

539 – State Land Office File Plan

This file plan was developed to be a guide for State Land Office employees. This guidance document was created to ensure consistent records classification and to provide agencies with other relevant record information. The final disposition authority resides in the Functional Records Retention and Disposition Schedule (FRRDS), 1.21.2 NMAC.

This file plan only list records series of program's specific to the State Land Office. For records series of a general administrative nature, refer to the General Administrative Records File Plan. For records of a financial nature, refer to the General Financial Records File Plan. For records of a personnel or medical nature, refer to the General Personnel/Medical Records File Plan.

539-001 OIL AND NATURAL GAS ADMINISTRATION AND REVENUE DATABASE (ONGARD) SYSTEM:

Division/unit: ONGARD

Maintenance system: Numerical by primary key

Record series content: System used by SLO, TRD and ENMRD to assess, collect, process, report and distribute royalties from state trust land activities (i.e., leasing, sales, permits, etc.). Data may include TRD tax identification number; TRD tax receipts; TRD disbursements; cash receipts for royalty, rental and fee revenue; daily processing of fund transfers and payment allocation by account; billing for rental and revenue invoice by account; processing of refunds; corrections and reversals by account; cycle end processing for distribution by account, operating expenses and fund transfers; administration of funds; beneficiary and revenue codes; payment receipts and returns; calculating royalty for allocating payment, interest, assessments and credits; in-kind transactions and adjustments by account; ownership and beneficiary identification; oil and gas lease data; oil and natural gas production and volume data; right of way permit data; agricultural lease data; commercial lease data; mineral lease data; etc.

Classification:

- (A) **Leasing and sales data:** 1.21.2.713 NMAC, Land Management
- (B) **Royalties data:** 1.21.2.303 NMAC, Accounts Receivable
- (C) **Permitting data:** 1.21.2.715 NMAC, Natural Resources

File closure:

- (A) **Leasing and sales data:** Close of fiscal year in which created
- (B) **Royalties data:** Close of fiscal year in which royalties collected
- (C) **Permitting data:** Date of permit expiration

Confidentiality: Portions of this record may be confidential pursuant, but not limited to Section 7-1-8 NMSA 1978, Confidentiality of Returns and Other Information, Section 19-1-2.1 NMSA 1978, Confidential information, 5 USC Section 552a (i.e., social security number) and 20 CFR 402.90 (i.e., Trade secrets and confidential commercial or financial information).

[New - 03/31/2021]

539-002 to 539-010

539-011 REVENUE DISTRIBUTION FILES:

Division/unit: Administrative services

Maintenance system: Chronological by fiscal year

Record series content: Reports of cash distributions made to state trust land beneficiaries. File may include daily disbursement report, daily cash report, cash receipt report, record fund activity report, leases without beneficiary report, daily beneficiary month to date totals report, etc.

Classification: 1.21.2.310 NMAC, Reports - Accounting

File closure: Close of fiscal year in which created

[New - 03/31/2021]

539-012 to 539-020

539-021 CONTEST PROCEEDINGS FILES:

Division/unit: General counsel

Maintenance system: Chronological by date, then numerical by contest number

Record series content: Records concerning administrative contest proceedings dealing with rights to state trust lands. Files may include pleadings, field report, appraisals, expert witness reports, attorney notes, hearing officer recommendations, commissioner's final decision, exhibits, district court documentation, correspondence, etc.

Classification: 1.21.2.713 NMAC, Land Management

File closure: Date of final disposition of contest

Confidentiality: Portions of this file may contain confidential information pursuant, but not limited to Section 19-1-2.1 NMSA 1978, Confidential information and 5 USC Section 552a (i.e., social security number).

[New - 03/31/2021]

539-022 LAND USE RESTRICTED CONDITIONS (LURC) FILES:

Division/unit: General counsel

Maintenance system: Chronological by date, then numerical by LURC number

Record series content: Records designating special restrictions or conditions regarding permissible uses of particular parcels of state trust lands. File may include LURC form (i.e., LURC number, LURC type, description, acreage, expiration or perpetual date, etc.), and requestors instructional posting form, etc.

Classification: 1.21.2.713 NMAC, Land Management

File closure: Close of fiscal year in which created

[New - 03/31/2021]

539-023 to 539-030

539-031 BUSINESS LEASE FILES:

Division/unit: Commercial resources

Maintenance system: Chronological by date, then alphabetical by lease type, then numerical by lease number

Record series content: Records concerning the granting of leases for business, commercial, residential, industrial, or real estate planning and development purposes, or for surface uses on state trust lands. File may include lease agreement, plats, field reports, biological surveys, assignments, collateral assignments, check copies, miscellaneous instruments (i.e., name change, power of attorney, certificates of amendment, certificate of incorporation, death certificate, merger documentation, divorce decree, etc.), copy of LURC forms, bid documents, correspondence, etc.

