



Department of Education and Early Development
 Division of Libraries, Archives & Museums
 Alaska State Archives/Records & Information Management Service (ASA/RIMS)
 P.O. Box 110525, 141 Willoughby Avenue
 Juneau, AK 99811-0525
 T: (907) 465-2317/2275
 F: (907) 465-2465

STATE OF ALASKA

Records Retention and Disposition Schedule

Agency I.D: 341 Schedule No: 10-341.1

DEPARTMENT OF NATURAL RESOURCES
 DIVISION OF OIL & GAS

341 - DIRECTOR'S OFFICE/ADMINISTRATION/LEASING/EVALUATIONS

The agency will follow retention periods for common records as listed in the most current State of Alaska General Administrative Records Retention and Disposition Schedule (GARRDS), unless those records have been listed on this schedule.

Unless otherwise noted all records series may contain confidential data under AS.38.05.035(a)(9). It supersedes #100403.

All records that have potential permanent legal and historical value may be reviewed by the State Archivist for possible permanent retention in the State Archives in accordance with AS 40.21.030.

Under 4 AAC 59.005, it is the responsibility of agencies to ensure that records created and maintained in electronic systems remain accessible and durable for their prescribed retention period. This requires addressing the issues of periodic media refreshment, digital migration strategies and security plans. Backups produced for system recovery purposes do not serve a recordkeeping function or substitute for archived business essential duplicates.

Pursuant to the provisions of AS 40.21 and 4 AAC 59, the records listed on this schedule are approved for retention and disposition as indicated.

Division Director	Signature of Division Director		Date
	*		12/27/96
Attorney General/Designee	Date	Commissioner of Administration/Designee	Date
*	1/8/97	*	1/16/97
State Archivist	Date	Records Analyst	Date
*	1/21/97	*	12/19/97

* Original signatures held on file.

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>001 - Unitization Files This series documents the application and agency approval of unit agreements involving state oil and gas leases and may include: public notices and comments; copy of Commissioner's decisions; unit plans for exploration and development; annual reports; unit modifications; certifications of well test results; and communitization of drilling and development contracts.</p> <p>Arranged alphabetically by unit name.</p>		PA	Y	This series documents oil and gas development in Alaska. Annual accrual rate is approximately 1.5 cubic feet.
<p>002 - Bond Files This series consists of corporate surety bonds or personal bonds required for oil and gas leases and/or permits and bond requirements prior to commencement of operations.</p> <p>Arranged by bond file number.</p>		C+15	Y	C = Until bond is terminated. Annual accrual rate is approximately 1 cubic foot.
<p>003 - Qualification Files This series documents the qualifications of those applying for, holding or transferring oil and gas leases or permits.</p> <p>Arranged by qualification file number.</p>		C+15		C = Until no longer current. There is no confidential material in this series. Annual accrual rate is approximately .5 cubic foot.
<p>004 - Oil/Gas/Geothermal Lease Sale Administration Files This series documents the agency's preparation and conduct of oil and gas lease sales and includes: correspondence; social, economic and environmental analyses; best interest findings; tract maps; environmental stipulations and terms; public notices; bid results and awards; information requests; and sale title reports.</p> <p>Arranged by sale number.</p>		PA	Y	This series documents oil and gas development in Alaska. Annual accrual rate is approximately 2.5 cubic feet.

You can transfer records to an approved records center at any point - complete a Records Transfer List (RTL) and submit it to your Records Officer for approval.

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Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>005.1 - Oil/Gas/Geothermal Lease Case Files (Original) This series consists of the individual lease files resulting from a competitive or noncompetitive lease and includes the following: correspondence; ownership data; lessee notifications; bids; awards; lease assignments; receipts; and payment data. Also includes Net-Profit Share Leases and Underground Storage Lease per 11 AAC 83.505.</p> <p>Arranged by ADL number.</p>		C+50	Y	C = Until case is closed. Records are microfilmed annually. Justification For 100 Year Retention: Administrative need. Annual accrual rate is approximately 3 cubic feet.
<p>005.2 - Oil/Gas/Geothermal Lease Case Files (Master Microfilm) This series consists of the individual lease files resulting from a competitive or noncompetitive lease and includes the following: correspondence; ownership data; lessee notifications; bids; awards; lease assignments; receipts; and payment data. Also includes Net-Profit Share Leases and Underground Storage Lease per 11 AAC 83.505.</p> <p>Arranged by ADL number.</p>	M	100	Y	
<p>005.3 - Oil/Gas/Geothermal Lease Case Files (Microfilm Jacketed Copy) This series consists of the individual lease files resulting from a competitive or noncompetitive lease and includes the following: correspondence; ownership data; lessee notifications; bids; awards; lease assignments; receipts; and payment data. Also includes Net-Profit Share Leases and Underground Storage Lease per 11 AAC 83.505.</p> <p>Arranged by ADL number.</p>	M	100		

