

Department Series Report

1: Agriculture, Conservation and Forestry

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
1T:Office of the Commissioner						
Schedule #: 205 1#:Scholarship Program Reports Reports which are made annually on final distribution of grants.	Paper	7/26/1976	Years 15	No Retention	0	Archives Current
Schedule #: 205 2#:Scholarship Program Applications Maine Rural Rehabilitation grant applications and related correspondence.	Paper	7/26/1976	Years 1	No Retention	0	Destroy Current
Schedule #: 205 3#:Commissioners Correspondence Correspondence from the commissioners relating to agriculture.	Paper	7/26/1976	Years 4	No Retention	0	Archives Current
1R:Plant Industry						
Schedule #: 558 12#:Agriculture Viability General Administration Minutes, Committee Correspondence, Program Development Legislation, Rules, Brochure Development, Newsletter Staff Workshops, General Correspondence, Coordinator Applicants, Budget Generator Material, News Releases. Retention counted from termination of program.	Paper	8/7/1986	Years 5	No Retention	0	Destroy Current
Schedule #: 558 13#:Agriculture Viability Forms and Questionnaires Application Forms, Suggested Forms and Questionnaires to Aid Pilot Projects in evaluating commodities and making inventories of resources. Retention counted from termination of program.	Paper	8/7/1986	Years 5	No Retention	0	Destroy Current
Schedule #: 558 14#:Agriculture Viability Pilot Projects						

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This series will contain files on the four selected pilot projects, plus all the other local lead agencies that applied for pilot status. They will contain completed applications, agreements, correspondence, observations, reviews, and any material we find which is relevant and helpful to that particular project. Retention counted from termination of program.	Paper	8/7/1986 Years	5	No Retention	0 Destroy	Current
Schedule #: 558 15#:Agriculture Viability Commodity Profiles						
It is unclear how many commodity profiles we will be asked to develop by the pilots. An educated guess would be 10 to 30. These files will contain the data we collect, drafts, and several copies of the final product. Retention counted from termination of program.	Paper	8/7/1986 Years	5	No Retention	0 Destroy	Current
1M:Quality Assurance and Regulation						
Schedule #: 161 5#:Potato Promotion						
General correspondence relating to potato marketing, advertising, promotion and research	Paper	9/22/1975 Years	4	No Retention	0 Destroy	Current
Schedule #: 465 14#:Maine Agricultural Promotion Assistance Matching Fund						
Rules for the Administration of the Fund, Application Files, Worksheets, Correspondence, Payment Requests & Documentation, Disbursement Summaries, Correspondence.	Paper	4/2/1986 Years	5	No Retention	0 Destroy	Current
677ARD:Bureau of Agriculture, Food and Rural Resources - Agricultural Resource Development						
Schedule #: 219 10#:Agricultural Trade Show (Prom Project)						
Files contain Contracts, arrangements for meetings which are listed in the Program, General Correspondence, Bills, letters to Exhibitors and Program Chairmen.	Paper	10/27/1976 Years	5	No Retention	0 Destroy	Current
Schedule #: 219 11#:Eastern States Exposition (Prom Project)						

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Maine Dept. of Agriculture is responsible for operating the State of Maine Building at Eastern States Exhibition grounds in West Springfield, Massachusetts. Promotions Division is responsible for this building. Files contain Contracts, Bills, Letter to exhibitors, General Correspondence, Attendance Records.	Paper	10/27/1976	Years 5	No Retention 0	Destroy	Current
Schedule #: 221 12#:Fair Correspondence						
Division is responsible for inspecting all fairs for stipend purposes. Files contain correspondence between individual fairs and division.	Paper	11/22/1976	Years 3	No Retention 0	Destroy	Current
677APH:Bureau of Agriculture, Food and Rural Resources - Animal and Plant Health						
Schedule #: 220 1#:Maine Nursery Licensing and Inspection Records						
Original application for License to handle nursery stock. Shows name of business, owner, address, type of business, etc. Inspection reports, giving condition of plant material at place of production or sales outlet, and corrective action taken relative to insects, diseases, plant viability and sale of invasive plants. Correspondence relating to applications and inspections.	Paper	2/14/2017	Years 4	No Retention 0	Destroy	Current
Schedule #: 220 2#:Licensing and Inspection of Bee Colonies						
Original application for beekeepers license. Inspection reports showing colonies inspected and condition of apiary. Correspondence relating to applications and inspections. Claims relative to damage to bees by wild animals and pesticides.	Paper	11/22/1976	Years 3	No Retention 0	Destroy	Current
Schedule #: 220 6#:Certified Seed Potato Program						
Seed growers wishing to sell "certified" seed must participate in the Animal & Plant Health Division Seed Potato Program. The program involves inspection and certification, with subsequent listing in the published certified seed booklet annually. Files contain copies of applications for participation, ring rot reported, field inspection reports, and field readings.	Paper	2/14/2017	Years 3	No Retention 0	Destroy	Current
Schedule #: 221 10#:Cattle Health Records						

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Cattle maintained for any commercial use are tested for Brucellosis, Tuberculosis, and other diseases. Results of these tests, and other health records, are maintained by Division of Animal Industry. Files contain vaccination forms, Brucelosis test records, tuberculosis records and other health records. Retain until death of owner.	Paper	11/22/1976	Contingent Upon Event - See Description	0	No Retention	0	Destroy	Current
Schedule #: 221 11#:Canadian Export and Import Forms								
Files contain forms for importation and exportation of horses (showing results of Equine Infectious Anemia testing), and health certificates for eggs and/or chicks exported into Canada.	Paper	2/5/2020	Years	5	No Retention	0	Destroy	Current
Schedule #: 221 13#:Animal Industry General Correspondence								
Correspondence files contain inquiries regarding dog licensing, and general correspondence on subjects of auctions, feed additives, garbage cooking inspections, meat grading, and morbidity monthly reports.	Paper	11/22/1976	Years	3	No Retention	0	Destroy	Current
Schedule #: 221 14#:Reportable Diseases of Poultry								
Files contain specific information regarding disease control program for reportable diseases of poultry.	Paper	2/5/2020	Years	5	No Retention	0	Destroy	Current
Schedule #: 1347 16#:Arbortists Licensing Program								
The department maintains these records in order to keep track of all legally qualified people able to perform arborist duties in the State. A typical file includes: Application, test scores, affidavit of insurance, background check, annual renewals and related correspondence.	Paper	6/21/2000	Years	2	Years	0	Destroy	Current
677AWP:Bureau of Agriculture, Food and Rural Resources - Animal Welfare Program								
Schedule #: 37 1#:Dog Licenses Certificate								
Serially numbered form for licensing of dogs.	Paper	11/7/1974	Years	2	No Retention	0	Destroy	Current
Schedule #: 160 2#:Animal Welfare Correspondence								

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Correspondence on the subject of Animal Welfare between this division and complainants, humane agents, human societies, federal and state agencies, and private citizens.	Paper	9/22/1975	Years 2	No Retention	0	Destroy Current
Schedule #: 160 3#:Complaint Forms						
Forms made out by investigators who answer complaint concerning inhumanity to animals.	Paper	9/22/1975	Years 6	No Retention	0	Destroy Current
Schedule #: 1771 15#:Stray Dog Claims and Spay/Neuter Reimbursement						
The records received by this agency are a record of application for payment, received from the animal shelters for the care of stray dogs and for the spay/neuter of stray cats and dogs. The records serve as an invoice to the department. Once received, the records are subject to verification with regard to the rules and statutory language pertaining to the claims (see attached documentation). Once the information is verified, they are entered into a database and a report is generated to produce payment. (Report attached.) These reports are generated on a monthly basis. The claims are then batched together and a copy of the invoice is stored with them. The claims are set aside in an archive box for storage.	Record Copy	4/27/2010	Years 1		0	Destroy Current
677BPC:Bureau of Agriculture, Food and Rural Resources - Board of Pesticides Control						
Schedule #: 208 10#:Pesticide Application Reports						
Reports of applications of pesticides, giving type of pesticide used, area sprayed, dates of spraying, etc. These reports are filed with Board of licensed applicators.	Paper	10/5/1976	Years 5	No Retention	0	Destroy Current
Schedule #: 208 11#:Tests for Licensing						
Tests given to individuals for qualification for licensing to apply pesticides.	Paper	8/25/1989	Years 5	No Retention	0	Destroy Current
Schedule #: 208 6#:Minutes of Board Meeting & Public Hearing						

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Minutes of Board Meetings and Public Hearings	Paper	10/5/1976	Years 10	No Retention 0	Archives	Current
Schedule #: 208 7#:Current Subjective Filing						
Contains files on general administration procedures, EPA reports and records, aquatic pesticides applications, and experimental chemical applications.	Paper	10/5/1976	Years 3	No Retention 0	Destroy	Current
Schedule #: 208 8#:Non-Technical Correspondence						
This correspondence consists of inquiries from the general public regarding licensing, application, of pesticides, etc. Kept in agency 6 months then destroyed	Paper	10/5/1976	Retention of Less than 1 Year - See Description 0	No Retention 0	Destroy	Current
Schedule #: 208 9#:Pesticides Files						
Case files - current pesticides applicators and license information. Kept in agency until inactive.	Paper	10/5/1976	Retain Until Inactive 0	No Retention 0	Destroy	Current
Schedule #: 807 1#:Pesticides Health Compliance						
This division registers all pesticides used in the State of Maine. They review all literature and may do risk assessments or have them done by independents. Files include: research information; reports and related correspondence.	Paper	4/28/1989	Years 8	No Retention 0	Destroy	Current
Schedule #: 1351 3:Spruce and Budworm Records						
Proposed spray areas, defoliation, spray blocks, project overviews, and related correspondence.	Paper	6/21/2000	Years 0	Years 0	Archives	Current
Schedule #: 1761 4#:Pesticide Registration						

