

Department Series Report

26: Attorney General

Description	Media	Approval Date	In Agency Retention	Rec Center Retention	Disposition	Status	Fiscal Year Type	
239#:								
Schedule #: 1808	41#: Appeals and Post-Trial Proceedings Done for District Attorney Office							
These records are used both by the Criminal Division and the requesting prosecutorial office most commonly in subsequent proceedings seeking relief by the named defendant. □ The Criminal Division, at the request of a district attorney office, with the approval of the Deputy Attorney General responsible for the Criminal Division, on occasion agrees to handle pretrial and post-trial appeals, as well as proceedings other than those incident to the trial, including any generated subsequent appeals respecting these proceedings. Appellate materials include: notices; briefs; appendices to the briefs; appellate court orders; and final decisions of the appellate court. Proceedings other than those incident to the trial include: pleadings and accompanying attachments; bail applications, party motions and objections; court orders including for example bail orders; orders to answer; conference orders; subpoenas; evidentiary hearing exhibits and transcripts; orders recommending and making final disposition of the motion or petition.	Record Copy	6/16/2011	Years	1	Years	10	Destroy	Current
239A: Administration								
Schedule #: 226	10#: Department of Attorney General General Correspondence Files							
Includes, but is not limited to, general opinions and correspondence for all state departments, minutes of meetings, memos, letters, newspaper clippings, agendas, resumes, interview notes, letters and responses to citizen inquiries, etc.	Paper	2/18/1977	Years	2			Destroy	Current
Schedule #: 253	11#: General Correspondence							
Letters requesting consumer complaint petition, copies of statutes, copies of complaints referred to other agencies	Paper	4/21/1978	Years	2	No Retention	0	Destroy	Current
Schedule #: 307	12#: Investigative Case Files							
Investigative materials relating to proceedings to enforce the Maine Unfair Trade Practices Act (T.5, M.R.S.A., ss.206-213). No open case files are to be sent to Records Center.	Paper	6/25/1981	Years	1	Years	10	Destroy	Current
Schedule #: 307	13#: Consumer Attorney Case Files							
Legal files relating to proceedings to enforce the Maine Unfair Trade Practices Act (T.5, M.R.S.A., ss.206-213). No open cases are to be sent to Records Center.	Paper	6/25/1981	Years	1	Years	6	Destroy	Current

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<p>Schedule #: 307 13Z:Attorney Case Files</p> <p>Legal files relating to proceedings to enforce the Maine Unfair Trade Practices Act (T.5,M.R.S.A.,ss.206-213). No open cases are to be sent to Records Center.(This series is to extend the retention period, on certain case files)</p>	Paper	6/25/1981		Years 10	Destroy	Current	
<p>Schedule #: 307 14#:Consumer Mediation Files</p> <p>These are consumer complaints accepted by our Office for mediation by trained mediators. A file typically consists of a complaint, letters from the consumer and the business, copies of contracts and receipts.</p>	Paper	6/25/1981	Years 1	Years 6	Destroy	Current	
<p>Schedule #: 349 15#:Extraditions</p> <p>Correspondence and legal documents dealing with either getting a fugitive back to Maine from another state, or another state getting a fugitive back from Maine to that state.</p>	Paper	6/21/1985	Years 3	0	Destroy	Current	
<p>Schedule #: 381 16#:Trust Foundation Reports</p> <p>Tax returns of charitable trusts which are filed annually with the Consumer Division.</p>	Paper	10/25/1985	Years 1	No Retention 0	Destroy	Current	
<p>Schedule #: 448 17#: Health and Human Services Legal Case Files</p> <p>Department of Human Services - Portland and Bangor District Offices, Legal Division, and Central Office, Augusta, Legal Division (Child Protection, Support Enforcement, Health Field, Adult Protective Services and AFDC/Food Stamp Eligibility). Retain Child Protection and Support Envoicement Case Files until age 21 or 6 years after court order; Health Field, Adult Protective Services and AFDC/Food Stamp Eligibility Case Files as below. This series has been transferred from the Department of Human Services to the Attorney Generals Office.</p>	Paper	9/27/1989	Years 1	Years 6	Destroy	Current	
<p>Schedule #: 448 17A:Legal Case Files - Child Protection</p> <p>Department of Human Services - Portland and Bangor District Offices, Legal Division, and Central Office, Augusta, Legal Division. Count in office retention from date of closure.</p>	Paper	9/27/1989	Retain Until Inactive	Years 10	Destroy	Current	
<p>Schedule #: 448 17B: Health and Human Services Legal Case Files -Support Enforcement</p>							

