

Department Series Report

4: Conservation

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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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
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)						
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
62#:General Services						
Schedule #: 298 1#:Commissioner's Correspondence						

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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							
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

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Schedule #: 377 7#:Aerial Photos Photographs of various compartments of the land base. 1" on the photo equals 1/4 mile on the ground. Photos are taken from 1 yr. to 10 yrs. depending on the size of the land and activity regarding it.	Still Photograph	2/27/1987	Years 20	No Retention 0	Archives	Current
Schedule #: 449 4#:Wildlife Project Files for BPL The Bureau has a biologist position which is a cooperative agreement between Inland Fisheries & Wildlife and the Bureau of Public Lands and these are the records of this position. Two drawers contain instructions on installing and where to install waterfowl nest boxes of all species, fisheries projects, fish and wildlife related meetings and statements.	Paper	3/10/1986	Years 5	Years 2	Destroy	Current
Schedule #: 449 5#:Public Information Files The Bureau has a biologist position which is a cooperative agreement between Inland Fisheries & Wildlife and the Bureau of Public Lands and these are the records of this position. Two drawers contain public information such as attached. The material consists of correspondence answering inquiries about wildlife & birds. Attempts are being made to get wildlife on Public Lots and fish in Public Lakes & Rivers which are suitable to them.	Paper	3/10/1986	Years 5	Years 2	Destroy	Current
Schedule #: 599 6A:Public Lot Management Files (Aerial Photography) Aerial Photography and related paperwork: Retain in agency until lot is traded.	Still Photograph	12/19/1986	Contingent Upon Event - See Description	0 No Retention 0	Archives	Current
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)						

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Description			Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status		
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								
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								

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