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Records are retained to document that companies distributing pesticides have registered them in state as required by statute. The records are useful in the administration of the pesticide regulatory program to demonstrate compliance with state law. Pesticides may not be distributed or used in Maine unless they are first registered with the Board of Pesticides Control. The state pesticides registrar uses the records to track and document which products have been registered in the state for a particular year and the inspection staff uses the information to confirm that pesticide being used or sold in Maine are properly registered. Pesticide distributors and applicators use this data to assure that the products they are selling and using are legal for that purpose. A typical file by company would contain the pesticide product registration renewal forms and the applications to register new products.	Paper	3/3/2010 Years	1	0	Destroy	Current
677MMC:Bureau of Agriculture, Food and Rural Resources - Maine Milk Commission						
Schedule #: 188 18#:Licensing and Hundredweight Fee Data						
Applications for license to sell milk, sources of milk supply, transportation charges, and related correspondence.	Paper	7/20/1976 Years	7	No Retention	0	Destroy Current
Schedule #: 188 19#:Audit Program						
Statistical data regarding other milk control programs. Market statistics. Audit reports and related correspondence, as needed only.	Paper	2/5/2020 Years	7	No Retention	0	Destroy Current
Schedule #: 188 20#:Commission Meetings and Hearings						
Milk Price Announcements, Rescripts of Court decisions and related briefs, Correspondence on pricing and miscellaneous materials.	Paper	7/20/1976 Years	7	No Retention	0	Archives Current
Schedule #: 188 21#:MMC Minutes of Meetings						
Minutes of Commission meetings and related data, and original and library copies of hearing transcripts.	Paper	7/20/1976 Years	25	No Retention	0	Archives Current
Schedule #: 715 23#:Milk Pool Calculation Sheets						

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Description			Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status	
Computer sheets calculating the redistribution of the Maine Milk Pool.			Computer Printout	1/3/1989	Years 7	No Retention	0	Destroy	Current
677QAR:Bureau of Agriculture, Food and Rural Resources - Quality Assurance and Regulations									
Schedule #:	159	1#:Branding Law Time Sheets							
Time sheets of state employees who brand eggs, apples and maple syrup.			Paper	9/9/1975	Years 5	No Retention	0	Destroy	Current
Schedule #: 159 2:Federal Poultry Inspections Records									
Service Contracts, Federal certificates for eggs and poultry, overtime worksheets, quality control and water potability reports control book, graders performance records, and correspondence regarding all above.			Paper	9/9/1975	Years 5	No Retention	0	Destroy	Current
Schedule #: 159 3#:Blue, White and Red Trademark									
Records of applications and correspondence on blue, white and red Maine Trademark			Paper	9/9/1975	Years 2	No Retention	0	Destroy	Current
Schedule #: 177 10#:Frozen Dairy Products Licensing and Inspections									
Licensing of Frozen Dairy Products, Inspections of Frozen Dairy Products establishments, Results of analysis from the Lab.			Paper	9/19/1975	Years 3	No Retention	0	Destroy	Current
Schedule #: 177 11#:Feeds Registration									
Original copies of applications, labels and letters for each Company that registers products to be sold in Maine. Minutes of meetings Memorandums from Federal government.			Paper	9/19/1975	Years 3	No Retention	0	Destroy	Current
Schedule #: 177 12#:Food Inspection-Bakeries, Stores, Warehouses, Food and Shellfish									

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Sample Slips, Results of Analysis from the Lab. Inspection Reports (Bakery, Stores, Warehouse, Food, Shellfish.)	Paper	9/19/1975 Years	3	No Retention 0	Destroy	Current
Schedule #: 177 13#:Fertilizer Registration						
Original copies of application, labels and letters for each Company that registers products to be sold in Maine. Meetings, Sample Slips.	Paper	9/19/1975 Years	3	No Retention 0	Destroy	Current
Schedule #: 177 14#:Seed Registration						
Sample Slips , Results of analysis from the Lab., Memorandums.	Paper	9/19/1975 Years	3	No Retention 0	Destroy	Current
Schedule #: 177 16#:Weights and Measures						
Billings on all scales, meters, pumps, tank trucks in Maine. Records on Local Sealers in Maine. Count of all Marine Worms in Maine. Licensing of all Public Weighmasters in State of Maine. Licensing of all Dealers & Repairmen in State of Maine. Accounts Receivable on Weights and Measures Billings. Occasional hearing records.	Paper	9/19/1975 Years	3	No Retention 0	Destroy	Current
Schedule #: 177 17#:General Correspondence						
All correspondence from and to companies concerned and the general public, regarding milk inspection, meat inspection, sardine inspection, beverage licensing and inspection, frozen dairy products licensing and inspection, feeds registration, seeds registration, food inspection, fertilizer registration, economic poisons registration, poultry inspection, weights and measures.	Paper	9/19/1975 Years	2	No Retention 0	Destroy	Current
Schedule #: 177 4#:Milk Inspection A						
Records on Bulk Tank Calibrations on inactive producers, Water Analysis from lab on producers and milk plants. Retention period begins when inactive.	Paper	2/14/2017 Years	3	No Retention 0	Destroy	Current
Schedule #: 177 5#:Milk Inspection B						

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Results of analysis from lab., licenses of milk plants and raw dealers, inspection reports on producers and milk plants	Paper	9/19/1975	Years 3	No Retention 0	Destroy	Current
Schedule #: 177 6#:Meat Inspection						
Survey reports on slaughterhouses and meat processing plants.	Paper	9/19/1975	Years 3	No Retention 0	Destroy	Current
Schedule #: 219 8#:Potato Licensing Law						
Persons or firms operating as shippers, broker, etc. in the Maine Potato Industry are required to file an application for potato licensing. Forms include application, bond form waiver of hearing, copy of law. Original application is in effect until company goes out of business. Note: Destroy outdated records 5 years after they are non-current	Paper	10/27/1976	Years 5	No Retention 0	Destroy	Current
Schedule #: 219 9#:Verified Complaints - Potato Licensing Law						
A person or firm with a complaint against a potato licensee submits "Verified Complaint's" to this office for legal action. Files contain complaints and exhibits. Retention begins when case is settled.	Paper	10/27/1976	Years 5	No Retention 0	Archives	Current
Schedule #: 239 23:Federal Fruit and Vegetables Inspection Certificates						
A certificate is issued on each inspection made as to grade and condition	Paper	6/20/1977	Years 5	No Retention 0	Destroy	Current
Schedule #: 445 22#:Wood Scaler License Files						
Each file unit consists of the Wood Scaler License Application, Wood Scaler License Examination and correspondence relating to them. Retention counted from date of last renewal.	Paper	12/13/1985	Years 5	No Retention 0	Destroy	Current
Schedule #: 737 24:Quality Trademark Program						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Businesses wishing to use the Maine Quality Trademark must apply to this program and post a bond. Records include applications, bonds, rules of program and samples of brochures and packaging materials showing trademark.	Paper	4/11/1989 Years	6	No Retention	0 Destroy	Current
669#:Bureau of Forestry						
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
Schedule #: 645 10#:Safety Information						
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.	Paper	12/19/1988 Years	3	No Retention	0 Destroy	Current
Schedule #: 645 9#:Fire Prevention Activities						
Fire potential, presurpression, prevention, detection, MFS Needs list and information flow for organized and unorganized towns and areas, and related correspondence.	Paper	12/19/1988 Years	3	No Retention	0 Destroy	Current
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
Schedule #: 1033 7#:Urban Forestry Program						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
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
Schedule #: 1987 1:Forest Policy Surveys						
These documents are used to collect ad hoc information about forest policy and management by the Maine Forest Service, Forest Policy and Management Division.	Digital File	1/28/2016	Years 15	No Retention	0 Destroy	Current
(Record copy kept in digital format. Paper will be destroyed once scanned.)						
Schedule #: 2064 2:Confidential Report of Annual Timber Stumpage Sales (Landowner Reports)						
Form made out by timber owner showing types of products (sawlogs, pulpwood, etc.) Species, number units cut and money received for sales.	Digital File	5/11/2017	Years 15	No Retention	0 Destroy	Current
These records are part of the Forest Practices Act (12MRS c805). They support the Maine Forest Service's Forest Policy and Management Division's annual report requirements. Landowner reports are mailed out at the end of every year to every active Forest Operations Notifications. As mandated by the legislature the Maine Forest Service uses information from this report to produce: • the Silvicultural Activities Report • the annual Stumpage Price Report • Determine timberland valuations in the Tree Growth Tax Program • Monitor trends in forest management activities. A typical landowner report consists of one 8.5" x 11" (short form) or one 11" x 17" folded to 8.5" x 11" (standard form). Each form will contain information about a landowners timber harvest during that year.						
These records have been scanned into the Fortis Document Management System.						

