

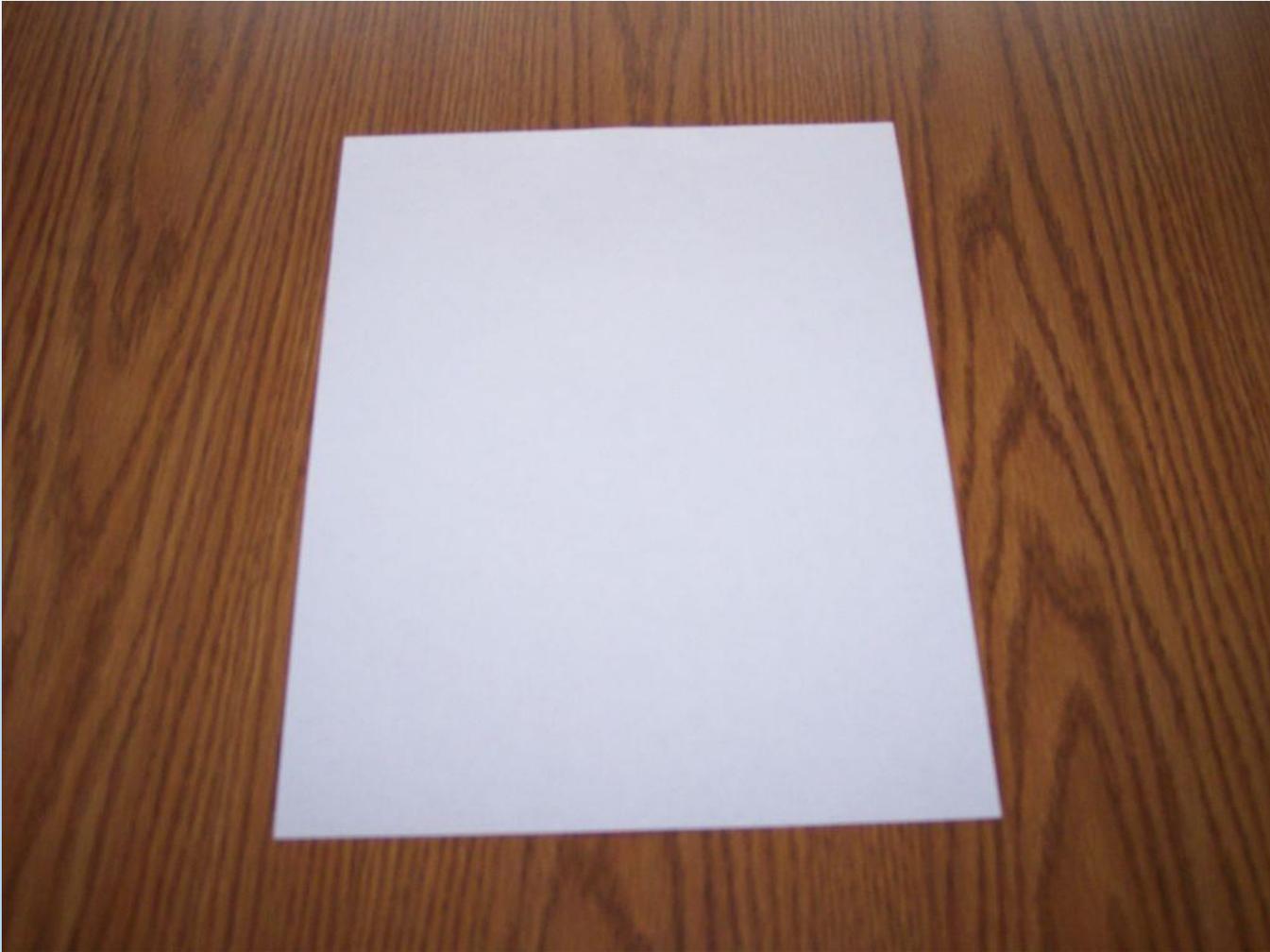


*A Paperless World*



## **SITLA's Previous Record Keeping:**

- **Large Public Room filled with Documents**
- **Update Plat Books by Hand**
- **Serial Register Pages in Binders**
- **Numerous Source Document Files**
- **Department Lease Files (O&G Department had 20 Lease Filing Cabinets)**



### SITLA's Present Record Keeping

- Smaller Public Room
- Digital Plat Books
- Historical Serial Register Page Books (Being Scanned)
- In the Process of Scanning Land Source Documents

### Oil & Gas Department Present Files

- 5 Lease Filing Cabinets
- Over 3,390 Leases scanned (Includes Active & Inactive Files)
- Roughly 240 Active Leases to be Scanned

