

Retention and Classification Report

Agency: Department of Natural Resources. Division of Oil, Gas, and Mining. Oil and Gas Conservation (3221)
1594 West North Temple
Suite 1210
Salt Lake City, UT 84116

Records Officer: _____

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AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining. Oil and Gas Conservation

SERIES: 7471

3

TITLE: Annual fluid injection report

DATES: 1983-

ARRANGEMENT: Alphabetical by operator

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

This is an annual report of the well injections as required by 40 CFR 144.28. It is used by the division to review the activities at the wells to identify any problem areas. Information includes the purpose of the fluid injection, the section, township, range, county, pool name, formation name, authorizing order number, order date, nature of injection fluid, daily average injection, average well head injection pressure, disposal means, and report of well testing or repair performed.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/1987

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

These records have administrative, and/or historical value(s). The record should be kept permanently to provide a permanent record of the underground injection wells in the state, and the injection activities in those wells. A three year retention is to allow for potential audit action.

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining. Oil and Gas Conservation

SERIES: 7429

3

TITLE: Audit reports

DATES: 1985-2000.

ARRANGEMENT: Chronological

DESCRIPTION:

These are the reports of audits conducted by the State Auditor's Office under the federal Single Audit Act. See OMB Circular A-128.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

These records have administrative, fiscal, and/or historical value(s). The retention is required under Section 15 of OMB Circular A-128. Audit reports may be used during the next audit cycle to monitor compliance with internal control program recommendations. They document agency functions and have research value.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining. Oil and Gas Conservation

SERIES: 7452

3

TITLE: Audit work papers

DATES: 1985-

ARRANGEMENT: Chronological, thereunder alphabetical by company name.

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These records contain unique information in rough notes or drafts assembled or created and used to prepare or analyze other documents. The information adds proper understanding to the formulation and execution of policies, decisions, actions, or responsibilities.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Working files, GRS-1684.

AUTHORIZED: 12-20-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs of the agency.

PRIMARY DESIGNATION:

Public UCA 63G-2-301(2)(q) (2008).

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining. Oil and Gas Conservation
SERIES: 7452
TITLE: Audit work papers

(continued)

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(2)(a),(13),(14) (2008).

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining. Oil and Gas Conservation

SERIES: 20994

3

TITLE: Compliance case files

DATES: 1990-

ARRANGEMENT: Alphabetical by operator name

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These records document oil or gas operators' compliance as identified by state inspectors when they perform well and facility inspections. Upon notification, operators assume responsibility for responding to and resolving problems. Lack of response may lead to further legal action.

The file may contain an inspector's report, a notice of violation, phone documentation, and correspondence between the agency and an operator. The records also document the enforcement actions taken by the Division of Oil, Gas, and Mining when a well or facility operator does not respond to an order for compliance and corrective actions taken by operators.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 04/1999

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

These records have administrative, and/or historical value(s).

This disposition is based on the historical value of the compliance files.

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining. Oil and Gas Conservation
SERIES: 20994
TITLE: Compliance case files

(continued)

PRIMARY DESIGNATION:
Private UCA 63G-2-302(2)(d) (2008).

SECONDARY DESIGNATION(S):
Protected. UCA 63G-2-305(2)(a) (2008).

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining. Oil and Gas Conservation

SERIES: 20989

3

TITLE: Designation of workover or recompletion reports

DATES: 1990-

ARRANGEMENT: Alphabetical by operator.

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

This form documents operators' efforts to enhance production of lower value wells. In so doing, the operators complete the first step in qualifying for a tax credit administered through the Division of Oil, Gas, and Mining, under authority of the State Tax Commission (UCA 59-5-102) (2004). The form lists operator and well information, type of work commenced and completed, operating expenses and division approved expenses, a list of contractors providing services, in-kind services, and the name, signature, and title of the operator.

