

Department Series Report

4: Conservation

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
56#:						
Schedule #: 537 1#:Forests For the Future Internal Working Papers						
Internal working papers of the program, results of meetings, transferring information, etc.	Paper	9/17/1986	Years 50	No Retention 0	Destroy	Current
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Schedule #: 537 2#:Citizen's Forestry Council Meeting Minutes						
Materials including agenda business items and minutes for official meetings of the CFAC	Paper	9/17/1986	Years 3	No Retention 0	Archives	Current
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Schedule #: 537 3#:General Correspondence						
General Correspondence between program staff and the CFAC members. Plus other correspondence with the public.	Paper	9/17/1986	Years 3	Years 3	Destroy	Current
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Schedule #: 537 4#:Forests For The Future Program Reference Materials						
Consists of studies, reports, articles, and so forth about the forest resources of Maine.	Paper	9/17/1986	Years 50	No Retention 0	Destroy	Current
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Schedule #: 574 5#:Legislative Committee Documents						
Documents in the nature of reports and studies from Joint Standing Committees to which the Deputy Commissioner is assigned.	Paper	12/24/1986	Years 3	No Retention 0	Archives	Current
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Schedule #: 1143 12A:Planning Files (Forestry)						
These are working files of reports mandated by the Legislature regarding forest practices. File include dicennial surveys; forest health reports; import export data; extracts for NOTAR (Notification, Tracking and Reporting System.) Keep in agency life of project plus 10 years.	Paper	12/27/1995	Years 10	Years 10	Destroy	Current
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Schedule #: 1143 12B:Planning Files (Forestry) Final Report						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
These are working files of reports mandated by the Legislature regarding forest practices. File include dicennial surveys; forest health reports; import export data; extracts for NOTAR (Notification, Tracking and Reporting System.) Keep in agency life of project plus 10 years.	Paper	12/27/1995	Years	0	No Retention	Archives Current
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Schedule #: 1250	13#:Commissioners Correspondence (Conservation)					
Commissioners correpondence (Department of Conservation)	Paper	2/23/1993	Years	2	Years	0 Archives Current
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Schedule #: 1298	14#:Historic photos and videos of the Department of Conservation activities					
Photos of state parks, Spruce Budworm, Public Lands, general fauna and flora. Videos of Snowmobile Training, Bigelow Mountain, etc. Keep in Agency until no longer needed.	MP/SP	1/7/1999	Variable - See Description	0	Years	0 Archives Current
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56R:Engineering and Realty						
Schedule #: 396	4#:DOC Real Property & Capital Improvements Records					
This Division is responsible for assembling and maintaining the needed permanent records relative to all the properties owned and managed by all Bureaus of this Department. The records also include plans, specifications, contracts, etc. relative to capital improvements at these properties. Destroy after microfilming. Note: Retain in agency 1 to 3 years then microfilm and destroy	Paper	11/20/1985	Destroy After Conversion to Another Medium	0	No Retention	0 Destroy Current
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56P:Planning and Program Services						
Schedule #: 144	1#:Import Export and Wood Use					
Application by wood shipper to certify that his shipment is free of Gypsy Moths. If certificate approved, send with shipment to Canada.	Paper	12/27/1994	Years	5	Years	15 Destroy Current
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Schedule #: 144	2#:Certificate Form					