# Two Key Reasons for Digital Records:

- 1) To Benefit the Public
- 2) To Benefit SITLA



## Benefits for the Public:

- Provide a Self-Service Scanned Records through the SITLA's website
- Reduce Travel Time for the Public
- Quick Access to Records



## Benefits for SITLA

- **Saves SITLA Time & Money in Pulling and/or Copying Files**
- **Eliminates the Mishandle of Files**  
(documents out of order, missing pages, and assures preservation of historical documents)
- **Reduces Filing Space, which Creates Additional Usable Office Space**
- **Area Offices in Richfield, Moab, St. George Ready Access to Document Files**
- **Documents are Available at the Employees' Computer**
- **Digital Copies Stored in a Document Management System**

## Current Issues In the Digital World:

- Agency is still in a Dual Filing Mode (Digital and Paper)
  - Reason: Waiting for the Legal Group to approve accepting digital signatures as equal to original signatures
- Scanned Documents in various formats (TIF, JPEG and PDF)
  - TIF documents have a Poor Resolution
- Lag Time Between Approval of a Lease Assignment and updating the Scanned Files (yet this was even an issue with paper)





## Scanned Lease Files:

- Program Used Adobe Portfolio 9 Pro
  - Pros:
    - Files within a Folder (Look of a Paper Lease File)
    - Eliminates from paging through Endless Documents (Select File Tab or Use Bookmarks)
  - Cons:
    - Adobe Portfolio New Version Changed the Layout Grid (SITLA continued with the 9 Pro Version)
    - Public Not Accepting to Changes
- IT Department and Main Scanner Users Viewed the Adobe Pro DC Version
  - Version works better
  - Being Tested by an Intern
  - SITLA will be updating to the New Version Sometime 2016

# ML 52289 OG&AH

4 Items

 Lease Ownership (Green Sheet).doc

 Comments.pdf

 Lease File (Chronological).pdf

 Lease, Amendment, etc.pdf

 Lease Ownership (Green Sheet).doc

Only preview files from sources that you trust.  
 Always trust this type of file and show preview.

Preview

# ML 52289 OG&AH

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Lease Ownership (Green Sheet).doc Open File

LEASE OWNERSHIP  
FOR ML 52289

FUND: SCH

OWNERSHIP AS OF: ~~11/01/2012~~ 5/28/13

~~VERN JONES - 100%~~ XTO ENERGY INC. - 100%

# ML 52289 OG&AH

4 Items

 Lease Ownership  
(Green Sheet).doc

 **Comments.pdf**

 Lease File  
(Chronological).pdf

 Lease, Amendment,  
etc.pdf



Comments.pdf

Open File

COMMENTS					
Comm Dt	Seq Nbr	Add User ID	Add Dt	Modify User ID	Modify Dt
Lease Nbr: ML 52289.0					
Comment:					
05/28/2013	11	bpritchc	06/05/2013	bpritchc	06/05/2013
Assn to XTO Energy Inc. by Vern Jones. No ovr					
11/13/2012	10				
COMPETITIVE OFFERING - UNIT NO. 5 - ONLY BID: \$20,000.11					

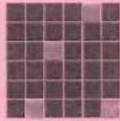
**ML 52289  
OG&AH**

4 Items

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- Lease File (Chronological).pdf**
- Lease, Amendment, etc.pdf

**Bookmarks**

- 5/28/13 Assn to XTO Energy Inc by Vern Jones. No orr
- Application Documents
- Lease Contract



**State of Utah  
School & Institutional  
Trust Lands Administration**

675 East 500 South, Suite 500  
Salt Lake City, UT 84102-2818  
801-538-5100  
www.trustlands.com

Gary R. Herbert  
Governor

Greg Bell  
Lieutenant Governor

Kevin S. Carter  
Director

June 5, 2013

XTO Energy Inc.  
810 Houston Street  
Fort Worth, TX 76102

Dear Lessee:

RE: ML 52289 – Oil, Gas, and Hydrocarbon

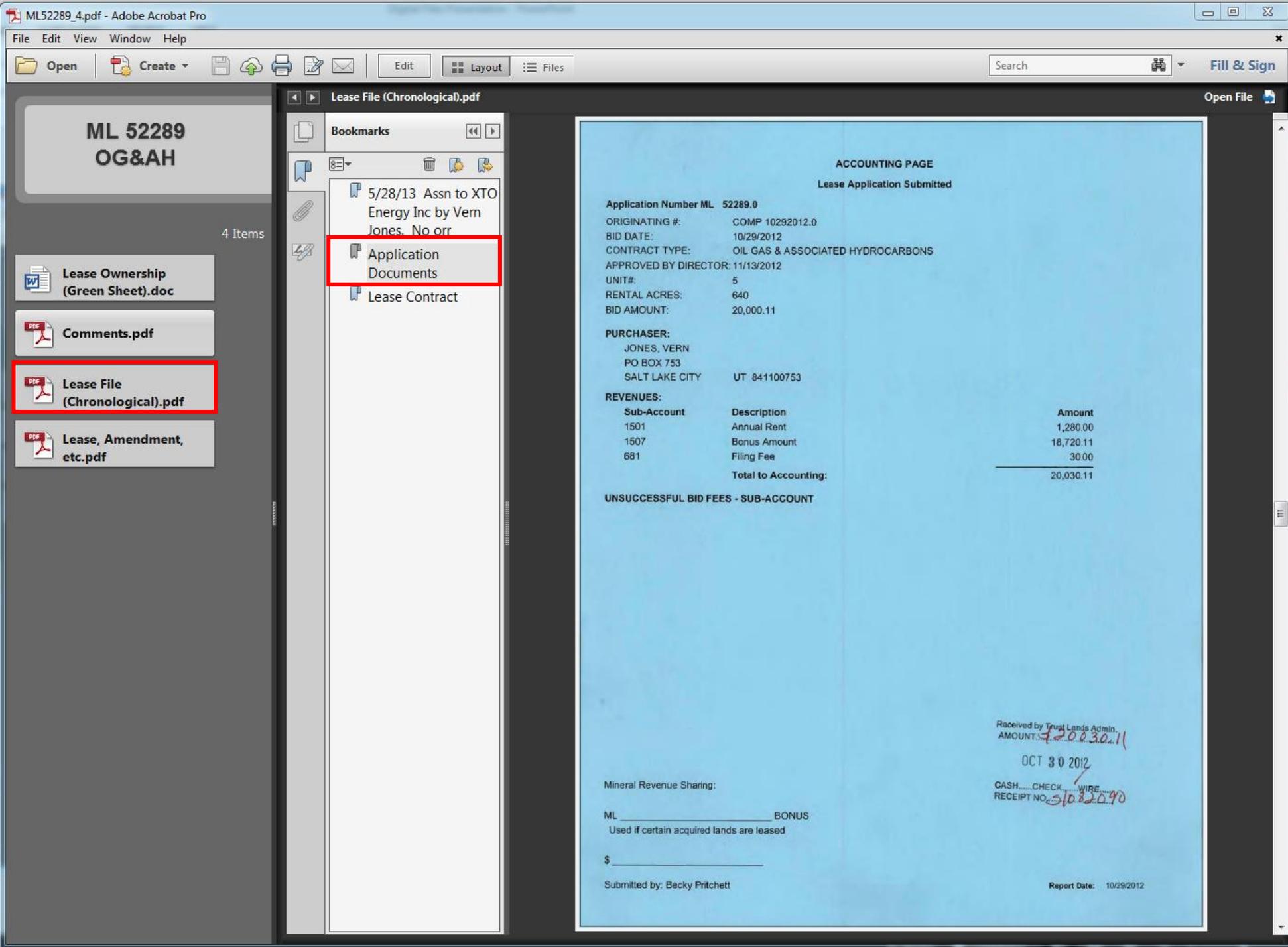
The Director, on May 28, 2013, approved the assignment of the above-numbered lease to you by Vern Jones. No override.

Our records have been noted, and we herewith enclose the original assignment for your records.

Yours very truly,  
*Becky Pritchett*  
BECKY PRITCHETT  
RESEARCH ANALYST

bp  
Enclosure

**UTAH**  
LIFE ELEVATED



ML 52289  
OG&AH

4 Items

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Lease File  
(Chronological).pdf

Lease, Amendment,  
etc.pdf

Lease File (Chronological).pdf

Bookmarks

- 5/28/13 Assn to XTO Energy Inc by Vern Jones. No orr
- Application Documents
- Lease Contract

ACCOUNTING PAGE  
Lease Application Submitted

Application Number ML 52289.0  
 ORIGINATING #: COMP 10292012.0  
 BID DATE: 10/29/2012  
 CONTRACT TYPE: OIL GAS & ASSOCIATED HYDROCARBONS  
 APPROVED BY DIRECTOR: 11/13/2012  
 UNIT#: 5  
 RENTAL ACRES: 640  
 BID AMOUNT: 20,000.11

PURCHASER:  
 JONES, VERN  
 PO BOX 753  
 SALT LAKE CITY UT 841100753

REVENUES:

Sub-Account	Description	Amount
1501	Annual Rent	1,280.00
1507	Bonus Amount	18,720.11
681	Filing Fee	30.00
<b>Total to Accounting:</b>		<b>20,030.11</b>

UNSUCCESSFUL BID FEES - SUB-ACCOUNT

Mineral Revenue Sharing:  
 ML \_\_\_\_\_ BONUS  
 Used if certain acquired lands are leased  
 \$ \_\_\_\_\_

Submitted by: Becky Pritchett

Report Date: 10/29/2012

Received by Trust Lands Admin.  
 AMOUNT: 20,030.11  
 OCT 30 2012  
 CASH.....CHECK.....WIRE.....  
 RECEIPT NO. 51022090

ML 52289  
OG&AH

4 Items

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(Green Sheet).doc

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etc.pdf

Form B-2.2(16 2/3-5)(rev 11/10)

Director's Agenda Date (Office use only): 11/13/12

MINERAL LEASE NO. ML 52289

GRANT: SCH

**UTAH STATE LEASE FOR  
OIL, GAS AND ASSOCIATED HYDROCARBONS**

THIS OIL, GAS AND ASSOCIATED HYDROCARBONS LEASE AND AGREEMENT (the "Lease") is entered into effective the 1ST day of DECEMBER, 2012 (the "Effective Date"), by and between the STATE OF UTAH, acting by and through the SCHOOL AND INSTITUTIONAL TRUST LANDS ADMINISTRATION, 675 East 500 South, Suite 500, Salt Lake City, Utah 84102, (hereinafter "Lessor"), and

VERN JONES  
P.O. BOX 753  
SALT LAKE CITY, UT 84110

having a business address as shown above (hereinafter "Lessee", whether one or more).

WITNESSETH:

That the State of Utah, as Lessor, in consideration of the rentals, royalties, and other financial consideration required to be paid by Lessee, and the covenants of Lessee set forth below, does hereby GRANT AND LEASE to Lessee the exclusive right and privilege to explore for, drill for, produce, save and sell or otherwise dispose of oil, gas and hydrocarbons (the "Leased Substances" as hereinafter defined) located within the boundaries of the following-described tract of land (the "Leased Premises") located in UINTAH County, State of Utah:

T9S, R19E, SLB&M.  
SEC. 36: ALL

containing 640.00 acres, more or less,

together with the right and privilege, as conditioned herein, to construct and maintain on the Leased Premises roads, buildings, communication lines, gathering lines, pipelines, reservoirs, tanks, equipment, pumping and compression stations, and any other structures or improvements to the extent necessary to explore for, produce, save, dispose of and sell the Leased Substances.

# Trust Lands Administration

State of Utah School and Institutional Trust Lands Administration

Search

OUR AGENCY

BUSINESS GROUPS

POLICIES / RULES

COMMUNITY / STEWARDSHIP

RESOURCES

CONTACT US

MAKE A PAYMENT



Building the Trust: Generating funds from trust lands to support K-12 schools.



USE OF TRUST LANDS



LAND AND LEASE RECORDS



PLAT MAPS

## RESOURCES

### Compliance

#### Forms and Applications

- Mineral Forms
- Oil & Gas Forms
- Property Planning & Development Forms
- Surface Forms
- Other Forms

### Land & Lease Records

#### Maps (GIS)

- Digital Plat Map
- GIS Data and Maps
  - Open Data
  - ArcGIS Online
  - Maps: County
  - Maps: Current Events
  - Maps: Surface and Mineral Ownership

#### Master Fee Schedule

- Mining Fee Schedule
- Oil and Gas Fee Schedule
- Surface Fee Schedule

## LAND & LEASE RECORDS

Land and Lease Records may be searched for all active and non-active leases after June 30, 1998 by using the contract module. You may also view land ownership through the land module. Be aware this system is scheduled for updates. The same information may be accessed through the current digital plat map.

[Trouble Viewing PDFs](#)



Below is a guide for using the Contract Module, please note: not all fields are required and the system may be queried in a variety of ways.

1. Select contract status
2. Enter the lease class
3. Insert the lease number
4. Insert the lease suffix
5. Lessee name
6. Lease type
7. Township
8. Range
9. Section
10. Meridian
11. County



Below is a guide for using the Ownership Module, please note: not all fields are required and the system may be queried in a variety of ways.

1. Select ownership status
2. Enter township
3. Enter range
4. Select meridian

Contract Search:  ▾

Lease Class:

Isenbr:

Isesuffix:

Lessee name:

lease type:  ▾

township:   N  S

range:   W  E

section:

meridian:  SL  US

County:  ▾



# Trust Lands Administration

Contract: ML 52289.0

Contract: ML 52289.0

**Select Lease from List Below:**

ML 52289.0	OIL GAS & ASSOCIATED HYDROCARBONS	Uintah XTO ENERGY INC	October 2012 Competitive Bid Offering
------------	---	-----------------------------	---

**Click to View:**

1. legal description
2. comment
3. Payment History
4. Grazing Details
5. Lease Reports
  - a. Contract Serial Register Page
  - b. Contract Serial Register Page w/o payhistory
  - c. Contract Detail Report
  - d. legal description Report
  - e. comment Report
  - f. Payment History only Report
  - g. All Interest only Report
6. All Interests

Legal Description: ML 52289.0

Total  
Acres: 0



# Trust Lands Administration

State of Utah School and Institutional Trust Lands Administration

## Contract Records

Contract Records									
View Documents									
	Class	Lease #	Suffix	Type	Customer	Description	County	Status	
	ML	52289		ALL			ALL	Active	
+	ML	670		OIL GAS & HYDROCARBON	QEP ENERGY COMPANY	Clay Basin Unit & Clay Basin Gas Storage Unit	Daggett	Active	
+	ML	807		OIL GAS & HYDROCARBON	QEP ENERGY COMPANY	Clay Basin Unit & Clay Basin Gas Storage Unit	Daggett	Active	
+	ML	851	A	GILSONITE	AMERICAN GILSONITE COMPANY		Uintah	Active	
+	ML	851		GILSONITE	AMERICAN GILSONITE COMPANY		Uintah	Active	
+	ML	982		BUILDING/LIMESTONE	ROBISON, ROBERT M	Cove Travertine Quarry	Millard	Active	
+	ML	1167		OIL GAS & HYDROCARBON	BEST EXPLORATION INC	Bar X Unit	Grand	Active	
+	ML	1174		OIL GAS & HYDROCARBON	LONE MOUNTAIN PRODUCTION COMPANY	Communitization Agreement #14-08-0001-7474 (UTU60735)	Grand	Active	
+	ML	1254		OIL GAS & HYDROCARBON	UTAH GAS SOLUTIONS, LLC	Clear Creek Unit	Carbon	Active	
+	ML	1255		OIL GAS & HYDROCARBON	UTAH GAS SOLUTIONS, LLC	Clear Creek Unit	Carbon	Active	
+	ML	1256		OIL GAS & HYDROCARBON	UTAH GAS SOLUTIONS, LLC	Clear Creek Unit	Carbon	Active	
+	ML	1257		OIL GAS & HYDROCARBON	UTAH GAS SOLUTIONS, LLC	Clear Creek Unit	Carbon	Active	
+	ML	1258		OIL GAS & HYDROCARBON	UTAH GAS SOLUTIONS, LLC	Clear Creek Unit	Carbon	Active	
+	ML	1279		GILSONITE	AMERICAN GILSONITE COMPANY		Uintah	Active	
+	ML	1299		OIL GAS & HYDROCARBON	EOG RESOURCES, INC.	Stagecoach Unit	Uintah	Active	



Contract Records

Contract Records

[View Documents](#)

Class	Lease #	Suffix	Type	Customer	Description	County	Status
ML	52289		ALL			ALL	Active
ML	52289		OIL GAS & ASSOCIATED HYDROCARBONS	XTO ENERGY INC	October 2012 Competitive Bid Offering	Uintah	Active

Documents and Data  
 Contract Details  
 Legal Description  
 All Interests  
 Comments  
 Payment History  
 Grazing  
[Export](#)

Page 1 of 1 | 25

View 1 - 1 of 1



Contract Records

Contract Records

**View Documents**

Class	Lease #	Suffix	Description	County	Status
ML	52289		OIL GAS & ASSOCIATED HYDRO...	Uintah	Active

Documents and Data

- Contract Details
- Legal Description
- All Interests
- Comments
- Payment History
- Grazing
- Export

View 1 - 1 of 1

ML 52289

View	Type	Title	Subject
<a href="#">View</a>	Lease map	ML52289	
<a href="#">View</a>	Lease file	ML52289	
<a href="#">View</a>	Contract	ML52289	

Cancel

# ML 52289 OG&AH

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 Always trust this type of file and show preview.

Preview



### Suggestions:

- Hire Intern(s) to Scan
- Personal Desk Scanners
- One Large Scanner (Plats, Maps, Etc)
- Decide on Format
- PDF OCR Search
- Scan in Phases

Questions?

