

REQUEST FOR RECORDS RETENTION SCHEDULE  
to be Submitted to the Records Management Division  
Hall of Records Commission

(12)

1. Requesting Agency Univ. of Md.  
~~DEPARTMENT OF RESEARCH AND EDUCATION~~  
2. Division or Bureau of Requesting Agency  
Now: Natural Resources Institute

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, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.  
6. Recommendation of Hall of Records and Board of Public Works.

DIRECTOR'S OFFICE

1. MINUTES OF THE COMMISSION ON RESEARCH AND EDUCATION

Size: 8 1/2" x 11"  
Dates: 1955 - -  
Quantity: 3 folders  
File Arrangement: Chronological

The Minutes record the actions and policy decisions of the Commission and show specifically the approval of departmental expenditures, research or conservation projects, and other activities carried out in cooperation with the other departments operating under the Board of Natural Resources. The Minutes, filed in folders in the Director's General Correspondence File (Item 2), are typewritten originals or carbons, and have been prepared in this form since 1955. Minutes prior to that date have not been located.

RECOMMENDATION: RETAIN PERMANENTLY.

REORGANIZED AS DEPT. OF NATURAL RESOURCES  
AND BUREAU OF SEVERAL SUBJECTS  
LOGICALLY ACCORD. 4/9/75

APPROVED  
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative  
[Signature] Director 6/3/1958  
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.  
4/6/1958 [Signature] JUN 9 1958 [Signature]  
Date Archivist Date Secretary

CONSULT

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**REQUEST FOR RECORDS RETENTION SCHEDULE**  
(Continuation Sheet)

SCHEDULE NO. **331**

PAGE NO. **2.**

4. Item No.

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6. Recommendation of Hall of Records and Board of Public Works.

**2. DIRECTOR'S GENERAL CORRESPONDENCE FILE**

Size: 8 1/2" x 11"  
Dates: 1941 - -  
Quantity: 6 drawers (9 cubic feet)  
File Arrangement: Separate active and inactive files, both numerical by file code number  
Annual Accumulation: 1 drawer (1.5 cubic feet)  
Index: Card file

This is the Department's operating and information file, the bulk of which consists of correspondence with individuals, other State agencies, companies, Federal agencies, conservation organizations, or groups interested in State natural resource conservation and research. The correspondence and all other material in the file are concerned with the Department's general operations and research activities (e.g. conservation projects, studies, publications). Material other than correspondence is retained primarily for information purposes and consists of typewritten annual reports, news releases, clippings, copies of Board minutes distributed by the Board of Natural Resources, collected material on various subjects of interest to the Department, staff meeting minutes, records of individual departmental employees, applicants' records, and the Minutes of the Commission on Research and Education (Item 1).

**A. RECOMMENDATION: RETAIN PERMANENTLY THE MINUTES OF THE COMMISSION, STAFF MEETING MINUTES, AND MATERIAL RELATING TO CONSERVATION PROJECTS AND STUDIES.**

**B. RECOMMENDATION: RETAIN ALL OTHER MATERIAL IN THE ACTIVE FILE FOR TEN YEARS AND THEN DESTROY. RETAIN PERMANENTLY ALL MATERIAL IN THE INACTIVE FILE (1941-1955).**

**3. DIRECTOR'S STAFF REPORT FILE**

Size: 8 1/2" x 11"  
Dates: 1955 - -  
Quantity: 1 cubic foot  
File Arrangement: Alphabetical by name of staff member  
Annual Accumulation: Less than 1/2 cubic foot

This file contains the Director's copies of project proposals which have been prepared by various staff members of the Department. Accompanying the proposals are quarterly reports which describe the status or progress on individual projects.

**RECOMMENDATION: RETAIN PERMANENTLY.**

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JUN 9 1958

*[Signature]*  
SECRETARY

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CHESAPEAKE BIOLOGICAL LABORATORY

4. IBM TABULATING CARDS (FISH CATCH)

Size: 3 1/4" x 7 3/8"  
 Dates: 1944 - -  
 Quantity: 109 IBM boxes (27 cubic feet)  
 File Arrangement: Chronological by year  
 Annual Accumulation: 3 cubic feet (est.)

IBM Tabulating Cards are the Department's basic data sorting media. The individual cards, based on monthly fish catch reports filed by commercial fishermen (Item 6) are prepared by the U.S. Fish and Wildlife Service. The Department receives yearly the machine-tabulated sheets (Item 5) which have been run from these cards. After the Fish and Wildlife service has completed the "runs" the IBM cards become the property of the Department of Research and Education. The cards will continue to be valuable because of the accumulation of data which the cards contain. The data on these cards includes the fisherman's name, water (location), gear, species caught, month and day of catch, and catch poundage. The various runs made from these cards are listed in the description of the Fish Survey Tabulation Sheets (Item 5).

RECOMMENDATION: RETAIN PERMANENTLY; RETAIN FOR TWO YEARS IN DEPARTMENTAL OFFICES, THEN TRANSFER TO STATE RECORD CENTER.

2 5. FISH SURVEY TABULATION SHEETS

Size: 12" x 16"  
 Dates: 1944 - -  
 Quantity: 13 cubic feet (est.)  
 File Arrangement: By year and therein by machine "run"  
 Annual Accumulation: 1 cubic foot (est.)

These sheets are machine-run from the IBM Tabulating Cards (Item 4). The U.S. Fish and Wildlife Service retains copies of these sheets for statistical purposes. The trends indicated by the statistics are invaluable to the Department in evaluating the effectiveness of various conservation programs and estimating the value of fish caught during the year. The information in each "run" is listed in columns which break down the catch in pounds as to: gear and species; water and species; month, water, gear, and species; combined species by county; water, gear, and species; individual fisherman by month, water, and gear; striped bass by water, gear, individual fisherman, month, and day; Other species (especially white perch, croaker, shad, yellow perch) are run in the same manner as that for striped bass.

RETAIN PERMANENTLY; RETAIN FOR TWO YEARS IN DEPARTMENTAL OFFICES, THEN TRANSFER TO STATE RECORD CENTER.

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(Continuation Sheet)

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3 6. CONFIDENTIAL REPORT OF CATCH (FISH SCHEDULE SHEETS)

Form No.: Budget Bureau, Mp 42-2624.3  
 Size: 9" x 4" (discontinued)  
 16 1/2" x 11"  
 Dates: 1944 - -  
 Quantity: 17 cubic feet (est.)  
 File Arrangement: Chronological  
 Annual Accumulation: 2.5 cubic feet (est.)

This is the reporting form filed with the Department by Maryland Commercial fishermen. Now filed on a monthly basis, it was formerly filed daily on the Daily Report of Catch by Pound Nets form (U.S. Budget Bureau). The currently-used monthly form (Confidential Report of Catch), after coding by the Department as to the location of the fishing area, is forwarded to the U.S. Fish and Wildlife Service where it serves as the basis for the preparation of the IBM Tabulating Cards (Item 4). Upon the completion of all processing, the reports are returned to the Department. Each report form shows the name of the license holder, the license number, the licensee's address, the county, the type of gear (net), the month and year of the report, the fisherman's code number, and a daily listing (in columns) of the poundage of various species caught, to whom sold, the water area fished, and the area code number.

RECOMMENDATION: RETAIN FOR ONE YEAR IN DEPARTMENTAL OFFICES; THEN TRANSFER TO STATE RECORD CENTER FOR NINE ADDITIONAL YEARS, AND THEN DESTROY.

4 7. CONFIDENTIAL RECORD OF CRAB CATCH

Size: 8 1/2" x 11"  
 Dates: 1945 - -  
 Quantity: 15 cubic feet (est.)  
 File Arrangement: Alphabetical by name of packer  
 Annual Accumulation: Less than 1/2 cubic foot

Crab packers report crab catches to the Department on the Confidential Record of Crab Catch form. Until 1955, each packer in the State filed a report; after that date only a representative sample of large packers have been required to continue filing the report. An individual report shows the name of the packing company, the company address, the dates covered by the report, the fishermen's names, the type of crab gear used, the location where crabs were caught, and the catch of individual fishermen in pounds for each day of the week during the report period. Rough calculations by the Departmental staff appear on each report. The total catch figures and other data from these reports are summarized in the Department's annual reports and in the research file maintained by the crab biologist (Item 15).

RECOMMENDATION: RETAIN FOR TWO YEARS IN DEPARTMENTAL OFFICES; THEN TRANSFER TO STATE RECORD CENTER FOR AN ADDITIONAL TWENTY YEARS AND THEN DESTROY.

