

MANAGEMENT GUIDES

Management guides are the basis for resource management activities. Management guides will be used for all major activities except those considered routine maintenance. Management guides provide continuity in management by describing existing and past conditions, and providing the baseline for future recommended activities. All major activities must be addressed in either a management guide or guide amendment.

Tract Management Guide

The tract management guide is the primary guide for resource activities and management on a tract basis. The guide will provide information on known existing and past conditions and activities on the tract. It will contain information about the tract gathered in recent inventories. It will compare the inventory information to past information and conditions. The tract guide will contain a prescription for future timber management activities, if needed. It will also contain recommendations for activities involving recreation, wildlife, cultural resources, boundaries, demonstration/interpretation, access, watershed, and other vegetation management. Tract guides will identify when the next inventory and tract guide should be completed, and cover all planned activities until the next guide is due to be completed.

State forests and forest recreation areas will have a regular schedule to complete tract management guides, tied with tract inventories. Tracts that contain forest recreation area facilities will be incorporated into the schedule of adjoining state forests. State forest and forest recreation area staffs will coordinate the development of management guides for tracts associated with forest recreation areas.

The tract management guide is specific to the activities within the tract. The ending time is the next planned guide development. It should describe all planned management activities within the tract for the period the guide is for. The last activity in every guide will be the next planned review (inventory/management guide) of the tract for further management activities. When planned activities in a tract are completed, the guide will be updated to show the completion.

New tract management guides will be completed every time a tract inventory is done. The exception to this is when prescribed timber management activities have not begun within seven years, requiring a new inventory. In this case an amendment to the existing guide can be done providing the updated inventory information and any changes in the prescription. Amendments to management guides can be done when a management consideration is not addressed or the consideration has changed in the existing management guide.

The choice of which tracts to inventory and write a management guide depends on three factors. First, are tracts in which management activities are being considered that do not have

current management guides. For timber management activities, particularly harvests or major TSI, inventories are viable for up to ten years. Inventories are not needed for activities that do not disturb trees, or in situations of minimal disturbance, such as TSI of regeneration openings for croptree release. The second factor determining if a tract requires an inventory or management guide is if the previous management guide specifies the development of a new guide. The third factor is if the tract does not have a current management guide, i.e. a management guide that includes the present time. If a property has tracts without current management guides, a minimum of 25% of annual inventory acreage will be on these tracts.

Program Management Guides

Program guides are management guides for particular program areas that cover specific time frames. These guides provide the specific tracts and activities that are to be performed in the specified period. Again, completion of specified activities will be recorded in the guide. In most circumstances, information recorded in the program guides will also be recorded in the individual tract files and other appropriate files. At the end of the period, activities not performed will be reviewed. If the activity is no longer deemed necessary, it will be dropped. If it is still considered important, it will be scheduled in the program guide for the next period. Program guides that are currently in use or under development on the properties are the Fish and Wildlife Operational Guide, Lake Management Guide, the Information and Education Guide, and the Timber Resource Operational Guide.

Adjoining state forests and forest recreation areas will coordinate the development of program management guides for tracts associated with forest recreation area facilities.

Amendments

There will be situations in which both tract guides and program guides will not be strictly followed. New opportunities will arise, catastrophes will happen, philosophies and techniques will evolve, updated inventories may be needed, and management resources will change. These can all affect how well the goals in guides can be achieved, or if additional goals can be achieved, or if different goals are achieved. Any departure from either tract guides or program guides will be addressed by creating amendments to the guides. Major activities must be addressed in either a guide or a guide amendment before it is performed. In crisis situations, amendments to guides describing what occurred can be completed after the activities are performed.

Ten-Year Financial Guides

Ten-year financial guides are designed to generate budget requests for the Division budget process. These are created every two years at the beginning of the biennial budget process. Besides the biennial budget, these are important for planning and tracking future budget expenditures. See **Property Planning and Accomplishment Reporting**.

Section Bullet Summary

- All major management activities will be addressed in management guides or guide amendments.
- Tract management guides are for management activities on a tract basis, and cover the period until the next tract guide is developed.
- Program management guides are for management activities in a specified time frame on a program basis.
- Amendments to guides address management activities not previously covered in tract or program guides.
- Ten-year financial guides are developed every two years for the biennial budget process and to track future expected projects.