

1. Requesting Agency BOARD OF NATURAL RESOURCES	2. Division or Bureau of Requesting Agency DEPARTMENT OF FORESTS AND PARKS
---	--

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

<p>A <input type="checkbox"/> Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.</p>	<p>B <input checked="" type="checkbox"/> 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.</p>	<p>C <input type="checkbox"/> Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.</p>
---	---	---

4. Item No.	5. Description of Records	6. Recommendation of Hall of Records and Board of Public Works.
1.	<p>WOODLAND FILE This file consists of technical reports and surveys prepared by Departmental Foresters at the request of landholders and material is filed alphabetically by name of property owner. These records are prepared as a part of the program of placing privately owned woodlands on a continuing productive basis. The reports are prepared in quadruplicate, the original is given to the property owner and the three copies are distributed as follows: one each to the District Forester, Assistant District Forester and the State Forester. The recommendation for this item is concerned with the copy of the State Forester in the files of the Departmental offices, State Office Building, Annapolis. The basic information in the reports is transferred to a history card (See Item 2 this schedule).</p> <p>a. <u>1924 through 1945</u> For the years 1924 through 1945 the reports have a continuing value because the District Foresters files for that period are incomplete (Note: Provision will be made in another schedule for 50 years retention for District files). This part of the file supplements the District file and should be retained for the same period of time. It occupies 5 drawers (7 cubic feet). RECOMMENDATION: Retain for 50 years after receipt and then destroy.</p> <p>b. <u>1946 to Date</u></p>	

*Approved
Hall of Records
Commission*

7. Agency, Division or Bureau Representative

<i>Arthur Bond</i> Signature	<i>Asst. Forester</i> Title	<i>12/8/53</i> 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.

<i>12/10/53</i> Date	<i>Morris S. Radloff</i> Signature
<i>DEC 11 1953</i> Date	<i>McLuskey</i> Signature

4. Item No.	5. Description of Records	6. Recommendation of Hall of Records and Board of Public Works.
	<p>Describe records accurately. Include title, form number, purpose, size of documents, inclusive dates, quantity (cubic or linear feet), and show recommended retention period.</p> <p>Since the important information is transcribed to the history card (which will be retained for 50 years) and since the file is duplicated at District level, this area of the file need be retained for the period of time the files are useful in the Departmental offices. This part occupies 5 drawers (7 cubic feet) and accumulates at the rate of one drawer per year. RECOMMENDATION: Retain for 5 years after receipt and then destroy.</p>	<p>Approved Hall of Records Commission</p>
2.	<p><u>WOODLAND FILE HISTORY CARD</u> Basic information of the Woodland File is noted on this 5" x 8" history card which is filed alphabetically by name of landholder. Additional information is added as it is received. The cards are used for scientific research purposes and to serve these purposes must be retained for a long period of time. This file occupies four 5" x 8" card file drawers (1 cubic foot) for the years 1924 to date. Annual accumulation is very small. RECOMMENDATION: Retain for 50 years after creation and then destroy.</p>	<p>Approved Hall of Records Commission</p>
3.	<p><u>REFORESTATION AND WINDBREAK FILE</u> Departmental technicians prepare reports on reforestation sites and plans for land owners who have filed requests to be included in the reforestation program. These reports are detailed surveys covering such things as suitable species of trees, land preparation, sources of supply, planting, cultivation, etc. The reports are filed alphabetically by name of land owner with related correspondence. A digest of the information is transferred to a 5" x 8" history card (See Item 4 of this schedule). The surveys reports lose their value within a few years time since original data from the reports and additional information received is posted to the history cards. The reports file occupies 5 drawers (7 cubic feet) for the years 1924 to date. The rate of accumulation is less than one-half drawer per year. RECOMMENDATION: Retain for 5 years after receipt and then destroy.</p>	<p>Approved Hall of Records Commission</p>
4.	<p><u>REFORESTATION AND WINDBREAK HISTORY CARD</u> This 5" x 8" history card contains all vital information relative to a specific reforestation area. Additional information is added to the card as future examinations are made. The cards are used for research purposes and for this purpose must be retained for several years. They are filed alphabetically by name of land owner and occupy about one linear foot for the years 1924 to date. Annual rate of accumulation is very small. RECOMMENDATION: Retain for 50 years after creation and then destroy.</p>	<p>Approved Hall of Records Commission</p>

