



CITY OF LONG BEACH

DEPARTMENT OF CITY CLERK

333 West Ocean Boulevard

Long Beach, CA 90802

562/570-6101

FAX 562/570-6789

November 8, 2011

HONORABLE MAYOR AND CITY COUNCIL City of Long Beach California

RECOMMENDATION:

Recommendation to adopt the revisions to Long Beach Gas & Oil Retention Schedule (as shown in Exhibit A), and rescind all previously applicable Records Retention Titles for Long Beach Gas & Oil.

DISCUSSION

Under Municipal Code Section 1.28.010, records retention schedules for City Manager departments and elected officials must be submitted to the City Council for approval. The retention schedules for each department must designate the type, class or series of records maintained by the department.

In its capacity as responsible agent for operation of the Records Center, the City Clerk Department has worked with Long Beach Gas & Oil to revise the Records Retention Schedule (Attachment I) last adopted on July 15, 1975.

CONCURRENCES

The City Attorney and Public Works concurs in the above recommendation.

FISCAL IMPACT

Appropriations have been budgeted in FY 12 for operation of the City Records Center.

Respectfully submitted,

Larry G. Herrera

City Clerk

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EXHIBIT A

Item			Retention Period	-	
Š.	Record Title	Department	Record Center	Destroy	Remarks
۲.	ACCOUNTS RECEIVEABLE	3 Years	2 Years	5 Years	Working Copy
2.	AGREEMENTS/CONTRACTS	Life of Contract	5 Years	Life of Contract + 5 Years	Working Copy
3.	ALLOCATION REPORTS OIL/GAS	5 Years	5 Years	10 Years	Record Copy
4	APPROVAL REQUEST	ပ	Life of Contract + 5 Years	C + Life of Contract + 5 Years	Original/Record Copy For this record series C (Closed/Completion) represents completion of action.
ည်	AUDITS	5 Years		5 Years	Record Copy City Auditor maintains original City Audit therefore copies can be destroyed after 5 years.
6.	AUTHORIZED FUND EXPENDITURES	5 Years		5 Years	Record Copy
7.	BENCH MARKS	Permanent		Permanent	Departmental Copy
ω̈	BID RECORDS:	10 Years		10 Years	Record Copy
		5 Years		5 Years	Copy
					Administrative records – retain these records for 1 yr in the Administrative
					Section. Transfer remaining records to vault.

Department/Section Council Approval Meeting Date Page No. July 15, 1975 LONG BEACH GAS & OIL 10F 9
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Item			Retention Period	Ď	
Š.	Record Title	Department	Record Center	Destroy	Remarks
·6	BOTTOM HOLE PRESSURE TEST	Permanent		Permanent	Record Copy filed in Well Records.
10.	BUDGET CONTROL FILES				
		5 Years Permanent		5 Years Permanent	Working Copy
11.	BUDGETS	5 Years		5 Years	Working Copy
12.	CASH CALLS - THUMS	Life of Contract	5 Years	Life of Contract + 5 Years	Record Copy
13.	CASH RECEIPTS LEDGER	5 Years	5 Years	10 Years	Accounting Records – this record should be retained in this section.
4.	CHECK VOUCHERS	5 Years	5 Years	10 Years	Original
15.	CHECK VOUCHERS REGISTERS	5 Years		5 Years	Сору
16.	CONSTRUCTION & MAINTENANCE REPORT	2 Years		2 Years	Working Copy
17.	CORE ANALYSIS	Permanent		Permanent	Original/Electronic Copy
 18.	CORE HOLE HISTORY	Permanent		Permanent	Original/Electronic Copy
 19.	CORE HOLE LOGS	Permanent		Permanent	Original/Electronic Copy

Page No. 2 OF 9 Council Approval Meeting Date July 15, 1975 Updated: November 8, 2011 LONG BEACH GAS & OIL Department/Section

Item			Retention Period	Q	
Š.	Record Title	Department	Record Center	Destroy	Remarks
20.	CORRESPONDENCE FILE Interdepartmental Oil Companies State Land Commission, City Contractor	5 Years 10 Years Permanent 2 Years		5 Years 10 Years Permanent 2 Years	Original Original Original Copy
21.	COST & EXPENDITURE STATEMENTS	5 Years 5 Years	5 Years	10 Years 5 Years	Record Copy Working Copy
.22.	CREDIT ALLOCATION, CLOSING ENTRIES & CROSS REFERENCE LEDGER	10 Years		10 Years	Original
23.	DEPOSIT ANALYSIS	5 Years		5 Years	Original
24.	DEPOSIT RECEIPTS	5 Years		5 Years	Original
25.	DETERMINATIONS	S	5 Years	C + 5 Years	Record Copy
		5 Years		5 Years	Working Copy For this records series C (Closed/Completion) represents Life of Contract.
26.	DEPRECIATION ACCOUNT – DISTRIBUTION LEDGER	10 Years		10 Years	Record Copy
27.	DIRECT PAYMENTS	3 Years		3 Years	Working Copy

Department/Section	Council Approval Meeting Date	Page No.
LONG BEACH GAS & OIL	July 15, 1975	3 OF 9
	Updated: November 8, 2011	
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Item			Retention Period	p	
O	Record Title	Department	Record Center	Destroy	Remarks
28.	EXPENDITURE & OPERATIONS SCHEDULE - THUMS	10 Years		10 Years	Record & Electronic Copy
29.	FINANCIAL STATEMENTS - Tidelands Trust	5 Years	5 Years	10 Years	Record Copy
30.	FIXED ASSET LISTING LEDGER	Permanent		Permanent	Record Copy
31.	FLUID ENTRY	Permanent		Permanent	Electronic Copy
32.	GENERAL LEDGER	10 Years		10 Years	Record Copy
33.	GEOLOGICAL WELL DATA	Permanent		Permanent	Electronic Copy
34.	H-1REPORTS	Permanent		Permanent	Electronic Copy
35.	H-2 REPORTS	Permanent		Permanent	Electronic Copy for reference
36.	H-3 REPORTS	Permanent		Permanent	Electronic Copy
37.	INVENTORIES – ACTIVE OIL WELLS	5 Years	Permanent	Permanent	Electronic Copy
38.	JOURNAL VOUCHERS	5 Years	5 Years	10 Years	Electronic Copy
39.	JOURNAL VOUCHER LEDGER	5 Years	5 Years	10 Years	Record Copy
40.	LOGS- GEOLOGICAL	Permanent		Permanent	Electronic Copy
		Supersede or Obsolete		Supersede or Ob <u>solete</u>	Copy

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Item			Retention Period	q	
ġ	Record Title	Department	Record Center	Destroy	Remarks
41.	MAPS – GEOLOGICAL, LEASE, PRODUCTION-INJECTION	CURRENT		CURRENT	Working Copy
42.	METER CALIBRATIONS	2 Years		2 Years	Working Copy
43.	MILEAGE REPORTS	3 Years		3 Years	Working Copy
44.	MINUTES				
	Record Copies of: Voting Party Committee, and Working Interest Owners Meetings	Permanent		Permanent	Record Copy
	Record Copies of: Engineering Committee	10 Years		10 Years	Record Copy
45.	NET PROFIT STATEMENTS	5 Years	5 Years	10 Years	Electronic Copy
46.	OIL/GAS SCHEDULES	Life of Contract	5 Years	Life of Contract + 5 Years	Record Copy – Combine Vault and Accounting records.
47.	OIL RUN STATEMENTS	5 Years	5 Years	10 Years	Original/Electronic Copy
48.	OIL/SAND 110 AUDIT LISTINGS	2 Years		2 Years	Working Copy
49.	OPERATORS REPORT	Permanent		Permanent	Original/Electronic Copy
		Supersede or Obsolete		Supersede or Obsolete	Working Copy

