

DEPARTMENT OF THE INTERIOR
MINERALS MANAGEMENT SERVICE MANUAL

TRANSMITTAL SHEET

Release No. 253

September 17, 1999

SUBJECT: Administrative Series
Part 380 Records Management
Chapter 1 Program Elements and Responsibilities

EXPLANATION OF MATERIAL TRANSMITTED:

This release validates the accuracy of the records management program elements and responsibilities contained in the MMS Manual. The chapter has been reduced to include MMS' policy, elements, and responsibilities only. Readers are referred to the Departmental Manual for further guidance.

W. Rosenbusch
Director

FILING INSTRUCTIONS:

REMOVE:

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OPR: Information Resources Management Division
Office of Administration and Budget

DEPARTMENT OF THE INTERIOR
MINERALS MANAGEMENT SERVICE MANUAL

Administrative Series

Part 380 Records Management

Program Elements and
Chapter 1 Responsibilities

380.1.1

1. Purpose. This chapter provides policy, elements, and responsibilities for managing the Minerals Management Service (MMS) Records Management Program.
2. Authority. See Departmental Manual (380 DM 1 and 2) for additional authority.
3. Policy. To establish and maintain an active and continuing program of the creation, storage, maintenance, use, preservation, and disposition of all MMS records.
4. Program Elements.
 - A. Records Creation: directives, reports, forms, correspondence, and files.
 - B. Records Operations: records maintenance, use, and disposition; and vital records.
 - C. Technology Applications: optical disk, electronic records, word processing, etc.
5. Responsibilities.
 - A. All Associate and Regional Directors, Chiefs of the Office of Communications, and the Administrative Service Center Managers are responsible for: (1) implementing the Records Management Program and (2) appointing Records Officers to manage the elements.
 - B. The Associate Director for Administration and Budget has responsibility for the MMS Records Management Program, and will appoint a Records Manager with responsibility to develop and execute the Records Management Program in compliance with statutory, regulatory, and Department requirements.
 - C. The Records Manager will follow procedures established by the Department, General Services Administration (GSA), National Archives and Records Administration (NARA), or Office of Management and Budget; and act as liaison with the Department, GSA, and NARA.
 - D. Records Officers will work with their file custodians and will ensure the creation, maintenance, use, preservation, and disposition of all MMS records are in accordance with this chapter and the Records Management Handbook (MMSM 380.2-H).
6. For additional guidance see 380 DM 1.

Supersedes Release No. 177

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