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These records are the information entered from the original paper or digital file record into a database or other software that will be used for generating reports or further analysis (long term or historical analysis). Records will be retained in the agency until no longer needed for historical/research analysis.	Digital Data	5/11/2017	Variable - See Description	0	No Retention	0	Destroy	Current
Mixed media = paper and digital records Paper records are kept in the agency for 5 years and then sent to the Records Center. They will be kept until scanned and verified by Records Management then destroyed. Full Records Center retention time of 10 years will be applied to digital records stored in OnBase at the State Records Center.	Mixed	5/22/2019	Years	5	Years	10	Destroy	Current
Schedule #: 2065 3:Forest Operations Notification Forms								
Mixed media includes paper, digital records and physical media. Paper records are kept in the agency for 4 years and then sent to the Records Center. They will be kept until scanned and verified by Records Management then destroyed. Full Records Center retention time of 10 years will be applied to digital records stored in OnBase at the State Records Center.	Mixed	5/22/2019	Years	4	Years	10	Destroy	Current
Anyone who is cutting trees in the State of Maine to sell must send in a Forest Operations Notification form to the Maine Forest Service. This is legally required by the Forest Practices Act. Files include: Notification form and maps. These records are part of the Forest Practices Act (12MRS c805). Landowner must submit a Notification form to the Maine Forest Service prior to beginning a commercial timber harvest. A typical Notification form consists of 3 to 5 pages of 8.5” x 11” paper. Each form will contain information about a landowner’s anticipated timber harvest, including a map of the harvest location. These records have been scanned into Fortis Document Management System.	Digital File	5/11/2017	Years	14	No Retention	0	Destroy	Current

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These records are the information entered from the original paper or digital file record into a database or other software that will be used for generating reports or further analysis (long term or historical analysis).	Digital Data	5/11/2017	Variable - See Description	0	No Retention	0	Destroy	Current
These records will be retained in agency until no longer needed for historical/research analysis.								
Schedule #:	2102	4:Confidential Report of Timber Processed (Wood Processor Reports)						
These records are part of the Forest Practices Act (12MRS c805). They support the Maine Forest Service’s Forest Policy and Management Division’s annual report requirements. Wood processor reports are mailed out at the end of every year to owners or operators of roundwood processing operations in Maine to report the amount of roundwood processed annually. This includes, but is not limited to: Pulp & Paper Mills, Sawmills, Wood-to-Energy Facilities, all Custom Sawmills, Portable Sawmills, and Concentration Yards. In addition, any firm or individual, such as loggers, harvesters, and brokers, who import or export forest products must also report. As mandated by the legislature the Maine Forest Service uses information from this report to produce:	Paper	5/11/2018	Years	5	Years	10	Destroy	Current
• the annual Wood processor Report • Monitor trends in forest management activities.								
A typical landowner report consists of one 8.5” x 11” (import & export, firewood businesses form) or one 11” x 17” folded to 8.5” x 11” (standard form). Each form will contain information about a wood processing facilities or businesses that import or export forest products activities during that year.								
These records have been scanned into the Fortis Document Management System	Digital File	5/11/2018	Years	15	No Retention	0	Destroy	Current
These records are the information entered from the original paper or digital file record into a database or other software that will be used for generating reports or further analysis (long term or historical analysis).	Digital Data	5/11/2018	Variable - See Description	0	No Retention	0	Destroy	Current
Records are retained in the agency until no longer needed for historical/research analysis.								

Schedule #: 2188 8:Northeastern Forest Fire Protection Committee (Compact) Records

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The Northeastern Forest Fire Protection Commission (commonly called the Northeast Compact) is the pioneer forest fire protection compact in the United States. The Maine Forest Service is a member of the Commission which was formed shortly after the devastating forest fires of 1947. This Compact was assembled to bolster fire suppression capabilities, as well as meeting training needs. The full membership meets each year during a week-long winter training/meeting session. Records include the articles and signatures of the signing dignitaries for the establishment of the 1949 Interstate Forest Fire Protection Compact. Due to its role in the establishment of the 1949 interstate compact on fire safety, the Forestry Department has deemed these records historically significant. These files are typically used six times per year as reference materials.	Paper	7/20/2020	No Retention0	No Retention0	Archives	Current

670#:Bureau of Parks and Lands

Schedule #: 2034 1:Submerged Lands: Court Case Files

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
These files contain depositions, correspondence, interrogations, newspaper articles, harbor access studies, court decisions, appraisals, testimonies, permits and other relevant information to court cases related to the Submerged Lands Program. The court cases are related to denials of submerged lands leases for proposed projects, intertidal land use disputes, lease-rental fee disputes and the sale of submerged lands. These documents are used by staff from the Submerged Lands Program and the Bureau of Parks and Lands. These records must be archived because they contain legal decisions and supporting information such as harbor studies, surveys, economic analyses, alternative analyses, engineering and environmental studies or other important documents that may not otherwise be available in the courts. These court cases are specific to, and include, the State of Maine as both defendant and plaintiff. Submerged lands staff (and the Bureau) and the public are likely to refer to these records in the event other projects of similar scope are proposed in the same area. Although the legal decisions may be available elsewhere, the supporting information is likely to be available only within these records. A total of five (5) boxes of court cases will be archived as of September 2016. These records contain many materials including internal Bureau and AG documents, correspondence and studies that would not otherwise be available in the courts or elsewhere. We have scanned and saved these documents as PDFs and will be keeping them backed up as digital files. However, the archived documents provide an original record that substantiates the various court decisions specific to the State of Maine contained herein.	Paper	7/5/2016	Years 3	Years 35	Archives	Current

Schedule #: 2034 2:Submerged Lands: Coastal Island Registry Files

These files contain historical records used by private parties to demonstrate legal title to certain islands in Maine's coastal waters. Once legal title of a specific island(s) can be demonstrated back to 1913 and is verified and accepted by the State of Maine, the respective islands' status within the Coastal Island Registry (CIR) changes from Unregistered (owned by the State of Maine) to Registered (owned by the registrant). Contents include Coastal Island Registration forms, Coastal Island Registry abstract forms, deeds, title memos, and correspondence. New islands found are kept in agency for processing 3 months. These files are used by staff from the Submerged Lands Program, the Bureau of Parks and Lands and private entities. These files are legal documents and provide a perpetual chain documenting the legal right, title or interest to certain coastal islands in the State of Maine.	Paper	11/1/2016	Years 1	No Retention	0	Archives	Current
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Schedule #:	2034	3:Submerged Lands: Leases						
These files contain expired submerged lands lease. Leases are legal documents issued by the State of Maine to shorefront land owners that gives said landowner the right, title or interest to place structures such as piers, piles, floats, and submarine cables and pipelines on or over publicly owned submerged lands in coastal waters and Great Ponds. Leases contain a description of the submerged lands and structures under lease, ownership information and the terms of the lease. Leases are granted for a term of not more than 30 years. These files are used by staff from the Submerged Lands Program and the Bureau of Parks and Lands. These records need to be archived because they are legal documents that indicate a chain of right, title or interest to public property by a private entity. Submerged lands easements and leases are not recorded by county registry of deeds and are, therefore, not available elsewhere. These files are legal documents and provide a perpetual chain documenting the legal right, title or interest to certain submerged lands in the State of Maine.			Paper	11/1/2016	Years 30	Years 5	Archives	Current
Schedule #:	2034	4:Submerged Lands: Easements						
These files contain expired submerged lands easements. Easements are legal documents issued by the State of Maine to shorefront land owners that gives said landowner the right, title or interest to place structures such as piers, piles, floats, and submarine cables and pipelines on or over publicly owned submerged lands in coastal waters and Great Ponds. Easements contain a description of the submerged lands and structures under easement, ownership information and the terms of the easement. Easements are granted for a term of not more than 30 years. These files are used by staff from the Submerged Lands Program and the Bureau of Parks and Lands. These records need to be archived because they are legal documents that indicate a chain of right, title or interest to public property by a private entity. Submerged lands easements and leases are not recorded by county registry of deeds and are, therefore, not available elsewhere. These files are legal documents and will provide a perpetual chain documenting the legal right, title or interest to certain submerged lands in the State of Maine.			Paper	11/1/2016	Years 30	Years 5	Archives	Current
Schedule #:	2034	5:Submerged Lands: Administration, Policy, and Other Conveyances						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
These files contain miscellaneous records related to the Submerged Lands Program including, submerged lands policy, Constructive Easements, the Submerged Lands Task Force fee studies and appraisals, filled lands, Little Sebago Lake, attorney general opinions, and other pertinent information. These files are used by staff from the Submerged Lands Program and the Bureau of Parks and Lands that provide a record of policy decisions and other relevant files that support current submerged lands policy, fee schedules and expenditures. These records provide the historical record that support current Submerged Lands Policy.	Paper	8/26/2016	Years 10	Years 20	Archives	Current

These files will always be relevant as long as the State of Maine has authority over its submerged lands.

Schedule #: 2035 6:Snowmobile Disaster Relief Grants

Snowmobile Disaster Relief 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 clubs and municipalities in Maine received snowmobile disaster relief grants, how much money was awarded, and what the grant was for. These grants are made directly to the clubs and municipalities and are filed by the club or municipality's name.	Paper	11/16/2016	Years 3	No Retention	0	Destroy	Current
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Schedule #: 2035 7:Snowmobile Municipal Grants

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.	Paper	11/16/2016	Years 3	No Retention	0	Destroy	Current
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Schedule #: 2035 8:Snowmobile Club Grants

Department Series Report

1: Agriculture, Conservation and Forestry

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
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.	Paper	11/16/2016	Years 3	No Retention 0	Destroy	Current
Schedule #: 2035 9:Snowmobile Capital Equipment Grants 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.	Paper	11/16/2016	Years 3	No Retention 0	Destroy	Current
Schedule #: 2036 10:ATV Municipal Grants ATV Municipal 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.	Paper	11/16/2016	Years 3	No Retention 0	Destroy	Current
Schedule #: 2036 11:ATV Club Grants 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.	Paper	11/16/2016	Years 3	No Retention 0	Destroy	Current

Department Series Report

1: Agriculture, Conservation and Forestry

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Schedule #: 2048 12:Correspondence Files - Boating Facilities Development Division Files contain correspondence regarding boat access facilities which is non-specific to a particular project.	Paper	1/4/2017	Years 5	No Retention 0	Destroy	Current
Schedule #: 2049 13:Planning Files, Non-Established Projects - Boating Facilities Development Division Files contain data of potential boat launch sites such as U.S. Fish and Wildlife lake charts, inspection notes, correspondence, and telephone communication memos. These are planning files which do not progress to official projects and are destroyed after being retained for 15 years within the agency.	Paper	1/17/2017	Years 15	No Retention 0	Destroy	Current
Schedule #: 2049 14:Planning Files, Historical Records for Established Projects - 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. Planning files are retained at Agency until an associated project has been established. Acquisition correspondence, appraisals, maps, and surveys, are transferred to Boating Facilities Dev. Div. Project Files. These records are retained as archival documents.	Paper	1/17/2017	Contingent Upon Event - See Description	No Retention 0	Archives	Current
Schedule #: 2049 15:Planning Files, Supporting Documents for Established Projects - 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. Planning files are retained at Agency until an associated project has been established. Supporting documentation needed only for planning stages is destroyed once an associated project has been established and acquisition correspondence, appraisals, maps and surveys have been transferred to Boating Facilities Development Division Project Files.	Paper	1/17/2017	Contingent Upon Event - See Description	No Retention 0	Destroy	Current
Schedule #: 2050 16:Project Files, Historical Records - Boating Facilities Development Division						