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Department/Section	Council Approval Meeting Date	Page No. 5 OF 9
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Item			Retention Period	þ	
Š	Record Title	Department	Record Center	Destroy	Remarks
50.	OVERTIME REPORT	5 Years		5 Years	Record Copy
51.	PAYROLL DEDUCTION REGISTER	2 Years		2 Years	Working Copy
52.	PAYROLL DETAIL SHEETS	3 Years		3 Years	Working Copy
53.	PAYROLL RUN LEDGER	10 Years		10 Years	Electronic Copy
54.	PAYROLL TIME SHEETS	2 Years		2 Years	Working Copy
55.	PERMITS – APPLICATIONS FOR PERMITS REQUIRED UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT OF 1970	5 Years	5 Years	10 Years	Original
56.	PERSONNEL FILES	Τ		T – Transfer to H.R. Department	Working Copy Transfer records to H.R. Department upon termination of employment.
57.	PETROLEUM LEDGER	10 Years		10 Years	Original
58.	PLAN OF DEVELOPMENT & OPERATIONS AND BUDGET	10 Years 5 Years	5 Years	10 Years 10 Years	Original Working Copy
59.	PRICE SCHEDULES	5 Years	5 Years	10 Years	Working Copy
60.	PRODUCTION LICENSE TAX REPORTS	5 Years	5 Years	10 Years	Working Copy

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Department/Section	Council Approval Meeting Date July 15, 1975	Page No. 6 OF 9
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tem			Retention Period	p	
No.	Record Title	Department	Record	Destroy	Remarks
61.	PRODUCTION REPORTS:				
	▶ DAILY DRILLING & PRODUCTION REPORT	1 Year	4 Years	5 Years	Electronic Copy
	▼ 10- DAY PRODUCTION REPORT	1 Year	4 Years	5 Years	Electronic Copy
	➤ MONTHLY DRILLING & PRODUCTION REPORT	5 Years	Permanent	Permanent	Electronic Copy
		5 Years	Permanent	Permanent	Electronic Copy
.62.	PUMP WORK ORDERS	2 Years		2 Years	Working Copy
63.	PURCHASE ORDERS	5 Years		5 Years	Working Copy
64.	QUARTERLY PROFITABILITY REPORT	5 Years	5 Years	10 Years	Electronic Copy
65.	REPORTS & STUDIES	5 Years + Supersede or Obsolete		5 Years + Supersede or Obsolete	Original Reports & Studies are required to be maintained for a minimum of 5 years.
.99	REQUISITIONS	3 Years		3 Years	Working Copy
.79	ROYALTY STATEMENT	5 Years	5 Years	10 Years	Record Copy
.89	RUN TICKETS – CRUDE OIL	5 Years	5 Years	10 Years	Original
.69	S-1REPORTS	Permanent		Permanent	Electronic Copy

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LONG BEACH GAS & OIL	July 15, 1975	7 OF 9
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Item			Retention Period	70	
Š.	Record Title	Department	Record Center	Destroy	Remarks
70.	SINGLE SHOTS	Permanent		Permanent	Electronic Copy – Permanently Retain Core Hole Shots only.
71.	STATEMENT TO STATE	10 Years		10 Years	Electronic Copy Original hard copy filed with wire-transfer.
72.	SUMMARY OF POSTED CRUDE OIL PRICES AND OIL WELL DRILLING COSTS	10 Years		10 Years	Record Copy
73.	SURFACE PIPE PRESSURE	2 Years		2 Years	Working Copy
74.	SURPLUS SALES	5 Years	5 Years	10 Years	Record Copy
75.	SURVEYS	Permanent		Permanent	Electronic Copy
76.	TOUR REPORTS	Abondonment of Well	Life of Oil Field	Abondonment of Well + Life of Oil Field	Original/Electronic Copy
77.	TRIAL BALANCE LISTINGS	3 Years	2 Years	5 Years	Record Copy – Vault and Accounting record should be combined in order to eliminate duplication.
78.	VENDOR ANALYSIS SUMMARIES	5 Years	5 Years	10 Years	Electronic Copy

Item			Retention Period	þ	
No.	Record Title	Department	Record Center	Destroy	Remarks
79.	WATER INJECTION REPORTS				
	▶ DAILY INJECTION REPORT	1 Year	4 Years	5 Years	Electronic Copy
	▶ WEEKLY INJECTION REPORT	1 Year	4 Years	5 Years	Electronic Copy
	▶ 10- DAY INJECTION REPORT	1 Year	4 Years	5 Years	Electronic Copy
	MONTHLY INJECTION REPORT	5 Years	5 Years	10 Years	Electronic Copy
	▶ QUARTERLY INJECTION REPORT	5 Years	5 Years	10 Years	Electronic Copy
	▶ ANNUAL INJECTION REPORT	10 Years		10 Years	Electronic Copy
80.	WELL RECORDS	Permanent		Permanent	Original
81.	WELL SUMMARY REPORT (COMPLETED WELLS)	Permanent		Permanent	Electronic Copy
82.	WELL TIME MASTER FILE	2 Years		2 Years	Working Copy
83.	WELL WORK ANALYSIS	5 Years		5 Years	Record Copy
84.	WORK ORDERS	10 Years		10 Years	Record Copy
		As needed		As needed	Copy

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RIGINATING DEPARTMENT	TITLE:			DATE		
LONG BEACH GAS & OIL		ACCOUNTS REC	EIVABLE	11/08/201		
COPIES/FILES BY	CODY	COPY RETENTION PERIOD				
DEPT/SECTION	DESIGNATION	DEPARTMENT	REC. CENTER	DESTROY		
ACCOUNTING	WORKING COPY	3 YEARS	2 YEARS	5 YEARS		
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DESCRIPTION: (Purpose, Content, and Method of Filing)						
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RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination VITAL/HISTORICAL/CONFIDENTIAL CODES: V= Vital; H=Historical; C=Confidential					
APPROVALS					
RECORDS MANAGER W. D. G. CITY ATTORNEY'S OFFICE CITY CITY ATTORNEY'S OFFICE CITY ATTORNEY CITY					

DRIGINATING DEPARTMENT	TITLE:	TITLE:				
LONG BEACH GAS & OIL		ACCOUNTS REC	EIVABLE	11/08/20		
COPIES/FILES BY	RETENTION PERIOD			D		
DEPT/SECTION	COPY DESIGNATION	DEPARTMENT	REC. CENTER	DESTROY		
ACCOUNTING	WORKING COPY	3 YEARS	2 YEARS	5 YEARS		
DESCRIPTION: (Purpose, Content	, and Method of Filing)					
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RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination VITAL/HISTORICAL/CONFIDENTIAL CODES: V= Vital; H=Historical; C=Confidential					
APPROVALS					
RECORDS MANAGER W. D. J.	RECORDS MANAGER W. D. EJ. D.				

ORIGINATING DEPARTMENT	TITLE:			DATE		
LONG BEACH GAS & OIL		AGREEMENTS/CO	NTRACTS	11/08/2011		
COPIES/FILES BY			RETENTION PER	IOD		
DEPT/SECTION	COPY DESIGNATION	DEPARTMENT	REC. CENTER	DESTROY		
VAULT	WORKING COPY	LIFE OF CONTRACT	5 YEARS	LIFE OF CONTRACT + 5 YEARS		
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PREPARED BY: Records Manager						

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VITAL/HISTORICAL/CONFIDENTIAL CO	ODES: V= Vital; H=Historical; C=Confidential	
	APPROVALS	
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RECORDS RETENTION EVALUATION/CITY OF LONG BEACH							
ORIGINATING DEPARTMENT	TITLE:				DATE		
LONG BEACH GAS & OIL		ALLOCATION REPO	RTS OIL/GAS		11/08/2011		
COPIES/FILES BY			RETENTION PERIC)D			
DEPT/SECTION	COPY DESIGNATION	DEPARTMENT	REC. CENTER	DE	ESTROY		
ACCOUNTING	RECORD COPY	5 YEARS	5 YEARS	10	YEARS		
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DESCRIPTION: (Purpose, Content,	DESCRIPTION: (Purpose, Content, and Method of Filing)						
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PREPARED BY: Records Manager	•						

RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination VITAL/HISTORICAL/CONFIDENTIAL CODES: V= Vital; H=Historical; C=Confidential						
APPROVALS						
RECORDS MANAGER W. Du gl. DEPARTMENT HEAD M. Du gl. CITY ATTORNEY'S OFFICE CITY ATTORNEY'S OFFICE						
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ORIGINATING DEPARTMENT	TITLE:				DATE
LONG BEACH GAS & OIL		APPROVAL REQUEST			11/08/2011
COPIES/FILES BY			RETENTION PER	RIOD	<u> </u>
DEPT/SECTION	COPY DESIGNATION	DEPARTMENT	REC. CENTER	Dì	ESTROY
ADMINISTRATIVE	ORIGINAL/ RECORD COPY	С	LIFE OF CONTRACT + 5 YEARS		CONTRACT + YEARS
DESCRIPTION: (Purpose, Content,	and Method of Filing)				
NOTE: FOR THIS RECORD SERII	ES C(CLOSED/COMPLI	ETE) REPRESENTS CO	OMPLETION OF ACTION	ON.	

RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination VITAL/HISTORICAL/CONFIDENTIAL CODES: V= Vital; H=Historical; C=Confidential				
APPROVALS				
RECORDS MANAGER M. De Golf	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE GJA		

ORIGINATING DEPARTMENT	TITLE:				DATE
LONG BEACH GAS & OIL		AUDITS	3		11/08/2011
COPIES/FILES BY	RETENTION PERIOD)D	
DEPT/SECTION	COPY DESIGNATION	DEPARTMENT	REC. CENTER	DF	ESTROY
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APPROVALS				
RECORDS MANAGER W.D. G. H.	DEPARTMENT HEAD)	CITY ATTORNEY'S OFFICE		

ORIGINATING DEPARTMENT	TITLE:			DATE
LONG BEACH GAS & OIL	A	AUTHORIZED FUND EXPEDITURES		
COPIES/FILES BY	CODY	RETENTION PERIOD COPY		
DEPT/SECTION	DESIGNATION	DEPARTMENT	REC. CENTER	DESTROY
ADMINISTRATIVE	RECORD COPY	5 YEARS	,	5 YEARS
DESCRIPTION: (Purpose, Content,	and Method of Filing)			
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PREPARED BY: Records Manage	r			

RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination					
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APPROVALS					
RECORDS MANAGER M. D. D.	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE			

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ORIGINATING DEPARTMENT	TITLE: BENCH MARKS			DATE
LONG BEACH GAS & OIL				11/08/2011
COPIES/FILES BY	CODY	RETENTION PERIOD		
DEPT/SECTION	COPY DESIGNATION	DEPARTMENT	REC. CENTER	DESTROY
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RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination VITAL/HISTORICAL/CONFIDENTIAL CODES; V= Vital; H=Historical; C=Confidential				
APPROVALS				
RECORDS MANAGER	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE		

ORIGINATING DEPARTMENT	TITLE:			DA	ATE
LONG BEACH GAS & OIL		BID RECORDS			11/08/2011
COPIES/FILES BY	RETENTION PERIOD			D	
DEPT/SECTION	COPY DESIGNATION	DEPARTMENT	REC. CENTER	DESTI	ROY
ADMINISTRATIVE	RECORD COPY	10 YEARS		10 YEARS	
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APPROVALS				
RECORDS MANAGER W. D. J. H.	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE GJA		

ORIGINATING DEPARTMENT	TITLE:				DATE
LONG BEACH GAS & OIL		BOTTOM HOLE PRESSURE TESTS			11/08/2011
LONG DEACH GAS & OIL		DOTTOM HOME I RESURE LESTS			
COPIES/FILES BY			RETENTION PERIC)D	
DEPT/SECTION	COPY DESIGNATION	DEPARTMENT	REC. CENTER	DE	ESTROY
VAULT	RECORD COPY	PERMANENT		PERMANENT	
	ELECTRONIC COPY	PERMANENT		PER	MANENT
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PREPARED BY: Records Manager	t				

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APPROVALS					
RECORDS MANAGER W. De Ja S.	DEPARTMENT HEAD MAN	CITY ATTORNEY'S OFFICE GTA			

ORIGINATING DEPARTMENT	TITLE:				DATE
LONG BEACH GAS & OIL		BUDGET CONTR	OL FILES		11/08/2011
COPIES/FILES BY	CORV		RETENTION PERIO	OD O	I
DEPT/SECTION	COPY DESIGNATION	DEPARTMENT	REC. CENTER	DI	ESTROY
ACCOUNTING	WORKING COPY	5 YEARS		5	YEARS
L.B. H.D. FIXED ASSETS		PERMANENT		PER	MANENT
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RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination VITAL/HISTORICAL/CONFIDENTIAL CODES: V= Vital; H=Historical; C=Confidential				
	APPROVALS			
RECORDS MANAGER W. D. J. A.	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE GTA		

	TITLE:				DATE
LONG BEACH GAS & OIL	BUDGETS			11/08/2011	
COPIES/FILES BY		RETENTION PERIOD		D	
DEPT/SECTION	COPY DESIGNATION	DEPARTMENT	REC. CENTER	DE	STROY
GENERAL DEPARTMENTAL	WORKING COPY	5 YEARS		5	YEARS
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DESCRIPTION: (Purpose, Content	, and Method of Filing)				

RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination VITAL/HISTORICAL/CONFIDENTIAL CODES: V= Vital; H=Historical; C=Confidential					
	APPROVALS				
RECORDS MANAGER M. Dight	DEPARTMENT HEAD JULY	CITY ATTORNEY'S OFFICE			

RIGINATING DEPARTMENT	TITLE:				DATE
LONG BEACH GAS & OIL		CASH CALLS - '	THUMS		11/08/201
COPIES/FILES BY	GODY		RETENTION PER	RIOD	
DEPT/SECTION	COPY DESIGNATION	DEPARTMENT	REC. CENTER	Di	ESTROY
ACCOUNTING	RECORD COPY	LIFE OF CONTRACT	5 YEARS		CONTRACT + YEARS
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RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination VITAL/HISTORICAL/CONFIDENTIAL CODES: V= Vital; H=Historical; C=Confidential					
	APPROVALS				
RECORDS MANAGER W. Dugh Af	DEPARTMENT HEAD)	CITY ATTORNEY'S OFFICE			

COPIES/FILES BY DEPT/SECTION COPY DESIGNATION DEPARTMENT REC. CENTER DESTRO ACCOUNTING ORIGINAL 5 YEARS 5 YEARS 10 YEAR DESCRIPTION: (Purpose, Content, and Method of Filing)	DRIGINATING DEPARTMENT	TITLE:			DATE
DEPT/SECTION COPY DESIGNATION DEPARTMENT REC. CENTER DESTRO ACCOUNTING ORIGINAL 5 YEARS 5 YEARS 10 YEAR DESCRIPTION: (Purpose, Content, and Method of Filing) NOTE: THIS RECORD SHOULD BE RETAINED IN ACCOUNTING SECTION.	LONG BEACH GAS & OIL		CASH RECEIPTS	LEDGER	11/08/201
DESIGNATION DEPARTMENT REC. CENTER DESTRO ACCOUNTING ORIGINAL 5 YEARS 5 YEARS 10 YEAR DESCRIPTION: (Purpose, Content, and Method of Filing) NOTE: THIS RECORD SHOULD BE RETAINED IN ACCOUNTING SECTION.		G077		RETENTION PERIO	D
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RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination VITAL/HISTORICAL/CONFIDENTIAL CODES: V= Vital; H=Historical; C=Confidential				
	APPROVALS			
RECORDS MANAGER W. D. GINS	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE		

ORIGINATING DEPARTMENT	TITLE:				DATE
LONG BEACH GAS & OIL		CHECK VOUC	CHERS		11/08/2011
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PREPARED BY: Records Manage	er				

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	APPRQVALS				
RECORDS MANAGER W. D. Gulf	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE			