Classification:

(A) **Approved:** 1.21.2.713 NMAC, Land Management

(B) **Rejected:** 1.21.2.107 NMAC, Denied, Rejected or Withdrawn Records

File closure:

(A) **Approved:** Date of expiration or termination of lease

(B) **Rejected:** Date of certified notice of rejection issued

Confidentiality: Portions of this file may be confidential pursuant, but not limited to Section 19-1-2.1 NMSA 1978, Confidential information, Section 24-14-27 NMSA 1978 (i.e., vital records), 5 USC Section 552a (i.e., social security number) and 20 CFR 402.90 (i.e., Trade secrets and confidential commercial or financial information).

[New - 03/31/2021]

539-032 UNDERGROUND STORAGE UNIT (NATURAL GAS) LEASE AGREEMENT FILES:

Division/unit: Commercial resources

Maintenance system: Chronological by date, then alphabetical by lease type, then numerical by lease number

Record series content: Records concerning lease agreements granting permission to extract natural gas from existing underground caverns located on state trust lands. File may include application, lease agreement, field report, biological survey, survey or plat, validation of fees paid, proof of bond, correspondence, etc.

Classification:

(A) **Approved:** 1.21.2.713 NMAC, Land Management

(B) **Rejected:** 1.21.2.107 NMAC, Denied, Rejected or Withdrawn Records

File closure:

(A) **Approved:** Date of expiration or termination of lease

(B) **Rejected:** Date of certified notice of rejection issued

Confidentiality: Portions of this file may be confidential pursuant, but not limited to Section 19-1-2.1 NMSA 1978, Confidential information and 5 USC Section 552a (i.e., social security number).

[New - 03/31/2021]

539-033 BILLBOARD PERMIT (LEASE) FILES:

Division/unit: Commercial resources

Maintenance system: Chronological by date, then alphabetical by lease type, then numerical by lease number

Record series content: Records concerning the granting of lease agreements for the placement of billboards on state trust lands. File may include lease agreement (i.e., name and address of lessee, NMDOT billboard number, location, approval, etc.), surveys, photos, field report, biological surveys, check copies, correspondence, etc.

Classification:

(A) **Approved:** 1.21.2.713 NMAC, Land Management

(B) **Rejected:** 1.21.2.107 NMAC, Denied, Rejected or Withdrawn Records

File closure:

(A) **Approved:** Date of expiration or termination of lease

(B) **Rejected:** Date of certified notice of rejection issued

Confidentiality: Portions of this file may be confidential pursuant, but not limited to Section 19-1-2.1 NMSA 1978, Confidential information.

[New - 03/31/2021]

539-034 RECREATION PERMIT (LEASE) FILES:

Division/unit: Commercial resources

Maintenance system: Chronological by date, then alphabetical by lease type, then numerical by lease number

Record series content: Records concerning permits granting access to state trust land for recreational purposes. File may include lease application for permit, permit copy, validation of fees paid, correspondence, etc.

Classification: 1.21.2.722 NMAC, Recreational Access

File closure: Date of expiration of permit or rejection of permit application

Confidentiality: Portions of this file may be confidential pursuant, but not limited to Section 19-1-2.1 NMSA 1978, Confidential information.

[New - 03/31/2021]

539-035 LAND SALES FILES:

Division/unit: Commercial resources

Maintenance system: Chronological by date of sale, then numerical by land sale number

Record series content: Records concerning the sale of state trust lands. File may include land survey, title report, appraisal, legal advertisement, field report, relinquishment or land withdrawal, attorney client communications, application for purchase, commissioner of public lands sale approval notice, purchase contract, reservations, copy of patent, copy of LURC form, check copies, correspondence, etc.

Classification: 1.21.2.713 NMAC, Land Management

File closure: Date that sale is final

Confidentiality: Portions of this file may be confidential pursuant, but not limited to Section 19-1-2.1 NMSA 1978, Confidential information.

[New - 03/31/2021]

539-036 LAND EXCHANGE FILES:

Division/unit: Commercial resources

Maintenance system: Chronological by date, then numerical by sequence number

Record series content: Records concerning state trust land exchanged for non-trust lands owned by private, federal or governmental entities. File may include application to sell or exchange land, reservations, plats, patents, warranty or quit claim deeds, copy of LURC form, correspondence, etc.

