

STATE OF ALASKA

Schedule Number: 26002
 Agency ID #: 264

RECORDS RETENTION SCHEDULE

<p>DEPARTMENT OF ADMINISTRATION ALASKA OIL AND GAS CONSERVATION COMMISSION</p>	<p style="text-align: center;">KEY</p> <p>A - After Audit C - until Microfilmed CFY - Current Fiscal Year CY - Current Year DVD/CD - DVD or CD ROM Containing Digital Data or Digital Image Files ETS - Enterprise Technology Services</p> <p>GARR - General Admin. Records Retention Schedule P - Permanent Numerals - Years in Addition to Current Year TO - Term of Office M - After Microfilming X - Vital Record</p>
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Unless otherwise noted all records are retained on Calendar Bi-Yearly basis.

All records that have potential permanent legal and historical value may be reviewed by the State Archivist for possible retention in the Alaska State Archives in accordance with AS 40.21.030. Accessioned records may be reappraised for permanent value every four years or at the archivist's discretion. Unless otherwise noted all records are non-confidential. The Mission of the Alaska Oil and Gas Conservation Commission is to protect the public interest in oil and gas resources and underground sources of drinking water.

Statutory Authority: AS 31.05 (Alaska Oil & Gas Conservation Act) & 20 AAC 25 (Alaska Oil & Gas Conservation Commission).
 This records schedule supersedes number 026001.

The Commission functions as the regulatory agency overseeing the underground operation of the Alaska oil industry on private and public lands and waters. Its responsibilities include regulating drilling and production of oil and gas to ensure that physical waste does not occur, protecting correlative rights of mineral interest owners, ensuring maximum ultimate recovery and managing the Class II Underground Injection Control program for oil and gas wells in Alaska.

NOTE: Per 4 AAC 59 it is the responsibility of departments to ensure that records created and maintained in electronic systems remain accessible for their full retention period. This requires taking into account the issues of refreshing, migration, security duplicates; and, analog/digital crosswalks in planning, implementing, and administering the electronic system. Back-ups produced for system recovery purposes do not serve a recordkeeping function and do not substitute for security copies of records.

Pursuant to the provision					
Division Director Daniel T Seamour, Jr.	State Archivist <i>D. Dawson</i>	Date 6/11/10	Attorney General <i>Craig Tilley</i>	Date 5/16/10	
Signature of Division Director <i>[Signature]</i>	Date 12/31/2009	Records Analyst <i>Christopher H. Hoos</i>	Date 1-26-2010	Commissioner of Administration <i>[Signature]</i>	Date 6/18/10

RECORDS RETENTION SCHEDULE CONTINUATION				SCHEDULE NUMBER			26002	
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Item No.		Retention			Disposition			Remarks
		Office	Offsite Storage	ETS Archives	State Archives	Destroy	Vital Record	
1	READING FILES (Arranged chronologically) Original Hardcopy Master Microfilm Work Microfilm	C - P	- - DVD	- - -	- P -	M - -	- X -	Consists of signed conservation orders, administrative approvals, letters to operators, inspections, outgoing letters and memos. Hardcopy destroyed after microfilm is certified "true and correct."
2	CONSERVATION ORDERS (Arranged chronologically) Original Hardcopy Document Imaging System RBDMS Relational Database	P P P	- - DVD	- P P	- - -	- - -	X X -	Conservation orders case files are scanned into the Commission's document imaging system as 300 dpi .tif images, but not microfilmed. The document imaging system is backed up to a duplicate server in Juneau, which is backed up incrementally every four hours and completely once per week by ETS. Inventory and summary information for Orders is entered into the Commission's RBDMS relational database, which resides on the Commission's RBDMS server. This server is backed up to the Commission's file/print server, which is backed up five times weekly by ETS at their Anchorage computing center. RBDMS database is also backed up to DVD at least once per week, and the DVD is transferred to offsite storage the next day. The original hardcopy files are retained indefinitely.
3	GAS DISPOSITION REPORTS (Arranged chronologically) Original Hardcopy Master Microfilm Work Microfilm Document Imaging System RBDMS Relational Database	C - P P P	- - - - DVD	- - - P P	- P - -	M - - - -	- X - - X X	Gas disposition files are scanned into the Commission's document imaging system as 300 dpi .tif images. The document imaging system is backed up to a duplicate server in Juneau (see Item 2). Hardcopies are destroyed or recycled after microfilm is certified "true and correct" and they have been scanned into the Commission's document imaging system.
4	SURETY & PERSONAL BOND FILES (Arranged chronologically) Original Hardcopy Document Imaging System	P P	- -	- P	- -	- -	X X	Surety and personal bond files are scanned into the Commission's document imaging system as 300 dpi .tif images, but not microfilmed. The document imaging system is backed up to a duplicate server in Juneau (see Item 2). Hardcopy files are retained indefinitely in the Commission's vault.
5	WELL HISTORY FILES (Arranged by Permit Number) Original Hardcopy Master Microfilm Work Microfilm Document Imaging System	P* - P P	P* - - DVD	- - - P	- P - -	- - - -	X - - X	Well history files are scanned into the Commission's document imaging system as 300 dpi .tif images. The document imaging system is backed up to a duplicate server in Juneau (see Item 2). Hardcopy files are retained indefinitely in the Commission's vault. *Well history files from selected, plugged and abandoned development and service wells are stored offsite at Alaska Archives.