RIGINATING DEPARTMENT	TITLE:			DATE
LONG BEACH GAS & OIL		CHECK VOUCHER	REGISTERS	11/08/2011
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CCOUNTING	COPY	5 YEARS		5 YEARS
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APPROVALS				
RECORDS MANAGER W. () Short	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE		

DRIGINATING DEPARTMENT	TITLE:			DATE
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RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination VITAL/HISTORICAL/CONFIDENTIAL CODES: V= Vital; H=Historical; C=Confidential					
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RECORDS MANAGER M. De Sport	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE			

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RECORDS MANAGER M. D. H. A.	DEPARTMENT HEADY	CITY ATTORNEY'S OFFICE			

LONG BEACH GAS & OIL					
ODIEC/EII EC DV	l	CORE HOLE HISTORY			11/08/2011
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RECORDS MANAGER M. D. G. M. DEPARTMENT HEAD OTHER MANAGER CITY ATTORNEY'S OFFICE CITY OTHER MANAGER OTHER						

PRIGINATING DEPARTMENT	TITLE:				DATE
LONG BEACH GAS & OIL		CORE HOLE LOGS			11/08/2011
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ORIGINATING DEPARTMENT	TITLE:				DATE
LONG BEACH GAS & OIL		CORRESPONDEN	RESPONDENCE FILE 11/08		
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PREPARED BY: Records Manager

RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination VITAL/HISTORICAL/CONFIDENTIAL CODES: V= Vital; H=Historical; C=Confidential					
APPROVALS					
RECORDS MANAGER M. De Let	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE			

ORIGINATING DEPARTMENT	TITLE:				DATE	
LONG BEACH GAS & OIL	CC		11/08/2011			
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ENGINEERING	WORKING COPY	5 YEARS		5	YEARS .	

DESCRIPTION: (Purpose, Content, and Method of Filing)

CONTENTS:

CONTRACTOR'S STATEMENTS

NET PROFIT CALCULATIONS

PRODUCTION AND INJECTION DATA

STATEMENT OF COST INCURRED AND RECOVERIES

STATEMENT OF DELIVERIES

PRODUCTION AND DISTRIBUTION OF PROCEEDS

STATEMENT OF OPERATIONS

STATEMENT OF WORK IN PROGRESS AND DIRECT MOVEMENTS

PREPARED BY: Records Manager

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RIGINATING DEPARTMENT	TITLE:			DATE	
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ORIGINATING DEPARTMENT	TITLE:			DATE	
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RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination VITAL/HISTORICAL/CONFIDENTIAL CODES: V= Vital; H=Historical; C=Confidential				
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RECORDS MANAGER M. De Ja A	DEPARTMENT HEAD	Jam	CITY ATTORNEY'S OFFICE	

ORIGINATING DEPARTMENT LONG BEACH GAS & OIL	TITLE:	DETERMINAT	TIONS	DATE 11/08/2011	
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ORIGINATING DEPARTMENT	TITLE:	DATE 11/08/201		
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ORIGINATING DEPARTMENT	TITLE:				DATE
LONG BEACH GAS & OIL	EXPENDIT	TURE & OPERATION	S SCHEDULE - THUMS		11/08/2011
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TITLE:				DATE
FINANCIAL STATEMENTS – TIDELANDS TRUST		ļ	11/08/2011	
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RECORDS MANAGER M. Du Garage DEPARTMENT HEAD M. Du Garage City attorney's Office GAR					
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RIGINATING DEPARTMENT	TITLE:			DATE
LONG BEACH GAS & OIL		FLUID ENT	ry	11/08/2011
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RECORDS MANAGER W. D. GLAS	DEPARTMENT HEAD AM	CITY ATTORNEY'S OFFICE	

DRIGINATING DEPARTMENT LONG BEACH GAS & OIL	TITLE:	GENERAL LE	N CED	DATE 11/08/2011
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APPROVALS			
RECORDS MANAGER W. D. G. G. CITY ATTORNEY'S OFFICE CATA CITY ATTORNEY'S OFFICE CATA ON THE CORDS MANAGER O			

ORIGINATING DEPARTMENT	TITLE:				DATE
LONG BEACH GAS & OIL	IIILE.	GEOLOGICAL – W	ELL DATA		11/08/2011
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APPROVALS				
RECORDS MANAGER W. De Graff	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE GJA		

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APPROVALS			
RECORDS MANAGER M. De Jak	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE	

ORIGINATING DEPARTMENT	TITLE:			DATE
LONG BEACH GAS & OIL		H-2 REPOR	rts	11/08/2011
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RECORDS MANAGER M. D. Ch. Ch.	DEPARTMENT HEAD AMIL	CITY ATTORNEY'S OFFICE

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DRIGINATING DEPARTMENT	TITLE:				DATE
LONG BEACH GAS & OIL	INVENTORIES – ACTIVE OIL WELLS			11/08/2011	
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APPROVALS					
RECORDS MANAGER W. De Galf	DEPARTMENT HEAD ASM	CITY ATTORNEY'S OFFICE			

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ORIGINATING DEPARTMENT	TITLE:			DATE
LONG BEACH GAS & OIL		JOURNAL VOU	CHERS	11/08/2011
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APPROVALS					
RECORDS MANAGER W. De Gulf	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE GJA			

ORIGINATING DEPARTMENT	TITLE:			DATE
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RECORDS MANAGER M. De Sh. Sf	DEPARTMENT HEAD	Jan	CITY ATTORNEY'S OFFICE GJA			

ORIGINATING DEPARTMENT	TITLE:			DATE
LONG BEACH GAS & OIL		LOGS - GEOLO	GICAL	11/08/2011
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RECORDS MANAGER DEPARTMENT HEAD ON CITY ATTORNEY'S OFFICE						

ORIGINATING DEPARTMENT	TITLE:				DATE
LONG BEACH GAS & OIL	MAPS – GEO	LOGICAL, LEASE, P	RODUCTION-INJECTIO	N	11/08/2011
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RECORDS MANAGER My-De Shill	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE				

ORIGINATING DEPARTMENT	TITLE:			DATE
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LONG BEACH GAS & OIL				•	
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CCOUNTING	WORKING COPY	3 YEARS		3 YEARS	
ESCRIPTIONI (Durage Content	and Mathad of Filing)				
ESCRIPTION: (Purpose, Content,	, and Method of Filing)				
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RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination VITAL/HISTORICAL/CONFIDENTIAL CODES: V= Vital; H=Historical; C=Confidential				
APPROVALS				
RECORDS MANAGER DEPARTMENT HEAD OUT CITY ATTORNEY'S OFFICE				

ORIGINATING DEPARTMENT	TITLE:				DATE
LONG BEACH GAS & OIL	MINUTES			11/08/2011	
COPIES/FILES BY			RETENTION PER	HOD	
DEPT/SECTION VAULT	COPY DESIGNATION	DEPARTMENT	REC. CENTER	Di	ESTROY
VOTING PARTY COMMITTEE	RECORD COPY	PERMANENT		PER	MANENT
WORKING INTEREST OWNERS MEETINGS	RECORD COPY	PERMANENT		PER	MANENT
ENGINEERING COMMITTEE	RECORD COPY	10 YEARS		10	YEARS
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DESCRIPTION: (Purpose, Content, and Method of Filing)

NOTE: A RECORD COPY OR ORIGINAL OF ALL COMMITTEES AND MEETINGS WILL BE MAINTAINED IN THE VAULT. VAULT PERSONNEL WILL MAINTAIN THE MINUTES BASED UPON THE GROUPINGS INDICATED.

IN CATEGORIZING THE MINUTES ADDITIONAL OR NEW COMMISSIONS OR COMMITTEES, THE DEPARTMENT SHOULD CONSULT THE RECORDS SECTION FOR RETENTION REQUIREMENTS.

RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination VITAL/HISTORICAL/CONFIDENTIAL CODES: V= Vital; H=Historical; C=Confidential					
APPROVALS					
RECORDS MANAGER W. D. V. J.	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE			

CONG BEACH GAS & OIL	TITLE:	NET PROFIT STA	rements	DATE 11/08/2011
COPIES/FILES BY			D	
DEPT/SECTION	COPY DESIGNATION	DEPARTMENT	REC. CENTER	DESTROY
ACCOUNTING	ELECTRONIC COPY	5 YEARS	5 YEARS	10 YEARS
DESCRIPTION: (Purpose, Conten	t and Method of Filing)			

RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination VITAL/HISTORICAL/CONFIDENTIAL CODES: V= Vital; H=Historical; C=Confidential					
APPROVALS					
RECORDS MANAGER M. De Short	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE			

DRIGINATING DEPARTMENT	TITLE:				DATE
LONG BEACH GAS & OIL		OIL/GAS SCHE	DULES		11/08/2011
COPIES/FILES BY			RETENTION PER	RIOD	
DEPT/SECTION	COPY DESIGNATION	DEPARTMENT	REC. CENTER	Dì	ESTROY
ACCOUNTING	RECORD COPY	LIFE OF CONTRACT	5 YEARS		CONTRACT + YEARS
DESCRIPTION: (Purpose, Content,	and Method of Filing)				
NOTE: COMBINE VAULT AND A	ACCOUNTING RECORI	OS. MAINTAIN RECO	RDS IN ACCOUNTING	SECTION.	

RETENTION CODES: AR=Annual Review; VITAL/HISTORICAL/CONFIDENTIAL CO						
	APPROVALS					
RECORDS MANAGER W. De J. W.	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE GJA				

ORIGINATING DEPARTMENT LONG BEACH GAS & OIL	TITLE:	OIL RUN STATE	EMENTS		DATE 11/08/2011
COPIES/FILES BY			RETENTION PERIO	D	
DEPT/SECTION	COPY DESIGNATION	DEPARTMENT	REC. CENTER	Di	ESTROY
ACCOUNTING	ORIGINAL/ ELECTRONIC COPY	5 YEARS	5 YEARS	10	YEARS
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DESCRIPTION: (Purpose, Content,					

RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination VITAL/HISTORICAL/CONFIDENTIAL CODES: V= Vital; H=Historical; C=Confidential				
APPROVALS				
RECORDS MANAGER W. Di H.	DEPARTMENT HEAD LAN	CITY ATTORNEY'S OFFICE		

ORIGINATING DEPARTMENT LONG BEACH GAS & OIL	TITLE:	OIL/SAND 110 AUDI	T LISTINGS	DATE 11/08/201
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	DEPARTMENT	RETENTION PERIO	D DESTROY
ENGINEERING	WORKING COPY	2 YEARS		2 YEARS
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DESCRIPTION: (Purpose, Content,	and Method of Filing)		<u> </u>	
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RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination VITAL/HISTORICAL/CONFIDENTIAL CODES: V= Vital; H=Historical; C=Confidential					
	APPROVALS				
RECORDS MANAGER W De Greff	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE			

ORIGINATING DEPARTMENT	TITLE:				DATE
LONG BEACH GAS & OIL		OPERATORS R	EPORT		11/08/2011
COPIES/FILES BY		RETENTION PERIOD			
DEPT/SECTION	COPY DESIGNATION	DEPARTMENT	REC. CENTER	DI	ESTROY
VAULT	ORIGINAL/ ELECTRONIC COPY	PERMANENT		PER	MANENT
	WORKING COPY	SUPERSEDE OR OBSOLETE	,		ERSEDE OR SOLETE
DESCRIPTION: (Purpose, Content, a	and Method of Filing)				
NOTE: THIS REPORT FILED WIT	H THE MINUTES.				
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PREPARED BY: Records Manager					

RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination VITAL/HISTORICAL/CONFIDENTIAL CODES: V= Vital; H=Historical; C=Confidential						
	APPROVALS					
RECORDS MANAGER W. De Jud	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE				

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RIGINATING DEPARTMENT	TITLE:			DATE	
LONG BEACH GAS & OIL		OVERTIME REPORT			
OPIES/FILES BY)		
DEPT/SECTION	COPY DESIGNATION	DEPARTMENT	REC. CENTER	DESTROY	
CCOUNTING	RECORD COPY	5 YEARS		5 YEARS	
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RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination VITAL/HISTORICAL/CONFIDENTIAL CODES: V= Vital; H=Historical; C=Confidential					
	APPROVA	LS			
RECORDS MANAGER W. De John	DEPARTMENT HEAD	Perm	CITY ATTORNEY'S OFFICE		

ORIGINATING DEPARTMENT	TITLE:			DATE
LONG BEACH GAS & OIL	PAYROLL DEDUCTION REGISTER			11/08/2011
COPIES/FILES BY			D	
DEPT/SECTION	COPY DESIGNATION	DEPARTMENT	REC. CENTER	DESTROY
ACCOUNTING	WORKING COPY	2 YEARS		2 YEARS
DESCRIPTION: (Purpose, Content,	and Mathad of Filing)			
DESCRIPTION. (Furpose, Content,	and Method of Fining)			
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PREPARED BY: Records Manager	r			

RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination VITAL/HISTORICAL/CONFIDENTIAL CODES: V= Vital; H=Historical; C=Confidential						
	APPROVALS					
RECORDS MANAGER M. De Gulf DEPARTMENT HEAD M. CITY ATTORNEY'S OFFICE G. TA CITY ATTORNEY'S OFFICE						

ORIGINATING DEPARTMENT	TITLE:				DATE
LONG BEACH GAS & OIL	PAYROLL DETAIL SHEETS			11/08/2011	
COPIES/FILES BY	9071	RETENTION PERIOD		D	I
DEPT/SECTION	COPY DESIGNATION	DEPARTMENT	REC. CENTER	Dl	ESTROY
ACCOUNTING	WORKING COPY	3 YEARS		3	YEARS
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DESCRIT TION. (Furpose, Content,	and Method of Fining)				
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RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination VITAL/HISTORICAL/CONFIDENTIAL CODES: V= Vital; H=Historical; C=Confidential						
	APPROVALS					
RECORDS MANAGER M. De Jah	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE GJA				

RIGINATING DEPARTMENT	TITLE:			DATE
LONG BEACH GAS & OIL		PAYROLL RUN	LEDGER	11/08/201
OPIES/FILES BY	CODY		D	
EPT/SECTION	COPY DESIGNATION	DEPARTMENT	REC. CENTER	DESTROY
AULT	ELECTRONIC COPY	10 YEARS		10 YEARS
ESCRIPTION: (Purpose, Content,	, and Method of Filing)			
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RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination VITAL/HISTORICAL/CONFIDENTIAL CODES: V= Vital; H=Historical; C=Confidential				
APPROVALS				
RECORDS MANAGER M.J. De Harly	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE GAR		

ORIGINATING DEPARTMENT	TITLE:				DATE
LONG BEACH GAS & OIL		PAYROLL TIME SHEETS			11/08/2011
COPIES/FILES BY		RETENTION PERIOD			
DEPT/SECTION	COPY DESIGNATION	DEPARTMENT	REC. CENTER	DES	STROY
ACCOUNTING	WORKING COPY	2 YEARS		2 Y	EARS
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DESCRIPTION: (Purpose, Content,	, and Method of Filing)				
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	APPROVALS					
RECORDS MANAGER M. De Junt	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE GJA				
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PRIGINATING DEPARTMENT	TITLE:			DATE
LONG BEACH GAS & OIL	PERMITS – APPLICATIONS FOR PERMITS REQUIRED UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT OF 1970			1
COPIES/FILES BY			RETENTION PERIOD	
DEPT/SECTION	COPY DESIGNATION	DEPARTMENT	REC. CENTER	DESTROY
AULT	ORIGINAL	5 YEARS	5 YEARS	10 YEARS
ESCRIPTION: (Purpose, Content,	and Method of Filing)			
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RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination VITAL/HISTORICAL/CONFIDENTIAL CODES: V= Vital; H=Historical; C=Confidential				
APPROVALS				
RECORDS MANAGER M. D. Shib	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE		