Classification: 1.21.2.713 NMAC, Land Management

File closure: Date that exchange is final

Confidentiality: Portions of this file may be confidential pursuant, but not limited to Section 19-1-2.1 NMSA 1978, Confidential information.

[New - 03/31/2021]

539-037 to 539-040**539-041 RANGE STEWARDSHIP PROGRAM EVALUATION FILES:**

Division/unit: Field operations

Maintenance system: Chronological by date, then numerical by lease number

Record series content: Records concerning the evaluation of the environmental conditions of leased state trust lands. File may include acreage computation worksheet, maps, raw vegetation information, analysis, photographs, acreage condition determination report, etc.

Classification: 1.21.2.713 NMAC, Land Management

File closure: Date of expiration or termination of lease

[New - 03/31/2021]

539-042 SPECIAL PROJECT FILES:

Division/unit: Field operations

Maintenance system: Chronological by date, then alphabetical by project name

Record series content: Records concerning special projects dealing with conservation, environmental quality and wildlife management of state trust lands. File may include field reports, biological surveys, analysis, photographs, correspondence, etc.

Classification: 1.21.2.713 NMAC, Land Management

File closure: Date of project completion

Confidential: Portions of this file may be confidential pursuant, but not limited to Section 19-1-2.1 NMSA 1978, Confidential information.

[New - 03/31/2021]

539-043 to 539-045

539-046 DEPARTMENTAL TRACT BOOKS (OIL AND GAS, MINERALS AND SURFACE):

Division/unit: Records management

Maintenance system: Alphanumeric by township and range number

Record series content: Tract books in which cumulative information related to oil, gas, minerals and surface leases is recorded. Books shows lease number, lessee name, city and state, legal description of transaction, date of issuance, date of expiration, status and date of transaction, section, township, range, county, information relative to specific section, ownership by beneficiary and acreage by township and range.

Classification: 1.21.2.713 NMAC, Land Management

File closure: Date of issuance

[New - 03/31/2021]

539-047 MASTER TITLE TRACT BOOKS:

Division/unit: Records management

Maintenance system: Alphanumeric by township and range number

Record series content: Tract books in which information related to the sale or exchange of state trust lands is recorded. Book shows section, township, range, county, acquisition and disposition of state trust lands, information relative to specific section and ownership by beneficiary and acreage by township and range.

Classification: 1.21.2.713 NMAC, Land Management

File closure: Date of acquisition or disposition of state trust lands

[New - 03/31/2021]

539-048 PATENT FILES:

Division/unit: Records management

Maintenance system: Chronological by date of patent, then numerical by patent number

Record series content: Record of patents issued by the commissioner of public lands for state trust lands sold or exchanged. File may include patent (i.e., patent number, description of land conveyed, commissioner approval, section, township, range, payment amount, etc.) correspondence, etc.

Classification: 1.21.2.713 NMAC, Land Management

File closure: Date of patent issued

[New - 03/31/2021]

539-049 TRUST LAND WITHDRAWALS:

Division/unit: Records management

Maintenance system: Chronological by year, then numerical by withdrawal number

Record series content: Records concerning the withdrawal of state trust lands by the commissioner of public lands from certain types of leasing activities. File may include order of withdrawal, plat, correspondence, etc.

Classification: 1.21.2.713 NMAC, Land Management

File closure: Date file created

Confidentiality: Portions of this file may be confidential pursuant, but not limited to Section 19-1-2.1 NMSA 1978, Confidential information.

[New - 03/31/2021]

539-050 CONDEMNATION OF STATE TRUST LAND FILES:

Division/unit: Records management

Maintenance system: Chronological by date, then numerical by civil action number

Record series content: Records concerning civil actions initiated by the federal government regarding state trust lands restricted from any type of activity (i.e., exchange, leasing, sale, etc.) for federal purposes

(i.e., military base, missile range, highway, airport, etc.). File may include court proceedings, plats, reservations, final orders, correspondence, etc.

Classification: 1.21.2.713 NMAC, Land Management

File closure: Date of final order

Confidentiality: Portions of this file may be confidential pursuant, but not limited to Section 19-1-2.1 NMSA 1978, Confidential information.