Department Series Report

1: Agriculture, Conservation and Forestry

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, bid forms, deeds. Acquisition correspondence, maps & original deeds will be transferred to Archives when boating access site properties are sold or traded for other property. The remaining materials will be destroyed at that time.	Paper	1/17/2017	Contingent Upon Event - See Description	0 No Retention	0 Archives	Current
Schedule #: 2050 17:Project Files, Supporting Documents - Boating Facilities Development Division						
Supporting documentation includes: field notes, survey notes, general correspondence, agreements, contracts and bid forms. These documents will be destroyed when boating access site properties are sold or traded for other property.	Paper	1/17/2017	Contingent Upon Event - See Description	0 No Retention	0 Destroy	Current
Schedule #: 2051 18:Correspondence Files - Waterways						
Files contain responses to inquiries regarding program/law, interdepartmental memos.	Paper	1/17/2017	Years	5 No Retention	0 Destroy	Current
Schedule #: 2052 19:Permit Files - Waterways - Valid Indefinitely						
Permit files contain application/renewal forms & correspondence for waterway markers. Indefinite permits include: - WM-11A Waterway Hazard Marking Permit (Lake Association, Towns, F&G clubs, other incorporated entities), valid indefinitely with adherence to conditions. - WM-11B Waterway Hazard Marking Permit (IF&W, Harbormaster, Marinas, Water Districts) for "headway speed" buoys, valid indefinitely. - WM-11C Waterway Permit (Lake Association to mark water test sample sites) - valid indefinitely. Records are closed once permit has expired. Records are retained for the same number of years that they were valid (if validity is indefinite, retain 5 years after expiration), then destroy.	Paper	1/17/2017	Years	5 No Retention	0 Destroy	Current
Schedule #: 2052 20:Permit Files - Waterways - Valid for 5 Years						

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1: Agriculture, Conservation and Forestry

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Permit files contain application/renewal forms & correspondence for waterway markers. 5 Year permits include: - WM-11E Inspection Permit (lake associations, towns, F&G clubs, other incorporated entities perform tri- weekly inspections on state marked & maintained water bodies), valid for 5 years. - Swim area permit (gov't entities, camping areas, recreational camps, etc. place a legal, developed swim area. Valid for 5 years. Records are closed once permit has expired. Records are retained for the same number of years that they were valid then destroyed.	Paper	1/17/2017 Years	5	No Retention	0 Destroy	Current
Schedule #: 2052 21:Permit Files - Waterways - Valid for 1 Year						
Permit files contain application/renewal forms & correspondence for waterway markers. 1 Year permits include: WM-11D Marking Permit (regulatory markers used to monitor weather or water quality), valid for 1 year. Records are closed once permit has expired. Records are retained for the same number of years that they were valid then destroyed.	Paper	1/17/2017 Years	1	No Retention	0 Destroy	Current
Schedule #: 2053 22:Marking Agreement Files - Waterways; Valid 5 Years						
Agreement files for navigational aids include the following: - Agreement of Maintenance Assistance, includes survey and marking materials, valid for 5 years. Records are kept open until expired at which point retention begins. Records are retained for the same number of years that they were valid.	Paper	2/9/2017 Years	5	No Retention	0 Destroy	Current
Schedule #: 2053 23:Marking Agreement Files - Waterways; Valid Indefinitely						

Department Series Report

1: Agriculture, Conservation and Forestry

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Agreement files for navigational aids include the following: - Political subdivision Authority (Agreement of Assistance to towns & cities for navigational aids and regulatory), valid indefinitely - MOU - DEP "milfoil" marking - guidelines for placement of advisory buoys, valid indefinitely. Records are kept open until expired at which point retention begins. Records are retained for the same number of years that they were valid (if validity is indefinite, retain 5 years after expiration), then destroy.	Paper	2/9/2017	Contingent Upon Event - See Description	0 No Retention	0 Destroy	Current
Schedule #: 2054 24:Bureau of Parks and Lands: Camplot Lease Program						
Leases, deeds, maps, inspection forms, photos, related correspondence. Retain in agency until camplot sold or traded. Requests for this information come from within the Bureau, also from parties involved in past transactions. This information is sometimes used to verify details of previous land sales and trades. The leases are legal documents which exist nowhere else. Some correspondence includes history of the area or of each particular camp.	Paper	11/16/2016	Contingent Upon Event - See Description	0 No Retention	0 Archives	Current
Schedule #: 2063 28:Landbase Records: State Parks - Deeds, Easements, Right of Way Documentation						
Records close when the final purchase and closing package is complete. Records will be transferred to the Maine State Archives at the end of every fiscal year. These are original copies of deeds for plots and tracts of land owned by the State of Maine. This series also includes information on easements, right of way documentation, and anything that affects the land the State owns. An original copy of each deed will also be recorded at the Registry of Deeds.	Paper	11/19/2024	Contingent Upon Event - See Description	0 No Retention	0 Archives	Current
Records close when the final purchase and closing package is complete. Records will be transferred to the Maine State Archives at the end of every fiscal year. Working copies of deeds, easement deeds, right of way documentation, most of which will be retained in electronic format, will be kept at the agency until no longer needed for business purposes. A scan of the original deed will be retained electronically at the agency for reference.	Mixed	11/19/2024	Retain Until Inactive	0 No Retention	0 Destroy	Current
Schedule #: 2063 29:Landbase Records: Public Lands - Deeds, Easements, Right of Way Documentation						

Department Series Report

1: Agriculture, Conservation and Forestry

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status		
Records close when the final purchase and closing package is complete. Records will be transferred to the Maine State Archives at the end of every fiscal year. These are original copies of deeds for plots and tracts of land owned by the State of Maine. This series also includes information on easements, right of way documentation, and anything that affects the land the State owns. An original copy of each deed will also be recorded at the Registry of Deeds.	Paper	11/19/2024	Contingent Upon Event - See Description	0	No Retention	0	Archives	Current
Records close when the final purchase and closing package is complete. Records will be transferred to the Maine State Archives at the end of every fiscal year. Working copies of deeds, easement deeds, right of way documentation, most of which will be retained in electronic format, will be kept at the agency until no longer needed for business purposes. A scan of the original deed will be retained electronically at the agency for reference.	Mixed	11/19/2024	Retain Until Inactive	0	No Retention	0	Destroy	Current
Schedule #: 2063 30:Landbase Records: State Parks - Maps, Surveys, Architectural Drawings - Original Copy								
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. DACF must manage these public lands – timber harvesting, recreation, transportation and protection is all part of this management. Maps, surveys, architectural drawings – original copy Held at agency until converted to digital format by State Archives	Paper	4/21/2017	Contingent Upon Event - See Description	0	No Retention	0	Archives	Current
Schedule #: 2063 31:Landbase Records: State Parks - Resource Information and Other Related Inventory Data								

Department Series Report

1: Agriculture, Conservation and Forestry

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
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. DACF must manage these public lands – timber harvesting, recreation, transportation and protection is all part of this management. Records are kept at agency as long as the State owns/manages the property. Other records: resource inventory data, management plans, acquisition documents, land and resource management recommendations, aerial photography, leases, agreements, maps and back-up information, general correspondence, all of which is used on a daily basis. Retained as long as the State owns/manages the related property. At that time final determination of archival records will be made, the remainder will be destroyed.	Mixed	4/21/2017	Contingent Upon Event - See Description	0 No Retention	0 See Description	Current

Schedule #: 2063 32:Landbase Records: Public Lands - Maps, Surveys, Architectural Drawings - Original Copy

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. DACF must manage these public lands – timber harvesting, recreation, transportation and protection is all part of this management. Maps, surveys, architectural drawings – original copy Held at agency until converted to digital format by State Archives	Paper	4/21/2017	Contingent Upon Event - See Description	0 No Retention	0 Archives	Current
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Schedule #: 2063 33:Landbase Records: Public Lands - Resource Information and Other Related Inventory Data

Department Series Report

1: Agriculture, Conservation and Forestry

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
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. DACF must manage these public lands – timber harvesting, recreation, transportation and protection is all part of this management. Records are kept at agency as long as the State owns/manages the property. Other records: resource inventory data, management plans, acquisition documents, land and resource management recommendations, aerial photography, leases, agreements, maps and back-up information, general correspondence, all of which is used on a daily basis. Retained as long as the State owns/manages the related property. At that time final determination of archival records will be made, the remainder will be destroyed.	Mixed	4/21/2017	Contingent Upon Event - See Description	0 No Retention	0 See Description	Current
Schedule #: 2063 34:Landbase Records: 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 sold or traded for other property.	Paper	4/21/2017	Contingent Upon Event - See Description	0 No Retention	0 Archives	Current
Schedule #: 2063 35:Landbase Records: State Parks - Acquisition Correspondence						
Files typically consist of acquisition documents (closing files, correspondence, pre-acquisition documents, financial orders, leases, contracts, agreements, maps and surveys, all of which are used on a daily basis.	Paper	4/21/2017	Years	50 No Retention	0 Archives	Current
Acquisition Correspondence – original copy						
Acquisition Correspondence –electronic working copy	Digital File	4/21/2017	Retain Until Inactive	0 No Retention	0 Destroy	Current
Retained in agency as long as property owned/managed by the State of Maine, then destroyed.						
672#:Bureau of Resource Information/Land Use Planning						
Schedule #: 2000 1:Conservation Easement Registry						