ORIGINATING DEPARTMENT	TITLE:				DATE
LONG BEACH GAS & OIL		PERSONNEL	FILES		11/08/2011
COPIES/FILES BY	RETENTION PERIOD			RIOD	
DEPT/SECTION	COPY DESIGNATION	DEPARTMENT	REC. CENTER	Di	ESTROY
ACCOUNTING	WORKING COPY	Т			NSFER TO H.R. ARTMENT
DESCRIPTION: (Purpose, Content,	and Method of Filing)				
PREPARED BY: Records Manager	•				

RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination VITAL/HISTORICAL/CONFIDENTIAL CODES: V= Vital; H=Historical; C=Confidential					
APPROVALS					
RECORDS MANAGER W. D. GAG DEPARTMENT HEAD DEPARTMENT HEAD OUT ATTORNEY'S OFFICE OUT ATTORNEY'S OFFICE					

ORIGINATING DEPARTMENT	TITLE:				DATE
LONG BEACH GAS & OIL	PETROLEUM LEDGER				11/08/2011
COPIES/FILES BY			RETENTION PERIO	D	
DEPT/SECTION	COPY DESIGNATION	DEPARTMENT	REC. CENTER	DE	ESTROY
ACCOUNTING	ORIGINAL	10 YEARS		10	YEARS
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DESCRIPTION: (Purpose, Content, a	and Method of Filing)	1	<u> </u>		

RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination VITAL/HISTORICAL/CONFIDENTIAL CODES: V= Vital; H=Historical; C=Confidential					
APPROVALS					
RECORDS MANAGER M. De St.	DEPARTMENT HEAD - Saus	CITY ATTORNEY'S OFFICE GJA			

DRIGINATING DEPARTMENT	TITLE:				DATE
LONG BEACH GAS & OIL	PLAN OF DE	PLAN OF DEVELOPMENT & OPERATIONS AND BUDGET			11/08/2011
COPIES/FILES BY			RETENTION PERIOR)	
DEPT/SECTION	COPY DESIGNATION	DEPARTMENT	REC. CENTER	D	ESTROY
ADMINISTRATIVE	ORIGINAL	10 YEARS		10) YEARS
	WORKING COPY	5 YEARS	5 YEARS	10) YEARS
DESCRIPTION: (Purpose, Content NOTE: ANNUAL PLAN TO BE M THESE PLANS WILL BE TRANS	MAINTAINED IN THE A		TICE AFTER 5 YEARS THE	WORKI	NG PAPERS FOI

RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination VITAL/HISTORICAL/CONFIDENTIAL CODES: V= Vital; H=Historical; C=Confidential					
APPROVALS					
RECORDS MANAGER	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE			

ORIGINATING DEPARTMENT	TITLE:			DATE
LONG BEACH GAS & OIL	PRICE SCHEDULES		11/08/2011	
COPIES/FILES BY	CODY		RETENTION PERIO	D
DEPT/SECTION	COPY DESIGNATION	DEPARTMENT	REC. CENTER	DESTROY
ACCOUNTING	WORKING COPY	5 YEARS	5 YEARS	10 YEARS
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DESCRIPTION: (Purpose, Content	, and Method of Filing)			
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PREPARED BY: Records Manage	er .			

RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination						
VITAL/HISTORICAL/CONFIDENTIAL CO	VITAL/HISTORICAL/CONFIDENTIAL CODES: V= Vital; H=Historical; C=Confidential					
APPROVALS						
RECORDS MANAGER	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE				

DRIGINATING DEPARTMENT	TITLE:			DATE
LONG BEACH GAS & OIL	PRODUCTION LICENSE TAX REPORTS		11/08/2011	
COPIES/FILES BY	CODY		RETENTION PERIO	D
DEPT/SECTION	COPY DESIGNATION	DEPARTMENT	REC. CENTER	DESTROY
ACCOUNTING	WORKING COPY	5 YEARS	5 YEARS	10 YEARS
DESCRIPTION: (Purpose, Content,	and Method of Filing)		<u> </u>	
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RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination VITAL/HISTORICAL/CONFIDENTIAL CODES: V= Vital; H=Historical; C=Confidential					
APPROVALS					
RECORDS MANAGER M. De July	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE GJA			

ORIGINATING DEPARTMENT	TITLE:				DATE
LONG BEACH GAS & OIL	PRODUCTION REPORTS 11/08/20				11/08/2011
COPIES/FILES BY	RETENTION PERIOD				
DEPT/SECTION ENGINEERING	COPY DESIGNATION	DEPARTMENT	REC. CENTER	Di	ESTROY
DAILY DRILLING & PRODUCTION REPORT	ELECTRONIC COPY	1 YEAR	4 YEARS	5	YEARS
10-DAY PRODUCTION REPORT	ELECTRONIC COPY	1 YEAR	4 YEARS	5	YEARS
MONTHLY DRILLING & PRODUCTION REPORT	ELECTRONIC COPY	5 YEARS	PERMANENT	PER	MANENT
QUARTERLY PRODUCTION REPORTS	ELECTRONIC COPY	5 YEARS	PERMANENT	PER	MANENT

DESCRIPTION: (Purpose, Content, and Method of Filing)

NOTE: RECORDS ARE TO BE MAINTAINED IN THE ENGINEERING SECTION.

OIL PRODUCTION – WELL TO DATE HISTORY – RETAIN DECEMBER COPY ONLY FOR PERMANENT RETENTION.

RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination VITAL/HISTORICAL/CONFIDENTIAL CODES: V= Vital; H=Historical; C=Confidential				
APPROVALS				
RECORDS MANAGER When the Land	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE		

ORIGINATING DEPARTMENT	TITLE:				DATE
LONG BEACH GAS & OIL	IIIDE.	PUMP WORK O	ORDERS		11/08/2011
COPIES/FILES BY			RETENTION PERIO	D	I .
DEPT/SECTION	COPY DESIGNATION	DEPARTMENT	REC. CENTER	DI	ESTROY
ENGINEERING	WORKING COPY	2 YEARS		2	YEARS
DESCRIPTION: (Purpose, Content,	and Method of Filing)		<u> </u>		
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PREPARED BY: Records Manager	•				

RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination VITAL/HISTORICAL/CONFIDENTIAL CODES: V= Vital; H=Historical; C=Confidential					
APPROVALS					
RECORDS MANAGER W. De J. H.	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE			

ORIGINATING DEPARTMENT	TITLE:			DATE
LONG BEACH GAS & OIL		PURCHASE O	RDERS	11/08/2011
COPIES/FILES BY			RETENTION PERIO	D
DEPT/SECTION	COPY DESIGNATION	DEPARTMENT	REC. CENTER	DESTROY
ACCOUNTING	WORKING COPY	5 YEARS		5 YEARS
DESCRIPTION: (Purpose, Content,	and Method of Filing)			
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RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination VITAL/HISTORICAL/CONFIDENTIAL CODES: V= Vital; H=Historical; C=Confidential				
APPROVALS				
RECORDS MANAGER M.D. J. J. J.	DEPARTMENT HEAD am	CITY ATTORNEY'S OFFICE GJA		

ORIGINATING DEPARTMENT	TITLE:			:	DATE
LONG BEACH GAS & OIL	QU.	ARTERLY PROFITAI	BILITY REPORT		11/08/2011
COPIES/FILES BY			RETENTION PERIO	D	
DEPT/SECTION	COPY DESIGNATION	DEPARTMENT	REC. CENTER	DE	ESTROY
ACCOUNTING	ELECTRONIC COPY	5 YEARS	5 YEARS	10	YEARS
DESCRIPTION: (Purpose, Content	, and Method of Filing)				
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PREPARED BY: Records Manage					

	v; A=Audit; C=Closed/Completed; E=Expirati CODES: V= Vital; H=Historical; C=Confidenti	on P=Permanent; S=Superseded; T=Termination al		
APPROVALS				
RECORDS MANAGER M.D. Juf	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE		

