Title and Description	Retention Requested	Old Series
4A	<p>Oil and Gas Leases (OH)</p> <p>BOEM is responsible for all Outer Continental Shelf (OCS) leasing policy and program development issues for oil, gas and other marine minerals.</p> <p>Many different disciplines contribute to and support the overall leasing program--from the initial assessment of resources to environmental considerations to the final determination of what is actually offered for lease.</p>	N/A	N/A
4A(1)	<p>Official Marine Cadastral Descriptions (AAE)-All records related to Offshore cadaster that defines various boundaries and aerial measurements prior to offering an area for lease. Includes Cadastral & Mapping Aspects and Boundary Records, including , but not limited to the following</p> <ul style="list-style-type: none"> • Final Lease Maps • Special Maps • Official Protraction Diagrams • Cadastral Diagrams • Block Diagrams 	<p>PERMANENT. Cut off at close of FY or when activity is completed. Retain on-site or at an off site storage. Transfer legal ownership to NARA 25 years after cutoff.</p>	<p>1103-01 1103-02 1103-04 1103-05 NC1-57-84-7</p>

Item No	Title and Description	Retention Requested	Old Series
4A(2)	<p>Collaboration Documentation for Cadastral and Mapping</p> <p>This includes notes and descriptions covering the following collaborative activities:</p> <ul style="list-style-type: none"> • Provision of technical , computational expertise Collaboration with Department of State, Justice and Commerce on various domestic and international boundary lines • Provision of assistance , spatial information and metadata to coastal States, federal agencies, private industry and foreign governments • Revision of Corps of Engineer Permits and coordinate issues with Solicitor's • Participation with the Office of Management and Budget's circular A-16 Process including the development data content standards • Maintenance of the official marine cadastre • Provision of internal and external technical assistance 	<p>TEMPORARY: Cut off at close of FY or when activity is completed. Retain onsite or at an off - site storage. Delete/ Destroy 25 years after cutoff</p>	<p>NC1-57-84-7</p> <p>1103-03</p>

Item Number	Title and Description	Retention Requested	Old Series
4B	National Ocean Policy Coordinated Action at all levels of government in offshore energy planning and development for faster and more efficient offshore leasing and permitting decisions.	N/A	N/A
4B(1)	National Ocean Policy Records These records document BOEM's support of the White House National Ocean Council, and the National Ocean Policy (NOP) and Implementation Plan. The NOP enhances the Nation's ability to maintain healthy, resilient and sustainable ocean, coasts and Great Lakes resources. The records document BOEM's engagement with the NOP initiative and they include the policy itself along with unique BOEM's records created as part of its development. They also contain the ideas, decisions and products provided by BOEM in the building of the NOP by the White House National Council, as well as BOEM-specific implementation documents	PERMANENT. Cut off at close of FY or when activity is completed. Retain on-site or at an off site storage. Transfer legal ownership to NARA 25 years after cutoff.	NEW
4C	Individual Lease Sale Terms and Conditions (AAG) All records related to conducting lease-related steps in the presale process including preparation of proposed and final notices of sale and determine individual lease sale terms and conditions. <i>excluding</i> preparation of consistency determinations coded under AAJ. Item 4E(2) <ul style="list-style-type: none"> • terms and stipulations for individual lease sales (i.e., fiscal terms, regulatory terms and royalty relief) • special projects and work quality improvement team documents • proposed or final notices of sale 	TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 75 years after cutoff	1002-02 1002-05

Item Number	Title and Description	Retention Requested	Old Series
4D	Five Year Outer Continental Shelf (OCS) Oil and Gas Leasing Program: A Five Year Program consists of a schedule of oil and gas lease sales indicating the size, timing, and location of proposed leasing activity the Secretary determines will best meet national energy needs for the five-year period following its approval	N/A	N/A
4D(1)(a)	5-Year Program Final Products (AAA) All final products for each 5-year program. This includes Draft, Proposed, Final, and Revised OCS Oil and Gas Leasing program Documents	PERMANENT. Cut off at close of FY or when activity is completed Transfer digital copies (only) of all completed Five-Year Program records to NARA upon approval of this schedule For subsequently added Five-Year Program records, transfer electronic files (including nonproprietary public versions) to the National Archives at three year intervals under the instructions in 36 CFR 1235.44-50, or whichever transfer guidance is in place at the time of the transfer.	NEW
4D(1)(b)	All Support records leading up to the final products for each 5-year program. These include: Lease sales activity records, temporary maps and all other supporting documents that are precursors of the final product as stated in 4D(1)(a).	TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 25 years after cutoff.	1001-02 N1-473-88-1
4D(2)	NEPA Compliance for the 5-Year Program (AAB) All records related to planning and conducting studies and preparing environmental impact statements (EIS) in support of the 5-Year Outer Continental Shelf (OCS) Program. Records include activities: <ul style="list-style-type: none"> • The planning and conduct of document preparation/procurement to support programmatic EIS • Records of NEPA procedural compliance, analysis, oversight management, Federal Register notices, scoping and public hearings and preparation of EIS Documents 	TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 25 years after cutoff.	1001-05 N1-473-88-1

Item No	Title and Description	Retention Requested	Old Series
4D(3)	Environmental Coordination for the 5-Year Program (AAC) All records related to conducting and coordinating inter-governmental consultations in support of the 5-Year OCS Program includes: <ul style="list-style-type: none"> • Inter-governmental consultations such as consultations with States (i.e., Coastal Zone Management Act activities) and Federal agencies (i.e., U.S. Fish and Wildlife Service and the NOAA Fisheries Service). • environmental impact statements for the 5- year program 	TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 25 years after cutoff.	1105-01 NC1-57-84-7
4D(4)	Economic and Engineering Analysis for the 5-Year Program (AAD) All records related to all processes and tasks needed to accomplish economic analysis, modeling and consultation in support of the drafting and implementing the 5-Year OCS Oil and Gas Program. <ul style="list-style-type: none"> • Records of performance of economic and engineering analysis for 5-Year Plan, including ad hoc analysis (output from work element NAA is used for this work element) • economic and engineering evaluation work for Headquarters in development of the 5-Year Leasing Program documents • documents for the 5-Year Program, NEPA exploration and development • 5-Year Program development-economic and engineering model records 	TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 25 years after cutoff.	1001-04 N1-473-88-1

Item Number	Title and Description	Retention Requested	Old Series
4D(5)	<p>Individual Lease Sale Areas of Interest (AAF)</p> <p>All records related to Information and Nominations and the Area Identification steps of the presale process, the area to consider for leasing for a proposed sale ; includes but not limited to:</p> <ul style="list-style-type: none"> • Individual Lease sale/areas of interest determination documents • Documents showing Hydrocarbon List analyses of open-hole data on unleased blocks in the GOM to develop a digital, web-site page or paper publication that identifies well bores with hydrocarbons 	<p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 25 years after cutoff.</p>	<p>1001-01 N1-473-88-1</p>
4D(6)	<p>NEPA Compliance for Lease Sales (AAH)</p> <p>All records related to preparing Environmental Assessments (EAs) or Environmental Impact Statements (EISs) in support of individual Offshore OCS oil and gas lease sales. The work includes ensuring National Environmental Policy Act (NEPA) procedural compliance, performing NEPA analyses, and preparing EA or EIS documents. Includes:</p> <ul style="list-style-type: none"> • Management and oversight of the NEPA process • scoping activities and public hearings • supportive environmental and socio-economic analyses documents • Preparation of EA or EIS documents 	<p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 75 years after cutoff.</p>	<p>1001-03 NC1-57-84-7</p>

