



DEPARTMENT OF EDUCATION
 Division of Libraries, Archives & Museums
 Archives and Records Management Services
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Schedule Number: 100403

Agency Id: 341

STATE OF ALASKA

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RECORDS RETENTION SCHEDULE

**DEPARTMENT OF NATURAL RESOURCES
 DIVISION OF OIL AND GAS**

**DIRECTOR'S OFFICE/ADMINISTRATION;
 LEASING/EVALUATIONS;
 LEASE ADMINISTRATION/ROYALTY ACCOUNTING**

KEY

- | | |
|----------------------------------|---|
| A - After Audit | Numerals - Years in Addition to Current Year |
| CFY - Current Fiscal Year | TO - Term of Office |
| CY - Current Year | M - After Microfilming |
| P - Permanent | C - Current/or as defined |

The agency intends to follow retention periods of records listed in *State of Alaska General Administrative Records Schedule #000100*; therefore, those records have not been repeated on this schedule.

Unless otherwise noted, all records are retained on a **Calendar** year basis.

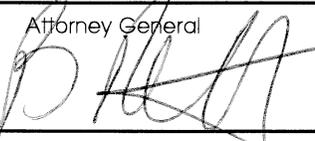
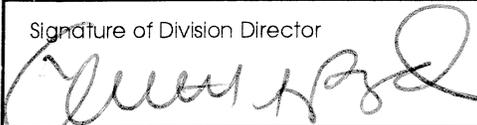
All records have potential permanent legal and historical value and may be reviewed by the State Archivist for possible permanent retention in the Alaska State Archives in accordance with AS 40.21.030.

Unless otherwise noted all records may contain confidential data per AS.38.05.035(a)(9).

Statutory/Regulatory Authority: AS 38.05.05-40; AS 38.05.131-184; AS 38.05.910-965; AS 38.06. This Division collects and analyzes geologic, seismic, and geophysical data; prepares best interest findings for, schedules, and conducts oil/gas lease sales; adjudicates, issue/denies, and administers oil/gas leases, unit agreements, plans of operations, and miscellaneous land use permits (MLUP); and collects and accounts for the State's oil/gas royalties, both in-kind and in-value.

This records schedule supercedes *Records Retention Schedule #100402* (Leasing and Royalty) and *#100502* (Director and Administration).

Pursuant to the provisions of AS 40.21, the records listed below are approved for retention and disposition as indicated.

| | | | | | |
|--|---|--------------------------------|------------------|---|-----------------|
| Typed Name Division Director Kenneth A. Boyd | State Archivist  | | Date 1/21/97 | Attorney General  | Date 1/8/97 |
| Signature of Division Director  | Date 12/27/96 | Records Analyst Dean Dawson | Date 12/19/96 | Commissioner of Administration Donald Wainio for Mark Boyer | Date 1/16/97 |

| | | Retention | | Disposition | | | AgencyId 341 |
|-----------|---|-----------|----------------|----------------|---------|--------------|--|
| Item No. | Record Series Title & Description | Office | Records Center | State Archives | Destroy | Vital Record | Remarks |
| 01 | <p>Unitization Files:</p> <p>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. Arranged alphabetically by unit name.</p> | C+2 | 10 | P | - | X | <p>C=Until agreement is terminated. Unit agreements are valid for five years unless extended.</p> <p>NOTE: This series documents oil and gas development in Alaska.</p> <p>Annual accrual rate is approximately 1.5 cubic feet.</p> |
| 02 | <p>Bond Files:</p> <p>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. Arranged by bond file number.</p> | C+5 | 10 | - | C+15 | X | <p>C=Until bond is terminated.</p> <p>Annual accrual rate is approximately 1 cubic foot.</p> |
| 03 | <p>Qualification Files:</p> <p>This series documents the qualifications of those applying for, holding or transferring oil and gas leases or permits. Arranged by qualification file number.</p> | C+5 | 10 | - | C+15 | | <p>C=Until no longer current.</p> <p>NOTE: There is no confidential material in this series.</p> <p>Annual accrual rate is approximately .5 cubic foot.</p> |