ORIGINATING DEPARTMENT	TITLE:				DATE
LONG BEACH GAS & OIL	REPORTS & STUDIES				11/08/2011
COPIES/FILES BY	-		RETENTION PE	RIOD	
DEPT/SECTION	COPY DESIGNATION	DEPARTMENT	REC. CENTER	DI	ESTROY
ENGINEERING	ORIGINAL	5 YEARS + SUPERSEDE OR OBSOLETE			SUPERSEDE OR SSOLETE
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DESCRIPTION: (Purpose, Content,	and Method of Filing)	1			
DESCRIPTION (Larpose, content,	and monton of I ming)				
NOTE: REPORTS & STUDIES AR PERIOD THE RECORDS SHOULI	E REQUIRED TO BE M D BE REVIEWED AND	MAINTAINED FOR A M ALL SUPERSEDED AN	IINIMUM OF 5 YEAR ND OBSOLETE MAT	S. AFTER THE ERIALS ELIM	E 5-YEAR INATED.
ALL RETAINED INFORMATION	SHOULD BE FORWAR	RDED TO THE REFERE	ENCE LIBRARY.		
CONTENTS: DOCUMENTATION	ON PRODUCTION IN	JECTION-WATERFLOO	DDING, SUBSIDENC	E, DRILLING,	POLLUTION,
ETC.					
			ē.		
PREPARED BY: Records Manager	.				

RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination VITAL/HISTORICAL/CONFIDENTIAL CODES: V= Vital; H=Historical; C=Confidential					
APPROVALS					
RECORDS MANAGER M. D. J. J. J.	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE			

	COPY DESIGNATION WORKING COPY d Method of Filing)	DEPARTMENT 3 YEARS	RETENTION PERIO	DESTI	
DEPT/SECTION ACCOUNTING	DESIGNATION WORKING COPY		REC. CENTER	DEST	
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RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination VITAL/HISTORICAL/CONFIDENTIAL CODES: V= Vital; H=Historical; C=Confidential				
APPROVALS				
RECORDS MANAGER M. De SAG	DEPARTMENT HEAD Sam	CITY ATTORNEY'S OFFICE SJA		

IGINATING DEPARTMENT	TITLE:			DATE
LONG BEACH GAS & OIL		ROYALTY STAT	TEMENT	11/08/2013
PPIES/FILES BY	CODY		RETENTION PERIOD	
DEPT/SECTION	COPY DESIGNATION	DEPARTMENT	REC. CENTER	DESTROY
CCOUNTING	RECORD COPY	5 YEARS	5 YEARS	10 YEARS
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ESCRIPTION: (Purpose, Content,	and Method of Filing)			
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RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination VITAL/HISTORICAL/CONFIDENTIAL CODES: V= Vital; H=Historical; C=Confidential					
APPROVALS					
RECORDS MANAGER M. De J. H.					

ORIGINATING DEPARTMENT	TITLE:			DATE
LONG BEACH GAS & OIL	RUN TICKETS – CRUDE OIL		11/08/2011	
COPIES/FILES BY	CODY	RETENTION PERIOD		D
DEPT/SECTION	COPY DESIGNATION	DEPARTMENT	REC. CENTER	DESTROY
ACCOUNTING	ORIGINAL	5 YEARS	5 YEARS	10 YEARS
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ESCRIPTION: (Purpose, Content,	, and Method of Filing)			
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	A=Audit; C=Closed/Completed; E=Expiration DES: V= Vital; H=Historical; C=Confidential	P=Permanent; S=Superseded; T=Termination		
APPROVALS				
RECORDS MANAGER M. De Ja H	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE		

ODICINIATRIC DEDITORIO	TITLE				DATE
ORIGINATING DEPARTMENT	TITLE:			•	
LONG BEACH GAS & OIL		S-1 REPO	RT		11/08/2011
COPIES/FILES BY	RETENTION PERIOD		OD		
DEPT/SECTION	COPY DESIGNATION	DEPARTMENT	REC. CENTER	DE	ESTROY
ENGINEERING	ELECTRONIC COPY	PERMANENT		PER	MANENT
DESCRIPTION: (Purpose, Content,	and Method of Filing)				
NOTE: S-1 REPORTS STORED IN	THE STORAGE AREA	SHOULD BE TRANSI	FERRED TO THE DEPAR	RTMENT.	
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PREPARED BY: Records Manager					

	A=Audit; C=Closed/Completed; E=Expiration DDES: V= Vital; H=Historical; C=Confidential	P=Permanent; S=Superseded; T=Termination		
APPROVALS				
RECORDS MANAGER M. De Jak	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE		

ORIGINATING DEPARTMENT	TITLE:			DATE
LONG BEACH GAS & OIL		SINGLE SHO	OTS	11/08/2011
COPIES/FILES BY		RETENTION PERIOD		
DEPT/SECTION	COPY DESIGNATION	DEPARTMENT	REC. CENTER	DESTROY
ENGINEERING	ELECTRONIC COPY	PERMANENT		PERMANENT
DESCRIPTION: (Purpose, Content	, and Method of Filing)			
NOTE: RETAIN CORE HOLE SIN	NGLE SHOTS ONLY - PI	ERMANENTLY		•
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PREPARED BY: Records Manage	ar.			

RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination VITAL/HISTORICAL/CONFIDENTIAL CODES: V= Vital; H=Historical; C=Confidential					
	APPROVALS				
RECORDS MANAGER W. D. J. J.					
Lecture					

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ORIGINATING DEPARTMENT	TITLE:			DATE
LONG BEACH GAS & OIL		STATEMENT TO	O STATE	11/08/2011
COPIES/FILES BY	G07V		RETENTION PERIO	D
DEPT/SECTION	COPY DESIGNATION	DEPARTMENT	REC. CENTER	DESTROY
ACCOUNTING	ELECTRONIC COPY	10 YEARS		10 YEARS
DESCRIPTION: (Purpose, Content,	and Method of Filing)			
NOTE: ORIGINAL (HARD) COPY	FILED WITH WIRE-T	RANSFER. WORKING	FILES ARE MAINTAINE	D SEPARATELY.
DUPLICATION OF THIS RECORD	D HAS BEEN NOTED I	N THE ACCOUNTING	SECTION.	
			-	
PREPARED BY: Records Manage	r			

RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination VITAL/HISTORICAL/CONFIDENTIAL CODES: V= Vital; H=Historical; C=Confidential					
APPROVALS					
RECORDS MANAGER WW De Gulf	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE			

RIGINATING DEPARTMENT	TITLE:			DATE
LONG BEACH GAS & OIL	SUMMARY OF POSTED CRUDE OIL PRICES AND OIL WELL DRILLING COSTS		LL 11/08/20	
OPIES/FILES BY	RETENTION PERIOD			D
DEPT/SECTION	COPY DESIGNATION	DEPARTMENT	REC. CENTER	DESTROY
AULT	RECORD COPY	10 YEARS		10 YEARS
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RETENTION CODES: AR=Annual Review; VITAL/HISTORICAL/CONFIDENTIAL CO	A=Audit; C=Closed/Completed; E=Expiration DDES: V= Vital; H=Historical; C=Confidenti	on P=Permanent; S=Superseded; T=Termination		
APPROVALS				
RECORDS MANAGER W. D. July	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE		

DRIGINATING DEPARTMENT	TITLE:			DATE
LONG BEACH GAS & OIL		SURFACE PIPE P	RESSURE	11/08/201
COPIES/FILES BY	RETENTION PERIO			OD
DEPT/SECTION	COPY DESIGNATION	DEPARTMENT	REC. CENTER	DESTROY
ENGINEERING	WORKING COPY	2 YEARS		2 YEARS
DESCRIPTION: (Purpose, Content,	and Method of Filing)			
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APPROVALS						
RECORDS MANAGER M. De Jak	DEPARTMENT HEAD Am	CITY ATTORNEY'S OFFICE				

