

Department Series Report

94: Independent Agencies - Other

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
289#: Atlantic Salmon Commission						
Schedule #: 447 1#: Atlantic Salmon Tag Return Data, Foreign						
Data Card: Coding Form: Scale Samples: Tags, Recovery Letters - Fisherman and agency Correspondence, including reward payment letter with data on tag releases, Sample envelopes, recovery and biological statistics on them. Stats may include length, weights, sex, Latitude and Longitude, standard month and statistical areas of recovery.	Paper	10/1/1997	Years 25	No Retention 0	Archives	Current
293#: Baxter State Park Authority						
Schedule #: 688 1#: Original Baxter State Park S.O.P.'s						
Originals of Park Plan brochures, S.O.P.'s, Maps, Handout Materials	Paper	10/1/1997	Years 5	No Retention 0	Destroy	Current
Schedule #: 688 10#: Court Records for Baxter State Park						
Summons, Warrants, Paperwork for Court-Duty Officer, Active Warrants - 1987, etc.	Paper	10/1/1997	Years 3	No Retention 0	Destroy	Current
Schedule #: 688 11#: Baxter State Park Reservations						
Requests for reservations - confirmed and denied.	Paper	10/1/1997	Years 2	No Retention 0	Destroy	Current
Schedule #: 688 2#: Baxter State Park Ongoing Projects						
S.F.M.A., Togue Pond Restabilization, Kidney Pond Conversion, Perimeter Road, Boundary Work, Caribou Project. Retain in Agency until project completed.	Paper	10/1/1997	Contingent Upon Event - See Description 0	Years 30	Archives	Current
Schedule #: 688 3#: Baxter State Park Legal Controversies						
Snowmobile issue, Blowdown/Clean-up, Motorcycle issue, Contributions, Camp Phoenix/Daisey Boundry. Keep in Agency until resolution to controversy.	Paper	10/1/1997	Contingent Upon Event - See Description 0	Years 30	Archives	Current

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Schedule #: 688 4#:Baxter State Park Maintenance Files Property descriptions, Catalogs, Specifications, Maps, Diagrams, Blueprints, Related Correspondence.	Paper	10/1/1997 Years	20	Years 20	Destroy	Current
Schedule #: 688 5#:Volunteer Program for Baxter State Park Volunteer applications and updates, Recognitions/Patches, Reports prepared by volunteers, Statistics/Reports on Activities.	Paper	10/1/1997 Years	10	Years 10	Destroy	Current
Schedule #: 688 6#:Baxter State Park - Incident Reports Reports of Vehicle or personal accidents, search and rescue, fires, etc.	Paper	10/1/1997 Years	30	No Retention 0	Destroy	Current
Schedule #: 688 7#:Baxter State Park Correspondence Letters to and from Park Director and Baxter Park Authority. This series is general correspondence such as park inquiries, committee appoints, memoranda and interoffice communiques.	Paper	10/1/1997 Years	2	Years 2	Destroy	Current
Schedule #: 688 8#:Baxter State Park - Baxter Documents Baxter Letters, Deeds, Boundary Descriptions, Agreements.	Paper	10/1/1997 Years	0	Years 40	Archives	Current
Schedule #: 688 9#:Visitor Statistics Summary (BSP) Gatehouse Statistics, Campground Statistics, Trail Use Summaries, Self-Registration Sheets, Hiking Sheets	Paper	10/1/1997 Years	10	Years 50	Archives	Current
Schedule #: 699 12#:Park Naturalist Files - BSP Correspondence (routine concerning matters such as staff meetings). Newsletter materials.	Paper	10/1/1997 Years	5	No Retention 0	Destroy	Current
Schedule #: 699 13#:Interpretive Visual Aids - BSP Slide Catalogs, Collected Samples, Posters, Prints.	Paper	10/1/1997 Years	10	No Retention 0	Destroy	Current