RETENTION:

Retain for 7 year(s) after resolution of issue

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 04/1999

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after completion of the workover or recompletion and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

These records have administrative, and/or legal value(s).
This disposition is based on the administrative and legal value of these records in verifying eligibility for a state tax credit.
UCA 59-5-102 cites tax law applicable to oil and gas revenues.

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining. Oil and Gas Conservation

SERIES: 20989

TITLE: Designation of workover or recompletion reports

(continued)

PRIMARY DESIGNATION:

Public UCA 63G-2-301(2)(p)(2008).

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining. Oil and Gas Conservation

SERIES: 20988

3

TITLE: Disposal facility case files

DATES: 1987-

ARRANGEMENT: Alphabetical by facility name.

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

These records document the history of each disposal facility. Each file contains a permit application, inspection reports, correspondence, and monitoring data, and is kept and added to until the identified facility is permanently closed. A case file may be revisited in the future, after closure of a facility, if a problem or interest develops with a disposal site.

RETENTION:

Permanent. Retain for 10 year(s) after final action

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 04/1999

FORMAT MANAGEMENT:

Paper: Retain in Office until facility is closed and reclamation is complete and then transfer to State Records Center. Retain in State Records Center for 10 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). This disposition is based on the administrative and historical value expressed by the Division of Oil, Mining, and Gas.

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining. Oil and Gas Conservation
SERIES: 20988
TITLE: Disposal facility case files

(continued)

PRIMARY DESIGNATION:
Public UCA 63G-2-301(2)(p) (2008), UCA 40-6-5(5)(b)

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining. Oil and Gas Conservation

SERIES: 17885

3

TITLE: Gas plant reports

DATES: 1988-

ARRANGEMENT: Alphabetical by name of gas plant, thereunder chronological

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These monthly reports are created in accordance with UCA 40-6-5(c) (1996) and UCA 40-6-16(3) (1996). They are used as a reconciliation between transported gas volumes from the operators's disposition report and the gas volume transported to the gas plant for wells connected to the plant. They also serve as an information source for other government agencies, such as the Office of Energy and Resource Planning, the Tax Commission, and the State Land offices. Information includes Monthly Summary Report of Gas Processing Plant Operations (FORM 13-A) and Monthly Report of Gas Processing Plant Product Allocations (FORM 13-B).

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 08/1996

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years or until microfilmed and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

Computer data files: Retain in Office permanently.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs of the agency.

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining. Oil and Gas Conservation
SERIES: 17885
TITLE: Gas plant reports

(continued)

PRIMARY DESIGNATION:
Public UCA 63G-2-301(2)(p)

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining. Oil and Gas Conservation

SERIES: 8623

3

TITLE: Inspection and Enforcement maps and plats

DATES: 1984-

ARRANGEMENT: None

ANNUAL ACCUMULATION: 4.00 cubic feet.

DESCRIPTION:

These are maps of seismic survey lines. These maps are too big to fit in the related seismic file. They are used to show the location of the seismic survey lines. Information includes the field name, the number, and the county where located.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then destroy.

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining. Oil and Gas Conservation

SERIES: 8622

3

TITLE: Inspection and Enforcement seismic report index

DATES: 1987-2016.

ARRANGEMENT: Numerical by ogex number

DESCRIPTION:

This is a finding aid to the seismic files. Information includes the OGEX number, the month, the contractor company, the client company, the county, the number of miles, and the type of operation.

RETENTION:

Retain until superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1987

FORMAT MANAGEMENT:

Paper: Retain in Office until superseded and then destroy.

APPRAISAL:

These records have administrative value(s).

This information is used as a finding aid for the seismic files.

The office is working on a data system to hold this information.

Once the information is on the computer, the paper copy can be destroyed.

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 09/2016.

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining. Oil and Gas Conservation

SERIES: 8621

1

TITLE: Inspection and Enforcement seismic survey approvals

DATES: 1985-2016.