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Application by wood shipper to certify that his shipment is free of Gypsy Moths. If certificate approved, send with shipment to Canada. Original to shipper, copy retained.	Paper	12/27/1994	Years 5	Years 10	Destroy	Current
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Schedule #: 144 3#:Confidential Report of Annual Timber Stumpage Sales						
Form made out by timber owner showing types of Products (sawlogs, pulpwood, etc.) Species, number units cut and money received for sales.	Paper	12/27/1994	Years 5	Years 10	Destroy	Current
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Schedule #: 144 4#:Confidential Report of Timber Processed						
Prepared by processing Mill listing products by County or origin.	Paper	12/27/1994	Years 5	Years 10	Destroy	Current
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Schedule #: 574 6#:Planning & Program Services Staff Material						
Memos and internal reports of the various staff within this Bureau (Public Information Director, Maine Rivers Coordinator, Forests For The Future Program).	Paper	12/24/1986	Years 3	No Retention 0	Destroy	Current
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Schedule #: 574 7#:Legislative Proposal Material						
Various legislation (budget/issues) proposed by the Department of Conservation (studies, reports, testimony)	Paper	12/24/1986	Years 5	No Retention 0	Archives	Current
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Schedule #: 574 8#:Individual Commission Correspondence						
Reports, Studies Recommendations, mailings, correspondence of individual Commissions to which the Deputy Commissioner is assigned.	Paper	12/24/1986	Years 5	No Retention 0	Archives	Current
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69#:Coastal Island Registry						
Schedule #: 728 9#:Coastal Island Registry Files						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Island Registration Form, Coastal Island Registry Abstract Form, Title Memo, Correspondence. New islands found are kept in agency for processing 3 months.	Paper	1/30/1989	Retention of Less than 1 Year - See Description	0 No Retention	0 Archives	Current
58#:Forestry						
Schedule #: 645 8#:Air Detection Contracts						
Contracts for service, riders, amendments, flight maps, and related correspondence.	Paper	10/7/1987	Years	3 No Retention	0 Destroy	Current
Schedule #: 662 11#:Forestry Appeals Board Records						
Records of the appeals brought before the Forestry Appeals Board during the Board's existence. To include : Inter-departmental Memoranda; Application for review and related correspondence.	Paper	1/28/1988	Years	0 No Retention	0 Archives	Current
Schedule #: 1506 23#:Civilian Conservation Corps						
Documents, newsclippings, training manuals.	Paper	12/2/1988		0	0 Archives	Current
58E:Forestry - Forest Health and Monitoring						
Schedule #: 296 6#:Spruce Budworm Spray Project Files						
Administrative Documents - Correspondence, Contact Items, Funding and Cost Data, Legislative Documents, Personnel, etc.; Biological Data - Spruce Budworm Collection Data, Egg Mass & Parasitism Surveys, Growth & Mortality Studies, etc.; Operational Data - Field Assessment Records, Spray & Flight Reports, Insecticide Spray Data; Daily logs, etc.	Paper	10/1/1983	Years	3 No Retention	0 Archives	Current
Schedule #: 296 7#:Spruce Budworm Spray Project Maps						
Proposed Spray Areas, High Hazard Ratings Defoliation & Egg Mass Surveys, Spray Blocks, Projects Overlays, Operational Maps, Caution Areas, Pesticide Experimental Plots	Paper	10/1/1983	Years	3 No Retention	0 Archives	Current

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
58M:Forestry - Forest Policy and Management						
Schedule #: 171 5#:Christmas Tree Certificate of Registration						
Application by shipper to transport trees over the numbered highways within the State. Retention counted from expiration date.	Paper	3/25/1976	Years 1	No Retention 0	Destroy	Current
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Schedule #: 1033 10#:Aerial Photos of State of Maine - Policy, Planning & Information						
These photographs are used to track any and all tree cutting that is going on in the State Of Maine. People are required by law to notify the Maine Forest Service of cutting and selling of trees. Therefore, we need to have Aerial photos to keep track of what and where in each town the cutting has occurred. Keep in agency until updated.	Paper	10/17/1991	Contingent Upon Event - See Description	0	Years 25	Destroy Current
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Schedule #: 1033 6#:Forest Stewardship Program						
The Forest Stewardship Assistance cost-share program is intended to stimulate the preparation of the forest stewardship plans by/for small non-industrial forest landowners emphasizing the multiple values of forest management including timber production, wildlife habitat, recreation, soil conservation and water quality. Files include: applications, acknowledgement letters, claim for payment, paid bills for management plans, forester certification form, accomplishment report, brochures, cost share information, financial information, I&E, state committee notes, state plan and related correspondence.	Paper	10/17/1991	Years 10	Years 5	Destroy	Current
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Schedule #: 1033 7#:Urban Forestry Program						
The Urban Forestry Program functions to educate cities and towns on how to plan for tree planting. Where to plant, herbicides to use, types of trees to plant etc. Files include: Small Business Administration Program records, Tree city USA records, America the Beautiful Program Records, current industry information and related correspondence.	Paper	10/17/1991	Years 10	Years 5	Destroy	Current
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Schedule #: 1033 8#:Notification Forms						
Anyone who is cutting trees in the State of Maine to sell must send in an Intent to Harvest Notification form. This is legally required by the Forest Practices Act. Files include: Notification form, maps, and confidential Report of Timber Harvest.	Paper	10/17/1991	Years 4	Years 10	Destroy	Current