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Schedule #: 699 14#:Interpretive History Materials - BSP						
Research Papers; Samples of Handout Material; Visitor use data; Lists of Flora/Fauna; Scrapbook Materials; Copies of News Articles.	Paper	10/1/1997	Years 20	No Retention 0	Destroy	Current
Schedule #: 812 15#:Cancelled Check Files (Baxter State Park)						
Cancelled checks and copies of checks written by Baxter State Park.	Paper	10/1/1997	Years 2	Years 5	Destroy	Current
Schedule #: 1291 16#:Baxter State Park Authority Minutes of Council						
Baxter State Park Authority Minutes	Paper	11/30/1998	Years 2	Years 0	Archives	Current
457#:Finance Authority of Maine						
Schedule #: 262 1#:Program Loans for Mortgages						
Mortgage insurance agreement, commitment letter, corporation authorization of local development corporation, corporation authorization of tenant corporation, discharge of existing mortgages and liens (where applicable), deeds, promissory note, mortgage, lease, assignment of lease and rentals, survey or plot plan, title insurance policy, uniform commercial code, replacement cost hazard insurance, subordination agreement (where applicable), Department of Environmental Protection certificate, Internal Revenue Service exemption application, real estate tax payments and escrows, mortgage insurance agreement, mortgage insurance application, counsel opinion, certificate of votes, and any other pertinent documents relating to the transaction. Retain in agency until case closes.	Paper	10/1/1997	Contingent Upon Event - See Description 0	No Retention 0	Archives	Current
Schedule #: 262 2#:Local Development and Tenant Corporations Agreements						
Application from local development corporation, application from tenant corporation together with supporting documentation (i.e. appraisals, financial statements, development plan etc.), minutes of the meeting, correspondence relating to project, annual financial statements, related miscellaneous materials. Retain in agency until closed.	Paper	10/1/1997	Contingent Upon Event - See Description 0	No Retention 0	Archives	Current
Schedule #: 262 3#:Municipal Security Approval Board (Bonds issued through Towns)						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Minutes of meeting, correspondence relating to the project, financial reports relating to the tenant corporation, the resolve authorizing application to the Authority, the Municipal Application, statement of proposed tenant, certification by the Department of Environmental Protection, commitment from the financial institution, document approval certificate, certificate of approval, copy of lease between tenant and municipality, copy of indenture of mortgage and deed of trust between municipality and the bond purchaser, opinion of counsel, and miscellaneous documents. Retain in agency until closed.	Paper	10/1/1997	Contingent Upon Event - See Description	0	No Retention	Archives Current
Schedule #: 262 4#:Community Industrial Building Fund						
Minutes of meeting, applications, certificates of insurance and performance bond, resume of project, correspondence, proposal, contract documents. Retain in agency until closed.	Paper	10/1/1997	Contingent Upon Event - See Description	0	No Retention	Archives Current
Schedule #: 262 5#:Directors file (Finance Authority of Maine)						
Department correspondence, legislative matters, members personnel records, employee personnel records, miscellaneous correspondence.	Paper	10/1/1997	Years	1	No Retention	Archives Current
Schedule #: 262 6#:Minutes of Meetings (Finance Authority of Maine)						
Tapes on five inch reels, 90 minutes long containing the minutes of the meetings of the Maine Guarantee Authority and predecessors, Maine Municipal Securities Board, Maine Recreation Authority, and Maine Industrial Building Authority.	Paper	10/1/1997	Years	1	No Retention	Archives Current
Schedule #: 1117 7#:Educational Program Files						
Students who owe money to FAME for their educational loans. Files include: ledger sheet, original application, option letter, and related correspondence. Keep in agency until paid in full.	Paper	10/1/1997	Contingent Upon Event - See Description	0	Years	5 Destroy Current
Schedule #: 1117 8#:Educational Grants						
Maine State Grants to institutions for a number of students at the same time (block grant). Files include: copies of checks, rosters, and related correspondence.	Paper	10/1/1997	Years	1	Years	5 Destroy Current

270#:Gov. Ethics & Election Practices Comm.

