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Description	Media	Last Updated	In Agency Retention		Rec Center Retention		Disposition	Status
56#:								
Schedule #: 574 5#:Legislative Committee Documents								
Documents in the nature of reports and studies from Joint Standing Committees to which the Deputy Commissioner is assigned.	Paper	12/24/1986	Years	3	No Retention	0	Archives	Current
Schedule #: 1143 12A:Planning Files (Forestry)								
These are working files of reports mandated by the Legislature regarding forest practices. File include dicennial surveys; forest health reports; import export data; extracts for NOTAR (Notification, Tracking and Reporting System.) Keep in agency life of project plus 10 years.	Paper	12/27/1995	Years	10	Years	10	Destroy	Current
Schedule #: 1143 12B:Planning Files (Forestry) Final Report								
These are working files of reports mandated by the Legislature regarding forest practices. File include dicennial surveys; forest health reports; import export data; extracts for NOTAR (Notification, Tracking and Reporting System.) Keep in agency life of project plus 10 years.	Paper	12/27/1995	Years	0	No Retention	0	Archives	Current
56R:Engineering and Realty								
Schedule #: 396 4#:DOC Real Property & Capital Improvements Records								
This Division is responsible for assembling and maintaining the needed permanent records relative to all the properties owned and managed by all Bureaus of this Department. The records also include plans, specifications, contracts, etc. relative to capital improvements at these properties. Destroy after microfilming. Note: Retain in agency 1 to 3 years then microfilm and destroy	Paper	11/20/1985	Destroy After Conversion to Another Medium	0	No Retention	0	Destroy	Current
56P:Planning and Program Services								
Schedule #: 144 1#:Import Export and Wood Use								
Application by wood shipper to certify that his shipment is free of Gypsy Moths. If certificate approved, send with shipment to Canada.	Paper	12/27/1994	Years	5	Years	15	Destroy	Current

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Description	Media	Last Updated	In Agency Retention		Rec Center Retention		Disposition	Status
Schedule #: 144 2#:Certificate Form								
Application by wood shipper to certify that his shipment is free of Gypsy Moths. If certificate approved, send with shipment to Canada. Original to shipper, copy retained.	Paper	12/27/1994	Years	5	Years	10	Destroy	Current
Schedule #: 574 7#:Legislative Proposal Material								
Various legislation (budget/issues) proposed by the Department of Conservation (studies, reports, testimony)	Paper	12/24/1986	Years	5	No Retention	0	Archives	Current
Schedule #: 574 8#:Individual Commission Correspondence								
Reports, Studies Recommendations, mailings, correspondence of individual Commissions to which the Deputy Commissioner is assigned.	Paper	12/24/1986	Years	5	No Retention	0	Archives	Current
58#:Forestry								
Schedule #: 1506 23#:Civilian Conservation Corps								
Documents, newsclippings, training manuals.	Paper	12/2/1988	No Retention	0	No Retention	0	Archives	Current
58M:Forestry - Forest Policy and Management								
Schedule #: 1033 10#:Aerial Photos of State of Maine - Policy, Planning & Information								
These photographs are used to track any and all tree cutting that is going on in the State Of Maine. People are required by law to notify the Maine Forest Service of cutting and selling of trees. Therefore, we need to have Aerial photos to keep track of what and where in each town the cutting has occurred. Keep in agency until updated.	Paper	10/17/1991	Contingent Upon Event - See Description	0	Years	25	Destroy	Current
Schedule #: 1033 9#:Legal Variances (Maine Forest Service)								

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Description	Media	Last Updated	In Agency Retention		Rec Center Retention		Disposition	Status
Anyone cutting trees in Maine must report to the Maine Forest Service. Legal Variances are a request to cut more than 250 acres allowed by law. Files include: photos, maps and related correspondence. Keep in agency until closed.	Paper	10/17/1991	Contingent Upon Event - See Description	0	Years	25	Destroy	Current

58F:Forestry - Forest Protection

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

62#:General Services

Schedule #: 298 1#:Commissioner's Correspondence

Correspondence to and from the Commissioner of Conservation regarding various aspects of Conservation, both in-state and national. Files contain information relating to all Bureaus of the Conservation Department (Parks and Recreation, Forestry, Public Lands, Geology and Land Use Regulation Commission) plus the Planning and Program Services and Administration Services Sections, and the Land and Water Resources Council.	Paper	5/12/1980	Years	2	No Retention	0	Archives	Current

Schedule #: 396 4#:DOC Real Property & Capital Improvements Records

This Division si responsible for assembling and maintaining the needed permanent records relative to all the properties owned and managed by all Bureaus of this Department. The records also include plans, specifications, contracts, etc. relative to capital improvements at these properties. Retain in agency 100 years after property no longer exists.	Roll Microfilm	11/20/1985	Years	100	No Retention	0	Destroy	Current