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Department of Health and Human Services – Portland, Bangor and Caribou District Offices, Legal Division, and Central Office, Augusta, Legal Division. Count in office retention from date of closure.	Paper	9/27/1989	No Retention	Years 10	Destroy	Current	
Schedule #: 448 17C:Legal Case Files - Health Field, Adult Protective, AFDC/Food Stamp							
Department of Human Services - Portland and Bangor District Offices, Legal Division, and Central Office, Augusta, Legal Division (Health Field, Adult Protective Services and AFDC/Food Stamp Eligibility). Count in agency retention from date of closure.	Paper	9/27/1989	Years 1	Years 3	Destroy	Current	
Schedule #: 448 17D:Legal Case Files - Tort Claims							
Department of Human Services - Portland and Bangor District Offices, Legal Division, and Central Office, Augusta, Legal Division. Count in agency retention from date of closure.	Paper	9/27/1989	Years 1	Years 6	Destroy	Current	
Schedule #: 448 17E#: Health and Human Services Legal Case Files:Historical/Long							
These are legal case files for lawsuits involving hospitals, nursing homes, long-term care facilities, etc. These are cases that require longer term retention due to legal importance, possibility of recurrence, etc. They support Health and Human Services health care programs. The records are used for Court purposes by Assistant Attorneys General who represent the Department of Health and Human Services. A typical file will include correspondence and court pleadings.	Paper	6/24/2010	Years 1	Years 10	Destroy	Current	
Schedule #: 637 18#:Medicaid Fraud Control Unit Files							
Investigation and progress reports, briefs, indictments, motions & orders, memoranda of law, complaint reports, subpoenas, general correspondence, attorney notes, medical reports, information proceeding reports.	Paper	12/18/2001	Years 1	Years 10	Destroy	Current	
Schedule #: 1151 19#:Workers' Compensation Litigation Cases (Inactive)							
The Attorney General's Office litigates all state employee workers' compensation cases: Files include: formal legal pleadings, medical records, evidence documents, attorney research and related correspondence. These cases may be brought forward again during the lifetime of the individual. Keep in agency until litigation settled.	Paper	7/21/1995	Contingent Upon Event - See Description	0	Years 19	Destroy	Current
Schedule #: 34 1A:Environmental Cases							

