

Naming convention for scanned Oil and Gas files

Permits and Applications

- well completion
- drilling application
- plugging record
- bonds
- sundry notices*
- permit fee receipt
- drilling application checklist
- designation of operator
- individual well record
- judicial referral checklist
- insurance certificates
- partnership agreements

Correspondence

- letters of correspondence
- memos
- notes
- meeting transcripts

Reports

- geologic reports,
- core reports
- well tests
- stratigraphic tests
- safety reports
- directional drilling reports
- drilling plans
- scoping statements
- surface use and operating plans
- drill stem tests
- photos
- inspection reports
- operating reports
- environmental assessments
- cultural resources/archeological surveys
- blow out preventer diagrams
- well histories
- attachments from sundry reports
- reclamation plans
- PI cards

Maps**

- site location maps
- road access maps
- map attachments from sundry reports
- site layout diagrams
- road design diagrams

*Attachments to sundry reports found in appropriate folders

**Maps may also be found as exhibits in operation plan reports in reports file