

Schedule 100

OIL & GAS CONSERVATION COMMISSION

MAY 30, 1989

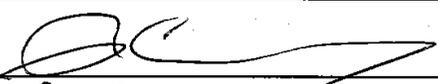
Nebraska Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508
(402) 471-2559

REQUEST FOR APPROVAL OF RECORDS RETENTION AND DISPOSITION SCHEDULE

SCHEDULE NUMBER	100
AGENCY, BOARD OR COMMISSION	OIL AND GAS CONSERVATION COMMISSION
DIVISION, BUREAU OR OTHER UNIT	
Supersedes Edition of July 31, 1985	

TO: STATE RECORDS ADMINISTRATOR STATE OF NEBRASKA
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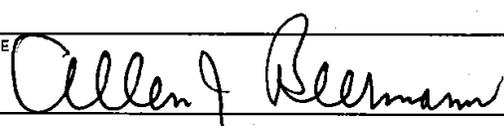
PART I — AGENCY STATEMENT

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.	
SIGNATURE 	
TITLE ROB COUBROUGH ADMINISTRATIVE ASSISTANT	DATE 5-22-89

PART II — ARCHIVAL APPROVAL

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.	
SIGNATURE  STATE ARCHIVIST	DATE 25 May 1989

PART III — APPROVAL BY STATE RECORDS ADMINISTRATOR

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.	
SIGNATURE  ADMINISTRATOR	DATE May 30, 1989

INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your records management guidelines for storing and disposing of agency records, **regardless of the media on which they reside**, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc. This schedule was written specifically for records unique to your office and the State Agencies General Records Schedule #124 contains those records common to most state government agencies. These retention schedules, which are approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

DISPOSING OF RECORDS

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over State Agencies General Records Schedule #124 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. If you wish, you may receive this form electronically by contacting the Records Management Division. This report establishes that the destruction was performed in your normal course of business.

Please remember to retain the blank form for future use.

NON-SCHEDULED RECORDS

Contact a Records Management Consultant in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

SCHEDULE UPDATE

It is the responsibility of each agency to periodically update their schedule. A Records Management Consultant in Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that you have the ongoing authority to discard records when their useful life has ended.

QUESTIONS

If you have any questions about these procedures, please contact your agency Records Officer or your Records Management Consultant in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or State Archives, microfilming records, scanning records, etc.

**Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508-2294
402-471-2559**

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SCHEDULE 100 – OIL & GAS CONSERVATION COMMISSION

100-1 AUTHORIZATION TO TRANSPORT OIL/GAS FROM LEASE (FORM 14)

Form is filed when lease is started and a new form is filed whenever there is a new purchaser. Whenever a new form is filed, the old form is voided. Current form is always maintained in the file.

Dispose of after superseded.

100-2 CASE FILES

Public hearing case files and the resultant orders. General case file documents include applications, production charts, exhibit maps, proposed completion schematics, hearing transcript, legal notice and affidavit of publication. CASE FILES are maintained in lieu of OFFICIAL MINUTES.

ORIGINAL RECORD: Microfilm and destroy originals annually.

SECURITY MICROFILM: Transfer to the State Archives, retain permanently.

MICROFILM WORK COPY: Retain permanently.

100-3 CARD FILE FOR OPERATORS OF PRODUCING WELLS

Card file is maintained alpha by operator. Information includes county, field, lease name and legal description of the land.

Dispose of after all wells are released from that operator.

100-4 DECLINE CURVES

Graphs plot oil and gas production for different time periods. **DECLINE CURVES are done only on secondary recovery projects.**

Dispose of 10 years after last entry on the graph.

100-5 INVENTORY OF INJECTION WELLS

Computerized information kept on all injection wells in Nebraska. Information includes: operator, location, status, tests performed and results, and construction information.

COMPUTER REPORTS: Dispose of when no longer of reference value.

ON-LINE DATA: Retain permanently.

100-6 MONTHLY ACTIVITY SUMMARY

Monthly listing of production averages for the 25 largest fields in the state. Information is published in newspapers and includes the number of drilling permits issued, average daily production, production for the month and the cumulative production by field. Data is included in the ANNUAL REPORT.

Dispose of after completion of the ANNUAL REPORT.

100-7 OPERATOR BOOK

Data on bonded operators is maintained as a cross reference to the well file and as a means of monitoring what forms and logs have been received from operators.

Dispose of 10 years after the last activity in the file.

100-8 PRODUCTION LEDGER BOOKS

Information on field and lease monthly production is consolidated in cumulative records. Data is maintained separately by field and lease and records production, operator, location and other identifying data.

Dispose of after 50 years or when no longer of reference value, whichever is later.

100-9 REPORT OF INJECTION PROJECT (FORM 11)

Monthly report submitted by operators on injection wells. Data includes oil and gas production information and injected volumes. Information is not duplicated anywhere else.

ORIGINAL RECORD: Microfilm and destroy originals annually.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

100-10 RETAINING PIT PERMIT (FORM 15)

Cumulative file is maintained containing all PIT PERMITS or for injection wells. Data includes an analysis of disposal water, description of facility and location.

Dispose of 10 years after last activity in the file.

100-11 SEVERANCE AND CONSERVATION TAX REPORT (FORM 61)

Copy of the original report, which is filed by the purchaser with the Department of Revenue. This record is maintained permanently on microfilm by Revenue.

Dispose of after audit has been completed or when no longer of reference value, whichever is later.¹

100-12 WELL COMPLETION CARD FILE

Quick reference card file on well location, formation tops and general information extracted from the WELL COMPLETION OR RECOMPLETION REPORT and the PLUGGING RECORD.

Dispose of after superseded.

100-13 WELL FILES

Cumulative files are maintained on oil and gas wells. Files include a copy of the hearing transcript if there was one, notice of intent and the subsequent approval, well completion or recompletion report and well logs. Injection well files are currently maintained separately. Files are filmed monthly by companies who provide a copy to the commission as payment for use of the files.

ORIGINAL RECORD: Dispose of after microfilming or when no longer of reference value, whichever is later.

MICROFILM WORK COPY: Retain permanently.

100-14 WELL STATUS AND MONTHLY PRODUCTION REPORT (FORM 7A)

Monthly report lists the names of the operator, location of the field, and information concerning oil, water and gas production, disposition of the gas and the purchaser.

Dispose of after 50 years

NOTE

1. These records may be disposed of after the required retention period, provided the audit has been completed with the audit report released and all related audit comments resolved. Check with the organization that performed the audit, and, if applicable, the Federal cognizant agency if there is a question whether resolution is complete.

RECORDS DISPOSITION REPORT

TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8TH STREET SUITE 210 LINCOLN, NE 68508-2294	AGENCY
	DIVISION
	SUB-DIVISION

REQUIRED INFORMATION:

In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):

SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (SEE REVERSE)

OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

DATE	SIGNATURE
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SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.

RMA 03006D

VOLUME ESTIMATING GUIDE

(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS ADEQUATE.)

Vertical File Cabinet, 4 drawer letter-size	6 cubic feet
Vertical File Cabinet, 4 drawer legal-size.....	8 cubic feet
Lateral File, 4 drawer/shelf letter-size	9 cubic feet
Lateral File, 4 drawer/shelf legal-size.....	12 cubic feet
Records center carton.....	1 cubic foot
About a pickup load	50 cubic feet