

Updated Disposition Report instructions and address 11/2022
No changes were made to records retention

Schedule 100

OIL & GAS CONSERVATION COMMISSION

MAY 30, 1989

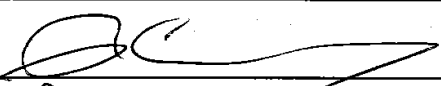
Nebraska Records Management Division
3242 Salt Creek Circle
Lincoln, NE 68504
(402) 471-2559

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 | |

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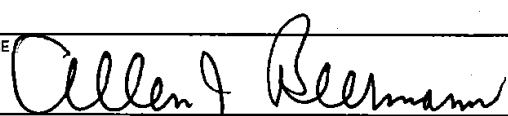
PART I — AGENCY STATEMENT

| | |
|--|-----------------|
| 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 guideline 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. This retention schedule, which is approved by the State Records Administrator, provides 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. Unless there is pending or on going, legal action, records request, or audit.
3. For records requiring a review of, or transfer to the **NE State Historical Society (State Archives)**, your agency is required to contact the State Archives to negotiate the transfer. Additionally, **once the records are accessioned into their collection, they become the property of the State Archives** (Neb. Rev. Stat. §82-105). The State Archives may remove selected records in accordance with standard archival practices to ensure efficient access, organization and enduring historical value (Neb. Rev. Stat. §82-107). Please contact their office by calling (402) 471-4783.
4. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is located on the Secretary of State Records Management website. https://appengine.egov.com/apps/ne/sos_records_disposition_report. This report establishes that the destruction was performed in your normal course of business.

NON-SCHEDULED RECORDS

Contact a Records Management Specialist 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 Specialist in Records Management can assist you with the schedule update, which may involve adding new records series and making revisions to existing items. Keeping your schedule current will ensure 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 the Records Management Specialist in Records Management. They will help you with any questions the schedule may present, including: transferring records to the State Records Center or microfilming records, scanning records, etc.

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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.