Department Series Report

1: Agriculture, Conservation and Forestry

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
These records remain open and are updated annually. The Department of Agriculture, Conservation and Forestry is required to maintain a permanent current record of conservation lands in the Maine Conservation Easement Registry (MRS 33 c. 7 s. 479-C) in a form conducive to public dissemination of the information and must report to the Attorney General any failure of a holder of a conservation easement disclosed by the filing or otherwise known to the department. This task has been delegated by the Department to the Land for Maine's Future (LMF) program. Registrants are required to annually report for conservation lands that it holds (both fee and easement), the municipality, the approximate number of acres protected, the approximate number of acres that are exempt from taxation pursuant to Title 36, section 652 for which the municipality or county does not receive payments in lieu of taxes, and such other information as the department determines necessary to fulfill the purposes of 33 MRSA 479-C. Upon the establishment of this law, InforME was contracted for the development of a web-based registry that is used by conservation easement holders and conservation landowners to electronically upload their information. The record is an electronic database - there are no paper records generated or maintained. Records are to be used by the Maine Attorney General's Office to assist them in their ability to legally enforce an easement should a lawsuit against the owner of holder of the easement be brought to the courts. Occasionally, members of the public request data from the easement registry. The department is authorized to adopt a form of reporting that results in the creation of a geographic information system map layer that displays the information required by this section. The department shall maintain a permanent current record of these reporting requirements in a form conducive to public dissemination of the information and must report to the Attorney General any failure of a holder of a conservation easement disclosed by the filing or otherwise known to the department.	Digital File	3/30/2026	Permanent or Indefinite	0	See Description	Current

Schedule #: 2001 2:Land for Maine's Future Program - Board Meeting Minutes

Department Series Report

1: Agriculture, Conservation and Forestry

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
MRS 5 ch. 353 states that the Land for Maine's Future (LMF) Board must meet at least 4 times each year and in accordance with MRS 5 ch. 8052, may adopt rules it considers necessary for the conduct of its business. In compliance with Title 5 ch. 379, LMF Board meetings are held in public places, are open to the public for attendance and the meeting minutes are made available to the public via the LMF website.	Mixed	3/20/2026	Years 1	0	Archives	Current
Meeting minutes are used by LMF staff and staff from the Departments of Agriculture, Conservation, Forestry, Inland Fisheries and Wildlife and Marine Resources to document Board decisions related to LMF bond funds, and selected project proposals.						
A typical file would include the Board meeting agenda, documents associated with each agenda item. Copies of slides or presentations made at the meeting and the meeting minutes.						
Archival digital records will be retained by the agency until records are considered closed and have fulfilled their in-agency retention time. After the in-agency retention time is met, records will be transferred to LibSafe, the Maine State Archives digital preservation system.						

Schedule #: 2002 3:Land for Maine's Future Funding Proposals - Accepted Proposals

These files pertain to funding proposals submitted to the Land for Maine Future (LMF) Program and selected by the LMF Board as finalists for funding. Enabling legislation can be found in MRS Title 5 Ch. 353.	Paper	5/3/2016	Years	10	Years	20	Archives	Current
These files document the State's ownership or ownership interests in real estate acquired with State of Maine bond funds. The documents may be used by LMF staff, LMF Board members, DOT contract attorneys, Attorney General's office and staff from the Departments of Marine Resources, Inland Fisheries and Wildlife and Agriculture Conservation and Forestry, and Treasurer's Office to determine which bonds and the amount of bond funds used, what property was acquired, the ownership interest of the State of Maine, purpose for which the property was acquired and conditions of funding, in order to ensure the State's investment in the property is maintained over time and funding conditions of the LMF Program are upheld.								
Files include: funding proposals, real estate appraisal(s), property survey(s), environmental surveys, real estate closing documents, payment records and other legal documents of record, including LMF Project Agreements, key records of communication, project amendments or property transfers post-closing.								

Department Series Report

1: Agriculture, Conservation and Forestry

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status		
Schedule #: 2002 4:Land for Maine's Future Funding Proposals - Rejected Proposals								
These files pertain to funding proposals submitted to the Land for Maine's Future (LMF) Program and NOT selected by the LMF Board as finalists for funding. Enabling legislation can be found in MRS Title 5 Ch. 353.	Paper	5/3/2016	Months	6	Years	20	Archives	Current
These documents are primarily used by LMF staff and Board members and staff from the Departments of Marine Resources, Inland Fisheries and Wildlife and Agriculture Conservation and Forestry.								
Files include: funding proposals and may also include real estate appraisal(s), property survey(s), environmental surveys and key records of communication with the applicant.								
Schedule #: 2042 5:Municipal/Regional Comprehensive Plans, Ordinances, Growth Management Programs								
These records are kept to show whether a municipal comprehensive plan, ordinance, and/or growth management program is consistent with state goals. These records are used by staff, staff in other state agencies, municipal officials, the courts, and citizens to understand the status of municipal plans, ordinance or growth management programs. Consistent plans make municipalities eligible for certain grants, and inconsistent plans may pose legal challenges to development approvals in the municipality. Records include: correspondence, draft and final copies of the comprehensive plan or ordinance(s) submitted for review, comments submitted by reviewing agencies, and finding letters sent to towns regarding the consistency status of the plan, ordinance or growth management program. Specific files documenting municipal consistency may be needed in the event of a future legal challenge. Findings of municipal consistency are retained for 20 years, all other program information can be destroyed in 10 years.	Mixed	1/11/2017	Years	15	Years	5	Destroy	Current
Note: A paper copy of the plans is sent to the Maine State Library								
(MX = mixed media; records are kept in some paper and some digital format)								
Schedule #: 2043 6:Floodplain Management Program								

Department Series Report

1: Agriculture, Conservation and Forestry

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
The Maine Floodplain Management Program keeps these records to understand its compliance with federal grant requirements and to assist federal, state and local government entities comply with floodplain regulations. The records are used by office staff to plan and track program deliverables, help state and federal agencies understand floodplain regulations when undertaking a development project, and assist municipalities that participate in the National Flood Insurance Program comply with insurance requirements. Records include: federal reports, Community Information System (CIS) database, reviews of state and federal development projects, and municipal files including correspondence, ordinance reviews, and compliance reports. Specific files documenting municipal compliance and compliance of development projects may be needed in the event of a future legal challenge.	Mixed	1/11/2017 Years	2	Years 10	Destroy	Current
(MX=mixed media; records are kept in both some paper and some digital format)						

Schedule #: 2044 7:Exploration Claims on State Lands

Records are considered closed if the annual review doesn't take place. These are records of exploration claims staked on public lands in Maine. These records also contain maps, geological, and geophysical data from exploration areas in Maine, and are used in the evaluation of economic mineral resources in Maine. This replaces the former Maine Mining Bureau schedule under Conservation as the Maine Mining Bureau was abolished.	Digital File	5/1/2026 Years	7	No Retention	0	Archives	Current
Archival digital records will be retained by the agency until records are considered closed and have fulfilled their in-agency retention time. After the in-agency retention time is met, records will be transferred to LibSafe, the Maine State Archives digital preservation system.							

Schedule #: 2045 8:Coastal Planning and Implementation Grants

Records document federal money granted through awards to municipal governments and nonprofit entities to prepare plans, ordinances, studies, and educational programs on issues such as improving public shore access, harbor management, and protection of natural resources. The records are used by staff, municipalities, and citizens to understand coastal issues in their communities and to take actions that will protect coastal resources. Records include: applications, contracts, financial information, and correspondence, and plans and other grant deliverables.	Paper	1/11/2017 Years	1	Years	5	Destroy	Current
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Schedule #: 2046 9:Coastal Technical Assistance

Department Series Report

1: Agriculture, Conservation and Forestry

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
These files are comprised of yearly progress reports sent to us by regional planning commissions. Their function is to describe the technical assistance they have provided to coastal towns within their region. There are also various town files that contain subdivision and shoreland zoning assessment forms and other miscellaneous information pertaining to the town within the regional planning commission region.	Paper	1/11/2017 Years	1	Years 5	Archives	Current
Schedule #: 2047 10:Growth Management Programs/Comprehensive Planning Assistance Grants						
This program is comprised of funds that are allotted through the state legislature. These funds are given out in the form of grants to towns to write comprehensive plans for towns. The Municipal Planning Assistance Program determines which towns receive money. Files contain general program correspondence, work plans, data information, contracts, payment requisitions, and subcontracts. A comprehensive plan is a statement of local policies regarding the type, location, amount, and time of the municipality's future development, and the natural and cultural resources to be conserved. The comprehensive plan designates "growth" and "rural" areas within a municipality.	Paper	1/11/2017 Years	3	Years 15	Destroy	Current
Schedule #: 2062 11:Environmental Reviews						
Review requests submitted to the Maine Natural Areas Program (MNAP) 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) project planning. MNAP typically receives a request letter and a map for all of these review requests. Reviews are conducted using by digitizing project/property location, and include attribute information (e.g., consultant/forester, project type, "hits" and a list of botanical features within 4 miles of the project if relevant. Responses typically include letter, checklist, list of botanical features, and if appropriate, a map and are used for conservation planning in a variety of circumstances.	Paper	4/7/2017 Years	2	Years 8	Destroy	Current
Schedule #: 2290 12:Land for Maine's Future Annual Monitoring Reports						

Department Series Report

1: Agriculture, Conservation and Forestry

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Annual reports are considered closed at the end of the calendar year the report is due. Records received late (for example, a record due in June of 2022 but received in March of 2023) would be considered closed on December 31, 2022, for the sake of record retention.	Mixed	12/11/2023	Years 15	No Retention 0	Destroy	Current
Annual Monitoring Reports are submitted annually to LMF and the appropriate Designated State Agency by Cooperating Entities who hold land(s) in fee or interest that was acquired in part with LMF funding. The requirement to submit Annual Monitoring Reports is captured in the LMF Project Agreement. These records provide LMF and the Designated State Agencies the information needed to monitor the management activities, per the Project Agreement. The annual monitoring report and any documents attached to this report (such as management plans) are considered part of this series.						

