

Schedule 32 - Helium Records

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Item	Series Description		BLM Disposition Authority
1	HELIUM PROGRAM GENERAL CORRESPONDENCE FILES [3745]. Helium program subject files including incoming and outgoing letters and memoranda, internal memoranda, related documents, and any indexes to these subject correspondence files, including files documenting the development, clearance, and processing of proposed and final rules published in the Federal Register, routine, administrative, and housekeeping matters. Arranged alphabetically by subject. Confidentiality: Non-public record category 3. Location: AMFO		TEMPORARY. Cutoff EOFY. Destroy 3 years after cutoff. NARA Job No. N1-49-00-3, 32/1.
2	HELIUM STORAGE PROGRAM AND OPERATION FILES NOT DESCRIBED ELSEWHERE [3745]. Confidentiality: Non-public record category 3. Location: AMFO		
	a.	Records on helium field production, maintenance, storage, land, transportation, etc.	TEMPORARY. Cutoff EOFY. Transfer to FRC when records are 5 years old. FRC will destroy when they are 25 years old. NARA Job No. N1-49-00-3, 32/2a.
	b.	Private Helium Plant Automated Storage Records. The system that is being used is called the Supervisory Control and Data Acquisition (SCADA) system (an industry-wide term for telemetering equipment). The system downloads and stores flow data from the private helium plants along the BLM pipeline into a dedicated computer.	
	(1)	Automated data (compiled and used for billing).	TEMPORARY. Destroy individual data when 2 years old. NARA Job No. N1-49-00-3, 32/2b(2).
	(2)	Hardcopy printouts	TEMPORARY. Destroy when superseded or when no longer needed for current business. NARA Job No. N1-49-00-3, 32/2b(2).
	c.	Private Helium Plant Meter Inspections. The metering equipment along the pipeline is inspected on a regular basis.	
	(1)	Record copies of calibration data	TEMPORARY. Destroy when records are 2 years old. NARA Job No. N1-49-00-3, 32/2b(1).

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Item	Series Description		BLM Disposition Authority
	(2)	Reference copies	TEMPORARY. Destroy when no longer needed for convenience or reference purposes. NARA Job No. N1-49-00-3, 32/2b(2).
3	HELIUM PIPELINE RECORDS [3745]. Confidentiality: Non-public record category 3. Location: AMFO		
	a.	Easements/Rights of Way - One file for each landowner	PERMANENT. Cutoff EOFY in which the rights are relinquished by the grantee or terminated by the BLM and appeal rights are exhausted. Transfer to FRC 2 years after cutoff. FRC transfers to NARA 25 years after cutoff. NARA Job No. N1-49-00-3, 32/3a.
	b.	Test, Survey and Inspection Data - filed by pipeline section. Ref: 49 CFR 192.491(c) - DOT regulations.	TEMPORARY. Cutoff EOFY. Destroy 5 years after cutoff. NARA Job No. N1-49-00-3, 32/3b.
	c.	Maintenance Records - separate file for each legal land description. Includes internal and external corrosion control monitoring records. Ref: 49 CFR 192.465 (a) and (e) and 192.475(b) - DOT regulations.	TEMPORARY. Cutoff EOFY in which pipeline is abandoned or leaves the BLM ownership. Destroy 5 years after cutoff. NARA Job No. N1-49-00-3, 32/3c.
	d.	Engineering/Design Drawings. Ref: 49 CFR 491(b).	TEMPORARY. Cutoff EOFY in which pipeline is abandoned or leaves the BLM ownership. Destroy 5 years after cutoff. NARA Job No. N1-49-00-3, 32/3d.
	e.	Standard Operating Procedures - provided by the contractor. Authority: 49 CFR 192.605(a).	TEMPORARY. Cutoff EOFY in which pipeline is abandoned or leaves the BLM ownership. Destroy 5 years after cutoff. NARA Job No. N1-49-00-3, 32/3e.
	f.	Underground Crossings of other Pipelines and Utilities - one page documentation re: who, what, where, how of all instances where pipelines, utilities, etc. cross the pipeline - separate file for each legal description. Ref: 49 CFR 192.325.	TEMPORARY. Cutoff EOFY in which pipeline is abandoned or leaves the BLM ownership. Destroy 5 years after cutoff. NARA Job No. N1-49-00-3, 32/3f.

