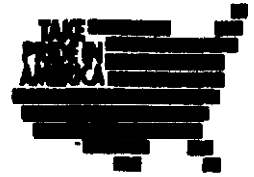




United States Department of the Interior



MINERALS MANAGEMENT SERVICE
ROYALTY MANAGEMENT PROGRAM
P.O. BOX 25165
DENVER, COLORADO 80225

**IN REPLY
REFER TO:**

SEP 17 1992

DAD-VA/RPB
Mail Stop 3910

Dear Reporter,

The Minerals Management (MMS), Royalty Management Program, provides specific guidance in reporter handbooks on how to prepare and submit required information collection reports and forms to MMS. (See 30 CFR 210 (1991).) The handbooks are prepared for reporters of Federal onshore and offshore leases and/or Indian leases to provide detailed reporting and paying instructions. The handbooks are also made available to other interested parties.

Effective immediately, MMS will charge a fee to recover the cost of all copies of instructional handbooks provided to reporters on Federal or Indian leases in excess of one copy per valid and active reporter code. An active reporter code is defined as a code for which information related to production is to be reported on a regular basis. Companies with multiple reporter codes that have the same name and address will receive only one copy free of charge.

Other interested parties, such as accountants, lawyers, reporting services, or special-interest organizations may request a copy and will be charged for each copy provided.

The charge will be made in accordance with the statutory provisions of 43 U.S.C. § 1460 that provided in part that:

The secretary of the Interior or any of the officers of that Department may . . . furnish copies of any official books, records, papers [or] documents, and charge therefore [sic] a sum equal to the cost of reproduction thereof, plus the cost of administrative services involved in handling the records for such purpose.

The bill may be mailed together with the handbook materials or separately. Payment is due upon receipt and must be mailed to the address shown on the bill.

For additional information, you may call Ms. Evelyn Meehan at (303) 231-3383.

Sincerely,

James W. Shaw
Associate Director for
Royalty Management