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>Schedule #: 1033 9#:Legal Variances (Maine Forest Service)</p> <p>Anyone cutting trees in Maine must report to the Maine Forest Service. Legal Variances are a request to cut more than 250 acres allowed by law. Files include: photos, maps and related correspondence. Keep in agency until closed.</p>	Paper	10/17/1991	Contingent Upon Event - See Description	0 Years	25	Destroy Current
58F:Forestry - Forest Protection						
<p>Schedule #: 645 10#:Safety Information</p> <p>Reporting procedures for accidents involving State-owned vehicles Routing procedures for accidents; Workers Compensation procedures and forms; Chemical Hazard Communication Program Policy; Safety Violation Correction Record; Safety Standard Notices; related correspondence.</p>	Paper	12/19/1988	Years	3	No Retention	0 Destroy Current
<p>Schedule #: 645 9#:Fire Prevention Activities</p> <p>Fire potential, presurpression, prevention, detection, MFS Needs list and information flow for organized and unorganized towns and areas, and related correspondence.</p>	Paper	12/19/1988	Years	3	No Retention	0 Destroy Current
58P:Forestry - Policy, Planning and Information						
<p>Schedule #: 144 3#:Confidential Report of Annual Timber Stumpage Sales</p> <p>Form made out by timber owner showing types of products (sawlogs, pulpwood, etc.) Species, number units cut and money received for sales</p>	Paper	12/27/1994	Years	5	Years	10 Destroy Current
<p>Schedule #: 1353 5:Logger Licensing and Study Committee</p> <p>Permanent record of logger licensing legislation and study committees. Files include: Meeting minutes, reports and related correspondence.</p>	Paper	9/26/2000	Years	1	Years	10 Archives Current
<p>Schedule #: 1353 6:Forest Sustainability Council</p>						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Permanent records of the Forest Sustainability Council, minutes of meetings, reports and related correspondence. This committee sets the criteria, goals, and benchmarks for sustainable forest management.	Paper	9/26/2000	Years 1	Years 10	Archives	Current
62#:General Services						
Schedule #: 298	1#:Commissioner's Correspondence					
Correspondence to and from the Commissioner of Conservation regarding various aspects of Conservation, both in-state and national. Files contain information relating to all Bureaus of the Conservation Department (Parks and Recreation, Forestry, Public Lands, Geology and Land Use Regulation Commission) plus the Planning and Program Services and Administration Services Sections, and the Land and Water Resources Council.	Paper	5/12/1980	Years 2	No Retention 0	Archives	Current
Schedule #: 396	4#:DOC Real Property & Capital Improvements Records					
This Division is responsible for assembling and maintaining the needed permanent records relative to all the properties owned and managed by all Bureaus of this Department. The records also include plans, specifications, contracts, etc. relative to capital improvements at these properties. Retain in agency 100 years after property no longer exists.	Roll Microfilm	11/20/1985	Years 100	No Retention 0	Destroy	Current
Schedule #: 1087	20#:Endangered Plants Program					
These files contain minutes of technical advisory committee meetings, background information on endangered plants in Maine, grant awards and contracts for federal endangered plant species and endangered plant species list. Transferred from DECD 7/1/95 per Sue Baker(RO).	Paper	2/16/1994	Years 5	Years 50	Archives	Current
60#:Geology and Natural Areas						
Schedule #: 308	1#:Maine Mining Bureau Claims					
These records of mining claims staked on public lots. These records would now be used only for historical data.	Paper	4/15/1981	Years 10	No Retention 0	Destroy	Current
Schedule #: 617	2#:High & Low Level Radioactive Waste Depository					