[New - 03/31/2021]

539-051 to 539-055

539-056 RIGHTS OF ENTRY TEMPORARY AGREEMENT FILES:

Division/unit: Rights of way and water resources

Maintenance system: Chronological by date, then numerical by agreement number

Record series content: Records concerning temporary access to state trust lands. File may include right of entry requests, maps, plats, permit copies, agreements, validation of fees paid, correspondence, etc.

Classification:

(A) **Approved:** 1.21.2.722 NMAC, Recreational Access

(B) **Rejected:** 1.21.2.107 NMAC, Denied, Rejected or Withdrawn Records

File closure:

(A) **Approved:** Date of expiration or termination of agreement

(B) **Rejected:** Date certified notice of rejection issued

[New - 03/31/2021]

539-057 OUTFITTING AND GUIDE USER AGREEMENT FILES:

Division/unit: Rights of way and water resources

Maintenance system: Chronological by date, then numerical by agreement number

Record series content: Records concerning user agreements allowing individuals or companies to conduct outfitting and guiding services for hunting or fishing on state trust lands. File may include user agreement application, copy of game and fish outfitting and guiding license, user agreement, validation of fees paid, map, photographs, correspondence, etc.

Classification:

(A) **Approved:** 1.21.2.722 NMAC, Recreational Access

(B) **Rejected:** 1.21.2.107 NMAC, Denied, Rejected or Withdrawn Records

File closure:

(A) **Approved:** Date of expiration or termination of agreement

(B) **Rejected:** Date certified notice of rejection issued

[New - 03/31/2021]

539-058 ENVIRONMENTAL EDUCATION PERMIT FILES:

Division/unit: Rights of way and water resources

Maintenance system: Chronological by date, then numerical by permit number

Record series content: Records concerning permits issued to educational institutions to utilize state trust land for various studies (i.e., watershed, wildlife, plant life, etc.). File may include permit application copies, maps, study plans, field reports, photographs, applications for permit renewal, correspondence, etc.

Classification:

(A) **Approved:** 1.21.2.722 NMAC, Recreational Access

(B) **Rejected:** 1.21.2.107 NMAC, Denied, Rejected or Withdrawn Records

File closure:

(A) **Approved:** Date of expiration or termination of permit

(B) **Rejected:** Date of certified notice of rejection issued

Confidentiality: Portions of this file may be confidential pursuant, but not limited to Section 19-1-2.1 NMSA 1978, Confidential information.

[New - 03/31/2021]

539-059 WATER EASEMENT FILES:

Division/unit: Rights of way and water resources

Maintenance system: Chronological by date, then numerical by easement number

Record series content: Records concerning lease agreements granting water easements on state trust lands. File may include agreement application, copy of water rights agreement assignment form, easement agreement, easement renewal, easement relinquishment, annual rental record, validation of fees, change of address card, filed assignment, rental payment sheet, meter reading, state engineer correspondence, etc.

Classification:

(A) **Approved:** 1.21.2.713 NMAC, Land Management

(B) **Rejected:** 1.21.2.107 NMAC, Denied, Rejected or Withdrawn Records

File closure:

(A) **Approved:** Date of expiration or termination of easement agreement

(B) **Rejected:** Date of certified notice of rejection issued

Confidentiality: Portions of this file may be confidential pursuant, but not limited to Section 19-1-2.1 NMSA 1978, Confidential information.

[New - 03/31/2021]

539-060 SALTWATER DISPOSAL LEASE FILES:

Division/unit: Rights of way and water resources

Maintenance system: Chronological by date, then alphabetical by lease type, then numerical by lease number

Record series content: Records concerning the granting of saltwater disposal site easements on state trust lands. File may include easement agreement, field report, biological survey, map, approval from OCD, miscellaneous instrument (i.e., powers of attorney, marriage certificates, death certificates, etc.), correspondence, etc.

Classification:

(A) **Approved:** 1.21.2.713 NMAC, Land Management

(B) **Rejected:** 1.21.2.107 NMAC, Denied, Rejected or Withdrawn Records

File closure:

(A) **Approved:** Date of expiration or termination of lease

(B) **Rejected:** Date of certified notice of rejection issued

Confidentiality: Portions of this file may be confidential pursuant, but not limited to Section 19-1-2.1 NMSA 1978, Confidential information, Section 24-14-27 NMSA 1978 (i.e., vital records) and 5 USC Section 552a (i.e., social security number).

[New - 03/31/2021]

539-061 RIGHTS OF WAY EASEMENT FILES:

Division/unit: Rights of way and water resources

Maintenance system: Chronological by date, then numerical by easement number

Record series content: Records concerning lease agreements for rights of way easements on state trust lands. File may include agreement application, plat, validation of fees paid, easement agreement, easement renewal, refund statement, partial or full assignment, change of address card, affidavit of completion, correspondence, etc.