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Description	Media	Approval Date	In Agency Retention	Rec Center Retention	Disposition	Status	Fiscal Year Type
Exhibits and hearing documents pertaining to environmental cases. Retain 6 months in office after case is closed.	Paper	12/20/1974	Retention of Less than 1 Year - See Description	0	Years 10	Destroy	Current
Schedule #: 34 1B:Environmental Cases:long - Term							
Description for 20-year: Environmental Cases Historical/Long-Term Retention. Cases determined by Natural Resources Division Chief to have value beyond normal (10-year) retention.	Paper	10/25/1985		0	Years 20	Archives	Current
Schedule #: 34 1C:Environmental Cases - Maine Yankee							
All research, pleadings, legal documents and cases against and about Maine Yankee Atomic Plant. Retain in Center until year 2010.	Paper	10/25/1985	Years 1	Contingent Upon Event - See Description	0	Destroy	Current
Schedule #: 61 2#:Consumer Fraud Case Files							
Proceedings to enforce the Maine Unfair Trade Practices Act (5 Maine Revised Statutes Annotated 206-213). Files sent to the Records Center relate to matters in which no further action by the Attorney General is appropriate--case has been closed. Note: Until case is closed	Paper	1/24/1975	Contingent Upon Event - See Description	0	Years 5	Destroy	Current
Schedule #: 1151 20#:Workers' Compensation Litigation Cases (Lump-Sum Settled)							
The Attorney General's Office litigates all state employee workers' compensation cases: Files include: formal legal pleadings, medical records, evidence documents, attorney research and related correspondence. These cases since they are lump-summed, are completely closed out and may not be brought forward again. Keep in agency until lump sum paid plus 2 years.	Paper	7/21/1995	Years 2	No Retention	0	Destroy	Current
Schedule #: 1274 23#:Juvenile Tobacco Sales Enforcement							
Federal regulations require the State maintain records and evidence of tobacco violations for five years.	Paper	10/28/1998	Years 1	Years 4	Destroy	Current	
Schedule #: 1405 24:Civil Rights Hate Crimes and Formal Actions							

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Description	Media	Approval Date	In Agency Retention	Rec Center Retention	Disposition	Status	Fiscal Year Type
To track hate crimes in Maine. To prosecute violations and track past violations. Used by detectives and Assistant Attorneys General. Files include: police reports, victim and suspect interviews and formal actions.	Paper	12/11/2001	Years 1	Years 6	Destroy	Current	
Schedule #: 1416 25:New Hampshire v. Maine Boundary Dispute							
Border dispute between New Hampshire and Maine as to the location of the Portsmouth Naval Shipyard. Files include: briefs and pleadings; bourre documents (expert witness testimony); maps; historical materials; legal research; and related correspondence. Keep in agency until case closed.	Paper	2/23/2002	Years 0	Years 0	Archives	Current	
Schedule #: 1426 26:Office of Attorney General Media Back-up Tape							
Back up disc pack tapes of the Attorney General's Office computer system. Includes: system files, word pricessing files and spread sheets.	Magnetic Tape	5/2/2002	No Retention	0	Destroy When Updated	Current	
Schedule #: 1673 26#:Office of the Attorney General Petty Cash Account							
The Office of the Attorney General maintains a petty cash account of \$2,000. The account is used primarily for witness fees and their travel costs, services rendered by sheriff's offices and an occasional registration fee. These costs are mostly incurred during prosecution of various cases the State is involved in. The Assistant Attorney Generals (AAGs) in our office will request a petty cash check stating the reason they need the check and how petty cash will be reimbursed. The AAG will then request reimbursement from their clients whether it will be from the Attorney General's Office or various state agencies such as Maine Revenue Service, Osteo Board, etc. The records being retained will include the requests for a petty cash check, possibly the request for reimbursement, bank statements, checkbook registers; cancel/voided checks, deposit slips and documentation; and miscellaneous correspondence regarding the petty cash account.	Paper		Years 3	Years 4	Destroy	Current	

