

# Department Series Report

## 13: Marine Resources

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<b>188#:</b>						
<b>Schedule #:</b> 795 1#:DMR Routine Correspondence						
Includes replies to requests for information, and correspondence among Marine Resources employees.	Paper	10/25/1989	Years 2	No Retention 0	Destroy	Current
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<b>Schedule #:</b> 1248 2#:Commissioners Correspondence (Marine Resources)						
Commissioner of Marine Resources correspondence.	Paper	10/7/1997	Retain Until Inactive	0	Years 0	Archives Current
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<b>Schedule #:</b> 1407 58:Educational and Promotional Films of the Department of Marine Resources						
Historical films of fishing industry, methods, community oriented events surrounding fishing themes and promotional events such as Miss Pot Buoy 1932 and transplanting clams/aquacultural methods.	Motion Picture	8/28/2001	Years	0	Years 0	Archives Current
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<b>188A:Administrative Services</b>						
<b>Schedule #:</b> 216 2A:License Applications						
Commercial shellfish, Interstate Lobster Transportation, Interstate Shellfish Transportation, Lobster and Crab Fishing, Lobster Meat Permit, Marine Work Dealers, Marine Worm Diggers, Nonresident Commercial Fishing, Nonresident Sea Moss, Resident Commercial Fishing Resident Sea Moss, Retail Seafood Dealer, Scallop Fishing and Wholesale Seafood Dealer's and Processors. Mussel-Boat, Mussel-Hand; Scallop Boat, Scallop Hand; Scallop Non Commercial; Wholesale Crawfish, Crawfish Supplemental, Retail Crawfish.	Paper	1/27/1992	Years	5	No Retention 0	Destroy Current
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<b>Schedule #:</b> 216 2B:License Application Stubs						
Commercial shellfish, Interstate Lobster Transportation, Interstate Shellfish Transportation, Lobster and Crab Fishing, Lobster Meat Permit, Marine Work Dealers, Marine Worm Diggers, Nonresident Commercial Fishing, Nonresident Sea Moss, Resident Commercial Fishing Resident Sea Moss, Retail Seafood Dealer, Scallop Fishing and Wholesale Seafood Dealer's and Processors. Mussel-Boat, Mussel-Hand; Scallop Boat, Scallop Hand; Scallop Non Commercial; Wholesale Crawfish, Crawfish Supplemental, Retail Crawfish.	Paper	1/27/1992	Years	2	No Retention 0	Destroy Current

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<b>Schedule #:</b> 380 3#:Training Materials - Marine Resources Lesson plans, agendas, transparencies.	Paper	10/1/1985 Years	10	No Retention	0 Destroy	Current
<b>Schedule #:</b> 380 4#:Legislative Reports & Requests Fiscal information provided to Legislative Finance, Marine Resources Legislative Committee, Performance Audit Committee.	Paper	10/1/1985 Years	10	No Retention	0 Destroy	Current
<b>Schedule #:</b> 380 5#:Performance Audit Material Correspondence with Committee Chairman and assigned analysts; report.	Paper	10/1/1985 Years	10	No Retention	0 Destroy	Current
<b>188S:Bureau of Marine Science</b>						
<b>Schedule #:</b> 731 10#:Research Reference Documents (Marine Resources) In-house documents describing data and research findings.	Paper	2/10/1989 Years	10	No Retention	0 Archives	Current
<b>Schedule #:</b> 731 2#:Research Data of Marine Life Processed and unprocessed Data accumulated during the research process.	Paper	2/10/1989 Years	10	No Retention	0 Archives	Current
<b>Schedule #:</b> 731 3#:Lectures & Notes (Marine Resources) Records of talks delivered to various groups.	Paper	2/10/1989 Years	25	No Retention	0 Destroy	Current
<b>Schedule #:</b> 731 5#:Slides (Marine Resources)						

