

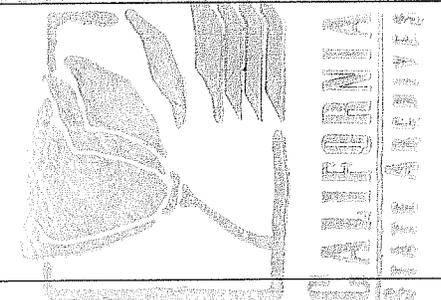
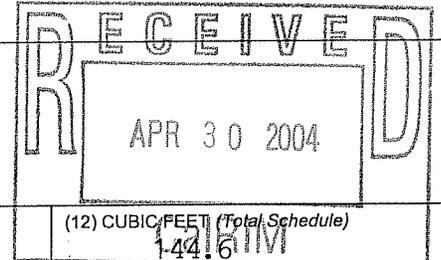
RECORDS RETENTION SCHEDULE

Submit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2nd Fl., W. Sacramento, CA 95605.

A CalRIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by e-mail at CalRIM@dgs.ca.gov



(1) DEPARTMENT, BOARD OR COMMISSION Department of Conservation		(2) AGENCY BILLING CODE 13060		(3) PAGE 1 OF 6 PAGES	
(4) DIVISION/ BRANCH/ SECTION Division of Oil, Gas, and Geothermal Resources		(5) ADDRESS 50 D St. Room 300, Santa Rosa, CA 95404			
CHECK THE APPROPRIATE BOX					
(6) <input type="checkbox"/> New schedule of records that have never been scheduled. [Complete boxes (9)–(12)]					
(7) <input checked="" type="checkbox"/> Revising a previous schedule. [Complete boxes (13)–(16)] (A new approval number will be assigned.)					
(8) <input type="checkbox"/> Amending some pages of a previous schedule. [Complete boxes (13)–(16)] (The original approval number will remain in effect.)					
NEW SCHEDULE INFORMATION (If applicable)		(9) SCHEDULE NUMBER 2-671	(10) SCHEDULE DATE 03/01/04	(11) NUMBER OF PAGES 6	(12) CUBIC FEET (Total Schedule) 144.6
PREVIOUS SCHEDULE INFORMATION (If applicable)		(13) SCHEDULE NUMBER 2-671	(14) APPROVAL NUMBER 98-054	(15) APPROVAL DATE(S) 3/3/98	(16) PAGE NUMBER(S) REVISED All
(17) MISSION/FUNCTIONAL STATEMENT The Division of Oil, Gas, and Geothermal Resources administer State laws in a professional, efficient manner to prevent damage to life, health, property, and natural resources; to encourage the wise development of oil, gas and geothermal resources; to serve as an information center; and to ensure that well operators use sound engineering practices.					
PART I – AGENCY STATEMENTS					
As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 45, Remarks.					
(18) SIGNATURE – MANAGER RESPONSIBLE FOR THE RECORDS <i>Ali Kahn</i>		(19) TITLE District Engineer	(20) PHONE NUMBER (707) 576-2385	(21) DATE SIGNED 03/01/04	
In accordance with Government Code 14755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual.					
(22) SIGNATURE – RECORDS MGMT. ANALYST <i>George Farrell</i>		(23) CLASSIFICATION RMC	(24) NAME (Printed or Typed) GEORGE FARRELL	(25) PHONE NUMBER 322-4644	(26) DATE SIGNED 4/19/04
PART II – DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)					
(27) SIGNATURE – CalRIM CONSULTANT <i>James Clancy</i>			(28) APPROVAL NUMBER E04-049	(29) DATE SIGNED MAY 19, 2004	(30) EXPIRATION DATE MAY 19, 2009
PART III – ARCHIVAL SELECTION (Per Government Code Section 14755)					
THE ATTACHED RECORDS RETENTION SCHEDULE:					
(31) <input type="checkbox"/> Contains no material subject to further review by the California State Archives					
(32) <input checked="" type="checkbox"/> Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.)					
(33) SIGNATURE – CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE <i>Linda Johnson</i>			(34) DATE SIGNED 5/24/2004		



GC 23250

Records Retention Schedule

STD. 73 (REV. 5-92)

See Instructions on reverse
and in SAM 1600

DEPARTMENT (1)

Department of Conservation

ORGANIZATIONAL UNIT

Division of Oil, Gas, and Geothermal Resources

ADDRESS (Number

Street

City)

50 D Street, Room 300 Santa Rosa, CA 95404

SCHEDULE NUMBER (2)

2-671

DATE (3)

MARCH 1, 200

PAGE

2

OF

PAGES

6

DEPARTMENT OF GENERAL SERVICES

APPROVAL NUMBER (5)

04-049

Item Number (Triple Space Between Items) (6)	Cubic Feet* (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple space between Items) (9)	M E D I A (10)	V I T A L (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS	
						Office (12)	Dept. (13)	SRC (14)	Total (15)			
1.0	4.0		<u>Administration</u>									Supersedes Schedule No 2-671, Approved 98-054
1.1		NOTIFY ARCHIVES	• Correspondence	P		Current			Current			Retain as current until superseded.
2.0			<u>Environmental</u>									
2.1	.5		• Determinations	P		Perm.			Perm.			Items 2 - 6 are permanent per Public Resources Code, Sec. 3234
2.2	.5	NOTIFY ARCHIVES	• California Energy Commission Power Plant Sitings	P		Perm.			Perm.			Documents issued by the California Energy Commission in power plant permitting process. Public Resources Code, Sec. 3224.