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Schedule #: 764 33#:State PACs The monies received and expended during any political campaign by a group of people other than the candidate, campaign committee and/or representative.	Paper	10/1/1997 Years	7	Years 8	Destroy	Current
Schedule #: 765 34#:Financial Disclosure Reports for the Maine House and Senate Sources of income earned by candidate and immediate family exceeding \$300.00.	Paper	10/1/1997 Years	7	Years 7	Destroy	Current
Schedule #: 765 35#:Financial Disclosure Reports for U.S. Congress and Senate Sources of income earned by candidate and immediate family exceeding \$1000.00.	Paper	10/1/1997 Years	7	Years 7	Destroy	Current
Schedule #: 772 39#:Maine Gubernatorial Finance Campaign Reports The campaign reports of monies received and expended for a Maine gubernatorial campaign.	Paper	10/1/1997 Years	5	Years 20	Destroy	Current
Schedule #: 772 40#:Maine House and Senate Campaign Finance Reports Description: The campaign finance reports created for candidates of monies received and expended for a Maine legislative campaign.	Paper	10/22/2015 Years	3	Years 12	Destroy	Current
Schedule #: 772 41#:Maine County Elections Finance Campaign Reports The campaign reports of monies received and expended for a Maine county campaign.	Paper	10/1/1997 Years	3	Years 12	Destroy	Current
Schedule #: 772 42#: Maine Political Party Committees *Description: Independent Expenditure report and 24 Hour report of receipts and expenditures for a candidate or committee supporting candidate(s) for nomination or election to the Maine Legislature and/or a gubernatorial campaign.	Paper	8/20/2009 Years	10	Years 5	Destroy	Current
Schedule #: 772 49#:Maine Clean Election Accounting Folders						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
The accounting folders are created by agency staff for Maine Clean Election Act candidates every election cycle to ensure all appropriate documentation has been received and is accurate to facilitate payment of public funds to approved candidates. The files contain copies of candidate campaign banking and payment information (all original documents are forwarded to Department of Administration and Financial Services) and staff notes.	Paper	10/22/2015	Years 3	No Retention 0	Destroy	Current
Schedule #: 1055 43#:Lobbyist Reports						
A descriptive form outlining the Lobbyist, the client, fees charged and L.D. worked. These files have been transferred to the Ethics Commission under schedule number 1055.	Hard Disk	12/13/2006	Years 4	0	Destroy	Current
Schedule #: 1055 44#:Lobbyist Correspondence						
Inquiries to the lobbyist in reference to official business. Retain in agency 6 months. Transferred from schedule 808.	Paper	10/1/1997	Retention of Less than 1 Year - See Description	No Retention 0	Destroy	Current
Schedule #: 1055 45#:Lobbyist Registration Lists						
Reports include: lobbyist names; area of interest; employer; lobbyist basis of compensation. Reports are updated constantly as lobbyists change and new causes are espoused and lobbyhists hired. Transferred from schedule 808.	Computer Printout	10/1/1997	Destroy When Updated	No Retention 0	Destroy	Current
Reports include: lobbyist names; area of interest; employer; lobbyist basis of compensation. Reports are updated constantly as lobbyists change and new causes are espoused and lobbyhists hired. Transferred from schedule 808.	Digital File	10/1/1997	Destroy When Updated	No Retention 0	Destroy	Current
Schedule #: 1190 46#:Minutes (Commission on Governmental Ethics)						
Minutes, agenda and supporting documents of the meetings of the Commission on Governmental Ethics.	Paper	8/13/2003	Years 5	Years 40	Archives	Current
Schedule #: 1587 48#:Director's Correspondence						
Director's correspondence for agency in which the director has policy-making authority equivalent to that of a department commissioner. Series established to facilitate transfer of records to Archives, per General Schedule 13, Item 1.	Paper	12/13/2006	Years 2	Years 40	Archives	Current

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>Schedule #: 1672 50#:LEGISLATIVE ETHICS COMPLAINTS</p> <p>The Ethics Commission is asked to consider certain legislative ethics issues which come up repeatedly (for example: what is a conflict of interest? what is undue influence on an administrative agency? was a Legislator reimbursed for travel or meals with the intention of influencing him or her?). When deciding these issues, it can be helpful to research past decisions and investigations to learn how the Commission handled a similar issue in a previous decision.</p> <p>What program or programs do they support?</p> <p>People who are concerned that a Legislator may have violated an ethics law (e.g., acted in a conflict of interest or accepted an illegal gift) may file complaints with the Ethics Commission. The Commission then requests a response from the Legislator and may gather some preliminary facts. The complaint, response, and preliminary fact-gathering are kept confidential. If the Commission determines that there is evidence that a violation occurred and decides to hold a hearing, the matter becomes public. After the hearing, the Commission issues findings of fact and an opinion which are public documents.</p> <p>How are the records used, and by whom?</p> <p>After an ethics complaint is closed, the Commission may wish to refer to the records of the case to decide on a similar issue in the future. Also, the records may be used to make a statutory proposal to change the ethics laws or the legal procedures used to consider complaints. The Commission might wish to use certain types of investigatory records (requests for documents, subpoenas) as models in future investigations.</p> <p>Because some of these cases must be kept confidential permanently under 1 M.R.S.A. §1013(2)(J) and (3), the Commission does not believe the records should be archived. Since some Legislators remain in public life for decades, records of a legislative ethics decision could be relevant many years later. We therefore propose that records of legislative ethics complaints be retained in the records center for 30 years and then be destroyed. We recognize this is a longer retention period than usual.</p> <p>What might be found in a typical file?</p> <p>The complaint, the response by the Legislator, documents requested from third-parties such as administrative agencies or the Legislature, comments submitted by concerned organizations, notes or memos of interviews, subpoenas, correspondence from the complainant or the responding Legislator, etc. Although it varies considerably, about 20% of the documents in the file are created by the Commission. The others come from outside sources and the Commission possesses them only in paper form.</p>	Paper	10/24/2008	Years 2	Years 30	Destroy	Current

