



United States Department of the Interior

MINERALS MANAGEMENT SERVICE
Minerals Revenue Management
P.O. Box 25165
Denver, Colorado 80225-0165
www.mrm.mms.gov



MAR 31 2006

Dear Reporter,

To continue to provide efficient website performance, we are removing older documents from the MMS reporting website. These documents include the Report of Sales and Royalty Remittance (Form MMS-2014), the Oil and Gas Operations Report (Form MMS-4054), and the Production Allocation Schedule Report (PASR) (Form MMS-4058).

On May 1, 2006, all of the above documents with a sent or reconciled status from February 1, 2001 to July 1, 2005 will be removed from your Document List. Beginning on July 1, 2006, removal of older documents from the Document List will occur every six months. The document list will always retain at least six (6) months of documents with a sent or reconciled status. Documents with an open status will not be affected.

Pursuant to 30 CFR, Part 212.50 (2005), as the record holder, it is your responsibility to retain a copy of the documents for a period of six (6) years after the documents are generated, unless you are notified in writing that records must be maintained for a longer period. If you have not retained copies of your documents, please do so before they are removed on May 1, 2006.

You can archive your documents using one of the following methods:

1. Print and retain copies of the documents that will be removed. Print by clicking the "Print" button located next to each document on the Document List.
2. Export your documents to an electronic file using the Export process. Export a document to either a CSV or Fixed format by clicking on the "CSV" or "FIXED" buttons located next to each document on the Document List. This process creates a file that can be stored on a variety of media and may also be used when reporting future adjustments.
3. If you have not retained copies of your CSV or ASCII files, you can export a sent document to the same format as your original file (e.g., If CSV, use the "CSV" button. If ASCII, use the "FIXED" button).
4. If you create your documents by keying data directly into the forms, you can still export them as described above. Exported files can subsequently be uploaded to the Document List using the Upload File process as needed.

We also recommend that you make screen prints of your Document List showing those documents that will be removed. This will provide you with the dates your documents were sent and reconciled or acknowledged by MMS.



Dear Reporter

Page 2

Please contact one of the following for further questions on the archiving methods:

Royalty	Georgia DeLong	303-231-3687	or	800-525-0309, ext 13687
	Mary Dietrick	303-231-3318	or	800-525-0309, ext 13318
Production	Vicki Throne	303-231-3420	or	800-525-7922, ext 13420
	Gail Solaas	303-231-3591	or	800-525-7922, ext 13591

You may also go to <https://www.mrmreports.net/mmsmrm/help/FormUse.html> for additional information.

Sincerely,



ACTING
FOR

Lorraine F. Corona
Manager, Reporting Services