



RECORDS RETENTION AND DISPOSITION SCHEDULE
SPECIFIC SCHEDULE NO. 409-009
MINES, MINERALS AND ENERGY, DEPARTMENT OF
GAS AND OIL, DIVISION OF

The schedule on the attached page(s) is approved with agreement to follow the records retention and disposition conditions listed below:

AGENCY APPROVAL

AGENCY HEAD OR DEPUTY

AGENCY RECORDS OFFICER

STATE APPROVAL

STATE RECORDS ADMINISTRATOR

CONTROLLER OR DEPUTY

MANAGER
DISBURSEMENTS REVIEW

EFFECTIVE SCHEDULE DATE:

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CONDITIONS FOR RECORDS RETENTION AND DISPOSITION

1. This schedule is continuing authority under the provisions of the *Virginia Public Records Act*, §§ 42.1-76, et. seq. of the *Code of Virginia* for the retention and disposition of the records as stated on the attached page(s).
2. This schedule supersedes previously approved applicable schedules.
3. This schedule is used in conjunction with the *Certificate of Records Destruction* (Form RM-3). A signed RM-3 must be approved by the designated records officer and on file in the agency or locality before records can be destroyed. After the records are destroyed, the original signed RM-3 must be sent to Library of Virginia (LVA).
4. Any records created before the Constitution of 1902 came into effect (January 1, 1904) must be offered, in writing, to the LVA before applying these disposition instructions. Offered records can be destroyed 60 days after date of the offer if no response is received from the LVA. A copy of the offer must be attached to the RM-3 form when it is submitted to the LVA.
5. All known audits and audit discrepancies regarding the listed records must be settled before the records can be destroyed.
6. All known investigations or court cases involving the listed records must be resolved before the records can be destroyed. Knowledge of subpoenas, investigations or litigation that reasonably may involve the listed records suspends any disposal or reformatting processes until all issues are resolved.
7. The retentions and dispositions listed on the attached page(s) apply regardless of physical format, i.e., paper, microfilm, electronic storage, optical imaging, etc. Microfilming must be done in accordance with *Virginia Administrative Code*, §§ 17VAC15-20-10, et. seq. "Standards for the Microfilming of Public Records for Archival Retention."
8. Custodians of records must ensure that information in confidential or privacy protected records is protected from unauthorized disclosure through the ultimate destruction of the information. Normally, destruction of confidential or privacy-protected records will be done by shredding or pulping. "Deletion" of confidential or privacy-protected information in computer files or other electronic storage media is not acceptable. Electronic records must be "wiped" clean or the storage media physically destroyed.
9. Under the *Virginia Public Records Act*, (§ 42.1-79) the Library of Virginia is the official custodian and trustee of all state agency records transferred to the Archives, Library of Virginia. The Library may purge select records in accordance with professional archival practices in order to ensure efficient access.



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RECORDS SERIES TITLE AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Coal Bond Forfeiture Program Records</u> This series documented the use of monies collected from forfeited bonds and expenditures related to reclamation projects. <i>Defunct series.</i>	005042	Destroy accumulation.
<u>Company Annual Reports</u> This series documents the annual filings by gas and oil permittees as required by <i>Virginia Administrative Code</i> , 4VAC25-150-220.	005043	Retain 3 years after receipt, then transfer to the Archives, Library of Virginia, for permanent retention.
<u>Complaint/Incident Files</u> This series documents the complaints or incident reports received by the Division and the actions taken in response, if any.	005044	Retain 3 years after last action, then destroy.
<u>Division Annual Reports</u> This series documents the annual reporting of oil and gas activities by the division.	005045	After 10 years, microfilm/scan records according to Library of Virginia's standards/guidelines; retain records in new format permanently. Transfer original camera negative of any microfilm to the Imaging Branch of the Library of Virginia . Destroy originals after quality control inspection verifies information was successfully transferred to new format. Document destruction of original records after reformatting on <i>Certificate of Records Disposal</i> (RM-3 form).
<u>Federal Regulatory Commission Reviews</u> This series documented the former requirement that gas rates by reviewed by the Federal Regulatory Commission. <i>Defunct Series.</i>	005046	Destroy accumulation.
<u>Monthly Production Reports</u> This series documents the monthly filing of production reports by gas and oil producers as required by <i>Virginia Administrative Code</i> , 4VAC25-150-210.	005047	After 10 years, microfilm records according to Library of Virginia's standards/guidelines; retain records in new format permanently. Transfer original camera negative to the Imaging Branch of the Library of Virginia . Destroy originals after quality control inspection verifies information was successfully transferred to new format. Document destruction of original records after reformatting on <i>Certificate of Records Disposal</i> (RM-3 form).



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<p><u>Quadrangle Maps</u> This series includes USGS maps annotated or overlaid with well locations as plotted by Division staff.</p>	005048	Retain permanently in agency.
<p><u>Registration Records</u> This series documents the registration of various gas and oil drillers, owners, explorers or transporters and/or agents as required by <i>Code of Virginia</i>, § 45.1-361.37.</p>	005049	Retain 5 years, then destroy.
<p><u>Well Bond Files</u> This series documents the filing of security bonds by gas or oil permittees as required by <i>Code of Virginia</i>, § 45.1-361.31, prior to starting operations.</p>	005050	Return bond upon compliance with all relevant laws and regulations and formal release of bonds.
<p><u>Well Logs</u> This series documents the receipt of various logs required to be kept during gas and oil well drilling operations. Includes driller's logs, gamma logs and other relevant logs as required by <i>Virginia Administrative Code</i>, 4VAC25-150-280. Drillers are required to send logs to the Division within 2 years after completion of well.</p>	005051	After 2 years, microfilm records according to Library of Virginia's standards/guidelines; retain records in new format permanently. Transfer original camera negative to the Imaging Branch of the Library of Virginia. Destroy originals after quality control inspection verifies information was successfully transferred to new format. Document destruction of original records after reformatting on <i>Certificate of Records Disposal</i> (RM-3 form).
<p><u>Well Work Permit Files</u> This series documents the receipt of application for permits and issuance or permits prior to start of any gas or oil operation as required by <i>Code of Virginia</i>, § 45.1-361.29. Files include applications, supporting documentation, permits, revisions and modifications.</p>	005052	Retain permanently in agency.



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RECORDS SERIES TITLE AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<p><u>Virginia Gas and Oil Board Files</u> This series documents the official actions of the Board in regards to the duties required by <i>Code of Virginia</i>, §§ 45.1-361.13 through 15. Files include applications, dockets, hearings, public reviews, orders and other supporting documentation.</p>	005053	After 2 years, microfilm records according to Library of Virginia's standards/guidelines; retain records in new format permanently. Transfer original camera negative to the Imaging Branch of the Library of Virginia. Destroy originals after quality control inspection verifies information was successfully transferred to new format. Document destruction of original records after reformatting on <i>Certificate of Records Disposal</i> (RM-3 form).