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Description	Media	Approval Date	In Agency Retention	Rec Center Retention	Disposition	Status	Fiscal Year Type	
<p>The Office of the Attorney General maintains a petty cash account of \$2,000. The account is used primarily for witness fees and their travel costs, services rendered by sheriff's offices and an occasional registration fee. These costs are mostly incurred during prosecution of various cases the State is involved in. The Assistant Attorney Generals (AAGs) in our office will request a petty cash check stating the reason they need the check and how petty cash will be reimbursed. The AAG will then request reimbursement from their clients whether it will be from the Attorney General's Office or various state agencies such as Maine Revenue Service, Osteo Board, etc. The records being retained will include the requests for a petty cash check, possibly the request for reimbursement, bank statements, checkbook registers; cancel/voided checks, deposit slips and documentation; and miscellaneous correspondence regarding the petty cash account.</p>	Hard Disk	Years	3	Years	4	Destroy	Current	
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<p>Schedule #: 1755 30#:Closed Tax Foreclosure Cases</p> <p>As lawyers for Maine Revenue Service we monitor foreclosure actions where Maine Revenue Service has a tax lien due to unpaid state taxes. Our two main responsibilities are to file an answer with the Court and to monitor the litigation. Ultimately the Court will issue a Judgment of Foreclosure and decide which creditors have priority. The property is then sold and the creditors notified whether there was sufficient money from the sale to pay the debt owed to them. Foreclosed properties do not often produce sufficient money to reach the Maine Revenue Service debt. After the Notice of Sale and distribution of monies this Office closes the file. With the exception of the Answer filed by an Assistant Attorney General, our file is primarily copies of documents. These documents may also be found in Court files and the files of Maine Revenue Service. Typical documents in a file are: the original of the Judgment for Foreclosure issued by the Court; copies of correspondence; and Summons and Complaint for Foreclosure of Real Estate Mortgage.</p>	Paper	10/6/2009	0	0	Destroy	Current		
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<p>Schedule #: 1782 31#:RETIREMENT SYSTEM ADMINISTRATIVE & LEGAL CASES</p> <p>Legal case files of cases before the Board of the Maine Public Employee Retirement System. These are many appeals of denials of retirement disability, and other appeals involving benefits. These appeals often involve medical or psychological records. There are also lawsuits/court appeals involving the retirement system. These files are used by the Assistant Attorney General handling cases before the Retirement Board and in representing the Board in any appeal to the Superior Court. These files contain complaints, letters, motions and orders.</p>	Paper	5/21/2010	Years	1	Years	6	Destroy	Current
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<p>Schedule #: 1783 32#:Consumer Division CAFA and Private UTPA Files</p>								

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<p>These are files that are sent to us by State Superior Court and by Federal agencies. They are not our cases – they are provided to us for notice purposes only. The Consumer Division gets copies of cases filed by private parties in state court that cite the Unfair Trade Practices Act. Similarly, Federal law requires we get copies of Federal consumer class action cases our Office may be interested in. These records are reviewed by AAGs to determine if there are consumer cases in which our Office wants to join. A typical file may have a cover letter, a copy of a complaint, and court orders. The majority of these materials are reviewed once and not used again.</p>	Paper	5/21/2010	Years 1	0	Destroy	Current	
<hr/> <p>Schedule #: 1784 33#:PROFESSIONAL & FINANCIAL REGULATION LICENSING CASES – NON HEARING CASES</p>							
<p>Licensing cases of the various Boards administered by the Department of Professional & Financial Regulation disposed of without hearing. These are cases that are dealt with by the various licensing boards. These boards will have the records – our materials are mostly copies. Our AAG’s conduct a legal review of the case and may give advice on the proposed consent order once the Consent order is finalized. The legal work of the AAG is done and we close the case. The files contain Board determination, Consent Agreements, and letters</p>	Paper	5/21/2010	Years 1	0	Destroy	Current	
<hr/> <p>Schedule #: 1785 34#:PROFESSIONAL & FINANCIAL REGULATION LICENSING CASES – HEARING CASES</p>							
<p>Licensing cases of the various Boards administered by the Department of Professional & Financial Regulation where case goes to hearing. Cases will consist of records generated by licensing board; records produced by licensee; and legal documents created by an AAG. These files can be extensive and can contain medical or psychological reports.</p> <p>The Assistant Attorney General assigned to the Board often presents the case against the licensee. The file contains their legal work in prosecuting the case. If there is an appeal to the Superior Court, the AAG continues to use the file to defend the position of the licensing board. Closed when licensing Board hands down ruling and appeal period runs.</p>	Paper	5/21/2010	Years 1	Years 6	Destroy	Current	
<hr/> <p>Schedule #: 1802 35#:Criminal Division Internal File</p>							
<p>These records are used primarily by members of the Criminal Division and are particularly pertinent to the critical operation of the Division. Type of records are interoffice memoranda, e-mail and letters; resumes and interview notes concerning potential interns or employees; agendas and minutes of office and division meetings; continuing legal education materials; the weekly Criminal Division Report and the Monthly Appellate report.</p>	Record Copy	6/16/2011	Years 3	0	Destroy	Current	

