



Users Guide to the Historical Closed Potential records on Microfilm

Background information about the microfilm

About the forms:

The Potential tests found in this series of film refer to historical forms known as Form 3, and GWT-1. These forms were submitted to the RRC after a well was completed and contain information such as completion date, Field and reservoir names, perforation interval, top of play, total depth, and amount produced within a 24-hour period.

The Form 3 was used for oil well completion, and the GWT-1 was used for gas well completion.

The Form 3 and the GWT-1 were both replaced by the forms W-2, and G-1 in the mid to late 1960's.

About the Organization of the forms:

Before the advent of Lease numbers or API numbers, many of the RRC's records were stored alphabetically, in whatever filing system was used to store those records.

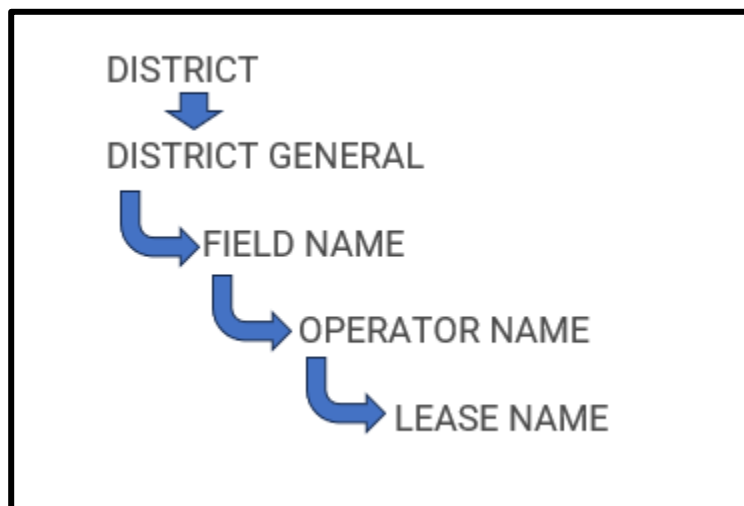
Before the filming of the Potential tests in the mid 1960's, the Potential test were stored in paper folders. There were shelves and shelves of these folders. These shelves of folders were known as the Potential Files.

The first major organization division of these shelves of folders was by district. All folders of information belonging to a district were grouped together. The folders for each district started with a group of folders known as district general. These District General folders contained information that did not apply to a single filed or lease within that district, but to the district in general.

The second major organization division within each districts file folders was field name. After the district general folders, there were dividers for each field; alphabetized. Folders of information that were particular to a field, were found within that field.

Within each field name division, were folders for each operator that contained, or had contained leases within that field. These were organized alphabetically by operator name.

Within the division for each operator, where folders containing records of each lease the operator had. These folders were again organized alphabetically by lease name.



The folders for each lease contained permit, completion, and other records pertaining to the lease, including the potential tests, the Form 3, or the GWT-1.

All records and forms that were in a file for a particular operator or lease stayed in those folders.

The EXCEPTION to this, were the Form 3 and GWT-1.

If an operator took over a lease from another operator, a new folder was created. While the original permit, completion, and other paperwork was left in the original operator's folder, the Form 3 and GWT-1 was removed from the first operator's folder, and moved to the folder of the operator that took over the lease.

This means that a Form 3 originally submitted by a 'B' operator, could be moved down to alphabetical order filing system if the lease was taken over by an operator starting with 'T'.

If a lease changed hands a dozen times, the Form 3 or GWT-1 would change folders each time as well.

The movement of the Form 3's and GWT-1's between different operator's folders within a field, introduced an organizational difficulty that still affects the Historical Closed Potential images.

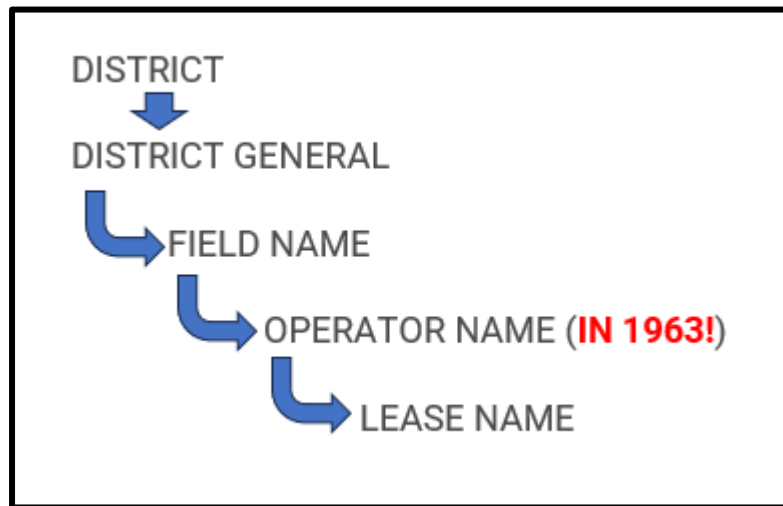
When the decision to film these potential forms were made, the forms were removed from each of the operators' folders in the order that they were found on the shelves.

This means that when the Potential forms were gathered, they were not in alphabetical order. Instead, the Potential forms were in the order which the folders occurred, in whichever folder they were in at the time they were pulled.

Remember, since a Form 3 that was originally filed with an operator with a name beginning with 'B', might have ended up when the lease changed operators, in a folder of an operator whose name began with a 'T', the pulled Potential files were out of alphabetical order.

The Potential files were filmed in exactly the order they were pulled, which in effect was the alphabetical order of the operator's name who owned the lease in 1963, NOT the alphabetical order of the operator whose name appears on the Potential file form.

A visual hierarchy of the film organization may look like this:



Some Helpful Hints:

Initially, focus on the field name. Since the initial organization of the film after district, is alphabetically by field name, it is the first information you should search for on the images.

If you see several images with the same field name, you know you are in the general area of the film where you need to be.

Look for Change of Ownership Slips.

Scattered throughout the Potential test are slips of paper titled "Change in Ownership":

0 0 1 6 0 9 2

"CHANGE IN OWNERSHIP"

DISTRICT #6

FIELD PANOLA

LEASES MRS. MARY C. BRUMBLE ET AL

CHANGED FROM STOUT & BROOKS

TO ALEXANDER & ALLEN

EFFECTIVE MARCH 1, 1956

SW-1 NUMBER 629743

These were slips of paper occasionally added between Potential files during the filming process. These slips of paper were included to let the viewer know that a form they may have been expected to find here, in the 'S' portion of ordering, would actually be found under the 'A' portion of ordering.

Change in Ownership slips, when encountered, can serve as sort of a 'mental orientation', to confirm your location in the 1963 alphabetical ordering.

In this case, regardless of the operator name of the surrounding form, this image is where 'Stout and Brooks' documents are found.

Reservoir Name. Researchers have found that in some field, reservoir names do not factor into the alphabetical ordering. For instance, in some cases Batson (new) may be entirely before Batson (strawn), but in other instances,

Odom (lime) may be intermingled with Odom (2300). Please be aware that this condition might exist for the field name you are searching in.

Field Size. Field size plays a significant factor in searching for Potential forms. Smaller fields are relatively easy to search through, and any operator changes do not significantly delay finding the needed form.

Larger fields do make searching more difficult. For instance, Sprabery (trend area) continues through a number of rolls, and may take more time to locate a needed record, especially if the lease has changed hands many times.

About the Organization of the rolls:

The organization of the rolls is fairly straightforward. For each district, the first portion of the first roll contains documentation related to the district in its entirety. Then the hierarchy proceeds alphabetically by field name.

Please e-mail records@rrc.texas.gov with any questions.