Maine State Archives

Local Government Record Retention Schedules

Prepared by the Records Management Division
In Accordance with Maine Title 5, Chapter 6, §95-B
Approved by the Archives Advisory Board
August 2018 Edition

Maine Local Government Record Retention Schedules

These retention schedules may be used by all local governments and their agencies and offices. **"Local Government"** means a municipality, a quasi-municipal organization (such as a school administrative district, water or sewer district, etc.), an office of county government (such Register of Deeds, County Sheriff, etc.), and offices of District Attorney.

The schedules list those records which any local agency may create or receive in the course of daily business. For a local agency to have an effective records management program, these retention schedules should be used on a regular basis.

Retention schedules indicate the minimum length of time records must be retained before they may be disposed of legally. This is a replacement of the Chapter 10 Rules for Disposition of Local Government Records. These schedules have been prepared, approved and issued by the Maine State Archives/Archives Advisory Board pursuant to Maine Title 5, Chapter 6, §95-B. This approval provides the legal basis for local agencies to incorporate these schedules as part of an active records management program.

The purpose of these schedules is to:

- establish retention requirements for temporary records and ensure records are retained as long as needed for administrative, legal and fiscal purposes;
- ensure records with enduring historical and other research value are identified and retained permanently; and
- facilitate the systematic disposal of unneeded records.

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EXPLANATION OF THE CHANGE

The original purpose was to repeal the Chapter 10 Rule. Statutory authority for this Rule was listed as: 5 MRSA, Chapter 6, §95-B; 30-A MRSA §1705. 30-A MRSA §1705 had already been repealed several years ago. Title 5, Chapter 6 details the duties of the State Archivist. State and Local Government records encompass both of these duties. However, it had become increasingly more and more difficult to meet the needs and demands of our local government constituents and develop proper guidance and procedures required due to the nature of the extensive rulemaking process when there were already specific guidelines written in statute with which both state and local government agencies must comply. State agencies are allowed to submit new schedules and amendments to the Records Management office at any time and have their submissions reviewed in a timely manner. By following the rulemaking practices, local government agencies waited for a very lengthy process for any changes to occur. We found no basis for why the local schedules should be handled differently than the state agency or general state schedules. We looked at the history of both the Archives Advisory Board minutes, the prior Local Government Board and County Boards and did not find any concrete evidence as to why this was put in place other than to give towns and/or the public the opportunity for input. We determined this could easily be accomplished by having an appointed Board made up of people from various backgrounds and having public meetings where local records are discussed.

Local governments will continue to comply with Local Government Schedules created and issued by the Maine State Archives and follow those schedules under 5 MRSA, Chapter 6, §95-B, which states: "Each local government official shall comply with the standards, procedures and regulations issued by the Archives Advisory Board." It is our plan to continue the local government standards and schedules regulated through the State Archivist and Board, as specified in statute. To that end, the Chapter 10 Rules for Disposition of Local Government Records are now being replaced with Local Government Record Retention Schedules. There will be no disruption in services to the municipalities as this is considered an immediate change. Comprehensive design and direction remain much the same as previous Chapter 10 Rules. Our overall mission is to make this a more efficient and effective process for all parties involved. Schedules will continue to be posted to our website, we will send electronic or paper documentation upon request and we will provide guidance and assistance as we do now.

MANAGEMENT OF RECORDS

DISPOSITION OF LOCAL GOVERNMENT RECORDS

No record shall be destroyed except by these schedules, unless authorized by state or federal law or rule, or other adopted municipal policy, justified and approved by the State Archivist and the Archives Advisory Board. (Records retained per municipal policy may be retained longer, but not less than, state law or rule.) All disposition of records not listed in the Local Government Retention Schedules or which are not otherwise written in Maine statute or Federal law, must be approved in advance, and in writing, by the State Archivist and the Archives Advisory Board.

RECORDS RETAINED

Records which are to be retained shall be preserved by the creating agency or deposited with an approved alternative institution (see pages 7&8) or deposited with the Maine State Archives. The State Archivist shall determine whether or not to accept transfers of local government records, based on space available at the Maine State Archives, condition of the records, and available alternatives to transfer. The State Archivist shall accept all permanent records of any deorganized Maine municipality.

RECORDS AUTHORIZED FOR DESTRUCTION

Once records have fulfilled their administrative, fiscal, or legal function they should be disposed of as soon as possible in accordance with these Records Retention Schedules. Records may be destroyed by shredding, pulping, burning, or other acceptable means.

It is up to the governing body of each respective Local Government Agency to set up final review and disposal procedures for records which have reached the end of their retention time. Any records disposed of must be recorded on Disposition Forms. These forms would be retained permanently. *(See Appendix G for sample form.)*

Local government agencies must receive and retain a **certificate of destruction** for any records collected by/sent to recycling facilities to ensure: 1) only records actually due for destruction are collected; 2) records intended for recycling are not at risk of removal by unauthorized persons, both while on site at the local government agency's offices and after removal to the recycling facility; 3) there is reasonable assurance that the recycling process will completely obliterate all information from the records.

RECORD RETENTION SCHEDULES

These record retention schedules shall be used primarily to identify those local government records that should be retained permanently by the local government agency or deposited with an approved alternative institution as described on pages 7&8. These

schedules also provide retention periods for records that do not have permanent value. All municipal, quasi-municipal, and county government offices shall follow the records retention requirements as provided.

RECORDS SUBJECT TO AUDIT OR LITIGATION

A Local Government record whose retention period has expired may not be destroyed if any litigation, claim, negotiation, audit, public information request, administrative review, or other action involving the record is initiated or reasonably anticipated; its destruction shall not occur until the completion of the action and the resolution of all issues arising from it. A record can also not be destroyed if the retention period occurs during any of these proceedings.

For further information on Records / Electronic Records see Appendix D.

RECORD STORAGE

APPROVED MEDIA FOR RECORDS STORAGE

Local government records which have been identified as having archival (permanent) value must be maintained on one or more of the following media: paper; microfilm or microfiche produced according to archival standards, as established by the American National Standards Institute. Permanently valuable records (those originally created in paper) may be maintained for convenience on nonarchival media (such as disk or electronic format), but the same records must in every case be maintained on an archival medium or must be maintained in compliance with Title 16: Court Procedure – Evidence (Chapter 3: Records and Other Documents, Subchapter 3: Public Records, §456-A. Admissibility of electronic records). Born digital records must be migrated as necessary to keep them accessible using currently available hardware and software, for the full retention periods required. Where archival records are maintained in digital formats only, such migration may cease only after the records are converted to an archival medium. Digital records systems should provide real time double data storage, with the two mirrored storage sites located in separate rooms at a minimum (geographically separated storage sites shall be provided wherever possible). The system shall be designed to provide full data recovery. Where the records will need to be retained beyond the planned life of the system, agencies must plan and budget for the migration of records and their associated metadata to new storage media or formats in order to avoid loss due to media decay or technology obsolescence.

REQUESTS FOR DISPOSITION

Requests for disposition of records not specified in the disposition schedules may be made in writing to the State Archivist, accompanied by sample copies of the records involved. Communications should be addressed to: State Archivist/Local Government Records, Maine State Archives, 84 State House Station, Augusta, Maine 04333.

ALTERNATIVE INSTITUTIONAL PLACEMENT FOR RECORDS

A. General Guidelines. Nonconfidential records to be retained or authorized to be destroyed according to these schedules, as well as confidential records to be retained, may be deposited with an alternative institution as described in Part B. The local government agency retains legal custody of these records and shall ensure that they are not alienated from the institution except for placement, with approval of the local government agency, in another approved institution or for authorized destruction. The local government agency may regain possession of records deposited in an authorized institution at any time.

Local government agencies shall enter a written agreement with the institution ensuring that issues of custody, regaining possession, security, preservation, and access are clarified; that the institution will, if applicable, comply with policies and directives of the local government agency governing confidentiality and preservation of records in accordance with state and federal law; and that the

institution will provide storage facilities capable of preserving records at least as well as those available to the local government agency. A copy of this agreement shall be sent to the State Archivist and approved by the Archivist and Archives Advisory Board before any records are deposited at the alternative institution.

To become approved, the institution must meet the following criteria:

1. Provide security to prevent the loss of records both in storage and in reference areas. This shall at a minimum include locks on all doors and windows, plus an intruder alarm system and a fire alarm system. Minimum security shall also include direct supervision of researchers at all times when records are available for access.
2. Provide storage facilities situated in a physically safe location (i.e., not located in a flood plain; not located next to a hazardous chemical storage area; etc.). These facilities should have heating/ventilation/air conditioning capable of maintaining temperatures between 60 and 70 degrees Fahrenheit, and of holding relative humidity to less than 50 percent.
3. Provide reasonable access to the records as required by the Public Records and Proceedings statute (Title 1, Chapter 13). "Reasonable" should at a minimum mean that the facility is open to the public, by regularly scheduled hours or by appointment, at least two days each week throughout the year. There shall be no charge for retrieving or viewing the records, and any charge for obtaining copies shall be limited to the organization's actual cost to produce such copies. However, if the organization's staff is requested to research the records for the requestor the organization may charge any fee that it would normally require for research services.
4. Show evidence of a capacity to care for the records by providing evidence 1) of a mission statement; and 2) that a person who cares for the records has had basic archival training, such as a workshop approved by the Maine State Archives, formal education, or related experience.
5. Maintain a non-profit corporate status.
6. May be inspected by Maine State Archives staff before approval is granted, with re-inspection possible at any time after approval.
7. Notify the State Archivist of any changes in its facilities or policies that relate to the standards described in this section.
8. Approval may be revoked by the State Archivist at any time, after notice and opportunity to correct, if standards do not continue to be met.

To accept confidential records, the institution also must show evidence that it has staff capable of maintaining confidentiality in accordance with policies of federal, state and local government agencies.

B. Approved Institutions. An institution must be approved by the State Archivist and Archives Advisory Board as a depository for local government records and/or to accept confidential records before a local government agency may deposit its records with the institution. The State Archivist shall maintain a list of approved institutions (available on the Maine State Archives website).

USE OF COMMERCIAL RECORDS CENTERS

Local government agencies may use commercial records centers to store their closed records. Before any records are transferred, the commercial records center must be approved in writing by the Archives Advisory Board. The following criteria must be met:

1. Security must be provided to prevent the loss of records, both in storage areas and during transfer;
2. Fire protection must be provided;
3. Stored records may be released only to employees of the local government agency (which shall be responsible for making records available to the public);
4. Only bonded employees of the Records Center may handle boxes or provide reference services;
5. Routine reference service must be available within one business day;
6. Emergency reference service must be available within 2 hours or less during normal business hours;
7. Records must be stored in a physically safe facility (i.e., not located in a flood plain; not located next to a hazardous chemical storage area).

Commercial records centers used by local government agencies may be subject to inspection by the Maine State Archives, which will notify the Archives Advisory Board of any failure to meet these standards. Local government agencies which use commercial records centers must maintain accurate listings of all records stored.

Commercial records centers used by local government agencies shall be liable for damage, destruction or loss of records, whether in storage at the facility or in transit between the facility and the local government agency's offices.

VAULT FOR PERMANENT RECORDS

State law requires each local government to have a fireproof safe or vault to protect permanently valuable records. Fires in several towns provide a reminder about the perils of not protecting critical records. 5 M.R.S.A. §95-B. (provisions for local government records) states the following:

> *2. Safe or vault for preservation. Each local government shall provide a fireproof safe or vault for the preservation of all records that must be retained permanently but are not required for business purposes. The official having responsibility for those records shall deposit them in the safe or vault where those records must be kept except when required for use.*

General Guidelines for Budgeting and Planning Purposes, to Insure Conformity with State Law:
Vault should be either ground-supported (i.e., capable of standing on its own if the building around it collapses) or located within a fire-resistive building (one that will not suffer structural collapse even if its contents is completely consumed). Walls of the building may only be used as walls of the vault if the building is fire-resistive.

The vault should be planned and its construction supervised by a registered engineer or architect. Its walls may only be pierced for necessary services, and should not be open to any type of shaft. Floor and roof may not be pierced. All walls, floor (if vault is structure-supported rather than ground-supported), and door should at a minimum meet 4-hour fire resistance standards per a nationally recognized standards organization. The vault door may not be a standard "fire door" or other design not specifically intended for vault use. The door locking mechanism should provide for escape by a person accidentally locked inside.

No combustible materials may be used in the vault's construction, including in any necessary damp-proofing. A ventilating system that conforms to nationally recognized standards should be provided, and all services (electrical, heating, etc.) should conform to national and local codes. Open flame heating shall not be used under any circumstances.

The vault should be installed by qualified and experienced personnel, in conformity with its manufacturer's requirements. "Fireproof" cabinets or other portable fire resistant records storage equipment may not be substituted for a properly designed and constructed vault.

Specific Guidelines for Vault Construction
The National Fire Protection Association's Standard (NFPA 232, Protection of Records) provides guidance concerning vault construction. This copyrighted publication may be obtained from the NFPA website: www.nfpa.org.

HOW TO USE THE SCHEDULES

Records (regardless of media) are scheduled for retention by the office which has legal accountability. Additional copies held only for convenience are not records, and may be destroyed when no longer needed. Drafts and working documents only need to be retained until no longer needed dependent upon several factors. *(See Appendix E for more information.)* Drafts and notes incorporated into official files become part of that file, and have the same retention period as the other records contained therein.

The retention column indicates either 1) a limited period after which the records will be destroyed, or 2) the word "Permanent," indicating the records **may not be destroyed** and must be retained permanently.

Unless otherwise noted, please refer to the following citations for confidentiality restrictions:

(1) **Federal Privacy Act of 1974** (Section 7 of Pub. L. 93-579), 5 U. S. C., §552a;
(2) **Social Security Act,** 42 U. S. C. §§ 408(a)(8) and 405(c)(2)(C)(viii)(I);
(3) **Health Insurance Portability and Accountability Act (HIPAA)**, 45 CFR Part 160 and Subparts A and E of Part 164.

For citations (1) and (2), the primary records concerns are redaction of social security numbers and proper disposal of nonpermanent records containing them. The presence of a social security number does not, by itself, render an entire document confidential.

STATUTORY AUTHORITY: 5 MRSA, Chapter 6, §95-B
EFFECTIVE DATE: May 16, 2018
AMENDED: August, 24, 2018 (School Schedule revision); September 9, 2019 (correction of description, Election Schedule 5.2)

RECORD RETENTION SCHEDULES

SCHEDULE 1 – ADMINISTRATIVE RECORDS

Series	Series Title	Description	Retention
1.1	**Accident/Incident Reports, Employees and Public**	Includes personal injury, incidents, property damage, vehicle accidents, other accidents and/or complaints. The information is used for potential claims and the need for investigations. Additionally, OSHA requires agencies with more than ten employees to maintain a record of occupational injuries and illnesses. This record series may include: personal information, location of incident, type of accident, incident/accident specifics, if an employee was involved, a description of incident/complaint, action taken by staff members, witnesses, medical treatment sought (if any), work leave/restrictions and other related information.	3 years from date of report if no claim is filed; 6 years after settlement or denial of the claim if a claim is filed, whichever applicable. Date minor reaches majority age + 3 years, if no claim filed; 6 years after settlement or denial of claim if a claim is filed, whichever applicable.
1.2	**Administrative Calendars**	Employee calendars, facility use schedules, meeting schedules.	Current year
1.3	**Annual Reports Created by Local Government (one copy)**	E.g., town reports, comprehensive reports of counties, school districts, etc.	Permanent
1.4	**Appointments/Oaths**	Appointments to boards, commissions, or other offices with accompanying oaths of office, usually in a bound volume or "book."	End of Term Plus 10 Years
1.5	**Board of Appeals Files**	Case files, including proposal initially refused by Planning Board, documents submitted in support or opposition to appeal, related correspondence.	Permanent
1.6	**Bond Records, Contractor/Surety**	A surety (security or contract) bond issued by an insurance company or a bank to guarantee satisfactory completion of a project by a contractor. A job requiring a payment and performance bond will usually require a bid bond, to bid the job. Used to fulfill a contractual obligation. If a contract isn't fulfilled, loss is recovered through the surety bond.	6 years after expiration
1.7	**Bond Records, Employee/Fidelity**	Supplementary employee insurance which protects the municipality. Also known as a fidelity bond. Fidelity bonds reimburse employers for damages or losses that can arise from theft, forgery, fraud or embezzlement by company staff.	6 years after expiration
1.8	**Charters**	Charters, bylaws, mission statement or other similar documents establishing the responsibilities and authority of the local government agency.	Permanent
1.9	**Citizen Complaints**	Communications from citizens making a complaint, as well as the associated agency response. This record series may contain: Correspondence, nature of complaint and steps taken by the office to answer the complaint.	3 years from resolution

