

Maine State General Schedules – Revised June 2015 (State Employee Charitable Programs)

General Schedule Number: 16 State Employee Charitable Programs

1 Maine State Employees Combined Charitable Appeal Campaign (MSECCA)

These records support the Maine State Employees Combined Charitable Appeal Campaign (MSECCA) program, a coordinated campaign to encourage financial support from state employees for various charitable agencies. The records are used for accountability of how employee's contributions are distributed to the various charitable organizations. All records pertaining to Federal and Agency submission applications and Committee decisions, correspondence, campaign audit reports, administrator contracts, Planning & Admission Committee meetings.

Agency of Record:	Governor's Office
Retention of Record Copy:	10
Disposal:	D
Retention of Copies:	3
Date Adopted:	10/23/2008

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.