

1. Requesting Agency **BOARD OF NATURAL RESOURCES**
2. Division or Bureau of Requesting Agency **DEPARTMENT OF GAME AND INLAND FISH**

3. Authorization Requested (Check only one of the squares below).

A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, purpose, size of documents, inclusive dates, quantity (cubic or linear feet), and show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
1.	<p>CORRESPONDENCE - GENERAL (AGENCY WIDE) Consists of correspondence with individuals, State, Federal, agencies of other states, and local agencies, manufacturers, etc. Occupies 10 drawers in the Department's offices (Hunsey Building, Baltimore), 1952 to date, 17 transfiles in the office storeroom, 1948 to 1952 and 24 transfiles in the basement storeroom for the period 1941 to 1948. (Total, 81 cubic feet, 1941 to date.) Accumulates 5 drawers per year, average. RECOMMENDATION: Retain 3 years after creation or receipt and then destroy.</p>	<p>Approved Hall of Records Commission</p>
2.	<p>CORRESPONDENCE AND MONTHLY REPORTS FILE - LICENSE AGENTS AND CLERKS OF COURT Monthly report (unnumbered form) indicating number and types of hunting and fishing licenses sold and the amount of revenue collected by the License Agent or Clerk of Court making the sales. Also correspondence with the agents or Clerks concerning the sale and receipt of license books, transmittals, etc. Necessary for audit purposes. Occupies 4 transfiles, 1941 - 1947, in basement storeroom (Hunsey Building, Baltimore), 3 transfiles, 1948 - 1951, in office storeroom and 2 drawers, 1952 to date, in the Department's offices. (Total, 14 cubic feet.) Accumulates 1 drawer per year. RECOMMENDATION: Retain 3 years or until audited whichever is later, and then destroy.</p>	<p>Approved Hall of Records Commission</p>
3.	<p>CORRESPONDENCE AND WEEKLY REPORTS - WARDENS The weekly report, an unnumbered form, is a daily log of the</p>	<p>Approved Hall of Records Commission</p>

7. Agency, Division or Bureau Representative

Harold Louis Holmes Asst. Director Oct. 13/53
Signature Title Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

Oct. 15, 1953 Morris S. Radloff
Date Signature

OCT 19 1953 [Signature]
Date Signature

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	<p>reporting warden's activities. Correspondence is concerned with the routine functions of the wardens. Occupies 6 transfiles in the basement storeroom, 1943 - 1947, 4 transfiles in the office storeroom, 1948 - 1953, and 3 drawers in the active files. (Total, 21 cubic feet, 1943 to date.) Accumulates at the rate of approximately 1 1/2 drawers annually. Is filed alphabetically by name of warden. RECOMMENDATION: Retain 3 years after receipt or creation and then destroy.</p>	
4.	<p>TITLES AND DEEDS FILE - REAL PROPERTY Consists of plats, maps, abstracts, titles, deeds, bill of sale all concerned with property under jurisdiction of the Department. Occupies 1 drawer, 1919 to date, plus a small accumulation (6 linear inches) in the Federal Aid Projects file of the Fish Division. RECOMMENDATION: Retain permanently.</p>	<p><i>Approved</i> <i>Hall of Records</i> <i>Commission</i></p>
5.	<p>FEDERAL AID PROJECTS FILE - GAME DIVISION These records are created through the operation of a State and Federal cooperative game and wildlife conservation program under terms of the Pittman-Robertson Act. They consist of plans and specifications, progress reports, plats, related correspondence, etc. Occupies 3 drawers, 1939 to date in the Department's offices. Accumulation rate is less than 1 linear foot per year. Filed alphabetically by project within geographical divisions. RECOMMENDATION: Retain permanently.</p>	<p><i>Approved</i> <i>Hall of Records</i> <i>Commission</i></p>
6.	<p>LICENSE STUBS A prenumbered form (3 1/2" x 4 1/2") prepared in triplicate by the licensing agent or Clerk of Court; original to licensee, duplicate to the Department for accounting and audit, triplicate is retained by the agent or Clerk. All fishing licenses (state-wide, Potomac River - West Virginia and Virginia resident, Potomac River - District of Columbia resident, non-resident, and three-day tourists) and hunting licenses (state-wide, county resident, non-resident, four-day non-resident wild waterfowl, duck blind, sneak boat and pusher), must be accounted for whether issued or not. To this end the Department maintains a permanent ledger indicating the numbers of the licenses sent to the various agents and Clerks of Court. The returns are entered in the permanent ledger as to the numbers sold and unsold. The duplicates and unsold licenses which are returned to the Department are necessary for audit purposes. Duplicate licenses occupy 5 cubic feet, 1953 and 1954 fiscal years to date, and accumulate at the rate of 3 cubic feet per year. Unsold licenses occupy 13 cubic feet for the fiscal year 1953, and accumulate at the rate of 12 cubic feet per year. RECOMMENDATION: Retain for 3 years or until audited, whichever occurs later and then destroy.</p>	<p><i>Approved</i> <i>Hall of Records</i> <i>Commission</i></p>

