

**DEPARTMENT OF THE INTERIOR  
MINERALS MANAGEMENT SERVICE MANUAL**

**TRANSMITTAL SHEET**

Release No. 265

November 15, 1999

SUBJECT: Administrative Series  
Part 384 Records Disposition  
Chapter 1 Vital Records

**EXPLANATION OF MATERIAL TRANSMITTED:**

This manual chapter was revised to ensure that the Minerals Management Service has an effective vital records program in place in the event of a national, regional, or local disaster or emergency. Repetitive definitions and procedures were removed and replaced with referenced citations to the Departmental Manual.

Director

*W. Rosenbush*

**FILING INSTRUCTIONS:**

REMOVE:

<u>Part</u>	<u>Chapter</u>	<u>Pages</u>	<u>Release</u>
384	1	7	140

INSERT:

<u>Part</u>	<u>Chapter</u>	<u>Pages</u>	<u>Release</u>
384	1	5	265

OPR: Information Resources Management Division  
Office of Administration and Budget

DEPARTMENT OF THE INTERIOR  
**MINERALS MANAGEMENT SERVICE MANUAL**

Administrative Series  
Chapter 1 Vital Records

Part 384 Records Disposition

384.1.1

1. Purpose. This chapter establishes a vital records policy to ensure essential functions of the Minerals Management Service (MMS) are able to continue or be reactivated as quickly as possible in the event of a national, regional or local disaster or emergency.

2. Authorities.

A. 44 U.S.C. 2104(a), 2904(a), 3101.

B. 36 CFR 1236, Management of Vital Records

C. Executive Order 12656, November 18, 1988, Assignment of Emergency Preparedness Responsibilities.

D. Departmental Manual (380 DM 6, Vital Records Program).

E. Departmental Manual (900 DM 1, Civil Defense Emergency).

3. Definitions. See 380 DM 6.1.4, Vital Records Program.

4. Policy. It is the policy of the MMS to establish a Vital Records Program for the safeguarding of emergency operating and legal and financial rights records.

5. Standards.

A. Group 1 and Group 2 records are to be available during an emergency; duplicated and stored offsite.

B. Legal and financial rights records should be protected, but it is not mandatory for them to be available during an emergency. These records should be safeguarded at a specific relocation site.

C. When using electronic media, a copy of the software or other information required to use the records must be available in an emergency also.

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Supersedes Release No. 140  
Date: November 15, 1999 (Release No. 265)

Page 1

DEPARTMENT OF THE INTERIOR  
**MINERALS MANAGEMENT SERVICE MANUAL**

Administrative Series  
Chapter 1 Vital Records

Part 384 Records Disposition  
384.1.6

6. Responsibilities.

A. All Associate and Regional Directors, Chief, Office of Communications, and the Administrative Service Center Managers are responsible for appointing Records Officers and File Custodians to identify, safeguard, maintain, and update vital records within their areas of responsibility. (See MMSM 380.1.) Regional Directors are further responsible for determining, because of potential volumes, to what degree their Region's Group 2 records will be duplicated and stored elsewhere.

B. The Associate Director for Administration and Budget has overall administrative responsibility for the management of a Vital Records Program and will appoint a Records Manager to carry out this responsibility.

C. The Bureau Records Manager, located in the Information Resources Management Division will: (1) Assist in the transfer of legal and financial rights records to a Federal Records Center (FRC); and (2) develop guidelines to protect vital records, and a series list from consultations with the program offices. (See Appendix 1)

D. Records Officers and File Custodians are responsible for identifying, safeguarding, maintaining, and updating vital records within their areas of responsibility and will assist in the transfer of legal and financial rights records to a FRC.

E. The Bureau Security Officer, located in the Procurement and Support Services Division is responsible for safeguarding proprietary information in cooperation with the Records Officers.

F. Continuity of Operations (COO) Planner is responsible for establishing emergency guidelines and concurring with the Regions.

7. Procedures. The Records Officers in consultation with their locally designated Security Officer and COO Planner in their program offices will inventory records and identify those vital to the emergency operating and legal and financial rights categories and determine those records which would be needed to support a function under emergency conditions as outlined in the program offices vital records plan. (See 380 DM 6.1.7 for further procedures).

