

STATE OF ALASKA

RECORDS RETENTION SCHEDULE

Department of Natural Resources
Division of Oil and Gas

Authority: Under 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: 10-341.1, Department of Natural Resources, Division of Oil & Gas, Director's Office/Administration/Leasing/Evaluations

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> Chantal Walsh, Director, Department of Natural Resources, Division of Oil and Gas	Date: 6/28/2017
Attorney General/Designee <i>Original signature held on file.</i>	Date: 1/10/2018	Commissioner of Administration/Designee <i>Original signature held on file.</i>	Date: 7/25/2017
Alan Birnbaum, Chief Assistant Attorney General, Department of Law		Scot Arehart, Director, Division of Finance, Department of Administration	
State Archivist <i>Original signature held on file.</i>	Date: 1/19/2018	Records Analyst <i>Original signature held on file.</i>	Date: 1/19/2018
Karen Gray, State Archivist		Karen Gray, State Records Manager	

Department of Natural Resources; Division of Oil and Gas

Item #	Record Series Title and Description	Retention	Essential	Retention Notes
1	<p>Unitization Records</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, copies 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>	Permanent	Yes	Retain records permanently in the office.
2	<p>Bond Records</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.</p>	Permanent	Yes	Retain records permanently in the office.
3	<p>Qualification Records</p> <p>This series documents the qualifications of those applying for, holding or transferring oil and gas leases or permits.</p>	15	Yes	Dispose of records fifteen years after calendar year lease sale closed.
4	<p>Oil/Gas/Geothermal Lease Sale Administration Records</p> <p>This series documents the agency's preparation and conduct of oil, gas and geothermal lease sales and includes: correspondence; social, economic and environmental analyses; best interest findings; tract maps; environmental stipulations and terms; public notices; and bid results.</p>	Permanent	Yes	Transfer records to State Archives five years after obsolete or superseded.

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.

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Item #	Record Series Title and Description	Retention	Essential	Retention Notes
5	<p>Oil/Gas/Geothermal Lease Case Records</p> <p>This series consists of the individual lease files resulting from a competitive or noncompetitive lease and includes the following: correspondence; lessee notifications; bids; awards; and lease assignments. Also includes Net-Profit Share Leases and Underground Storage Leases per 11 AAC 83.505.</p>	50	Yes	Dispose of records fifty years after close of lease case.
6	<p>Noncompetitive Geothermal Prospecting Permit Records</p> <p>This series documents the agency's issuance of geothermal prospecting permits.</p>	50	Yes	Dispose of records fifty years after permit expires.
7	<p>Plan of Operation Records</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.</p>	Permanent	Yes	Retain records permanently in the office.
8	<p>Seismic and Miscellaneous Land Use Permit (MLUP) Records</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.</p>	Permanent		Retain records permanently in the office.

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Item #	Record Series Title and Description	Retention	Essential	Retention Notes
9	<p>Seismic Exploration Data</p> <p>This series consists of the seismic exploration and stratigraphic test data submitted by Miscellaneous Land Use Permit (MLUP) permittees (AAC 96.210) for the purpose of managing the leasing, exploration and development of oil and gas resources. Records may include: navigation tapes; velocity spectra; and final stack, true amplitude and migrated sections.</p>	Permanent		Retain records permanently in the office.
10	<p>In-Kind Royalty Oil and Gas Sale Contract Records</p> <p>This series documents the agency's sale of oil and gas royalties taken in kind.</p>	50		Dispose of records fifty years after contract terminated.
11	<p>Royalty Oil Reports</p> <p>This series consists of reports from producers and lease holders and includes: Producer's Monthly Royalty Reports, Net-Profit Share Monthly Reports, Meter Log Summaries and Proof Reports, and Meter Run Tickets.</p>	Permanent		Retain records permanently in the office.
12	<p>Federal Monthly Royalty Reports</p> <p>This series consists of monthly royalty report copies submitted by federal lease holders to the US Minerals Management Service and is used to verify the state's share of federal royalties.</p>	50		Dispose of records fifty years after month received.

