

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE NO.
693-A

PAGE NO. 1

RECORDS RETENTION AND DISPOSAL SCHEDULE

Department of Natural Resources		Forest Service	
AGENCY		DIVISION	
Item No.	Description	Retention	
69	<p>3 <u>MARS</u></p> <p>Use for correspondence relating to MARS system. (Handbook material not included)</p> <p>3-1 <u>Records/Materials</u></p> <p>Use for material relating to <u>Multiple Accomplishment Reporting System</u> (source documents).</p> <p>3-2 <u>Annual Report Printouts</u></p> <p>Should be stored in bookcase, open shelf, or other suitable filing equipment. Do not intermingle with subject files.</p>	ARF-3	A-1 F-3
70	<p>1310</p> <p>1 <u>Operation Orders</u></p> <p>2 <u>Circulars</u></p> <p>3 <u>Policy Orders</u></p> <p>4 <u>Special Orders</u></p> <p>5 <u>Standard Operating Procedures</u></p> <p>6 <u>Regulations</u></p> <p>Note: Store in binder on shelf rather than in files.</p>	6	Retain until superseded and/or action is completed, then destroy.
73	<p>1560 <u>Colleges and Universities</u></p>	ARF-3	
76	<p>2110</p> <p>1 <u>Operations Budget</u></p>	ARF-3	

Schedule Approved by Department, Agency, or Division Representative

Schedule Authorized by Hall of Records Commission

4/20/79 *James E. McPherson* Director

5-17-79 *Edward C. Geyer* State Archivist

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

Item No.	Description	Retention
Page	<u>Code</u>	
	2300-1 <u>Reports (Financial)</u> add "Attainment reports from Accounting".	ARF-3
97	4245-1 <u>Classified</u> add "Case file A-Z by last name". 4245-2 <u>Unclassified</u> add "Case file A-Z by last name".	
101	4270-2 <u>Reports (Motor Vehicle Accident)</u>	Retention changed to -- ARF-6
101	4270-3 <u>Personal Injuries</u>	Retention changed to -- ARF-6
101	4275-1 <u>In-Service</u> add "Environmental Education Workshop"	ARF-3
102	5100 <u>FOREST MANAGEMENT</u> -1 <u>Complaints/Thank-you Letters</u> (Thank-you Letters added) -3 <u>Requests</u> -4 <u>Surveys/Inventory</u> -5 <u>Training</u>	ARF-3 ARF-3 ARF-3 ARF-3
103	5105 <u>Cooperative Arrangements</u> -2 <u>Planting Agreements (Defaults)</u>	Retention changed to -- 3 years or until audited
	5110 <u>Cutting Methods</u> add "Seed Tree"	
	5115 <u>Demonstration Areas</u>	Retention changed to -- ARF-3 or until areas no longer useful
	5125 <u>Forestation Practices</u> add "Includes Alternate Management Plan correspondence"	

Item No.	Description	Retention
Page	Code	
106	5140 <u>Nursery Operations</u>	
	-7 <u>Seedling Production</u>	ARF-3
	-8 <u>Wye Oak Seedlings, Sales, etc.</u>	ARF-3
107	5170 <u>Woodland Files</u>	
	In description, "seed orchards" is added.	
	Also add "For agreements and plans, see file #5105"	
107	5200 <u>FOREST PRODUCTS UTILIZATION/MARKETING</u>	
	-4 <u>Valuation</u>	ARF-3
	Appraisal land, trees, etc., but not cutting	
109	5235 <u>Industrial Engineering Operations</u>	
	add "SIP, FAB, PNW, & SOLVE"	
109	5245 <u>Forest Products</u>	
	add "lumber, poles, piles, ties, etc."	
112	5410 <u>Easements</u>	Change retention to -- ARF-P
116	5610 <u>Planning</u>	
	add "requests for resource planning information"	
121	5845 <u>Urban Forest Planning</u>	
	5845-1 <u>Public</u>	ARF-3
	-2 <u>Developer/Builder</u>	ARF-3
	Case history file, holding plans, programs, and correspondence concerning developing sites.	
125	5945A <u>Upper Potomac River Commission</u>	ARF-3
126	6105 <u>Federal Aid Programs</u>	
	add "RPA, MUTA, RC&D, PL 92-500(208), etc."	