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35 mm photos of Maine activities, figures and tables, organisms.	Still Photograph	2/10/1989	Years 25	No Retention 0	Destroy	Current
<b>Schedule #:</b> 731 6#:Proposals (Marine Resources)						
Requests to funding agencies outlining scientific projects and related correspondence.	Paper	2/10/1989	Years 5	No Retention 0	Destroy	Current
<b>Schedule #:</b> 731 7#:Diving Administrative Info.						
Memos, policies, logs, medical evaluations, reports, records pertaining to diving.	Paper	2/10/1989	Years 2	No Retention 0	Destroy	Current
<b>Schedule #:</b> 731 8#:Computer Runs (Marine Resources)						
Print-outs of data analysis.	Computer Printout	2/10/1989	Years 1	No Retention 0	Destroy	Current
<b>Schedule #:</b> 731 9#:Computer Program Documents (Marine Resources)						
Text of computer programs.	Computer Printout	2/10/1989	Years 10	No Retention 0	Destroy	Current
<b>Schedule #:</b> 793 21#:Sport fishery Interview Information						
Records of sport fishermen: comments/interviews with sport fishermen. The interviews are to find type of fish, where to find the species and general interests of sport fishermen.	Paper	9/7/1989	Years 5	No Retention 0	Destroy	Current
<b>Schedule #:</b> 798 15:Aquaculture Leases						
Leases approved by the Commissioner of Marine Resources for the culture of Marine organisms. Files include: Aquaculture leases; regulations; application procedures, fees and standards; and criteria for pen operations.	Paper	7/11/1995	Years 40	No Retention 0	Destroy	Current

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p><b>Schedule #:</b> 1268      12:Aquaculture Transfer Permits</p> <p>To track movement of smolts (young salmon) from hatcheries into Maine coastal waters.</p>	Paper	2/13/1998	Years 3	Years 20	Destroy	Current
<p><b>Schedule #:</b> 1268      13#:Hatchery Disease Inspections</p> <p>To keep a record of reports of inspections for disease.</p>	Paper	2/13/1998	Years 3	Years 20	Destroy	Current
<p><b>Schedule #:</b> 1359      14:Lobster Zone Council Election Materials</p> <p>This department is the state agency that oversees the local Lobster Management Zone Councils in Maine. The records include election ballots. Each member is voted in for a two year period and then replaced. Lobstermen who fish in that zone vote and the ballots are sent to this department for tallying. In addition to election ballots, the files contain nomination papers and election notices, and miscellaneous correspondence.</p>	Paper	10/18/2000	Years 7	Years 0	Destroy	Current
<p><b>Schedule #:</b> 1530      12#:Environmental Data</p> <p>Air temps; sea surface temps; sea bottom temps; salinity; barometric pressure, etc. for Boothbay Harbor, and small amount for Gloucester, Mass.</p>	Paper	2/21/1986	No Retention 0	0	Archives	Current
<p><b>Schedule #:</b> 2278      16:DMR Landings and Reporting Statistics</p> <p>All reported landings or other information collected from harvesters, dealers, and growers in all fisheries and aquaculture sectors as required under 12 M.R.S.A. §6077 or Chapter 8 of DMR regulations (13 188).</p> <p>Agency will scan any paper records and retain for 5 years, then send to Archives.</p>	Paper	7/11/2023	Years 5	Years 25	Archives	Current
<p>Digital data records will be sent to Archives after 25 years. A permanent copy will be retained in the agency. Digital data records are also retained by the National Oceanic and Atmospheric Administration.</p>	Digital File	7/11/2023	Years 25	No Retention 0	Archives	Current

## 188BPM:Bureau of Policy and Management

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Schedule #:	2266	1:Coastal Zone Management Act/Federal Consistency Review Matters				