Classification:

(A) **Approved:** 1.21.2.713 NMAC, Land Management

(B) **Rejected:** 1.21.2.107 NMAC, Denied, Rejected or Withdrawn Records

File closure:

(A) **Approved:** Date of expiration or termination of easement agreement

(B) **Rejected:** Date of certified notice of rejection issued

Confidential: Portions of this file may be confidential pursuant, but not limited to Section 19-1-2.1 NMSA 1978, Confidential information.

[New - 03/31/2021]

539-062 RIGHTS OF WAY AND WATER EASEMENT MISCELLANEOUS INSTRUMENT FILES:

Division/unit: Rights of way and water resources

Maintenance system: Chronological by date then numerical by instrument number

Record series content: Records documenting changes made to existing state trust land rights of way and water easement agreements. File may include name change, power of attorney, bill of sale, certificate of amendment, certificate of incorporation, death certificate, merger documentation, divorce decree, etc.

Classification: 1.21.2.713 NMAC, Land Management

File closure: Date file created

Confidentiality: Portions of this file may be confidential pursuant, but not limited to Section 19-1-2.1 NMSA 1978, Confidential information, Section 24-14-27 NMSA 1978 (i.e., vital records) and 5 USC Section 552a (i.e., social security number).

[New - 03/31/2021]

539-063 RIGHTS OF WAY, WATER, AND SALTWATER DISPOSAL LEASE SINGLE AND BLANKET BOND FILES:

Division/unit: Rights of way and water resources

Maintenance system: Chronological by date, then alphabetical by company name

Record series content: Records of bonds filed with SLO by holders of water or rights of way easements to cover damages to state trust lands. File may include copy of bond, powers of attorney, signing authority from company, bond waiver, validation of fees, correspondence, etc.

Classification: 1.21.2.163 NMAC, Insurance Certificates and Bonds

File closure: Date financial assurance is released by commissioner of public lands

[New - 03/31/2021]

539-064 AGRICULTURAL LEASE FILES:

Division/unit: Agricultural leasing

Maintenance system: Chronological by date, then alphabetical by lease type, then numerical by lease number

Record series content: Records concerning lease agreements granting permission for the use of state trust lands for agricultural purposes. File may include application, lease agreement, sublease agreement, assignment, amendment, improvement application, field report, biological survey, survey or plat, validation of fees paid, proof of bond, correspondence, etc.

Classification:

(A) **Approved:** 1.21.2.713 NMAC, Land Management

(B) **Rejected:** 1.21.2.107 NMAC, Denied, Rejected or Withdrawn Records

File closure:

(A) **Approved:** Date of expiration or termination of lease

(B) **Rejected:** Date of certified notice of rejection issued

Confidentiality: Portions of this file may be confidential pursuant, but not limited to Section 19-1-2.1 NMSA 1978, Confidential information and 5 USC Section 552a (i.e., social security number).

[New - 03/31/2021]

539-065 AGRICULTURAL MISCELLANEOUS INSTRUMENT FILES:

Division/unit: Agricultural leasing

Maintenance system: Chronological by date, then numerical by instrument number

Record series content: Records concerning changes made to existing agricultural lease agreements. File may include name change, power of attorney, certificates of amendment, certificate of incorporation, death certificate, merger documentation, divorce decree, etc.

Classification: 1.21.2.713 NMAC, Land Management

File closure: Date file created

Confidentiality: Portions of this file may be confidential pursuant, but not limited to Section 19-1-2.1 NMSA 1978, Confidential information, Section 24-14-27 NMSA 1978 (i.e., vital records) and 5 USC Section 552a (i.e., social security number).

[New - 03/31/2021]

539-066 COLLATERAL ASSIGNMENT FILES:

Division/unit: Agricultural leasing

Maintenance system: Chronological by date, then numerical by collateral assignment number

Record series content: Records concerning lessee requests for approval to use agricultural leased state trust lands as collateral security. File may include collateral assignment form, release of collateral assignment, correspondence, etc.

Classification: 1.21.2.713 NMAC, Land Management

File closure: Date collateral assignment release

Confidentiality: Portions of this file may be confidential pursuant, but not limited to Section 19-1-2.1 NMSA 1978, Confidential information and 5 USC Section 552a (i.e., social security number).