Schedule #: 1672 51#:CASE FILES

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>? The Ethics Commission is the campaign finance and lobbyist disclosure agency for the State of Maine. It administers the Maine Clean Election Act, under which candidates for the Legislature or the Governor can qualify for public funds for their political campaigns. Certain types of issues come up repeatedly (examples are listed in response to the next question). When complex matters are brought before the Commission or its staff, it is very helpful to review how the Commission has decided similar issues in past instances. Sometimes, candidates, political groups, or their attorneys will request information about past decisions to use them as informal precedent. Also, occasionally when the Commission has completed its consideration of a matter, it may require civil litigation or criminal investigation and the Commission must keep a record of the Commission consideration of the issue.</p> <p>What program or programs do they support?</p> <p>When the Commission decides on a complex or non-routine issue, the Commission's Executive Director often decides to retain the records relating to the decision so that the Commission staff can refer to them at a later date. Some of these situations could involve enforcement of laws or regulations (e.g., sometimes candidates, political action committees, or political parties do not properly disclose financial activity on time, mispend public funds, or accept an illegal contribution). Sometimes, the Commission receives a new question about how to administer the Maine Clean Election Act (e.g., does a candidate qualify to receive additional public funding based on money spent by the opposite political party to promote the candidate's opponent?). It is not uncommon for a candidate or a political organization to seek advice about a proposed course of action, and the advice involves a difficult or novel interpretation of a statute. The Commission keeps these records to refer to in later decisions or if follow up becomes necessary.</p> <p>How are the records used, and by whom?</p> <p>After the case is closed, the Commission staff may wish to refer to documents from the files to assist the staff in understanding or making a recommendation on a similar issue. Also, candidates, political groups, or their attorneys may request these records so that they can refer to them in their questions or arguments.</p> <p>What might be found in a typical file?</p> <p>Complaints filed with the Commission, documents relating to the Commission's audit of a publicly funded candidate, responses by the candidate or political organization to requests for information by the Commission, documents requested from third-parties such as financial institutions or vendors of campaign services, comments submitted by concerned organizations, subpoenas, correspondence. Although it varies considerably, about 33% of the documents in the file are created by the Commission. The others come from outside sources and the Commission possesses them only in paper form.</p>	Paper	10/24/2008	Years 2	Years 20	Destroy	Current

89#:Historic Preservation

Schedule #: 484 1#:National Register Files

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
National Register nominations, correspondence relating to National Register nominations, also including maps and inventories.	Paper	10/1/1997	Years 30	No Retention 0	Archives	Current
Schedule #: 622 2#:Prehistoric Archaeological Survey Forms - Originals						
8 1/2 x 11 forms, printed one or two sides. Grouped in batches by reference to USGS topographic maps, looseleaf, in file folders. These forms contain summary information on archaeological site content, location, significance, and ownership. Retain in agency until reference use by staff completed.	Paper	10/1/1997	Retain Until Inactive	0	No Retention 0	Archives Current
Schedule #: 622 2A:Prehistoric Archaeological Survey Forms - Reference Copy Microfilm						
8 1/2 x 11 forms, printed one or two sides. Grouped in batches by reference to USGS topographic maps, looseleaf, in file folders. These forms contain summary information on archaeological site content, location, significance, and ownership.	Roll Microfilm	10/1/1997	Years 5	No Retention 0	Destroy	Current
Schedule #: 622 2B:Prehistoric Archaeological Survey Forms - Security Microfilm						
8 1/2 x 11 forms, printed one or two sides. Grouped in batches by reference to USGS topographic maps, looseleaf, in file folders. These forms contain summary information on archaeological site content, location, significance, and ownership.	Roll Microfilm	10/1/1997	Years 0	No Retention 0	Archives	Current
Schedule #: 622 3#:Prehistoric Archaeological Survey Reports - Originals						
Looseleaf bound (3-hole punch or accopress binding) 8 1/2 x 11 sheets typewritten reports, some original photos and maps. These reports contain detailed information on archaeological site content derived from fieldwork. In sum total of information they equal or outweigh all published information on Maine archaeology. Retain in agency until reference use by staff completed.	Paper	10/1/1997	Retain Until Inactive	0	No Retention 0	Archives Current
Schedule #: 622 3A:Prehistoric Archaeological Survey Reports - Reference Copy Microfilm						
Looseleaf bounds (3-hole punch or accopress binding) 8 1/2 x 11 sheets typewritten reports, some original photos and maps. These reports contain detailed information on archaeological site content derived from fieldwork. In sum total of information they equal or outweigh all published information on Maine archaeology.	Roll Microfilm	10/1/1997	Years 5	No Retention 0	Destroy	Current
Schedule #: 622 3B:Prehistoric Archaeological Survey Reports - Security Microfilm						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Looseleaf bounds (3-hole punch or accopress binding) 8 1/2 x 11 sheets typewritten reports, some original photos and maps. These reports contain detailed information on archaeological site content derived from fieldwork. In sum total of information they equal or outweigh all published information on Maine archaeology.	Roll Microfilm	10/1/1997	Years	0	No Retention	0 Archives Current
Schedule #: 622 4#:Review and Compliance Correspondence						
Correspondence with associated materials, such as photographs, blueprint plans, other types of maps. Also includes log sheets, and forms used by other State agencies such as LURC and DOT when these forms are part of application to MHPC for clearance of project that might impact on historic site.	Paper	10/1/1997	Years	3	Years	7 Archives Current
Schedule #: 622 5#:National Register of Historic Places Files - Originals						
Files describing individual properties and districts on the National Register of Historic Places. Consist of typewritten forms and photographs. Forms include National Register of Historic Places Inventory - Nomination. Retain in agency until reference use by staff completed.	Paper	10/1/1997	Retain Until Inactive	0	No Retention	0 Archives Current
Schedule #: 622 5A:National Register of Historic Places Files - Reference Copy Microfilm						
Files describing individual properties and districts on the National Register of Historic Places. Consist of typewritten forms and photographs. Forms include National Register of Historic Places Inventory - Nomination.	Roll Microfilm	10/1/1997	Years	5	No Retention	0 Destroy Current
Schedule #: 622 5B:National Register of Historic Places Files - Security Microfilm						
Files describing individual properties and districts on the National Register of Historic Places. Consist of typewritten forms and photographs. Forms include National Register of Historic Places Inventory - Nomination.	Roll Microfilm	10/1/1997	Years	0	No Retention	0 Archives Current
Schedule #: 622 6#:Architectural Surveys - Microfilm						
Exist in a variety of formats, including 8 1/2 x 11 sheets in looselead binders and otherwise, and 5 x 7 printed cards, as well as others. These reports contain architectural descriptions, photographs, and historical information that form the basis for National Register nominations for standing buildings. Retain in agency until reference use by staff completed.	Paper	10/1/1997	Retain Until Inactive	0	No Retention	0 Archives Current

