

# Department Series Report

## 4: Conservation

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<b>56#:</b>						
<b>Schedule #:</b> 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
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<b>Schedule #:</b> 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
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<b>Schedule #:</b> 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
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<b>Schedule #:</b> 1250 13#:Commissioners Correspondence (Conservation)						
Commissioners correspondence (Department of Conservation)	Paper	2/23/1993	Years 2	Years 0	Archives	Current
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<b>Schedule #:</b> 1298 14#:Historic photos and videos of the Department of Conservation activities						
Photos of state parks, Spruce Budworm, Public Lands, general fauna and flora. Videos of Snowmobile Training, Bigelow Mountain, etc. Keep in Agency until no longer needed.	Mixed	1/7/1999	Variable - See Description 0	Years 0	Archives	Current
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<b>56R:Engineering and Realty</b>						
<b>Schedule #:</b> 396 4#:DOC Real Property & Capital Improvements Records						

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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
<b>56P:Planning and Program Services</b>						
<b>Schedule #:</b> 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
<b>Schedule #:</b> 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
<b>Schedule #:</b> 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
<b>Schedule #:</b> 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
<b>58#:Forestry</b>						
<b>Schedule #:</b> 1506 23#:Civilian Conservation Corps						
Documents, newsclippings, training manuals.	Paper	12/2/1988		0		0 Archives Current

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<b>58M:Forestry - Forest Policy and Management</b>						
<b>Schedule #:</b> 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
<b>Schedule #:</b> 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
<b>58F:Forestry - Forest Protection</b>						
<b>Schedule #:</b> 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
<b>Schedule #:</b> 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
<b>62#:General Services</b>						
<b>Schedule #:</b>	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
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<b>Schedule #:</b> 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. Retain in agency 100 years after property no longer exists.	Roll Microfilm	11/20/1985	Years 100	No Retention 0	Destroy	Current
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<b>Schedule #:</b> 1087	20#:Endangered Plants Program					
These files contain minutes of technical advisory committee meetings, background information on endangered plants in Maine, grant awards and contracts for federal endangered plant species and endangered plant species list. Transferred from DECD 7/1/95 per Sue Baker(RO).	Paper	2/16/1994	Years 5	Years 50	Archives	Current
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<b>61#:Land Use Regulation Commission</b>						
<b>Schedule #:</b> 265	1#:Permits					
Consists of Certificate of Compliance, Compliance Inspection Form, Application for Building Permit, Permit to install plumbing, letter of review, and other related correspondence.	Paper	3/25/1976	Years 20	Years 30	Destroy	Current
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Consists of Certificate of Compliance, Compliance Inspection Form, Application for Building Permit, Permit to install plumbing, letter of review, and other related correspondence.	Roll Microfilm	5/10/2000	Years 20	Years 30	Destroy	Current
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<b>Schedule #:</b> 281	2#:Land Use Guidance Maps, Negatives					
Negatives of zoned districts on unorganized townships	Still Photograph	8/28/1979	Years 0	Years 5	Destroy	Current

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status			
<b>Schedule #:</b> 282      3#:Interim Zoning Maps and Hearing Records Public Hearing information from zoning of unorganized townships	Paper	9/12/1979	Years	0	Years	15	Archives	Current	
<b>Schedule #:</b> 398      4#:Public Hearing Records Materials submitted to the Commission during the course of public hearings held by the Commission.	Paper	11/19/1985	Years	20	No Retention	0	Archives	Current	
<b>Schedule #:</b> 683      7#:LURC Permits LURC permits for development along Penobscot River.	Paper	5/18/1988	Years	2	No Retention	0	Destroy	Current	
<b>Schedule #:</b> 704      5#:Enforcement Actions-LURC Complaint sheets, photographs and/or slides, Enforcement Actions Forms - 3 to 7 pages describing on-site observations or violations with notations to respective rules violated, other field and phone notes, completed settlement agreements, general correspondence with violators, attorneys and complainants.	Paper	11/2/1988	Years	20	Years	30	Destroy	Current	
<b>Schedule #:</b> 1008      11#:Zoning Maps and Data Files Zoning maps of unorganized territories. Zoning maps and related documents, including: letter of transmittal; zoning map drafting check list, which identifies development zones, protection zones, management zones; zoning notes; aerial photographs and related correspondence.	Paper	10/23/1992	Contingent Upon Event - See Description	0	No Retention	0	Archives	Current	
<b>59#:Parks and Lands</b>									
<b>Schedule #:</b> 683      6#:Photos of Projects\Greenville Area Photos of wild life, fish houses, lobster camp project (start to finish), Horse race Brook project (start to finish), campsites/lunch sites on lower W.B. as well as many others.	Still Photograph	5/18/1988	Years	10	No Retention	0	Destroy	Current	

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<b>Schedule #:</b> 683      8#:Reservations for Campsites Reservations for campsites on Penobscot River.	Paper	5/18/1988	Years	5	No Retention	0 Destroy Current
<b>Schedule #:</b> 1592      55#:Market Conduct and Fraud Reports Title 24-A M.R.S.A. 2186 requires all licensed insurance companies writing premium in Maine to submit an annual fraud report as described in chapter 920 of the regulations. Data provided in the reports is tabulated as used in a annual report by the Superintendent of Insurance to the Joint Standing Committee of the Legislature having jurisdiction over insurance matter as mandated in 2186 (4) (B). A typical file will include proof of faked property damage, inflated financial loss, faked/exaggerated injury, and staged accident/injury.	Hard Disk	11/25/2003	Years	10	No Retention	0 Destroy Current
<b>63#:Public Lands</b>						
<b>Schedule #:</b> 374      2#:Quit Claim Deeds Any and all quit claim deeds, warranted deeds, and/or related deeds	Paper	8/30/1985	Years	0	No Retention	0 Archives Current
<b>Schedule #:</b> 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
<b>Schedule #:</b> 377      3B:1. Township Files (Formerly Timber Sales)-For Lots Sold or Traded LURC maps and timber-type maps. 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 documents. Retain in agency until lot is sold or traded.	Paper	2/27/1987	Contingent Upon Event - See Description	0	No Retention	0 Archives Current
<b>Schedule #:</b> 377      3C:2. Township Files (Formerly Timber Sales)-For Lots Sold Or Traded						

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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	See Description Current
<b>Schedule #:</b> 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
<b>Schedule #:</b> 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
<b>Schedule #:</b> 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
<b>Schedule #:</b> 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
<b>Schedule #:</b> 599      6B:Public Lot Management Files (Surveys)						

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Surveys; retain in agency until lot is traded.	Paper	12/19/1986	Contingent Upon Event - See Description	0	No Retention	Archives Current
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<b>Schedule #:</b> 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	Archives Current
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<b>Schedule #:</b> 599 6D:Public Lot Management Files (Project Analysis Forms)						
Project Analysis Forms	Paper	12/19/1986	Years 2	Years 2	Destroy	Current
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<b>Schedule #:</b> 616 8#:Land Trade Records						
Deeds, Correspondence, Legislation, Agreements not to sue	Paper	4/29/1987	Years 1	No Retention	Archives	Current
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<b>Schedule #:</b> 1052 12#:Silvicultural 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	Archives	Current
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<b>240#:Vehicle Rental Agency</b>						
<b>Schedule #:</b> 457 5#:Vehicle Rental Agency Files						



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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
<b>Schedule #:</b> 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
<b>Schedule #:</b> 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
<b>Schedule #:</b> 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
<b>Schedule #:</b> 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