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Federal, state, and local documents and correspondence pertaining to the siting and selection of an area for a radioactive waste depository in Maine. Geological research and data files of previous and ongoing field mapping and geophysical investigations of the different site locations that are being evaluated for possible selection as a depository site.	Paper	4/10/1987	Years 10	No Retention 0	Archives	Current
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Schedule #: 617 3#:Maine Mining Bureau						
These are records of mining claims staked on public lots in Maine. These records also contain maps, geological, and geophysical data from the mining areas in Maine, and are used in the evaluation of the economic mineral resources in Maine.	Paper	4/10/1987	Years 7	Years 2	Archives	Current
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Schedule #: 1434 4:Environmental Reviews						
These are review requests submitted to the Maine Natural Areas Program (MNAP) asking us to determine if there are any botanical features* that could be impacted by proposed development, within a given property boundary, or to determine if there are any botanical or zoological features** within a given property boundary for forest management planning and/or for Natural Resource Conservation Service (NRCS) farm bill planning. MNAP typically receives a request letter and a map for all of these review requests. Reviews are conducted using mapping software, ArcGIS 9.3.1, by which the location of the project or property is digitized, including attribute information (e.g., consultant/forester, project type, "hits"). This software is also used to create a list of botanical features within 4 miles of the project if relevant. Responses typically include a letter, a checklist, a list of botanical features, and if appropriate, a map. These responses are used for conservation planning in a variety of circumstances.	Paper	5/28/2002	Years 2	Years 8	Destroy	Current
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66#:Keep Maine Scenic Committee						
Schedule #: 298 2#:Keep Maine Scenic Committee Minutes						
Minutes of Keep Maine Scenic Committee meetings	Paper	5/12/1980	Years 10	No Retention 0	Archives	Current
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Schedule #: 298 3#:Keep Maine Scenic Committee Correspondence						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Correspondence to and from the Keep Maine Scenic Committee regarding their responsibilities, particularly relating to billboard advertising and the bottle law; memorandums from secretary of committee to members; Legislative committee testimony, and various other correspondence subjects.	Paper	5/12/1980	Years 3	No Retention 0	Destroy	Current
61#:Land Use Regulation Commission						
Schedule #: 265 1#:Permits						
Consists of Certificate of Compliance, Compliance Inspection Form, Application for Building Permit, Permit to install plumbing, letter of review, and other related correspondence.	Paper	3/25/1976	Years 20	Years 30	Destroy	Current
Consists of Certificate of Compliance, Compliance Inspection Form, Application for Building Permit, Permit to install plumbing, letter of review, and other related correspondence.	Roll Microfilm	5/10/2000	Years 20	Years 30	Destroy	Current
Schedule #: 281 2#:Land Use Guidance Maps, Negatives						
Negatives of zoned districts on unorganized townships	Still Photograph	8/28/1979	Years 0	Years 5	Destroy	Current
Schedule #: 282 3#:Interim Zoning Maps and Hearing Records						
Public Hearing information from zoning of unorganized townships	Paper	9/12/1979	Years 0	Years 15	Archives	Current
Schedule #: 398 4#:Public Hearing Records						
Materials submitted to the Commission during the course of public hearings held by the Commission.	Paper	11/19/1985	Years 20	No Retention 0	Archives	Current
Schedule #: 683 7#:LURC Permits						
LURC permits for development along Penobscot River.	Paper	5/18/1988	Years 2	No Retention 0	Destroy	Current

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status		
<p>Schedule #: 704 5#:Enforcement Actions-LURC</p> <p>Complaint sheets, photographs and/or slides, Enforcement Actions Forms - 3 to 7 pages describing on-site observations or violations with notations to respective rules violated, other field and phone notes, completed settlement agreements, general correspondence with violators, attorneys and complainants.</p>	Paper	11/2/1988	Years	20	Years	30	Destroy	Current
<p>Schedule #: 786 10#:Camplot Lease Program</p> <p>Leases, deeds, campsite inspection form, picture of camp and related correspondence. Retain in agency until camplot sold or traded.</p>	Paper	8/3/1989	Contingent Upon Event - See Description	0	No Retention	0	Archives	Current
<p>Schedule #: 1008 11#:Zoning Maps and Data Files</p> <p>Zoning maps of unorganized territories. Zoning maps and related documents, including: letter of transmittal; zoning map drafting check list, which identifies development zones, protection zones, management zones; zoning notes; aerial photographs and related correspondence.</p>	Paper	10/23/1992	Contingent Upon Event - See Description	0	No Retention	0	Archives	Current
59#:Parks and Lands								
<p>Schedule #: 632 1#:Permit Files - Waterways</p> <p>Permit files contain annual application/renewal forms for waterway markers.</p>	Paper	8/26/1987	Years	2	No Retention	0	Destroy	Current
<p>Schedule #: 632 2#:Correspondence Files - Waterways</p> <p>Files contain responses to inquiries regarding program/law, interdepartmental memos.</p>	Paper	8/26/1987	Years	2	No Retention	0	Destroy	Current
<p>Schedule #: 633 3#:Project Files - Boating Facilities Development Division</p>								