Item Number	Title and Description	Retention Requested	Old Series
4E	Environmental Studies Program: All studies developed, conducted and overseen by the program employing world-class scientific research specifically to inform policy decisions regarding development of Outer Continental Shelf (OCS) energy and mineral resources. Research covers physical oceanography, atmospheric sciences, biology, protected species, social sciences and economics, submerged cultural resources and environmental fates and effects. Includes all environmental studies in respect of Oil and Gas, renewable energy, non-energy mineral leasing and permit decisions, other non-energy studies..	N/A	N/A
4E(1)	<p>Environmental Studies :</p> <p>(a) Final Environmental Studies Reports: Records documenting scientific research studies specifically implemented to inform policy decisions for oil and gas, renewable energy, non-energy mineral leasing and also other non-energy environmental studies. Specifically include all final reports in respect of the following studies ;</p> <ul style="list-style-type: none"> • Oil and Gas Lease Sales (AAI) Oil and Gas Lease Sale Environmental Studies are those specific to oil and gas leasing. These studies support the environmental analyses for 5-Year Program Environmental Impact Statements (EIS), sale-specific EISs or assessments related to lease sales. For example, studies of the effects of seismic activity on the environment as well as studies on the environmental impact of leasing activities on whales, turtles, fish, etc. • Renewable Energy (LBE), Renewable Energy Environmental Studies contain final environmental studies that provide information for alternative energy regulatory and NEPA decisions. • Non-Energy Mineral Leasing (QBE) Environmental Studies that support Non-Energy Mineral Leasing and Permit Decisions include final studies related specifically to sand and gravel environmental research. • Other Non-Energy (QAE) studies Other Non-Energy Environmental Studies are those related specifically to non-energy mineral, excluding sand and gravel, and environmental research 	PERMANENT. Cut off at close of FY or when activity is completed. Transfer digital copies(only) of all completed studies to NARA upon approval of this schedule. Thereafter, transfer electronic files three year intervals under instruction 36 CFR 1235.44-50, or whichever guidance is in place at the time of transfer.	1001-06a NC1-57-84-7

Item No	Title and Description	Retention Requested	Old Series
4E(1)	<p>(b) Environmental Studies Case Records: This series includes all management oversight and work to plan environmental studies for oil and gas, renewable energy, non-energy minerals, and other non-energy categories, and all work on individual studies projects for prelease decisions. They include records documenting all management type oversight and work in planning the environmental study. The records also document the following activities:</p> <ul style="list-style-type: none"> • development of <ul style="list-style-type: none"> ○- Annual Environmental Studies Plans ○- Annual Regional Studies Priority Lists ○- National Studies Priority Lists • consultation with the Outer Continental Shelf Scientific Committee • maintenance of the Environmental Study Plan's Financial Project Management System • preparation of procurement packages including <ul style="list-style-type: none"> ○- statements of work ○- requisitions ○- independent government cost estimates ○- technical evaluation criteria ○- justifications for noncompetitive procurement ○- all required approvals • solicitation, technical proposal evaluation and contract award • oversight of environmental studies • general support for the conducting of Studies • performance monitoring information • environmental studies research data and information archive acceptance and dissemination records 	<p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 25 years after cutoff.</p>	<p>N1-473-88-1 1001-05 1001-06b N1-473-97-1 1004-07</p>

Item No	Title and Description	Retention Requested	Old Series
4E(2)	<p>Environmental Coordination for Lease Sales (AAJ)</p> <p>All records related consultations with States and other Federal agencies in support of individual Outer Continental Shelf (OCS) lease sales, including documentation prepared by the Bureau to support these consultations. Includes:</p> <ul style="list-style-type: none"> • Coastal Zone Management Act (CZM) consistency determinations and certifications (i.e., consultations with States) • Endangered Species Act (ESA) Section 7 biological assessments and consultations (with the U.S. Fish and Wildlife Service [FWS] and National Oceanic and the Atmospheric Administration [NOAA], Fisheries) • Essential fisheries habitat (EFH) consultations with NOAA, Fisheries • Workload measures such as Number of Coastal Zone Management (CZM) consistency determinations-lease sales, Number of Endangered Species Act (ESA) section 7 National Marine Fisheries Service (NMFS) consultations-lease sales, Number of ESA sect. 7 consultations (FWS)-lease sales, Number of Essential Fish Habitat (EFH) consultations (NMFS)-lease sales. 	<p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 25 years after cutoff.</p>	<p>1105-01</p> <p>NC1-57-84-7</p>
4E(3)	<p>Oil Spill Risk Analyses for Lease Sales (AAK)</p> <p>All records related to preparing an oil spill risk analysis for lease sales. It does not include environmental studies that may supply information useful to the Oil Spill Risk Analysis (OSRA) model, nor does it include the analysis of the OSRA results for an environmental analysis such as an environmental impact statement or an environmental assessment. Includes:</p> <ul style="list-style-type: none"> • identification of potential spill areas (launch areas and points) • identification of potentially affected resource areas (targets) • acquisition of data sets for model seeding or validation • data preparation, Modeling efforts, Preparation of model results for dissemination 	<p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 25 years after cutoff.</p>	<p>1001-03</p> <p>NC1-57-84-7</p>

Item No	Title and Description	Retention Requested	Old Series
4F	<p>Lease Sale Planning (AAL)</p> <p>All records related to standard administrative operating procedures to plan and conduct a lease sale. Includes planning area reviews, lease status review, preparation and assistance to headquarters on proposed and final notices of sale, planning and scheduling the facilities and related equipment needs. Also includes notices to States, acceptance of bids and updates to the corporate database.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Lease sale holding process documents • Screening of accepted bids, opening of bids process documents • Planning and implementation updates of sale records 	<p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage.</p> <p>Delete/ Destroy 25 years after cutoff.</p>	<p>1002-06 1101-01 1101-03 NC1-57-84-7</p>
4F(1)	<p>New Leases (AAM)</p> <p>All records related to administrative procedures carried out to prepare and execute new leases and lease execution by the Regional Director and document copying and mail outs to companies.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Preparation and execution of new leases • Provision of support and service to lease high bidder • Notice to companies on bid acceptance • Payoff notification 	<p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage.</p> <p>Delete/ Destroy 25 years after cutoff.</p>	<p>1001-03 NC1-57-84-7</p>
	<p>Bowhead Whale In-house Aerial Survey Program (ABL) **</p> <p>All records related to the in-house Bowhead whale aerial survey effort for scientific research</p> <p>XX: Excluded from the schedule</p>	N/A	N/A

Item Number	Title and Description	Retention Requested	Old Series
4G	Oil and Gas Lease Authorizations (OD) All records related to post-lease actions including adjudication and administration of oil and gas leases and other authorizations.	N/A	N/A
4G(1)	Adjudicate and Administer Leases (AAZ) All records and actions related to adjudication and administration of leases that do not fall into any other category, including: <ul style="list-style-type: none"> • Lease administration and adjudication documents • Lessee or operator reviews and possible bankruptcy action documents • Lease status review documents • Fishermen's Contingency Fund claims records • Designation of Operator Forms • Lease clearance time extensions • Weekly Adjudication Reports. • Lease record histories 	TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 75 years after cutoff.	1101-02 1101-04 NC1-57-84-7
4G(2)	Lease Rights-of-Way or Operating Rights Assignments (ABA) All records related to the adjudication processes including initial review, acceptance and tracking; data entry, file review and approval of assignments by Land Law Examiners and preparation of approval letters and lease administration data entry and changes to the corporate database. These records also include: <ul style="list-style-type: none"> • Transfer of interest in leases and rights-of-way and assignments • Lease and right-of-way assignments approval documents • Lease and operating rights interest adjudication documents. • Customer assistance, fee processing, Department of Justice approval requests, verification records. 	TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 75 years after cutoff.	1101-02a(1) NC1-57-84-7

4G(3)	Lease Relinquishments (ABB) All records related to the acceptance of lease relinquishments and the updating of the corporate database lease administration module, include <ul style="list-style-type: none"> information associated with lease relinquishment documents actions related to lease relinquishments 	TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 75 years after cutoff.	1101-02a NC1-57-84-7
4G(4)	Company Qualification Submittals (ABC) All records related to the review and acceptance of documentation filed by new applicants to be approved to do business with the Bureau of Ocean Energy Management (BOEM). Also, the process of reviewing and accepting changes to qualification data. <ul style="list-style-type: none"> new applicants qualification records updated qualification data records reviewed and processed request acceptance from companies or other applicants for qualification by BOEM. customer education and/or assistance 	TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an outside storage. Delete/ Destroy 75 years after cutoff.	1101-02bf N1-473-88-1
4G(5)	Company Merger and Name Changes (ABD) All records related to the formal review, evaluation and acceptance of legal documents to properly indicate rights, privileges or ownership related to, for example, mergers or name changes. <ul style="list-style-type: none"> company merger document company name change documents Companies and other applicants reviews and of application documents customer assistance and education and database entry information 	TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 75 years after cutoff.	1101-02a(1) NC1-57-84-7