672PC:Bureau of Resource Information/Land Use Planning - Land Use Planning Commission

Schedule #: 2263 1:Compliance and Enforcement Records - Final Administrative Settlement Agreements and Enforcement Actions

Records close and retention beings upon final resolution.	Paper	4/13/2023	Years 10	Years 20	Archives	Current
Final records in support of enforcement activities originating in the agency under the authority of 12 M.R.S. Sec. 685-C. Records in this series are used by the agency enforcement staff and the Attorney General's Office to document and resolve violations of the laws and rules administered by the agency. Records include administrative settlement agreements providing the terms of out-of-court settlements reached between the agency, Attorney General's Office, and the landowner to resolve violations; and Enforcement Actions documenting the Commission's referral of a case to the Attorney General's Office.						

Department Series Report

1: Agriculture, Conservation and Forestry

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Records close and retention begins upon final resolution.	Digital File	2/12/2026	Years 30	0	Archives	Current
Final records in support of enforcement activities originating in the agency under the authority of 12 M.R.S. Sec. 685-C. Records in this series are used by the agency enforcement staff and the Attorney General's Office to document and resolve violations of the laws and rules administered by the agency. Records include administrative settlement agreements providing the terms of out-of-court settlements reached between the agency, Attorney General's Office, and the landowner to resolve violations; and Enforcement Actions documenting the Commission's referral of a case to the Attorney General's Office. Archival digital records will be retained by the agency until records are considered closed and have fulfilled their In Agency retention time. After the In Agency retention time is met, records will be transferred to LibSafe, the Maine State Archives digital preservation system.						

Schedule #: 2263 2:Compliance and Enforcement Records - Enforcement Case Files

Records close and retention begins upon completion of the last requirement for resolution.	Mixed	4/13/2023	Years 10	Years 20	Destroy	Current
Records in support of enforcement activities originating in the agency under the authority of 12 M.R.S. Sec. 685-C. Records in this series are used by the agency enforcement staff and the Attorney General's Office to document and resolve violations of the laws and rules administered by the agency. Records include records documenting complaints and related supporting materials; pertinent correspondence including e-mail and telephone logs; tracking spreadsheets and electronic database records; records relied on to document violations that result in enforcement, or used to document mitigating circumstances, including laboratory and test data, photographs, video recordings, field notes, and final inspection reports; final letters of warning and notices of violation issued, any other written correspondence sent for the purpose of putting an alleged violator on notice of noncompliance that becomes the subject of enforcement, and any drafts circulated outside of the agency; final penalty calculations and records documenting the alleged violator's ability to pay and economic benefit; supplemental environmental projects and supporting records; records filed in the course of a court proceeding or adjudicatory hearing on an enforcement matter; written public comments received on an enforcement matter; records concerning completed resolution conditions including payments of penalties, corrective and mitigation actions, and completion of supplemental environmental projects. Mixed material includes paper, photos and video.						

Department Series Report

1: Agriculture, Conservation and Forestry

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status		
The agency will keep digital copies for convenience for 30 years.	Digital File	4/13/2023	Years 30	No Retention	0	Destroy	Current	
Schedule #: 2263	3:Compliance and Enforcement Records - Enforcement Working Documents							
Records close and retention begins upon the final resolution of enforcement cases.	Mixed	4/13/2023	Contingent Upon Event - See Description	0	No Retention	0	Destroy	Current
Transitory records created or maintained in support of compliance and enforcement activities. These records include potential enforcement case spreadsheets, rough notes, working calculations, non-circulated draft letters of warning and notices of violation, handwritten records that have been transcribed into an electronic format for long-term retention in enforcement case files, reference materials, and written correspondence, including e-mail, not critical to tracking the final resolution of enforcement cases.								
Keep in agency until a new draft is created or not more than 40 days, then destroy.								
Mixed material includes paper and digital.								
Schedule #: 2263	5:Compliance and Enforcement Records - Technical Assistance Files							
Records close and retention begins based on the date printed on the record. Records maintained in support of pre-application and technical assistance activities for landowners conducted pursuant to the agency's laws and rules. Records include correspondence; meeting, staff, and site visit notes; telephone logs; landowner submittals; maps; and photographs.	Mixed	6/8/2023	Years 50	No Retention	0	Destroy	Current	
Mixed material includes paper, photographs and digital records.								
Schedule #: 2264	19:LUPC Planning Records - Final Rezoning Petition Decision Documents							
Records close and retention begins on the effective date for each decision.	Digital File	2/12/2026	Years 30		0	Archives	Current	
Final records produced and maintained in support of the agency's zoning functions. Records consist of signed decision documents and attached zoning maps.								
Archival digital records will be retained by the agency until records are considered closed and have fulfilled their In Agency retention time. After the In Agency retention time is met, records will be transferred to LibSafe, the Maine State Archives digital preservation system.								

Department Series Report

1: Agriculture, Conservation and Forestry

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Records close and retention begins on the effective date for each decision.	Paper	5/2/2023	Years 10	Years 20	Archives	Current
Final records produced and maintained in support of the agency's zoning functions. Records consist of signed decision documents and attached zoning maps.						
Schedule #: 2264	20:LUPC Planning Records - Historic Land Use Guidance Maps					
Records close and retention begins on the expiration date for each map.	Paper	5/2/2023	Years 10	Years 20	Archives	Current
Historic, outdated maps that were produced and maintained in support of the agency's zoning functions (Official Land Use Guidance Maps).						
Records close and retention begins on the expiration date for each map.	Digital File	2/12/2026	Years 30	0	Archives	Current
Historic, outdated maps that were produced and maintained in support of the agency's zoning functions (Official Land Use Guidance Maps).						
Archival digital records will be retained by the agency until records are considered closed and have fulfilled their In Agency retention time. After the In Agency retention time is met, records will be transferred to LibSafe, the Maine State Archives digital preservation system.						
Schedule #: 2264	21:LUPC Planning Records - Current Official Land Use Guidance Maps					
Current versions of the Official Records close and retention begins upon the effective date of the revision.	Mixed	5/2/2023	Contingent Upon Event - See Description	0	No Retention	0 See Description Current
Land Use Guidance Maps. Records are retained in agency until the next effective revision date. Then, one copy will be retained according to the Historic Land Use Guidance Maps series.						
Mixed material includes paper and digital.						
Schedule #: 2264	22:LUPC Planning Records - Zoning Petition Working Documents					

Department Series Report

1: Agriculture, Conservation and Forestry

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Records close and retention begins on the effective date for each decision. Transitory records produced and maintained in support of the agency's zoning functions. Records consist of staff notes and draft materials that have not been circulated outside of the agency including notices; forms; correspondence; reports; maps; meeting agendas, memos, minutes, and PowerPoint presentations; and decision documents. Paper records are retained until digital copies are produced and checked for accuracy then destroyed. Digital records are retained in the agency until a revised draft is created or not more than 40 days and then destroyed.	Mixed	5/2/2023	Variable - See Description	0	No Retention	0 Destroy Current
Schedule #:	2264	4:Planning Records - Zone change Files, Application and Supporting Materials				
Records close and retention begins on the effective date for each decision.	Mixed	4/13/2023	Years	10	Years	20 Destroy Current
Records produced and maintained in support of the agency's zoning functions. Records consist of zone change applications and supporting documents; other documents initiating a rezoning process; public notice of opportunity to comment, meetings, and public hearings; public and agency comments; final agency correspondence; agency notes on site visits and photographs; reports, data, and other evidence in the record; meeting materials including agendas, memos, minutes, attendance sheets, and PowerPoint presentations; public hearing records; and draft maps and decision documents that have been circulated outside of the agency. Mixed material includes paper and photos.						
	Digital File	4/13/2023	Years	30	No Retention	0 Destroy Current
Schedule #:	2269	6:LUPC Board Meetings - Final Commission Meeting Records				

Department Series Report

1: Agriculture, Conservation and Forestry

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Records close and retention begins from the date of the meeting.	Paper	5/2/2023	Years 5	Years 20	Archives	Current
Record series to document the meetings held by the Land Use Planning Commission's board. Records include final meeting agendas, meeting minutes, attendee sign-in sheets, PowerPoint presentations, and materials prepared and presented by staff such as staff memoranda, draft decision documents, plans, and maps.						
Any paper records will be retained in the agency for 5 years, Records Center for 20 years before final archival disposition.						
Records close and retention begins from the date of the meeting.	Digital File	2/12/2026	Years 5	0	Archives	Current
Record series to document the meetings held by the Land Use Planning Commission's board. Records include final meeting agendas, meeting minutes, attendee sign-in sheets, PowerPoint presentations, and materials prepared and presented by staff such as staff memoranda, draft decision documents, plans, and maps.						
Archival digital records will be retained by the agency until records are considered closed and have fulfilled their In Agency retention time. After the In Agency retention time is met, records will be transferred to LibSafe, the Maine State Archives digital preservation system.						
Schedule #: 2269 7:LUPC Board Meetings - Commission Meeting Video Recording						
Records close and retention begins from the date of the meeting.	Digital File	5/2/2023	Contingent Upon Event - See Description	0	No Retention	0 Destroy Current
Record series to document the meetings held by the Land Use Planning Commission's board. Records include video files captured through Microsoft Teams during the Commission's meetings.						
Keep in agency until the audio from the meeting is captured then destroy.						
Schedule #: 2269 8:LUPC Board Meetings - Commission Meeting Audio Recording						
Records close and retention begins once the meeting minutes have been approved.	Digital File	5/2/2023	Years 5	No Retention	0	Destroy Current
Record series to document the meetings held by the Land Use Planning Commission's board. Records include audio files captured from Microsoft Teams video records for the Commission's meetings.						