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Exist in a variety of formats, including 8 1/2 x 11 sheets in looselead binders and otherwise, and 5 x 7 printed cards, as well as others. These reports contain architectural descriptions, photographs, and historical information that form the basis for National Register nominations for standing buildings. Retain in agency until reference use by staff completed.	Roll Microfilm	10/1/1997	Retain Until Inactive	0	No Retention	Archives Current
Schedule #: 622 8#:Historic Archaeological Survey Form, Microfilm						
5" x 8" cards, one or two sides. These forms contain summary information on archaeological site content, location, significance, and ownership. Retain in agency until reference use by staff completed.	Paper	10/30/1997	Years	5	No Retention	Archives Current
5" x 8" cards, one or two sides. These forms contain summary information on archaeological site content, location, significance, and ownership.	Roll Microfilm	10/1/1997	Years	5	No Retention	Destroy Current
Schedule #: 832 9#:Slides of Maine's Historic Buildings						
Series consists of 35 mm color slides in a combination of cardboard and plastic mounts of Maine's historic buildings. Slides to be kept in agency until referencing concluded.	Still Photograph	10/1/1997	Retain Until Inactive	0	No Retention	See Description Current
Schedule #: 915 10#:Historical Photographs (Maine Historic Preservation Commission)						
Historic photographs of Maine cities and towns. Keep in agency until referencing completed then transfer to Museum.	Paper	10/1/1997	Contingent Upon Event - See Description	0	No Retention	See Description Current
Schedule #: 1003 11#:National Register of Historic Places						
Documentation and significance of properties statewide which are deemed to be worthy of preservation. Files include: black and white photographs, maps , National Register nomination forms and related correspondence. Keep in agency until referencing stops.	Paper	10/1/1997	Contingent Upon Event - See Description	0	No Retention	Archives Current
Schedule #: 1507 7#:Archaeological Site Fieldnotes Sites - Microfilm						
Handwritten 3-hole punched notebook pages which contain the primary archaeological excavation data collected while doing major excavation. By statute, paper must go to State Museum after MHPC has finished active use. Keep in agency until referencing ceases.	Paper	10/1/1997	Retain Until Inactive	0	No Retention	See Description Current