Item Number	Title and Description	Retention Requested	Old Series
4H	<p>Financial Instruments and Bonds (ABF) All records related to verify the lease operator fulfillment of the legal obligation to maintain a lease bond in the required amount. The bond guarantees compliance with all of the terms and conditions of the lease. Includes, but not limited to the following:</p> <ul style="list-style-type: none"> • Bond acceptance, review and administration (i.e., general, supplemental or replacement). Also riders, terminations, cancellations and third party guarantees records • Bond financial reviews • Supplemental bond requirement and approval records • Change of Operators bond reviews and approvals • Cost analysis for lease abandonment records <ul style="list-style-type: none"> ○ lease abandonment cost analysis –submittals ○ lease abandonment cost analysis –in depth review • Records of verification of general and supplemental bonds or other financial security for leases and rights-of-use-and-easement. Also: <ul style="list-style-type: none"> • Replacements, terminations, and cancellation documents • Bond economic evaluation records • Bond or other financial security amount requirement, including <ul style="list-style-type: none"> ○ level of general bond required (based on activity level) ○ level of supplemental bond required ○ alternative financial security proposals review and evaluation records 	<p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 75 years after cutoff.</p>	1101-02c
4H(1)	<p>Bankruptcy Proceedings (ABH) All records related to the proceedings associated with a process that by law entitles creditors to some form of payment for their unpaid service</p> <ul style="list-style-type: none"> • Lessee/Operator bankruptcy actions reviews and input records 	<p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 75 years after cutoff.</p>	1101-02a(1)

Item Number	Title and Description	Retention Requested	Old Series
4H(2)	Oil Spill Insurance Requirements (ABG) All records related to the review, acceptance and processing of Oil Spill Financial Responsibility (OSFR) forms and financial data, including bonds associated with insurance requirements. <ul style="list-style-type: none"> Oil Spill insurance requirements implementation records 	TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 75 years after cutoff.	1101-07
4H(3)	The Royalty Relief Program (ABI) All records related to a program put into practice to reduce royalty assessments to promote development, increase production, or encourage production of marginal resources on certain leases or categories of leases. Includes the following records: <ul style="list-style-type: none"> Royalty relief programs; deep water royalty relief (review applications, etc.) predevelopment and special relief (an ad hoc program) Royalty relief programs; end-of-life royalty relief (review applications, etc.) predevelopment and special relief (an ad hoc program) Royalty suspension volume Royalty rate reduction requests (end-of-life relief: coordinate with OEE, OFO and PDRE: also, perform economic analysis with headquarters, determine eligibility, make determination) End of Life Royalty Relief (application review and determination) Royalty relief application reviews and analysis Bids and field determinations appeals process Field Determination/Deepwater Royalty Relief- Determination for placement of new producible lease in deepwater into new or existing field. Eligible DWRR leases may receive share of automatic royalty suspension volume evaluation records Specific types of royalty relief and the form of such relief determination records Records of Deepwater Royalty Relief (DWRR) requests, reviews, analysis and approval of deep gas well royalty relief projects 	TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 75 years after cutoff.	1706-01 1706-02

Item Number	Title and Description	Retention Requested	Old Series
4I	<p>Process non-BOEM Approved Legal Filings (ABE) All records related to the receipt, processing and imaging of all lease related documents submitted to BOEM that are “required for filing” but not approved by BOEM and all lease related documents that are submitted to BOEM based on the need for the need for third party notice. Includes:</p> <ul style="list-style-type: none"> • <u>Require to be filed but not for approval documents</u>, e.g., production payments and net profit reports)fail under statute 256.64(7) which states; “you may create, transfer carried working interests, overriding royalty interests, or payments out of production without obtaining the regional director’s approval. However you must file instruments creating or transferring carried working interests, overriding royalty interests, or payments out of production with the regional director for record purposes • <u>3rd Party Notice documents</u>. These may be used in Abstract of Title searches involving leases and include such documents as: UCC filings and financial statements, Contracts, Agreements, miscellaneous conveyances, judgments, mortgage and lien documents, and releases thereof • <u>Adjudication cost recovery fees</u> processed including: Record Title/Operating Rights, Change in Designation of Operator, Pipeline Row Assignment, etc 	<p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 75 years after cutoff.</p>	NEW

Item No	Title and Description	Retention Requested	Old Series
4J	<p>Information Management and Transfer, Process Oil and Gas Leases (ABN) All records related to all information and data related business processes and tasks that should be planned and consistently implemented across BOEM. In particular, those information management and publication support services for functions covered by the work elements included under OH-Process Oil and Gas Leases, OM-Process offshore oil and gas user plans and permits, OD maintenance of oil and gas lease authorizations. Includes:</p> <ul style="list-style-type: none"> • Manuscript edits and desktop publishing service reviews • Performance of records and document management in accordance with National Archives and Records Management Requirements • Program office information collection activities and forms requiring OMB approval records • web management and related tasks and activities records • Perform Oversight and extensible markup language performance records. Ensure quality and consistent content and vocabularies for BOEM information products(intra or Internet publications and documents • Perform data and information quality efforts (version control, verification or validation, especially for public images, graphics or information) • Change data including the conversion of paper to electronic files or electronic files from one format to another • Perform activities (including OMB requirements) related to customer service • Revise and review structure of fair market value determinations 	<p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 7 years after cutoff.</p>	NEW

Item Number	Title and Description	Retention Requested	Old Series
4K	Renewable Energy Program (8C) Records related to the development and management of the OCS renewable energy programs. Includes environmental and engineering studies providing information for renewable energy and alternative- use NEPA decisions. All stakeholder and public meetings held in support of renewable and alternative energy. Preparation of briefings, objectives, milestones, budgets, schedules, meeting materials and other documents supporting the renewable and alternative energy program.	N/A	N/A
4K(1)	Renewable Energy Program Development and Management (LBA) All records and work related to the development and management of the alternative energy and alternate use program, such as: <ul style="list-style-type: none"> Stakeholder meetings not directly related to NEPA document preparation briefing documents, objective, milestones, budgets, EPA Reports, schedules, meeting materials and other managerial type documents Development of Regional Plans and programmatic level documents (except for the Programmatic EIS) Development of Policy Administrative functions associated with the program and its staff Preparation and presentation of papers or presentations by staff on the alternative energy program or the alternate use of OCS facilitates that are not included under studies (LBE) or NEPA (LBD). 	PERMANENT. Cut off at close of FY or when activity is completed. Electronic Records: Transfer electronic files (including non-proprietary public versions) to the National Archives at three year intervals under the instruction in 36 CFR 1235.44-50, or whichever guidance is in place at the time of transfer. Hard Copy Records: Transfer to an outside storage 5 years after cutoff. Transfer to the National Archives 25 years after cutoff.	NEW
4K(2)	Renewable Energy Development Plans and Applications Review (LBC) All records related includes reviews and coordination on renewable energy plans and applications except for NEPA related reviews and coordination. <ul style="list-style-type: none"> Management of renewable energy projects from receipt onto approval, disapproval, or withdrawal Non-environmental review records Coordination and approval process for renewable energy plans and application 	TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 75 years after cutoff.	NEW

Item No	Title and Description	Retention Requested	Old Series
4K(3)	Renewable Energy NEPA and Consultation (LBD) All records related include NEPA and consultation for all alternative energy plans and applications. This captures the effort to perform consultations and produce documentation required by NEPA, such as: <ul style="list-style-type: none"> • All work associated with all NEPA documents, programmatic and site-specific, for alternative energy • Contracting work associated with 3rd party produced NEPA documents for alternative energy projects • Preparation and publication of Federal Register notices associated with NEPA work for alternative energy • Consultations performed in support of NEPA work for alternative energy 	TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 75 years after cutoff.	NEW
4K(4)	Alternative Use Applications (LBF) All records and work related to the alternate use of existing OCS structures. Records include: <ul style="list-style-type: none"> • Access for alternate use projects • NEPA related work for alternate use projects • Plan and application review and approval for alternate use projects • Studies and related contracting work for studies specific to alternate use • Environmental monitoring for alternate use projects • Compliance and appeal-related work stemming from alternate use projects 	TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 75 years after cutoff.	NEW