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Files contain historical data of project site, field notes, survey notes, correspondence, photos, plans, agreements, contracts, and bid forms. Retention counted from last State/Federal Grant to project.	Paper	8/26/1987	Years 10	No Retention 0	Destroy	Current
Schedule #: 633 4#:Planning Files - Boating Facilities Development Division						
Files contain historical data of potential boat launch sites such as U.S. Fish and Wildlife lake charts, inspection notes, correspondence, and telephone communication memos. Retention counted from last State/Federal Grant to project	Paper	8/26/1987	Years 10	No Retention 0	Destroy	Current
Schedule #: 633 5#:Correspondence Files - Boating Facilities Development Division						
Files contain correspondence regarding boat access facilities which is non-specific to a particular project.	Paper	8/26/1987	Years 2	No Retention 0	Destroy	Current
Schedule #: 683 6#:Photos of Projects(Greenville Area						
Photos of wild life, fish houses, lobster camp project (start to finish), Horse race Brook project (start to finish), campsites/lunch sites on lower W.B. as well as many others.	Still Photograph	5/18/1988	Years 10	No Retention 0	Destroy	Current
Schedule #: 683 8#:Reservations for Campsites						
Reservations for campsites on Penobscot River.	Paper	5/18/1988	Years 5	No Retention 0	Destroy	Current
Schedule #: 1592 55#:Market Conduct and Fraud Reports						
Title 24-A M.R.S.A. 2186 requires all licensed insurance companies writing premium in Maine to submit an annual fraud report as described in chapter 920 of the regulations. Data provided in the reports is tabulated as used in a annual report by the Superintendent of Insurance to the Joint Standing Committee of the Legislature having jurisdiction over insurance matter as mandated in 2186 (4) (B). A typical file will include proof of faked property damage, inflated financial loss, faked/exaggerated injury, and staged accident/injury.	Hard Disk	11/25/2003	Years 10	No Retention 0	Destroy	Current
Schedule #: 1606 10#:Snowmobile Municipal Grants						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>Snowmobile Municipal Grants program - records are used to review previous years requests to compare any changes. Records include maps, grant applications, reimbursement requests, misc expense data such as receipts. Records are used by division staff of Off Road Vehicles - Snowmobile Division. These records are kept to see which cities and towns in Maine received snowmobile grants, how much money was awarded, and what the grant was for. These grants are made directly to the cities and towns and are files by the municipality's name.</p>	Paper	3/23/2004	Years 2	0	Destroy	Current
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<p>Schedule #: 1606 11#:Snowmobile Capital Equipment Grants</p> <p>Records are used for review of previous year's requests to compare any changes. Records include applications, requests for reimbursements, receipts. Records are used by division staff of Off Road Vehicles - Snowmobile Division. These records are kept to see what snowmobile club, city, town, or county received grants to purchase snowmobile related capital equipment. These grants are made directly to the entity that receives the grant and are filed by the entity named.</p>	Paper	3/23/2004	Years 2	0	Destroy	Current
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<p>Schedule #: 1606 9#:Snowmobile Club Grants</p> <p>Snowmobile Club Grants program-records are used to review previous years requests to compare any changes. Records include maps, grant applications, reimbursement requests, misc expense data such as receipts. Records are used by the division staff of Off Road Vehicles- Snowmobile Division. These records are kept to what snowmobile clubs in Maine receive grants, how much money was received, and what the grant was for. These grants are made directly to the individual snowmobile clubs, and are filed by the snowmobile club's name.</p>	Paper	3/23/2004	Years 2	0	Destroy	Current
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<p>Schedule #: 1607 12#:ATV Club Grants</p> <p>ATV Club Grants Program- Records are used to review previous years requests to compare any changes. Records include maps, grant applications, reimbursement request, misc expense data such as receipts. Records are used by division staff of Off Road Vehicles- All Terrain Vehicle Division. These records are kept to see what All Terrain Vehicle Clubs in Maine receive grants, how much money was allotted, and what the grant was for. These grants are made directly to the individual all terrain vehicle clubs and filed by the club's name.</p>	Paper	3/26/2004	Years 2	0	Destroy	Current

