

Maine State General Schedules – Revised June 2015 (Records Management Series)

General Schedule Number: 9 Records Management Series

1 AUTHORIZATION FOR RECORDS CENTER USE CARD AND DESIGNATION OF RECORDS OFFICERS

Application for issuance of Records Center Access Cards including designating Records Officers and Assistant Records Officers for various State Agencies.

Agency of Record: Records Management Services
Retention of Record Copy: 5
Disposal: Destroy
Retention of Copies: 2
Date Adopted: 6/4/2015

2 AUTHORIZATION FOR RECORDS CENTER USE - Access Cards

Destroy upon expiration of card or separation of employee.

Agency of Record: Creating Agency
Retention of Record Copy: Contingent Upon Event - See Description
Disposal: Destroy
Retention of Copies: N/A
Date Adopted: 1/25/1989

(Series 3 is obsolete)

4 RECORDS CENTER DISPOSITION NOTIFICATION

Record of State records removed from State Records Center and destroyed, according to authorized retention schedule and with written consent of agency records officer.

Agency of Record: Records Management Services
Retention of Record Copy: 10
Disposal: Archival
Retention of Copies: 2
Date Adopted: 1/25/1989

5 DISPOSAL LIST, MSA 2

One-time permission for destruction of State records. Transferred to Archives Services Division 2 years from date approved.

Agency of Record: Records Management Services
Retention of Record Copy: 2
Disposal: Archival
Retention of Copies: 2
Date Adopted: 1/25/1989

6 REQUEST FOR RECORDS RETENTION SCHEDULE, MSA/RM 22

Includes MSA 59 (Record Series Inventory) and record samples. Agency copies destroyed 2 years from schedule/series termination.

Agency of Record: Records Management Services
Retention of Record Copy: Transfer to Archives
Disposal: Archival
Retention of Copies: 2
Date Adopted: 1/25/1989

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.

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(Series 7 is obsolete)

(Series 8 is obsolete)

9 TRANSMITTAL OF RECORDS, MSA 33, AND CONTINUATION

Record of boxes accepted for Records Center storage and their contents. Retention periods counted from disposal of last box on each sheet.

Agency of Record:	Records Management Services
Retention of Record Copy:	5
Disposal:	Destroy
Retention of Copies:	2
Date Adopted:	6/4/2015

10 REQUEST FOR REFERENCE SERVICE, MSA 70

Request for reference service from State Records Center. Agency copy may be destroyed as soon as records are returned to Records Center.

Agency of Record:	Records Management Services
Retention of Record Copy:	2
Disposal:	Destroy
Retention of Copies:	Contingent Upon Event - See Description
Date Adopted:	6/4/2015

11 AGENCY RECORDS DESTRUCTION NOTICE, MSA 192

Listing of records destroyed by State agencies with authorization of departmental and/or general schedules.

Agency of Record:	Records Management Services
Retention of Record Copy:	5
Disposal:	Archival
Retention of Copies:	2
Date Adopted:	1/25/1989

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.