Item No	Title and Description	Retention Requested	Old Series
4K(5)	<p>Renewable Energy Compliance (LBG) All records related include program development and training specifically for renewable energy and alternate use compliance. Also includes all efforts for on-site or other compliance inspections.</p> <ul style="list-style-type: none"> • Development of standards to serve as the basis for acceptable operations and inspections • All post approval site-specific work associated with renewable energy or alternate use projects, such as: environmental compliance, field monitoring safety inspections, engineering inspections, 3rd party verifications, review of reports from the applicant or other regulatory agencies • Desk audits, modeling, and queries conducted to support any of the items listed in the preceding bullet • Issuance of Incident of Non- Compliance (INC)s for alternative energy or alternate use projects • Civil penalties and appeals related to alternative energy projects • Compliance tracking • Evaluation of standards for efficiency and effectiveness • Evaluation of monitoring programs for efficiency and effectiveness • Evaluation of mitigation for efficiency and effectiveness 	<p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 75 years after cutoff.</p>	NEW
4K(6)	<p>Renewable Energy Access (LBH) All records related and including activities leading to the granting of access of renewable energy projects, and the issuance of the instruments of access (leases, right of way and right of use and easements). Includes also:</p> <ul style="list-style-type: none"> • Preparation and coordination of Federal Register Notices related to access • Determinations of interest and competition relating to alternative energy lease sales • Determinations of individual lease sale area for renewable energy lease sales • Development of terms and conditions for competitive and non-competitive alternate energy leases • Renewable energy lease sales documents 	<p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 75 years after cutoff.</p>	NEW

Item No	Title and Description	Retention Requested	Old Series
4L	Renewable Energy Program-out- reach, technical studies, task force Production and transmission of energy from sources <i>other than gas and oil</i> . The 2009 final regulations provide a framework for issuing leases, easements and rights-of-way for OCS activities. BOEM is responsible for offshore renewable energy development in Federal waters and anticipates future development on the OCS from three general sources: offshore wind energy, ocean wave energy, and current wave energy.	N/A	N/A
4L(1)	Renewable Energy Stakeholder Outreach (LBI) All records related to Renewable Energy stakeholder outreach initiatives including consultation and coordination with interested and affected parties, and analysis of other applicable federal, state, and local requirements for each impacted state. Stakeholder include but are not limited to Federal agencies, State agencies, local and tribal governments, universities, non-governmental organizations (NGOs), and collaborative (Northeast Regional Ocean Council (NROC), United States Offshore Wind Collaborative (USOWC), West Coast Governor's' Agreement (WCGA), etc). Includes also, but not limited to the following: <ul style="list-style-type: none"> • information transfer meetings, • public scoping meetings, • public hearings, inter-governmental and inter-agency meetings, • conference presentations/sponsorships, • workshops, • Federal regulatory meetings (e.g., meetings with FERC, DOE and other cooperating agencies), and; • coordination activities involved with the development of MOAs and MOUs pertaining to renewable energy leasing on the OCS. 	TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 25 years after cutoff.	NEW

Item No	Title and Description	Retention Requested	Old Series
4L(2)	<p>Renewable Energy Task Forces (LBJ) All records related to the development and actualization of Task Forces. Includes BOEM consultations with the full spectrum of relevant Federal agencies, State agencies, and local and tribal governments in planning and administering its renewable energy leasing activities on the OCS. Membership in BOEM-sponsored state Task Forces is limited to Federal officials and elected officers of State, local, and tribal governments (or their designated employees with authority to act on their behalf) acting in their official capacities. Task Force meetings are held solely for the purposes of exchanging views, information, or advice relating to the management or implementation of the BOEM renewable energy program. Activities include:</p> <ul style="list-style-type: none"> • Dialogues and meetings held pertaining to BOEM-sponsored renewable energy State Task Forces, and; • administration activities in support of the establishment and maintenance of these Task Forces. 	<p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 25 years after cutoff.</p>	NEW
4L(3)	<p>Renewable Energy Technical Studies (LBL) Technical studies providing information for renewable energy programmatic and regulatory decisions.</p> <p>(a) Significant Renewable Energy Research (REnR) Studies. Studies that disseminate the findings, methodology, and conclusions of renewable energy research conducted through the technology assessment program, which capture research and development data of ongoing value that: Provides continuation of long-term data collection and monitoring efforts of national or international interest in the subject area; Documents technological breakthroughs for the control, prevention, and/or mitigation of oil spills; Documents cumulative data gathered or derived under the research project that may be used to track long-term trends or developments; Is unique or irreplaceable information; Significantly alters basic assumptions or approaches taken by the research community; Supports decisions and actions that have a substantial impact on important public policy or private sector decisions; Demonstrates research that received national or international awards of distinction; and/or Receives widespread national or international media attention and/or resulted in significant social, political, or scientific controversy</p>	<p>PERMANENT. Cut off at close of the fiscal year or when activity is completed. <u>Electronic Records:</u> Transfer electronic files (including nonproprietary public access versions) to the National Archives at three year intervals under the instructions in 36 CFR 1235.44-50, or whichever transfer guidance is in place at the time of the transfer. <u>Hardcopy Records:</u> Transfer to the FRC 5 years after cut-off. Transfer to the National Archives 25 years after cut off.</p>	NEW

Item No	Title and Description	Retention Requested	Old Series
4L(3)	<p>(b) Other than significant REnR Studies:</p> <p>Includes: Case files and studies created for the renewable energy research program not meeting the criteria of “significant”</p>	<p>TEMPORARY. Cut off at close of the fiscal year or when activity is completed.</p> <p><u>Electronic Records:</u> Transfer electronic files (including nonproprietary public access versions) to the National Archives at three year intervals under the instructions in 36 CFR 1235.44-50, or whichever transfer guidance is in place at the time of the transfer.</p> <p><u>Hardcopy Records:</u> Transfer to the FRC 5 years after cut-off. Transfer to the National Archives 25 years after cut off.</p>	NEW
4L(4)	<p>Renewable Energy Lease adjudication and Administration (LBM)</p> <p>All records related to the adjudication and administration of renewable energy leases that do not fall into any other category, including work accomplished to</p> <ul style="list-style-type: none"> • Lease application adjudications • Lease administrative record • Lease status reviews • Lease/operating rights interests and process lease relinquishments. This includes customer assistance, fee processing, and verification that companies are qualified • Designation of Operator forms 	<p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage.</p> <p>Delete/ Destroy 25 years after cutoff.</p>	NEW

Item No	Title and Description	Retention Requested	Old Series
4L(5)	<p>Company Qualification Submittals for Renewable Energy (LBN)</p> <p>All records related to the review and acceptance of documentation filed by new applicants to be approved to do business with the Bureau of Ocean Energy Management (BOEM). Also, the process of reviewing and accepting changes to qualification data.</p> <ul style="list-style-type: none"> • Legal, technical or financial qualification of new applicants • Updates to company qualifications (authorized officers, etc.) • Updates of company mergers, name changes and business conversions • Customer assistance, education and database entry 	<p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off-site storage. Delete/ Destroy 25 years after cutoff.</p>	NEW
4M	<p>Financial Instruments and Bonds for Renewable Energy projects (LBO)</p> <p>All records relating to ensuring that a lease or grant bond in the required amount has been provided. The bond guarantees compliance with all of the terms and conditions of the lease or grant.</p> <ul style="list-style-type: none"> • Administration of new surety bonds and other financial assurance instruments • Surety bond riders, terminations, and cancellations • Bond and financial reviews • Bond approvals related to change of operators, mergers, name changes and business conversions • Cost analysis for lease abandonments <ul style="list-style-type: none"> - lease abandonment cost analysis—submittals - lease abandonment cost analysis—in depth review • Economic evaluations of bonds 	<p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 25 years after cutoff.</p>	NEW

