

State of Nevada Mineral Resources, Commission on

Version Date: 2/28/2014

1995128 Abandoned Mine Land (AML) Fee Files

Reviewed: 08/09/2011

Description: These records document the AML plan of operations for the abatement of hazardous mine sites from the Bureau of Land Management and US Forestry Service and associated fees. The files may contain, but are not limited to: Information on company or individual; Project name, plans including amendments, etc.; Letter to company or individuals who owe fees; Receipt of fees and other accounting records; Related correspondence.

Retention: Retain these records for a period of three (3) fiscal years from the end of the fiscal year to which it pertains.

Disposition: Destroy

1995127 Abandoned Mine Land Records

Reviewed: 10/19/2011

Description: These records document the program to discover and abate dangerous conditions in non-operating mines (See NRS 513.094 to 513.108 and NAC 513.200 to 513.390). The files may include, but are not limited to: Hazard ID number, date investigated, etc.; Identifying information on mines, including: location, county, topographic sheet, claim name, apparent owner, address, etc.; Rating of dangerous condition, including: degree of hazard, total ranking, hazard ranking, water present, chemical toxicity, chemical description, etc.; Documentation of hazard abatement; Related correspondence.

Retention: Retain these records until state law no longer requires the Commission to oversee the abatement of abandoned mines.

Disposition: Permanent: Held by Agency

1995108 Annual Status and Production Reports (Mines)

Reviewed: 10/19/2011

Description: These records document the reports of the annual production of mines in Nevada (See NRS 513.073 (4)). The files may contain, but are not limited to: Annual Status and Production reports (See NAC 513.120); Reports classified as confidential (See NAC 513.070); Related documentation.

Retention: Retain these records for a period of ten (10) calendar years from the end of the calendar year to which they pertain and then transfer them to the State Archives.

Disposition: Permanent: Transfer to State Archives

2011027 Applications for Drilling Permits: Denied

Reviewed: 10/19/2011

Description: These records document applications for permits for drilling geothermal (See NRS 534A.060 et seq.) and oil or gas wells (See NRS 422.050) that were denied by the Commission. The files may contain, but are not limited to: Application for Permit to Drill with associated records; Review and determination records; Appeal and hearing documentation; Related correspondence.

Retention: Retain these records for a period of three (3) calendar years from the date the case was resolved.

Disposition: Destroy

2011026 Applications for Drilling Permits: Incomplete or Withdrawn

Reviewed: 10/19/2011

Description: These records document applications for permits for drilling geothermal (See NRS 534A.060 et seq.) and oil or gas wells (See NRS 422.050) that were incomplete or withdrawn. The files may contain, but are not limited to: Application for Permit to Drill with associated records; Related correspondence.

Retention: Retain these records for a period of two (2) calendar years from the date received.

Disposition: Destroy

1995115 Geothermal Organization/Company Files

Reviewed: 08/09/2011

Description: These records document the registration of organizations, company's or individual's proposing or operating

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drilling operations pertaining to geothermal wells (See NRS 513.073 (3)). The files may contain, but are not limited to: Identification and contact information of the organization, company or individual; Licensing and registration information; Locating of operation; Related correspondence.

Retention: Retain these records for a period of three (3) calendar years from the date the entity is no longer active in Nevada.

Disposition: Permanent: Transfer to State Archives

2011024 Geothermal Well and Oil and Gas Reports

Reviewed: 12/07/2011

Description: These records document reports received from owners and operators of geothermal wells (See NRS 534A.031 and NAC chapter 534A) and oil and gas wells (See NRS chapter 522 and NAC chapter 522). The reports may include, but are not limited to: Geothermal Well Monthly production reports (NAC 534A.410 and 534A.560); Geothermal Well Monthly injection reports (NAC 534A.460 and 534A.570); Oil and Gas Producer's Monthly Report (NAC 522.515); Oil and Gas Subsurface injection reports (NAC 522.520).

Retention: Retain these records for a period of one (1) calendar year.

Disposition: Permanent: Transfer to State Archives

1995114 Geothermal Well Files

Reviewed: 08/09/2011

Description: These records document the permits issued for the drilling and operation of geothermal wells (See NRS 534A.060 to 534A.070). The files may contain, but are not limited to: Application with supportive documentation; Bonding documentation; Review documentation; Hearing records; Well completion and similar reports; Maps, field notes, etc.; Geothermal Well Logs; Related correspondence.

Retention: Retain these records for a period of five (5) calendar years from the date a well is no longer in use.

Disposition: Permanent: Transfer to State Archives

1995129 Oil/Gas Organization/Company Files

Reviewed: 08/09/2011

Description: These records document oil and gas companies operating drilling wells in Nevada (See NRS 522.050 et seq. and NAC 522.210 et seq.). The files may include but are not limited to: Contact information; Company information including incorporation documentation, Board of Directors, etc.; Related correspondence.

Retention: Retain these records for a period of three (3) calendar years from the date the entity ceases all operation in the State of Nevada.

Disposition: Permanent: Transfer to State Archives

1995130 Oil/Gas Well Files

Reviewed: 08/09/2011

Description: These records document oil and gas wells that have received a permit to drill (See NRS 522.050 et seq. and NAC 522.210 et seq.). The files may contain, but are not limited to: Application with supportive documentation; Bonding records; Review and approval documentation; Fee records; Reports and field notes; Related correspondence.

Retention: Retain these records for a period of five (5) calendar years from the date the well is no longer active.

Disposition: Permanent: Transfer to State Archives

1995107 Oil/Gas Well Logs

Reviewed: 08/16/1995

Description: Copies of logs produced by the logging service, field geologist or engineer which progressively describe the strata, water, oil or gas encountered in drilling a well, with additional information on volumes, pressure, rate of fill-up, water depths, casing strata, casing record and other data usually recorded in the normal procedure of drilling.

Retention: Retain for a period of five (5) calendar years from the date a well is no longer in production, has been plugged and is abandoned.

Disposition: Permanent: Transfer to State Archives

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1995100 Reclamation Bond Pool Files

Reviewed: 11/12/2008

Description: These records Document companies involved in the State Reclamation Bond Pool (See NRS 519A.290 and NAC 519A.510 et seq.). The record may include but is not limited to: Application with related documents (NAC 519A.570); Commission notification (including denials); Hearing documentation; Indemnification documentation; Payment and release documentation; Forfeiture documentation; Related correspondence.

Retention: Retain these records for a period of six (6) fiscal years from the date the bond is released and is no longer in force.

Disposition: Destroy Securely

2008042 Reclamation Bond Pool Files: Denied, Withdrawn or Incomplete

Reviewed: 11/12/2008

Description: These records document applications for the State Reclamation Bond Pool (See NRS 519A.290 and NAC 519A.510 et seq.) that were denied, withdrawn or incomplete. The record may include but is not limited to: Application with related documents (NAC 519A.570); Commission notification (including denials); Hearing documentation; Related correspondence; Similar documentation.

Retention: Retain these records for a period of three (3) fiscal years from the date the application was denied, withdrawn or declared incomplete.

Disposition: Destroy Securely