[New - 03/31/2021]

539-067 to 539-080

539-081 OIL AND GAS LEASE FILES:

Division/unit: Oil and gas

Maintenance system: Chronological by date, then alphanumerical by lease type and number

Record series content: Records concerning lease agreements granting permission for the use of state trust lands for oil and gas extraction and production. File may include annual rental distribution record, bid application, assignment form, certification, commingling order, commingling request form, communization agreement posting, force pooling, general conveyance, lease agreement, lease plat, letter of partial release, refund statement, registered mail card (i.e., notice of cancellation or rejection), renewal, operations plan, field report, biological survey, reclamation plan, unit agreement posting, stipulation, shut-in royalty payment, extension permission, change of address card, letter of full release, copy of LURC form, correspondence, etc.

Classification:

(A) **Approved:** 1.21.2.713 NMAC, Land Management

(B) **Rejected:** 1.21.2.107 NMAC, Denied, Rejected or Withdrawn Records

File closure:

(A) **Approved:** Date of expiration or termination of lease

(B) **Rejected:** Date of certified notice of rejection issued

Confidentiality: Portions of this file may be confidential pursuant, but not limited to Section 19-1-2.1 NMSA 1978, Confidential information.

[New - 03/31/2021]

539-082 OIL AND GAS MISCELLANEOUS INSTRUMENT FILES:

Division/unit: Oil and gas

Maintenance system: Alphabetical by lessee or operator surname

Record series content: Records concerning changes made to existing oil and gas lease agreements. File may include name change, power of attorney, certificates of amendment, certificate of incorporation, death certificate, merger documentation, divorce decree, etc.

Classification: 1.21.2.713 NMAC, Land Management

File closure: Date file created

Confidentiality: Portions of this file may be confidential pursuant, but not limited to Section 19-1-2.1 NMSA 1978, Confidential information, Section 24-14-27 NMSA 1978 (i.e., vital records) and 5 USC Section 552a (i.e., social security number).

[New - 03/31/2021]

539-083 OIL AND GAS BOND FILES:

Division/unit: Oil and gas

Maintenance system: Alphabetical by lessee or operator surname

Record series content: Records of bonds for damages resulting from oil and gas activity on state trust lands. File may include surety bond form, assignment of cash collateral, irrevocable letter of credit, cash bond form, etc.

Classification: 1.21.2.713 NMAC, Land Management

File closure: Date that financial assurance is released by commissioner of public lands

[New - 03/31/2021]

539-084 MARGINAL WELL PROGRAM FILES:

Division/unit: Oil and gas

Maintenance system: Chronological by date, then numerical by approval number

Record series content: Records concerning oil and gas leases eligible for reduced royalty rates because of declining well production. File may include application for lower royalty rate, production data for previous years, affidavit of marginal production status, validation of fees paid, letter of approval, correspondence, etc.

Classification: 1.21.2.713 NMAC, Land Management

File closure: Date of expiration or termination of lease

Confidentiality: Portions of this file may be confidential pursuant, but not limited to Section 19-1-2.1 NMSA 1978, Confidential information.

[New - 03/31/2021]

539-085 to 539-090

539-091 OIL AND GAS LEASE AND SALE ANALYSIS REPORTS:

Division/unit: Oil and gas

Maintenance system: Chronological by date

Record series content: Reports concerning the analysis data on all oil and gas leases and corresponding sales. Report may show sales notice, sale results, summary on sale results, etc.

Classification: 1.21.2.116 NMAC, Reports - General

File closure: Date file created

[New - 03/31/2021]

539-092 LOGICAL MINE RESERVES POTASH FILES:

Division/unit: Oil and gas

Maintenance system: Chronological by date

Record series content: Records concerning the location and estimated potash mine reserves on state trust lands. File may include report of estimated potash reserves and maps of potash mines located on state trust lands.

Classification: 1.21.2.713 NMAC, Land Management

File closure: Date mine closure

Confidentiality: Portions of this file may be confidential pursuant, but not limited to Section 19-1-2.1 NMSA 1978, Confidential information

[New - 03/31/2021]

539-093 GEOPHYSICAL PERMIT FILES:

Division/unit: Oil and gas

Maintenance system: Chronological by date, then numerical by permit number

Record series content: Records concerning issuances of geophysical exploration permits on state trust lands on which there is no valid existing oil and gas lease. File may include permit application, permit copy, fee worksheet, check copies, location maps, bind information, field report, biological survey, permit expiration notice, correspondence, etc.