Item Number	Title and Description	Retention Requested	Old Series
4N	Non-Energy Mineral Licenses, Permits or Leases (OV) All records related to Exploration Licenses and Prospecting Permits includes all actions necessary for issuance, whether issued or not. Processed in conformance with existing manuals and handbooks for exploration licenses and prospecting permits for non-energy leasable minerals.	N/A	N/A
4N(1)	Non-energy mineral prospecting, leasing, and production are in 30 CFR Part 280 (prospecting), Part 281 (leasing), and Part 282 (production). <ul style="list-style-type: none"> Leasing and regulating the recovery of minerals records Subsoil and seabed of all submerged lands seaward of State-owned waters to the limits of the OCS Records of OCS sand, gravel, or shell resources for shore protection, beach or wetlands restoration projects, or for use in construction 	TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 25 years after cutoff.	1001-06
4N(2)	Sand and Gravel Lease Requests (QAA) All records related to planning, evaluating, preparing and executing sand and gravel mineral leases include: <ul style="list-style-type: none"> Completed National Environmental Policy Act and other required environmental analyses or consultations documents Memoranda of Agreement with Federal agency(s) negotiation records prepared and negotiated sand and gravel leases records Competitive sand and gravel lease sales Records Number of sand and gravel leases issued measurement notes 	TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 25 years after cutoff.	1001-05 1004-02 1004-05

Item Number	Title and Description	Retention Requested	Old Series
4N(3)	<p>Cooperative Sand and Gravel and Other Non-Energy Mineral Assessments with States and Marine Minerals Research Centers (QAC)</p> <p>All records related to the business processes and tasks to participate in cooperative Outer Continental Shelf non-energy mineral studies through the</p> <ul style="list-style-type: none"> • State Cooperative Offshore Sand and Gravel Program • Marine Minerals Technology Center (MMTC) Program sand outreach programs • non-environmental consultations 	<p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage.</p> <p>Delete/ Destroy 25 years after cutoff.</p>	1004-04
4N(4)	<p>Other Non-Energy Leases (QAD)</p> <p>All records related to planning evaluating, preparing and executing non-energy mineral leases include:</p> <ul style="list-style-type: none"> • Completed National Environmental Policy Act and other required environmental analyses or consultations records • Memoranda of Agreement with Federal agency(s) negotiation notes • Non-energy leases preparation and negotiated issuance documents/ competitive non-energy lease sales • Number of non-energy leases issue 	<p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage.</p> <p>Delete/ Destroy 25 years after cutoff.</p>	1004-06
4N(5)	<p>Non-Energy Task Force (QAF)</p> <p>All records related to the business processes and tasks to participate in cooperative Outer Continental Shelf non-energy mineral studies, including records that indicate number of non-energy leases issued (excluding sand and gravel)</p>	<p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage.</p> <p>Delete/ Destroy 25 years after cutoff.</p>	1004-07

October 2014

BOEM Bucket 4 Crosswalk-Energy and Mineral Leases

New Schedule		Former Schedule			
Bucket 4 Oil and Gas Leases (OH)	Work Element	Series No.	Title	Retention	NARA Authority
4A(1) Official Marine Cadastral Descriptions (AAE) <ul style="list-style-type: none">Final Lease MapsSpecial MapsOfficial Protraction DiagramsCadastral DiagramsBlock Diagrams PERMANENT. Cut off at close of FY or when activity is completed Retain on-site or at an off site storage Transfer legal ownership to NARA 25 years after cutoff.	AAE	1103-01	Manuscript Maps	P	NC1-57-84-7
		1103-02	Published Base Map Record Set	P	NC1-57-84-7
		1103-04	Graphic Indexes and Finding Aids	P	NC1-57-84-7
		1103-05	Official Protraction Diagrams	P	NC1-57-84-7
4A(2) Final Map support records of external collaboration, of technical assistance, Corps permitting, circular A-16 documents including descriptions ... TEMPORARY: Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage Delete/ Destroy 25 years after cutoff		1103-03	Working copy prints of base maps		NC1-57-84-7

Bucket 4 Crosswalk-Energy and Mineral Leases					
New Schedule		Former Schedule			
Bucket 4	Work Element	Series No.	Title	Retention	NARA Authority
4C Individual Lease Sale Terms and Conditions Includes: <ul style="list-style-type: none"> terms and stipulations for individual lease sales (i.e., fiscal terms, regulatory terms and royalty relief) special projects and work quality improvement team documents proposed or final notices of sale. 	AAG	1002-02	Prospect Investigation Files	75 yrs.	NC1-57-84-7
	AAG	1002-05	Lease Sale Prospect Index Maps	75 yrs	NC1-57-84-8
TEMPORARY. Cut off at close of FY or when activity is completed. Retain on-site or at an off site storage. Transfer legal ownership to NARA 25 years after cutoff.					

BOEM Bucket 4 Crosswalk-Energy and Mineral Leases

New Schedule		Former Schedule			
Bucket 4	Work Element	Series No.	Title	Retention	NARA Authority
4D(1) 5-Year Program Development (AAA) Includes: <p>All records of proposed Final 5-year program, that include the summary of decisions with schedule of lease sales, Proposed Final Program options with size, timing, and location options, framework for formulating the proposed final program; and analysis of Proposed Final Program options. Contains information on environmental impacts of each alternative on, and analyses of environmental concerns for: archaeological Resources; sociocultural systems and environmental justice; tourism and recreation, fisheries; land use and existing infrastructure, population, employment, and regional income, National Parks, Reserves, and Refuges; essential fish habitats; seafloor habitats, fish resources; coastal and marine birds, terrestrial mammals; marine mammals, air quality; and water quality. Also contains summary of program comments given at public hearings from State and Local Governments and Native Organizations; Federal Government agencies, environmental and other interest organizations; and the Oil and Gas Industry. Includes an assurance of Fair Market Value, estimated net benefits of producing available program area resources, comparative analyses of OCS Planning Areas; analysis of energy needs, area planning maps; and net benefit analyses</p> <p>PERMANENT. Cut off at close of FY or when activity is completed. Transfer digital copies (only) of all completed Five-Year Program records to NARA upon approval of this schedule. For subsequently added Five-Year Program records, transfer electronic files (including nonproprietary public versions) to the National Archives at three year intervals under the instructions in 36 CFR 1235.44-50, or whichever transfer guidance is in place at the time of the transfer</p>	AAA	1001-02	Block Nomination Files	5 yrs	N1-473-88-1

BOEM Bucket 4 Crosswalk-Energy and Mineral Leases

New Schedule		Former Schedule			
Bucket 4	Work Element	Series No.	Title	Retention	NARA Authority
4D(2) NEPA Compliance for the 5-Year Program (AAB) Includes: <ul style="list-style-type: none"> The planning and conduct of document preparation/procurement to support programmatic EIS Records of NEPA's procedural compliance, analysis, such as oversight management, Federal Register notices, scoping and public hearings and preparation of EIS documents TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an offsite storage. Delete/ Destroy 25 years after cutoff	AAB	1001-05	Environmental Studies Case Files	25 yrs	N1-473-88
4D(3) Environmental Coordination for the 5-Year Program (AAC) <ul style="list-style-type: none"> Inter-governmental consultations such as consultations with States (i.e., Coastal Zone Management Act activities) and Federal agencies (i.e., U.S. Fish and Wildlife Service and the NOAA Fisheries Service). The offshore BOEM Supporting Measure that codes to this work element include environmental impact statements for the five year program TEMPOARY: Cutoff at the close of the FY or when activity is completed. Retain onsite or at an offsite storage. Delete/Destroy 25 years after cutoff	AAC	1105-01	Coastal Zone Management	When no longer	NC1-57-84

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BOEM Bucket 4 Crosswalk-Energy and Mineral Leases					
New Schedule			Former Schedule		
Bucket 4	Work Element	Series No.	Title	Retention	NARA Authority
4D(4) Economic and Engineering Analysis for the 5-Year Program (AAD) Includes: <ul style="list-style-type: none"> Records of performance of economic and engineering analysis for 5-Year Plan, including ad hoc analysis (output from work element NAA is used for this work element) economic and engineering evaluation work for Headquarters in development of the 5-Year Leasing Program exploration and development reports and documents for the 5-Year Program, NEPA economic and engineering models for 5-Year Program development documents TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 25 years after cutoff.	AAD	1001-04	Lease Sale Activity History Files	When no longer needed	N1-473-88

