

RETENTION OF RECORDS

5493

(No. 6 January 1999)

PC Section 801 Code prescribes one-year statute of limitations for misdemeanors unless a longer period is specifically prescribed by another statute. The Forest Practice Act does not prescribe a longer period for forest practice violations. However, the five-year period to establish stocking after completion of timber operations should be considered in determining record retention need. Retaining some enforcement records for statistical reference is also necessary. Retain records as follows:

Forest Practice Committee minutes: permanently.

After completion of timber operations or until satisfactory stocking has been verified; for a termination of the timber harvesting plan; completion of an enforcement action; or denial, abandonment, cancellation, or termination of a timberland conversion application or permit: five years (applied to whichever condition is latest occurring).

Some forms and records may have to be retained for a longer period, depending on the value of the information they provide or their value for litigation purposes. Such records will include the following:

- RM-3 (Application for Timber Operator License)
- LE-3 (Forest Practice Inspection Report)
- RM-53 (Application for Timberland Conversion Permit)
- RM-54 (Timberland Conversion Plat)*
- RM-55 (Timberland Conversion Plan)*
- RM-56 (Timberland Conversion Permit)
- RM-61 (Timber Operator's License)
- RM-62 (Limited Timber Operator's License)
- RM-63 (Timber Harvesting Plan)*
- FM-65 (Emergency Notice of Timber Operations)
- RM-66 (Timber Operations Work Completion Report)*
- RM-67 (Report of Stocking)*
- RM-71 (Timber Operations Work Completion and/or Stocking Report)
- RM-73 (Notice of Exemption from Timber Harvesting Plan Requirements)
- LE-81 (Notice of Violation)*

*These forms have been revised but some timber operations used the old forms.

Forest Practice Enforcement (Litigation) File, includes LE-80 (Confidential Report of Forest Practice Recommendations), LE-71 (Supplemental Investigation Report), and other reports, memos, photos, maps, and sketches made specifically to investigate and carry out a forest practice enforcement action.

RM-91 (Notice of Exemption From Timberland Conversion Permit for Subdivision)

FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.

[\(See next section\)](#)

[\(See Table of Contents\)](#)