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Item #	Record Series Title and Description	Retention	Essential	Retention Notes
13	<p>Federal Offshore and Onshore Valuation Decisions Records</p> <p>This series consists of US Minerals Management Service Decisions.</p>	2		Dispose of records two years after quarter created.
14	<p>Electronic Databases</p> <p>This series consists of oil and gas specific databases. Databases include, but are not limited to, geologic and geophysical data, accounting records, business processes and administrative tracking information.</p>	Permanent	Yes	Retain records permanently in the office per AS 38.05.035(A)(12)
15	<p>Well Data Records</p> <p>This series consists of hardcopy well logs submitted under the State of Alaska Oil and Gas Lease Form, numeric log curve and survey data, and numeric log curve data represented by well log files. Records contain both the original digital data submitted to the agency as well as versions of the data in use by agency staff.</p>	Current		Retain data until obsolete or superseded.
16	<p>State Royalty Audits</p> <p>This series documents the agency's audits of oil and gas royalty payments from lessees and final resolution of those audits.</p>	Permanent	Yes	Retain records permanently in the office.

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Item #	Record Series Title and Description	Retention	Essential	Retention Notes
17	<p>State Net Profit Sharing Lease (NPSL) Audits</p> <p>This series documents the agency's audits of oil and gas net profit share lease reports and payments from lessees and final resolution of those audits.</p>	Permanent	Yes	Retain records permanently in the office.
18	<p>Petroleum Systems Integrity Office (PSIO) Records</p> <p>The Petroleum Systems Integrity Office (PSIO), established in 2007 and sunsetted in 2015.</p> <p>Records include correspondence and reports regarding incidents, integrity management, design, and inspection. Some reports are submitted by operators or third-party entities hired to research the event. Some are binders that include correspondences and investigation trip reports regarding incidents, put together by former/current state employees.</p> <p>Integrity Management reports submitted by operators include corrosion monitoring efforts, quality assurance programs, and c-plans.</p> <p>Reports regarding the design, engineering and/or inspection results of oil and gas infrastructure are submitted by operations</p>	Permanent	Yes	Transfer records to State Archives twenty years after date of sunset.
19	<p>Royalty Settlement Agreements</p> <p>This series documents various royalty settlement agreements and amendments. These documents govern royalty valuation for litigated State of Alaska leases.</p>	Permanent	Yes	Retain records permanently in the office.

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Item #	Record Series Title and Description	Retention	Essential	Retention Notes
20	<p>Tax Credit Data</p> <p>This series consists of geological, geophysical, engineering, and financial information submitted by AS 43.55 tax credit applicants.</p>	Permanent	Yes	Retain records permanently in the office.
21	<p>Oil and Gas Exploration Incentive Credit Data</p> <p>This series consists of geological, geophysical, engineering, and financial information submitted by AS 41.09 Oil and Gas Exploration Incentive Credit applicants.</p>	Permanent	Yes	Retain records permanently in the office.
22	<p>Exploration Incentive Credit Data</p> <p>This series consists of geological, geophysical, engineering, and financial information submitted by AS 38.05.180(i) Incentive Credit applicants.</p>	Permanent	Yes	Retain records permanently in the office.
23	<p>Exploration License Data</p> <p>This series consists of geologic and geophysical information submitted by Exploration License Lessees under 11 AAC 82.981.</p>	Permanent	Yes	Retain records permanently in the office.
24	<p>Purchased and Licensed Data</p> <p>This series consists of geologic, geophysical and engineering information purchased and licensed.</p>	Permanent	Yes	Retain records permanently in the office.

