

STATE OF ALASKA

RECORDS RETENTION SCHEDULE

Department of Commerce, Community, and Economic Development Alaska Oil and Gas Conservation Commission

Authority: Under AS 40.21.060(4) and AS 40.21.110, the agency shall retain and otherwise manage records in accordance with this schedule.

If this schedule does not cover a record, the agency shall retain and otherwise manage records in accordance with the most current *State of Alaska General Administrative Records Retention Schedules*. If this schedule and the *General Administrative Records Retention Schedules* do not cover a record, the agency must obtain approval to dispose of the record from the Records and Information Management Service.

Disposition: The agency may not destroy permanent records. Notwithstanding any retention period in this schedule or the *Alaska General Records Retention Schedules*, the agency must retain records relevant to ongoing or foreseeable investigations, audits or lawsuits, or responsive to a pending public records request.

Archival Value: Under AS 40.21.030(a)(3), the State Archivist may review for permanent retention all records with potential permanent legal or historical value. All records created prior to 1960 must be retained for review by the Alaska State Archives. This retention schedule does not authorize the transfer of records to any repository other than the Alaska State Archives (AS 40.21.030).

Format and Media: Under AS 40.21.150(6), the retention periods listed on this schedule apply to all electronic and non-electronic records. The agency may store a record in any format as long as the record remains readable and accessible for its retention period. See 4 AAC 59.005.

Accordingly, the agency must, as necessary, periodically update storage media, adopt migration strategies, and implement security plans. Backups produced for data recovery purposes do not serve a recordkeeping function or substitute for archived business essential duplicates.

Essential Designation: Under AS 40.21.060, the agency shall identify, segregate and protect essential records vital to the continuing operation of the agency in the event of natural or man-made disasters. See 4 AAC 59.005(a)(8) and 4 AAC 59.010(5)(E).

Copies: Do not retain copies preserved for convenience or for business essential or data recovery purposes for longer than the retention period of the record copy. See AS 40.21.150(6).

Supersedence: This schedule supersedes: 26002, Department of Administration; Alaska Oil and Gas Conservation Commission

Pursuant to the provisions of AS 40.21.030 (b)(10) and 4 AAC 59.005, the records listed on this schedule are approved for retention and disposition as indicated.		Agency CEO/ Division Director <i>Original signature held on file.</i>	Date: 10/22/2019
		Jessie Chmielowski, Commissioner, Oil and Gas Conservation Commission	
Attorney General/Designee <i>Original signature held on file.</i>	Date: 12/17/2019	Commissioner of Administration/Designee <i>Original signature held on file.</i>	Date: 10/31/2019
Alan Birnbaum, Chief Assistant Attorney General, Department of Law		Hans Zigmund, Division Director, Division of Finance, Department of Administration	
State Archivist <i>Original signature held on file.</i>	Date: 12/20/2019	Records Analyst <i>Original signature held on file.</i>	Date: 12/20/2019
Karen Gray, State Archivist		Jennifer Treadway, State Records Manager	

Item #	Record Series Title and Description	Retention	Essential	Retention Notes
1	<p>Orders</p> <p>Record Series includes inventory and summary information for the Orders. Orders issued by the Alaska Oil and Gas Conservation Commission (AOGCC) that govern drilling, operating, producing, and reporting practices within a specified oil or gas pool. These orders also include regulation packages, decisions and orders on violations.</p>	Permanent	Yes	Retain records permanently in the office.
2	<p>Gas Disposition Reports</p> <p>Monthly Reports that itemize produced gas allocation and tied to gas production.</p>	Permanent	Yes	Retain records permanently in the office.
3	<p>Qualification Files</p> <p>Business records that include power of attorneys, required operator forms and bonds.</p>	Permanent	Yes	Retain records permanently in the office.
4	<p>Well History Files</p> <p>Assemblage of files that contain all submitted forms and pertinent email communication regarding each well. Arranged by permit number.</p>	Permanent	Yes	Retain records permanently in the office.

Item #	Record Series Title and Description	Retention	Essential	Retention Notes
5	<p>Well Logs</p> <p>Series includes graphic presentations of subsurface measurements or information that is plotted against a depth scale. Information may include, but is not limited to, gamma ray curves and neutron density.</p> <p>Arranged by permit number.</p>	Permanent	Yes	<p>Retain records permanently in the office.</p> <p>For exploratory and stratigraphic test wells: Confidential for 25 months or release date, whichever is later, per AS 31.05.035.</p>
6	<p>Well Log Digital Data, Commission Geoscience Workstation</p> <p>This record series consists of data recorded from wells by operating companies. Digital data for most logs run after 1986 have been imported into the Alaska Oil and Gas Conservation Commission’s (AOGCC) databases and geoscience workstations.</p> <p>This dataset also includes downhole directional survey data and electronic copies of well logs (see Item 5).</p> <p>Arranged by index number.</p>	Permanent	Yes	<p>Retain records permanently in the office.</p> <p>For exploratory and stratigraphic test wells: Confidential for 25 months or release date, whichever is later, per AS 31.05.035.</p>
7	<p>Well and Production Digital Data</p> <p>This record series includes digital data for well production, injection, disposal, storage, gas disposition, inspections, data inventories and construction records.</p> <p>Arranged by American Petroleum Institute (API Number).</p>	Permanent	Yes	<p>Retain records permanently in the office.</p>

Inactive Records may be transferred to an approved records center at any time. Complete a Records Transfer List (RTL) and submit to your Records Officer for approval.

Item #	Record Series Title and Description	Retention	Essential	Retention Notes
8	<p>Core Chips and Cuttings Samples</p> <p>Record series consists of samples from exploratory, stratigraphic, and development wells.</p> <p>Arranged by sample set number.</p>	Permanent	Yes	<p>Retain records temporarily in the office.</p> <p>Samples from exploratory and stratigraphic wells are confidential for 25 months or release date, whichever is later, per AS 31.05.035.</p> <p>Upon release, chip and cuttings samples are transferred to the Geologic Materials Center for permanent retention.</p>
9	<p>Core Chips and Cuttings Data</p> <p>Record series consists of measured data and descriptions from core chip and cuttings samples.</p> <p>Arranged by permit number (paper) or index number (digital data).</p>	Permanent	Yes	<p>Retain records permanently in the office.</p> <p>Data from exploratory and stratigraphic wells are confidential for 25 months or release date, whichever is later, per AS 31.05.035.</p>
10	<p>Field Files</p> <p>This series consists of records received from operators, and includes general correspondence, inspections, maintenance and meter proving records, notices of violations, development plans, annual report and information presented in technical meetings.</p> <p>Arranged alphabetically.</p>	Permanent	Yes	<p>Retain records permanently in the office.</p>

Inactive Records may be transferred to an approved records center at any time. Complete a Records Transfer List (RTL) and submit to your Records Officer for approval.

Item #	Record Series Title and Description	Retention	Essential	Retention Notes
11	<p>Production Reports</p> <p>This series consists of monthly reports quantifying production and injection volumes according to Alaska Oil and Gas Conservation Commission (AOGCC) approved allocation meters reported by well in a Field/Pool grouping.</p> <p>Arranged chronologically by field.</p>	Permanent	Yes	Retain records permanently in the office.