BOEM Bucket 4 Crosswalk-Energy and Mineral Leases					
New Schedule			Former Schedule		
Bucket 4	Work Element	Series No.	Title	Retention	NARA Authority
4D(5) Individual Lease Areas of Interest (AAF) <ul style="list-style-type: none"> individual lease sale areas of interest Documents showing Hydrocarbon List analysis of open-hole data on unleased blocks in the GOM to develop a digital, web-site page or paper publication that identifies well bores with hydrocarbons.. <p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 25 years after cutoff.</p>	AAF	1001-01	Summary Geologic Reports	5 yrs	N1-473-88-1
4D (6) NEPA Compliance for Lease Sales (AAH) <ul style="list-style-type: none"> Management and oversight of the NEPA process scoping activities and public hearings supportive environmental and socio-economic analyses EA or EIS documents preparation <p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 75 years after cutoff.</p>	AAH	1001-03	Sale Environmental Impact Statement Files	20 yrs	NC1-57-84-7

<p>4E(1)(a) Environmental Studies :Final Environmental Studies Reports: Records documenting scientific research studies specifically implemented to inform policy decisions for oil and gas, renewable energy, non-energy mineral leasing and also other non-energy environmental studies. Specifically include all final reports in respect of the following studies ;</p> <ul style="list-style-type: none"> • Oil and Gas Lease Sales (AAI) Oil and Gas Lease Sale Environmental Studies are those specific to oil and gas leasing. These studies support the environmental analyses for 5-Year Program Environmental Impact Statements (EIS), sale-specific EISs or assessments related to lease sales. For example, studies of the effects of seismic activity on the environment as well as studies on the environmental impact of leasing activities on whales, turtles, fish, etc. • Renewable Energy (LBE), Renewable Energy Environmental Studies contain final environmental studies that provide information for alternative energy regulatory and NEPA decisions. • Non-Energy Mineral Leasing (QBE) Environmental Studies that support Non-Energy Mineral Leasing and Permit Decisions include final studies related specifically to sand and gravel environmental research. • Other Non-Energy (QAE) studies Other Non-Energy Environmental Studies are those related specifically to non-energy mineral, excluding sand and gravel, and environmental research <p>PERMANENT. Cut off at close of FY or when activity is completed. Transfer digital copies (only) of all completed studies to NARA upon approval of this schedule. Thereafter, transfer electronic files three year intervals under instruction 36 CFR 1235.44-50, or whichever guidance is in place at the time of transfer.</p>	AAI LBE QBE QAE	1001-06a	Environmental Study Reports	PERM	N1-473-88-1

BOEM Bucket 4 Crosswalk-Energy and Mineral Leases

New Schedule		Former Schedule			
Bucket 4	Work Element	Series No.	Title	Retention	NARA Authority
4E(1) (b) Environmental Studies: Environmental Studies Case Records: This series includes all management oversight and work to plan environmental studies for oil and gas, renewable energy, non-energy minerals, and other non-energy categories, and all work on individual studies projects for prelease decisions. They include records documenting all management type oversight and work in planning the environmental study. The records also document the following activities: <ul style="list-style-type: none"> ● development of <ul style="list-style-type: none"> ○ - Annual Environmental Studies Plans ○ - Annual Regional Studies Priority Lists ○ - National Studies Priority Lists ● consultation with the Outer Continental Shelf Scientific Committee ● maintenance of the Environmental Study Plan's Financial Project Management System ● preparation of procurement packages including <ul style="list-style-type: none"> ○ - statements of work ○ - requisitions ○ - independent government cost estimates ○ - technical evaluation criteria ○ - justifications for noncompetitive procurement ○ - all required approvals ● solicitation, technical proposal evaluation and contract award ● oversight of environmental studies ● general support for the conducting of Studies ● performance monitoring information ● environmental studies research data and information archive acceptance and dissemination records TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage Delete/ Destroy 25 years after cutoff		1001-05	Environmental Studies Case Files	25 yrs	N1-473-88-1
		1001-06b	Environmental Study Reports	25 yrs	N1-473-88-1
		1004-07	Marine mineral technology centers files	10 yrs	N1-473-97-1

<p>4E(2) Environmental Coordination for Lease Sales (AAJ) Includes:</p> <ul style="list-style-type: none"> • Coastal Zone Management Act (CZM) consistency determinations and certifications (i.e., consultations with States) • Endangered Species Act (ESA) Section 7 biological assessments and consultations (with the U.S. Fish and Wildlife Service [FWS] and National Oceanic and the Atmospheric Administration [NOAA], Fisheries) • Essential fisheries habitat (EFH) consultations with NOAA, Fisheries <p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 25 years after cutoff.</p>	AAJ	1105-01	Coastal Zone Management	No longer needed	NC1-57-84-7

BOEM Bucket 4 Crosswalk-Energy and Mineral Leases

New Schedule		Former Schedule			
Bucket 4	Work Element	Series No.	Title	Retention	NARA Authority
4E(3) Oil Spill Risk Analysis for Lease Sales (AAK) Includes: <ul style="list-style-type: none"> identification of potential spill areas (launch areas and points) identification of potentially affected resource areas (targets) acquisition of data sets for model seeding or validation data preparation, Modeling efforts, Preparation of model results for dissemination... 	AAK	1001-03	Sale Environmental Impact Statements	20yrs	NC1-57-84-7
	AAL	1002-06	Lease sale Prospect Block evaluation Report Files	25 yrs	NC1-57-84-7
	AAL	1101-01	Undeveloped Lease Files	10yrs	NC1-57-84-7
4F Lease Sale Planning(AAL) <ul style="list-style-type: none"> Lease sales holding process documents Screening of accepted bids, opening of bids process documents Conduct initial screening of bids Planning and implementation and implement updates of sale that support hardware and software 	AAL	1101-03	Lease/Block Cross reference card index files	When no longer needed	NC1-57-84-7
	TEMPORARY. Cut off at close of FY or when activity is completed Retain onsite or at an off site storage. Delete/ Destroy 25 years after cutoff.				

BOEM Bucket 4 Crosswalk-Energy and Mineral Leases

New Schedule		Former Schedule			
Bucket 4 4G-Oil and Gas and Lease Authorization(OD)	Work Element	Series No.	Title	Retention	NARA Authority
4F(1) New Leases (AAM) Includes: <ul style="list-style-type: none"> Preparation and execution of new leases Provision of support and service to lease high bidder <p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 25 years after cutoff.</p>	AAM	1001-03	Sale Environmental Impact Statements	20yrs	NC1-57-84-7
4G(1) Adjudicate and Administer Leases(AAZ) <ul style="list-style-type: none"> adjudicate leases administration and adjudication documents Lease operator reviews and possible bankruptcy action documents Lease status review documents conduct reviews Lease status review documents Fishermen's Contingency Fund claims records Designation of Operator forms Lease clearance time extensions , lease history <p>TEMPORARY: Cutoff at close of FY or when activity is completed. Retain at an off-site storage Delete./Destroy 75 years after cutoff.</p>	AAZ	1101-02	Lease Management Project Files	When lease terminates	NC1-57-84-7
	AAZ	1101-04	Lease Record History Files	When no longer needed	NC1-57-84-7

BOEM Bucket 4 Crosswalk-Energy and Mineral Leases

New Schedule		Former Schedule			
Bucket 4	Work Element	Series No.	Title	Retention	NARA Authority
4G(2) Lease Rights- of- Way or Operating Rights Assignment (ABA) Includes: <ul style="list-style-type: none"> • Transfer of interest in leases and rights-of-way and assignments • Lease and right-of-way assignments • Lease and operating rights interests . This work includes customer assistance, fee processing, Department of Justice approval requests, verification that companies are qualified and database entry 	ABA	1101-02a(1)	Lease Instrument File	10 yrs	NC1-57-84-7
4G(3) Lease Relinquishments (ABB) <ul style="list-style-type: none"> • information associated with lease relinquishment documents • actions related to lease relinquishment records <p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 75 years after cutoff.</p>	ABB	1101-02(a)	Lease History Files	10 yrs	NC1-57-84-7