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Description	Media	Last Updated	Years	In Agency Retention	Rec Center Retention	Disposition	Status
<p>Each matter may be considered closed and retention begins after the periods for appeal of the issuance of the state CZMA concurrence or objection, and the applicable related state and/or federal license and permit authorization(s), has ended.</p> <p>DMR houses and through its Coastal Program office (DMR/CP) serves as the lead agency for Maine's federally approved Coastal Zone Management Act (CZMA) program, the Maine Coastal Program (MCP). In general, the CZMA requires a federal agency's actions, such as its maintenance or construction of a federal navigation project or its decision on an application for certain federal licenses or permits, to be consistent with the "enforceable policies" of a federally approved state coastal zone management program. DMR/CP serves as the single point of contact for the State's CZMA consistency review process and in that capacity issues the state response concurring with or objecting to a CZMA consistency determination provided by a federal agency or consistency certification provided by a non-federal applicant for certain federal licenses or permits. Standards of approval under select state environmental and land use laws (the MCP's "core laws") provide the MCP's enforceable policies. Most of the core laws are administered by the Department of Environmental Protection (DEP). Accordingly, in most instances CZMA consistency review is integrated with DEP's regulatory process(es) - DEP's review of applications for one or more license, permit, water quality certification or comparable authorization under pertinent core law(s) also serves as the substantive review for consistency with applicable enforceable policies and DEP's resulting decision on such application(s) provides the basis for the state CZMA concurrence or objection issued by DMR/CP. DEP maintains records of its regulatory processes and decisions. DMR/CP's consistency response in most cases incorporates by reference the pertinent DEP license, permit, or water quality certification decision(s).</p> <p>A typical file contains correspondence providing and regarding a federal agency's determination that a proposed federal action is consistent with Maine's enforceable policies and the MCP office's letter concurring with or objecting to those determinations. These records may be used by the DMR/CP, DEP, and others to confirm the nature and disposition of CZMA consistency review for a given activity.</p> <p>Note: The State Planning Office (SPO), which formerly served as the lead agency for the MCP, was abolished in 2012 and its responsibilities transferred to the Department of Agriculture, Conservation and Forestry (DACF). In 2017, the MCP was transferred to DMR. This series includes some legacy records created when the MCP was administered at DACF.</p> <p>Mixed material includes paper and digital.</p>	Mixed	3/6/2023	Years	10	No Retention	Destroy	Current

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<b>188SPH:Bureau of Public Health</b>						
<b>Schedule #:</b> 657      2#: Shellfish Growing Area and Shellfish Dealer Sample Data						
: Reports of water quality and shellfish meat analysis including results of tests for total coliform concentration (Most Probable Number), fecal coliform concentration, temperature, salinity, and weather conditions. Applicable documents include: growing area field data collection forms for seawater, shellfish, stream and shellfish relay samples, pollution source survey samples, and shellfish dealer process and wellwater samples; laboratory bench sheets for seawater, pollution source and stream samples; laboratory bench sheets for shellfish relay, harvest area and dealer shellfish samples; and laboratory bench sheets for shellfish dealer process water and wellwater samples.	Paper	1/22/1988	Years 5	Years 7	Archives	Current
<b>Schedule #:</b> 730      7#: Closed Area Regulations						
DMR regulations governing clam flats of the coast of Maine which are closed or open to harvesting of shellfish which protects the public health.	Paper	2/6/1989	Years 5	Years 10	Archives	Current
<b>Schedule #:</b> 730      8#: Water Quality Reports (Marine Resources)						
Reports of for shellfish growing areas along Maine's coast which provide analysis and evaluation of data necessary to reclassify or open/close clam flats for harvest. The documents in this series provide information for a growing area's Sanitary Survey. Sanitary Surveys are updated every 12 years, in accordance with the National Shellfish Sanitation Program (NSSP) Model Ordinance requirements. Applicable documents include sanitary surveys, triennial reports, and annual reports that recommend a change in classification or open/closed status of shellfish harvest areas.	Paper	2/6/1989	Years 12	Years 5	Archives	Current
<b>Schedule #:</b> 875      24#: Shoreline Survey Field Inspection Information						
Federal guidelines require shellfish to be classified by pollution standards. The Public Health Division is charged with collecting these documents. The documents provide information for a growing area's Shoreline Survey, which is part of a Sanitary Survey. Sanitary Surveys are updated every 12 years, in accordance with the National Shellfish Sanitation Program (NSSP) Model Ordinance requirements. Applicable documents include: shoreline survey field sheets, marina triennial interview forms, Wastewater Treatment Plant interview checklists, and marina conditional area inspection forms.	Paper	10/19/1990	Years 12	Years 10	Destroy	Current

