

Department Series Report

94: Independent Agencies - Other

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
293#:Baxter State Park Authority						
Schedule #: 688 1#:Original Baxter State Park S.O.P.'s						
Originals of Park Plan brochures, S.O.P.'s, Maps, Handout Materials	Paper	5/24/1988	Years 5	No Retention 0	Destroy	Current
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Schedule #: 688 10#:Court Records for Baxter State Park						
Summons, Warrants, Paperwork for Court-Duty Officer, Active Warrents - 1987, etc.	Paper	5/24/1988	Years 3	No Retention 0	Destroy	Current
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Schedule #: 688 11#:Baxter State Park Reservations						
Requests for reservations - confirmed and denied.	Paper	5/24/1988	Years 2	No Retention 0	Destroy	Current
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Schedule #: 688 2#:Baxter State Park Ongoing Projects						
S.F.M.A., Togue Pond Restabilization, Kidney Pond Conversion, Perimeter Road, Boundary Work, Caribou Project. Retain in Agency until project completed.	Paper	5/24/1988	Contingent Upon Event - See Description	0	Years 30	Archives Current
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Schedule #: 688 3#:Baxter State Park Legal Controversies						
Snowmobile issue, Blowdown/Clean-up, Motorcycle issue, Contributions,Camp Phoenix/Daisey Boundry. Keep in Agency until resolution to controversy.	Paper	5/24/1988	Contingent Upon Event - See Description	0	Years 30	Archives Current
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Schedule #: 688 4#:Baxter State Park Maintenance Files						
Property descriptions, Catalogs, Specifications, Maps, Diagrams, Blueprints, Related Correspondence.	Paper	5/24/1988	Years 20	Years 20	Destroy	Current
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Schedule #: 688 5#:Volunteer Program for Baxter State Park						

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Volunteer applications and updates, Recognitions/Patches, Reports prepared by volunteers, Statistics/Reports on Activities.	Paper	5/24/1988	Years 10	Years 10	Destroy	Current
Schedule #: 688 6#:Baxter State Park - Incident Reports						
Reports of Vehicle or personal accidents, search and rescue, fires, etc.	Paper	5/24/1988	Years 30	No Retention 0	Destroy	Current
Schedule #: 688 7#:Baxter State Park Correspondence						
Letters to and from Park Director and Baxter Park Authority. This series is general correspondence such as park inquiries, committee appoints, memoranda and interoffice communiques.	Paper	5/24/1988	Years 2	Years 2	Destroy	Current
Schedule #: 688 8#:Baxter State Park - Baxter Documents						
Baxter Letters, Deeds, Boundary Descriptions, Agreements.	Paper	5/24/1988	Years 0	Years 40	Archives	Current
Schedule #: 688 9#:Visitor Statistics Summary (BSP)						
Gatehouse Statistics, Campground Statistics, Trail Use Summaries, Self-Registration Sheets, Hiking Sheets	Paper	5/24/1988	Years 10	Years 50	Archives	Current
Schedule #: 699 12#:Park Naturalist Files - BSP						
Correspondence (routine concerning matters such as staff meetings). Newsletter materials.	Paper	8/29/1988	Years 5	No Retention 0	Destroy	Current
Schedule #: 699 13#:Interpretive Visual Aids - BSP						
Slide Catalogs, Collected Samples, Posters, Prints.	Paper	8/29/1988	Years 10	No Retention 0	Destroy	Current
Schedule #: 699 14#:Interpretive History Materials - BSP						

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Research Papers; Samples of Handout Material; Visitor use data; Lists of Flora/Fauna; Scrapbook Materials; Copies of News Articles.	Paper	8/29/1988	Years 20	No Retention 0	Destroy	Current
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Schedule #: 812	15#:Cancelled Check Files (Baxter State Park)					
Cancelled checks and copies of checks written by Baxter State Park.	Paper	12/8/1989	Years 2	Years 5	Destroy	Current
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Schedule #: 1291	16#:Baxter State Park Authority Minutes of Council					
Baxter State Park Authority Minutes	Paper	11/27/1998	Years 2	Years 0	Archives	Current
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