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status	
<p>Schedule #: 1607 13#:ATV Municipal Grants</p> <p>ATV Club Grants Program- Records are used to review previous years requests to compare any changes. Records include maps, grant applications, reimbursement request, misc expense data such as receipts. Records are used by division staff of Off Road Vehicles- All Terrain Vehicle Division.These records are kept to see what cities and towns in Maine receive All Terrain Vehicle grants, how much money was awarded, and what the grant was for. These grants are made directly to the cities and towns are filed by the municipality's name.</p>	Paper	3/26/2004	Years 2	0	Destroy	Current	
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63#:Public Lands							
<p>Schedule #: 354 1#:Public Lands Inventory</p> <p>Of Caswell, Chesuncook, Hammond, Hamlin, New Canada, New Sweden, Oxbow, St. John, Sheridan, T 7 - R 8, T 11 - R 4, T 15 - R 9, Holeb, Lt. Squaw, The Forks, Bigelow, Dallas, Coplin, Northport, Topsham, Cary, Codyville, Glenwood, Lakeville. Destroy 6/1/90. Note: Retained in Records Center since 1977 then Destroy 6/1/90</p>	Microfiche	5/29/1985	Years 0	Contingent Upon Event - See Description	0 Destroy	Current	
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<p>Schedule #: 374 2#:Quit Claim Deeds</p> <p>Any and all quit claim deeds, warranted deeds, and/or related deeds</p>	Paper	8/30/1985	Years 0	No Retention	0 Archives	Current	
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<p>Schedule #: 377 3A:Township Files (Formerly Timber Sales)-Old Stumpage Permits</p> <p>Permits are issued to sell firewood off public lands. The files are maintained by the township. Wood is continually sold to contractors that harvest the wood and pay the State for the wood.</p>	Paper	2/27/1987	Years 10	No Retention	0 Destroy	Current	
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<p>Schedule #: 377 3B:1. Township Files (Formerly Timber Sales)-For Lots Sold or Traded</p> <p>LURC maps and timber-type maps. Cruising information to determine timber volumes, correspondence, LURC maps (Logistic Land Use Regulation maps), timber-type maps, copy of title and survey for each major lot which indicate boundary lines, field data by compartment (500-2,000 acres), stumpage permits, related documents. Retain in agency until lot is sold or traded.</p>	Paper	2/27/1987	Contingent Upon Event - See Description	0	No Retention	0 Archives	Current

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Schedule #: 377 3C:2. Township Files (Formerly Timber Sales)-For Lots Sold Or Traded						
Forest Management Activity material. Cruising information to determine timber volumes, correspondence, LURC maps (Logistic Land Use Regulation maps), timber-type maps, copy of title and survey for each major lot which indicate boundary lines, field data by compartment (500-2,000 acres), stumpage permits, related document. Retain in agency until lot is sold or traded then turn over to new owner of lot.	Paper	2/27/1987	Contingent Upon Event - See Description	0	No Retention	0 See Description Current
Schedule #: 377 7#:Aerial Photos						
Photographs of various compartments of the land base. 1" on the photo equals 1/4 mile on the ground. Photos are taken from 1 yr. to 10 yrs. depending on the size of the land and activity regarding it.	Still Photograph	2/27/1987	Years	20	No Retention	0 Archives Current
Schedule #: 449 4#:Wildlife Project Files for BPL						
The Bureau has a biologist position which is a cooperative agreement between Inland Fisheries & Wildlife and the Bureau of Public Lands and these are the records of this position. Two drawers contain instructions on installing and where to install waterfowl nest boxes of all species, fisheries projects, fish and wildlife related meetings and statements.	Paper	3/10/1986	Years	5	Years	2 Destroy Current
Schedule #: 449 5#:Public Information Files						
The Bureau has a biologist position which is a cooperative agreement between Inland Fisheries & Wildlife and the Bureau of Public Lands and these are the records of this position. Two drawers contain public information such as attached. The material consists of correspondence answering inquiries about wildlife & birds. Attempts are being made to get wildlife on Public Lots and fish in Public Lakes & Rivers which are suitable to them.	Paper	3/10/1986	Years	5	Years	2 Destroy Current
Schedule #: 599 6A:Public Lot Management Files (Aerial Photography)						
Aerial Photography and related paperwork: Retain in agency until lot is traded.	Still Photograph	12/19/1986	Contingent Upon Event - See Description	0	No Retention	0 Archives Current