ARRANGEMENT: Chronological

DESCRIPTION:

This is a duplicate copy of seismic approvals used by the office for quick reference. Information includes the OGEX number, the type of project (shot hole, surface shot, etc.), the lines description (section, township, range), the line number, the dates of operation, the number of shots per mile, the manner of plugging, and the depth of the holes.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in Office until destroyed provided this is done immediately.

APPRAISAL:

These records have administrative value(s).

This record has administrative value only. A data system is being designed for the office. Once that is done, this information will be available on the computer and the paper copy system can be discontinued.

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 09/2016.

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining. Oil and Gas Conservation

SERIES: 8424

3

TITLE: Inspection and Enforcement well drillers bonds

DATES: 1966-

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These are performance bonds provided by well operators as required by UCA 40-6-5(1)(e). It is used to ensure that the operator plugs each dry or abandoned well, repairs wells causing pollution, and maintains and restores well sites. Information includes the bond number, surety, well location, bond amount, power of attorney, and the date and terms of the bond.

RETENTION:

Retain for 1 year(s) after separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 08/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after termination and then destroy.

APPRAISAL:

These records have legal value(s).

This bond should be kept as long as it is current. Once the bond is terminated (in this instance, termination means that the operator has completed reclamation, well plugging, etc. or has furnished a new bond) it should be retained for a year to allow for any potential legal action as specified in UCA 40-6-12.

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining. Oil and Gas Conservation

SERIES: 8424

TITLE: Inspection and Enforcement well drillers bonds

(continued)

PRIMARY DESIGNATION:

Protected

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining. Oil and Gas Conservation

SERIES: 8620

3

TITLE: Inspection and enforcement seismic exploration records

DATES: 1984-

ARRANGEMENT: Numerical by oil and gas exploration number

ANNUAL ACCUMULATION: 1.50 cubic feet.

DESCRIPTION:

The agency has oversight responsibility for the spacing and location of oil and gas wells. Seismic contractors conduct seismic explorations in order to identify the best location for the drilling of wells. Contractors apply to the division for an exploration permit and submit final reports after the operation so the division can ensure that the exploration operations comply with all appropriate state regulations (R649-3-26(2016)). Records include approval documentation, inspection and completion reports, maps and plats, as well as an index.

RETENTION:

Permanent. Retain for 10 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 10/2016

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years and then transfer to State Records Center. Retain in State Records Center for 6 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office permanently.

APPRAISAL:

These records have administrative, and/or historical value(s). Seismic surveys document the various rock types and their locations beneath the Earth's surface, which is used to determine the location and size of oil and gas reservoirs. The location of previous seismic surveys can be a factor in the approval of later

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining. Oil and Gas Conservation
SERIES: 8620
TITLE: Inspection and enforcement seismic exploration records

(continued)

surveys. These records also provide a valuable resource in understanding our environment and the natural resources of which the state is a guardian.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2016.

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining. Oil and Gas Conservation

SERIES: 3020

3

TITLE: Intention to drill notices

DATES: 1964-1985.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

This series contains weekly notices of intention to drill, abandon or convert wells.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining. Oil and Gas Conservation

SERIES: 7479

3

TITLE: Oil and Gas Conservation, field files

DATES: 1955-

ARRANGEMENT: alphabetical by field name.

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These are files that show the location of the oil and gas fields in the state. The files contain information regarding each specific field, such as township, range, section, county, production by field, wells included in the field, maps, correspondence, published articles regarding the field, copies of hearings, causes, dockets, and geologic information.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 01/2001

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). As long as the information is current, the file must remain in the office. Once the information becomes obsolete, the record could be transferred for research purposes.