Series	Series Title	Description	Retention
1.10	**Comprehensive Plans (Adopted)**	These records document the plans for the future growth and development of the community. A comprehensive, long-range general plan addresses present and future needs of the municipality; and growth and development of all or any part of the land within the municipality. The plans may contain elements such as: Land Use Plan, Transportation and Circulation, Economy, Environment, Community Facilities Plan.	Permanent
1.11.a	**Correspondence - General**	Incoming and outgoing correspondence in any media format to or from employees that are made or received in connection with the transaction of public business, and that are not covered by a more specific records series. Consists of routine correspondence of a general nature that are associated with administrative practices but that do not create policy or procedure, document the business of a particular program or act as a receipt. Includes, but is not limited to: Requests for and provision of information/advice; agency-initiated information/advice.	1 Year
1.11.b	**Correspondence - Official**	Incoming or outgoing correspondence, in any media format, documenting the major activities, functions, events and programs of a local government. These records help in the establishment of an administrative history, providing a record of policy formulation, how and why decisions are made and how these decisions impacted the local government and the public. These records are typically created by administrative officers or board officials and will most often document executive decisions made regarding agency interests (not filed as part of another approved record series). Examples include records related to the establishment of ordinances, policy, rules and regulations.	Permanent
1.11.c	**Correspondence - Program**	Incoming and outgoing correspondence in any media format created in the course of administering agency functions and programs. Administrative correspondence documents work accomplished, transactions made, or actions taken. This correspondence documents the implementation of agency functions rather than the creation of functions or policies. Business-related correspondence that is related to a core function with an associated retention schedule should follow the associated schedule. File with related record series.	File with related record series

Series	Series Title	Description	Retention
1.11.d	**Correspondence - Transitory**	Incoming and outgoing correspondence in any media format which is purely informational in nature and only documents information of temporary, short-term value (normally would not need to be kept more than 30 days). These records would not be needed as evidence of a business transaction and not covered by a more specific records series. Includes, but is not limited to: miscellaneous notices or memoranda which do not relate to the functional responsibility of the agency (notices of government events, employee meetings, etc.); letters of thanks; invitations and responses to invitations; basic information requests that require no special compilation or research (such as hours open); letters of transmittal that do not add any information to that contained in the transmitted material; and notices including memoranda and other records that do not serve as the basis of official actions, such as holiday notices, charity and fund appeals, etc.	Less than 30 days if no longer needed
1.12	**Equipment/Asset Inventory**	Records relating to the inventorying of the agency's capital, expendable and consumable assets (including equipment, office furniture, autos and other items owned by the local government). Updated when new items are purchased and old items are sold or given away. Used to track each item and know its whereabouts and for the annual audit. Series may contain: Name of the asset, description, location, purchase date, serial or other identifying number, original cost and current value. Also documents related to the purchase, upgrading, and maintenance of equipment such as motor vehicles, computers, etc.	Retain for 4 fiscal years after date of inventory or until disposition of asset and completion of Local Audit, whichever is sooner then Destroy.
1.13	**Freedom of Access Requests**	Records relating to requests from the general public for access to the agency's public records in accordance with Title 1, Chapter 13, Subchapter 1. Records may include: correspondence relating to the request; records documenting the public records provided to the requestor; records withheld.	1 year from the completion of request
1.14	**Grants**	Federal, state and privately funded grants sought and/or obtained by local government agencies: applications, reports, and supporting documentation.	3 years
1.15.a	**Hazardous Chemicals - Chemical Identification List and Related Records**	Each work site where hazardous chemicals are used or stored must maintain a list, with SDS (see 1.15.b) and any related documents.	20 years (per Title 26, Chp. 823, 1716.1)
1.15.b	**Hazardous Chemicals - Safety Data Sheets**	Safety Data Sheets explain the hazards and describe the measures that should be taken if employees are exposed to chemicals stored or used at the work site.	Current SDS only

Series	Series Title	Description	Retention
1.16	**Historical Records of the Town**	Records that document significant aspects of the history of the community and its citizens; that document the history and activities of a local government or any of its departments, programs, or projects except such records noted elsewhere in these schedules. Notes: Be certain that materials do not fall within other records series. *See Appendix F for further information regarding Appraising Records for Archival Value.*	Permanent
1.17.a	**Hospital Liens - Discharged**	Liens filed with the municipality by a local hospital against a patient who has failed to arrange for payment for care, in cases where the lien is discharged because the obligation has been paid. (Municipal responsibility per Title 10, Chapter 610, §3411-3415)	6 years
1.17.b	**Hospital Liens - Not Discharged**	Liens filed with the municipality by a local hospital against a patient who has failed to arrange for payment for care, in cases where the lien has not been discharged because the obligation remains unpaid. (Municipal responsibility per Title 10, Chapter 610, §3411-3415)	Permanent
1.18	**Insurance Claims**	Includes both claims filed against local government agency, and claims filed against others by local government agency.	Until settled plus 6 years
1.19.a	**Insurance Policies, All Other**	Policies carried by local government agency to protect itself against all other losses except liability claims. Including: medical, automobile, fire, theft, life, and all other insurance policies purchased by the agency.	6 years after expiration
1.19.b	**Insurance Policies, General Liability**	Policies carried by local government agency to protect itself against liability claims.	20 years after expiration
1.20	**Labor Citations - Safety Violations**	Record of safety violations discovered during inspection of local government facilities. Note: an uncorrected violation may not be destroyed.	Current plus one year

Series	Series Title	Description	Retention
1.21	**Mail Delivery and Receipt**	Receipts for registered, certified or other mail sent out by an agency as well as undeliverable registered or certified mail items returned by the post office for any reason (including: notices for sewer liens and tax liens). The records are typically filed with the agency's copy of the item mailed. Including, but not limited to: • Certified/registered/insured mail logs and return receipts; • Private ground delivery registers/receipts (UPS, Federal Express, etc.); • Signed pick-up and delivery receipts NOTE: In instances when there is a legal need to demonstrate that a mailing was sent to a particular address, retain undeliverable/returned mail for as long as legally necessary.	1 Year (unless needed longer for legal purposes)
1.22.a	**Minutes of Meetings, Official**	All official meetings held or conducted by local government officials, where official minutes are kept with an accurate record of votes and actions. Includes, but is not limited to: • Agendas, meeting/agenda packets (briefs, reference materials, etc.) • Speaker sign-up, written testimony • Audio/visual recording transcripts (recordings may be destroyed after 5 years) • Minutes (any handwritten notes, once transcribed and approved can be destroyed)	Permanent
1.22.b	**Minutes of Meetings, Recordings**	All official meetings held or conducted by local government officials, documenting the actual proceedings with audio or visual recordings. The recordings are generally used as a transcribing aid. Minutes typically contain the date, time, place, attendance, approval of prior meeting's minutes, motions made, votes, and actions taken. Recordings can be destroyed after verbatim transcription and approval of minutes or proceedings. Retain five (5) years if recordings are not transcribed but official minutes have been approved. Retain transcripts permanently.	Destroy after minutes have been transcribed and approved, unless challenge or legal dispute related to meeting. Note: If minutes are challenged, recordings should be retained until resolution.
1.22.c	**Minutes of Meetings, Transitory**	Routine staff meetings, NOT the official proceeding of a board or committee.	2 years
1.22.d	**Minutes of Meetings, Verbatim Transcript**	All official meetings held or conducted by local government officials - verbatim transcript made from audio or video recording created at the direction of the local government agency.	Permanent
1.23	**Municipal Ordinances**	Laws, statutes and/or regulations approved and enacted by the local government agency's governing body. All ordinances adopted by a municipality, including documentation as to why the ordinance was proposed.	Permanent

Series	Series Title	Description	Retention
1.24	**Policies**	Executive orders, directives, manuals, and similar documents that establish and define the policies, procedures, rules, and regulations governing the daily operations and activities of a local government including any programs or services.	Permanent
1.25	**Records Disposition Documentation**	Documentation of final disposition of records, describing records disposed of and manner and date of disposition; providing evidence that records have been disposed of per approved retention schedules.	Permanent
1.26	**Surveillance Records**	Recordings which document the activities in public areas of local government facilities used as a security measure in the identification of persons who cause disturbances or violate laws. Cameras may be located in areas such as lobbies, hallways, entrances to government buildings, local government offices and other public access areas.	Retain until determined that no security incident has occurred, then destroy. If incident or investigation, retain until resolved.
1.27	**Warrants - Municipal**	Municipal warrant used to call a town meeting, with associated election notice. Warrants typically list an agenda of items to be voted on by those present, which may be an open town meeting, (those present would consist of any and all registered voters in the town) or a representative town meeting (anyone may attend, but only town meeting members - elected representatives - are allowed to vote).	Permanent
1.28	**Welfare records - Applications and Case Files**	General assistance, donated commodities, HEAP (Heating and Energy Assistance Program), ECIP (Energy Crisis Intervention Program), etc.	3 years Confidential (1), (2)

SCHEDULE 2 – FINANCIAL RECORDS

Series	Series Title	Description	Retention
2.1	**Accounts Payable and Disbursement Records**	Including but not limited to: claims, bills, invoices, statements, copies of checks and purchase orders, expenditure authorizations, and similar records that serve to document disbursements, including those documenting claims for and reimbursement to employees for travel and other employment-related expenses.	6 years
2.2	**Accounts Receivable Records**	Including but not limited to: bill copies or stubs, statements, billing registers, account cards, direct deposits, cash receipts, credit card receipts, receipt books, cash transfers, daily cash reports, cash drawer reconciliations, and similar records (such as returned checks and associated fees) that serve to document money owed to or received by a local government and its collection or receipt.	6 years
2.3	**Audit Reports**	Report issued by auditor following each official audit.	Permanent
2.4	**Audits, Internal (Working Papers)**	Calculations and other backup materials used by auditors to generate final report.	6 years
2.5	**Banking, Accounts and Transactions**	Records relating to the agency's banking activities and documenting its banking transactions including, but not limited to: • Bank Deposits (deposit slips) and Withdrawals • Bank Reconciliations and Statements • Records documenting the status of and adjustments to accounts • Stop payment reports/requests (and supporting documentation) • Canceled checks, or images of canceled checks, returned to local government agency by bank	6 years
2.6	**Bankruptcy Notices**	Notices filed with local government official by individuals who have been declared bankrupt, in order to have debt(s) owed to local government agency dismissed.	10 years after debt dismissed
2.7.a	**Bids and Proposals, Successful**	Bids and proposals made by potential vendors to provide the agency with goods, services, revenue, or other benefits which are accepted by the agency. Including, but not limited to: • Request for proposal or bid, request for qualifications/quotations, specifications, etc.; • Public notices; • Bid proposals, evaluation documents, statements of qualification, applications, etc.	6 years

Series	Series Title	Description	Retention
2.7.b	**Bids and Proposals, Unsuccessful**	Bids and proposals made by potential vendors to provide the agency with goods, services, revenue, or other benefits, which are not accepted by the agency. Includes bid proposals,evaluation documents, statements of qualification, applications, etc. If agency decides not to proceed with purchase or agreement (so there is a successful bidder), records also include request for proposal or bid, request for qualifications/quotations, specifications, and notices.	2 years
2.8	**Bills of Sale for Property That Must Be Filed with Municipal Clerk**	Bills of sale for property owned by a local government agency, such as a house located on rented land.	6 years after property is sold or removed
2.9	**Bond Records, Financial**	Bonds (financial, representing funds invested) purchased or sold by municipality.	6 years after expiration
2.10.a	**Budget Records - Approved Annual Budget**	Final copy of the adopted budget, listing anticipated revenues and expenses for year. This series does NOT include working papers, drafts, budget requests, or other supporting documentation.	Permanent
2.10.b	**Budget Records - Supporting Documents**	Documentation supporting the approved annual budget, including but not limited to working papers, agency staff analyses, drafts, or other working documents used to draw up the final budget, including estimates and requests submitted for compilation by individual departments.	6 years
2.11	**Contracts/Leases**	Contracts entered into by local government agencies for the purchase of goods, services; leasing of vehicles, equipment, etc.	6 years after completion
2.12.a	**Ledgers/Journals - Daily Transactions**	Records documenting the daily transactions concerning receipts and disbursements of funds. May include details of daily receipts and expenditures such as deposit or payment amounts, date, payee, purpose, fund credited or debited, and check number, etc.. These records are considered temporary accounting records which are used to create a local government agency's permanent ledger.	6 years
2.12.b	**Ledgers/Journal - Permanent**	Summary accounting records, showing line item totals of income and expenditures for year. (May also be referred to as annual or final fiscal reports.)	Permanent
2.13	**Vouchers**	Official authorization (i.e. internal document) used in order to collect and organize the necessary documentation and approvals before paying on a claim or bill. May include name of department fund, check number, date, amount of claim, and authorizing signature.	6 years
2.14	**Warrants - Financial**	Warrants for payment of obligations, (i.e. a written order instructing a specific payment to a specified recipient at a specific time).	6 years

SCHEDULE 3 – PAYROLL RECORDS

Series	Series Title	Description	Retention
3.1	**Deduction Authorizations**	Records documenting an individual employee's authorization to withhold taxes or other authorization to allow deductions from the employee's pay.	3 years after separation Confidential (1), (2)
3.2	**Direct Deposit Authorization**	This record series documents an employee's authorization for direct deposit of their paycheck in the bank by the local government agency.	until superseded or end of employment Confidential (1), (2)
3.3	**Employee Payroll Records**	Records kept for individual employee earnings history. May contain, but not limited to: salary history, department and position, earnings and deductions by pay period; gross earnings year-to-date, net pay.	60 years after separation Confidential (1), (2)
3.4	**Leave Files**	Requests and authorizations for vacation, compensatory, sick, Family and Medical Leave Act (FMLA), and other types of authorized leave, and supporting documentation.	3 years (summary reporting should keep track of employees cumulative records which would be kept as part of Employee Payroll Records, 60 years) Confidential (1), (2)
3.5.a	**Payroll Register – Pay Period**	Earnings and withholdings of employees for each pay period; used to compile the year end Payroll Register. Records include: date, employee names, gross pay, withholdings and deductions, pay rate	6 years Confidential (1), (2)
3.5.b	**Payroll Register - Year End**	Registers, reports, or similar records detailing the cumulative or year-to-date earnings, withholdings, and deductions for local government employees.	60 years after separation Confidential (1), (2)
3.6	**Payroll Reports**	Various reports are generated for each pay cycle to verify the accuracy of the payroll. These reports may include payroll summaries, pay journals, check registers, account distributions, payroll liabilities, payroll transactions, payroll account creation reports, gross pay balance, deduction registers, etc.	6 years Confidential (1), (2)
3.7	**Pension or Retirement Records**	Pension or retirement account records that detail, by pay period and cumulatively, deductions, disbursements, adjustments, or other actions. (May be considered as part of Employee Payroll Records or Personnel File)	60 years after retirement Confidential (1), (2)
3.8	**Tax Forms**	Forms and reports used to report the collection, distribution, deposit, and transmittal of payroll and other tax related information for employees. Including: W-2 or W-3, Wage & Tax Statement; W-4, Employees Withholding; Form 940, Unemployment Tax; Form 941, Quarterly Tax; 1099 Forms, Miscellaneous income or other distributions	6 years after fiscal reporting year Confidential (1), (2)

Series	Series Title	Description	Retention
3.9	**Time and Attendance Records (Timesheets)**	Weekly recordings of hours worked; vacation, sick, or compensatory time used by employees; and exceptions to normally scheduled hours.	3 years (summary reporting should keep track of employees cumulative records which would be kept as part of Employee Payroll Records, 60 years) Confidential (1), (2)
3.10	**Wage Attachments/Garnishments**	Garnishment of employee wages. Records may include: child support records, bankruptcy records, tax levies, and any other court-ordered garnishments or voluntary attachments stating the total amount to be collected and the amount to be deducted from each payroll.	6 years after file becomes inactive Confidential (1), (2)

SCHEDULE 4 – PERSONNEL RECORDS

Series	Series Title	Description	Retention
4.1	**Applications for Employment - Not Hired**	Cover letters, application forms, references, etc. (See A.53 for other personnel records)	2 years Confidential, per MRSA 30-A, §2702 - for school personnel, MRSA 20-A, §6101(2)
4.2	**Employee Disciplinary Records**	This record series documents possible discipline of local agency employees. This record series may also be filed in the employee's personnel file. Based upon personnel policies and procedures, discipline may be a verbal reprimand, written reprimand, suspension without pay, demotion, criminal action or termination.	60 years after separation unless collective bargaining contract requires that disciplinary documents be destroyed earlier than the contract shall be followed Confidential, (3)
4.3	**Employee Drug Tests**	Records of drug test and results for employees of local government agency	5 years Confidential, (3)
4.4.a	**Health Records - Clinics Sponsored by Local Government Agency**	Immunizations, cholesterol/blood pressure screenings, etc. Does not include records maintained by government-operated hospitals or similar health care facilities.	10 years Confidential, (3)
4.4.b	**Health Records - Individuals**	Health records of local government employees, individuals visited by municipal nurses, etc. Does not include records maintained by government-operated hospitals or similar health care facilities.	30 years after separation Confidential, (3)
4.5.a	**Job Descriptions - No Grievances Pending**	Description of duties performed or to be performed by particular positions.	Retain current version only
4.5.b	**Job Descriptions Grieved with Collective Bargaining**	Description of duties performed or to be performed by particular positions.	Follow applicable collective bargaining agreement
4.6.a	**Personnel Records - Employment History**	Employment history (including dates of employment, salary history, full time/part time status).	60 years after separation unless employer has been notified that the former employee has died; in which case 10 years after former employee's death Confidential MRSA 30-A §2702
4.6.b	**Personnel Records - Form I-9**	Federally required proof that employee has a legal right to work in the U.S.	3 years after separation Confidential (1), (2)
4.6.c	**Personnel Records - Transitory**	All records not vital or contributing to the continuing value of the employee file for retirement or other long term purposes beyond separation including: training and workshop records, employee evaluations, resumes, complaints or general correspondence records.	6 years after separation or until destruction is permitted by applicable collective bargaining agreement Confidential MRSA 30-A §2702