APPROVED BY
BOARD OF PUBLIC WORKS
DATE: DEC 14, 1953.
Secretary

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.
5.	<p><u>FOREST FIRE REPORT</u> This file consists of the following forms:</p> <p>Form 2 (8½" x 11") Forest Fire Report, submitted by State Forest Warden indicating location of fire, description of area, cause, damage, fire fighters engaged, etc.</p> <p>Form 3 (8½" x 14") Services and Expenses in Extinguishing a Forest Fire or Investigating Smoke.</p> <p>Form 21 (8½" x 11") Expense Account for Extinguishing a Forest Fire or Investigating Smoke. (This form is submitted to the County Commissioners who certify that payment has been made to individuals who assisted in extinguishing the fire.</p> <p>The three forms are used for 3 or 4 years for statistical and audit purposes. They are filed by season and district and chronologically therein and occupy 2 drawers (3 cubic feet) in the office for the period Fall, 1951 to date. There are approximately 42 cubic feet in storage for the years 1926 to 1951, part of which is stored in the storeroom of the basement in the State Office Building, Annapolis, and the remainder at the Long Hill Fire Tower, Anne Arundel County. The annual accumulation is approximately 1 drawer (1½ cubic feet). RECOMMENDATION: Retain for 4 years after receipt or until audited, whichever is later, and then destroy.</p>	<p>Approved Hall of Records Commission</p> <p>BOA. OF PUBLIC WORKS Date DEC 14 1951</p> <p>Secretary</p>
6.	<p><u>FIRE CONTROL - GENERAL FILE</u> This file consists of special reports and studies, material concerning inter-agency cooperation, and related correspondence. The file is letter size (8½" x 11") and is filed alphabetically by subject. It occupies 1 drawer (1½ cubic feet), 1939 to date. Annual accumulation is negligible. RECOMMENDATION: Retain for 3 years after creation or receipt and then destroy.</p>	<p>Approved Hall of Records Commission</p>
7.	<p><u>ROADSIDE TREE PERMITS</u> This permit, Form 8-A (8½" x 11") is issued primarily to utilities companies to trim or remove trees from roadsides. It gives a description of the work to be done and the location. The permits are filed numerically by district and occupy 1 drawer (1½ cubic feet), 1950 to date in the office and 12 cubic feet for the period 1939 to 1950 in the basement storeroom - a total of 13½ cubic feet. The annual accumulation is less than 1 cubic foot. RECOMMENDATION: Retain for 3 years after issuance or until audited, whichever is later, and then destroy.</p>	<p>Approved Hall of Records Commission</p>

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.
8.	<p>ROADSIDE TREE SUPERVISION This file consists of the following forms:</p> <p>Form 9 (8½" x 11") For Services in Roadside Tree Work Form 10 (8½" x 11") For Supervising Tree Work Along Public Highways</p> <p>These two forms are used for billing utilities companies for the time and expenses incurred by State employees for supervising the roadside tree trimming and removing operations of the companies. They are filed by permit number and occupy 1 drawer (2 cubic feet) for the current year in the office, and 4 cubic feet for the period 1949 - 1952 in the basement storeroom. Annual accumulation is 1 cubic foot per year. RECOMMENDATION: Retain for 3 years after receipt or until audited, whichever is later, and then destroy.</p>	<p>Approved Hall of Records Commission</p> <p>BOARD OF PUBLIC WORKS DEC. 14 1953</p> <p>Approved Hall of Records Commission</p>
9.	<p>SHADE TREE SURVEYS Departmental technicians make reports and recommendations as to proper care and planting and future plans regarding shade trees along the public highways and other public lands. These reports are prepared at the request of individuals, civic groups, municipalities, etc. Follow-up action covers a considerable period of time. The reports which are letter-size (8½" x 11") are filed alphabetically by name of person making request. The file occupies 1 drawer (1½ cubic feet) for the period 1923 to date. Annual accumulation is very small. RECOMMENDATION: Retain for 10 years after the original request is received and then destroy.</p>	<p>Approved Hall of Records Commission</p>
10.	<p>LAW ENFORCEMENT FILE This file consists of Form 29 (8½" x 11"), Report of Law Enforcement, which is submitted by the District Office where the infraction occurred and indicates action taken by Trial Magistrate and fine levied. Where a fine is paid, a copy of the prenumbered bill to the Trial Magistrate is included in this file. (All fines for infractions of Forest and Parks rules and regulations are payable to the Department.) A quarterly summary and statistical report of law enforcement activities, Form 44 (8½" x 11") is submitted by the District Foresters and is also retained in this file. The file occupies one half drawer, 1950 to date and is filed chronologically by district. RECOMMENDATION: Retain for 3 years after receipt or until audited, whichever is later, and then destroy.</p>	<p>Approved Hall of Records Commission</p>
11.	<p>CORRESPONDENCE - GENERAL This file consists of correspondence with various State agencies, other state and Federal agencies, private organizations, individuals, etc., and is concerned with the various phases of the Department's work. The file is established on a</p>	<p>Approved Hall of Records Commission</p>