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p><b>Schedule #:</b> 1944      27#:Shellfish License Allocation Requests, Conservation Closure Paperwork, Transplant and Reseeding Requests</p> <p>Shellfish License allocation requests are requests by the town for their recommended license allocations for each year. Conservation closure paperwork is requests by towns for conservation closures, to close areas for conservation activities. Transplant and reseeded requests are requests from shellfish towns to receive a permit to do transplanting of seed in their digging areas. All of these forms are used by and approved by our area biologists who work with the shellfish towns for these requests. We maintain them for the recommended 6 years to allow for historical information to be utilized from the previous years and do comparative analysis on new requests.</p>	Paper	12/10/2014	Years 6	No Retention 0	Destroy	Current
<p><b>Schedule #:</b> 1945      28#:Town Annual Reviews and Reports for Shellfish Management Programs</p> <p>Town Annual Reviews and reports are received annually from all shellfish towns. They support the shellfish programs and are primarily used by Area Biologists to run their program and communications between towns. The records are used to provide activity within each program, including conservation closures, transplanting, warden reports and annual budgets. Also committee members and contact information for each as well as meeting frequency, and planned activities for next year.</p>	Paper	12/10/2014	Years 6	No Retention 0	Destroy	Current
<b>188D:Community Resource Development</b>						
<p><b>Schedule #:</b> 315      1#:Shellfish Reporting Records</p> <p>Forms submitted by Maine wholesale shellfish dealers reporting purchases, sales and reshipment of soft-shell clams. These forms to be destroyed after aggregation. Aggregated format includes computer tape, printouts and yearly listings.</p>	Paper	7/11/1995	Years 7	No Retention 0	Destroy	Current
<p><b>Schedule #:</b> 730      10#:Town Ordinance Agreements (Marine Resources)</p> <p>An agreement between the town and the state to maintain a shellfish ordinance including open and closing of flats and for conservation, effective for 3 years. This agreement may be renewed.</p>	Paper	2/6/1989	Years 6	No Retention 0	Destroy	Current
<p><b>Schedule #:</b> 730      11#:Wholesale Dealer Certifications (Marine Resources)</p>						

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Files containing certificate information for all wholesale dealers who are certified to deal in shellfish handling, including monthly inspection forms of their facilities.	Paper	12/23/2014	Years 3	No Retention 0	Destroy	Current
<b>Schedule #:</b> 730 12#:Harbors and Rivers Survey (Marine Resources)						
In depth study conducted by this department of key harbors and rivers; Data has many uses.	Paper	2/6/1989	Years 15	Years 15	Archives	Current
<b>Schedule #:</b> 730 13#:Clam Surveys						
In depth surveys of clam flats by town providing the department with valuable research data on which to base future decisions.	Paper	2/6/1989	Years 10	Years 15	Destroy	Current
<b>Schedule #:</b> 730 14#:Wetland Alterations License Reviews						
Requests from D.E.P. to D.M.R. for recommendations if alterations to Maine's coast should be allowed based upon its affect upon marine resources.	Paper	2/6/1989	Years 5	No Retention 0	Destroy	Current
<b>Schedule #:</b> 730 9#:Waste Discharge License Reviews (Marine Resources)						
Requests for DMR recommendations regarding individual waste discharge systems and how it could affect marine resources, navigation or recreation.	Paper	2/6/1989	Years 5	No Retention 0	Destroy	Current
<b>Schedule #:</b> 790 15#:DOT Projects Requiring Comments by Anadromous Fish Division						
Proposed projects w/blueprints, maps etc. requiring division comments re:impact on resources/habitat etc.	Paper	9/7/1989	Years 2	No Retention 0	Destroy	Current
<b>Schedule #:</b> 790 16#:Project Reports from Other Agencies submitted to AFD						
Agencies such as DEP, IF&W etc send drafts/proposals/reviews etcof various projects which may have impact on DMR resources/concerns.	Paper	9/7/1989	Years 2	No Retention 0	Destroy	Current
<b>Schedule #:</b> 792 18#:DMR Weekly Newsletters						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Informative weekly newsletter for agency employees/retirees put together by administration but containing entire agency news.	Paper	9/7/1989	Years 1	No Retention 0	Destroy	Current
<b>188P:Marine Patrol</b>						
<b>Schedule #:</b> 729      1#:Prosecution Reports (Marine Resources)						
Summerizes when a person goes to court for a violation and is convicted for breaking the law.	Paper	2/3/1989	Years 7	No Retention 0	Destroy	Current
<b>Schedule #:</b> 729      10#:Complaints (Marine Patrol)						
Public concerns expressed to the Division Office which are kept on record for future reference.	Paper	2/3/1989	Years 7	No Retention 0	Destroy	Current
<b>Schedule #:</b> 729      11#:Weir Applications and Bonds						
Request for Weir permit per state regulations and a bond for two years for that permit.	Paper	2/3/1989	Years 5	Years 0	Destroy	Current
<b>Schedule #:</b> 729      2#:Warnings from Marine Patrol						
Warning , but not citation, given for breaking the law.	Paper	2/3/1989	Years 7	No Retention 0	Destroy	Current
<b>Schedule #:</b> 729      3#:Boat Accident Reports						
A record of accidents which state owned boats sustain.	Paper	2/3/1989	Years 2	No Retention 0	Destroy	Current
<b>Schedule #:</b> 729      4#:Officer Activity Reports (Marine Patrol)						
Weekly reports day to day of individual Marine Patrol Officer's activities.	Paper	2/3/1989	Years 10	Years 0	Destroy	Current