Series	Series Title	Description	Retention
4.7	**Retirement and Pension Records**	All records needed to document an employee's retirement rights and status.	See Payroll Records Confidential (1), (2)
4.8	**State and Federal Personnel Reports**	Reports and regulatory statistics maintained for State or Federal agencies (such as affirmative action and equal opportunity records, OSHA-required records, etc.)	6 years
4.9.a	**Training Materials - Employee Training**	Employee records for any voluntary or mandatory training provided in-house or by another organization. Records may include certificates of completion (such as Freedom of Access – Right to Know), grades and requests and approval for training.	6 years after separation
4.9.b	**Training Materials - Informational**	Training and education of employees: Information about available training/education opportunities.	Update as needed
4.9.c	**Training Materials – Training, Conference, Workshop Conducted by Agency**	Information used to conduct training sessions or for conferences and workshops. May include training materials, registration and confirmation records, flyers and/or brochures, other presentation material or related documentation.	3 years after end of training/event
4.10	**Union Agreements**	Collective bargaining agreements with unions representing employees of local government agency.	Retain until new agreement is signed and time limit for filing grievances under old agreement has expired
4.10.a	**Union Records - Grievance and Arbitration Files**	Related correspondence; union grievances and negotiation documentation; signature page of people attending meeting; notes on meeting; written decision; demand for arbitration; arbitration award; exhibits; briefs; notice of hearing; settlement agreement.	50 years
4.10.b	**Union Records - Union Agreements (Signed)**	Collective bargaining agreements with unions representing employees of local government agency.	10 years
4.11	**Volunteer Records**	Records documenting those who participate as volunteers for local government. These records are maintained as a reference and to verify that a person has worked as a volunteer. May contain: Application, names of volunteers, addresses, directory information, program volunteering for, time and attendance records, registers, sign-in sheets and activity information.	5 years
4.12	**Wellness program records**	Records of employee participation in program designed to encourage behaviors thought to result in improved heath.	Current year Confidential (3)
4.13.a	**Workers Compensation Records - Completed Claim**	First report plus other records, when claim is finalized by a lump sum settlement.	1 year after close of case Confidential (3)
4.13.b	**Workers Compensation Records - First Report of Injury**	No lost work time, so that the only record required is the initial report of injury.	1 year after close of case Confidential (3)

Series	Series Title	Description	Retention
4.13.c	**Workers Compensation Records - Long Term Claim**	First report plus other records where time is lost from work, and case is not finalized by lump sum payment.	20 years after last payment Confidential (3)

SCHEDULE 5 – ELECTION RECORDS

Municipal election officials should not destroy records without first checking applicable statutes, which are noted for each series, to make certain that these statutes have not been changed. Questions concerning the retention of election records should be referred to the Division of Elections.

Series	Series Title	Description	Retention
5.1	**Ballots Used for County Elections, Municipal Elections, Referenda Elections or Special Legislative Elections**	Ballots used for county elections (if separate from state ballot), municipal elections, referenda elections or special legislative elections. These ballots must be retained for 2 months.	2 months per Title 30-A, §2528(9); Title 21-A §23(7-A) Confidential per Title 21-A, §22.2
5.2	**Ballots, All Other Elections**	Ballots with candidates for federal offices must be kept for 22 months unless sooner released to the Secretary of State or required by the Secretary of State to be kept longer.	22 months per Title 21-A, §23(7) Confidential per Title 21-A, §22.2
5.3	**Election Records Not Specified in 1-7**	All election records not otherwise listed on this disposition schedule.	2 years per Title 21-A, §23(13)
5.4	**Incoming Voting Lists**	The list of all of the voters in a municipality which is used by election officials at a voting place to record which voters have been issued a ballot at an election.	5 years per Title 21-A, §23(7-A)
5.5	**Municipal Candidate Petitions and Nomination Papers**	Petitions filed by candidates for municipal office, and nomination papers filed by citizens seeking to run for municipal office.	6 months per Title 30-A, §2528(4C)
5.6	**Municipal Elections Campaign Finance Reports Filed With Municipality**	The campaign report of monies received and expended for a municipal election campaign in a city or town with a population of 15,000 or more. (Any municipality with a population of less than 15,000 may choose to be governed by Title 21-A, Chapter 13, subchapter 4).	8 years per Title 30-A, §2502
5.7	**Municipal Referendum Petitions**	Petitions filed by citizens desiring to bring matters to municipal referendum.	6 months per Title 30-A, §2528(5)(4)
5.8	**Posted Notices, Specimen Ballots, Instruction Posters to Which Materials Pertain**	Posted notices concerning election matters, specimen or sample ballots provided for public information, and instruction posters for voter information.	Destroy after election per Title 21-A, §23(14)
5.9	**Receipt for Certified Copies of Voting List**	Receipt for certified copies of voting list.	1 year per Title 21-A, §23(5)
5.10.a	**Record of Receipts for Ballots Issued and Received - Municipal**	Record of receipts for ballots issued and received (municipal).	6 months per Title 21-A, §23(4)
5.10.b	**Record of Receipts for Ballots Issued and Received - State**	Record of receipts for ballots issued and received (state).	6 months per Title 21-A, §23(4)

Series	Series Title	Description	Retention
5.11.a	**Registration and Enrollment Applications - All Other Voters**	Registration and enrollment cards for all voters currently active or inactive.	Retain until voter is removed from voting list per Title 21-A, §23(1)
5.11.b	**Registration and Enrollment Applications - Voters Removed from Voting List**	Registration and enrollment cards for voters who have been removed from the current voting list.	2 years per Title 21-A, §23(1)
5.12	**State Absentee Envelopes and Applications**	The clerk shall keep the absentee ballot envelopes, including the unopened envelopes containing rejected absentee ballots, the applications for absentee ballots and the list of voters who were issued absentee ballots in the clerk's office or other secure location under the control of the clerk. Ballots will be removed and processed by the end of the election day.	2 years following any election, per Title 21-A, §23 (7-B)

Note: September 2019 correction to description

5.2	**Ballots, All Other Elections**	~~Ballots used for county elections, municipal elections, referenda elections or special legislative elections.~~ Ballots with candidates for federal offices must be kept for 22 months unless sooner released to the Secretary of State or required by the Secretary of State to be kept longer.	22 months per Title 21-A, §23(7) Confidential per Title 21-A, §22.2

SCHEDULE 6 – LICENSES AND PERMITS

Series	Series Title	Description	Retention
6.1	**Air Emissions License Applications**	Licenses granted to businesses that discharge atmospheric pollutants.	Until license expires
6.2	**Alcoholic Beverages (On Premises Consumption)**	Licenses for businesses to sell alcoholic beverages for on premises consumption.	3 years
6.3	**Amusement Devices/Adult Amusement Devices**	Licenses for various amusement devices.	3 years
6.4	**Auctions**	Auction permits.	1 year
6.5	**Beano**	Permits to hold beano games.	1 year
6.6	**Billiard, Pool, Bagatelle Rooms**	Licenses to operate billiard, pool, or bagatelle rooms.	3 years
6.7	**Bottle Clubs**	Licenses to permit consumption of liquor brought to the premises, not sold there.	3 years
6.8	**Bowling Alleys**	Permits to operate bowling alleys.	3 years
6.9.a	**Building - Never Built**	Application and all supporting detail when the building is never constructed.	6 years
6.9.b	**Building - Permit and File Information**	Building permit and filing information.	Life of building, plus one year
6.9.c	**Building - Plans and Specifications**	Detailed plans and specifications accompanying building permit application.	Life of building, plus one year
6.10	**Buildings Used for Public Assembly**	Permits for buildings used for public meetings.	3 years
6.11	**Burial Permits**	Permits to bury a human body.	See Schedule P
6.12	**Burning**	Permit to kindle a fire within a municipality's limits, within stated limitations.	3 years
6.13	**Cable Television Franchise**	Franchise granted to company to supply cable television service to subscribers within municipality.	6 years, after expiration
6.14	**Carnival or Circus**	Permit to hold carnival or circus.	6 years, after expiration
6.15	**Clams/Shellfish**	License to harvest clams or other shellfish.	3 years
6.16	**Closing Out Sales**	Permit to hold a going out of business or other type of closing out.	5 years
6.17	**Conversion of Seasonal Dwelling**	Permit to convert a seasonal dwelling for year-round use.	Life of building
6.18.a	**Dogs/Kennels - Licenses**	License to keep a dog, or license to keep up to a specific number of dogs.	3 years

Series	Series Title	Description	Retention
6.18.b	**Dogs/Kennels - Rabies Vaccination Certificates**	Copy of rabies vaccination certificates sent by Department of Agriculture to municipal office.	Keep until expired, for dog vaccinations; cat vaccinations need not be retained at all
6.19	**Drains, Connecting Private to Public**	License to connect a private drainage pipe to a public system.	Permanent
6.20	**Driveway Permits**	Permit to construct a driveway (sometimes called a Curb Cutting Permit).	Until driveway no longer exists
6.21	**Eating Establishments**	Permit to operate an eating establishment.	3 years
6.22	**Electrical Equipment/Installations**	Permit to install new electric service, or to upgrade or otherwise substantially alter an existing installation.	3 years
6.23	**Explosives, Keeping and Transportation of**	Permit to transport or store explosives.	6 years
6.24	**Farmers Market**	Permit to operate a farmers market.	3 years
6.25	**Fireworks Displays**	Contracts entered into by local government agencies for the purchase of goods, services, leasing of property, etc.	6 years
6.26	**Fishing**	License to catch fish. Includes fishing license reports to IF&W.	6 years
6.27	**Flea Market/Flea Market Dealers**	Permit to operate a flea market, or to sell goods at a flea market.	3 years
6.28	**Food Service Establishments**	License to operate a food service establishment such as a restaurant.	3 years
6.29	**Horse Drawn Cabs**	License to operate a horse drawn cab.	3 years
6.30	**Hunting**	License to hunt deer, moose, birds, or other wildlife. Includes hunting license reports to IF&W.	6 years
6.31	**Innkeepers**	License to operate a lodging establishment.	3 years
6.32	**Installations in Public Right of Way (Water, Sewer, Natural Gas, etc.)**	Water, sewer, natural gas, and other utility service installations that cross a public right of way.	1 year after installation is removed
6.33	**Itinerant Vendors/Transient Sellers of Consumer Merchandise**	License to sell consumer merchandise without establishing a permanent place of business.	3 years
6.34	**Junk Collector/Junk Dealer**	Permit to operate a junk business (other than for motor vehicles) or to hold goods that would normally be stocked by such a business.	3 years
6.35	**Junkyards/Automobile Graveyards**	Permit to operate a junkyard or other business that stocks inoperative motor vehicles.	5 years
6.36	**Lodging Houses**	License to operate a lodging house.	3 years

Series	Series Title	Description	Retention
6.37	**Lunch Wagons**	License to operate a lunch wagon.	3 years
6.38	**Massage Establishment**	License to operate a massage establishment.	3 years
6.39	**Massage Therapist**	License to perform massage therapy. (This is a State license, some municipalities require that a copy be filed locally).	3 years
6.40	**Mobile Home Parks**	Permit to operate a mobile home park.	2 years, after park is discontinued
6.41	**Mobile Home/Over-Limit Vehicles - Moving Permits**	Includes both claims filed against local government agency, and claims filed against others by local government agency.	3 years
6.42	**Moorings**	Permit to place and use a boat mooring.	3 years
6.43	**Motion Picture Theaters**	Permit to operate a motion picture theater.	3 years
6.44	**Municipal Building Permits for State Buildings**	Building permit for a structure owned by the State of Maine.	Life of building, plus one year
6.45	**Music, Dancing, Special Entertainment**	Permit for a private club to allow performances by musicians, hold dances, etc.	3 years
6.46	**Oil Terminal Facility Applications**	State-licensed facility for storage of fuel oil.	Until license expires
6.47	**Partnerships, Withdrawals, and Sole Proprietorships**	Record of how each business operating within the municipality is organized.	6 years after the business ceases to operate
6.48	**Pawnbrokers**	Permit to operate a pawn shop.	3 years
6.49	**Pinball Machines**	Permit to have a pinball machine operating on premises.	3 years
6.50.a	**Plumbing - 1974 and After - External - Outside Only**	Plumbing permits granted in 1974 and afterward, for work done outside of building.	Permanent
6.50.b	**Plumbing - 1974 and After - Inside Building Only**	Plumbing permits granted in 1974 and afterward, for inside of building only.	4 years
6.50.c	**Plumbing - Prior to 1974**	Plumbing permits granted before 1974, with all related documentation.	No retention
6.51	**Poles and Wires**	Utility pole permits.	Life of pole plus 1 year
6.52	**Public Building Construction/Public Accommodation Occupancy (Accessibility for the Disabled)**	Permit to construct a public building or public accommodation that must be accessible to the disabled.	Life of building, plus one year
6.53	**Public Exhibitions**	Permit to hold a public exhibition.	3 years
6.54	**Public Markets**	Permit to operate a public market.	3 years
6.55	**Rendering Facilities**	Permit to operate a rendering facility.	3 years

Series	Series Title	Description	Retention
6.56	**Roller Skating Rinks**	Permit to operate a roller skating rink.	3 years
6.57	**Secondhand Dealers**	Permit to operate a business specializing in resale of personal property.	3 years
6.58	**Septage Disposal Sites**	Permit to dispose of human waste on a certain property.	Permanent
6.59	**Shooting Galleries**	Permit to operate a shooting gallery	3 years
6.60	**Shoreland Zoning Permits/Zoning Permits Generally**	Permit for an appropriate use within a particular zone of a municipality, including within a shoreland zone.	3 years, after expiration
6.61	**Special Entertainment (Special Amusements)**	Permit for a private club to allow any live music, dancing or entertainment of any sort. Permits included for both those clubs which allow the sale and consumption of liquor on the premises and those that do not.	3 years
6.62	**Street Excavations**	Permit to dig in a street.	3 years, after expiration
6.63	**Subdivisions**	Permit to divide a parcel of land into smaller lots for resale or development.	3 years, after expiration
6.64	**Taxicabs/Vehicles for Hire**	Includes both taxicab business licenses and driver's licenses.	3 years
6.65	**Trailer Parks**	See Mobile Home Parks (trailer in this case refers to a mobile home).	See Mobile Home Parks
6.66	**Transient Sellers**	See 6.33, Itinerant Vendors/Transient Sellers of Consumer Merchandise.	3 years
6.67	**U.C.C. (Uniform Commercial Code)**	Filing with Corporations, Elections & Commissions (Sec. of State) to document debt secured by personal property. (This would also include Chattel Mortgages.)	10 Years (or 5 years after maturity of instrument)
6.68	**Victualers**	License to sell food/drink to the public already prepared for consumption on the premises.	3 years
6.69.a	**Waste Transfer**	Permit to transport trash.	5 years
6.69.b	**Waste Transfer Facility Permits (Dump Permits)**	Retain for the life of the waste transfer permit, plus one year.	6 years
6.70.a	**Weapons, Concealed - Documentation and Application**	Documentation and application are kept for the life of the permit plus one year.	5 years Confidential, 25 MRSA §2006 (1)
6.70.b	**Weapons, Concealed - Permit to Carry Concealed Handgun**	Permit is valid for four years; information is kept for the life of the permit plus one year, unless otherwise revoked by the issuing authority.	5 years Confidential, 25 MRSA §2006 except for the information specified in 25 MRSA §2006 (2)(A-C)

Series	Series Title	Description	Retention
6.70.c	**Weapons, Concealed - Record of Permit Issued**	Issuing authorities (including municipalities - 25 MRSA §2002) permitted by law to issue concealed handgun permits must make a permanent record of each permit to carry concealed handguns in a suitable book or file kept for that purpose. The record must include the information contained in the permit itself. The record is confidential except that the following information about each permit holder is not confidential and is a public record: the municipality of residence; the date the permit was issued; and the date the permit expires.	Permanent Confidential, 25 MRSA §2006(2); except for the information specified 25 MRSA §2006(2)(A-C)
6.71	**Wetlands Applications**	Application to drain or otherwise alter a wetland. Since this is handled by the Department of Environmental Protection, it only needs to be documented at the municipal level until the public hearing process has been completed.	Until after public hearing
6.72	**Yard Sale**	Permit to sell personal property from premises not otherwise licensed for this purpose.	3 years

SCHEDULE 7 – VEHICLE REGISTRATIONS

Series	Series Title	Description	Retention
7.1	**ATVs**	Registrations for all terrain vehicles.	6 years
7.2	**Automobiles**	Registrations for automobiles, trucks, etc.	5 years Confidential, Federal Driver Privacy Protection Act (18 U.S.C. Chapter 123)[2]
7.3	**Boats**	Registrations for boats.	6 years
7.4	**Registration Reports - BMV**	BMV reports, municipal request for supplies and BMV inventory transmittal sheets.	5 years Confidential
7.5	**Snowmobiles**	Registrations for snowmobiles.	6 years
7.6	**Trailers**	Registrations for trailers.	5 years Confidential, Federal Driver Privacy Protection Act (18 U.S.C. Chapter 123)