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining. Oil and Gas Conservation
SERIES: 7479
TITLE: Oil and Gas Conservation, field files

(continued)

PRIMARY DESIGNATION:

| | |
|--------|---|
| Public | Utah Code 40-6-5(2)(b); Utah Code 40-6-7; Utah Code 40-6-8; Utah Code 63G-2-301(2)(p) |
|--------|---|

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining. Oil and Gas Conservation

SERIES: 7478

3

TITLE: Oil and Gas Conservation, field names advisory committee meetings minutes

DATES: 1963-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These are the minutes of the committee responsible for the outlines and names of oil and gas fields in the state. The committee consists of representatives from the federal government, state government, and private industry.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

These records have historical value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining. Oil and Gas Conservation

SERIES: 7477

3

TITLE: Oil and gas drilling unit files

DATES: 1951-

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

These are the records of drilling units established to cover oil or gas pools. The pools are underground reservoirs containing a common accumulation of oil, gas or both. Each file includes a plat, an Approval-Certification-Determination Covering State of Utah Lands in Unit Agreement, a Unit Operating Agreement, and a Unit Plan of Development. Information includes the agreement number, the tract numbers, the land description, the number of acres, and the location of the wells. These are Bureau of Land Management (BLM) records and are used by the Division of Oil Mining and Gas for administrative purposes.

RETENTION:

Retain until administrative need ends

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 02/1999

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then destroy.

Microfilm master: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have administrative, historical, and/or legal value(s).

As long as the unit exists, the record must be kept in the office. Once the unit is terminated, a record of it should be kept in the office for one year to allow for any potential legal

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining. Oil and Gas Conservation
SERIES: 7477
TITLE: Oil and gas drilling unit files

(continued)

action. See UCA 40-6-12(2) (1991). After this, the record should be transferred to the State Archives for permanent storage as it documents oil drilling activities in the state.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining. Oil and Gas Conservation

SERIES: 3017

3

TITLE: Oil and gas monthly production reports

DATES: 1957-1999.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

This series contains monthly oil and gas production reports with information pertaining to monthly production, annual cumulative and all time cumulative totals for oil, gas and water for wells in each county.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

These records have historical value as annual reports created by the agency to document agency administration, activities, programs, and achievements during the year. Records may include pamphlets, leaflets, statistical reports, outcome reports, and other documents for the agency's assessment reporting requirements.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining. Oil and Gas Conservation

SERIES: 84452

3

TITLE: Oil and gas operator list

DATES: 1980-

ARRANGEMENT: none

DESCRIPTION:

This is a dynamic listing of companies, individual contact persons within companies, telephone numbers and addresses. It includes companies which may not currently have active producing wells in this state.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 02/1985

FORMAT MANAGEMENT:

Computer data files: Retain in Office permanently.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining. Oil and Gas Conservation

SERIES: 7476

3

TITLE: Oil Reclamation Program administrative files

DATES: 1978-2005.

ARRANGEMENT: Alphabetical by subject

DESCRIPTION:

These are administrative files used for reference and to administer the Oil Reclamation Program. They include such miscellaneous matters as 1) publications and reference material originating outside the division. These include such items as federal registers, information on oil reclamation programs in other states, pamphlets, and copies of federal law. 2) Other miscellaneous matter such as interdepartmental memoranda, public notices, and records of National Association of Oil Recovery

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then destroy.

Paper: Retain in Office for 2 years and then destroy.

Microfiche master: Retain in Archives for 2 years and then destroy.

Microfiche duplicate: Retain in Archives for 2 years and then destroy.

APPRAISAL:

These records have administrative, and/or historical value(s).

Records that originate outside the division have only administrative value and should be kept only as long as they are needed. Other records that relate to the development and administration of the program should be transferred to the State Archives with authority to weed.

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining. Oil and Gas Conservation

SERIES: 7475

TITLE: Oil Reclamation Program list of permitted used oil reclaimers, collectors, and re-refiners

DATES: 1978-1998.

3

ARRANGEMENT: Alphabetical by name

DESCRIPTION:

These are three separate lists showing the persons or companies engaged in these areas. The information on the list is the name, address, and telephone number.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/1987

FORMAT MANAGEMENT:

Paper: Retain in Office until superseded and then destroy.