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8. COMMERCIAL FISHERMEN'S CORRESPONDENCE

Size: 8 1/2" x 11"  
Dates: 1944 - -  
Quantity: 2 drawers (3 cubic feet)  
File Arrangement: Alphabetical by name of fisherman  
Annual Accumulation: Less than 1/2 cubic foot  
Disposable Amount: 1 cubic foot

This file consists of incoming correspondence and copies of the Department's outgoing correspondence with commercial fishermen. It is concerned largely with fishermen's questions about filing procedure or delinquency of reports.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

9. COMMERCIAL FISHERMEN DATA CARDS (CARDEX FILE)

Size: 4" x 6"  
Dates: 1941 - -  
Quantity: Two cardex cabinets (1/2 cubic foot)  
File Arrangement: Alphabetical by name of fisherman

This card file is maintained by the Department as an individual fisherman's history card and as a running record of whether the fisherman has been filing the required reports of catches for each month. Each card also provides space for information on the habits and activities of individual fishermen.

RECOMMENDATION: RETAIN UNTIL RETIREMENT OR KNOWN DEATH OF INDIVIDUAL FISHERMAN AND THEN DESTROY, PROVIDED THAT THE RECORDS ARE AT LEAST THREE YEARS OLD.

INLAND RESOURCES DIVISION

10. FIELD BOOKS AND FIELD NOTES

Dates: 1932 - -  
Quantity: 1 cubic foot  
File Arrangement: Chronological  
Annual Accumulation: (see Working and Research Files, Item 15)  
Disposable Amount: 1 cubic foot

These are field notebooks and field notes concerned largely with chemical or water analyses and/or other observations useful in research. After the data has been recorded in the Working and

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Research Files (Item 15), the field records are of no further use to the Department.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

11. HUNTERS' RETURN CARDS

Size: 3" x 5"  
Dates: 1954 - -  
Quantity: 3 cubic feet  
File Arrangement: bundles (chronological)  
Disposable Amount: 3 cubic feet

The Department conducts surveys to determine hunting pressure on various species of game in the State. The cards, showing the species and number of game taken, the number of times hunted, and the name of the county in which the game was taken, are filled out and returned to the Department by individual hunters. The data is recorded by the Department for use in statistical tabulations.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

12. FISHERIES RECORDS (FISH SCALE SAMPLES AND DATA)

Size: 3" x 2" envelopes  
Dates: 1941 - -  
Quantity: 5 cubic feet (est.)  
File Arrangement: By year  
Annual Accumulation: Less than 1 cubic foot

Fish scale samples and accompanying data are utilized by the Department in research on the age, distribution, and habits of various species of fish. These samples, either in the form of a plastic laminated scale or a scale impression, are filed in envelopes which show necessary data on the individual sample (date of sample, species, location where sample was taken, and other information which is necessary for making the observations valid.)

RECOMMENDATION: RETAIN IN DEPARTMENTAL OFFICES FOR FIVE YEARS; THEN TRANSFER TO STATE RECORD CENTER FOR AN ADDITIONAL TWENTY YEARS, AND THEN DESTROY.

13. AERIAL PHOTOGRAPHS

Size: 8 1/2" x 11"  
Dates: 1949 - -  
Quantity: 6 drawers (9 cubic feet)  
File Arrangement: By county and numerical by grid number therein

An aerial photographic survey of the State's forest resources was

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*J. McQuinn*

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made in 1949. Photographs taken during the course of the survey covered all counties in the State. Individual photographs are identified as to county and grid location. The photographs have been interpreted as to tree population, growth density, species distribution, or other information which could be provided by current photo interpretation methods. The interpretation records and field data sheets, filed separately, are covered by the recommendation for this item. The long-range value of the photographs will be for comparison purposes when future surveys are made.

**RECOMMENDATION: RETAIN PERMANENTLY; TRANSFER TO STATE RECORD CENTER.**

**14. CREEL CENSUS RECORDS**

Size: 8½" x 11"  
3" x 5"

Dates: 1941 - -

Quantity: 4 cubic feet (est.)