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Schedule #: 599 6B:Public Lot Management Files (Surveys) Surveys; retain in agency until lot is traded.	Paper	12/19/1986	Contingent Upon Event - See Description	0	No Retention	Archives Current
Schedule #: 599 6C:Public Lot Management Files (Field plans) Field Plans; retain in agency until lot is traded.	Paper	12/19/1986	Contingent Upon Event - See Description	0	No Retention	Archives Current
Schedule #: 599 6D:Public Lot Management Files (Project Analysis Forms) Project Analysis Forms	Paper	12/19/1986	Years	2	Years	2 Destroy Current
Schedule #: 616 8#:Land Trade Records Deeds, Correspondence, Legislation, Agreements not to sue	Paper	4/29/1987	Years	1	No Retention	0 Archives Current
Schedule #: 823 10#:Submerged Lands Program - Easement Intertidal or submerged land owned by the State which gives an easement for use, i.e. piers or pilings for restaurants, etc. Retain in agency 3 years after issuance.	Paper	3/19/1990	Years	3	Years	35 Destroy Current
Schedule #: 823 11#:Submerged Lands Program - Lease Intertidal or submerged land owned by the State which gives a lease for use, i.e. piers or pilings for restaurants, etc. Retain in agency 3 years after issuance.	Paper	3/19/1990	Years	3	Years	35 Destroy Current
Schedule #: 1052 12#:Silvicultural Management of Public Lands Files						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Maine must set an example when managing its forest land. Managers must do an inventory on particular parcels of land and how to best use this land called a "Prescription Review and Multiple Use Coordination". The logging report is the types and approximate monies received from selective cutting on the land of the trees. When these reports are finished they are reviewed and a Unit Management Plan is drawn up for an area. This series is for filing of current compartment exam information and recent forest stand prescription information. Files include: Prescription Review and Multiple Use Coordination Report, Logging Report, Unit Management Plan and related correspondence.	Paper	7/9/1993	Years 15	No Retention 0	Archives	Current
Schedule #: 1154 13#:Landbase Records						
Files typically consist of resource inventory data, management plans, land and resource management recommendations, aerial photography, maps and back-up information, general correspondence; all of which is used on a daily basis. Landbase records are kept on the public land in Maine. The Department of Conservation must manage these public lands - timber harvesting, recreation, transportation and protection is all part of this management.	Paper	2/16/1995	Years 20	No Retention 0	Archives	Current
Schedule #: 1235 14#:Copies of Public Lands Deeds						
These are copies of plots and tracts of land owned by the State of Maine. As the State continually acquires land this series is continually being added to. This series also includes information on easements, right of way, and anything that affects the land the State owns.	Paper	9/15/1997	Retain Until Inactive	0 Years 0	Archives	Current
Schedule #: 1235 15#:Public Lots						
Records of public lots. Files include information on the origin of the public lots and the trades made with various landowners. Information and deeds come to the Archives when the lots are traded for other property.	Paper	9/15/1997	Contingent Upon Event - See Description	0 Years 0	Archives	Current
Schedule #: 1266 16#:Northern Forest Land Council						
Minutes, reports, and memos of the Northern Forest Land Council.	Paper	5/8/1998	Years 0	Years 0	Archives	Current

240#:Vehicle Rental Agency

Department Series Report

4: Conservation

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>Schedule #: 457 5#:Vehicle Rental Agency Files</p> <p>Correspondence,general information, personnel announcements, vehicle file - 1 folder for each vehicle in agency and includes any service or correspondence dealing with individual vehicles. Vehicle logs - records use of vehicle,- mileage, gasoline, repairs. Retention is for life of vehicle.</p>	Paper	4/2/1986	Contingent Upon Event - See Description	0	No Retention	0 Destroy Current
<p>Schedule #: 667 1#:Custody Receipts of Vehicle Rental</p> <p>Records of vehicle rental - sates, rates, mileage records</p>	Paper	2/25/1988	Years	5	No Retention	0 Destroy Current
<p>Schedule #: 667 2#:Vehicle Inventory & Specifications</p> <p>All pertinent information for each vehicle in the VRA fleet - invoices, date of acquisition or disposition, warranties, specifications. Retain in agency for life of vehicle.</p>	Paper	2/25/1988	Contingent Upon Event - See Description	0	No Retention	0 Destroy Current
<p>Schedule #: 667 3#:Vehicle Leases (VRA)</p> <p>Lease files contain copies of leases, monthly mileage reports, and notes for all leases, old or new, in the VRA fleet. Retention begins at disposal of vehicle.</p>	Paper	2/25/1988	Years	2	No Retention	0 Destroy Current
<p>Schedule #: 667 4#:VRA Mileage, Income and Repair Reports</p> <p>Reports on mileage, income, and repairs asked for periodically by Administration to track usage and feasibility.</p>	Paper	2/25/1988	Years	4	No Retention	0 Destroy Current