

Maine State General Schedules – Revised June 2015 (State Agency Correspondence)

General Schedule Number: 13 State Agency Correspondence

1 COMMISSIONER/EXECUTIVE CORRESPONDENCE

Incoming or outgoing correspondence in any media format of a commissioner or other governing official. Correspondence may pertain to the functions, policies, procedures or programs of an agency. The records will most often document executive decisions made regarding agency interests (not filed as part of another approved record series). Note: Each department has the option of retaining its commissioner's correspondence on site for longer than 2 years.

Agency of Record:	Creating Agency
Retention of Record Copy:	2
Disposal:	Archival
Retention of Copies:	N/A
Date Adopted:	6/4/2015

2 PROGRAM CORRESPONDENCE

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, or (if there is no related series) establish appropriate departmental retention schedule.

Agency of Record:	Creating Agency
Retention of Record Copy:	Variable (see description)
Disposal:	Destroy
Retention of Copies:	N/A
Date Adopted:	6/4/2015

3 GENERAL CORRESPONDENCE

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.

Agency of Record:	Creating Agency
Retention of Record Copy:	2
Disposal:	Destroy
Retention of Copies:	N/A
Date Adopted:	6/4/2015

¹ Unless noted retention times are in terms of years. If there is a retention time for Retention of Copies, this will be the responsibility of the Creating Agency; unless noted, this is disposition destroy.

Maine State General Schedules – Revised June 2015 (State Agency Correspondence)

General Schedule Number: 13 STATE AGENCY CORRESPONDENCE

4 TRANSITORY CORRESPONDENCE

Incoming and outgoing correspondence in any media format that is purely informational in nature, only documenting 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.

Agency of Record:	Creating Agency
Retention of Record Copy:	Retain until no longer needed
Disposal:	Destroy
Retention of Copies:	N/A
Date Adopted:	6/5/2015

5 NON-BUSINESS RELATED CORRESPONDENCE

Non-business related correspondence is correspondence in any media format that is not relevant to the conduct of agency business. Any correspondence not received or created in the course of state business, may be deleted immediately, since it is not an official record: the "Let's do lunch" (not a State-business lunch) or "Can I catch a ride home" type of note. This would include spam or junk mail, personal message, or unsolicited messages from coworkers such as jokes, news reports or announcements which are non-work related. Promotional material from vendors, and similar materials that are "publicly available" to anyone, would also not be considered official records unless incorporated into a file for specific program purposes and reference needs.

Agency of Record:	Creating Agency
Retention of Record Copy:	Delete/destroy immediately
Disposal:	Destroy
Retention of Copies:	N/A
Date Adopted:	6/4/2015

² Unless noted retention times are in terms of years. If there is a retention time for Retention of Copies, this will be the responsibility of the Creating Agency; unless noted, this is disposition destroy.