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<p>Schedule #: 1803 36#:State-Initiated Appeal to the Law Court/Witness Immunity</p> <p>These records are used by the Criminal Division to initially evaluate the requested appeal or transactional immunity request sought by an attorney for the State and ultimately by the Attorney General, or the Attorney General's written designee (5 M.R.S.A. § 196, in deciding whether or not to grant written approval for the State's appeal, as required by 15 M.R.S.A. §§ 2115-A(5)(2) and 3407, or the witness immunity request, is required by 15 M.R.S.A. § 1314-A.</p> <p>As to State-initiated appeal requests – the records include written requests for approval of the Attorney General, notices of appeal, and written approvals, when granted. As to witness immunity – the records include motions to compel a witness, written approval of the Attorney General, when granted, and court order approving motion, when given.</p>	Record Copy	6/16/2011	Years 3	0	Destroy	Current	
<p>Schedule #: 1804 37A#:Petitions for Release or Discharge</p> <p>These records are used by the Criminal Division for release and discharge hearings pursuant to 15 M.R.S.A. § 104-A. These cases generally necessitate multiple hearings over an extended period of time for initial release, modified release and finally discharge from commitment following acceptance of negotiated insanity plea or following a jury verdict or court finding of not criminally responsible by reason of insanity pursuant to 15 M.R.S.A. § 103.</p> <p>Reports by head of institution in which the person is placed, petitions for release treatment programs, Commissioner of Health and Human Services' orders, Superior Court notices and prehearing orders, transcripts of hearings, post-hearing court orders, appellate materials including notices of appeal, Law Court orders, briefs, appendices to the briefs, transcripts and Law Court decisions.</p>	Paper	6/16/2011	Years 30	Years 20	Destroy	Current	
<p>Schedule #: 1804 37B#:Petitions For Release or Discharge/ Committed Person Dies</p>							

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Description	Media	Approval Date	In Agency Retention	Rec Center Retention	Disposition	Status	Fiscal Year Type
These records are used by the Criminal Division for release and discharge hearings pursuant to 15 M.R.S.A. § 104-A. These cases generally necessitate multiple hearings over an extended period of time for initial release, modified release and finally discharge from commitment following acceptance of negotiated insanity plea or following a jury verdict or court finding of not criminally responsible by reason of insanity pursuant to 15 M.R.S.A. § 103.	Paper	6/16/2011	Years 30	Years 1	Destroy	Current	
Reports by head of institution in which the person is placed, petitions for release treatment programs, Commissioner of Health and Human Services' orders, Superior Court notices and prehearing orders, transcripts of hearings, post-hearing court orders, appellate materials including notices of appeal, Law Court orders, briefs, appendices to the briefs, transcripts and Law Court decisions. These records pertain to individuals who pass away while incarcerated.							

Schedule #: 1805 38#: Statutorily Created Commissions, Boards and Panels Involving the AG's Office