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Handwritten 3-hole punched notebook pages which contain the primary archaeological excavation data collected while doing major excavation. Retain in agency until reference use by staff completed. Original to be stored in Archives.	Roll Microfilm	10/1/1997	Years	0	No Retention	0 Archives Current
348#:Human Rights Commission						
Schedule #: 301 1#:Case Files						
Agency case files contain all correspondence, forms, notes,investigators reports and other information pertinent to each, individually numbered case.	Paper	3/20/2008	Years	3	Years	12 Destroy Current
Schedule #: 301 2#:Commission Meeting Minutes						
Monthly public meeting minutes, cases voted on, dispositions of cases, conciliation agreements, administrative business, record of all policy decisions.	Paper	10/1/1997	Years	3	No Retention	0 Archives Current
Schedule #: 301 3#:Correspondence						
Letters, form letters, telegrams, memorandums, endorsments, summary sheets, post-cards, and other written communications.	Paper	10/1/1997	Years	3	No Retention	0 Destroy Current
Schedule #: 301 4#:Card File						
All open and closed cases have complainant and identification cards. Retain in agency permanently.	Paper	3/19/2008	Permanent or Indefinite	0	No Retention	0 See Description Current
Schedule #: 609 5#:Litigation Files						
All documents relating to cases litigated in Superior Court and the Supreme Judicial Court. Correspondence; settlement negotiations; briefs; discovery; affidavits; etc. Retention counted from closure.	Paper	10/1/1997	Years	5	Years	5 Archives Current
Schedule #: 609 6#:Investigators Reports						
Typed Investigator's Reports containing facts and documentation of charges of discrimination investigated by the Maine Human Rights Commission.	Paper	3/26/2008	Years	20	No Retention	0 Archives Current
88#:Maine Arts Commission						
Schedule #: 801 1#:Grant applications (Maine Arts Commission)						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status	
Grants are to stimulate public interest in arts in the State of Maine. Files include: grant applications; grant reports, letters of agreement, grant notification letters and related correspondence.	Digital File	11/4/2015	Years 6	No Retention 0	Destroy	Current	
Schedule #: 801 2#:Percent for Art Project Files							
Files include: Worksheets; project history; minutes; press releases; meeting reminders; notification letters; artist contract(s); budget information; artists correspondence; siter correspondence; artists proposals; news clippings	Paper	10/1/1997	Years 7	Years 5	Destroy	Current	
Schedule #: 801 3#:Correspondence (Maine Arts Commission)							
Letters received and sent regarding the Commission's general daily operations	Paper	10/1/1997	Years 3	No Retention 0	Destroy	Current	
Schedule #: 801 4#:Artists Registry							
A listing of all artists in Maine who wish to be considered for a Percent for the Maine Arts Commission commission. If they are not used in five years they become inactive unless they wish to continue.	Paper	10/1/1997	Contingent Upon Event - See Description	0	Years 3	Destroy	Current
Schedule #: 1254 5#:Minutes of Meetings							
Minutes of the Maine Arts Commissions	Paper	5/21/1998	Years 0	Years 0	Archives	Current	
376#:Maine Municipal Bond Bank							
Schedule #: 611 1A:Maine Municipal Bond Bank Issue Volumes							
A. (Duplicate copy) All documents relating to the insurance of bonds, such as official statement, loan agreement, opinions, certificates. Retention counted from date of maturity.	Paper	10/1/1997	Years 5	No Retention 0	Destroy	Current	
Schedule #: 611 1B:Maine Municipal Bond Bank Issue Volumes							
B.(Security copy) All documents relating to the insurance of bonds, such as official statement, loan agreement, opinions, certificates.	Paper	10/1/1997	Years 5	No Retention 0	Archives	Current	

