

## 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 calendar year, 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, photos, archaeology files, 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, A - 05/09/2022]

### 539-022 to 539-030

#### 539-031 BUSINESS LEASE FILES:

**Division/unit:** Commercial resources

**Maintenance system:** Alphabetical by lease type, then numerical by lease number, then chronological by date

**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, A - 05/09/2022]

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

**Division/unit:** Commercial resources

**Maintenance system:** Alphabetical by lease type, then numerical by lease number, then chronological by date

**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, A - 05/09/2022]

**539-033 BILLBOARD PERMIT (LEASE) FILES:**

**Division/unit:** Commercial resources

**Maintenance system:** Alphabetical by lease type, then numerical by lease number, then chronological by date

**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, A - 05/09/2022]

**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:** Numerical by land sale number, then chronological by date of sale

**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, A - 05/09/2022]

**539-036 LAND EXCHANGE FILES:**

**Division/unit:** Commercial resources

**Maintenance system:** Numerical by sequence number, then chronological by date

**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, A - 05/09/2022]

**539-037 to 539-040**

**539-041 RANGE STEWARDSHIP PROGRAM EVALUATION FILES:**

**Division/unit:** Surface resources

**Maintenance system:** Numerical by lease number, then chronological by date

**Record series content:** Records concerning the evaluation of the environmental and range 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, A - 05/09/2022]

**539-042 SPECIAL PROJECT FILES:**

**Division/unit:** Surface resources

**Maintenance system:** Chronological by fiscal year, 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 project plans, procurement documents, maps, field reports, biological/cultural/environmental surveys and 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, A - 05/09/2022]

**539-043 NATURAL RESOURCES AUTHORIZATION (NRA) PERMIT:**

**Division/unit:** Surface resources

**Maintenance system:** Numerical by permit number, then chronological by date

**Record series content:** Records concerning temporary access to state trust land for research studies, natural resources work, and partner land maintenance. File may include project application, maps, permit, plan or description of proposed work, correspondence, etc.

**Classification:** 1.21.2.713 NMAC, Land Management

**File closure:** Date of permit expiration or termination

[New - 05/09/2022]

**539-044 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/DEEDS FILES:**

**Division/unit:** Records management

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

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

**Classification:** 1.21.2.713 NMAC, Land Management

**File closure:** Date of patent and deed issued

[New - 03/31/2021, A - 05/09/2022]

**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 seized or condemned for federal activities or 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 LAND USE RESTRICTED CONDITIONS (LURC) FILES:**

**Division/unit:** Records management

**Maintenance system:** Chronological by LURC number and calendar year

**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, 539-022 Rn & A - 05/09/2022]

### **539-052 to 539-055**

### **539-056 RIGHTS OF ENTRY TEMPORARY AGREEMENT FILES:**

**Division/unit:** Rights of way

**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:** 1.21.2.506 NMAC, Short-Term Permit

(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, A - 05/09/2022]

### **539-057 OUTFITTING AND GUIDE USER AGREEMENT FILES:**

**Division/unit:** Rights of way

**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, A - 05/09/2022]

**539-058 EDUCATION ACCESS PERMIT FILES:**

**Division/unit:** Rights of way

**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, A - 05/09/2022]

**539-059 to 539-060**

[New - 03/31/2021, Repealed 05/09/2022]

**539-061 RIGHTS OF WAY EASEMENT FILES:**

**Division/unit:** Rights of way

**Maintenance system:** Alphanumeric by letter and easement number, then chronological by date

**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, field inspection report, 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 denial

**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, A - 05/09/2022]

**539-062 RIGHTS OF WAY EASEMENT MISCELLANEOUS INSTRUMENT FILES:**

**Division/unit:** Rights of way

**Maintenance system:** Alphabetical by company name

**Record series content:** Records documenting changes made to existing state trust land rights of way 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, A - 05/09/2022]

**539-063            RIGHTS OF WAY LEASE SINGLE, BLANKET, AND RECLAMATION BOND FILES:**

**Division/unit:** Rights of way

**Maintenance system:** Alphabetical by company name or surname

**Record series content:** Records of bonds filed with SLO by holders of 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

[New - 03/31/2021, A - 05/09/2022]

**539-064            AGRICULTURAL LEASE FILES:**

**Division/unit:** Agricultural leasing

**Maintenance system:** Alphanumeric by letter and lease number, then chronological by date

**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, A - 05/09/2022]

**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, trust agreements, marriage certificate, letters testamentary, legal orders, 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, A - 05/09/2022]

**539-066            COLLATERAL ASSIGNMENT FILES:**

**Division/unit:** Agricultural leasing

**Maintenance system:** Numerical by lease number, then collateral assignment number, then chronological by date

**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, A - 05/09/2022]

### **539-067 to 539-080**

#### **539-081 OIL AND GAS LEASE FILES:**

**Division/unit:** Oil and gas

**Maintenance system:** 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, A - 05/09/2022]

#### **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:** Numerical by approval number, then chronological by date

**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, A - 05/09/2022]

## **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:** Numerical by permit number, then chronological by date

**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, A - 05/09/2022]

### **539-094 COMMUNITIZATION (POOLING) AGREEMENT FILES:**

**Division/unit:** Oil and gas

**Maintenance system:** Numerical by agreement number, then chronological by date

**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, A - 05/09/2022]

#### **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:** Alphanumerical by lease type and number, then chronological by date