These records are used by the various named Commissions, Board and Panels on which the Attorney General's Office is required to participate in carrying out their statutory powers and duties, including using them to propose legislation, rules, training, policies and procedures.	Record Copy	6/16/2011	Years 5	0	Archives	Current	
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These are materials created when the Office of the Attorney General is appointed to Commissions, Boards and other bodies. These bodies include, but are not limited to, the following: Criminal Law Advisory Commission (17-A M.R.S. §§ 1351-1354; 5 M.R.S. § 12004-I(52)) – records include meeting minutes and proposed legislation; Maine Domestic Abuse Homicide Review Panel as established by the Maine Commission on Domestic and Sexual Abuse (19-A M.R.S. § 4013; 5 M.R.S. § 12004-I(74-C)) – records include written reports; Sexual Assault Forensic Examiner Board (5 M.R.S. § 3360-N and 12004-J(13)) – records include annual report; Maine Elder Death Analysis Review Team (5 M.R.S. § 200-H) – records include meeting minutes and written reports; and Public Access Division; Public Access Ombudsman (5 M.R.S. § 200-I) – records include meeting minutes and written reports.

Schedule #: 1806 39#: Criminal Division Warrants of Pardons and Commutations

These records are used by the Criminal Division (and on occasion shared with the Governor's Office) to aid in the preparation of warrants of full and free pardons, conditional pardons, commutations and conditional commutations requested by the Governor.	Record Copy	6/16/2011	Years 3	0	Destroy	Current	
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Schedule #: 141 3A: Litigation: Closed Civil Cases

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Description	Media	Approval Date	In Agency Retention	Rec Center Retention	Disposition	Status	Fiscal Year Type
Series consists of pleadings, transcripts, correspondence, and other material dealing with case. Note: Once the file is closed, it will be forwarded to the Records Center.	Paper	10/20/1975	0	Years 6	Destroy	Current	
Schedule #: 141 3B:Closed Civil Cases - Indian Land Claims Case							
Includes aboriginal background research, Federal and State legal documents; most important legal case in Maine history ever. Note: Until case is closed	Paper	10/27/1985	Years 1	No Retention 0	Archives	Current	
Schedule #: 141 3C:Litigation: Closed Civil Cases-Long Term							
Civil litigation cases determined by the Chief of the Litigation Division to have retention value beyond the normal six year retention.	Paper	6/16/2010	0	Years 20	Destroy	Current	
Schedule #: 141 3D:Litigation: Collections							
These are tax and non-tax collections Case that is process to collect back taxes and other monetary fines, etc. types of documents, correspondence, complaint and other collection documents.	Paper	6/16/2010	0	Years 2	Destroy	Current	
Schedule #: 141 4#:Criminal Division Closed Federal Habeas and Petitions for Writ of Certiorari Cases							
Independent of its own such cases that remain part of the underlying case file, the Criminal Division handles federal habeas corpus for persons in state custody, 28 U.S.C. § 2254, including any granted subsequent appeals to the United States Court of Appeals for the First Circuit, and petitions for a writ of certiorari to the Supreme Court of the United States relating to criminal and juvenile cases generated by other state prosecutorial offices. Federal habeas corpus proceedings include: pleadings and accompanying attachments; bail applications; party motions and objections; court orders including for example bail orders, order to respond, conference orders, subpoenas; evidentiary hearing exhibits and transcripts; orders recommending and making final disposition of the petition; appellate notices; briefs; appendices to the briefs; appellate court orders; and final decisions of the First Circuit. Petitions for a writ of certiorari include: a petition and appendices; certificate of word count, certification of service; entry of appearances; notice by respondent that it does not intend to file a response unless the Court requests one; court order to respond; Respondent's brief in opposition to petition; court order granting or denying petition; brief, if granted; and court decision.	Record Copy	4/18/2001	Years 1	Years 10	Destroy	Current	

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<p>Schedule #: 1807 40A#:Criminal Division Department of Public Safety Files</p> <p>The AAGs who represent the Department of Public Safety (including Maine State Police, Emergency Medical Services, Office of the Fire Marshal, State Bureau of Identification and Sex Offender Registry) consult historical rulemaking documents (similar to legislative history), to advise the agency or applications, enforcement and drafting of rules.</p> <p>Memos include advice to agencies and are often consulted when similar questions arise and correspondence includes advice to agencies and responses to public and legislative inquiries and are consulted when similar questions arise. Other documents in file include: media reports regarding cases or legal issues, teaching materials, rulemaking materials and other routine matters.</p>	Paper	6/18/2011	Years 3	0	Destroy	Current	
<p>Schedule #: 1807 40B#:Applications, Permits and Licensing matters resolved without hearing</p> <p>The AAGs who represent the Department of Public Safety (including Maine State Police, Emergency Medical Services, Office of the Fire Marshal, State Bureau of Identification and Sex Offender Registry) consult these documents to advise their clients. Licensing and disciplinary files are used when a licensee with a history of violations re-applies or re-offends, applies for other licenses (in response to requests from other agencies) or as examples in similar proceedings.</p> <p>A file might include applications, permits, consent agreements, investigation summaries, and other licensing matters resolved without a hearing</p>	Paper	6/16/2011	Years 2	Years 0	Destroy	Current	
<p>Schedule #: 1807 40C#:Applications, Permits and Licensing matters resolved with hearing or other adjudication</p> <p>The AAGs who represent the Department of Public Safety (including Maine State Police, Emergency Medical Services, Office of the Fire Marshal, State Bureau of Identification and Sex Offender Registry) consult these documents to advise their clients and respond to requests for information. Licensing and disciplinary files are used when a licensee with a history of violations re-applies or re-offends, applies for other licenses (in response to requests from other agencies) or as examples in similar proceedings and is resolved with a hearing.</p> <p>A file might include applications, investigation summaries, witness statements, exhibits, decisions, orders and briefs.</p>	Paper	6/16/2011	Years 1	Years 6	Destroy	Current	
<p>Schedule #: 141 4A#: Criminal Division Other Cases</p>							

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The intent is to capture, other than homicide/death files, all other files relating to crimes and juvenile crimes and related criminal and civil forfeitures and civil violations (including traffic infractions) handled by the Criminal Division. Most commonly the cases involve welfare fraud, tax, securities, healthcare crimes, theft, environmental crimes and other white collar crimes.	Record Copy	7/7/2010	Years 1	Years 10	Destroy	Current	
Schedule #: 141 7#:Legislative File							
Correspondence from legislators requesting information or opinions on any laws or L.D.'s submitted to the Legislature.	Paper	10/20/1975	Years 5	Years 5	Archives	Current	
Note: Until case is closed							
Schedule #: 214 8#:Criminal Division and Financial Crimes and Civil Right Division Non-Homicide/Death Files							
Description: Records of the following non-homicide/death cases: (1) cases determined after investigation not to warrant or not to allow for prosecution (e.g., conduct not lawful, perpetrator dead, statute of limitation has run); (2) cases in which a prosecution is initiated, resulting in a not guilty verdict or adjudicated not to have committed a juvenile crime; (3) cases that result in a conviction or adjudication and the sentencing alternatives or dispositions imposed will be fully satisfied within 10 years of sentence or disposition imposition; and (4) all civil violation cases.	Record Copy	4/18/2001	Years 1	Years 10	Destroy	Current	
Schedule #: 214 8A#: Non-Homicide/Death Files							
Description: Records of non-homicide/death cases resulting in a conviction or adjudication in which the sentencing alternatives or dispositions imposed will be fully satisfied within 20 years of sentence or disposition imposition.	Paper	6/16/2010	Years 1	Years 20	Destroy	Current	
Schedule #: 214 8B#: Non-Homicide/Death Files							
Description: Records of non-homicide/death cases resulting in a conviction in which the sentencing alternatives imposed will not be fully satisfied within 20 years of sentence imposition.	Paper	6/16/2010	Years 1	Years 40	Destroy	Current	
Schedule #: 215 9#:Homicide Files							