Department Series Report

1: Agriculture, Conservation and Forestry

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Schedule #: 2269 9:LUPC Board Meetings - Commission Meeting Working Files						
Records close and retention begins from the date of the meeting.	Digital File	5/2/2023	Years 1	No Retention 0	Destroy	Current
Record series to support the meetings held by the Land Use Planning Commission's board. Records include draft meeting agendas and meeting minutes; Director Reports; anticipated calendars; meeting checklists for planning purposes; and Legislative calendar notices.						
Schedule #: 2270 10:LUPC Permitting Records - Final Permit Decision Documents						
Records close and retention begins from issuance of the final agency action.	Paper	5/2/2023	Years 10	Years 20	Archives	Current
Final agency records in support of the agency's permitting and compliance functions. Records consist of final decisions on permit applications, including approvals, denials, amendments, certificates of compliance, and self-certifications of compliance. Records also include location maps and site plans for final decisions.						
Records close and retention begins from issuance of the final agency action.	Digital File	2/12/2026	Years 10	0	Archives	Current
Final agency records in support of the agency's permitting and compliance functions. Records consist of final decisions on permit applications, including approvals, denials, amendments, certificates of compliance, and self-certifications of compliance. Records also include location maps and site plans for final decisions.						
Archival digital records will be retained by the agency until records are considered closed and have fulfilled their In Agency retention time. After the In Agency retention time is met, records will be transferred to LibSafe, the Maine State Archives digital preservation system.						
Schedule #: 2270 11:LUPC Permitting Records - Subdivision Permit Files, Applications and Supporting Materials						

Department Series Report

1: Agriculture, Conservation and Forestry

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Records close and retention begins from issuance of the final agency action. Record in support of the agency's permitting and compliance functions related to residential and non-residential subdivisions. Records consist of residential and non-residential subdivision permit applications, amendment applications, minor change requests, and certification requests; supplemental forms; correspondence; and supporting reports, maps, data, and other evidence submitted by applicants. Records also include public and other agency comments; final agency correspondence; agency site inspection reports; public notices of filing, meetings and hearings; meeting materials including agendas, memos, minutes, attendance sheets, and PowerPoint presentations; hearing records; and draft decision documents circulated outside of the agency. Archival digital records will be retained by the agency until records are considered closed and have fulfilled their In Agency retention time. After the In Agency retention time is met, records will be transferred to LibSafe, the Maine State Archives digital preservation system.	Digital File	2/12/2026	Years 10	0	Archives	Current
Records close and retention begins from issuance of the final agency action. Record in support of the agency's permitting and compliance functions related to residential and non-residential subdivisions. Records consist of residential and non-residential subdivision permit applications, amendment applications, minor change requests, and certification requests; supplemental forms; correspondence; and supporting reports, maps, data, and other evidence submitted by applicants. Records also include public and other agency comments; final agency correspondence; agency site inspection reports; public notices of filing, meetings and hearings; meeting materials including agendas, memos, minutes, attendance sheets, and PowerPoint presentations; hearing records; and draft decision documents circulated outside of the agency. Mixed material includes paper and photographs.	Mixed	5/2/2023	Years 20	Years 10	Archives	Current

Schedule #: 2270 12:LUPC Permitting Records - All Other Permit Files, Applications and Supporting Materials

Department Series Report

1: Agriculture, Conservation and Forestry

Description	Media	Last Updated		In Agency Retention		Rec Center Retention		Disposition	Status
Records close and retention begins from issuance of the final agency action.	Paper	5/2/2023	Years	10		Years	40	Destroy	Current
Records in support of the agency's permitting and compliance functions related to all other permit application types such as building permits, non-residential development permits, and shoreland alteration permits. Records consist of all residential and non-residential permit applications, amendment applications, minor change requests, and certification requests; supplemental forms; correspondence; and supporting reports, maps, data, and other evidence submitted by applicants. Records also include public and other agency comments; final agency correspondence; agency site inspection reports; public notices of filing, meetings and hearings; meeting materials including agendas, memos, minutes, attendance sheets, and PowerPoint presentations; hearing records; and draft decision documents circulated outside of the agency.									
The agency will keep digital copies for convenience for 50 years.	Digital File	5/2/2023	Years	50		No Retention	0	Destroy	Current
Schedule #: 2270 13:LUPC Permitting Records - Permitting Working Documents									
Records close and retention begins from issuance of the final agency action.	Mixed	5/2/2023	Contingent Upon Event - See Description	0		No Retention	0	Destroy	Current
Transitory records created in support of permitting activities. These records include rough notes, calculations, draft public notices, non-circulated draft decisions, handwritten records that have been transcribed into electronic form, reference materials, and written correspondence, including e-mail, not critical to tracking the final agency action.									
Keep in agency until revised draft created or not more than 40 days.									
Mixed material includes paper and digital records.									
Schedule #: 2270 14:LUPC Permitting Records - Advisory Ruling Files									

Department Series Report

1: Agriculture, Conservation and Forestry

Description	Media	Last Updated		In Agency Retention		Rec Center Retention	Disposition	Status
Records close and retention begins from issuance of the final ruling. Formal agency advisory ruling letters stating whether an individual or organization needs or does not need a permit to do what they propose. The records include draft and final requests for advisory rulings; correspondence; and supporting reports, maps, data, and other evidence submitted by individuals and organizations. Records could also include final agency correspondence; agency site inspection reports; meeting materials including meeting notes and attendance sheets; and draft decision documents circulated outside of the agency. The agency will keep digital copies for convenience for 30 years.	Paper	5/2/2023	Years	10		Years 20	Destroy	Current
The agency will keep digital copies for convenience for 30 years.	Digital File	5/2/2023	Years	30	No Retention	0	Destroy	Current
Schedule #: 2270 15:LUPC Permitting Records - Out-dated Permit Application Form								
Records close and retention begins from the revision date. Old versions of application forms used in support of the agency's permitting functions including residential and nonresidential application, zone change application, amendment, minor change, supplemental, certificate of compliance, transfer, and notice forms.	Digital File	5/2/2023	Years	5	No Retention	0	Destroy	Current
Schedule #: 2270 16:LUPC Permitting Records - Current Permit Application Forms								
Records close and retention begins from the revision date. Current versions of application forms used in support of the agency's permitting functions including residential and nonresidential application, zone change application, amendment, minor change, supplemental, certificate of compliance, transfer, and notice forms. Retain in agency until the next effective revision date. Then follow Out-dated Permit Application Forms series.	Digital File	5/2/2023	Contingent Upon Event - See Description	0	No Retention	0	Destroy	Current
Schedule #: 2270 17:LUPC Permitting Records - Application Forms Supporting Materials								

Department Series Report

1: Agriculture, Conservation and Forestry

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status		
Records close and retention begins from the effective date of the form.	Digital File	5/2/2023	Years 5	No Retention	0	Destroy	Current	
Draft versions of application forms created in support of the agency's permitting functions that were circulated outside of the agency for public comment. Records include residential and non-residential application, zone change application, amendment, minor change, supplemental, certificate of compliance, transfer, and notice forms; agency and stakeholder comments; associated correspondence; and background and reference materials.								
Schedule #:	2270	18:LUPC Permitting Records - Application Forms Working Records						
Records close and retention begins from the effective date of the form.	Mixed	5/2/2023	Destroy When Updated	0	No Retention	0	Destroy	Current
Draft versions of application forms created in support of the agency's permitting functions that were not circulated outside of the agency and associated internal correspondence. Records include residential and non-residential application, zone change application, amendment, minor change, supplemental, certificate of compliance, transfer, and notice forms.								
Mixed material includes paper and digital records.								
Schedule #:	2281	23:LUPC Planning Records - Deorganization/Organization Decision Documents						
Records close and retention begins on the effective date of each decision.	Paper	6/9/2023	Years	20	Years	10	Archives	Current
Final agency decision letters and memos approving the transfer of land use authority to or from the agency. The agency will keep digital copies on the j:drive for convenience permanently.								
Records close and retention begins on the effective date of each decision.	Digital File	2/12/2026	Years	30		0	Archives	Current
Final agency decision letters and memos approving the transfer of land use authority to or from the agency.								
Archival digital records will be retained by the agency until records are considered closed and have fulfilled their In Agency retention time. After the In Agency retention time is met, records will be transferred to LibSafe, the Maine State Archives digital preservation system.								
Schedule #:	2281	24:LUPC Planning Records - Deorganization/Organization Supporting Materials						

Department Series Report

1: Agriculture, Conservation and Forestry

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Records close and retention begins on the effective date of each decision.	Paper	6/9/2023	Years 20	Years 10	Destroy	Current
Records produced or received and maintained in support of the agency's role in minor civil division deorganizations or organizations pursuant to 12 M.R.S. Sec. 685(A). Records consist of petitions to assume land use regulatory authority and supporting documents including local comprehensive plans, land use maps, and land use ordinances; correspondence; local decision documents including meeting agenda, minutes, and warrants; and draft decision letters circulated outside of the agency. (Note: Planning meetings are focus group, stakeholder, or community meetings to gather preliminary input from the public.)						
	Digital File	6/9/2023	Years 30	No Retention 0	Destroy	Current
Schedule #: 2281 25:LUPC Planning Records - Deorganization Internal Working Documents						
Records close and retention begins upon the effective date for each decision.	Mixed	6/9/2023	Variable - See Description	0	No Retention 0	Destroy Current
Transitory records produced and maintained in support of the agency's role in minor civil division deorganizations or organizations pursuant to 12 M.R.S. Sec. 685(A). Records consist of staff notes; draft versions of local comprehensive plans, land use maps, and land use ordinances; and draft materials that have not been circulated outside of the agency including correspondence, meeting agendas, meeting minutes, Powerpoint presentations, and decision documents. (Note: Planning meetings are focus group, stakeholder, or community meetings to gather preliminary input from the public.)						
Paper records are retained until digital copies are produced and checked for accuracy then destroyed. Digital records are retained in the agency for 30 days and then destroyed.						
Schedule #: 2282 26:LUPC Planning Records - Historic State, Regional, and Custom Plans						
Records close and retention begins on the expiration date of each plan.	Paper	6/8/2023	Years 10	Years 10	Archives	Current
Historic agency records produced and maintained in support of the agency's planning functions including expired or outdated agency comprehensive land use plans; prospective zoning plans; community-guided, planning, and zoning plans; and other community-guided regional plans.						

