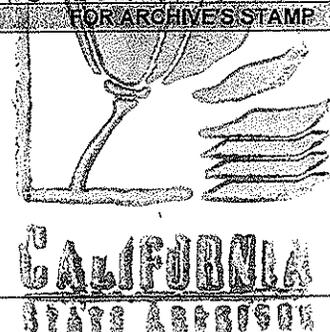


STD. 73 (NEW 7/2008)
RECORDS RETENTION SCHEDULE

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

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

(1) DEPARTMENT, BOARD, OR COMMISSION Department of Conservation		(2) AGENCY BILLING CODE 13060	IMS A-51		(3) PAGE 1 OF 4 PAGES
(4) DIVISION/ BRANCH/ SECTION Oil, Gas & Geothermal (Santa Rosa) DISTRICT 6-3		(5) ADDRESS 50 D Street, Room 300, Santa Rosa, CA			
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 04/01/2014	(11) NUMBER OF PAGES 4	(12) CUBIC FEET (Total Schedule) 138.4	
PREVIOUS SCHEDULE INFORMATION (If applicable)	(13) SCHEDULE NUMBER 2-671	(14) APPROVAL NUMBER 09-097	(15) APPROVAL DATE(S) 4/23/09	(16) PAGE NUMBER(S) REVISED 4	
(17) MISSION/FUNCTIONAL STATEMENT The Department of Conservation's mission is to balance today's needs with tomorrow's challenges and foster intelligent, sustainable and efficient use of California's energy, land, and mineral resources.					
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>Elizabeth Johns</i>		(19) TITLE Geothermal Officer		(20) PHONE NUMBER 916-323-1786	(21) DATE SIGNED 4-3-14
In accordance with Government Code 14755, approval of this Records Retentions 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>Tiffany Delaney</i>		(23) CLASSIFICATION RMC / ABMA	(24) NAME (Printed or Typed) Tiffany Delaney	(25) PHONE NUMBER (916) 445-6847	(26) DATE SIGNED 10/29/2014
PART II - DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)					
(27) SIGNATURE - CAL-RIM CONSULTANT <i>Jenny Chakonova</i>		(28) APPROVAL NUMBER 2014 368		(29) DATE SIGNED 11-18-2014	(30) EXPIRATION DATE 11-18-2019
PART III - ARCHIVAL SELECTION (Per Government Code 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>Andrew Hyslop</i>		ANDREW HYSLOP ARCHIVIST II KEY 36572		(26) DATE SIGNED 11/27/2014	



RECORDS RETENTION SCHEDULE

DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)					2014' 368				(36) PAGE 2 OF 4 PAGES	
ITEM NUMBER (37)	CUBIC FEET* (38)	CALIFORNIA STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS <i>(Double space between items)</i> (40)	MEDIA (41)	VITAL (42)	RETENTION				REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)	
MISSION STATEMENT										
1.	4.0	NOTIFY ARCHIVES	<u>ADMINISTRATION</u>							
1.1			Correspondence	P		Perm		Perm		Retain as current until superceded
2.0		NOTIFY ARCHIVES	<u>ENVIRONMENTAL</u>							
2.1	.5		Determinations	P		Perm		Perm		Items 2-6 are permanent per Public Resources Code, Sec.3224
2.2	6.8		California Energy Commission Power plant sightings	P		Perm		Perm		Documents issued by the California Energy Commission in power plant permitting process. Public Resources Code, Sec. 3224.
2.3	33.0	NOTIFY ARCHIVES	Environmental Documents (EIR's)	p		Perm		Perm	Public Resources Code, Sec. 3234	
3.0		NOTIFY ARCHIVES	<u>GEOHERMAL OPERATIONS</u>							
3.1	3.5		Operator Correspondence	P		Perm		Perm		These records are kept permanently as they are vital to proposed operation of well sites. Public Resources Code, Sec. 3234
3.2	.5		Agent Designation	P		Perm		Perm		" " " " "
4.0			<u>GEOHERMAL PRODUCTION</u>							
4.1	64.0	NOTIFY ARCHIVES	Geothermal Well Records - District G-3, (Hard copy only)	P		Perm		Perm	IX " " " " "	

* Provide total of office and departmental

RECORDS RETENTION SCHEDULE

DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)

2014 368

(36)
PAGE 3 OF 4 PAGES

ITEM NUMBER (37)	CUBIC FEET* (38)	CALIFORNIA STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS <i>(Double space between items)</i> (40)	MEDIA (41)	VITAL (42)	RETENTION				PRA (Exempt) & IPA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
4.2	21.0		Geothermal Well Site Plans - G3 (Hard copy only)							IX	
4.3			Well Injection Reports - OGG110-1								Items 4.3 and 4.4 sent to SRC in 9 boxes on 4/17/08
4.4			Well Production Reports - OGG110-1								" " " " "
4.5	2.5		Interpretive Data	P		Perm		Perm		IX	Per Public Resource Code, Section 3234.
5.0			<u>GEOTHERMAL REGULATION</u>								
5.1	.5		Monthly Statistical Reports				3		3		Monthly Statistical Reports are now being kept electronically. Per Public Resource Code, Section 3234. "Such records shall public records when filed with the Division unless the owner or operator requests, in writing the, the Division is to retain well records confidential" ✓
5.2	2.0		State/County Correspondence	P			3		3		Retain as current until superceded.
5.3			Weekly Summary of Notices Received OGD 114				3		3		Three years from filing date. Weekly Summary of Notices are now being kept electronically
5.4			Confidential Status Determination of Geothermal wells-Listing of Geothermal wells retained in Confidential Status			Perm			Perm		Confidential Status Determinations are now being kept electronically. Per Public Resource 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>								
			Records Retention Schedule Approval Request and Records Retention Schedule (State Agency form 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

ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 654-6410 or TDD (916) 654-3880 or write Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

RECORDS RETENTION SCHEDULE

DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)

2014 368

(36)
PAGE 4 OF 4 PAGES

ITEM NUMBER (37)	CUBIC FEET* (38)	CALIFORNIA STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS <i>(Double space between items)</i> (40)	MEDIA (41)	VITAL (42)	RETENTION				PRA (Exempt) & IPA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
			Records Inventory Worksheet STD forms 70	P		Current			Current		Retain as current until next inventory
			Records Transfer list - STD	P		current			current		Retain as current until all listed records have been either destroyed, retired permanently, transferred to State Archives or when no longer needed, whichever is later,
			TOTAL: 138.4 CUBIC FEET								

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