SCHEDULE 8 – VITAL RECORDS

Series	Series Title	Description	Retention
8.1	**Births**	Record of births filed within the municipality.	Permanent "Closed Records", Title 22 §2706. Requestor must meet requirements for requesting record (proof of direct and legitimate interest)
8.2	**Burial Transit Permit**	Permit to transport human remains.	Permanent
8.3	**Consent to Marriage Given by Parents, Legal Guardians, or Judges of Probate**	Consent to marriage from legal authorities when one or both partners are under the age of 18.	Permanent "Closed Records", Title 22 §2706. Requestor must meet requirements for requesting record (proof of direct and legitimate interest)
8.4	**Correspondence with Judge of Probate Concerning Marriage of Persons Under 16 Years of Age**	Correspondence with judge of probate when one or both marriage partners are under 16 years of age.	Permanent "Closed Records", Title 22 §2706. Requestor must meet requirements for requesting record (proof of direct and legitimate interest)
8.5	**Deaths**	Record of deaths filed within the municipality.	Permanent "Closed Records", Title 22 §2706. Requestor must meet requirements for requesting record (proof of direct and legitimate interest)
8.6	**Marriage Certificates**	Record of marriages filed within the municipality.	Permanent "Closed Records", Title 22 §2706. Requestor must meet requirements for requesting record (proof of direct and legitimate interest)
8.7	**Marriage Intentions**	Intentions and all supporting documents filed by parties planning to marry.	Permanent"Closed Records", Title 22 §2706. Requestor must meet requirements for requesting record (proof of direct and legitimate interest)

Series	Series Title	Description	Retention
8.8	**Vital Event Request Form**	The clerk shall keep the form related to requests for vital events (marriage, death, births, and divorce) in the clerk's office or other secure location under the control of the clerk. This includes copies of required identification along with copies of documentation showing direct and legitimate interest (if applicable for mail requests).	1 year Confidential, (1) 22 MRSA §2706

SCHEDULE 9 – BUILDING/LAND RECORDS

Series	Series Title	Description	Retention
9.1	**Abandoned Property**	Any records associated with the management of abandoned properties including but not limited to regulating the care, maintenance and security of property determined to be abandoned and addressing the property defects after notice and opportunity to comply has been given to responsible parties. According to statute, the municipality may recover its costs from the responsible parties.	Until all actions are settled/closed plus 6 years 30-A MRSA, §3106(A), (B)
9.2	**Aerial Photographs**	Systematic documentation of land use; not casual photos, which may be destroyed when no longer useful.	Permanent
9.3	**Buildings and Grounds Records**	Record of construction (if applicable), purchase, and on-going repair and alteration of buildings owned and/or operated by local government agency.	Destroy when building no longer exists, or transfer records to its new owner
9.4	**Cemetery Lots**	Record of ownership of lots in municipally operated cemeteries.	Permanent
9.5	**Deeds to Properties Owned by Local Government Agencies**	Deeds (plus any related documents) to a local government agency's real property. These deeds must also be recorded at the appropriate County Register's Office.	Permanent
9.6	**Depreciation Schedules**	Depreciation schedules for non-real property owned by local government agencies.	6 years after disposal of property
9.7.a	**Leases - Housing/Tenant Files**	Lease records relating to tenants in buildings/units owned, used or maintained by local government. Records may include, but is not limited to: Application, background check, etc.; Correspondence with tenants (including notifications, complaints and responses); Executed lease/agreement; Inspections.	6 years after termination of lease
9.7.b	**Leases - Property**	“Real Property” related leases (land, buildings and fixtures) to which the local government agency is a party. Records may include: legal documents, correspondence, reports, etc., relating to the negotiation, fulfillment, and termination of the lease.	10 years after termination of lease
9.8	**Mortgages**	Mortgages on property owned by local government agency, and discharges of these mortgages. Must also be recorded at the appropriate Registry of Deeds.	Permanent
9.9.a	**Municipal Inspection Files, No Order Resulting**	These files contain records of inspections performed by such municipal officials as the Building Inspector, Fire Chief, Code Enforcement Officer, Plumbing Inspector, Electrical Inspector, Health Officer, or any other municipal officer whose official duties require making inspections and keeping a record of the results, where the inspection does not result in an order of eviction, compliance, correction or remediation.	3 years

Series	Series Title	Description	Retention
9.9.b	**Municipal Inspection Files, Order Resulting**	These files contain records of inspections performed by such municipal officials as the Building Inspector, Fire Chief, Code Enforcement Officer, Plumbing Inspector, Electrical Inspector, Health Officer, or any other municipal officer whose official duties require making inspections and keeping a record of the results, where the inspection results in an order of eviction, compliance, correction or remediation.	3 years from closure of case
9.10	**Property Records**	Other than deeds to real estate - documentation for purchase and maintenance of property that the local government agency records on an inventory.	6 years after disposal of property
9.11.a	**Site Plans - Approved**	Final plans submitted to planning boards and land use committees, approved to allow the work to proceed.	Permanent
9.11.b	**Site Plans - Work in Progress**	Plans superseded by subsequent changes in execution, and all sketches, notes, and supporting documents to completed (final) plan.	Until no longer needed
9.12	**Trees**	Municipal arborist's records of trees growing in municipality.	Until 3 years after tree is removed
9.13	**Zoning Records**	Records related to zoning boundaries within the municipality. Records are typically blueprint maps which show streets, property lines, zoning boundaries, and area classifications.	Permanent

SCHEDULE 10 – PARKS AND RECREATION RECORDS

Series	Series Title	Description	Retention
10.1	**Equipment Loans**	Records used to document recreational equipment loaned in connection with facilities. They are used to maintain a record of location of equipment. They include name of group; name, address, telephone number of person picking up equipment; date of issue; reservation date; date of return; location reserved; quantity and equipment picked up.	1 year
10.2	**Facilities Reservation Records**	Documents used for rental of parks and recreational facilities including sports facilities (such as ball fields). The files include date of request, name of group, number of people, name, address, and telephone number of requesting person, area and park requested, time, date, and amount paid.	2 years
10.3	**Parks and Recreation Facilities Records - Construction and Maintenance**	Construction and maintenance of nature trails, playgrounds, and other facilities maintained by municipality, except for municipally owned and operated buildings.	Until 6 years after facility ceases to be operated
10.4	**Parks and Recreation Facilities Records - Historical**	Records retained for historical and information purposes, including how the park or facility was created and any significant renovations which had an impact on the municipality. Records may include, but not limited to: correspondence, architectural drawings and specifications, photographs, maps, significant news stories.	Permanent
10.5	**Recreation Programs**	Records kept to document specific municipally sponsored recreation programs. These records may be used for reference in developing future programs. Records may include, but not limited to: flyers of specific programs, reservation summaries, copies of receipts for fees paid and other related program records.	3 years
10.6	**Registration Records**	These forms are used to register for municipal recreational programs such as arts and crafts classes, sports clinics, summer/day camps, animal obedience classes, library programs, parenting classes, CPR training, and any other events for which the public can register to participate or attend. Information may include, but not limited to, registrant's name, address, and telephone number; program name and date(s); parent's/guardian's name if registrant is a minor; and a signed liability waiver statement.	2 years
10.7	**Release Forms**	This form is completed by individuals participating in municipal recreational activities. It is used to verify that participants have released all rights and claims for possible injuries in municipal recreational activities. Information may include: Release, dates of activity, name of participant, name/signature of parent/guardian, insurance documentation.	2 years

SCHEDULE 11 – PUBLIC WORKS

Series	Series Title	Description	Retention
11.1	**E911 Project Lists**	Road name assignments and related documents generated by municipalities' E911 compliance activities.	Permanent
11.2	**Excavation Permits**	Permit to dig within municipal limits.	3 years
11.3	**Field Books**	Measurements and survey notes for highways, streets, bridges, and other construction projects.	Permanent
11.4	**Landfill Monitoring**	Testing (and requirements for it) for municipal landfill, groundwater, and surrounding soil.	Permanent
11.5.a	**Solid Waste Management - Agronomic Utilization of Residuals**	Unless otherwise provided for in the program license, the residual generator must make provisions to keep the following records: (1) Volume of residual generated on a yearly basis; (2) Volumes of residual utilized, processed, disposed and stored on a yearly basis; (3) Analytical results and residual process monitoring records pertaining to the utilization program and residual, including a record of sample locations; (4) A list of licensed utilization sites, loading rates at those site, analytical data, all license application submissions, a copy of licenses issued by the Department and all other site specific utilization information; and (5) Other information as specified in the utilization program license.	Duration of the utilization activities, and for a minimum of three (3) years after the utilization program ceases
11.5.b	**Solid Waste Management - Processing Facilities**	Records should include: (1) When applicable, as-built engineering drawings of the facility, including a schematic showing the relationship of the various subsystems; (2) Analytical and characterization data results required by these rules or license conditions; (3) An operations manual meeting the requirements of this section; (4) Records of odor monitoring data, exceedances, response actions and complaints, if any; (5) Copies of periodic and annual reports submitted to the Department; and (6) Stabilization facility operations log.	Duration of the facility operation and a minimum of 2 years after facility closure
11.6	**Street Files**	Record of all changes taking place on each street within municipality. May include street description, deeds to land street occupies, street plans, letters of easement, drainage issues, letters from citizens such as requests to fix potholes, work done (maintenance as well as changes), right-of-way documents.	Permanent
11.7	**Work Orders**	Order for Public Works staff to perform jobs.	3 years

SCHEDULE 12 – ASSESSOR'S RECORDS

Series	Series Title	Description	Retention
12.1	**Assessor's Returns**	Reports completed and filed by assessors on property valuations within county.	Permanent
12.2	**Callbacks**	Record of property owners not available to assessor on first visit, who must be called to make an appointment so the assessor can gain access to the property	5 years
12.3	**Declaration of Value Forms**	Forms filed as part of real estate transfer showing selling price of property	5 years
12.4	**Personal Property**	Lists of taxable personal property owned by residents of municipality	6 years
12.5	**Property Transfers and Property Listings**	Record of property transferred from owner to owner, and lists of real property in the municipality	Permanent
12.6	**Revaluations**	Detail created by the process of re-valuing properties. Before these records can be destroyed, the summary information (new valuation and effective date) should be incorporated in the Assessor's permanent records.	6 years
12.7.a	**Tax Abatement Records, Municipal - Application for Abatement**	Applications for tax abatement filed with municipality	3 years
12.7.b	**Tax Abatement Records, Municipal - Record of Abatements Granted/Refused**	Record of abatements granted and refused by municipality	Permanent
12.8	**Tax Exemption Records**	This series is defined as any record that states the name of a person or business granted an exemption; the amount of that exemption, and the reason for granting it. Tax exemptions must be recorded in the Valuation Book in order for records described in this item to be destroyed.	
12.8.a	**Tax Exemptions - Blind Exemptions**	An individual who is determined to be legally blind is eligible for a tax exemption.	3 years, after exemption has expired Not Confidential, per Title 36, §654
12.8.b	**Tax Exemptions - Denial of Homestead Exemption**	If the assessor (or state tax bureau) determines that a property is not entitled to an exemption, and further determines that a property improperly received a homestead exemption for any of the 10 years immediately preceding this determination, the assessor shall supplementally assess the property for which the exemption was improperly received, plus costs and interest.	10 years Not Confidential, per Title 36, §686

Series	Series Title	Description	Retention
12.8.c	**Tax Exemptions - Estates of Veterans**	A veteran who served during a recognized war period and is 62 years or older; or, is receiving 100% disability as a Veteran; or, became 100% disabled while serving, is eligible for an exemption. Applications and attachments are considered confidential.	3 years, after exemption has expired Confidential, per Title 36, §653
12.8.d	**Tax Exemptions - Maine Resident Homestead Property Tax Exemption**	Provides a measure of property tax relief for certain individuals that have owned homestead property in Maine for at least 12 months and make the property they occupy on April 1 their permanent residence.	3 years, after exemption has expiredNot Confidential, per Title 36, §681-689
12.8.e	**Tax Exemptions - Taxpayers List**	Only attached proprietary and confidential information is confidential and exempt from the provisions of Title 1, Chapter 13. For purposes of this section, “proprietary information” means information that is a trade secret or production, commercial or financial information the disclosure of which would impair the competitive position of the person submitting the information and would make available information not otherwise publicly available and information protected from disclosure by federal or state law or regulations.	3 years, after exemption has expired Confidential, per Title 36, §653
12.9	**Tax Maps**	Maps showing municipalities’ lot numbers, owners, etc	Permanent
12.10	**Tree Growth Files**	Program to provide tax incentive to owners of forested land to manage it per guidelines.	3 years after last parcel or portion of a parcel included in original filing is totally withdrawn from program
12.11	**Valuation Records**	Valuation book, valuation cards, or any method used to track properties for that purpose. It is not necessary to retain a separate valuation list permanently, although one may be created for convenient use.	Permanent

SCHEDULE 13 – TAX RECORDS

Series	Series Title	Description	Retention
13.1	**County Tax Reports**	Annual reports incorporating audited county financial statements, provided to each municipality within that county's borders.	Permanent
13.2	**Duplicate Copies of Tax Bills**	Duplicate copies of tax bills sent to taxpayers.	6 years
13.3	**Excise Taxes (Auto)**	Automobile excise tax documentation.	5 years
13.4	**Tax Abatement Decrees Granted by Counties**	Tax abatement decisions made by County Commissioners are records in the minutes of the Commissioners' meetings, which are retained permanently. These are copies of the decrees given to the applicants.	6 years
13.5	**Tax Anticipation Notes**	Notes from local government agency borrowing funds in anticipation of tax collection revenues.	6 years
13.6	**Tax Collector's Settlement**	Tax collector's settlement of funds collected from taxpayers.	Permanent
13.7	**Tax Commitments**	Tax collector's commitment of revenues.	Permanent
13.8	**Tax Demand Notices**	Demand that overdue taxes be paid.	6 years
13.9.a	**Tax Liens - Discharged**	Tax liens that have been discharged after the taxpayer paid the bill. All tax lien discharges must be reduced at the appropriate Register of Deeds office.	10 years
13.9.b	**Tax Liens - Not Discharged**	Tax liens still in effect because the bill has not been paid.	Permanent
13.10	**Taxpayer Lists**	Note: municipalities may keep taxpayer lists in many formats. This item applies to whichever format the municipality regards as the official, or 'record copy'.	Until updated

SCHEDULE 14 – COUNTY CLERKS, COMMISSIONERS, TREASURERS

Series	Series Title	Description	Retention
14.1	**Canceled Bonds**	Bonds that have been paid off by the county.	Permanent
14.2	**Census Reports**	County copies of US census reports.	Permanent
14.3	**Deputy Bonds**	Deputy sheriff performance bonds.	6 years, after expiration
14.4	**Distribution Book**	Record of tax dollars collected and expended, by line item.	Permanent
14.5	**Petitions for License**	Petitions for licenses granted at the county level.	6 years
14.6	**Revenue Sharing Records**	Record of revenue sharing funds received and expended by county.	Permanent

SCHEDULE 15 – REGISTER OF DEEDS

Series	Series Title	Description	Retention
15.1	**Attachments**	Attachments filed against property for repayment of debt.	Permanent
15.2	**Bankruptcies**	Bankruptcy filings and related documents.	Permanent
15.3	**Deeds**	Deeds to real property.	Permanent
15.4	**Discharges**	Discharges of indebtedness.	Permanent
15.5	**Foreclosures**	Foreclosures; i.e., seizing of property to satisfy debt.	Permanent
15.6	**Instruments**	Legal documents not otherwise identified on this schedule, also filed with Register of Deeds.	Permanent
15.7	**Liens**	Notice of debt filed to prevent sale of encumbered property.	Permanent
15.8	**Mortgages and Discharges**	Document(s) recorded to provide legal evidence of a mortgage against real property, and document(s) confirming that a mortgage has been discharged, including supporting schedules, required legal forms, and correspondence for mortgages and mortgage discharges filed with Registry.	Permanent
15.9	**Plans**	Blueprints, specifications, drawings, and related documents submitted for recording.	Permanent