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Item	Series Description	BLM Disposition Authority
4	CONSERVATION PROGRAM WELL FILES [3745] - one file per well - includes original drilling information, all data, casing information, all workovers, drawing of well bore, drilling rights. Includes only wells at the Cliffside storage field. Confidentiality: Non-public record category 3. Location: AMFO	TEMPORARY. Cutoff when no longer using well. Destroy 10 year after cutoff. NARA Job No. N1-49-00-3, 32/4.
5	HELIUM STORAGE CONTRACTS [3745] - Contracts with companies located along pipeline to store and redeliver helium. They are filed by contract number and billed monthly. They are 20-year contracts beginning in 1995 with a 5-year extension option. Confidentiality: Non-public record category 3. Location: AMFO	
	a. Contract Case Files. The case file contains correspondence, contract meeting notes, amendments, etc., relating to preparation of billing and collection records for each storage contract.	TEMPORARY. Cutoff EOFY in which the contract expires or is terminated. Destroy 2 years after cutoff. NARA Job No. N1-49-00-3, 32/5a.
	b. Contract Accounting Files - These records are used for monthly billing and collection for storage and redelivery of helium. They are maintained by the Helium Storage Analyst.	TEMPORARY. Cutoff EOFY. Destroy 6 years, 3 months after cutoff. NARA Job No. N1-49-00-3, 32/5b.
6	IN-KIND AND CRUDE HELIUM SALES [3745] . Confidentiality: Non-public record category 3. Location: AMFO	
	a. In-Kind Crude Helium Sales Contract Files - Five-year contracts with distributors who report sales of refined helium to federal agencies. Helium distributors are then billed quarterly for the in-kind amount of helium they have sold to federal agencies. Files contain billing and payment information.	TEMPORARY. Cutoff EOCY in which the contract expires, is terminated, or when final payment is received, whichever is later. Destroy 6 years, 3 months after cutoff. NARA Job No. N1-49-00-3, 32/6a.
	b. Open Market Crude Helium Sale Files. Public Law 104-273 requires the sale of crude helium on the open market between 2005 and 2015 to reduce the helium stockpile to 600 million cubic feet.	TEMPORARY. Cutoff EOFY. Destroy 6 years, 3 months after cutoff. NARA Job No. N1-49-00-3, 32/6b.
7	HELIUM RESOURCE EVALUATION [3745] . Confidentiality: Mixed: Category 1 (public) and category 3 (non-public). Location: AMFO	
	a. Published reports - Helium Resources of the U.S., Analyses of Natural Gases, etc.	PERMANENT. One copy of published document. Cutoff EOFY in which issued. Transfer to FRC when records are 5 years old. FRC transfers to NARA when records are 10 years old. NARA Job No. N1-49-00-3, 32/7a.

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Item	Series Description	BLM Disposition Authority
	b. Internal reports and raw data, including copies of signed and unsigned copies of release form - used to create reports, do research, and track trends.	TEMPORARY. Destroy when no longer needed for reference. NARA Job No. N1-49-00-3, 32/7b.
	c. Helium Field Survey Database (a.k.a. Gas Analysis Database). The Helium Survey Database is a compilation of natural gas analyses performed by the United States Government dating back to about 1917. Helium is not normally a constituent of the gas stream analyzed and reported by independent laboratories. This was started and is continued to identify sources of helium in natural gas in the United States. The helium concentration obtained from the analysis is used to determine the helium reserves on a field-by-field basis. This information is used to estimate the decline of helium availability into the future, and track the discovery of new fields containing helium. Location: AMFO	
	(1) Project History. Record copies of files that document the conception, planning, and development and/or improvement of the project. Consists of the concept of operations, project charter, approvals, official record designation documentation, quality assurance plans, briefing and issue papers, and other project history information of continuing value. Also consists of feasibility studies, cost benefit analyses, plans, approvals, life cycle management documentation, inreach and outreach plans, training plans, security plan, and other project history information of temporary value.	TEMPORARY. Cutoff EOFY in which system is certified as an official records system. Transfer to FRC 1 year after cutoff. FRC destroys 25 years after cutoff. NARA Job N1-49-00-3, 32/7c1.
	(2) System Documentation Necessary for Servicing and Interpreting the System. Technical description of the electronic records being described, consisting of data modeling documentation, data system specifications, file specifications, data element descriptions, code books, record layouts, user guides, output specifications, version description document, and similar documentation (regardless of media) necessary for servicing and interpreting the system.	TEMPORARY. Destroy or delete upon authorized destruction of the master file (item (5)). NARA Job N1-49-00-3, 32/7c1.
	(3) Data Verification and Quality Control Files. Includes data sampling and audit trails. In the event of litigation, the records in this series may be required as evidence that the system is trustworthy, accurate, and reliable. Exclusions: Quality assurance plans which are part of the project history files.	TEMPORARY. Cutoff EOFY in which document is created. Transfer to FRC 4 years after cutoff. FRC destroys 25 years after cutoff. NARA Job N1-49-00-3, 32/7c2.
	(4) Software. Application software necessary to use or maintain the system.	TEMPORARY. Delete when superseded by newer version or upon authorized destruction of the master file (item (5)). NARA Job N1-49-00-3, 32/7c3.