414#:Maine Sardine Council

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Schedule #: 1234 1#:Bulletins and Minutes (Maine Sardine Council)						
The Maine Sardine Council was established by the Maine Legislature to foster and promote better methods of production, packing, merchandising and advertising. These bulletins inform the industry of changes in governmental policies impacting the industry. The file contains bulletions and memoranda.	Paper	11/3/1997 Years	0	No Retention	0 Archives	Current
During the period of 1959-1990 the staff of the Maine Sardine Council prepared an annual report of the productivity of the industry and the quality of the industries goods, as determined by the operation of the quality grading laboratory. After 1990, until 1996, this information was reported through monthly bulletions. Beginning in 1996 an annual report of the Maine Sardine Council to the Maine Legislature was required by P.L. 1996 Chapter 660.	Paper	11/3/1997 Years	0	No Retention	0 Archives	Current
Schedule #: 1234 2#:Annual Reports (Maine Sardine Council)						
During the period 1959-1990 the staff of the Maine Sardine Council prepared an annual report of the productivity of the industry and the quality of the industries goods, as determined by the operation of the quality grading Laboratory. After 1990, until 1996, this information was reported through monthly bulletions. Beginning in 1996 an annual report of the Maine Sardine Council to the Maine Legislature was requited by P.L. 1996 Chapter 660.	Paper	1/27/1998 Years	0	No Retention	0 Archives	Current
Schedule #: 1408 3:Directors Correspondence						
Directors Correspondence	Paper	9/21/2001 Years	0	Years	0 Archives	Current
Schedule #: 1408 4:Booking keeping Records						
Book Keeping and financial records of the Maine Sardine Council	Paper	9/18/2001 Years	0	Years	7 Destroy	Current
Schedule #: 1408 5:Payroll, Retirement and Insurance Records						
Payroll, Retirement and Insurance Records	Paper	9/18/2001 Years	0	Years	60 Destroy	Current
112#:Maine Science & Technology Foundation						
Schedule #: 311 2#:Board Minutes						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Staff reports; fax sheets, incoming and outgoing; transitory correspondence regarding program solicitation, inter-office correspondence; staff newspaper or report.	Paper	10/1/1997	Years 2	No Retention 0	Destroy	Current
Schedule #: 822 1#:MSTC Grants & Contracts						
Grants are research grants to various colleges for a variety of research projects. Keep in agency 2 years after completion.	Paper	10/1/1997	Years 2	Years 3	Destroy	Current
Schedule #: 822 3#:Commission Meetings (Maine Science and Technology Commission)						
Minutes of Commission meetings; actions voted on; agendas; attendees; news clippings; budget information and related correspondence.	Paper	10/1/1997	Years 2	No Retention 0	Archives	Current
Schedule #: 1588 8#:General Schedule Records Transferred to Records Center After Agency Went Out of Business						
Accounts payable and invoices covered under General Schedule 1 (Vendor Series), accepted for Records Center storage after agency went out of business. Retain for rest of normal retention period for agency copies.	Paper	7/31/2003	Years 0	Years 7	Destroy	Current
75#:Maine State Library						
Schedule #: 60 5#:Departmental Correspondence						
Memorandums and Bulletins received from other Departments - from within department.	Paper	10/1/1997	Years 1	No Retention 0	Destroy	Current
Schedule #: 60 7#:Federal Projects						
Cash receipts and expenditures for federal projects.	Paper	10/1/1997	Years 7	Years 3	Destroy	Current
Schedule #: 60 8#:State Aid						
Financial program assisting public and school libraries.	Paper	10/1/1997	Years 4	Years 3	Destroy	Current
Schedule #: 693 9#:Talking Book Program						
Patron Profiles: Applications, check-out sheet, reader preference , and related correspondence. Keep in agency until patron dies plus 2 years.	Paper	10/1/1997	Contingent Upon Event - See Description 0	No Retention 0	Destroy	Current

Department Series Report

94: Independent Agencies - Other

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status	
<p>Schedule #: 1280 10A:Cultural Building Database</p> <p>This is all the computer generated data now located on the server for the Cultural Building. This database includes: The Library catalogue system; The State Museum catalogue system and the Archives Catalogue and Retention Schedules. This tape is kept in the Library and the back up take is kept in the Record Center until updated.</p>	Magnetic Tape	11/2/1998	Contingent Upon Event - See Description	0 Years	0 Destroy	Current	
<p>Schedule #: 1280 10B:Cultural Building Database (Backup)</p> <p>This is all the computer generated data now located on the server for the Cultural Building. This database includes: The Library catalogue system; The State Museum catalogue system and the Archives Catalogue and Retention Schedules. This tape is kept in the Library and the back up take is kept in the Record Center until updated.</p>	Magnetic Tape	11/2/1998	Years	0	Destroy When Updated	0 Destroy	Current
<p>Schedule #: 1343 11#:Central Maine Library District Council & Executive Board Meeting Minutes</p> <p>Minutes of the Central Maine Library District Council and Executive Board.</p>	Paper	6/9/2000	Years	10	Years	0 Archives	Current
<p>Schedule #: 1574 1#:L.M.A.(Library, Museum, Archives) Data Tapes</p> <p>Data tapes of all work processed by the Library, Museum, Archives Building. Keep in Agency 6 months, keep in Record Center until recycled.</p>	DC	2/13/2003	Years	1	Contingent Upon Event - See Description	1 Destroy	Current
73#:Maine State Museum							
<p>Schedule #: 640 1#:Data on Archaeological Sites</p> <p>Data on archaeological sites includes: wall profiles; field notes; floor plans; photographs; negatives; excavation maps; reports; and related correspondence. Retain in agency until no longer referenced. Note: Review every 5 years.</p>	Paper	10/1/1997	Retain Until Inactive	0	No Retention	0 Archives	Current
<p>Schedule #: 640 2#:Museum Directors Inquiry Correspondence</p> <p>Inquiry and response correspondence may include: job inquiries; school project inquiries; Museum policy inquiries; donation correspondence; interdepartmental correspondence.</p>	Paper	10/1/1997	Years	1	No Retention	0 Destroy	Current

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94: Independent Agencies - Other