SCHEDULE 16 – REGISTER OF PROBATE

Series	Series Title	Description	Retention
16.1	**Adoptions**	Adoptions processed by Probate Court prior to 8/8/1953 are not confidential. Adoptions processed on or after that date are confidential.	Permanent Confidential, per Title 18-A, §9-310
16.2	**Application for Emergency Involuntary Admission to a Mental Hospital**	The 'blue' form used for this purpose.	1 year Confidential, per Title 34-B, §1207
16.3	**Changes of Name**	Changes of name requested from Probate Court.	Permanent
16.4	**Correspondence with Judge of Probate Concerning Marriage of Persons Under 16 Years of Age**	Correspondence with Judge about marriages involving persons less than 16 years old.	2 years
16.5	**Decedents' Estates, Formal and Informal**	Filing of estate papers with Register of Probate, including wills, inventories, etc. This does not include wills deposited for safekeeping only, since these are private property and not public records.	Permanent
16.6	**Docket Books**	Dockets of all Probate Court cases.	Permanent
16.7	**Miscellaneous Petitions**	Petitions for matters not covered by other series, such as authority to handle custody and control of remains.	Permanent
16.8.a	**Notice of Publication - Affidavits**	Documentation that notice was published when the law requires this.	Permanent
16.8.b	**Notice of Publication - Newspaper Clippings**	Clippings containing published notices.	1 year
16.9	**Proceedings Under Rule 81**	Proceedings taken to District or Superior Court.	Permanent
16.10.a	**Protective Proceedings, Emergency Child Protective**	Cases in which Probate Court is petitioned to provide a guardian or conservator for an emergency child protective situation.	Permanent Confidential, (1), (3)
16.10.b	**Protective Proceedings, Guardians and Conservators for Individuals for Adults**	Cases in which Probate Court is petitioned to provide a guardian or conservator for adult individuals lacking capacity.	Permanent
16.10.c	**Protective Proceedings, Guardians and Conservators for Minor Children**	Cases in which Probate Court is petitioned to provide a guardian or conservator for minor children lacking capacity.	Permanent
16.11	**Recording Information Not Duplicated in Others Series**	Books or film of incoming documents.	Permanent
16.12	**Surrender and Release Filings**	Filing in which a birth mother surrenders custody of her child to DHHS. Confidential only if related to an adoption filed on or after 8/8/1953.	Permanent Confidential, per Title 18-A, §9-310
16.13	**Trusts**	Trusts filed with Probate Court.	Permanent

SCHEDULE 17 – DISTRICT ATTORNEYS

Series	Series Title	Description	Retention
17.1	**Copies of Court and Law Enforcement Records**	Copies of court and law enforcement records.	Destroy when no longer needed
17.2	**District Attorneys Notes**	District Attorneys notes about cases in progress.	Retain until any required action has been taken, or until any substantive information has been filed with appropriate record series Confidential per Title 16, §614
17.3	**District Court Cases**	All documents related to District Court cases.	1 year after case closed
17.4	**Extraditions**	Extraditions of offenders apprehended in other jurisdictions.	1 year
17.5	**Harassment Notice Files**	Case files for Harassment Notices.	1 year
17.6	**Juvenile Cases**	Cases in which the defendant is a juvenile.	Treat as District Court cases Confidential per Title 15, Chapter 507, §3308
17.7	**No Complaint Issued Files**	Cases that do not result in a complaint being issued.	1 year
17.8	**Pleas at Arraignment**	Pleas at arraignment.	1 year
17.9	**Subpoenas, Witness List and Fees**	Witness subpoenas, list of witnesses, and fees for subpoenas to be served.	1 year
17.10	**Superior Court Cases**	All documents related to Superior Court cases.	1 year after case closed
17.11	**URESA Lists* Received from DHHS**	Uniform Reciprocal Enforcement of Support Act lists of collections made by DHHS.	1 year

SCHEDULE 18 – SCHOOL RECORDS

School records are broken down into the following categories: General Student Records, Individual Student Records, Curriculum/Program Records, Correspondence Records, Administrative Records – General Operations, Administrative Records – Property (Facility/Equipment/Land), Financial Records, Personnel Records, Payroll Records, and School Board Records. Please note that some Series are duplicates or similar to those found elsewhere in the Local Government Record Retention Schedules.

GENERAL STUDENT RECORDS

Series	Series Title	Description	Retention
18.1	**Attendance Records - Daily**	Used to notify administration of student absences; information transferred to permanent record.	Current year
18.2	**Bus Transportation Lists**	Record of bus taken by each student for the year.	2 years
18.3	**Child Abuse/Neglect Reports**	Reports of suspected abuse/neglect that are required by law; retention period is the same as at DHHS, where these reports are received and investigated.	10 years
18.4	**Home School Student List**	Annual records include: Name(s) of children, address, ages, years.	Permanent
18.5	**Registrations for Recreational Activities**	Registrations for students enrolled in recreational activities offered by the school.	6 years
18.6	**Student Achievement Lists**	Class rank lists (if applicable), award/honors lists, scholarships, honor rolls, etc.	Permanent
18.7	**Student Permission Slips**	Permission slips signed by parents allowing their students to participate in school activities such as field trips, viewing of films, etc.	6 years
18.8	**Student Retention Lists**	List of students retained instead of being promoted.	6 years

INDIVIDUAL STUDENT RECORDS

Series	Series Title	Description	Retention
18.9	**Adult Education Student Records**	Name, address, Records of grades, courses taken, attendance, etc. for students participating in adult education programs.	Permanent
18.10	**Annual Registration/Emergency Information**	Information completed each year to register students for school and emergency contact information.	Current year
18.11	**Correspondence Concerning Individual Students**	Correspondence between school and parents/guardians; among school employees; with outside services providers, etc. regarding an individual student.	Until age 26
18.12	**Enrollment Application**	Document completed by all students who are entering the school unit, listing vital information about each student.	6 years
18.13	**Excuse Notes (Late/Absent/Dismissed)**	Notes from parents or guardians explaining student lateness, absence, or need for dismissal during the school day.	Current year
18.14	**HiSet Student Records**	Records retained related to the High School Equivalency Test, (HiSET), which measures whether students have the academic skills equivalent to a typical high school graduate.	Permanent
18.15	**Home School Records**	Records of those students being home schooled, whether temporarily or on-going.	Until age 26
18.16	**Kindergarten Screening**	Records created as children are evaluated against set standards to determine their readiness for enrollment in kindergarten.	5 years
18.17	**Private Tuition Agreements**	Records related to private tuition agreement for an individual student.	6 years
18.18	**Record of Student Records Released**	Record (including date and recipient) of all student records released by the school unit.	Until age 26
18.19	**Special Education Records**	Records pertaining to special education referrals and services provided to student.	Until age 26
18.20	**Student Assistance Team Records**	Student Assistance Team records.	Until age 26
18.21	**Student Contracts**	Contracts between students and teachers or administrators for improvement of problem behaviors; athletic contracts, etc. (Not special education related)	Until graduation
18.22.a	**Student Discipline Records – Minor**	Records of student disciplinary actions except suspensions and expulsions.	Until graduation
18.22.b	**Student Discipline Records – Suspension/Expulsion**	Records of student suspensions and expulsions	Until age 26

Series	Series Title	Description	Retention
18.23	**Student Health Records**	Records of student medications, illnesses, injuries (including injuries related to athletic activities), vaccinations, etc.	Until age 26
18.24	**Student Insurance Records**	Records of school-sponsored student insurance.	6 years
18.25.a	**Student Records – Permanent**	Records include: student name, address, phone, official high school transcript (if applicable), grades, attendance records, classes attended, grade level completed and year completed.	Permanent
18.25.b	**Student Records – Long Term**	Records include: notation for any special services received including: Title One, 504, services to Migrant children and ESL; standardized tests.	Until age 26
18.26	**Student Schedules**	Records of each student's class schedule.	Current year
18.27	**Superintendents' Agreements**	Records related to a Superintendents' agreement concerning individual student.	6 years
18.28	**Truancy**	Records concerning students truant from school.	Until graduation
18.29	**Work Permits**	Work permits on file for students under 16 years old.	Until graduation

Curriculum/Program Records

Series	Series Title	Description	Retention
18.30	**Athletic Trainer/Sports Medicine - General**	Sports program records related to use of trainers, and to sports medicine.	6 years
18.31	**Curriculum (syllabi, lesson plans, etc.) - Routine Materials Used by Teachers**	Routine curriculum materials used by teachers.	Retain current information only
18.32	**Curriculum/Program Records**	Subject records maintained by school officials on curriculum and school programs, including Adult Education.	6 years
18.33	**Family/Community Program Records**	Records for family/community open houses, etc.	Current year
18.34	**Interscholastic/Extracurricular Activities**	Records documenting individual, team and group achievements in interscholastic/extracurricular activities and contests. Records include coach's/advisor's reports and team/group rosters.	Permanent
18.35.a	**Library Records - Circulation**	Records relating to the borrowing, lending, and returning of items in the library's collection. Including, but not limited to: item circulation history and patron records.	Retain until no longer needed for Library business, then destroy
18.35.b	**Library Records - Yearbooks**	Non-circulating record copy maintained by school (whether or not as part of its library collection).	Permanent
18.36	**Substitute Folders**	Folders containing lesson plans and resource materials for use by substitute teachers.	Current year
18.37	**Title One Parent Night Records**	Records of attendance at parents' night events and of programs offered on those occasions.	6 years

CORRESPONDENCE RECORDS

Series	Series Title	Description	Retention
18.38	**Complaints from Public Regarding General Operations (not individual student or employee issues)**	Communications from public making a complaint, as well as the associated school response.	1 year from resolution of issue
18.39.a	**Correspondence - Transitory**	Incoming and outgoing correspondence in any media format which is purely informational in nature and only documents information of temporary, short-term value; not covered by another record series or needed to document core functions/operations/services of the school unit. (Examples include: letters of transmittal, basic information requests such as hours open, notices/scheduling meetings, etc.)	30 days or until no longer needed
18.39.b	**Correspondence - Substantive**	Any correspondence documenting core functions/operations/services of the school unit.	File with related record series
	Correspondence Concerning Individual Students	See Individual Student Records	
18.40	**Freedom of Access Requests**	Records relating to requests from the general public for access to the school's public records in accordance with Title 1, Chapter 13, Subchapter 1. Records may include: correspondence relating to the request; records documenting the public records provided to the requestor.	1 year from the completion of request

ADMINISTRATIVE RECORDS – School Operations

Series	Series Title	Description	Retention
18.41	**Accident Reports - Employees or Public**	Accident reports completed when employees or public are injured on school property or during school activities.	6 years
18.42	**Administrative Calendars**	Employee calendars, facility use schedules, meeting schedules.	Current year
18.43.a	**Administrative Records- Historical**	Materials documenting unique aspects or special traditions of the school or school unit.	Permanent
18.43.b	**Administrative Records – General School Operations**	Accreditation Committee, Teacher Support Team; Student Retention Review Committee, etc.; minutes, agendas, etc. for staff meetings; records which document policy-implementing activities; employee handbooks; etc.	6 years
18.43.c	**Administrative Records - Transitory**	Phone logs, duty rosters, teacher instructional staff list, etc.	Current year
18.44	**Administrative Working Documents**	Supporting documents which may be needed to understand and/or benefit the completed action, policy, study, etc.	See Appendix E, Working Documents and Drafts
18.45	**Appointments/Oaths**	Appointments to boards, commissions, or other offices with accompanying oaths of office, usually in a bound volume or "book."	End of Term Plus 10 Years
18.46	**Bond Records, Contractor/Surety**	A surety (security or contract) bond issued by an insurance company or a bank to guarantee satisfactory completion of a project by a contractor. Used to fulfill a contractual obligation. If a contract isn't fulfilled, loss is recovered through the surety bond.	6 years after expiration
18.47	**Bond Records, Employee/Fidelity**	Supplementary employee insurance which protects the school. Also known as a fidelity bond. Fidelity bonds reimburse employers for damages or losses that can arise from theft, forgery, fraud or embezzlement by staff.	6 years after expiration

Series	Series Title	Description	Retention
18.48	**Charters**	Charters, bylaws, mission statement or other similar documents establishing the responsibilities and authority of the school unit.	Permanent
18.49	**Federal, State and Private Grants**	Federal, state and private grant case files. Retain all records in accordance with grant requirements.	Until closed, plus 6 years
18.50	**Food Service Files**	All records of school food service operations.	3 years
18.51.a	**Hazardous Chemicals - Chemical Identification List and Related Records**	Each work site where hazardous chemicals are used or stored must maintain a list, with SDS (see 1.15.b) and any related documents.	20 years
18.51.b	**Hazardous Chemicals - Safety Data Sheets**	Safety Data Sheets explain the hazards and describe the measures that should be taken if employees are exposed to chemicals stored or used at the work site.	Current SDS only
18.52	**Insurance Claims**	Includes both claims filed against school unit, and claims filed against others by school unit.	Until settled plus 6 years
18.53.a	**Insurance Policies, All Other**	Policies carried by school unit to protect itself against all other losses except liability claims. Including: medical, automobile, fire, theft, life, and other insurance policies purchased.	6 years after expiration
18.53.b	**Insurance Policies, General Liability**	Policies carried by school unit to protect itself against liability claims.	20 years after expiration
18.54	**Labor Citations - Safety Violations**	Record of safety violations discovered during inspection of school facilities.	One year after resolution
18.55	**Legal Files**	Records of all legal actions in which the school unit has been involved.	Until issue is resolved, plus 6 years
18.56	**Mail Delivery and Receipt**	Receipts for registered, certified or other mail sent out by a school as well as undeliverable registered or certified mail items returned. The records are typically filed with the school's copy of the item mailed. Including, but not limited to: • Certified/registered/insured mail logs and return receipts; • Private ground delivery registers/receipts • Signed pick-up and delivery receipts	1 Year (unless needed longer for legal purposes)

Series	Series Title	Description	Retention
18.57	**Records Disposition Documentation**	Documentation of final disposition of records, describing records disposed of and manner and date of disposition; providing evidence that records have been disposed of per approved retention schedules.	Permanent
18.58.a	**Reports Filed With Federal or State Agencies – Interim Records/Reports**	Interim or periodic reports used to create final reports.	6 years
18.58.b	**Reports Filed With Federal or State Agencies – Annual/Final Report**	Final versions of reports.	Permanent
18.59	**School Calendar**	Official school calendar for the school year. Includes approved and revised calendars.	10 years
18.60	**Student Safety Drills**	Records include emergency drills in school, as well as safe riding skills and emergency evaluation on school buses.	6 years
18.61	**Surveillance Records**	Recordings which document the activities in public areas of school facilities used as a security measure in the identification of persons who cause disturbances or violate laws.	Retain until determined that no security incident has occurred, then destroy. If incident or investigation, retain until resolved.
18.62	**Warrants - Municipal**	Municipal warrant used to call a town meeting, with associated election notice. Warrants typically list an agenda of items to be voted on by those present, which may be an open town meeting, (those present would consist of any and all registered voters in the town) or a representative town meeting (anyone may attend, but only town meeting members - elected representatives - are allowed to vote).	Permanent
18.63	**Wellness Program (School)**	Implementing plans; record of compliance with community involvement and notification requirements; triennial assessment records.	6 years

Administrative Records – Property Records (facility/equipment/land)

Series	Series Title	Description	Retention
18.64	**Buildings and Grounds Records**	Records of maintenance and improvements. Destroy records when facility no longer exists, or transfer records to new owner.	Life of facility (or as long as owned by school unit)
18.65	**Deeds to Properties Owned by Local Government Agencies**	Deeds (plus any related documents) to a school unit's real property. These deeds must also be recorded at the appropriate County Register's Office.	Permanent
18.66	**Depreciation Schedules**	Depreciation schedules for non-real property owned by school units.	6 years after disposal of property
18.67	**Equipment/Asset Inventory**	Records relating to the inventorying of the school's capital, expendable and consumable assets. Updated when new items are purchased and old items are sold or given away. Series may contain: Name of the asset, description, location, purchase date, serial or other identifying number, original cost and current value. Also documents related to the purchase, upgrading, and maintenance of equipment such as motor vehicles, computers, etc.	Retain for 4 fiscal years after date of inventory or until disposition of asset
18.68	**Equipment Maintenance Records**	Records of maintenance of school equipment.	3 years, plus current
18.69	**Leases - Property**	"Real Property" related leases (land, buildings and fixtures) to which the school unit is a party. Records may include: legal documents, correspondence, reports, etc., relating to the negotiation, fulfillment, and termination of the lease.	10 years after termination of lease
18.70	**Mortgages**	Mortgages on property owned by school unit, and discharges of these mortgages. Must also be recorded at the appropriate Registry of Deeds.	Permanent
18.71	**Property Records**	Other than deeds to real estate - documentation for purchase and maintenance of property that the school unit records on an inventory.	6 years after disposal of property
18.72	**School Construction Records**	Plans and related documents that provide history of school construction projects. Destroy records when building no longer exists, or transfer records to new owner.	Life of the building (or until no longer owned by school unit)
18.73.a	**Site Plans - Approved**	Final plans submitted to planning boards and land use committees, approved to allow the work to proceed.	Permanent
18.73.b	**Site Plans - Work in Progress**	Plans superseded by subsequent changes in execution, and all sketches, notes, and supporting documents to completed (final) plan.	Until no longer needed

FINANCIAL RECORDS

Series	Series Title	Description	Retention
18.74	**Accounts Payable and Disbursement Records**	Including but not limited to: claims, bills, invoices, statements, copies of checks and purchase orders, expenditure authorizations, and similar records that serve to document disbursements, including those documenting claims for and reimbursement to employees for travel and other employment-related expenses.	6 years
18.75	**Accounts Receivable Records**	Including but not limited to: bill copies or stubs, statements, billing registers, account cards, direct deposits, cash receipts, credit card receipts, receipt books, cash transfers, daily cash reports, cash drawer reconciliations, and similar records (such as returned checks and associated fees) that serve to document money owed to or received by a school unit and its collection or receipt.	6 years
18.76	**Audit Reports**	Report issued by auditor following each official audit.	Permanent
18.77	**Audits, Internal (Working Papers)**	Calculations and other backup materials used by auditors to generate final report.	7 years Title 20-A, Chapter 22, §6051 requires that school units keep these records 7 years
18.78	**Banking, Accounts and Transactions**	Records relating to the school's banking activities and documenting its banking transactions including, but not limited to: • Bank deposits (deposit slips) and withdrawals • Bank reconciliations and statements • Records documenting the status of and adjustments to accounts • Stop payment reports/requests (and supporting documentation) • Canceled checks, or images of canceled checks	6 years
18.79.a	**Bids and Proposals, Successful**	Bids and proposals made by potential vendors to provide the school with goods, services, revenue, or other benefits. Including, but not limited to: • Request for proposal or bid, request for qualifications/quotations, specifications, etc.; • Public notices; • Bid proposals, evaluation documents, statements of qualification, applications, etc.	6 years