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Item	Series Description		BLM Disposition Authority
	(5)	Master Data File.	TEMPORARY. Delete when system is replaced by and data transitioned into a new system and the new system is certified as an official records system. NARA Job N1-49-00-3, 32/7c4.
	(6)	Backup Tapes. Electronic files of data identical in physical format to the master file created in case the master is damaged or inadvertently erased.	TEMPORARY. Delete after the identical records are deleted, or when replaced by a subsequent security backup file. NARA Job N1-49-00-3, 32/7c5.
	(7)	Input/Source Documentation. Data entry sheets, nonrecord copies of case documents, and electronic versions of input/source documents that are used solely to create, update, or modify the records in an electronic medium and are not required for audit or legal purposes. Exclusions: Official serialized case file documents that are used for input/source documentation; disposition of serialized cases and related indexes and serial pages (see disposal of original records)	TEMPORARY. Destroy or delete after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the master file (item (5)), whichever is later. NARA Job N1-49-00-3, 32/7c6.
	(8)	Outputs. Information generated for reference purposes by computer and placed on an outside medium such as paper or electronic storage medium. Location: May be found at all organizational levels. Exclusions: Outputs that may become a part of official files; the disposition of such outputs will be governed by the disposition authority for the files to which they relate.	TEMPORARY. Destroy or delete when no longer needed for current business. NARA Job N1-49-00-3, 32/7c7.
8	HELIUM - FEDERAL LEASED LANDS [3745]. Confidentiality: Non-public record category 3. Location: AMFO		
	a.	Contract files - contracts with operators granting helium rights. Payments are made directly to us and are based on extraction and sales. Payment records are maintained separately. Contract terms vary (currently 10 to 25 years).	TEMPORARY. Cutoff EOFY in which the contract expires or when final payment is received, whichever is later. Destroy 6 years, 3 months after cutoff. NARA Job No. N1-49-00-3, 32/8a.
	b.	Payment records.	TEMPORARY. Cutoff EOFY. Destroy after audit or 6 years, 3 months after cutoff, whichever is sooner. NARA Job No. N1-49-00-3, 32/8b.

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Item	Series Description	BLM Disposition Authority
c.	General Files. Files containing documentation of major policy and other decisions that may or may not be documented in a mission-related directives case file (Schedule 16/1b(2)). These files provide a complete history of the major events, approvals, standard operating procedures, changes in program direction, and other important actions. Exclusions: reference copies of records maintained by other offices.	PERMANENT. Cutoff EOFY or if accumulation is limited, cutoff every 5 years. Transfer to FRC 10 years after cutoff. FRC transfers to NARA 30 years after cutoff. NARA Job No. N1-49-00-3, 32/8c.
d.	Client/Independent Operator Case Files (Master). Files sorted by client name. Include adjudication, payment, and audit information and correspondence on each client.	TEMPORARY. Cutoff EOFY in which we receive final payment. Destroy 6 years, 3 months after cutoff or after audit, which ever is sooner. NARA Job No. N1-49-00-3, 32/8d.
e.	Well Case Files. Files sorted by well name. Active and inactive files are maintained. Includes wells producing helium from Federal leaseholds. Files include adjudication and payment information for each well. Exclusion: Conservation program well files (item 4).	TEMPORARY. Cutoff EOFY in which the well is no longer in helium production. Destroy 10 years after cutoff. NARA Job No. N1-49-00-3, 32/8e.
9	ELECTRONIC VERSIONS OF HELIUM RECORDS CREATED BY ELECTRONIC MAIL AND WORDPROCESSING APPLICATIONS.	TEMPORARY. Delete when file copy is generated and added to a recordkeeping system or when no longer needed for reference or updating. NARA Job N1-49-00-3, 32/9.