BOEM Bucket 4 Crosswalk-Energy and Mineral Leases					
New Schedule		Former Schedule			
Bucket 4	Work Element	Series No.	Title	Retention	NARA Authority
4G(4) Company Qualification Submittals (ABC) Includes: <ul style="list-style-type: none"> new applicants qualification records updated qualification data records reviewed and processed requests acceptance from companies or other applicants for qualification by BOEM. customer education and/or assistance TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 75 years after cutoff.	ABC	1101-02bf	Corporate Qualification Files	When no longer needed	N1-473-88-1
4G(5) Company Merger and Name Changes (ABD) <ul style="list-style-type: none"> company merger documents company name changes documents companies or other applicants reviews and of application documents customer assistance, education and database entry information TEMPORARY. Cut off at close of FY or when activity is completed Retain onsite or at an off site storage. Delete/ Destroy 75 years after cutoff.	ABD	1101-02a(1)	Lease Instrument Files	10yrs	NC1-57-84-7

BOEM Bucket 4 Crosswalk-Energy and Mineral Leases

New Schedule		Former Schedule			
Bucket 4	Work Element	Series No.	Title	Retention	NARA Authority
4H Financial Instruments and Bonds (ABF) Includes: <ul style="list-style-type: none"> • bond acceptance, review and administration • bond financial reviews • bond requirement and approval records • Cost analysis for lease abandonment records 	ABA	1101-02c	Bond Files	1 yr	NC1-57-84-7
4H(1) Bankruptcy Proceedings (ABH) Includes: <ul style="list-style-type: none"> • Lessee/Operator bankruptcy action reviews and input records 	ABH	1101-02a(1)	Lease Instrument File	10yrs	NC1-57-84-7
4H(2) Oil Spill Insurance Requirements(ABG) <ul style="list-style-type: none"> • Implement oil spill insurance requirements <p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 75 years after cutoff. Disposition applicable to 4H and 4H(1) too.</p>	ABG	1101-07			

BOEM Bucket 4 Crosswalk-Energy and Mineral Leases

New Schedule		Former Schedule			
Bucket 4	Work Element	Series No.	Title	Retention	NARA Authority
4H(3) The Royalty Relief Program (ABI) Includes: <ul style="list-style-type: none"> royalty relief programs; deep water royalty relief (review applications, etc.) predevelopment and special relief (an ad hoc program) royalty relief programs; end-of-life royalty relief (review applications, etc.) predevelopment and special relief (an ad hoc program) royalty suspension volume royalty rate reduction requests (end-of-life relief: coordinate with OEE, OFO and PDRE: also, perform economic analysis with headquarters, determine eligibility, make determination) Royalty Relief application and review bids and field determination appeal.. TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 75 years after cutoff.	ABI	1706-01 1706-02			

BOEM Bucket 4 Crosswalk-Energy and Mineral Leases

New Schedule		Former Schedule			
Bucket 4	Work Element	Series No.	Title	Retention	NARA Authority
4I Process non –BOEM Approved Legal Filings Assignment (ABE) Includes: <ul style="list-style-type: none"> • “Require to be filed but not for approval” documents, (e.g., production payments and net profit reports)fail under statute 256.64(7) which states; “you may create, transfer carried working interests, overriding royalty interests, or payments out of production without obtaining the regional director’s approval. However you must file instruments creating or transferring carried working interests, overriding royalty interests, or payments out of production with the regional director for record purposes” • 3rd Party Notice documents may be used in Abstract of Title searches involving leases and include such documents as: UCC filings and financial statements, Contracts, Agreements, miscellaneous conveyances, judgments, mortgage and lien documents, and releases thereof <p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 75 years after cutoff.</p>	NEW				

BOEM Bucket 4 Crosswalk-Energy and Mineral Leases

New Schedule		Former Schedule			
Bucket 4	Work Element	Series No.	Title	Retention	NARA Authority
4J Information Management and Transfer, Process and Oil Gas Leases (ABN) Includes: <ul style="list-style-type: none"> Manuscript edits and desktop publishing service reviews Performance of records and document management in accordance with National Archives and Records Management Requirements Program office information collection activities and forms requiring OMB approval records web management and related tasks and activities records Perform Oversight and extensible markup language performance records. Ensure quality and consistent content and vocabularies for BOEM information products(intra or Internet publications and documents Perform data and information quality efforts (version control, verification or validation, especially for public images, graphics or information) Change data including the conversion of paper to electronic files or electronic files from one format to another Perform activities (including OMB requirements) related to customer service Revise and review structure of fair market value determinations TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 7 years after cutoff.	NEW				

BOEM Bucket 4 Crosswalk-Energy and Mineral Leases

New Schedule			Former Schedule		
Bucket 4 Renewable Energy Program (8C)	Work Element	Series No.	Title	Retention	NARA Authority
<p>4K(1) Renewable Energy Program Development and Management (LBA) All records and work related to the development and management of the alternative energy and alternate use program, such as:</p> <ul style="list-style-type: none"> Stakeholder meetings not directly related to NEPA document preparation briefing documents, objective, milestones, budgets, EPA Reports, schedules, meeting materials and other managerial type documents Development of Regional Plans and programmatic level documents (except for the Programmatic EIS) Development of Policy Administrative functions associated with the program and its staff Preparation and presentation of papers or presentations by staff on the alternative energy program or the alternate use of OCS facilitates that are not included under studies (LBE) or NEPA (LBD). <p>PERMANENT. Cut off at close of FY or when activity is completed. Electronic Records. Transfer electronic files (including non-proprietary public versions) to the National Archives at three year intervals under the instruction in 36 CFR 1235 44-50, or whichever guidance is in place at the time of transfer Hard Copy Records Transfer to an off site storage 5 years after cutoff. Transfer to the National Archives 25 years after cutoff.</p>	LBA	NEW			

Bucket 4 Crosswalk-Energy and Mineral Leases					
New Schedule		Former Schedule			
Bucket 4	Work Element	Series No.	Title	Retention	NARA Authority
4K(2) Renewable Energy Development Plans and Applications Review (LBC) Includes: <ul style="list-style-type: none"> • Management of alternative energy projects from receipt onto approval, disapproval, or withdrawal • Conduct non-environmental reviews. • Coordination and approval process for alternative energy plans and applications. 	LBC	NEW			
4K(3) Renewable Energy NEPA and Consultation (LBD) <ul style="list-style-type: none"> • All work associated with all NEPA documents, programmatic and site-specific, for alternative energy • Contracting work associated with 3rd party produced NEPA documents for alternative energy projects • Preparation and publication of Federal Register notices associated with NEPA work for alternative energy 	LBD	NEW			

Bucket 4 Crosswalk-Energy and Mineral Leases					
New Schedule			Former Schedule		
Bucket 4	Work Element	Series No.	Title	Retention	NARA Authority
4K(4) Alternative Use Applications (LBF) Includes: <ul style="list-style-type: none"> • Access for alternate use projects • NEPA related work for alternate use projects • Plan and application review and approval process for alternate use projects • Studies and related contracting work for studies specific to alternate use • Environmental monitoring for alternate use projects • Compliance and appeal-related work stemming from alternate use projects TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 75 years after cutoff. (4K(2), 4K(3) and 4K(4))	LBF	NEW			

BOEM Bucket 4 Crosswalk-Energy and Mineral Leases

New Schedule		Former Schedule			
Bucket 4	Work Element	Series No.	Title	Retention	NARA Authority
4K(5) Renewable Energy Compliance (LBG) Includes: <ul style="list-style-type: none"> • Development of standards to serve as the basis for acceptable operations and inspections • All post approval site-specific work associated with alternative energy or alternate use projects, such as: environmental compliance, field monitoring (that is not part of a Bureau sponsored study that would be coded as LBE), safety inspections, engineering inspections, 3rd party verifications, review of reports from the applicant or other regulatory agencies • Desk audits, modeling, and queries conducted to support any of the items listed in the preceding bullet • Issuance of INCs for alternative energy or alternate use projects • Civil penalties and appeals related to alternative energy projects • Work on databases maintained for tracking compliance • Evaluation of standards for efficiency and effectiveness • Evaluation of monitoring programs for efficiency and.... TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Déstroy 75 years after cutoff.	LBG	NEW			