File Arrangement: Chronological within each census

The Department conducts creel censuses in various fishing areas of the State. Anglers' catches are inventoried, interviews are recorded, and fishermen are counted during the course of these censuses. Data gathered is used in determining fishing pressure, the angling population, the number and species of fish caught, methods of fishing, and baits used. Specifically, the records basic to a creel census consist of reports of interviews with fishermen, return cards (showing the date, fishing location, number of persons in party, man-hours fished, and the number of various species kept and returned), and fishermen count data forms.

**RECOMMENDATION: RETAIN IN DEPARTMENTAL OFFICES FOR TWO YEARS; TRANSFER TO STATE RECORD CENTER FOR AN ADDITIONAL NINE YEARS AND THEN DESTROY.**

**15. WORKING AND RESEARCH FILES**

Size: 8½" x 11"

Dates: 1929 - -

Quantity: 38 cubic feet (est.)

File Arrangement: Separate files for each area of research, alphabetical within each

Annual Accumulation: 5 cubic feet (est.)

The Department conducts research programs directed toward the conservation of the natural resources of the State. The Chesapeake Biological Laboratory studies the Bay and the organisms in it, particularly fish and shellfish of economic importance. The Inland Resources Division studies game, mammals and birds, fresh water fish, and the forests of the State. The results of these studies are generally

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published by the research staff in professional journals or Departmental publications.

To facilitate the conduct of research, each research unit within the Department maintains its own working and research files. Such files are maintained by staff members working on clam, oyster, fish, crab, game, and fresh water resources research. Each of these files consists of field data sheets or field observations, worksheets used for correlating data, records summarizing the results of research, and collected material which is useful to the staff member conducting the research.

A. RECOMMENDATION: SCREEN AND SEGREGATE ALL MATERIAL HAVING (1) CURRENT RESEARCH VALUE, (2) NO CURRENT RESEARCH VALUE BUT USEFUL WHEN FUTURE RESEARCH PROJECTS ARE UNDERTAKEN AND (3) NO FURTHER VALUE. RETAIN IN DEPARTMENTAL OFFICES ALL RECORDS HAVING CURRENT RESEARCH VALUE. DESTROY MATERIAL HAVING NO FURTHER VALUE, PROVIDED THAT IT IS AT LEAST THREE YEARS OLD.

B. RECOMMENDATION: TRANSFER TO STATE RECORD CENTER THE RECORDS WHICH HAVE NO CURRENT RESEARCH VALUE BUT WHICH WILL BE USEFUL WHEN FUTURE RESEARCH PROJECTS ARE UNDERTAKEN.

16. ACCOUNTING RECORDS

Size: 8 1/2" x 11"  
Dates: 1937 - -  
Quantity: 12 cubic feet  
File Arrangement: Chronological  
Annual Accumulation: 1 cubic foot  
Disposable Amount: 6 cubic feet  
Audit: State

This item includes all standard accounting forms used by State agencies as supporting data to the final book of entry, the General Ledger. The final book of entry is to be retained permanently. Specifically, these supporting records are:

Comptroller of the Treasury

Form No.

- P-1-S
- E-1 and E-1/2
- DD-1
- R-2 (formerly MR-2)

- Memorandum of Adjustment
- Distribution of Charges
- Transmittal
- Certificate of Deposit and Bank Deposit Slip
- Monthly Report of State Funds Collected and Deposited

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**Distribution of Unexpended and Obligated Balances**  
**Monthly Statement of Balances**

**Purchasing Bureau (Department of Budget and Procurement)**

1-A	Requisition for Supplies
47-A	Purchase Order
100-16	Out-of-Schedule Requisition for Supplies
39-A and 40-A	Stores Requisition
CF-2	Copy of Contract Awarded
CF-1	Capital Fund Requisition for Equipment
100/24	Actual Emergency and Repairs Report
27-A	Copy of Contract Awarded
CF-3	Copy of Contract Awarded
	Delivery Invoice
26-A	Notice of Award of Contract
52	Credit Memorandum
51	Report of Partial Delivery

**Budget Bureau (Department of Budget and Procurement)**

EB-1 (Rev.)	Formerly EB-1 and EB-2 Budget Schedule Amendment Sheet
B.P. Inv. R101	Report of Fixed Assets (annual)
B.P. Inv. R102	Report of Materials and Supplies (Annual)
B.P. Inv. 6	Materials and Supplies Physical Inventory (annual)