Department Series Report

1: Agriculture, Conservation and Forestry

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status		
Records close and retention begins on the expiration date of each plan.	Digital File	2/12/2026	Years	20	0	Archives	Current	
Historic agency records produced and maintained in support of the agency's planning functions including expired or outdated agency comprehensive land use plans; prospective zoning plans; community-guided, planning, and zoning plans; and other community-guided regional plans.								
Archival digital records will be retained by the agency until records are considered closed and have fulfilled their In Agency retention time. After the In Agency retention time is met, records will be transferred to LibSafe, the Maine State Archives digital preservation system.								
Schedule #:	2282	27:LUPC Planning Records - Current State, Regional, and Custom Plans						
Records close and retention begins on the expiration date for each plan.	Mixed	6/8/2023	Contingent Upon Event - See Description	0	No Retention	0	See Description	Current
Current records produced and maintained in support of the agency's planning functions including current agency comprehensive land use plans; prospective zoning plans; community-guided, planning, and zoning plans; and other community-guided regional plans.								
Records retained in agency until the plan is replaced or renewed. Then, retain one copy according to the Historic State, Regional, and Custom Plans series.								
Schedule #:	2282	28:LUPC Planning Records - Supporting Materials for Planning Projects						
Records close and retention begins upon the effective date of each plan.	Paper	6/8/2023	Years	10	Years	10	Destroy	Current
Records produced and maintained in support of the agency's planning functions. Records consist of meeting materials including agendas, memos, minutes, attendance sheets, and PowerPoint presentations; draft maps, reports, and plans that have been circulated outside of the agency; final correspondence; procedural summaries and process overview documents; fact sheets; diagrams, charts, and other handouts; public notice of meetings; background and reference materials; and public and agency comments.								
	Digital File	6/8/2023	Years	20	No Retention	0	Destroy	Current
Schedule #:	2282	29:LUPC Planning Records - Planning Division Working Documents						

Department Series Report

1: Agriculture, Conservation and Forestry

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status	
Records close and retention begins on the effective date for each plan.	Mixed	6/8/2023	Variable - See Description	0	No Retention	Destroy	Current
Transitory records produced and maintained in support of the agency's planning functions. Records consist of staff notes and draft materials that have not been circulated outside of the agency including meeting agendas, memos, minutes, and PowerPoint presentations; maps, reports, and plans; correspondence; procedural summaries and process overview documents; fact sheets; diagrams, charts, and other handouts; and public notice of meetings.							
Paper records are retained until digital copies are produced and checked for accuracy then destroyed. Digital records are retained in the agency until a revised draft is created or not more than 40 days and then destroyed.							
Mixed material includes both paper and digital records.							
Schedule #:	2283	30:LUPC Planning Records - Official APA Rulemaking Records					
Records close and retention begins on the effective date of each rule.	Mixed	6/9/2023	Variable - See Description	0	No Retention	Destroy	Current
Agency records produced or received and maintained in support of the agency's rulemaking functions consisting of final packages posting the rules to rulemaking, adopted rules, and date stamped package returned by the Secretary of State's Office.							
Records include triggering petitions, legislative documents, or laws; rulemaking coversheets; adopted basis statements; final red line versions of the rules; adopted version of the rules; and final legislative actions. The agency will keep digital copies on the j:drive for convenience permanently.							
Paper records are retained until digital copies are produced and checked for accuracy then destroyed. Digital copies are retained for as long as any portion of the adopted rule remains in effect then destroyed. Note: SOS is lead for archival rulemaking records.							
Schedule #:	2283	31:LUPC Planning Records - Current Agency Rules					

Department Series Report

1: Agriculture, Conservation and Forestry

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status		
Records close and retention begins on the effective date of each rule.	Mixed	6/9/2023	Contingent Upon Event - See Description	0	No Retention	0	Destroy	Current
Current versions of all agency rules.								
Records retained in agency until the rule is revised. Then, retain one copy according to the Official APA Rulemaking Records series.								

Schedule #: 2283 32:LUPC Planning Records - Supporting Materials for Rulemaking Initiatives

Records close and retention begins upon the effective date for each rule.	Mixed	6/9/2023	Variable - See Description	0	No Retention	0	Destroy	Current
Records produced or received and maintained in support of the agency's rulemaking functions that are not included in the final agency rulemaking records. These records consist of Secretary of State notices and recipient lists; agency notices to the Legislature; materials sent to the Secretary of State for the hearing and comment process; meeting materials including agendas, memos, minutes, attendance sheets, and PowerPoint presentations; hearing exhibits; draft basis statements and redline versions of the rules circulated outside the agency; final versions of correspondence; and other materials relied upon by the Commission and its staff in developing final rules. (Note: Planning meetings are focus group, stakeholder, or community meetings to gather preliminary input from the public.)								
Paper records are retained until digital copies are produced and checked for accuracy then destroyed. Digital records are retained in the agency for 20 years, then destroyed.								

Schedule #: 2283 33:LUPC Planning Records - Rulemaking Internal Working Documents

Department Series Report

1: Agriculture, Conservation and Forestry

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status		
Records close and retention begins on the effective date of each rule.	Mixed	6/9/2023	Variable - See Description	0	No Retention	0	Destroy	Current
Transitory records produced and maintained in support of the agency's rule making functions. These records consist of staff notes and draft materials not circulated outside the agency including notices; forms; meeting agendas, memos, minutes, and PowerPoint presentations; correspondence; basis statements; and red line versions of the rules. (Note: Planning meetings are focus group, stakeholder, or community meetings to gather preliminary input from the public.)								
Paper records are retained until digital copies are produced and checked for accuracy then destroyed. Digital records are retained in the agency for 30 days and then destroyed.								
Mixed material includes both paper and digital records.								
Schedule #:	2284	34:LUPC Planning Records - Historic Published Documents						
Records close and retention begins upon publication.	Paper	6/9/2023	Years	10	No Retention	0	Archives	Current
Formal agency publications such as: Subdividing in the Wildlands.								
Copies of publications will be sent to the Maine State Library/DigitalMaine.								
	Digital File	6/9/2023	Years	10	No Retention	0	Archives	Current
Schedule #:	2284	35:LUPC Planning Records						
Records close and retention begins on date taken out of service.	Mixed	6/9/2023	Years	10	No Retention	0	Destroy	Current
Outdated materials that were created and maintained to inform staff and the regulated public about the agency's procedures, laws, and rules. Records include outdated guidance documents, fact sheets, pamphlets, and brochures.								
Schedule #:	2284	36:LUPC Planning Records - Current Informational Materials						

Department Series Report

1: Agriculture, Conservation and Forestry

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status		
Records close and retention begins on the date taken out of service.	Mixed	6/9/2023	Contingent Upon Event - See Description	0	No Retention	0	Destroy	Current
Current records that were created and are maintained to inform staff and the regulated public about the agency's procedures, laws, and rules. Records include current guidance documents, fact sheets, pamphlets, and brochures.								
Retain in agency until taken out of service. Then, retain one copy according to the Outdated Informational Materials series.								
Schedule #:	2284	37:LUPC Planning Records - Informational Material Supporting Documents						
Records close and retention begins on the management approval date.	Mixed	6/9/2023	Variable - See Description	0	No Retention	0	Destroy	Current
Records created and maintained to inform staff and the regulated public about the agency's procedures, laws, and rules that were circulated outside the agency. Records include draft guidance documents, fact sheets, pamphlets, and brochures; stakeholder comments; and associated correspondence.								
Paper records are retained until digital copies are produced and checked for accuracy then destroyed. Digital records are retained in the agency for 5 years and then destroyed.								
Schedule #:	2284	38:LUPC Planning Records - Internal Working Documents for Informational Materials						
Records close and retention begins on management approval date.	Mixed	6/9/2023	Variable - See Description	0	No Retention	0	Destroy	Current
Transitory records created and maintained to inform staff and the regulated public about the agency's procedures, laws, and rules that were not circulated outside the agency. Records include draft guidance documents, fact sheets, pamphlets, and brochures; associated staff comments; and correspondence.								
Paper records are retained until digital copies are produced then destroyed. Digital records are retained in the agency for 30 days and then destroyed.								
17#:Maine State Harness Racing Commission								
Schedule #:	179	1#:Harness Racing Commission Hearings						
Transcripts of hearings held for rule changes, to establish racing dates, to hear appeals of judges decisions, or when requested for other reasons.	Paper	9/9/1975	Years	5	No Retention	0	Archives	Current

Department Series Report

1: Agriculture, Conservation and Forestry

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Schedule #: 179 3#:Race Officials Hearings, Card Files Card files of violations of Harness Racing rules at the tracks. Permanent in Agency	Paper	9/9/1975	Permanent or Indefinite	0	No Retention	0 See Description Current
Schedule #: 179 4#:General Harness Racing Correspondence Bonding Files, U.S. Trotting Association Corres., technical information requests, race track correspondence.	Paper	9/9/1975	Years	3	No Retention	0 Destroy Current
Schedule #: 179 5#:License Applications Completed and signed applications for licensing owners, grooms, trainer-drivers, officials and organizations. Licenses are issued for a one-year period based on information supplied on these applications.	Paper	9/9/1975	Years	2	Years	2 Destroy Current
Schedule #: 1231 5A:Substance Abuse Log - Harness Racing Commission Positives - All drivers, trainers grooms or anyone who can enter the paddock area of a race track must be randomly tested for drugs. files to include: tags, medication form and substance abuse log. Keep in Agency until person dies.	Paper	6/21/2000	Variable - See Description	1	No Retention	0 Destroy Current
Schedule #: 1231 5B:Substance Abuse Log - Harness Racing Commission 5B. Negatives - All drivers, trainers grooms or anyone who can enter the paddock area of a race track must be randomly tested for drugs. files to include: tags, medication form and substance abuse log.	Paper	6/21/2000	Years	1	Years	0 Destroy Current
10#:State Horticulturalist, Office of						
Schedule #: 220 5#:Horticulturist Correspondence Consists of replies to requests for plant regulatory procedures; horticulture information including; plant identification, disease and insect problems, and cultural practices; and correspondence in connection with several affiliated horticultural organizations.	Paper	11/22/1976	Years	2	No Retention	0 Destroy Current