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Description: The schedule includes records respecting 3 basic case types – namely, (1) cases determined after investigation to be unlawful homicides; (2) cases determined after investigation to be non-criminal homicides; and (3) cases indeterminate as a (1) or (2) type case or, in the context of certain missing person cases, open question as to whether the person missing is dead. Cases in (3) must be reclassified if new evidence produces sufficient clarification to place it in (1) or (2). On occasion, a case initially determined to be (1) turns out to be (2) and vice-versa.	Paper	4/18/2001	Years 1	Years 25	Destroy	Current	
Schedule #: 215 9A#:Homicide Files							
Description: Records of the following homicide/death cases: (1) determined to be a non-criminal homicide; (2) determined to be an unlawful homicide, the sole killer at the time having committed suicide or subsequently having died; (3) determined to be an unlawful homicide but the statute of limitations has run; and (4) determined to be an unlawful homicide, prosecution initiated, result not guilty verdict.	Paper	6/16/2010	Years 1	Years 15	Destroy	Current	
Schedule #: 215 9B#:Homicide Files							
Description: Records of homicide cases resulting in a conviction in which the sentencing alternatives imposed will be fully satisfied within 30 years of sentence imposition.	Paper	6/16/2010	Years 1	Years 30	Destroy	Current	
Schedule #: 215 9C#:Homicide Files							
Description: Records of all other homicide and death cases. This includes records of cases (1) determined to be an unlawful homicide but remain unsolved or the killer still at large; (2) remaining open because it is undetermined as to whether it is an unlawful homicide case or a non-criminal homicide case; and (3) determined to be an unlawful homicide case and prosecution has resulted in a guilty verdict and sentence imposed includes one or more sentencing alternatives that cannot be satisfied within 30 years of sentencing imposition.	Paper	6/16/2010	Years 1	Years 50	Destroy	Current	
242#:Chief Medical Examiner							
Schedule #: 203 1#:Medical Examiners Case Record							

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Description	Media	Approval Date	In Agency Retention	Rec Center Retention	Disposition	Status	Fiscal Year Type
Reports of investigation, examination of bodies, statement of determination of the cause, manner and circumstances of death; autopsy reports, associated laboratory reports, notes and communications regarding the investigation and determinations on above. Includes reports of other agencies for example, state and local police and Attorney General investigations. Photographs.	Paper	10/15/1976	Years 2	Years 50	Destroy	Current	
Schedule #: 344 2#:Medical Examiner Reports							
Original reports of medical examiners including investigations, autopsy reports, laboratory reports, reports of other agencies, notes and communications. This series applies only to records dated prior to 1968 and after 1900.	Paper	2/15/1985	Years 2	Years 50	Destroy	Current	
550#:Victims' Compensation Board							
Schedule #: 1244 23#:Victim Compensation Program Case Files Pre-12/31/2009							
Pre-12/31/2009 To determine eligibility for compensation for violent crime victims. Application for compensation; police investigative reports; medical reports; employment verifications; mental health treatment records; related correspondence. This is the agency in charge of investigation and determination.	Paper		Years 2	Years 18	Destroy	Current	
Schedule #: 1244 23A#:Victim Compensation Program Case Files Post-12/31/2009							
Post-12/31/2009 To determine eligibility for compensation for violent crime victims. Application for compensation; police investigative reports; medical reports; employment verifications; mental health treatment records; related correspondence. This is the agency in charge of investigation and determination.	Paper	6/17/2010	Years 2	Years 8	Destroy	Current	
Schedule #: 1244 23B#:Victim Compensation Program Application Case Files							
The Forensic cases include claim forms and bills from hospitals for sexual assault forensic examinations.	Paper	6/23/2010	Years 1	Years 6	Destroy	Current	
Schedule #: 1244 23C#:Victim Compensation Program Application Case Files							
Financial Records such as Cash receipts, Batch sheets w/ Payment Vouchers, Misc. Paid invoices and Kennebec Journal Invoices for Board Meeting Notice	Paper	6/23/2010	Years 4	0	Destroy	Current	