APPRAISAL:

These records have administrative value(s).
Once the list has been updated, the old list can be destroyed.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining. Oil and Gas Conservation

SERIES: 7474

3

TITLE: Oil Reclamation Program reservoir pressure report

DATES: 1959.

ARRANGEMENT: Alphabetical by company

DESCRIPTION:

These are reports of bottom hole pressure of all wells capable of producing oil. This report was a one time report. It includes the field name, county, well head elevation, report date, the producing formation, oil gradient, lease name, well number, type of well, test date, and the test results.

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

This record has lost its administrative value, but it may be of value to researchers as it gives a snapshot overview of the oil fields in the state during that time period.

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining. Oil and Gas Conservation

SERIES: 7473

3

TITLE: Oil Reclamation Program, used oil establishment log

DATES: 1977-1998.

ARRANGEMENT: Alphabetical by company

DESCRIPTION:

This is a record of companies that collect used oil. This log is no longer kept. It includes the number of gallons per year, the oil type, the amount paid per gallon, and if the establishment is a depository and if it utilizes recycled oil.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).

This record has lost its administrative value and may be destroyed. The information in the log is not complete enough to warrant preservation.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining. Oil and Gas Conservation

SERIES: 5874

3

TITLE: Oil, gas and pipeline map

DATES: 1976.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining. Oil and Gas Conservation

SERIES: 25627 3

TITLE: Plugged and Abandoned Well files

DATES: 1951-

ARRANGEMENT: Alphabetical by location, thereunder numerically by American Petroleum Institute number.

DESCRIPTION:

This series consists of records for plugged and abandoned wells from counties with no active wells. The records include sundry notices and reports on wells, well completion or re-completion reports and logs, applications for permit to drill, deepen or plug back, log of oil and gas harvested, the casing record, production method, the date approval to drill was granted, and the plugging report. Information also includes the lease number, well name, and well location. Some records may contain inspection reports and there could also be injection application information in the files. These files are removed from the general set of well records files (series 8633) when they are transferred to the Records Center.

RETENTION:

Permanent. Retain for 50 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 12/2005

FORMAT MANAGEMENT:

Paper: Retain in State Records Center for 50 years and then transfer to State Archives with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining. Oil and Gas Conservation
SERIES: 25627
TITLE: Plugged and Abandoned Well files

(continued)

APPRAISAL:

These records have administrative, and/or historical value(s).
This disposition is based on the secondary historical value of the records to the public in documenting the operation of wells within Utah.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining. Oil and Gas Conservation

SERIES: 27880

1

TITLE: Royalty dispute files

DATES: 1990-

ARRANGEMENT: chronological

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These records are created when oil and gas companies fail to pay royalty owner interest according to lease contracts as required by UCA 40-6-9 (2010). Most disputes are resolved informally but some result in hearings before the Board of Oil, Gas, and Mining. Decisions made by the board may be appealed to the Utah State Supreme Court. Files contain details of disputes including names of parties involved, investigation, negotiation, and resolution. Records are reviewed for recurring offenses and as reference for consistent resolution.

RETENTION:

Retain for 13 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 10 years and then destroy.

Computer data files: Retain in Office for 13 years and then delete.

APPRAISAL:

These records have administrative value(s).

RETENTION JUSTIFICATION:

The statute of limitations for these files is three years (Utah Code 78B-2-305).

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining. Oil and Gas Conservation
SERIES: 27880
TITLE: Royalty dispute files

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining. Oil and Gas Conservation

SERIES: 7467

3

TITLE: Underground Injection Control monthly field injection report

DATES: 1983-

ARRANGEMENT: Chronological

DESCRIPTION:

This is an obsolete report showing the number of barrels of fluid injected into wells. It contains the month, the name of the unit, the amount of monthly injected barrels and the total cumulative amount.

RETENTION:

Retain until final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/1987

FORMAT MANAGEMENT:

Paper: Retain in Office until obsolete and then destroy.

APPRAISAL:

These records have administrative value(s).

This report is still used for reference purposes by the office.

Once the record's administrative value ends, the reports can be destroyed.