RECORDS RETENTION SCHEDULE CONTINUATION

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| Item No. | Record Series Title & Description | Office | Records Center | State Archives | Destroy | Vital Record | Remarks |
|----------|---|-------------|----------------|----------------|------------------|--------------|---|
| 04 | <p>Oil/Gas/Geothermal Lease Sale Administration Files:</p> <p>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. Arranged by sale number.</p> | C | 5 | P | - | X | <p>C=Until obsolete, superceded or administrative need is met.</p> <p>NOTE: This series documents oil and gas development in Alaska.</p> <p>Annual accrual rate is approximately 2.5 cubic feet.</p> |
| 05 | <p>Oil/Gas/Geothermal Lease Case Files (Original):</p> <p>(Master Microfilm):</p> <p>(Microfilm Jacketed Copy):</p> <p>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. Arranged by ADL number.</p> | C - P | 50 100 - | - - - | C+50 100 - | X X | <p>C=Until case is closed. Records are microfilmed annually</p> <p>Justification For 100 Year Retention: Administrative need.</p> <p>Annual accrual rate is approximately 3 cubic feet.</p> |
| 06 | <p>Noncompetitive Geothermal Prospecting Permit Files:</p> <p>This series documents the agency's issuance of geothermal prospecting permits. Arranged by ADL number.</p> | C | 50 | - | C+50 | X | <p>C=Until permit expires.</p> <p>Annual accrual rate is less than .25 cubic foot.</p> <p>Justification For "C+50" Retention: Administrative need.</p> <p>ADL: Alaska Division of Lands.</p> |

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| 07 | <p>Plan of Operation Files:</p> <p>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 | - | C+50 | X | <p>C=Until lease is terminated.</p> <p>Annual accrual rate is approximately one cubic foot.</p> <p>Justification For "C+50" Retention: Administrative need.</p> |
| 08 | <p>Seismic and Miscellaneous Land Use Permit Files:</p> <p>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 | | <p>C=Until administrative need is met.</p> <p>Annual accrual rate is approximately one cubic foot.</p> |
| 09 | <p>Seismic Exploration Data:</p> <p>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 | | <p>C=Until obsolete or administrative need is met.</p> <p>NOTE: This entire series is confidential.</p> <p>Annual accrual rate is approximately 2 cubic feet.</p> |

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| Item No. | Record Series Title & Description | Office | Records Center | State Archives | Destroy | Vital Record | Remarks |
| 10 | <p>In-Kind Royalty Oil and Gas Sale Contract Files:</p> <p>This series documents the agency's sale of oil and gas royalties taken in kind. Arranged by file number.</p> | C+6 | 44 | - | C+50 | X | <p>C=Until contract is terminated.</p> <p>Annual accrual rate is approximately 2 cubic feet.</p> <p>Justification For "C+50" Retention: Administrative need.</p> |
| 11 | <p>Producer's Monthly Royalty Reports:</p> <p>This series consists of oil and gas production reports from regular lease holders. Arranged alphabetically by company.</p> | 6 | 44 | P | - | | <p>NOTE: This series documents oil and gas development in Alaska.</p> <p>Annual accrual rate is approximately 2.5 cubic feet.</p> |
| 12 | <p>Net-Profit Share Monthly Reports:</p> <p>This series consists of oil and gas production reports from net-profit share lease (NPSL) holders. Arranged by ADL number.</p> | C | 10 | - | C+10 | | <p>C=Until production ceases.</p> <p>NOTE: 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.</p> <p>Annual accrual rate is approximately 5 cubic feet.</p> |

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| 13 | <p>Meter Log Summaries and Proof Reports: This series consists of inspection and calibration reports for producing wells.</p> | C | - | - | C | | C=Until administrative need is met. |
| 14 | <p>Meter Run Tickets: This series is used to verify the producer's monthly royalty report. Arranged alphabetically by field.</p> | 1 | 9 | - | 10 | | Annual accrual rate is approximately one cubic foot. |
| 15 | <p>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. Arranged monthly by field.</p> | 6 | 44 | - | 50 | | <p>Annual accrual rate is approximately 2.5 cubic feet.</p> <p>Justification For 50 Year Retention: Administrative need.</p> |

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| Item No. | Record Series Title & Description | Office | Records Center | State Archives | Destroy | Vital Record | Remarks |
| 16 | <p>Federal Offshore and Onshore Valuation Decisions (Copies):</p> <p>This series consists of US Minerals Management Service Decisions. Arranged by file number.</p> | 6 | 44 | - | 50 | | <p>Annual accrual rate is approximately .5 cubic foot.</p> <p>Justification For 50 Year Retention: Administrative need.</p> |
| 17 | <p>ELECTRONIC DATABASES:</p> <p>These sections maintain and administer numerous databases containing geologic and geophysical data, accounting records and administrative tracking information.</p> | C | - | - | C | X | <p>C=Until information obsolete or administrative need is met.</p> <p>Recommend offsite security storage for system backups.</p> |
| 18 | <p>GENERAL ADMINISTRATIVE FILES</p> <p>Includes administrative records related to budget, fiscal accounting, purchases, grants and contracts, personnel, general correspondence, regulation files, reading files, etc. This agency intends to follow the retention times established by the <i>General Administrative Records Retention Schedule</i>.</p> | | | | | | <p>NOTE: Correspondence maintained in electronic format must meet same retention requirements as hard copy documents. If electronic document is a draft or duplicate of finalized copy which is filed elsewhere, deletion or destruction may follow administrative need.</p> |