**Budget Forms**

Nos. 1 thru 11	Budget Estimates Fiscal Year
BB-40	Request for Position Action

**Others**

- Vendors' Invoices
- Bank Deposit Slips
- Bank Statements
- Bank Deposit Receipts
- Check Stub Books
- Canceled Checks
- Petty Cash Books and Statements

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*[Signature]*

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RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

**17. ACCOUNTING RECORDS FOR WHICH DISPOSAL HAS BEEN PROVIDED BY A GENERAL RECORDS RETENTION SCHEDULE**

**PAYROLL (Prior to July 1, 1953).** The agency copy of this payroll is to be retained for five years or until audited, whichever is

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later, and then destroyed. (General Schedule No. G-1, Item 1-d, approved by the Board of Public Works, January 11, 1954).

**PAYROLL JOURNAL** - The agency copy is to be retained for three years or until audited, whichever is later and then destroyed. (General Schedule No. G-2, Item 1-d, approved by the Board of Public Works, January 11, 1954).

**PAYROLL EXCEPTIONS, ADDITIONS AND DEDUCTIONS** - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-2, Item 3-b, approved by the Board of Public Works, January 11, 1954).

**PAY WARRANTS** - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-3, Item 3, approved by the Board of Public Works, May 10, 1954).

**RECEIVING WARRANTS** - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-4, Item 3, approved by the Board of Public Works, May 10, 1954).

**TRANSMITTAL FORM E-1 or E-2** (Comptroller of the Treasury Form) is to be retained for three years or until audited, whichever is later and then destroyed. (General Schedule No. G-5, Item 3, approved by the Board of Public Works, May 10, 1954).

**18. MASTER AUTHORIZATION**

Date: 1953 - -

This State-wide form of the Commissioner of Personnel is the authorization for entering the employee's name on the payroll or for making any changes in the pay rate. It also shows all pay deductions.

**RECOMMENDATION: RETAIN WHILE EMPLOYED AND FOR THREE YEARS AFTER DATE OF SEPARATION, OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.**

**19. LEAVE RECORDS**

Date: 1953 - -

This file includes the following records:

Leave record card - Form SEC 128-1, a standard State-wide form prepared annually for each employee

Leave applications  
Doctors' certificates

**RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED,**

**WHICHEVER IS LATER, AND THEN DESTROY.**

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**CONSERVATION EDUCATION DIVISION**

**20. WORKING AND PROJECT FILE**

Size: 8 1/2" x 11"  
 Dates: 1941 - -  
 Quantity: 1 drawer (1.5 cubic feet)  
 File Arrangement: Alphabetical by name of project  
 Annual Accumulation: 1/2 cubic foot (est.)

This file contains reference and exhibit material used in organizing, planning, and administering various conservation education programs and projects. Ten major projects are administered by the Division: the preparation of materials to help teachers of conservation; the planning, preparation, and attendance at exhibits; planning with school faculties for the use of areas as outside laboratories; organization of programs for visiting groups at Solomons; consultant services (with Department of Education, garden clubs, youth groups, etc.); distribution of publications; planning and organization of summer workshop courses; securing, evaluating, and distributing conservation literature; coordinating conservation group activities; scheduling, planning, and provision of teaching programs in various summer, college short-term, and extension courses.

Also included in the file are typewritten annual reports and copies of quarterly reports on the status of individual projects administered by the Division. All material in the file, with the exception of these reports, may be considered non-record material in accordance with the provisions of the statute governing non-record material (Art. 41, Sec. 179, Annotated Code of Maryland, 1957 Ed.) and may be destroyed at the discretion of the division.

The recommendation below applies only to the reports.

**RECOMMENDATION: RETAIN ANNUAL AND QUARTERLY REPORTS PERMANENTLY.**

**21. CORRESPONDENCE**

Size: 8 1/2" x 11"  
 Dates: 1941 - -  
 Quantity: 1 cubic foot  
 File Arrangement: Alphabetical by name or subject  
 Annual Accumulation: Less than 1/2 cubic foot

This file contains correspondence received from or directed to individuals, other State agencies, conservation organizations, school superintendents, foundations, Federal agencies, companies, and groups interested in conservation education. The correspondence is concerned with routine requests, appointments, scheduling activities, arranging for programs and classes, organizing exhibits, etc.

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