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7	FARM - GAME PROGRAM - AGREEMENTS FILE Contains correspondence and the signed form of agreement. The agreements are made between the Department and property owners for propagating and protecting wildlife on other than State owned lands. Agreements are effective for varying lengths of time. Occupy 1 drawer, 1944 to date. RECOMMENDATION: Retain for 3 years after expiration of agreement and then destroy.	<i>Approved Hall of Records Commission</i>
8.	ADMINISTRATIVE FILE - LAW ENFORCEMENT DIVISION Consists of correspondence between the Chief Game Warden and subordinate wardens, routine functions and special assignments relating to deer season dates, fox bounties, fur dealers collectors and game breeders, regulated shooting areas, possession permits, etc. Also contains data on arrests and trials (and correspondence relating thereto), boats, guns, hunting accidents, waterfowl violations, annual report work sheets, fur information, crop and deer damage, etc. Occupy 3 drawers, 1938 to date. RECOMMENDATION: Retain 10 years after receipt or creation and then destroy.	<i>Approved Hall of Records Commission</i>
9.	ARREST REPORTS AND SUMMONS FILE - LAW ENFORCEMENT DIVISION Contains reports of arrests and trials held (Form G.I.F. - 2 4 1/2" x 7"), and summons served by the game wardens for violations of the Game and Inland Fish Laws. Its greatest use is as a check on repeat offenders; is also used in the preparation of the annual report and for audit purposes. One report slip is prepared in quadruplicate for each arrest. They are distributed as follows: a. Original to Departmental file (this item). b. Trial Magistrate c. District Warden d. Regional Warden The reports and summons occupy a total of 1 drawer (1 cubic foot) for the period 1948 to date. They are prenumbered forms and are filed numerically. Annual accumulation is 6 inches. An alphabetical index is maintained and occupies less than two 3" x 5" file drawers. The recommendation includes the index as well as the file. RECOMMENDATION: Retain for 25 years after filing and then destroy.	<i>Approved Hall of Records Commission</i>
10.	SPECIAL STUDIES FILE - FISH DIVISION Consists of research material concerning the habits, enemies, range, diet, etc., of various fish species. Several studies are in progress at present and the research material is necessary for varying periods of time. Occupy 1 drawer, 1947 to date in Division offices. Accumulates approximately 1/2 drawer per year.	<i>Approved Hall of Records Commission</i>

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	<p>RECOMMENDATION: Retain research material for a particular study for 3 years after publication of the study and then destroy.</p>	
11.	<p>STOCKING RECORDS - FISH DIVISION Consists of reports and correspondence dealing with the stocking of streams and ponds throughout the State. Data is used in the preparation of the annual report and in the study of environmental conditions affecting fish propagation. Occupy 1 drawer, 1947 to date; annual accumulation is less than $\frac{1}{2}$ drawer. RECOMMENDATION: Retain 15 years after creation or receipt or until usefulness as research material is ended, whichever is later, and then destroy.</p>	<p><i>G. J. ...</i> <i>Hall of Records</i> <i>Commission</i></p>
12.	<p>FEDERAL AID PROJECTS FILE - FISH DIVISION The records are created through the operation of Federal - State cooperative fish conservation programs under the terms of the Dingell-Johnson Act. File consists of correspondence, agreements with owners (unnumbered form), plans, specifications, plats, bids, approvals, etc. Are necessary for Federal as well as State audit. Occupies 1 drawer 1951 to date and accumulates less than $\frac{1}{2}$ drawer per year. RECOMMENDATION: Retain permanently.</p>	<p><i>G. J. ...</i> <i>Hall of Records</i> <i>Commission</i></p>
13.	<p>ADMINISTRATIVE FILE - FISH DIVISION Records are weekly reports of field personnel, regarding their activities, correspondence with them and fish tagging reports. Material is used in preparing statistical and other tabulations for the annual report. RECOMMENDATION: Retain for 3 years after creation or receipt and then destroy.</p>	<p><i>G. J. ...</i> <i>Hall of Records</i> <i>Commission</i></p>