Classification: 1.21.2.715 NMAC, Natural Resources

File closure: Date of expiration or termination of permit

Confidentiality: Portions of this file may be confidential pursuant, but not limited to Section 19-1-2.1 NMSA 1978, Confidential information.

[New - 03/31/2021]

539-094 COMMUNITIZATION (POOLING) AGREEMENT FILES:

Division/unit: Oil and gas

Maintenance system: Chronological by date, then numerical by agreement number

Record series content: Records concerning ownership of mineral rights for pooled lands. Files may include agreement between lessees, letter of approval, certificate of approval, legal description of land (pooled or communitized), well completion or re-completion report and log from energy minerals and natural resources department OCD, correspondence, etc.

Classification: 1.21.2.713 NMAC, Land Management

File closure: Date of expiration or termination of agreement

[New - 03/31/2021]

539-095 COMMINGLING FILES:

Division/unit: Oil and gas

Maintenance system: Chronological by date, then alphabetical by company name

Record series content: Records concerning the approval, rejection, or modification of commingling agreements by SLO and the oil conservation division of the EMNRD for oil and gas production. File may include commingling application, maps, plats, well records, approval or rejection letter from SLO, OCD order, letter of modifications, filing fee documentation, correspondence, etc.

Classification: 1.21.2.713 NMAC, Land Management

File closure: Date file created

[New - 03/31/2021]

539-096 UNIT AGREEMENT FILES:

Division/unit: Oil and gas

Maintenance system: Chronological by date, then alphabetical by unit name

Record series content: Record of unit agreements between SLO and lessee assuring equal extraction of resources (i.e., oil, gas, and minerals). File may include unit agreement, engineering reports, geological maps, operating agreements, well records, development plans, correspondence, etc.

Classification: 1.21.2.713 NMAC, Land Management

File closure: Date agreement terminated

[New - 03/31/2021]

539-097 to 539-110

539-111 MINERAL LEASE FILES:

Division/unit: Minerals

Maintenance system: Chronological by date, then alphanumerical by lease type and number

Record series content: Records concerning lease agreements granting permission for mineral mining of various mineral extractions and production on state trust lands. File may include lease application, lease, field report, biological survey, operation plan, reclamation plan, registered mail card notice, relinquishment letter, correspondence, etc.

Classification:

(A) **Approved:** 1.21.2.713 NMAC, Land Management

(B) **Rejected:** 1.21.2.107 NMAC, Denied, Rejected or Withdrawn Records

File closure:

(A) **Approved:** Date of expiration or termination of lease

(B) **Rejected:** Date of certified notice of rejection issued

Confidentiality: Portions of this file may be confidential pursuant, but not limited to Section 19-1-2.1 NMSA 1978, Confidential information.

[New - 03/31/2021]

539-112 MINERALS BOND FILES:

Division/unit: Minerals

Maintenance system: Chronological by date, then alphabetical by lessee or operator surname

Record series content: Records of bonds filed with SLO to cover damages resulting from mineral mining activity on state trust lands. File may include surety bond form, assignment of cash collateral, irrevocable letter of credit, cash bond form, etc.

Classification: 1.21.2.713 NMAC, Land Management

File closure: Date that financial assurance is released by commissioner of public lands

[New - 03/31/2021]

539-113 CALICHE PERMIT FILES:

Division/unit: Minerals

Maintenance system: Chronological by date, then numerical by permit number

Record series content: Records concerning permits granting permission for the extraction of caliche from state trust lands. File may include permit application, permit copy, royalty reports, caliche pit action correspondence, etc.

Classification: 1.21.2.715 NMAC, Natural Resources

File closure: Date permit expires

[New - 03/31/2021]

539-114 SPECIAL USE AGREEMENT PERMIT FILES:

Division/unit: Minerals

Maintenance system: Chronological by date, then alphabetical by lease type and numerical by agreement number

Record series content: Records concerning lease agreements granting permission for access to state trust lands for the exploration of minerals and the reclamation of mined lands after production has ceased. File may include application, special use agreement, maps exploration plan, reclamation plan, registered mail card notice, annual rental distribution record, analysis report on findings, correspondence, etc.

Classification:

(A) **Approved:** 1.21.2.715 NMAC, Natural Resources

(B) **Rejected:** 1.21.2.107 NMAC, Denied, Rejected or Withdrawn Records

File closure:

(A) **Approved:** Date of expiration or termination of permit

(B) Rejected: Date of certified notice of rejection issued

Confidentiality: Portions of this file may be confidential pursuant, but not limited to Section 19-1-2.1 Confidential information.