Bucket 4 Crosswalk-Energy and Mineral Leases					
New Schedule			Former Schedule		
Bucket 4	Work Element	Series No.	Title	Retention	NARA Authority
4K(6) Renewable Energy Access (LBH) All records related and including activities leading to the granting of access of renewable energy projects, and the issuance of the instruments of access (leases, right of way and right of use and easements). Includes also: <ul style="list-style-type: none"> • Preparation and coordination of Federal Register Notices related to access • Determinations of interest and competition relating to alternative energy lease sales • Determinations of individual lease sale area for renewable energy lease sales • Development of terms and conditions for competitive and non-competitive alternate energy leases • Renewable energy lease sales documents TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 75 years after cutoff.	LBH	NEW			

BOEM Bucket 4 Crosswalk-Energy and Mineral Leases					
New Schedule		Former Schedule			
Bucket 4	Work Element	Series No.	Title	Retention	NARA Authority
4L(1) Renewable Energy Stakeholder Outreach(LBI) Includes: <ul style="list-style-type: none"> • information transfer meetings, • public scoping meetings, • public hearings, inter-governmental and inter-agency meetings, • conference presentations/sponsorships, • workshops, • Federal regulatory meetings (e.g., meetings with FERC, DOE and other cooperating agencies), and • coordination activities involved with the development of MOAs and MOUs pertaining to renewable energy leasing on the OCS. <p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 25 years after cutoff.</p>	LBI	NEW			

BOEM Bucket 4 Crosswalk-Energy and Mineral Leases

New Schedule		Former Schedule			
Bucket 4	Work Element	Series No.	Title	Retention	NARA Authority
4L(2) Renewable Energy Task Forces (LBJ) Includes: <ul style="list-style-type: none"> • dialogues and meetings held pertaining to BOEM-sponsored renewable energy State Task Forces, and; • administration activities in support of the establishment and maintenance of these Task Forces. 	LBJ	NEW			
4L(3) (a) Renewable Energy Technical Studies (LBL): Significant Renewable Energy Research (REnR) Studies <ul style="list-style-type: none"> • All work related to technical/engineering studies conducted in support of the alternative energy program • Workshops and public meetings held or attended in support of technical studies for the alternative energy program • Preparation and presentation of technical or scientific papers or presentations by staff on alternative energy related research <p>PERMANENT Cut off at close of the fiscal year or when activity is completed. <u>Electronic Records</u>. Transfer electronic files (including nonproprietary public access versions) to the National Archives at three year intervals under the instructions in 36 CFR 1235 44-50, or whichever transfer guidance is in place at the time of the transfer. <u>Hardcopy Records</u>. Transfer to the FRC 5 years after cut-off. Transfer to the National Archives 25 years after cut off."</p>	LBL	NEW			

BOEM Bucket 4 Crosswalk-Energy and Mineral Leases

New Schedule		Former Schedule			
Bucket 4	Work Element	Series No.	Title	Retention	NARA Authority
4L(3)(b) Other than significant REnR Studies: Includes: Case files and studies created for the renewable energy research program not meeting the criteria of "significant" TEMPORARY Cut off at close of the fiscal year or when activity is completed <u>Electronic Records</u> Transfer electronic files (including nonproprietary public access versions) to the National Archives at three year intervals under the instructions in 36 CFR 1235 44-50, or whichever transfer guidance is in place at the time of the transfer <u>Hardcopy Records</u> Transfer to the FRC 5 years after cut-off. Transfer to the National Archives 25 years after cut off		NEW			
4L(4) Adjudicate and Administer Renewable Energy Leases (LBM) Includes: <ul style="list-style-type: none"> • Adjudicate leases applications • Maintain lease administrative record • Conduct lease status reviews • Adjudicate assignments of lease/operating rights interests and process lease relinquishments. This work includes customer assistance, fee processing, and verification that companies are qualified and database entry • Accept and process Designation of Operator forms • Receive, store, retrieve and maintain official lease records 	LBM	NEW			

BOEM Bucket 4 Crosswalk-Energy and Mineral Leases					
New Schedule		Former Schedule			
Bucket 4	Work Element	Series No.	Title	Retention	NARA Authority
4L(5) Process Company Qualification Submittals for Renewable Energy (LBN) Includes: Legal, technical or financial qualification of new applicants <ul style="list-style-type: none"> • Receive, review and accepts updates to company qualifications (authorized officers, etc.) • Receive, review and accept company mergers, name changes and business conversions • Customer assistance, education and database entry • Receive, store, retrieve and maintain company qualification records TEMPORARY. Cut off at close of FY or when activity is completed. Retain off site or at an outside storage. Delete/ Destroy 25 years after cutoff. (4L(4) and 4L(5))	LBN	NEW			

BOEM Bucket 4 Crosswalk-Energy and Mineral Leases

New Schedule		Former Schedule			
Bucket 4	Work Element	Series No.	Title	Retention	NARA Authority
4M Financial Instruments and Bonds for Renewable Energy projects (LBO) Includes: <ul style="list-style-type: none"> • administration of new surety bonds and other financial assurance instruments • surety bond riders, terminations, and cancellations • bond and financial reviews • bond approvals related to change of operators, mergers, name changes and business conversions • cost analysis for lease abandonments <ul style="list-style-type: none"> - lease abandonment cost analysis submittals - lease abandonment cost analysis in depth review • economic evaluations of bonds TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 25 years after cutoff.	LBO	NEW			

BOEM Bucket 4 Crosswalk-Energy and Mineral Leases

New Schedule		Former Schedule			
Bucket 4	Work Element	Series No.	Title	Retention	NARA Authority
<p>4N(1) Non-energy mineral prospecting, leasing, and production are in 30 CFR Part 280 (prospecting), Part 281 (leasing), and Part 282 (production).</p> <ul style="list-style-type: none"> Leasing and regulating the recovery of minerals records Subsoil and seabed of all submerged lands seaward of State-owned waters to the limits of the OCS Records of OCS sand, gravel, or shell resources for shore protection, beach or wetlands restoration projects, or for use in construction <p>TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 25 years after cutoff.</p>		NEW			

BOEM Bucket 4 Crosswalk-Energy and Mineral Leases

New Schedule		Former Schedule			
Bucket 4	Work Element	Series No.	Title	Retention	NARA Authority
4N(2) Sand and Gravel Lease Requests (QAA) Includes: <ul style="list-style-type: none"> completed National Environmental Policy Act and other required environmental analyses or consultations Memoranda of Agreement with Federal agency(s) prepared and issue negotiated sand and gravel leases coordinate and conduct competitive sand and gravel lease sales Measured by the number of sand and gravel leases issued... TEMPORARY. Cut off at close of FY or when activity is completed. Retain onsite or at an off site storage. Delete/ Destroy 25 years after cutoff.	QAA	1001-05	Environmental Studies Case Files	25 yrs.	N1-473-88-1
	QAA	1004-02	International Cooperative Agreements	When superseded 10yrs	
	QAA	1004-05	Negotiated Agreements		

BOEM Bucket 4 Crosswalk-Energy and Mineral Leases

New Schedule		Former Schedule			
Bucket 4	Work Element	Series No.	Title	Retention	NARA Authority
4N(3) Cooperative Sand and Gravel and Other Non-Energy Mineral Assessments with States and Marine Minerals Research Centers (QAC) Includes: <ul style="list-style-type: none"> • State Cooperative Offshore Sand and Gravel Program • Marine Mineral Technology Center Program (CRMET should use NAK- See cross- reference Bucket 3A(3) NAK) • Non-environmental consultations 	QAC	1004-04	State Cooperative Agreements	5yrs	
4N(4) Other non-Energy Leases (QAD) <ul style="list-style-type: none"> • completed National Environmental Policy Act and other required environmental analyses or consultations • Memoranda of Agreement with Federal agency(s) • non-energy lease preparation and negotiated issuance documents • Number of non-energy leases issued 	QAD	1004-06	Competitive Lease Sales	10yrs	

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