DEPARTMENT OF THE INTERIOR  
**MINERALS MANAGEMENT SERVICE MANUAL**

MMSM 384.1  
Appendix I

Vital Records Series

- 1 = Emergency Operating: Group 1 - Directives, Policy, Etc.  
2 = Emergency Operating: Group 2 - Program Status, Production, Etc.  
3 = Legal and Financial Rights Records, Including Research Records.

Series	Title	Group		
		1	2	3
201-07a	Organizational Files	X		
202-01	Local Internal Directives Record Set	X		
202-02	External Directives Record Set	X		
202-09a	Internal Directives Record Set	X		
301-02	Monthly Budget Status Report Files		X	
302-09	Individual Employee Pay Record		X	
403-01	Space Allocation and Utilization Files		X	
404-03	Classified Document Administrative Files		X	
404-10	Personnel Security Clearance Status Files		X	
404-12	Emergency Planning Records	X		
503-02	Contract/Grant Monitoring Files		X	
504-10	Accountability Files		X	
601-01a	Official Personnel Folders		X	
605-03	Equal Employment Opportunity Records		X	
605-06	Grievance, Disciplinary, and Adverse Action Files			X
707-01	MMS Appeals Files			X
707-03	Mineral Leasing Claims and Litigation			X
707-05	Hearing Files			X
800-02	System Documentation Files			X
902-01b	High-Resolution Geophysical Records—Processed Prints Records - Processed Prints		X	
902-02	Shallow Seismic Shot-Point Location Maps		X	
902-03b	High-Resolution (Shallow) Geophysical Interpretive Maps; Final Drafted Maps		X	
902-04b	Common Depth Point (CDP) (Deep Penetration) Blackline Sepia Paper Prints		X	
902-05	Deep Seismic Shot-Point Location Records		X	
		<u>Group</u>		

Supersedes Release No. 140

Date: November 15, 1999 (Release No. 265)

DEPARTMENT OF THE INTERIOR  
**MINERALS MANAGEMENT SERVICE MANUAL**

Series	Title	1	2	3
902-06a	Seismic Velocity Info; Paper Not Microfilmed		X	
902-07b	Regional Seismic Interpretive Maps; Final Draft		X	
902-08	Detailed Seismic Interpretive Maps		X	
903-04	Petrographic Reports		X	
903-05	Paleontological Reports		X	
903-06a	Logs; Record Set		X	
903-07a	Directional Surveys; Record Set		X	
903-09	Geochemical Prospecting Survey Maps		X	
904-01	Geology Files		X	
904-02a	Tectonic and Stratigraphic Investigation; Project File		X	
904-03	Stratigraphic Summary Well Reports		X	
904-04	Sediment Analysis Files		X	
1001-02	Block Nomination Files			X
1001-04	Lease Sale Activity History Files			X
1002-01	Lease Sale Area Geological and Geophysical		X	
1002-02a	Prospect Investigation Files; Regional Office		X	
1101-02	Lease Management Project Files		X	
1101-04	Lease Record History Files			X
1103-01	Manuscript Maps		X	
1103-05	Official Protraction Diagrams			X
1200-01	Field Drilling Rules Record Set		X	
1301-01a	Semiannual Oil Well Test Report; Regional Office		X	
1302-01	Automatic Custody Transfer (ACT)		X	
1302-02	Commingling Systems File		X	
1302-03	Meter Proving Reports		X	
1701-01	MER Geologic and Engineering Report		X	
1702-02a	Field and Reservoir Reserves Estimates; Final Report		X	
1703-02a(1)	Unit or Communitization Agreement Project File, Document File		X	
1703-02b(1)	Unit or Communitization Agreement Project; Geology		X	
1801-03	Automated Systems Output Summaries			X
1801-04	Royalty Management Information Collection Forms			X
1801-06	Royalty-in-Kind Collection Files			X
1801-11	Collection Files			X
1802-01	Compliance Audit Files			X
1802-02	Compliance Audit Appeal Files			
<u>Group</u>				

Supersedes Release No. 140

Date: November 15, 1999 (Release No. 265)

DEPARTMENT OF THE INTERIOR  
**MINERALS MANAGEMENT SERVICE MANUAL**

<u>Series</u>	<u>Title</u>	<u>1</u>	<u>2</u>	<u>3</u>
1803-01	Product Value Establishment Files			X
1803-02	Processing Allowance Files			X
1803-03	Transportation Allowance Files			X
1803-04	Sale Agreements and Contracts			X
1803-05	Transportation System Files			X

Supersedes Release No. 140

Date: November 15, 1999 (Release No. 265)

Page 5