

## SCHEDULE 16 – REGISTER OF PROBATE

Series	Series Title	Description	Retention
16.1	<b>Adoptions</b>	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	<b>Application for Emergency Involuntary Admission to a Mental Hospital</b>	The 'blue' form used for this purpose.	1 year Confidential, per Title 34-B, §1207
16.3	<b>Changes of Name</b>	Changes of name requested from Probate Court.	Permanent
16.4	<b>Correspondence with Judge of Probate Concerning Marriage of Persons Under 16 Years of Age</b>	Correspondence with Judge about marriages involving persons less than 16 years old.	2 years
16.5	<b>Decedents' Estates, Formal and Informal</b>	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	<b>Docket Books</b>	Dockets of all Probate Court cases.	Permanent
16.7	<b>Miscellaneous Petitions</b>	Petitions for matters not covered by other series, such as authority to handle custody and control of remains.	Permanent
16.8.a	<b>Notice of Publication - Affidavits</b>	Documentation that notice was published when the law requires this.	Permanent
16.8.b	<b>Notice of Publication - Newspaper Clippings</b>	Clippings containing published notices.	1 year
16.9	<b>Proceedings Under Rule 81</b>	Proceedings taken to District or Superior Court.	Permanent
16.10.a	<b>Protective Proceedings, Emergency Child Protective</b>	Cases in which Probate Court is petitioned to provide a guardian or conservator for an emergency child protective situation.	Permanent Confidential, (1), (4)
16.10.b	<b>Protective Proceedings, Guardians and Conservators for Individuals for Adults</b>	Cases in which Probate Court is petitioned to provide a guardian or conservator for adult individuals lacking capacity.	Permanent
16.10.c	<b>Protective Proceedings, Guardians and Conservators for Minor Children</b>	Cases in which Probate Court is petitioned to provide a guardian or conservator for minor children lacking capacity.	Permanent
16.11	<b>Recording Information Not Duplicated in Others Series</b>	Books or film of incoming documents.	Permanent
16.12	<b>Surrender and Release Filings</b>	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	<b>Trusts</b>	Trusts filed with Probate Court.	Permanent