Item No.	Description	Retention
Page	Code	
133	6425 <u>Educational Programs</u>	ARF-3
	Under case file add "Tree Farm, Conservation Camp, Tree City USA, Woodsy Owl, etc."	
136	6460 <u>Botanical Identification</u> (trees, wood, shrubs, flowers, etc.)	ARF-2
137	6515-2 <u>Forest Products/Engineering Research</u>	Retention changed to -- ARF-P
	-3 <u>Forestry Research</u>	Retention changed to -- ARF-P
	-4 <u>Nursery Experiments</u>	Retention changed to -- ARF-P
	-5 <u>Recreation Research</u>	Retention changed to -- ARF-P
	-6 <u>Watershed Research</u>	Retention changed to -- ARF-P
	-7 <u>Wildlife Research</u>	Retention changed to -- ARF-P
137	6525 <u>Research/Experimental Programs</u>	NOTE: Above records to be offered to Hall of Records after three (3) years.
	Under note add "Loblolly x pitch"	
155	8220 Projects (PL-92-500 -- Also include 95-217)	Retain 6 years and until completion of project, then destroy.
155	8300 <u>WATER SUPPLY SYSTEMS</u>	Retention changed to -- ARF-12 ARF-12
	-1 <u>Permits</u> (Wells, water appropriation, etc.)	
155	8310 <u>Private</u> (Permits for ponds and wells)	Retention changed to -- ARF-12
	8305 <u>Municipal</u>	Retention changed to -- ARF-12
	8315 <u>Public</u>	Retention changed to -- ARF-12
156	8415 <u>Sludge</u>	ARF-3
	Includes by-product handling, systems, procedures and uses.	

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(CONTINUATION SHEET)

Item No.	Description	Retention
Page	Code	
158	1560Colleges and Universities	
168	6460Botanical Information (Tree and wood identification)	
171	8415Sludge	
175	5105Forest Conservation and Management	
184	4250-5Board of Ethics	
185	2110-1Operations	
187	1525Clearinghouse	
193	5765Tawes Garden	
193	1525Critical Areas (Department of State Planning)	
201	4265-1Eligibility Lists	
205	4105Young Adult Conservation Corps	
205	1505Federal Reorganization	
208	6405-2Films (Strips, slides, etc.)	
210	2300-1Attainment Reports	
210	5105-1Forest Conservation Management Agreements	
211	1600Forestry Boards	
211	1605Individual County Boards	
212	5100-4Surveys	
216	Hearings (Public) File under subject of	
218	1500-3Incident Reports	
220	5140-5Seed	
225	6525Loblolly x Pitch Research	
228	1805-1MBO	

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(CONTINUATION SHEET)

Item No.	Description	Retention
Page	Code	
229	1505, 1525Memorandum of Understanding (for operations)	
234	4230-1, 4250-5Board of Ethics	
237	8300Water Supply Permits	
239	5610Multiple Uses (Requests for resource planning information)	
252	1530Maryland National Heritage Program	
259	5200Planting of Trees along Highways-for Products	
262	8225-1Sediment Control Programs	
262	5170Orchards	
262	5140-7Seedling Production	
262	Seed Tree Plans (see 5125)	
271	5100-5Forest Management	
272	5765Tawes Garden	
273	1500-2Thank you Letters	
275	5100-5Forest Management	
275	4275-1Outlines (Checklist)	
276	6460Tree Identification	
277	5945AUpper Potomac River Commission	
277	5845Urban Forest Planning	
281	6460Identification (trees and wood)	
281	5220, 5245Products (Fuel and Energy, 5245)	
281	5140-8Wye Oak Seedlings, Sales, etc.	
282	5140-8Wye Oak Seedlings, Sales, etc.	