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<b>Schedule #:</b> 729      5#:Certified Copies Requested from Marine Patrol Verification of a certain record which is a true copy by this Department.	Paper	2/3/1989	Years 3	No Retention 0	Destroy	Current
<b>Schedule #:</b> 729      6#:Special Permits and Licenses (Marine Patrol) Permission for a company to collect marine specimens for research.	Paper	2/3/1989	Years 3	No Retention 0	Destroy	Current
<b>Schedule #:</b> 729      7#:Code of Operations (Manual) Bureau of Marine Patrol's manual of procedures and policies for Patrol Officer's conduct.	Paper	2/3/1989	Years 5	Years 0	Destroy	Current
<b>Schedule #:</b> 729      8#:Watercraft Service Records Record of repairs done on DMR owned watercraft. Used for future purchases/cost data.	Paper	2/3/1989	Years 10	No Retention 0	Destroy	Current
<b>Schedule #:</b> 729      9#:Violations (Marine Patrol) Cardex of person's name, which court, and disposition of case (whole record of incident)	Paper	2/3/1989	Years 7	No Retention 0	Destroy	Current
<b>Schedule #:</b> 799      12#:Complaints against Marine Patrol Officers If someone makes a complaint against a Marine Patrol Officer, the chief appoints someone to investigate. Files include: interviews; summons; complaint; conclusion and possible reprimand; and related correspondence.      Keep in agency until termination plus one year.	Paper	11/15/1989	Years 1	No Retention 0	Destroy	Current
<b>Schedule #:</b> 799      13#:Background Investigations and Polygraphs						

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Pre-employment background investigation. It is also used to assist in the pre-employment polygraphs when hiring new Marine Patrol Officers. Files include: Background investigation; summary of polygraph test. Keep in agency until termination of employee plus one year.	Paper	11/15/1989	Years 1	No Retention 0	Destroy	Current
<b>Schedule #:</b> 814 14#:Polygraphs of People Who Are Not Hired						
All candidates for Marine Patrol Officer must take a polygraph test. These files are the polygraphs for the candidates not hired.	Paper	1/5/1990	Years 3	No Retention 0	Destroy	Current
<b>188SSE:Resource Management Stock Enhancement Division</b>						
<b>Schedule #:</b> 793 19#:Town Alewife Rights/Information						
Information from those towns who harvest alewife runs, including regulations,landings. Towns having alewife harvest rights are required to take action disposing of these rights at each town meeting.	Paper	9/7/1989	Years 5	No Retention 0	Destroy	Current
<b>Schedule #:</b> 793 20#:Eel Permit Holders						
Listings of those who own permits, addresses, phone #'s, and species fished for.(Note: IF&W used to compile the list but now DMR does it from copies of permits sent from IF&W. DMR to treat on same 2-0-D basis.	Paper	9/7/1989	Years 2	No Retention 0	Destroy	Current
<b>190#:Advisory Council</b>						
<b>Schedule #:</b> 855 1#:Advisory Council Minutes (Marine Resources)						
The written record of all activities and actions of the board.	Paper	6/27/1990	Years 5	No Retention 0	Archives	Current