[New - 03/31/2021]

539-115 to 539-120

539-121 ROYALTY REFUND FILES:

Division/unit: Royalty management

Maintenance system: Chronological by fiscal year

Record series content: Records concerning refunds made to companies that request reimbursement of funds due to overpayment of royalties to the state in lieu of credits to accounts. File may include refund application, refund application checklist, account reconciliation worksheets, approval or denial recommendation of funds from revenue processing, audit and compliance notification copy, correspondence, etc.

Classification: 1.21.2.301 NMAC, Accounts Payable

File closure: Date of final disposition of refund claim

Confidentiality: Portion of this file may be confidential pursuant, but not limited to 20 CFR 402.90 (i.e., Trade secrets and confidential commercial or financial information) and Section 7-1-8 NMSA 1978, Confidentiality of Returns and Other Information.

[New - 03/31/2021]

539-122 OIL AND GAS ROYALTY CASH DEPOSIT FILES:

Division/unit: Royalty management

Maintenance system: Chronological by date

Record series content: Records concerning monthly cash deposits of oil and gas royalties made to SLO. File may include summary report, remittance documents, check copies, state treasury deposit slip copy, etc.

Classification: 1.21.2.303 NMAC, Accounts Receivable

File closure: Close of fiscal year in which created

[New - 03/31/2021]

539-123 OIL AND GAS ROYALTY REPORTING FILES:

Division/unit: Royalty management

Maintenance system: Chronological by date, then alphabetical by company name, then identification number

Record series content: Records concerning monthly oil and gas royalty reports generated by lessee and provided to SLO. File may include oil and gas royalty summary report, oil and gas royalty detail report, edit report, return reconciliation worksheet, company authorization for corrections, correspondence, etc.

Classification: 1.21.2.310 NMAC, Reports - Accounting

File closure: Close of calendar year in which created

Confidentiality: Portion of this file may be confidential pursuant, but not limited to 20 CFR 402.90 (i.e., Trade secrets and confidential commercial or financial information) and Section 7-1-8 NMSA 1978, Confidentiality of Returns and Other Information.

[New - 03/31/2021]

539-124 MONTHLY ROYALTY PRE-DISTRIBUTION AUDIT REPORT:

Division/unit: Royalty management

Maintenance system: Chronological by date

Record series content: Report of monthly pre-distribution totals of oil and gas royalties to beneficiaries. Report may show beneficiary, year to date royalties paid, current month royalties paid, current month

interest paid, input records count, input records amount, input records total, output records count, output records amount, output records total, rounded royalty amount, rounded interest amount, etc.

Classification: 1.21.2.310 NMAC, Reports - Accounting

File closure: Close of calendar year in which created

[New - 03/31/2021]

539-125 OIL AND GAS ROYALTY COMPANY LEVEL AUDIT FILES:

Division/unit: Royalty management

Maintenance system: Chronological by date, then alphabetical by company name

Record series content: Records concerning audits conducted by SLO on companies reporting royalties.

File may include audit report, audit assessment, initial meeting notes, work papers, volume and value assessment letters, royalty reports, amended royalty reports for takes verses entitlement adjustments, audit closure letter, correspondence, etc.

Classification: 1.21.2.414 NMAC, Financial - Audits

File closure: Date of audit closure letter

[New - 03/31/2021]

539-126 OIL AND GAS PROPERTY LEASE AUDIT FILES:

Division/unit: Royalty management

Maintenance system: Chronological by date, then alphabetical by company name

Record series content: Records concerning audits conducted by SLO on individual oil and gas property lease. File may include audit report, audit assessment, initial meeting notes, work papers, audit closure letter, correspondence, etc.

Classification: 1.21.2.414 NMAC, Financial - Audits

File closure: Date audit closure letter

[New - 03/31/2021]

539-127 FEDERAL SECTION 29 FILES:

Division/unit: Royalty management

Maintenance system: Chronological by date, then alphabetical by company name

Record series content: Records concerning sales contract of coal seam gas tax credits. File may include royalty summary reports, gas production summary reports, copy of sales contract, monthly and quarterly report of royalty report production to companies, monthly state tax oil and gas reports, copies of cash transfers, distribution instruction copies, correspondence, etc.

Classification: 1.21.2.354 NMAC, Tax Assessments

File closure: Date of expiration or termination of contract

Confidentiality: Portions of this file may be confidential pursuant, but not limited to Section 19-1-2.1 NMSA 1978, Confidential information.

[New - 03/31/2021]