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Item #	Record Series Title and Description	Retention	Essential	Retention Notes
25	<p>Donated Data</p> <p>This series consists of geologic, geophysical and engineering information received as a donation from corporations that are active in Alaska.</p>	Permanent	Yes	Retain records permanently in the office.
26	<p>Unitization Data</p> <p>This series consists of geologic, geophysical and engineering information submitted in connection with 11 AAC, Article 3: Unitization.</p>	Permanent	Yes	Retain records permanently in the office.
27	<p>Public Data</p> <p>This series consists of subsurface geologic, geophysical and engineering data that has been modified by staff in the division to be useful in subsurface interpretation. This modified data is available to the public.</p>	Permanent	Yes	<p>Retain records permanently in the office.</p> <p>Records may be confidential per AS 38.05.035 (a)(8)(C), AS 38.05.180(i), AS 40.25.100, AS 41.09.010(d), AS 43.05.230, AS 43.55.025(f)(2)(C), AS 43.55.025(f)(5), 11AAC 96.220, Competitive Oil & Gas Lease Form.</p>
28	<p>Leasing Spatial Data</p> <p>This series includes lease sale tracts, issued leases, active and non-active leases (oil, gas and geothermal bid results), digital data and hard copy maps for each state oil and gas lease sale.</p>	Permanent	Yes	<p>Retain records permanently in the office.</p> <p>Records may be confidential per AS 38.05.035 (a)(8)(C), Competitive Oil & Gas Lease Form.</p>
29	<p>Units Digital Spatial Data</p> <p>This series consists of Geographic Information System (GIS) data pertaining to Units, working interest ownerships, and oil and gas activity in a specific year.</p>	Permanent	Yes	<p>Retain records permanently in the office.</p> <p>Records may be confidential per AS 38.05.035 (a)(8)(C), Competitive Oil & Gas Lease Form.</p>

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Item #	Record Series Title and Description	Retention	Essential	Retention Notes
30	<p>Best Interest Findings Digital Spatial Data</p> <p>This series includes digital data compilations and interpretations of environmental, biological, species, and geologic information in the best interest finding areas as defined by the State.</p>	Permanent	Yes	<p>Retain records permanently in the office.</p> <p>Records may be confidential per AS 38.05.035 (a)(8)(C), Competitive Oil & Gas Lease Form.</p>
31	<p>Resource Evaluation Digital Spatial Data</p> <p>This series includes digital depictions and interpretations captured annually of geological, geophysical, engineering, geopolitical, and cultural information rendered in map or cross section format for the Resources Evaluation section. Records may include base mapping location data at surface (well locations, seismic navigation, leases, lease sale area and tract boundaries, land management and ownership boundaries, infrastructure, digital elevation models, and other surface features) as well as subsurface interpretation of geophysical and/or well data (structure, stratigraphy, seismic attributes, reservoir properties, hydrocarbon volume, and hydrocarbon recovery efficiency).</p>	Current	Yes	<p>Retain records until obsolete, superseded or administrative need has been met.</p> <p>Records may be confidential per AS 38.05.035 (a)(8)(C), AS 38.05.180(i), AS 40.25.100, AS 41.09.010(d), AS 43.05.230, AS 43.55.025(f)(2)(C), AS 43.55.025(f)(5), 11AAC 96.220, Competitive Oil & Gas Lease Form.</p>

Item #	Record Series Title and Description	Retention	Essential	Retention Notes
32	<p>Pipeline Right-of-Way Lease Case Files</p> <p>This records series consists of serialized case files and includes: applications, amendments, abstracts, Joint Pipeline Office (JPO) Document Concurrence forms, maps, plats, surveillance reports, confirmation/reports of telephone conversations, photographs, case file check lists, status plats, copies of series registers from Technical Services Division, preliminary decisions/final findings, other state agency analyses, commissioner decisions, environmental assessments, appraisals, news articles, contingency plans, accounting receipts, grants for easements, road access, case file check lists, and media releases.</p> <p>Records include water use permits issued under AS 46.15.030-185 and timber/material sales pursuant to AS 38.05.110-120. Records consist of applications, copies of permits, correspondence, agreements of billing maintenance, requests for transfer/refund, material site plans, maps, stipulations, case file abstracts/details, trip reports, Joint Pipeline Office (JPO) concurrence forms, check list forms, Land Administration System (LAS) printouts and reports.</p>	Permanent	Yes	Retain records permanently in the office.