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<p>006 - Noncompetitive Geothermal Prospecting Permit Files This series documents the agency's issuance of geothermal prospecting permits. Arranged by ADL number.</p>		C+50	Y	C = Until permit expires. Annual accrual rate is less than .25 cubic foot. Justification For "C+50" Retention: Administrative need. ADL = Alaska Division of Lands.
<p>007 - Plan of Operation Files This series documents the agency's review and Commissioner's approval of oil and gas lessee plans of operation and includes: applications for approval; plans of operation and amendments; copies of applicable permits; plats; maps; drawings; correspondence; and lessee's final report. Arranged by operation number.</p>		C+50	Y	C = Until lease is terminated. Annual accrual rate is approximately one cubic foot. Justification For "C+50" Retention: Administrative need.
<p>008 - Seismic and Miscellaneous Land Use Permit Files This series documents the agency's issuance of permits and includes: applications with supporting documentation; extension or modification requests; correspondence; and completion statements. Arranged by MLUP number.</p>		C		C = Until administrative need is met. Annual accrual rate is approximately one cubic foot.
<p>009 - Seismic Exploration Data This series consists of the seismic exploration and stratigraphic test data submitted by MLUP permittees and may include: navigation tapes; velocity spectra; and final stack, true amplitude and migrated sections.</p>		C		C = Until obsolete or administrative need is met. This entire series is confidential. Annual accrual rate is approximately 2 cubic feet.

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<p>010 - In-Kind Royalty Oil and Gas Sale Contract Files This series documents the agency's sale of oil and gas royalties taken in kind. Arranged by file number.</p>		C+50		<p>C = Until contract is terminated. Annual accrual rate is approximately 2 cubic feet. Justification For "C+50" Retention: Administrative need.</p>
<p>011 - Producer's Monthly Royalty Reports This series consists of oil and gas production reports from regular lease holders. Arranged alphabetically by company.</p>		PA		<p>This series documents oil and gas development in Alaska. Annual accrual rate is approximately 2.5 cubic feet.</p>
<p>012 - Net-Profit Share Monthly Reports This series consists of oil and gas production reports from net-profit share lease (NPSL) holders. Arranged by ADL number.</p>		C+10		<p>C = Until production ceases. Reports are destroyed upon relinquishment, termination, or expiration of NPSL's. The NPSL Reports that are transferred to the records center are for outdated reports associated with active leases. Annual accrual rate is approximately 5 cubic feet.</p>
<p>013 - Meter Log Summaries and Proof Reports This series consists of inspection and calibration reports for producing wells.</p>		C		<p>C = Until administrative need is met.</p>
<p>014 - Meter Run Tickets This series is used to verify the producer's monthly royalty report. Arranged alphabetically by field.</p>		10		<p>Annual accrual rate is approximately one cubic foot.</p>

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<p>015 - Federal Monthly Royalty Reports (Copies) This series consists of monthly royalty reports submitted by federal lease holders to the US Minerals Management Service and is used to verify the state's share of federal royalties.</p> <p>Arranged monthly by field.</p>		50		<p>Annual accrual rate is approximately 2.5 cubic feet.</p> <p>Justification For 50 Year Retention: Administrative need.</p>
<p>016 - Federal Offshore and Onshore Valuation Decisions (Copies) This series consists of US Minerals Management Service Decisions.</p> <p>Arranged by file number.</p>		50		<p>Annual accrual rate is approximately .5 cubic foot.</p> <p>Justification For 50 Year Retention: Administrative need.</p>
<p>017 - Electronic Databases These sections maintain and administer numerous databases containing geologic and geophysical data, accounting records and administrative tracking information.</p>		C	Y	<p>C = Until information is obsolete or administrative need is met.</p> <p>Recommend offsite security storage for system backup.</p>

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