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining. Oil and Gas Conservation

SERIES: 7469

3

TITLE: Underground Injection Control monthly injection well reports

DATES: 1975-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.50 cubic feet.

DESCRIPTION:

These are reports submitted by operators of injection pressure and flow rate in the wells. These reports are required by 40 CFR 144.28(g)(2)(ii)(B). Information includes the well name, section, township, range, county, field name, American Petroleum Institute number, and on a daily basis, the amount of fluid disposed, the hours in service, the maximum pressure, and the average operating pressure.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after current year and then scan and destroy provided information is entered into database.

Computer data files: Retain in Office permanently.

APPRAISAL:

These records have administrative value(s).

This record has long term implications as it gives a complete history of the well. Records before 1982 must be maintained in the paper format at this time because they are the sole copy. If the information is later entered into a data system, then the paper can be destroyed. Records after 1982 have been entered in the data system. However, in case of federal review, the paper copy should be kept for three years.

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining. Oil and Gas Conservation

SERIES: 7469

TITLE: Underground Injection Control monthly injection well reports

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining. Oil and Gas Conservation

SERIES: 7468

3

TITLE: Underground Injection Control monthly produced water disposal report

DATES: 1971-

ARRANGEMENT: Alphabetical by company and operator

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

This is a report prepared by operators of Class II Underground Injection Wells showing the amount of produced water disposed of. Information includes the report month, field, well name, section, township, range, county, number of barrels produced, the number injected into disposal wells, the number of barrels reinjected into producing formation, the name of the formation or zone, the number of barrels dumped into approved disposal pits, and the location of the well.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after current year and then scan and destroy.

Computer data files: Retain in Office permanently.

APPRAISAL:

These records have administrative, and/or fiscal value(s).

This record has an administrative value of one year. However, as the office is responsible under federal regulations for monitoring Underground Injection Wells, the possibility exists that this might be reviewed by a federal auditor. A three-year retention should suffice to allow for this eventuality. See 40 CFR 145.12.

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining. Oil and Gas Conservation

SERIES: 7468

TITLE: Underground Injection Control monthly produced water disposal report

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining. Oil and Gas Conservation

SERIES: 17935 3

TITLE: Well location abandoned files

DATES: [ca. 1955]-

ARRANGEMENT: Alphabetical by location, thereunder numerical by American Petroleum Institute number.

ANNUAL ACCUMULATION: 1.50 cubic feet.

DESCRIPTION:

These are records of oil and gas related wells in the state that were applied for, but rescinded prior to the wells being drilled. These are called abandoned locations (L.A.) because the drilling company no longer has permission to drill a well on the location and the site is abandoned. The files may include the permit application, a permit expiration letter, sundry notices and reports. Information includes the lease number, well number, location, dates and results of inspection, and the approval to drill date. These files are removed from the general set of well records files (series 8633) when the permit is rescinded.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/2005

FORMAT MANAGEMENT:

Paper: Retain in Office for 6 months after file becomes inactive and then destroy provided documents were scanned when received.

Digital image: Retain in Office permanently.

APPRAISAL:

These records have administrative, and/or historical value(s). This disposition is based on the historical value of the records to researchers.

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining. Oil and Gas Conservation
SERIES: 17935
TITLE: Well location abandoned files

(continued)

RETENTION JUSTIFICATION:

Vicky Dyson and her supervisor requested the paper be scanned then destroyed after 6 month and that the digital image will be the record copy that will be maintained in the office permanently. Key information from these files are retained in division electronic databases and can be accessed by the public.

PRIMARY DESIGNATION:

Public UCA 63G-2-301 (2008)

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305 (2008) Specific well files for a specified period of time as requested by well operators.

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining. Oil and Gas Conservation

SERIES: 8637

3

TITLE: Well Records Program logs

DATES: 1985-

ARRANGEMENT: Alphabetical by company.

ANNUAL ACCUMULATION: 20.00 cubic feet.