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.
	<p>program basis by subject and alphabetically therein. It occupies 16 drawers in the office (24 cubic feet) for the period 1927 to date, and accumulates less than one drawer per year (approximately 1 cubic foot). RECOMMENDATION: Retain for 3 years after creation or receipt and then destroy.</p>	
12.	<p><u>DAILY REPORTS</u> The reports are on Form 18 (4" x 6") and are submitted daily by individual employees working in the forests and parks. On it they report their time and activities. The forms are used for preparing payroll and leave records. The file is arranged alphabetically by name of employee and occupies 1 drawer (1 1/2 cubic feet) for the current year in the office, and 5 cubic feet in the basement storeroom for the period 1949 - 1952, a total of 6 1/2 cubic feet. The annual accumulation is 2 cubic feet. RECOMMENDATION: Retain for 3 years after receipt or until audited, whichever is later, and then destroy.</p>	<p>Approved Hall of Records Commission Date DEC 14 1953 Secretary</p>
13.	<p><u>FOREST PRODUCTS LICENSES</u> The Department licenses operators of various forest products businesses such as sawmills, veneer dealers, pulpwood and mine property operations, etc. Licenses occupy 1 cubic foot for the period 1951 to date and about 2 cubic feet in the basement storeroom for the previous years - a total of 3 cubic feet. They are filed numerically according to license number. Annual accumulation is very small. RECOMMENDATION: Retain for 3 years after issuance or until audited, whichever is later, and then destroy.</p>	<p>Approved Hall of Records Commission</p>
14.	<p><u>RESERVES</u> This letter-size (8 1/2" x 11") file contains the title and deeds of all State forest and park lands. Included in the file are maps, descriptions, agreements, easements, title examination reports, etc. The material is filed alphabetically by name of property and occupies 5 drawers (7 1/2 cubic feet) for the period 1906 to date. Annual accumulation is small. RECOMMENDATION: Retain permanently.</p>	<p>Approved Hall of Records Commission</p>
15.	<p><u>MAPS AND PLANS</u> Numerous maps, plans and charts are required for the various programs of the Department. As they become worn from usage, they are replaced. Similar material removed from the Civilian Conservation Corps file (Schedule No. 9) for future reference is included in this Item. It is estimated that the file occupies 50 cubic feet for the period 1906 to date. Annual accumulation is small. RECOMMENDATION: Retain permanently.</p>	<p>Approved Hall of Records Commission</p>

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.
16.	<p>CABIN RESERVATIONS</p> <p>File contains the letters from persons requesting cabin reservations, transmittal letters and the agreement forms (un-numbered) signed by the lessee. The basic information is recorded in a permanent book of account. The records of this file occupy 1 drawer (1½ cubic feet) for the current year in the office and 2 cubic feet for the period 1951 - 1952 in the basement storeroom.</p> <p>RECOMMENDATION: Retain for 3 years after receipt or until audited, whichever is later, and then destroy.</p>	<p><i>Approved Hall of Records Commission</i></p>
17.	<p>DISTRIBUTION OF NURSERY STOCK ITEMS</p> <p>This material in the file consists of correspondence about and request for nursery stock from the State Forest Nursery. All business of this nature is conducted through the Departmental office in Annapolis. Some stock, which is not distributed for reforestation but rather for shade purposes, is sold. Records of these transactions, included in this file, are necessary for audit. The file occupies a few linear inches for the current year in the office and 2 cubic feet in the basement storeroom for the years 1949 - 1952. It is filed alphabetically and accumulates about 1 linear foot per year.</p> <p>RECOMMENDATION: Retain for 3 years after receipt or until audited, whichever is later, and then destroy.</p>	<p><i>Approved Hall of Records Commission</i></p> <p>APPROVED BY BOARD OF PUBLIC WORKS Date DEC 14 1953 <i>[Signature]</i> Secretary</p>