**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, A - 05/09/2022]

#### **539-112 MINERALS BOND FILES:**

**Division/unit:** Minerals

**Maintenance system:** Alphabetical by lessee or operator surname, then chronological by date

**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, A - 05/09/2022]

#### **539-113 CALICHE LEASE FILES:**

**Division/unit:** Minerals

**Maintenance system:** Alphanumeric by letter prefix and lease number, then chronological by date

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

**Classification:** 1.21.2.715 NMAC, Natural Resources

**File closure:** Date lease expires or termination

[New - 03/31/2021, A - 05/09/2022]

#### **539-114 SPECIAL USE AGREEMENT PERMIT FILES:**

**Division/unit:** Minerals

**Maintenance system:** Alphanumeric by lease prefix and agreement, then chronological by date

**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, A - 05/09/2022]

#### **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**

[New - 03/31/2021, Repealed 05/09/2022]

**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 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

**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, A - 05/09/2022]

**539-126**

[New - 03/31/2021, Repealed 05/09/2022]

**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]

### **539-128 to 539-130**

#### **539-131 WATER EASEMENT FILES:**

**Division/unit:** Water

**Maintenance system:** Numerical by easement number, then chronological by date

**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, location plat, miscellaneous instruments (e.g., company mergers, etc.), 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, 539-059 Rn & A - 05/09/2022]

#### **539-132 SALTWATER DISPOSAL LEASE FILES:**

**Division/unit:** Water

**Maintenance system:** Alphabetical by lease type, then numerical by lease number, then chronological by date

**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, lease assignments, address changes, lease amendments, miscellaneous instrument (i.e., company mergers, 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

[New - 03/31/2021, 539-060 Rn & A - 05/09/2022]

#### **539-133 WATER AND SALTWATER DISPOSAL LEASE SINGLE AND BLANKET BOND FILES:**

**Division/unit:** Water

**Maintenance system:** Alphabetical by company name, then numerical by easement number, then chronological by date

**Record series content:** Records of bonds filed with SLO by holders of water easements and saltwater disposal 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 - 05/09/2022]

### 539-134 to 539-140

#### 539-141 RENEWABLE ENERGY LEASE FILES:

**Division/unit:** Renewable energy

**Maintenance system:** Alphabetical by lease type, then numerical by lease number, then chronological by date

**Record series content:** Records concerning the granting of long or short-term leases for solar energy development or wind energy development. 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, advertising, financial 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 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 - 05/09/2022]

### 539-142 to 539-145

#### 539-146 NOTIFICATION OF INTENT TO SURVEY FILES:

**Division/unit:** Cultural resources

**Maintenance system:** Numerical by calendar year, and identifier number

**Record series content:** Records concerning notification of survey on state trust land for cultural resources. File may include notification (information on location (township, county), lead agency, proponent (lessee), archaeologies (permittee), project numbers, contract numbers, lease number, name of project, etc.), correspondence, etc.

**Classification:** 1.21.2. 437 NMAC, Consents and Clearances

**File closure:**

(A) **Approved:** Date survey completed

(B) **Denied:** Date survey denied

**Confidentiality:** Portions of this file may be confidential pursuant, but not limited to Section 18-6-11.1 NMSA 1978, Confidentiality of site location

[New - 05/09/2022]

#### 539-147 COMPLIANCE DOCUMENTS FILES:

**Division/unit:** Cultural resources

**Maintenance system:** Numerical by calendar year, and identifier number

**Record series content:** Records concerning review and recommendation for archaeological activities on state trust land. File may include archaeology survey report/plan, data recovery report/plan, monitoring report/plan, records reviews, correspondence, etc.

**Classification:** 1.21.2. 437 NMAC, Consents and Clearances

**File closure:**

(A) **Approved:** Date filed issued review

(B) **Denied:** Date filed denied

**Confidentiality:** Portions of this file may be confidential pursuant, but not limited to Section 18-6-11.1 NMSA 1978, Confidentiality of site location

[New - 05/09/2022]

**539-148 CONSULTATION WITH TRIBES FILES:**

**Division/unit:** Cultural resources

**Maintenance system:** Numerical by calendar year, and identifier number

**Record series content:** Records concerning consultation with tribal entities regarding actions on state trust lands. File may include correspondence between SLO and tribes, etc.

**Classification:** 1.21.2.177 NMAC, Cultural Resources

**File closure:** Date project completed

**Confidentiality:** Portions of this file may be confidential pursuant, but not limited to Section 18-6-11.1 NMSA 1978, Confidentiality of site location and Section 11-18-1 NMSA 1978, State-Tribal

Collaboration Act

[New - 05/09/2022]

**539-149 to 539-150**

**539-151 RECREATIONAL ACCESS PERMIT FILES:**

**Division/unit:** Recreational access

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

**Record series content:** Records concerning permits issued to individuals or parties to utilize state trust land for various recreational purpose (i.e., mystery stone, hiking, 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 - 05/09/2022]