DRIGINATING DEPARTMENT	TITLE:			DATE
LONG BEACH GAS & OIL		SURPLUS SA	LES	11/08/2
COPIES/FILES BY			RETENTION PERIO	D
DEPT/SECTION	COPY DESIGNATION	DEPARTMENT	REC. CENTER	DESTROY
ACCOUNTING	RECORD COPY	5 YEARS	5 YEARS	10 YEARS

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APPROVALS					
RECORDS MANAGER	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE			

LONG BEACH GAS & OIL COPIES/FILES BY DEPT/SECTION /AULT DESCRIPTION: (Purpose, Content, and Invote: VAULT RECORD CONTAINE)		DEPARTMENT PERMANENT WELL RECORD.	RETENTION PERIC REC. CENTER	DESTROY PERMANENT
DESCRIPTION: (Purpose, Content, and	DESIGNATION ELECTRONIC COPY Method of Filing)	PERMANENT		DESTROY
DESCRIPTION: (Purpose, Content, and	DESIGNATION ELECTRONIC COPY Method of Filing)	PERMANENT	REC. CENTER	
DESCRIPTION: (Purpose, Content, and	COPY Method of Filing)			PERMANENT
		WELL RECORD.		
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OTE: VAULT RECORD CONTAINE	D IN INDIVIDUAL	WELL RECORD.		
			e*	

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APPROVALS						
RECORDS MANAGER M. De J. H.	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE GJA				

ORIGINATING DEPARTMENT	INATING DEPARTMENT TITLE:				DATE
LONG BEACH GAS & OIL		TOUR REPO	RTS		11/08/2011
COPIES/FILES BY	CODY	RETENTION PERIOD			
DEPT/SECTION	COPY DESIGNATION	DEPARTMENT	REC. CENTER	Di	ESTROY
ENGINEERING	ORIGINAL	ABONDONMENT	LIFE OF OIL	A BONDON	MENT OF WELL -
	ELECTRONIC COPY	OF WELL	FIELD		OF OIL FIELD

RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination VITAL/HISTORICAL/CONFIDENTIAL CODES: V= Vital; H=Historical; C=Confidential					
APPROVALS					
RECORDS MANAGER W. De July	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE			

ORIGINATING DEPARTMENT	TITLE:			DATE	
LONG BEACH GAS & OIL		TRIAL BALANCE	LISTINGS	11/08	8/2011
COPIES/FILES BY			RETENTION PERIC)D	
DEPT/SECTION	COPY DESIGNATION	DEPARTMENT	REC. CENTER	DESTROY	
ACCOUNTING	RECORD COPY	3 YEARS	2 YEARS	5 YEARS	
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DESCRIPTION: (Purpose, Content,	and Method of Filing)				
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VITAL/HISTORICAL/CONFIDENTIAL CODES: V= Vital; H=Historical; C=Confidential						
APPROVALS						
RECORDS MANAGER M. De Shof	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE				

ORIGINATING DEPARTMENT	TITLE:			DATE
LONG BEACH GAS & OIL	•	VENDOR ANALYSIS	SUMMARIES	11/08/201
COPIES/FILES BY	gony		RETENTION PERIO	D
DEPT/SECTION	COPY DESIGNATION	DEPARTMENT	REC. CENTER	DESTROY
VAULT.	ELECTRONIC COPY	5 YEARS	5 YEARS	10 YEARS

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APPROVALS					
RECORDS MANAGER W. De Hall	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE CJA			

ORIGINATING DEPARTMENT	TITLE:				DATE
LONG BEACH GAS & OIL		WATER INJECTION	N REPORTS		11/08/2011
COPIES/FILES BY			RETENTION PER	IOD	
DEPT/SECTION ENGINEERING	COPY DESIGNATION	DEPARTMENT	REC. CENTER	DI	ESTROY
DAILY INJECTION REPORT	ELECTRONIC COPY	1 YEAR	4 YEARS	5	YEARS
WEEKLY INJECTION REPORT	ELECTRONIC COPY	1 YEAR	4 YEARS	5	YEARS
10-DAY INJECTION REPORT	ELECTRONIC COPY	1 YEAR	4 YEARS	5	YEARS
MONTHLY INJECTION REPORT	ELECTRONIC COPY	5 YEARS	5 YEARS	10	YEARS
QUARTERLY INJECTION REPORT	ELECTRONIC COPY	5 YEARS	5 YEARS	10) YEARS
ANNUAL INJECTION REPORT	ELECTRONIC COPY	10 YEARS		10) YEARS

DESCRIPTION: (Purpose, Content, and Method of Filing)

NOTE: RECORDS ARE TO BE MAINTAINED IN THE ENGINEERING SECTION OF THE DEPARTMENT.

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	APPROVALS				
RECORDS MANAGER M. De Half	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE GJA			

ODYGDI I MANG DEB I DAN GENA	WALL D				DATE
ORIGINATING DEPARTMENT	TITLE:				DATE
LONG BEACH GAS & OIL		WELL RECO	ORDS		11/08/2011
COPIES/FILES BY	CONI		RETENTION PERIO	RIOD	
DEPT/SECTION	COPY DESIGNATION	DEPARTMENT	REC. CENTER	DE	ESTROY
VAULT	ORIGINAL	PERMANENT		PER	MANENT
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DESCRIPTION: (Purpose, Content, a	and Method of Filing)				
FIELD.					
PREPARED BY: Records Manager					

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	APPROVALS				
RECORDS MANAGER W. D. Half	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE			

	TITLE:				DATE
LONG BEACH GAS & OIL		WELL SUMMARY (COMPLETED V			11/08/201
COPIES/FILES BY			RETENTION PERIC	D	
DEPT/SECTION	COPY DESIGNATION	DEPARTMENT	REC. CENTER	D	ESTROY
VAULT	ELECTRONIC COPY	PERMANENT		PER	RMANENT
ESCRIPTION: (Purpose, Content,	and Method of Filing)		<u> </u>		
NOTE: RECORD SHOULD BE M	IERGED WITH WELL R	ECORDS IN THE VAU	LT. DUPLICATION SHO	ULD BE D	ESTROYED.
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	APPROVALS				
RECORDS MANAGER W. De Ga A	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE			

RIGINATING DEPARTMENT	TITLE:			DA	ATE
LONG BEACH GAS & OIL		WELL TIME MAS	TER FILE		11/08/201
OPIES/FILES BY	CORV		RETENTION PERIC)D	
EPT/SECTION	COPY DESIGNATION	DEPARTMENT	REC. CENTER	DESTF	ROY
NGINEERING	WORKING COPY	2 YEARS		2 YEA	ARS
ESCRIPTION: (Purpose, Content,	and Method of Filing)				
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	APPROVALS				
RECORDS MANAGER W. De EJWAF	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE			

RIGINATING DEPARTMENT	TITLE:			DATE
LONG BEACH GAS & OIL		WELL WORK AT	NALYSIS	11/08/20
OPIES/FILES BY	GODY		RETENTION PERIO	DD .
DEPT/SECTION	COPY DESIGNATION	DEPARTMENT	REC. CENTER	DESTROY
NGINEERING	RECORD COPY	5 YEARS		5 YEARS
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ESCRIPTION: (Purpose, Content,	and Method of Filing)			
ESCRIPTION: (Purpose, Content,	and Method of Filing)			
SCRIPTION: (Purpose, Content,	and Method of Filing)			
ESCRIPTION: (Purpose, Content,	and Method of Filing)			

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	APPROVALS			
RECORDS MANAGER	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE		

ORIGINATING DEPARTMENT	TITLE:			DATE
LONG BEACH GAS & OIL		WORK ORD	ERS	11/08/2011
COPIES/FILES BY			RETENTION PERIO	D
DEPT/SECTION	COPY DESIGNATION	DEPARTMENT	REC. CENTER	DESTROY
ACCOUNTING	RECORD COPY	10 YEARS		10 YEARS
ADMINISTRATIVE	СОРУ	AS NEEDED		AS NEEDED
DESCRIPTION: (Purpose, Content,	and Method of Filing)			
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	APPROVALS				
RECORDS MANAGER W. De Jal	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE			