

Department Series Report

9: Inland Fisheries & Wildlife

Description	Media	Approval Date	In Agency Retention	Rec Center Retention	Disposition	Status	Fiscal Year Type
137#:							
Schedule #: 477	1A:Correspondence - State Departments - One Time/Informational						
Memos/Correspondence/Forms (ie: BPI # 21) from various Departments of branches with State of Maine Government	Paper	6/20/1986	Years 2	No Retention 0	Destroy	Current	
Schedule #: 477	1B:Correspondence - State Departments - Affecting Policy						
Memos/Correspondence/Forms (ie: BPI # 21) from various Departments of branches with State of Maine Government. Destroy only if no longer applicable.	Paper	6/20/1986	Years 2	No Retention 0	Destroy	Current	
Schedule #: 477	1C:Correspondence - State Departments - On-going/Working files						
Memos/Correspondence/Forms (ie: BPI # 21) from various Departments of branches with State of Maine Government. Destroy only if completed.	Paper	6/20/1986	Years 2	No Retention 0	Destroy	Current	
Schedule #: 477	2A:Correspondence - Miscellaneous - One Time						
Inquiries received by or originated from this Department pertaining to various subjects or individuals, ie: Personnel, Employment, Wildlife, Fish, Birds, License inquiries, etc.	Paper	6/20/1986	Years 2	No Retention 0	Destroy	Current	
Schedule #: 477	2B:Correspondence - Miscellaneous - Re-occurring						
Inquiries received by or originated from this Department pertaining to various subjects or individuals, ie: Personnel, Employment, Wildlife, Fish, Birds, License inquiries, etc. Destroy only if completed.	Paper	6/20/1986	Years 2	No Retention 0	Destroy	Current	
Schedule #: 477	3#:Associations, Committees, or Conferences						
Correspondence, Notices, Minutes, Reports, Concerning Associations, Committees, or Conferences which employees have attended or which the Department was represented in some way.	Paper	6/20/1986	Years 2	No Retention 0	Destroy	Current	
Schedule #: 477	4#:Reports/Special Studies						
Regulatory/Technical and/or Informational reports authored by this Department, the Federal Government and/or various State Agencies, as well as outside contractors. Retain in agency until no longer needed then send 1 copy to Archives.	Paper	6/20/1986	Retain Until Inactive	0	No Retention 0	Archives	Current

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Schedule #: 865 5#:Public Hearing Tapes (IF&W) Hearing, open to the public, regarding hunting, fishing, and watercraft laws.Keep in agency until summarized plus 2 years.	Audio Tape	9/21/1990	Years 2	No Retention 0	Destroy	Current	
Schedule #: 865 6#:Public Hearing Minutes (Summaries) IF&W Summary of public hearing tapes, regarding hunting, fishing, and watercraft laws.	Paper	9/21/1990	Years 3	Years 20	Destroy	Current	
Schedule #: 865 7#:Fish and Wildlife Advisory Council Tapes The Fish and Wildlife Advisory Council reviews and consents to all regulations adopted by the Department of Inland Fisheries & Wildlife. The tapes are a verbatim documentation of their meetings.	Audio Tape	9/21/1990	Years 1	No Retention 0	Destroy	Current	
Schedule #: 865 8#:Fish and Wildlife Advisory Council Tapes (Summaries) Minutes of Fish and Wildlife Advisory Council meetings.	Paper	9/21/1990	Years 2	No Retention 0	Archives	Current	
167#:Administrative Services							
Schedule #: 96 1#:Hunting, Fishing, Indian, Complimentary, Guides Licenses Hunting, Fishing, Indian, Complimentary, Guides, etc. Original Licenses issued to Maine residents and non-residents.	Paper	2/16/1979	Years 2	No Retention 0	Destroy	Current	
Schedule #: 480 10#:Insurance Damage Reports - Automobile & Aircraft Insurance reports and any correspondence regarding same. Retention period starts at final disposition of case.	Paper	6/20/1986	Years 7	No Retention 0	Destroy	Current	
Schedule #: 480 11#:Drawings, Plans and Histories of Maine Dam Projects Original drawings of: Fishways; dams; hatcheries; property surveys; buildings.	Paper	6/20/1986	Years 75	No Retention 0	Archives	Current	
Schedule #: 480 12#:Legal Documents							

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Regarding lands and buildings: easements; leases; deeds; memos of agreements as to use. Regarding publications: copyrights. Original documents of recorded instruments as shown below; copies of original documents, destroy after 75 years in agency; unrecorded leases, easements and memos of agreement, destroy after 7 years in agency.	Paper	6/20/1986	Years 75	No Retention	0 Destroy	Current	
Schedule #: 480 13#:License Agent Reporting							
Receipts, correspondence, completed report forms (licenses received by agent must be balanced either by monies for licenses sold or by returning the unsold licenses to office). Retention period refers to balanced reports. Unbalanced reports either are balanced, or may be destroyed when written off.	Paper	6/20/1986	Years 3	No Retention	0 Destroy	Current	
Schedule #: 480 14#:Miscellaneous License Applications							
Application for miscellaneous licenses, i.e.: Complimentary hunting and fishing for residents over 70 years of age; complimentary disable war veterans; paraplegics; eeling license; camp trip leader; breeders; guides. Note: Some guides' licenses must, by special statutory requirement, be transferred to Archives after departmental retention period. Eel	Paper	6/20/1986	Years 7	Years	75 Destroy	Current	
Schedule #: 1263 17#:Realty Documents (Inland Fisheries & Wildlife)							
Agency keeps these files to show ownership, acquisition value, restriction, date of purchase or agreement, copies of deeds, photographs, easemanets, agreements, related correspondence and any other pertinent information. These files must be kept for Agency referenceing purposes. Keep in Agency until referencing stops.	Paper	10/26/1998	Contingent Upon Event - See Description	0	Years 0 Destroy	Current	
Schedule #: 96 2#:IBM Cards (Dealing with Resident and Non-Resident Licenses)							
Data punched with a numeric and alpha sequence.	Paper	5/16/1975	Years 2	Years	1 Destroy	Current	
Schedule #: 189 3#:Game Registration Books							
Hunter's name and address, town where license purchased, hunting license number, date deer was killed, county and town where deer, fur, turkey, moose, bear was killed, game registration number, game seal number.	Paper	12/18/2001	Years 3	No Retention	0 Destroy	Current	
Schedule #: 217 4#:Work Activity Reports							

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Description	Media	Approval Date	In Agency Retention	Rec Center Retention	Disposition	Status	Fiscal Year Type
Daily summary of activities for week. Retention counted from payment of the final voucher for project segments.	Paper	2/18/1977	Years 3	No Retention 0	Destroy	Current	
Schedule #: 218 5#:Car Record Books							
Mileage, repairs, gas, oil, grease, etc. Retention counted from payment of the final voucher for project segments.	Paper	2/18/1977	Years 3	No Retention 0	Destroy	Current	
Schedule #: 347 6#:Snowmobile Applications							
Application form for snowmobile registrations	Paper	4/26/1985	Years 3	No Retention 0	Destroy	Current	
Schedule #: 347 7#:Boat Applications							
Application form for boat registrations	Paper	4/26/1985	Years 3	No Retention 0	Destroy	Current	
Schedule #: 480 8#:Rules & Regulations (including minutes pertaining to them)							
Fishing, trapping, hunting, whitewater rafting, snowmobile, ATV, Boating-watercraft registration, migratory birds. Certification Statement sent to all courts; copy of rule or change; and signed statement from court. Retain until superseded.	Paper	6/20/1986	Destroy When Updated	0	No Retention 0	Destroy	Current
Schedule #: 1568 9:Commissioners Correspondence Inland Fisheries & Wildlife							
Correspondence from the Commissioner of Inland Fisheries & Wildlife.	Paper	7/28/1998	Years 2	Years 0	Archives	Current	
Schedule #: 480 9#:Minutes of Hearings/Meetings (except as noted in Series 8P)							
Minutes of public hearings (fish, wildlife, waterfowl); minutes of meetings (Atlantic Sea Run Salmon Commission; Baxter Park Authority; Advisory Council; Waterfowl Council); petitions requesting hearing or change filed with minutes. Retention complies with General Schedule #12 unit #1.	Paper	6/20/1986	Years 2	No Retention 0	Archives	Current	
236#:Public Information & Education							
Schedule #: 1302 2:IF&W (Inland (Fisheries and Wildlife) Documentary Films							

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Documentary films on Maine wildlife and fisheries resources. Keep in agency until no longer referenced.	Motion Picture	2/17/1999	Variable - See Description	0	Years 0	Archives	Current

189#:Resource Management

Schedule #: 478 1#:Damages - Claims for Wire Fencing

1977 -1983 Correspondence-Department provided the fencing. 1983 - Current Invoices-Department Cost Shares the price of the fencing. Application, Correspondence, Invoice.	Roll Microfilm	6/20/1986	Years	10	No Retention	0	Destroy	Current
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1977 -1983 Correspondence-Department provided the fencing. 1983 - Current Invoices-Department Cost Shares the price of the fencing. Application, Correspondence, Invoice. Destroy after microfilming application and pay invoice.	Paper	6/20/1986	Years	5	No Retention	0	Destroy	Current
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Schedule #: 1679 12:Lake Management Files

Maine Department of Inland Fisheries and Wildlife maintains the files for historical and current information on lakes, ponds and streams within the management region. A typical file includes correspondence, fish collection data, water quality, Gillnet Collections, Stocking reports, Lake survey, angler use, creel/warden census, electrofishing data, spawning data and correspondence. Information collected in these varies reports include but are not limited to fish growth, age, diet, natural reproduction, species composition and survival of a species over a winter season. Information is also gathered on the lake or pond composition, depth, water temperature, ph levels and plankton abundance. The files are used to support programs in sport fisheries and aquatic habitat management potentials. Regional fisheries biologists utilize the files to store, summarize and analyze fisheries and habitat data, develop management programs and propose regulatory programs. The files are also used to store communication documents with other agencies, non-governmental organizations and the public.	Paper	3/14/2008	Years	5	Years	5	Archives	Current
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Schedule #: 1844 13#:Environmental Review Requests

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These are review requests submitted to the Maine Department of Inland Fisheries and Wildlife (MDIFW) asking us to determine if there are any zoological features* that could be impacted by proposed development or activity (including DEP/LURC shoreland alteration permitting, natural resources protection permitting, and site permitting), within a given property boundary, or to determine if there are any zoological features within a given property boundary for forest management planning and/or for Natural Resource Conservation Service (NRCS) farm bill planning. MDIFW typically receives a request letter and a map for all of these review requests. Reviews are conducted using mapping software, ArcGIS (version 10x, sometimes 9.3.1), by which the location of the project or property is digitized, including attribute information (e.g., consultant/forester, project type, "hits"). Responses typically include a letter, a checklist, and if appropriate, a map. These responses are used for conservation planning in a variety of circumstances.	Paper	10/12/2011	Years 2	Years 8	Destroy	Current	

*zoological features include rare, threatened, or endangered animals, significant wildlife habitats, essential wildlife habitats, brook trout waters, Atlantic salmon habitat, and/or Canada lynx potential habitat

Schedule #: 478 2#:Federal Projects - Financial Supporting Documents

Specific project reports - outlining breakdown of funding: Financial Report - outlining how various projects stand in regard to funding for a specific period of time: Correspondence or information related to federal funding Pittman-Robertson, Dingell-Johnson. Retention counted from completion of project.	Paper	6/20/1986	Years 5	No Retention	0	Destroy	Current
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Schedule #: 869 3A:Wildlife Habitat Maps (Originals)

These maps delineate habitats of wildlife in various locations throughout Maine. They are used by town planning boards to facilitate their comprehensive plans. The originals are to be kept by the Enfield Regional Office, copies are sent to headquarters in Augusta. Retain until updated.	Paper	3/11/1991	Destroy When Updated	0	No Retention	0	Archives	Current
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Schedule #: 869 3B:Wildlife Habitat Maps (Copies)

These maps delineate habitats of wildlife in various locations throughout Maine. They are used by town planning boards to facilitate their comprehensive plans. The originals are to be kept by the Enfield Regional Office, copies are sent to headquarters in Augusta. Retain until updated.	Paper	3/11/1991	Destroy When Updated	0	No Retention	0	Destroy	Current
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Schedule #: 1069 4#:Fish Importation Permits

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Studies to monitor the status of the major game species. The habitat and fisheries inventory of lakes, ponds, rivers and streams are undertaken to obtain basic information on fishing pressure and quality. Files include: permit; Fish Health Laboratory Report; Fish Health Report; site location maps; Fish Health Inspection Reports and related correspondence.	Paper	12/2/1993	Years 30	Years 50	Destroy	Current	
Schedule #: 1516 5#:Old Coding Change Forms and Key punch Cards							
Wetlands, inventory, questionnaires.	Paper	6/21/1985	0	0	Destroy	Current	
Schedule #: 1516 7#:Lake and Stream Fishery Research & Management Investigation Reports							
Lake and stream fishery research and management investigation reports.	Paper	4/26/1993	0	0	Archives	Current	
Schedule #: 1230 8#:Coast-Wide Wildlife Surveys 1980-1991							
Between 1980 and 1991, the Department undertook and completed a 7 part series of comprehensive surveys for coastal wildlife and significant habitats. This is the raw material for those surveys. Files include: original data, voice tapes, summaries, analysis, correspondence, and documentation. This data series is the foundation for many Departmental policies and programs.	Paper	10/30/1997	Years 5	Years 0	Archives	Current	
Schedule #: 1339 9#:Private Pond Stocking Permits							
Private fish stocking companies need permit to stock pond and lakes on which they work in order if a disease or other fish problems arise it may be traced. Files include: Permits.	Paper	4/13/2000	Years 2	Years 10	Destroy	Current	
218#:Warden Service							
Schedule #: 479 1#:Reports - Recreational Vehicle Accidents							
Boating Accident Report Forms; Snowmobile Accident Report Forms; ATV Accident Report Forms; correspondence relating to above.	Paper	6/20/1986	Years 10	Years 10	Destroy	Current	
Schedule #: 479 2#:Reports - Hunting Accidents							
Report of Hunter Accident; annual report to National Hunter Safety Coordinators.	Paper	6/20/1986	Years 10	Years 50	Destroy	Current	
Schedule #: 479 3#:Reports - Search for Lost Persons							

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Warden's Reports & Correspondence (which are to be destroyed before rest of series is transferred to Records Center); Reports to National Assoc. of Search & Rescue; Reports to Legislature concerning reimbursements for searches.	Paper	6/20/1986	Years 7	Years 10	Destroy	Current	
Schedule #: 479 4#:Safety Program Card Files							
Student cards: Hunter Safety Course; Bowhunter Course; Boating Course; Trapper Education; Snowmobile Safety; ATV; SAR Groups & Individuals. Instructor Cards: Hunter Safety Course; Bowhunter Course; Boating Course; Trapper Education; Snowmobile Safety; ATV. Student cards contain statistical information and pass/fail. Instructor cards contain summation of course and who attended. Destroy paper after microfilming.	Paper	6/20/1986	Destroy After Conversion to Another Medium	0	No Retention	0	Destroy Current
Student cards: Hunter Safety Course; Bowhunter Course; Boating Course; Trapper Education; Snowmobile Safety; ATV; SAR Groups & Individuals. Instructor Cards: Hunter Safety Course; Bowhunter Course; Boating Course; Trapper Education; Snowmobile Safety; ATV. Student cards contain statistical information and pass/fail. Instructor cards contain summation of course and who attended. Destroy paper after microfilming.	Roll Microfilm	6/20/1986	Years 50	No Retention	0	Destroy	Current
Schedule #: 479 5#:Exam Applications for Safety Instructors							
Hunter Safety, Snowmobile Safety, Boating Safety. Retention shown is for front page only--all other pages may be destroyed after one year.	Paper	6/20/1986	Years 50	No Retention	0	Destroy	Current
Schedule #: 479 6#:Inland Fisheries & Wildlife Violators							
Cardex file of violators, 1968-77: destroy after microfilming and verification; retention of film as indicated.	Roll Microfilm	6/20/1986	Years 75	No Retention	0	Destroy	Current
Prosecution reports/warnings; recognizance bonds; revocation letters; cardex file of violators (1968-1977 only). Office copy of report may be destroyed after data entered; computerized information after 75 years. Warden's copy of report and revocation letter, retention as indicated.	Hard Disk	12/18/2001	Years 75	No Retention	0	Destroy	Current