



# United States Department of the Interior

## MINERALS MANAGEMENT SERVICE

Royalty Management Program

P.O. Box 25165

Denver, Colorado 80225-0165

IN REPLY REFER TO:

ARD/RB

Mail Stop 3132

AUG 12 1997

Dear Reporter:

The Minerals Management Service (MMS) has implemented a process that produces a computer image of the Report of Sales and Royalty Remittance, Form MMS-2014; the Monthly Report of Operations, Form MMS-3160; and the Oil and Gas Operations Report, Form MMS-4054. The imaging process reduces costs and minimizes the risks associated with paper documents. Additionally, imaging allows reports to be available for immediate viewing by MMS employees and reduces the time required to process the reports through our automated systems. However, some characteristics of paper reports are not readable by this automated system and require changes.

To assure maximum clarity in imaging:

- All paper reports must be typed or printed using only black ink.
- If you create a paper facsimile report using a computer, it must be of laser print quality. Dot matrix printed reports are not acceptable.
- The character or font size on any report must be no less than 8 and no greater than 12 points.

We will return reports with unacceptable quality to you for correction. If your corrected report is not returned timely, our system may identify your report as missing or late.

We recognize that changes to your process might create a hardship. However, if you have a personal computer, we can offer assistance with several alternatives for paperless reporting. One option is our template reporting software for both the Form MMS-2014 and Form MMS 3160. The software is easy to use and provided at no cost. In the near future, we will require electronic reporting for most reports; therefore, we encourage you to convert to an electronic reporting method now.

We can assist you in converting to electronic reporting or making the required changes to your report. You may submit a test page to verify that the imaging software will properly read your report. To avoid processing errors, the page must be marked as a test and submitted to P.O. Box 25165, Denver, Colorado 80225. Please call 1-800-525-7922 or 1-800-525-0309 with your questions or prior to submitting a test page.

Sincerely

Vernon B. Ingraham

Chief, Accounting and Reports Division