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6	WELL LOGPRINTS (Arranged by Permit Number) Original Hardcopy	P*	P**	-	-	*	X*	<p>Printed and reproducible or electronic copies of well logs are required from each wellbore by 20 AAC 25.071. Copies from exploratory and stratigraphic wellbores are held confidential for 25 months per AS 31.05.035 and are stored in the Commission's vault. When released to the public record, the printed and reproducible copies are moved to the Commission's well history file room. These printed and reproducible copies are retained indefinitely.</p> <p>*Selected logs with no long-term value are destroyed according to the attached list after cataloging. **Logs from selected, plugged and abandoned development and service wells are stored offsite at Alaska Archives.</p>	
7	WELL LOG DIGITAL DATA (Arranged by Index Number) Original Digital Media Commission Geoscience Workstation	C P	- -	- P	- -	1,5* -	X X	<p>Digital data for most logs run after 1986 have been imported to the Commission's geoscience workstations, which are backed up to tape once per week to the Commission's file/print server. This server is backed up five times weekly by ETS at their Anchorage computing center. This dataset also includes down hole directional survey data and electronic copies of well logs (see Item 6). CDs containing these data are provided by the operating companies. CDs from exploratory and stratigraphic test wells are destroyed after 5 years. CDs from production and service wells are destroyed after 1 year.</p> <p>*Production and service data on DVD/CD disks are destroyed 1 year after receipt and uploading to Commission's geoscience workstations; exploratory and stratigraphic data destroyed 5 years after release to public record.</p>	
8	WELL & PRODUCTION DIGITAL DATA (Arranged by API Number) RBDMS Relational Database	P	DVD	P	-	-	X	<p>Digital data for well production, injection, disposal, storage, gas disposition, inspections, data inventories and construction are stored in the RBDMS database on the Anchorage RBDMS server. This server is backed up to the Commission's file/print server, which is backed up five times weekly by ETS at their Anchorage computing center. This database is also backed up to DVD at least once per week, and the DVD is transferred to offsite storage the next day.</p>	
9	CORE CHIP & CUTTINGS SAMPLES (Arranged by Permit) Original Samples RBDMS Relational Database	C P	P DVD	- P	- -	- -	X X	<p>Samples from exploratory and stratigraphic wells are held confidential for 25 months per AS 31.05.035. Samples from non-confidential wellbores is archived at the Alaska Geologic Materials Center in Eagle River. An inventory of these samples is maintained in the Commission's RBDMS database, which resides on the Commission's RBDMS server, which is backed up as described in Item 2.</p>	

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10	FIELD FILES (Arranged Alphabetically) Original Hardcopy Master Microfilm Work Microfilm	P - P	- - DVD	- - -	- P -	- - -	X X -	Includes general correspondence, pressure maintenance records, meter proving records, and information presented in technical meetings. Original hardcopies are retained in the Commission's files.
11	PRODUCTION REPORTS (Arranged chronologically) Original Hardcopy Master Microfilm Work Microfilm Document Imaging System	C - P P	- - - DVD	- - - P	- P -	M - -	- - - X	Production are scanned into the Commission's document imaging system as 300 dpi .tif images. The document imaging system is backed up as described in Item 2. Hardcopies of these files are destroyed or recycled after microfilm is certified "true and correct" and they have been scanned.
12	GENERAL ADMINISTRATIVE RECORDS Original Hardcopy Master Microfilm Work Microfilm Document Imaging System	GARR* - GARR* P**	- - - DVD	- - - P	- GARR* -	- GARR*	- - - -	Includes general correspondence regarding petroleum industry companies, government agencies, associations and organizations. Also includes policies and procedures, inspector's field reports, publications, grants, and meeting minutes. *Commission staff will follow retention periods listed in the General Administrative Records Retention Schedule (GARR). *Any accounting, personnel or payroll information will follow the GARR. **All administrative correspondence is coded and scanned into the Commission's document imaging system as 300 dpi .tif images. This system is backed up as described in Item 2.
13	Email Original Electronic Copy Original Hardcopy	C P	- -	P P*	- -	- -	X X	Correspondence regarding Commission business processes. All Commission personnel will follow current Department of Administration / Records Management. Hardcopies of pertinent business-related correspondence will be printed and permanently retained in the Commission's reading, order, report, bond, well history, field, production or administrative files. *Well history files from selected, plugged and abandoned development and service wells are stored offsite at Alaska Archives.