DESCRIPTION:

This is a record of the drilling of the wells. It is used by engineers for, among other reasons, to estimate petroleum reserves. The information in the file includes the company name, the well number, the field name, the location, the county, the elevation, the permanent datum, the log measured from, the drilling measured from, the log type, the run number, the depth, the type of fluid in the hole, the bore hole record, and the casing record.

RETENTION:

Permanent. Retain for 2 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, fiscal, historical, and/or legal value(s).

This record is of long term value and should be preserved.

Although the record is microfilmed, a permanent retention for the paper copy is also recommended. Due to the nature of the record, there are times when the microfilm copy is difficult to read or cannot show scale properly. In those instances, the paper copy must be consulted. However, as the microfilm is sufficient for most reference purposes, the paper copy can be stored off-site.

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining. Oil and Gas Conservation

SERIES: 8637

TITLE: Well Records Program logs

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining. Oil and Gas Conservation

SERIES: 4708

3

TITLE: Wells Records Program electric logs

DATES: 1965-

ARRANGEMENT: Numerical by American Petroleum Institute number.

ANNUAL ACCUMULATION: 20.00 cubic feet.

DESCRIPTION:

These logs document the measurement and analysis of holes drilled for mining purposes. The information is gathered in a process called "logging" by using electricity to measure the depth and height of well, mineral content of soil, fluid content, and other information. The logs, computer generated on-site, are performed by a logging company, not the drilling company. They include well number, name, and location, name of operator, depth, height, date log was run, type of well (oil, gas, etc.), kind of log test (there are from 12-15 types), field location (geographic), type of fluid present, percentage of salinity (salt content), maximum recorded temperature, depth to which equipment went, size of drill bit, logging speed, casing and tubing information, service order number, tool numbers, remark section information, estimated cement top information, strength of piping, interpretation (test results), and other technical data.

RETENTION:

Permanent. Retain for 50 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after scanned and quality checked and then transfer to State Records Center. Retain in State Records Center for 50 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office permanently.

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining. Oil and Gas Conservation
SERIES: 4708
TITLE: Wells Records Program electric logs

(continued)

APPRAISAL:

These records have administrative, and/or historical value(s).
These records should be maintained for administrative and historical purposes. The records contain an extensive amount of information on all the wells drilled in the state. The paper needs to be maintained permanently because the scale is disrupted slightly by filming. This renders the film unusable when absolute accuracy is required. The film is usable for most research purposes.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining. Oil and Gas Conservation

SERIES: 8633

3

TITLE: Wells Records Program files

DATES: ca. 1951-

ARRANGEMENT: Alphabetical by county, thereunder by legal location.

ANNUAL ACCUMULATION: 10.00 cubic feet.

DESCRIPTION:

Records created by agency administration to document the research, creation and application of agency programs, policies and procedures. May include correspondence, policy and program case files, and executive files documenting leadership roles and decision making processes.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Program and policy development records, GRS-1717.

AUTHORIZED: 02-26-2020

FORMAT MANAGEMENT:

Paper: For records beginning in 2004 and continuing to the present. Retain in Office until scanned and quality checked and then destroy.

Paper: For records prior to and including 2004. Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: For records prior to and including 2004. Retain in State Archives permanently.

Microfiche master: Retain in State Archives permanently with authority to weed.

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining. Oil and Gas Conservation
SERIES: 8633
TITLE: Wells Records Program files

(continued)

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have administrative, historical, and/or legal value(s). This information has long term value and should be retained permanently. The record is microfilmed for both security purposes and to allow easier public access. However, the staff state that not all of the documents film well. For this reason, they also want to retain the paper copy.

PRIMARY DESIGNATION:

Public UCA 63G-2-301(2)(p) (2008).

SECONDARY DESIGNATION(S):

Protected. UCA 40-6-5(2)(b), UCA 63G-2-305(1) (2008) Specific well files for a specified period of time as requested by well operators

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining. Oil and Gas Conservation

SERIES: 8638

3

TITLE: Wells Records Program index

DATES: ca. 1957-1992.