59#:Parks and Lands

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Description	Media	Last Updated	In Agency Retention		Rec Center Retention		Disposition	Status
Schedule #: 683 8#:Reservations for Campsites								
Reservations for campsites on Penobscot River.	Paper	5/18/1988	Years	5	No Retention	0	Destroy	Current
63#:Public Lands								
Schedule #: 377 3A:Township Files (Formerly Timber Sales)-Old Stumpage Permits								
Permits are issued to sell firewood off public lands. The files are maintained by the township. Wood is continually sold to contractors that harvest the wood and pay the State for the wood.	Paper	2/27/1987	Years	10	No Retention	0	Destroy	Current
Schedule #: 377 3C:2. Township Files (Formerly Timber Sales)-For Lots Sold Or Traded								
Forest Management Activity material. Cruising information to determine timber volumes, correspondence, LURC maps (Logistic Land Use Regulation maps), timber-type maps, copy of title and survey for each major lot which indicate boundary lines, field data by compartment (500-2,000 acres), stumpage permits, related document. Retain in agency until lot is sold or traded then turn over to new owner of lot.	Paper	2/27/1987	Contingent Upon Event - See Description	0	No Retention	0	See Description	Current
Schedule #: 377 7#:Aerial Photos								
Photographs of various compartments of the land base. 1" on the photo equals 1/4 mile on the ground. Photos are taken from 1 yr. to 10 yrs. depending on the size of the land and activity regarding it.	Still Photograph	2/27/1987	Years	20	No Retention	0	Archives	Current
Schedule #: 449 4#:Wildlife Project Files for BPL								
The Bureau has a biologist position which is a cooperative agreement between Inland Fisheries & Wildlife and the Bureau of Public Lands and these are the records of this position. Two drawers contain instructions on installing and where to install waterfowl nest boxes of all species, fisheries projects, fish and wildlife related meetings and statements.	Paper	3/10/1986	Years	5	Years	2	Destroy	Current
Schedule #: 449 5#:Public Information Files								

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Description	Media	Last Updated	In Agency Retention		Rec Center Retention		Disposition	Status
The Bureau has a biologist position which is a cooperative agreement between Inland Fisheries & Wildlife and the Bureau of Public Lands and these are the records of this position. Two drawers contain public information such as attached. The material consists of correspondence answering inquiries about wildlife & birds. Attempts are being made to get wildlife on Public Lots and fish in Public Lakes & Rivers which are suitable to them.	Paper	3/10/1986	Years	5	Years	2	Destroy	Current

Schedule #: 599 6A:Public Lot Management Files (Aerial Photography)

Aerial Photography and related paperwork: Retain in agency until lot is traded.	Still Photograph	12/19/1986	Contingent Upon Event - See Description	0	No Retention	0	Archives	Current

Schedule #: 599 6B:Public Lot Management Files (Surveys)

Surveys; retain in agency until lot is traded.	Paper	12/19/1986	Contingent Upon Event - See Description	0	No Retention	0	Archives	Current

Schedule #: 599 6C:Public Lot Management Files (Field plans)

Field Plans; retain in agency until lot is traded.	Paper	12/19/1986	Contingent Upon Event - See Description	0	No Retention	0	Archives	Current

Schedule #: 599 6D:Public Lot Management Files (Project Analysis Forms)

Project Analysis Forms	Paper	12/19/1986	Years	2	Years	2	Destroy	Current

Schedule #: 1052 12#:Silvacultural Management of Public Lands Files

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Description	Media	Last Updated	In Agency Retention		Rec Center Retention		Disposition	Status
Maine must set an example when managing its forest land. Managers must do an inventory on particular parcels of land and how to best use this land called a "Prescription Review and Multiple Use Coordination". The logging report is the types and approximate monies received from selective cutting on the land of the trees. When these reports are finished they are reviewed and a Unit Management Plan is drawn up for an area. This series is for filing of current compartment exam information and recent forest stand prescription information. Files include: Prescription Review and Multiple Use Coordination Report, Logging Report, Unit Management Plan and related correspondence.	Paper	7/9/1993	Years	15	No Retention	0	Archives	Current

240#:Vehicle Rental Agency

Schedule #: 457 5#:Vehicle Rental Agency Files

Correspondence,general information, personnel announcements, vehicle file - 1 folder for each vehicle in agency and includes any service or correspondence dealing with individual vehicles. Vehicle logs - records use of vehicle,- mileage, gasoline, repairs. Retention is for life of vehicle.	Paper	4/2/1986	Contingent Upon Event - See Description	0	No Retention	0	Destroy	Current

Schedule #: 667 1#:Custody Receipts of Vehicle Rental

Records of vehicle rental - sates, rates, mileage records	Paper	2/25/1988	Years	5	No Retention	0	Destroy	Current

Schedule #: 667 2#:Vehicle Inventory & Specifications

All pertinent information for each vehicle in the VRA fleet - invoices, date of acquisition or disposition, warranties, specifications. Retain in agency for life of vehicle.	Paper	2/25/1988	Contingent Upon Event - See Description	0	No Retention	0	Destroy	Current

Schedule #: 667 3#:Vehicle Leases (VRA)

Lease files contain copies of leases, monthly mileage reports, and notes for all leases, old or new, in the VRA fleet. Retention begins at disposal of vehicle.	Paper	2/25/1988	Years	2	No Retention	0	Destroy	Current

Schedule #: 667 4#:VRA Mileage, Income and Repair Reports

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Description	Media	Last Updated	In Agency Retention		Rec Center Retention		Disposition	Status
Reports on mileage, income, and repairs asked for periodically by Administration to track useage and feasibility.	Paper	2/25/1988	Years	4	No Retention	0	Destroy	Current