Series	Series Title	Description	Retention
18.79.b	**Bids and Proposals, Unsuccessful**	Bids and proposals made by potential vendors to provide the school with goods, services, revenue, or other benefits, which are not accepted. Includes bid proposals,evaluation documents, statements of qualification, applications, etc.	2 years
18.80	**Bond Records, Financial**	Bonds (financial, representing funds invested) purchased or sold.	6 years after expiration
18.81.a	**Budget Records - Approved Annual Budget**	Final copy of the adopted budget, listing anticipated revenues and expenses for year. This series does NOT include working papers, drafts, budget requests, or other supporting documentation.	Permanent
18.81.b	**Budget Records - Supporting Documents**	Documentation supporting the approved annual budget, including but not limited to working papers, agency staff analyses, drafts, or other working documents used to draw up the final budget, including estimates and requests submitted for compilation by individual departments.	6 years
18.82	**Contracts/Leases**	Contracts entered into by school unit for the purchase of goods, services; leasing of vehicles, equipment, etc.	6 years after completion
18.83.a	**Ledgers/Journals - Daily Transactions**	Records documenting the daily transactions concerning receipts and disbursements of funds. May include details of daily receipts and expenditures such as deposit or payment amounts, date, payee, purpose, fund credited or debited, and check number, etc.. These records are considered temporary accounting records which are used to create a permanent ledger.	6 years
18.83.b	**Ledgers/Journal - Permanent**	Summary accounting records, showing line item totals of income and expenditures for year. (May also be referred to as annual or final fiscal reports.)	Permanent
18.84	**School Trust Fund Records**	Records of all trust funds supporting school.	Permanent
18.85	**Student Activity Accounts**	Records for funds collected to support student activities.	3 years
18.86	**Vouchers**	Official authorization (i.e. internal document) used in order to collect and organize the necessary documentation and approvals before paying on a claim or bill. May include name of department fund, check number, date, amount of claim, and authorizing signature.	6 years
18.87	**Warrants - Financial**	Warrants for payment of obligations, (i.e. a written order instructing a specific payment to a specified recipient at a specific time).	6 years

PAYROLL RECORDS

Series	Series Title	Description	Retention
18.88	**Deduction Authorizations**	Records documenting an individual employee's authorization to withhold taxes or other authorization to allow deductions from the employee's pay.	3 years after separation
18.89	**Direct Deposit Authorization**	This record series documents an employee's authorization for direct deposit of their paycheck in the bank.	until superseded or end of employment
18.90	**Employee Payroll Records**	Records kept for individual employee earnings history. May contain, but not limited to: salary history, department and position, earnings and deductions by pay period; gross earnings year-to-date, net pay.	60 years after separation
18.91.a	**Payroll Register – Pay Period**	Earnings and withholdings of employees for each pay period; used to compile the year end Payroll Register. Records include: date, employee names, gross pay, withholdings and deductions, pay rate	6 years
18.91.b	**Payroll Register - Year End**	Registers, reports, or similar records detailing the cumulative or year-to-date earnings, withholdings, and deductions.	60 years after separation
18.92	**Payroll Reports**	Various reports are generated for each pay cycle to verify the accuracy of the payroll. These reports may include payroll summaries, pay journals, check registers, account distributions, payroll liabilities, payroll transactions, payroll account creation reports, gross pay balance, deduction registers, etc.	6 years
18.93	**Pension or Retirement Records**	Pension or retirement account records that detail, by pay period and cumulatively, deductions, disbursements, adjustments, or other actions. (May be considered as part of Employee Payroll Records or Personnel File)	60 years after retirement
18.94	**Tax Forms**	Forms and reports used to report the collection, distribution, deposit, and transmittal of payroll and other tax related information for employees. Including: W-2 or W-3, Wage & Tax Statement; W-4, Employees Withholding; Form 940, Unemployment Tax; Form 941, Quarterly Tax; 1099 Forms, Miscellaneous income or other distributions	6 years after fiscal reporting year
18.95	**Wage Attachments/Garnishments**	Garnishment of employee wages. Records may include: child support records, bankruptcy records, tax levies, and any other court-ordered garnishments or voluntary attachments stating the total amount to be collected and the amount to be deducted from each payroll.	6 years after file becomes inactive

PERSONNEL RECORDS

Series	Series Title	Description	Retention
18.96	**Attendance Records**	Attendance records if not covered by other record series.	3 years
18.97	**Applications for Employment - Not Hired**	Cover letters, application forms, references, etc.	2 years
18.98	**Background Checks**	Background checks conducted by school unit.	6 years
18.99	**Employee Drug Tests**	Records of drug test and results for school employees.	5 years
18.100	**Employee Insurance**	Records regarding employee participation in insurance programs (such as health, dental, etc., and including COBRA records)	6 years after termination
18.101	**Employment History**	Employment history (including dates of employment, annual salary history, full time/part time status).	60 years after separation unless employer has been notified that the former employee has died; in which case 10 years after former employee's death
18.102	**Form I-9**	Federally required proof that employee has a legal right to work in the U.S.	3 years after separation
18.103	**Health Records - Individuals**	Health records of school employees, individuals visited by municipal nurses, etc. Does not include records maintained by government-operated hospitals or similar health care facilities.	30 years after separation
18.104	**Job Descriptions**	Description of duties performed or to be performed by particular positions.	Permanent
18.105	**Leave Files**	Requests and authorizations for vacation, compensatory, sick, Family and Medical Leave Act (FMLA), and other types of authorized leave, and supporting documentation.	3 years
18.106	**Personnel Records – Long Term**	Personnel records addressed in 20-A M.R.S.A, Section 6101.	6 years after separation

Series	Series Title	Description	Retention
18.107	**State and Federal Personnel Reports**	Reports and regulatory statistics maintained for State or Federal agencies (such as affirmative action and equal opportunity records, OSHA-required records, etc.)	6 years
18.108	**Substitute List**	List of school unit's employment of substitute teachers to cover teacher absences.	1 year, plus current
18.109.a	**Training – Conferences, Workshops Conducted by Agency**	Information used to conduct training sessions or for conferences and workshops. May include training materials, registration and confirmation records, flyers and/or brochures, other presentation material or related documentation.	3 years after end of training/event
18.109.b	**Training - Employee Training**	Employee records for any voluntary or mandatory training provided in-house or by another organization. Records may include certificates of completion (such as Freedom of Access – Right to Know), grades and requests and approval for training.	6 years after separation
18.109.c	**Training – Informational Materials**	Training and education of employees: Information about available training/education opportunities.	Update as needed
18.110.a	**Union Records - Grievance and Arbitration Files**	Related correspondence; union grievances and negotiation documentation; signature page of people attending meeting; notes on meeting; written decision; demand for arbitration; arbitration award; exhibits; briefs; notice of hearing; settlement agreement.	50 years
18.110.b	**Union Records - Union Agreements (Signed)**	Collective bargaining agreements with unions representing employees of school unit.	Permanent
18.111	**Volunteer Records**	Records documenting those who participate as school volunteers. These records are maintained as a reference and to verify that a person has worked as a volunteer. May contain: Application, names of volunteers, addresses, directory information, program volunteering for, time and attendance records, registers, sign-in sheets and activity information.	5 years
18.112	**Wellness Program Records (Employee)**	Records of individual employee participation in program designed to encourage behaviors thought to result in improved heath.	Current year
18.113.a	**Workers Compensation Records - Completed Claim**	First report plus other records, when claim is finalized by a lump sum settlement.	1 year after close of case
18.113.b	**Workers Compensation Records - First Report of Injury**	No lost work time, so that the only record required is the initial report of injury.	1 year after close of case
18.113.c	**Workers Compensation Records - Long Term Claim**	First report plus other records where time is lost from work and case is not finalized by lump sum payment.	20 years after last payment

School Board Records

Series	Series Title	Description	Retention
18.114	**Comprehensive Emergency Management Plan**	Title 20-A §1001 requires that each school board annually approve this plan.	5 years after each revision
18.115	**Comprehensive Plans (Adopted)**	These records document the plans for the future growth and development of the school system. A comprehensive, long-range general plan addresses present and future needs of the school; including any future growth and development.	Permanent
18.116	**School Board Accreditation Reports**	Accreditation reports.	Permanent
18.117	**School Board Committee Minutes**	Approved minutes of school board sub-committees.	Permanent
18.118	**School Board Meeting Minutes**	All official meetings held or conducted by School Board, where official minutes are kept with an accurate record of votes and actions. Includes, but is not limited to: • Agendas, meeting/agenda packets (briefs, reference materials, etc.) • Speaker sign-up, written testimony • Audio/visual recording transcripts • Recordings (destroy after minutes have been transcribed and approved, unless challenge or legal dispute related to meeting, then retain until resolution. • Minutes (any handwritten notes, once transcribed and approved can be destroyed)	Permanent (except where noted)
18.119	**School Board Policies**	Approved Board policies, including policies removed/rescinded by the Board.	Permanent

SCHEDULE 19 – LAW ENFORCEMENT

Series	Series Title	Description	Retention
19.1.a	**Accident Records, Fatality**	Copies of records maintained by Traffic Division, State Police, for traffic accidents resulting in at least one death.	15 years, following accident
19.1.b	**Accident Records, Nonfatality**	Copies of records maintained by Traffic Division, State Police, for traffic accidents in which no one was killed. Retained long enough so that any juvenile involved has time to attain maturity and file suit before records are destroyed.	25 years, following accident
19.2	**Arrest Records**	Record of arrest, including mug shots and fingerprints.	Until age 80 and State Police Bureau of Identification confirms no contact with criminal justice system for past 5 years
19.3	**Civil Process Services**	Records documenting service and attempts to serve civil processes, including but not limited to: Notice to Quit, Writ of Possession, Forcible Entry and Detainer, and Summons. Records include copy of document served, documentation of service, financial recordings/receipts, and related records. Information may include name of person receiving service, date and time of service or attempted service, fees received, and officer serving papers.	6 years
19.4	**Communications Records**	Log of radio transmissions. Also called Dispatch Records.	2 years
19.5	**Complaint Logs/Cards**	Log kept in any format by law enforcement agency, recording all complaints.	Permanent
19.6.a	**Investigative Case Records, All Other**	All other investigative cases not covered under 19.6.b-19.6.e.	7 years Confidential, Per Title 16, Section 614
19.6.b	**Investigative Case Records, Criminal Cases - Cleared**	Investigation files for criminal cases that have been closed.	Until age 80 and State Police Bureau of Identification confirms no contact with criminal justice system for past 5 years Confidential, Per Title 16, Section 614

Series	Series Title	Description	Retention
19.6.c	**Investigative Case Records, Criminal Cases - Open**	Investigation files for criminal cases that remain open.	Until age 80 and State Police Bureau of Identification confirms no contact with criminal justice system for past 5 years Confidential, Per Title 16, Section 614
19.6.d	**Investigative Case Records, Homicides**	Investigation files for homicides.	Permanent Confidential, Per Title 16, Section 614
19.6.e	**Investigative Case Records, Sudden/Accidental Death**	Investigation files for sudden or accidental deaths (not classified as homicides).	Permanent Confidential, Per Title 16, Section 614
19.7	**Juvenile Records**	Records of juveniles who are the subject of investigations.	Until former juvenile is 23 years old Confidential, Per Title 15, Chapter 507, §3308
19.8	**Pawn Slips**	Record of pawn shop activity	6 years
19.9	**Summonses Issued by Animal Control Officers and Local Shellfish Wardens**	Summonses issued by local animal control officers and shellfish wardens.	3 years
19.10	**Telecommunication Terminal Logs (Teletype)**	Teletype from telecommunication terminals.	2 years
19.11.a	**Telecommunication Terminal Messages (Master Copy Retained by State Police) - All Other**	All telecommunication terminal messages except NCIC. Cannot be destroyed if METRO (Maine Telecommunication and Radio Operations) Manual requires otherwise.	Current plus one year
19.11.b	**Telecommunication Terminal Messages (Master Copy Retained by State Police) - NCIC III Inquiry Logs**	National Crime Information Center inquiry logs.	Until NCIC audit
19.12	**Uniform Crime Reports**	Uniform Crime Reports.	Current plus one year
19.13	**Uniform Traffic Ticket and Complaint**	Traffic tickets.	Until final court disposition

SCHEDULE 20 – JAIL RECORDS

Series	Series Title	Description	Retention
20.1	**"TPA"**	Accounting for inmate canteen funds, or similar mechanisms - money from candy machines, etc. used for such items as newspapers and recreational equipment.	6 years
20.2	**Administrative Lockups**	Record of prisoners separated from the general population.	10 years
20.3.a	**Administrator's Files - All Other Records**	Jail administrator's files that are record materials - that is, documents created or received in the course of business.	6 years
20.3.b	**Administrator's Files - Copies and Informational Materials**	Jail administrator's nonrecord materials, such as publications and duplicate copies of records officially maintained elsewhere.	Until no longer needed
20.4	**Admission/Release Documents**	Used to prepare monthly report to Department of Corrections.	2 years
20.5	**Audit Reports**	Report issued by auditor following each official audit.	10 years
20.6	**Board of Prisoners**	Bills and receipts.	6 years
20.7	**Contingency Reports**	Boarding of inmates for or at other jurisdictions.	2 years
20.8	**Correspondence from Sheriff's Office**	Communications between jail and Sheriff's Office.	2 years
20.9	**Cutlery Reports**	Before and after each meal, cutlery is counted to make sure none is missing.	2 years
20.10	**Daily Classification Log**	Record of how many prisoners in each classification are housed each day.	10 years
20.11	**Disciplinary Hearings**	Hearings conducted to determine whether or not discipline is required, and if so what it should be.	6 years
20.12	**Inmate Accounts**	Receipts and daily balance sheets for personal funds held on behalf of inmates.	6 years
20.13	**Inmate Cards**	Index to case files.	Destroy when case file is destroyed
20.14.a	**Inmate Case Files - Admission/Release Forms**	Forms completed to document admission and release of inmate.	10 years
20.14.b	**Inmate Case Files - Appearance Bonds**	Appearance bonds and other records used to establish date of release.	10 years
20.14.c	**Inmate Case Files - Booking Cards**	Records made when an inmate is booked.	10 years
20.14.d	**Inmate Case Files - Civil Papers**	Record of noncriminal papers served on this prisoner.	Retain for most recent incarceration only
20.14.e	**Inmate Case Files - Commitment Orders**	Court order committing prisoner to custody of jail.	Permanent

Series	Series Title	Description	Retention
20.14.f	**Inmate Case Files - Disciplinary Hearing Records**	Case file copy of record of disciplinary hearing involving inmate.	Destroy after inmate reaches age 80 and State Police Bureau of Identification confirms no contact with Criminal Justice System in last 5 years
20.14.g	**Inmate Case Files - District Attorney's Computation of Time Served**	The record of time served for the prisoner, as computer by the District Attorney.	Destroy after inmate reaches age 80 and State Police Bureau of Identification confirms no contact with Criminal Justice System in last 5 years
20.14.h	**Inmate Case Files - Fingerprint Cards**	Card containing prisoner's fingerprints, created each time prisoner is processed.	Retain clearest prints only (this may mean retaining more than one card). Destroy after inmate reaches age 80 and State Police Bureau of Identification confirms no contact with Criminal Justice System in last 5 years
20.14.i	**Inmate Case Files - Inmate Memos**	Incident file documenting all significant interactions of staff with prisoner.	6 years
20.14.j	**Inmate Case Files - Inmate Photographs**	Photographs taken at required points of incarceration.	Retain most recent photo only
20.14.k	**Inmate Case Files - Judgements and Other Records Used for Risk Classification**	Those records that must be used to judge the level of risk posed by the prisoner.	5 years or most recent incarceration
20.14.l	**Inmate Case Files - Money Records**	Case file copy of records documenting prisoner's personal funds.	Retain for most recent incarceration only
20.14.m	**Inmate Case Files - Printouts From Jail Database**	All printouts from the jail database concerning this inmate, including booking printouts.	2 years
20.14.n	**Inmate Case Files - Property Records**	Personal property of inmate and prison property issued to inmate.	Retain for most recent incarceration only
20.14.o	**Inmate Case Files - Request for Visitors**	Inmate's request to be visited by specific persons.	Retain for most recent incarceration only
20.14.p	**Inmate Case Files - Request/Grievance Forms**	Used by inmate to make requests or file grievances.	6 years