ARRANGEMENT: Alphabetical by county

DESCRIPTION:

This is a finding aid to the well records. It gives the dates drilling was approved, the date completed, the producing zone, the total depth of the well, the well elevation, the field or district, the well number, the location, the operating company, the township, range, and section, and the public lease number.

RETENTION:

Permanent. Retain until superseded

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1987

FORMAT MANAGEMENT:

Paper: Retain in Office until superseded or obsolete and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). This record should be retained as long as the related records are retained or until the paper system is replaced by an automated system. The division plans to put this information on a data system in the long run. However, until that happens, the paper should be kept.

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining. Oil and Gas Conservation

SERIES: 8634

3

TITLE: Wells Records Program operator change file

DATES: 1986-

ARRANGEMENT: Alphabetical by company name

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

This is a record of the change of ownership of the wells in the state. This file enables the division to track all changes of ownership and to determine when a well changes hands. Information in the file includes the operating company name, the address, the lease number, the lease name, the well location, the section, township, and range where the well is located, the permit number, the county, the name of the new operating company, and the date the change is effective.

RETENTION:

Permanent. Retain until superseded

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1987

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after superseded.

APPRAISAL:

These records have administrative value(s).

This record is used for quick reference and to track down prior owners of wells for purposes such as audits. This record has long term use and should be preserved. In the division's long range plans, this system will be superseded by a data system. However, until that occurs, the paper copy should be retained.

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining. Oil and Gas Conservation

SERIES: 8634

TITLE: Wells Records Program operator change file

(continued)

PRIMARY DESIGNATION:

Protected

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining. Oil and Gas Conservation

SERIES: 8635

3

TITLE: Wells Records Program production/disposition reports

DATES: 1955; 1971-

ARRANGEMENT: Alphabetical by operator name, thereunder chronological

ANNUAL ACCUMULATION: 4.50 cubic feet.

DESCRIPTION:

This is a report submitted by the well operators showing the production of oil and gas each month. This information is used by the division to compile statistics. It contains the name of the operating company, the Utah account number, the report period, the well name, the American Petroleum Institute number, the location, the number of days in operation, the production volume of oil, gas, or water, the producing entity number, the producing type, the beginning inventory, the volume produced, the product disposition amount, the means of disposition, and the ending inventory.

RETENTION:

Permanent. Retain for 8 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 08/1996

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after end of year in which they were initiated and then transfer to State Records Center provided they have been entered into database. Retain in State Records Center for 7 years and then transfer to State Archives with authority to weed.

Microfilm master: For records beginning in 1988 through 2001. Retain in State Archives permanently.

Microfilm duplicate: For records beginning in 1988 through 2001. Retain in State Archives permanently.

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining. Oil and Gas Conservation
SERIES: 8635
TITLE: Wells Records Program production/disposition reports

(continued)

Computer output microfiche master: For records beginning in 1955 through 1988. Retain in State Archives permanently.

Computer output microfiche duplicate: For records beginning in 1955 through 1988. Retain in State Archives permanently with authority to weed.

Computer data files: For records beginning in 1984 and continuing to the present. Retain in Office permanently.

Computer data files: For records beginning in 1984 and continuing to the present. Retain in Office permanently.

APPRAISAL:

These records have administrative, historical, and/or legal value(s).
This record has long term value and should be preserved.
Microfilming allows both for security and for easier public access.

PRIMARY DESIGNATION:

Public UCA 63G-2-301(2)(p) (2008)

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(2) (2008)

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining. Oil and Gas Conservation

SERIES: 8639

3

TITLE: Wells Records Program received logs

DATES: 1986-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

This is a record of Well Logs received in the office. It is used as an administrative and management tool to ensure that all forms are filed timely. Information includes the American Petroleum Institute number, the well name, the location, the county, and the dates the logs were received.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).

This record has administrative value only.