* Provide total of office and departmental

Records Retention Schedule
STD. 73 (REV. 5-92)

See Instructions on reverse
and in SAM 1600

DEPARTMENT (1) Department of Conservation		SCHEDULE NUMBER (2) 2-671	DATE (3) MARCH 1, 2004
ORGANIZATIONAL UNIT Division of Oil, Gas, and Geothermal Resources		PAGE OF PAGES 3 OF 6	
ADDRESS (Number Street City) 50 D Street, Room 300 Santa Rosa, CA 95404		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 04-049	

Item Number (Triple Space Between Items) (6)	Cubic Feet* (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple space between Items) (9)	M E D I A (10)	V I D E O (11)	RETENTION				PRA (Exempt & IPA) (16)	REMARKS
						Office (12)	Dept. (13)	SRC (14)	Total (15)		
2.3	33.0	NOTIFY ARCHIVES	• Environmental Documents (EIR's)	P		Perm.				Perm.	Public Resources Code, Section 3234.
3.0			<u>Geothermal Operations</u>								
3.1	3.5		• Operator Correspondence	P		Perm.				Perm.	These records are kept permanently as they are vital to proposed operations of well sites. Public Resources Code, Section 3234.
3.2	.5		• Agent Designation	P		Perm.				Perm.	“ “ “
4.0			<u>Geothermal Production</u>								
4.1	64.0		• Geothermal Well Records – District G-3 (Hard Copy Only)	P.		Perm.				Perm.	IX Per Public Resources Code, Section 3234, “Such records shall be public records when filed with the Division unless the owner or operator requests, in writing, the Division to retain the well records confidential.”

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Records Retention Schedule

STD. 73 (REV. 5-92)

See Instructions on reverse
and in SAM 1600

Department of Conservation

ORGANIZATIONAL UNIT

Division of Oil, Gas, and Geothermal Resources

ADDRESS (Number Street City)
50 D Street, Room 300 Santa Rosa, CA 95404

SCHEDULE NUMBER (2)

2-671

DATE (3)

MARCH 1, 2000

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DEPARTMENT OF GENERAL SERVICES
APPROVAL NUMBER (5)

04-049

REMARKS

Item Number (Triple Space Between Items) (6)	Cubic Feet* (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple space between items) (9)	M E D I A (10)	V I T A L (11)	RETENTION				PRA (Exempt & IPA) (16)	REMARKS
						Office (12)	Dept. (13)	SRC (14)	Total (15)		
4.2	21.0		• Geothermal Well Site Plans – G-3 (Hard Copy Only)	P		Perm.			Perm.	IX	Per Public Resources Code, Section 3234, "Such records shall be public records when filed with the Division unless the owner or operator requests, in writing, the Division to retain the well records confidential."
4.3	1.5		• Well Injection Reports – OGG110-I	P		Perm.			Perm.		" " "
4.4	9.0		• Well Production Reports – OGG110-S			Perm.			Perm.		" " "
4.5	2.5		• Interpretative Data			Perm.			Perm.	IX	" " "
5.0			<u>Geothermal Regulation</u>								
5.1	.5		• Monthly Statistical Reports	P		3	2	5			

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Records Retention Schedule

STD. 73 (REV. 5-92)

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DEPARTMENT (1)

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ORGANIZATIONAL UNIT

Division of Oil, Gas, and Geothermal Resources

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SCHEDULE NUMBER (2)

2-671

DATE (3)

MARCH 1, 200

PAGE

5

OF

PAGES

6

DEPARTMENT OF GENERAL SERVICES
APPROVAL NUMBER

04-049

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						Office (12)	Dept. (13)	SRC (14)	Total (15)		
5.2	2.0		<ul style="list-style-type: none"> State/County Correspondence 	P		3		3	6		Retain as current until superceded.
5.3	1.0		<ul style="list-style-type: none"> Weekly Summary of Notices Received – OGD114 	P		3		3	6		Three years from filing date.
5.4	1.0		<ul style="list-style-type: none"> Confidential Status Determination of Geothermal Wells – Listing of Geothermal Wells retained in Confidential Status 	P		Perm.		Perm.		IX	Per Public Resources Code, Section 3234, "Such records shall be public records when filed with the Division unless the owner or operator requests, in writing, the Division to retain the well records confidential."
6.0	.1		<u>Record Management</u> <ul style="list-style-type: none"> Records Retention Schedule Approval Request and Records Retention Schedules (State agency STD Forms 72 and 73) – Program Record Copies 	P		Current		Current			Retain as current until superceded. Although revision is required every five years from the date approved by DGS, RRS that are not revised remain in effect but are considered non-current.

* Provide total of office and departmental

State of California

Records Retention Schedule

STD. 73 (REV. 5-92)

See Instructions on reverse
and in SAM 1600

DEPARTMENT (1) Department of Conservation		SCHEDULE NUMBER (2) 2-671	DATE (3) MARCH 1, 2004
ORGANIZATIONAL UNIT Division of Oil, Gas, and Geothermal Resources		PAGE 6	OF PAGES 6
ADDRESS (Number Street City) 50 D Street, Room 300 Santa Rosa, CA 95404		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 04-049	

Item Number (Triple Space Between Items) (6)	Cubic Feet* (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple space between Items) (9)	M E D I A (10)	V I D E O (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS
						Office (12)	Dept. (13)	SRC (14)	Total (15)		
			<ul style="list-style-type: none"> Records Inventory Worksheet - STD Forms 70 	P		Current			Current		Retain as current until next inventory.
			Records Transfer List - STD 71	P		Current			Current		Retain as current until all records listed have been either destroyed, retired permanently, transferred to the State Archives, or when no longer needed, whichever is later.
TOTAL CUBIC FEET:	144.6										

* Provide total of office and departmental