Series	Series Title	Description	Retention
20.14.q	**Inmate Case Files - Trustee/Work Release Records**	Inmate's record of service as a trustee, or of being granted work release.	6 years
20.15	**Intake Logs**	Record in log format of all admissions to the jail.	10 years
20.16	**Judgments and Commitments**	Administrator's copies of the documents that authorize the jail to hold the prisoner.	10 years
20.17	**Key Log**	Record of keys issued and returned.	6 years
20.18	**Laundry Checklist and Inventory**	List of prisoner clothing going to laundry and being returned; inventory of all clothing items owned by a prisoner.	1 year
20.19	**Medical Records**	Prisoner medical records for use when treatment is needed when in custody.	10 years Confidential, (3)
20.20	**Officer Memos (Incident)**	Corrections officer notes concerning incidents that require documentation.	6 years
20.21	**Program Files**	Inmate attendance at jail programs.	2 years
20.22	**Random Cell Search Logs**	Logs kept of random cell searches and their findings.	6 years
20.23	**Rules and Regulations (Policies and Procedures)**	The policies and procedures under which the facility operates (Required by Maine Jail Standards).	Permanent
20.24	**Shave/Shower Log**	Record of when prisoners have shaved and showered.	6 years
20.25	**Summonses**	Legal demands for court appearances.	6 years
20.26	**Visitor Sign-In Sheets**	Sheets on which all visitors are required to sign in.	6 years
20.27	**Work Schedules**	Work schedules for jail staff.	Current year

SCHEDULE 21 – FIRE DEPARTMENTS

Series	Series Title	Description	Retention
21.1	**Auto Fires**	Fire calls involving motor vehicles rather than structures.	5 years
21.2.a	**Bomb Threat Reports - Anonymous**	Bomb threats in which the perpetrator is not identified.	7 years
21.2.b	**Bomb Threat Reports - Identified**	Bomb threats in which the perpetrator is identified.	Until perpetrator reaches age 80 (IF State Bureau of Identification confirms no contact with Criminal Justice System in last 5 years)
21.3	**Complaints**	Complaints of fire hazards made to Fire Department.	File with inspections
21.4	**E-Bills (Firefighters Hired for Outside Jobs)**	Bills of services of firefighters working temporarily for other employers.	2 years
21.5	**Equipment Maintenance Records**	Repairs and routine maintenance of departmental equipment, including ladders, vehicles, etc. Records should not be destroyed if a claim against the Department is pending or anticipated, and the records would be needed as evidence.	2 years
21.6	**False Alarms**	False alarm reports.	2 years
21.7	**Fire Dispatch Records**	Record of truck(s) dispatched in response to a reported fire.	6 years
21.8	**Fire Prevention Files (Inspection Files)**	Fire inspections on buildings within municipality.	Life of building, plus 6 years
21.9	**Fire Prevention Permits**	Permits reissued each year for possession of explosives, flammables.	Current year
21.10	**Forest Fire Reports**	Reports of a possible forest fire.	3 years
21.11	**General Notices**	Notices issued to all firefighters by chief.	Permanent
21.12	**General Orders**	Orders issued by the chief to be followed until cancelled.	Permanent
21.13	**Incident Reports**	Answers to alarms.	2 years
21.14	**Investigation Files**	Investigation of fires that have taken place within municipality.	Permanent Confidential, per Title 16, Section 614
21.15	**Juvenile Fire-Starter Case Files**	Records of juveniles who have started fires, and of steps taken to prevent recurrence.	Until former juvenile is 23 years old Confidential, per Title 15, Chapter 507, § 3308
21.16	**Manpower Reports**	Reports of all firefighters on duty and/or responding to calls.	10 years
21.17	**Monthly Hazard Reports**	Report of hazards discovered during monthly safety inspections.	2 years, after expiration

Series	Series Title	Description	Retention
21.18	**Narrative Reports**	Report on a fire, prepared by the officer in charge. Describes the actions taken and the cause, property owner, dollar loss, etc. This is made available to the owner and insurance companies.	6 years
21.19	**Official Reports Other Than Fire**	Reports, such as theft from vehicle, created by Fire Department but not concerning a fire.	1 year
21.20	**Run Sheets**	Form completed each time a truck leaves the station. Includes ambulances when these are municipally operated.	6 years Not Confidential, except when medical record information would be disclosed (3)
21.21	**Sprinkler Records**	Records of sprinkler systems in buildings protected.	Permanent
21.22	**Statistics**	Sent to Chief.	1 year
21.23	**Structure Fires**	Permanent records of fires that have damaged or destroyed buildings.	Permanent
21.24	**Underground Storage Tanks**	All records documenting location, construction, and condition of any underground storage tank (which would generally be used, or have been used, for fuel).	25 years after removal of tank
21.25	**Woodstove Inspections**	Inspections of woodstoves to verify their safe installation.	Until stove is removed

APPENDIX A – SCHEDULE RENUMBERING

New Schedule Number	Schedule Title	Previous Schedule Number
1	Administrative Records	Schedule A (General)
2	Financial Records	Schedule A (General)
3	Payroll Records	Schedule A (General)
4	Personnel Records	Schedule A (General)
5	Election Records	Schedule E
6	Licenses and Permits	Schedule G
7	Vehicle Registrations	Schedule O
8	Vital Records	Schedule P
9	Building/Land Records	Schedule A (General)
10	Parks and Recreation Records	Schedule A (General)
11	Public Works	Schedule Q
12	Assessor's Records	Schedule I
13	Tax Records	Schedule N
14	County Clerks, Commissioners, Treasurers	Schedule B and Schedule C (combined)
15	Register of Deeds	Schedule J
16	Register of Probate	Schedule K
17	District Attorneys	Schedule D
18	School Records	Schedule L
19	Law Enforcement	Schedule H
20	Jail Records	Schedule M
21	Fire Departments	Schedule F

APPENDIX B – GENERAL SCHEDULE A CHANGES

General Schedule being replaced with: Administrative Records; Financial Records; Payroll Records; Personnel Records; Building/Land Records; Parks and Recreation Records

Series #	Chapter 10 Series Title	Change
A.01	Accident Reports Filed by Local Government Employees	moved to Administrative Records - change Title, Description, Retention (Accident/Incident Reports, Employees and Public, 1.1)
A.02	Administrative Calendars	moved to Administrative Records (1.2)
A.03	Aerial Photographs	moved to Building/Land Records (9.2)
A.04	Agendas	REMOVED - included as part of Minutes of Meetings, Official (1.23.a) and should follow that retention time. This schedule is not necessary.
A.05	Annual Reports Created by Local Government (one copy)	moved to Administrative Records (1.3)
A.06	Applications for Employment - Not Hired	moved to Personnel Records (4.1)
A.07	Appointments/Oaths	moved to Administrative Records - change Retention (1.4)
A.08	Audit Reports	moved to Financial Records (2.3)
A.09	Audits, Internal (Working Papers)	moved to Financial Records (2.4)
A.10	Bank Reconciliations	moved to Financial Records - change Title, Description (Banking, Accounts and Transactions, 2.5)
A.11	Bankruptcy Notices	moved to Financial Records (2.6)
A.12	Bids	moved to Financial Records, change Title, Description (Bids and Proposals, Successful, 2.7.a)
A.13	Bills	moved to Financial Records - change Title, Description (Accounts Payable and Disbursement Records, 2.1)
A.14	Bills of Sale for Property That Must be Filed with Municipal Clerk	moved to Financial Records (2.8)
A.15	Bond Records, Financial	moved to Financial Records (2.9)
A.16	Bond Records, Performance	moved to Administrative Records - change Title, Description (Bond Records, Employee/Fidelity, 1.7)

Series #	Chapter 10 Series Title	Change
A.17	Board of Appeals Files	moved to Administrative Records (1.5)
A.18.a	Budget Records - Summary	moved to Financial Records - change Title, Description (Budget Records - Approved Annual Budget, 2.10.a)
A.18.b	Budget Records - Forms and Information used to Compile Summary	moved to Financial Records - change Title, Description (Budget Records - Supporting Documents, 2.10.b)
A.19	Buildings and Grounds Records	moved to Building/Land Records (9.3)
A.20	Cash Sheets and Other Accounting Records Summarized by Permanent Documents, Such as Ledgers	moved to Financial Records - change Title, Description (Ledgers/Journals - Daily Transactions, 2.12.a)
A.21	Cemetery Lots	moved to Building/Land Records (9.4)
A.22.a	Certified Mail Receipts - Routine	moved to Administrative Records - change Title, Description, Retention (Mail Delivery and Receipts, 1.21)
A.22.b	Certified Mail Receipts - Evidential	REMOVED - the description for 1.21 has been expanded to include both A.22.a and A.22.b.
A.23	Checks	REMOVED - this is included as part of Banking, Accounts and Transactions (2.5) under Financial Records
A.24	Clothing Records	REMOVED - It was decided this schedule was unnecessary because it would either be covered by a union agreement schedule or an inventory schedule.
A.25.a	Complaints Leading to Inspections	REMOVED - this schedule is not necessary; this information would be covered under the Municipal Inspection schedules - (former A.49.a and A.49.b, now under Building/Land as 9.9.a and 9.9.b)
A.25.b	Complaints - Other	moved to Administrative Records - change Title, Description (Citizen Complaints, 1.9
A.26	Contracts	moved to Financial - change Title (Contracts/Leases, 2.11)
A.27.a	Correspondence - Transitory	moved to Administrative Records - change Description, Retention (1.11.d)
A.27.b	Correspondence - Substantive	moved to Administrative Records - change Title, Description (Correspondence - Program, 1.11.c)
A.27.c	Correspondence Received from Parents by Schools	moved to Schedule L - School Records (18.16)

Series #	Chapter 10 Series Title	Change
A.28	Deeds to Properties Owned by Local Government Agencies	moved to Building/Land Records (9.5)
A.29	Deposit Slips	REMOVED - covered by Banking, Accounts and Transactions (2.5) under Financial records
A.30	Depreciation Schedules	moved to Building/Land Records (9.6)
A.31	Employee Drug Tests	moved to Personnel Records (4.3)
A.32	Equipment Records	REMOVED - this is covered by Equipment/Asset Inventory (1.12) under Administrative Records
A.33	Expense Reports	REMOVED - covered by Accounts Payable and Disbursement Records (2.1) under Financial Records
A.34	Grants	moved to Administrative Records (1.14)
A.35.a	Hazardous Chemicals - Material Safety Data Sheets	moved to Administrative Records (1.15.b)
A.35.b	Hazardous Chemicals - Chemical Identification List and Related Records	moved to Administrative Records (1.15.a)
A.36.a	Health Records - Clinics Sponsored by Local Government Agency	moved to Personnel Records (4.4.a)
A.36.b	Health Records - Individuals	moved to Personnel Records - change Retention (4.4.b)
A.36.c	Health Records - Historic	REMOVED - no legal basis for having this series. Anything like this would be recorded at the State level.
A.37.a	Hospital Liens - Discharged	moved to Administrative Records (1.17.a)
A.37.b	Hospital Liens - Not Discharged	moved to Administrative Records (1.17.b)
A.38	Insurance Claims	moved to Administrative Records (1.18)
A.39.a	Insurance Policies, General Liability	moved to Administrative Records - change Retention (1.19.b)
A.39.b	Insurance Policies, All Other	moved to Administrative Records - change Description (1.19.a)
A.40	Inventories	moved to Administrative Records - change Title, Description, Retention (Equipment/Asset Inventory, 1.12)
A.41.a	Job Descriptions - No Grievances Pending	moved to Personnel Records (4.5.a)
A.41.b	Job Descriptions Grieved with Collective Bargaining	moved to Personnel Records (4.5.b)
A.42	Labor Citations - Safety Violations	moved to Administrative Records (1.20)

Series #	Chapter 10 Series Title	Change
A.43	Leases	moved to Land/Building Records - change Title, Description, Retention (Leases - Property, 9.7.b)
A.44	Ledgers/Journal Entries (Including Distribution Records)	moved to Financial Records - change Title (Ledgers/Journals - Permanent, 2.12.b)
A.45	Minutes of Meetings, Notes (Handwritten or Stenographic)	REMOVED - incorporated into description of Minutes of Meetings, Official (1.22.a)
A.46	Minutes of Meetings	moved to Administrative Records - change Title, Description (Minutes of Meetings, Official, 1.22.a)
A.47	Minutes of Meetings, Transitory	moved to Administrative Records (1.22.c)
A.48	Mortgages	moved to Building/Land Records (9.8)
A.49.a	Municipal Inspection Files, No Order Resulting	moved to Building/Land Records (9.9.a)
A.49.b	Municipal Inspection Files, Order Resulting	moved to Building/Land Records (9.9.b)
A.50	Municipal Ordinances	moved to Administrative Records - change Description (1.23)
A.51	Parks and Recreation Facilities	moved to Parks and Recreation - change Title (Parks and Recreation Facilities Records - Construction and Maintenance, 10.3)
A.52	Payrolls	moved to Payroll Records - change Title, Description, Retention (Payroll Register - Pay Period, 3.5.a)
A.53.a	Personnel Records - Employment History	moved to Personnel Records - change Retention (4.6.a)
A.53.b	Personnel Records - Transitory	moved to Personnel Records - change Description, Retention (4.6.c)
A.53.c	Personnel Records - Form I-9	moved to Personnel Records - change Retention (4.6.b)
A.54	Property Records	moved to Building/Land Records (9.10)
A.55	Receipts	REMOVED - covered by Accounts Receivable Records (2.2) under Financial Records
A.56.a	Recordings of Meetings Without Verbatim Transcript	REMOVED - covered by Minutes of Meetings, Recordings (1.22.b) under Administrative
A.56.b	Recordings of Meetings With Verbatim Transcript	moved to Administrative Records - change Title, Description, Retention (Minutes of Meetings, Recordings, 1.22.b)
A.56.c	Verbatim Transcript	moved to Administrative Records - change Title (Minutes of Meetings, Verbatim Transcript, 1.22.d)

Series #	Chapter 10 Series Title	Change
A.57	Regulatory Statistics	moved to Personnel Records - change Title, Description (State And Federal Personnel Reports, 4.8)
A.58	Retirement and Pension Records	moved to Personnel Records (4.7)
A.59	Salmonella Analysis Reports	moved to Public Works - change Title, Description, Retention (Solid Waste Management - Processing Facilities, 11.5.b)
A.60.a	Site Plans - Approved	moved to Building/Land Records (9.11.a)
A.60.b	Site Plans - Work in Progress	moved to Building/Land Records (9.11.b0
A.61	Training and Education of Employees	moved to Personnel Records - change Title, Description, Retention (Training Materials, Employee Training, 4.9.a)
A.62	Trees	moved to Building/Land Records (9.12)
A.63	Union Agreements	moved to Personnel Records (4.10)
A.63.a	Union Records - Union Agreements (Signed)	moved to Personnel Records (4.10.b)
A.63.b	Union Records - Grievance and Arbitration Files	moved to Personnel Records (4.10.a)
A.64		REMOVED - this is a blank record
A.65		REMOVED - this is a blank record
A.66	Vouchers	moved to Financial Records - change Description (2.13)
A.67	Warrants - Financial and Treasurer's	moved to Financial Records - change Title, Description (Warrants - Financial, 2.14)
A.68	Warrants - Municipal	moved to Administrative Records - change Description (1.27)
A.69	Welfare Records - Applications and Case Files	moved to Administrative Records (1.28)
A.70	Wellness Program Records	move to Personnel Records (4.12)
A.71.a	Workers Compensation Records - First Report of Injury	moved to Personnel Records (4.13.b)
A.71.b	Workers Compensation Records - Completed Claim	moved to Personnel Records (4.13.a)
A.71.c	Workers Compensation Records - Long Term Claim	moved to Personnel Records (4.13.c)
A.72	E911 Project Lists	moved to Public Works (11.1)

APPENDIX C – REMOVED RECORDS (FROM CHAPTER 10, OTHER THAN GENERAL SCHEDULE A)

Schedule Number	Schedule Title	Series Number	Series Title	Description	Retention	Note
B	County Clerks and Commissioners	B.05	Road Petitions - Obsolete	Petitions for building or repair of roads.	10 years	obsolete series
B	County Clerks and Commissioners	B.06	Road Records - Obsolete	Records of road construction and repair.	Permanent	obsolete series
C	County Treasurers	C.01	Assessors' Returns	Reports completed and filed by assessors on property valuations within county.	Permanent	moved to Assessor's Schedule (12.1)
D	District Attorneys	D.11	URESA Files* Handled by DHHS	Uniform Reciprocal Enforcement of Support Act collections made (formerly) by DA offices.	No retention	records kept by Maine DHHS
F	Fire Departments	F.11	Form Letter to Owner of Building Where Fire Has Occurred - Obsolete	Letter sent to the owner of any building where a fire has occurred	2 years	obsolete series
G	Licenses and Permits	G.45	Music, Dancing, Special Entertainment	Permit for a private club to allow performances by musicians, hold dances, etc.	3 years	included as part of G.61 (now 6.61)
G	Licenses and Permits	G.67	Trapping	License to trap animals, as permitted by IF&W (No longer issued at municipal level)	7 years	no longer used
G	Licenses and Permits	G.69	Utility Location	Pole permit	Life of pole plus 1 year	included under G.51 (now 6.51)
I	Assessor's Records	I.03	Forest Fire Suppression Tax Landowner Return - Obsolete	Obsolete program to fund suppression of forest fires	No retention	obsolete series
K	Register of Probate	K.12	State of Maine Tax List Form	List of heirs who may be liable for inheritance taxes	No retention (Obsolete)	obsolete series

