

Department Series Report

19: Economic & Community Development

Description	Media	Approval Date	In Agency Retention	Rec Center Retention	Disposition	Status	Fiscal Year Type
100#:							
Schedule #: 1317 15:Commissioner's Correspondence							
Correspondence includes all substantive incoming and out-going from Commissioner of Economic and Community Development, including (examples) announcement of Maine Regional Economic Development Assistance Fund; report on Downtown Investment Policy; letters accepting proposals for funding; responses to questions.(DECD will keep files until change of commissioner and then will send to Retention Center/Archives)	Paper	5/29/2001	Variable - See Description	0	Years 4	Archives	Current
Schedule #: 998 2#:Directors' Files of Department of							
Files of Directors to include: reports, speeches, conferences, workshops and related correspondence. Keep in agency until Director leaves plus 2 years.	Paper	10/3/2011	Contingent Upon Event - See Description	0	No Retention 0	Archives	Current
Schedule #: 1016 6#:CDBG Municipal Audits							
These audits provide financial information on CDGB grants received by town. (CDGB=Community Development Block Grants.) Community Development is required to do a desk review audit of various audits of CDBG's by independent auditors throughout the state.	Paper	2/23/1993	Years	2	Years 1	Destroy	Current
499#:Business Development							
Schedule #: 779 11#:Maine Products Marketing Program							
A program established to help Maine Producers of Maine Made products network with various buyers. Applications, release forms, product brochure and related correspondence. Keep in agency until termination plus 2 years.	Paper	9/27/1989	Years	2	No Retention 0	Destroy	Current
Schedule #: 779 12#:Governor's Business Advisory Council Files							
25 business leaders who meet every two months to discuss business and give the Governor advise. This office prepares and collects agenda, minutes and any information council requires.	Paper	9/27/1989	Years	2	No Retention 0	Archives	Current
Schedule #: 1282 15#:Business Development Clients							

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This agency works with companies to stay in Maine whether it be tax issues, personnel issues, workers comp, etc. Records are maintained to facilitate activities of companies files include: financial statement sent in by companies and correspondence.	Paper	10/28/1998	Years 7	Years 0	Destroy	Current	

505#:Maine State Film Commission

Schedule #: 1017 1#:Project File (Maine Film Office)

The Maine Film Office helps filming companies find location sites which a production company may need. They will offer any information and assistance they can provide to a film company. Files include: production request forms, what Maine Film Office sends to film companies, related correspondence and notes. Keep in agency until inactive plus 2 years.	Paper	2/23/1993	Years 2	No Retention 0	Destroy	Current	
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Schedule #: 1017 2#:Minutes - Maine Film Commission

Agenda and minutes of the Maine Film Commission meetings.	Paper	2/23/1993	Years 3	No Retention 0	Archives	Current	
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498#:Tourism & Community Development

Schedule #: 864 1#:Community Development Block Grant Files

These files contain correspondence, financial, contract and product information related to CDBG grants awarded through this office.	Paper	1/24/2000	Years 1	Years 6	Destroy	Current	
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Schedule #: 1012 3#:Development Fund

Development Fund money comes to the state from HUD. DECD determines which towns receive funds for economic development projects. Files contain: information for loans given to businesses including applications, environmental review, correspondence, loan documents and monitoring file.	Paper	2/23/1993	Years 3	Years 20	Destroy	Current	
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Schedule #: 1012 5#:Community Industrial Buildings Program

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General funds appropriation to assist local development corporations with the construction of speculative buildings. This was a loan program. Files contain: loan documents, correspondence, etc. A speculative building is a building of flexible design whose construction costs are financed through the Act for the purpose of creating new jobs in a municipality resulting from the sale or lease of the building. A builder must speculate as to whether a potential building or site may sell or be leased.	Paper	2/23/1993	Years 1	Years 20	Destroy	Current	
Schedule #: 1012 6#:1992 Maine Jobs Creation Bond							
A general bond referendum bond issue of 28 million dollars of funds for the creation of jobs. Successful applicant files contain applications, contracts, wage determinatiuons, press clippings and correspondence.	Paper	2/23/1993	Years 2	Years 2	Destroy	Current	
Schedule #: 1012 7#:Emerging Opportunity Fund							
This money comes to the state from HUD. DECD determines which towns receive funds that are used as a match for EDA money. These funds go to either towns or Regional Planing Commissions for Economic Development projects.	Paper	8/11/1998	Years 3	Years 5	Destroy	Current	
501#:Tourism, Office of							
Schedule #: 802 1#:Correspondence (Office of Tourism)							
Letters; memos; press clippings; and routine correspondence from the Office of Economic and Community Development.	Paper	12/14/1989	Years 2	No Retention	0 Destroy	Current	
Schedule #: 733 10#:Governor's Conferences on Tourism							
To include: agendas, registration materials, attendees.	Paper	7/10/1989	Years 2	No Retention	0 Destroy	Current	
Schedule #: 733 9#:Demographic Surveys - Office of Tourism							
Economic Analysis to include: Number of hotels, motels and campgrounds by region, occupancy rates, distribution of campgrounds and related correspondence.	Paper	7/10/1989	Years 3	No Retention	0 Destroy	Current	