Schedule Number	Schedule Title	Series Number	Series Title	Description	Retention	Note
K	Register of Probate	K.15	Waiver of Waiting Period Between Filing of Marriage Intentions and Issuing of License	Waiver granted so a marriage can take place before the waiting period normally required has been completed.	2 years	obsolete series
L	School Records	L.52	School Lunch Records	See Food Service Files	--	not a record/series
M	Jail Records	M.05	Complaint Cards	Obsolete	No retention	obsolete series
M	Jail Records	M.12	Fines	Now handled by courts	No retention	REMOVE - not a jail record
M	Jail Records	M.14.q	Inmate Case Files - State Police Bureau of Identification Printouts	Printouts concerning prisoner's history obtained by SBI	No retention	nonrecord
M	Jail Records	M.21	Menus	Menus of jail's food service unit.	No retention	nonrecord
N	Tax Records, County and Municipal	N.04	Poll Tax Records - Obsolete	Records of poll tax collected	No retention	obsolete series
P	Vital Records	P.06	Divorces - Obsolete	Certified copies filed prior to 8/4/1949	May be destroyed immediately	obsolete series
P	Vital Records	P.09	Premarital Medical Examination Forms - Obsolete	Forms no longer required (blood tests) before a couple can marry	--	obsolete series
P	Vital Records	P.10	Waiver of Premarital Medical Examination - Obsolete	Waiver of required blood test (no longer required in any case)	--	obsolete series
P	Vital Records	P.11	Waiver of Waiting Period Between Filing of Marriage Intentions and Issue of License	Waiver of required waiting period before couple can marry	--	obsolete series

REMOVED SCHOOL RECORDS (August 2018)

Series Number	Series Title	Description	Retention	Note
18.1.c	Accident Reports – Students	Accident reports completed when students are injured on school property.	Treat as part of Health Record	included with student health records
18.2.b	Administrative Files (Including Files Kept by Teachers, Principals, and Superintendents) – Nonrecord	Informational copies of records	Retain current information only	nonrecord
18.2.c	Administrative Files (Including Files Kept by Teachers, Principals, and Superintendents) - Policy (Primarily Principals and Superintendents)	Policies such as the following: governing student behavior; governing student safety and well-being; curriculum content, emphasis, or themes; extracurricular activities; other policies documenting school or district educational development.	Permanent	covered by school board records or other series
18.3	Adult Education Grants	Grants received for use in adult education programs.	Until closed, plus 6 years	included with federal, state and private grants
18.6.b	Athletic Program Records - Budget Detail	Fiscal records for athletic/sports programs.	2 years	covered by financial series
18.6.d	Athletic Program Records - Income from Games	Report of income earned from games.	4 years	covered by financial series
18.6.e	Athletic Program Records - Injury Reports	Reports completed whenever a student is injured during participation in program.	File with health record when athletic program use has ended	included with student health records
18.6.f	Athletic Program Records - Permission Slips	Slips signed by student's parent or guardian giving permission for participation in any part of the program.	6 years	included with student permission slips
18.6.g	Athletic Program Records - Sports Participation Records	All records not specified in 18.6.a - 18.6.f that document participation by students in the program.	File with permanent record when athletic program use has ended	included with interscholastic/extracurricular activities
18.8	Attendance Letters	Sent by school office to parents whose students have accumulated excessive absences.	Current Year	
18.13	Children's Medications and Behavioral Plans	Medications and behavioral plans for students requiring such assistance.	File with health record until 6 years after student reaches age 18	included with student health records
18.11.a	Chapter One Records - Analytical Information	Statistical (summary) information from Chapter One programs.	2 years	replaced by title one parent night records

Series Number	Series Title	Description	Retention	Note
18.14	Class Standing Lists	Lists of students in order of class standing.	Permanent	included with student achievement lists
18.15	Complaints from Parents	Complaints received from parents of students.	Until resolved, plus 6 years	covered by other series
18.16	Correspondence Received from Parents	Letters and other written communications received by school administrators or school administrative offices from parents of students regarding the student's school experience. (Notes and other written communications between parents and individual teachers are covered by Series - Notes on Students	File with student's permanent record	replaced with correspondence concerning individual students
18.19	District Registration Cards (Tuition Students)	Cards documenting enrollment in a school district by each student who comes into it on a tuition basis.	Current year	replaced by private tuition agreements
18.20	Driver Education Records	Records generated by student participation in driver education programs.	2 years	no longer part of school curriculum
18.22	Faculty Meetings/Department Head Meetings, Agendas and Minutes	Minutes, agendas, etc. for faculty meetings and department head meetings.	2 years	included with administrative records-general
18.28	Honor Rolls	Lists of students making the honor roll.	Permanent	included with student achievement lists
18.29	Individual Student ("Permanent") Records	When a student transfers to a new school, the permanent record folder may be transferred or copies provided in lieu of transfer. These files normally include a student's health record, attendance, classes taken, grades received.	Retain at school last attended	replaced with student records – permanent (and other individual student records)
18.30	Insurance Correspondence	Correspondence with the school's insurers.	6 years	included with insurance records or covered by correspondence series
18.31	Insurance Policies	Policies issued to the school department for coverage of various hazards.	See A.39a. and A.39.b	replaced by insurance policies, all other and insurance policies, general liability
18.32	Inventories	Books, furniture, etc.	Current year	included with equipment/asset inventory
18.35	Legislative Information	Records of all legislation, pending or passed, that may affect the school department.	4 years	

Series Number	Series Title	Description	Retention	Note
18.36.b	Library Records – Audio Tape Circulation	Circulation records for library books.	Until item is returned	replaced with library records - circulation
18.36.b	Library Records – Book Circulation	Circulation records for library books.	Until item is returned	replaced with library records - circulation
18.36.c	Library Records – Scrapbooks	Scrapbooks created by school library.	Permanent	if anything like this is still applicable, records covered by schedule 1.16
18.36.d	Library Records – Videotape Circulation	Circulation records for videotapes (and other audiovisual format library materials, such as movies on CD or DVD).	Until item is returned	replaced with library records - circulation
18.37	Local Copies of Reports Filed With DOE	DOE reports filed - local copy.	6 years	replaced with reports filed with federal or state agencies
18.39	Migrant Records	Records documenting the part of the student population classified as 'migrant' (i.e., children of migrant workers), including services provided to them.	File in permanent record folder	included with individual student records
18.40.a	Notes on Students – Disciplinary – Frequent Contact	Notes kept by faculty members or administration concerning disciplinary contact with students who require this repeatedly during the course of the school year.	Retain until student graduates or leaves school	replaced with student discipline records – minor and student discipline records – suspension/expulsion
18.40.b	Notes on Students – Disciplinary – Infrequent Contact	Notes kept by faculty members or administration concerning disciplinary contact with students who require this only occasionally during the course of the school year. Exceptions may be made when the disciplinary contact concerns a serious infraction or issue, in which case the notes shall be retained as described in L.38.b.	Current year	replaced with student discipline records – minor and student discipline records – suspension/expulsion
18.40.c	Notes on Students – Nondisciplinary	Notes kept by faculty members or administration concerning contact with students that is not disciplinary in nature.	No Retention	nonrecord
18.41	Parents Night Files	Records of attendance at parents' night events, and of programs offered on those occasions.	Current year	replaced with family/community program records
18.42	Permanent Record Cards	Cards created for each student showing essential information such as name, gender, home address, etc.	Permanent	included with individual student records

Series Number	Series Title	Description	Retention	Note
18.43	Permanent Record Folders	See Individual student records.	Permanent	included with individual student records
18.49	Retention Review Committee Files	Files of review committee that determines whether or not a student should be retained instead of promoted.	Permanent	included with administrative records - general
18.51	Scholarship Awards	Record of scholarships awarded to students.	Current year	included with student achievement lists
18.52.c	School Board - Crisis Response Plans	Title 20-A §1001requires that each school board annually approve a plan developed by the school unit administration working with local public safety, mental health and law enforcement officials to deal with crises and potential crisis situations involving violent acts by or against students in each school in the school administrative unit.	5 years, after each revision	replaced with comprehensive emergency management plan
18.52.d	School Board – Reports and Special Studies Commissioned by the Board, that Relate to Policy, Curriculum, or Have a Major Impact on the Community	Reports and special studies commissioned by the school board if they relate to policy, curriculum, or have a major impact on the community of which the school is part.	Permanent	replaced with other school board series
18.54	School Registers (Attendance)	Attendance registers.	Permanent	remove, included with reports filed with federal or state agencies
18.63	Teacher Registers	List of faculty members and their assignments.	Until State reports filed	removed, included with administrative record - transitory
18.64	Transcripts, Graduate and Nongraduate	For each student who has attended the school, a summary of classes taken and grades received.	Permanent	included with student records - permanent
18.66	Vocational Education Records	Records generated by vocational programs.	Permanent	included with individual student records

APPENDIX D – RECORDS / ELECTRONIC RECORDS AND RETENTION

RECORD means all documentary material in any format (paper, digital records including e-mail), made or received and maintained by an agency in accordance with law or rule, or in the transaction of its official business.

SPECIFIC TYPES OF RECORDS

- **Archival/Permanent Records –** Records required to be kept indefinitely because they have a high enduring or archival value.
- **Closed Records –** records which no longer have value--administrative, legal or fiscal--for the current business of the originating office or official, and would either be destroyed or stored/transferred as permanent records (final disposition).
- **Confidential Records –** Confidential records are public records that are exempt from public inspection according to the provisions of state and/or federal statutes and/or regulations.
- **Current Records –** records needed and used in the day-to-day conduct of the current business of a local government office or official, and which therefore must be kept in office space and equipment for that purpose.
- **Non-Record –** additional copies of materials for which official or record copies have been retained; stocks of publications and processed documents intended for distribution or use; or records relating to personal matters that may have been kept in an office for convenience.
- **Temporary Records –** records which will be destroyed once they have lived out/met their agreed to retention period. These can be either short term or long term retention records.
- **Vital Records –** Vital records are those records that are necessary to re-start an organization's operations in the event of a natural or human-made disaster. They support necessary services and preserve the legal, financial, and/or functional status of the agency.

ELECTRONIC RECORDS

Electronic records are records containing machine-readable information which cannot be read without the aid of hardware or software.

Electronic records are public records and subject to the same laws as paper records. Public records include anything created in the course of public business *regardless of format*. This includes email records. Email itself is only a format. It is the content of the email which will determine the actual retention.

Maintaining Electronic Records

If a rule of law requires that certain records be retained, that requirement is met by retaining electronic records as long as the following conditions are satisfied:

1. The information contained in the electronic record **remains accessible**;
2. The electronic record is retained in the format in which it was created or in a format that can **accurately reflect the information** as originally created; and
3. Any information that **enables the identification of the source or origin** (any attached metadata).
4. (See MRS Title 16 §456-A. Admissibility of Electronic Records for additional information)

Scanning Original Paper Records

Once paper records have been converted to a scanned digital image, those original paper records can be destroyed as long as it's not a permanent record and no other state or federal laws apply requiring the original document. Currently, the National Archives recognizes paper and microfilm as archival media.

Key differences regarding keeping original paper vs. electronic-only versions are this: whether or not records are born digital and whether they are permanent or temporary records. An agency does have the option of scanning original paper records and storing them, using an electronic version as their "working" copy. If records are fragile, they may use the electronic version for public use to preserve the original documents (see MRS Title 5 §95. Powers and duties of State Archivist (under #3) for additional information.)

Electronic Record Formats

Short-term or daily function records – agencies can use standard file formats such as TIF, JPEG or PDF.
Long-term records – PDF/A is the standard set by ISO (International Organization for Standardization). The PDF/A is an ISO-standardized version of the Portable Document Format (PDF) specialized for use in the archiving and long-term preservation of electronic documents.

When records are kept in more than one format, identify an **official "record copy"** the full retention period will be applied. When the record copy is electronic, identify the storage location so all changes are made and records purged once they have met their retention.

Electronic Information Systems

The following types of records management controls are needed to ensure that records in electronic information systems can provide adequate and proper documentation of agency business for as long as the information is needed.

- *Reliability:* Controls to ensure a full and accurate representation of the transactions, activities or facts to which they attest and can be depended upon in the course of subsequent transactions or activities.
- *Authenticity:* Controls to protect against unauthorized addition, deletion, alteration, use, and concealment.
- *Integrity:* Controls, such as audit trails, to ensure records are complete and unaltered.
- *Usability:* Mechanisms to ensure records can be located, retrieved, presented, and interpreted.
- *Preservation:* Ensure that all records in the system are retrievable and usable for as long as needed to conduct agency business and to meet approved dispositions. Agencies must develop procedures to enable the migration of records and their associated metadata to new storage media or formats in order to avoid loss due to media decay or technology obsolescence.

APPENDIX E – WORKING DOCUMENTS AND DRAFTS

Working documents and drafts are public records but they might only need to be retained for a brief period of time if they do not have significant administrative, legal, fiscal or historical value.

Considerations when retaining working documents and drafts:

- Significance of the document being drafted;
- Specific legal requirements relating to the retention of certain preliminary drafts;
- Need for records as evidence that the agency practiced due diligence in the drafting process;
- Unique/substantive information relating to formulation and execution of high-level policies, decisions, actions, or responsibilities.

Other types of working documents and drafts supporting certain financial, legal, and other mission-critical functions, however, may continue to have value even after the final, official copy has been approved. Agencies should have clearly defined policies and/or schedules regarding the retention and disposition of these types of working documents and drafts. Any record management decisions (not clearly defined) should be made on a case-by-case basis in consultation with your Records Officer.
Examples of drafts that might be immediately discarded following the creation of a new draft are:

- Documents which do not contain unique information documenting significant policy development, action, or decision making.
- Preliminary drafts produced solely for proof reading or internal discussion, reference or consultation. Materials may include notes, associated transmittals, and reference and background materials.
- Documents containing only minor non-substantive changes such as correction of grammar and/or spelling or minor "word-smithing."

Agency policy should address internal record requirements for staff and also target record management procedures for those documents circulated to outside agencies, including but not limited to working documents and drafts. For some agencies, statute and/or rule dictate the retention of this type of material.

APPENDIX F – APPRAISING RECORDS FOR ARCHIVAL VALUE

Once the record fulfills the purpose for which it was created, the administrative, fiscal or legal requirement of the record (its primary value) will be complete. While local government creates records for these specific reasons, it may also produce records with historical value. Such records are said to have a secondary value; they document things of interest to other people or organizations by providing information about subjects, events, or people in the State of Maine. Typically, less than 5% of any organization's records will be archival.

Archival/permanent value of records will vary from local government to local government and from region to region. The people, places, or events in each community, and the unique circumstances of each government, determine which records are significant.

Records might contain information about the people, places or events within the municipality or about the decisions made in relation to them. This information can be very valuable to staff, researchers, and the public, but only if the information itself is significant. Make sure records contain enough information to adequately document the purpose for which they are being retained.

Determining archival significance:

- When the records were created – consider records created during a time of significant change, which are scarce or cover a long period of time
- What kind of information the records contain – how in-depth is the information
- What other records exist – is this information duplicated in other records or available elsewhere
- The uniqueness and value of the records – do the records document important time periods, events or governmental policy/procedure

Questions to Consider

- Do the records document important, or precedent setting, decisions or transactions?
- Do they shed significant light on how important decisions were reached?
- Do the records contain information on people, places, things, phenomena, or events that will be useful to researchers, historians, scholars, genealogists, etc. for hundreds of years to come?
- Is the information unique, or are there other available sources that contain essentially the same information in a usable form?

Ask the People Who Know

It's also a good idea to ask experts – people who have knowledge of historical/archival records – instead of guessing at the value of the records you have. (Just because they are old doesn't always make them archival worthy or because they are important to the one doesn't mean they have historic value to the many.)

It is sometimes easy to default to archival/permanent dispositions for records because of the nature of government business or because keeping records "permanently" is easier than developing a true retention period, when in fact, records retained for trending and analysis or similar needs may have value for those purposes for only a few to several years. It can sometimes be difficult for municipalities to remove themselves from the records they are creating. Remember – permanent is forever. Do your records warrant a permanent retention or would 50-100 years suffice? These are things which are important to consider.

APPENDIX G – SAMPLE DISPOSITION FORM

Town of _____

RECORDS DISPOSITION FORM

Date:	Department:

Media Type: ☐ Paper ☐ Microfilm/fiche ☐ Digital File ☐ Other _____

☐ Destroyed/purged by agency Method: _____

☐ Destroyed by outside vendor (attach certificate of destruction)

Schedule No.	Series No.	Records Title and Description	Retention	Date Span of Records	Volume (Cu. Ft./ MB)	Box # / Folders, Drives

AUTHORIZATION

I hereby certify that the records above have fulfilled their administrative, fiscal, or legal function in accordance with the Local Government Record Retention Schedules; no litigation, claim, negotiation, audit, public information request, administrative review, or other action involving the records above have been initiated or are reasonably anticipated.

_____ _____

Authorizing Signature (Records Officer, Town Manager, Etc.) **Date**

Official Date of Destruction: _____