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>Schedule #: 923 3#:Maine State Museum Commission Minutes</p> <p>The minutes of the meetings.</p>	Paper	10/1/1997	Years	15	No Retention	0 Archives Current
<p>Schedule #: 1007 7#:Exhibit Preparation Files</p> <p>Record of preparation for each museum exhibit, including: list of elements included in exhibit; type styles/fonts used to prepare labels; background information and resource materials used to prepare exhibit labels; any related correspondence. Keep in agency until exhibit dismantled.</p>	Paper	10/1/1997	Contingent Upon Event - See Description	0	No Retention	0 Destroy Current
<p>Schedule #: 1086 4#:Site Records</p> <p>These files are graphic representations of vertical and horizontal site features and show where an artifact was found. Records include site, date, excavator, location within site, and drawings of site. Keep in agency until referencing stops. Microfilm and keep in Archives as disaster copy.</p>	Paper	10/1/1997	Contingent Upon Event - See Description	0	No Retention	0 Archives Current
<p>These files are graphic representations of vertical and horizontal site features and show where an artifact was found. Records include site, date, excavator, location within site, and drawings of site. Keep in agency until referencing stops. Microfilm and keep in Archives as disaster copy.</p>	Roll Microfilm	10/1/1997	Years	0	No Retention	0 Archives Current
<p>Schedule #: 1086 5#:Artifact Catalogues</p> <p>These files give basic information on artifacts found at a site. Includes two dimensional drawing of where artifact was found, year, artifact number,size, excavator, date, and provenance. Keep in agency until referencing stops. Microfilm and keep in Archives as disaster copy.</p>	Roll Microfilm	10/1/1997	Years	0	No Retention	0 Archives Current
<p>These files give basic information on artifacts found at a site. Includes two-dimensional drawing of where artifact was found, year, artifact number,size, excavator, date, and provenance. Keep in agency until referencing stops. Microfilm and keep in Archives as disaster copy.</p>	Paper	10/1/1997	Contingent Upon Event - See Description	0	No Retention	0 Archives Current
<p>Schedule #: 1207 6#:Glass Research Records</p>						

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94: Independent Agencies - Other

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Receipt for glassware at Museum, which provides proof of ownership, authenticity, cost, etc. Research material on that piece. Keep in Museum until Museum closes.	Paper	10/1/1997	Contingent Upon Event - See Description	0	No Retention	Archives Current
<hr/>						
Schedule #: 1581	10#:CRIC Request for Information & Related Notes					
The New Century Community Program funds the Cultural Resources Information Center (CRIC) and the Historical Collections Grant Program (formally known as the New Century Community Grant Program). The CRIC office is located at the Maine State Archives and provides technical assistance on a wide variety of topics to museums, historical societies, archives, other cultural institutions and individuals. The records of the CRIC office are used by staff for tracking and statistical purposes and just include notes with the name of the person requesting information, the type of information requested and the details of how the request was fulfilled. The staff uses the resource files when fulfilling requests to the public.	Paper	1/13/2004	Years	5	No Retention	0 Destroy Current
<hr/>						
Schedule #: 1581	11#:CRIC New Century Community Grant Program Applications & Final Reports					
The Cultural Resources Information Center (CRIC) provides grants and technical assistance to institutions for the preservation of, and access to, historical materials including museum objects and historical records. The New Century Community Grant Program (now known as the Historical Collections Grant Program) is a project of the Maine State Museum and the Maine State Archives and managed by the CRIC office. The grant files include completed grant applications, correspondence, grant reviewer notes, grant agreement forms and final reports. Staff uses these files during the duration of the grant period as staff monitors the grant project and occasionally refers to them after that time.	Paper	1/13/2004	Years	5	No Retention	0 Destroy Current
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Schedule #: 1581	8#:Correspondence re Institutional History, Sample Grant Apps and Representative Consultant Rpts (CRIC)					

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94: Independent Agencies - Other

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
The Cultural Resources Information Center (CRIC) provides grants and technical assistance to institutions for the preservation of, and access to, historical materials, including museum objects and historical records. These records include memoranda and letters of agreement describing the structure and policies of CRIC; sample grant applications; selected sample grant application files for museum, archival, and combination museum-archival projects; sample grant application files for consultant grants. If not contained in the sample files, representative consultant reports assessing collections and recommending action. These records document the activities of the Cultural Resources Information Center, as an example of the State's effort to protect Maine's historical materials. They also document the preservation techniques and standards of importance considered appropriate for preserving these materials.	Paper	4/23/2003	Years 5	No Retention 0	Archives	Current
Schedule #: 1581 9#:NUCMC and Other Collection Descriptions for Historical Materials Repositories						
The Cultural Resources Information Center provides technical assistance and grants to institutions for the preservation of, and access to, historical materials, including museum objects and historical records. These records include grant applications, used to assess the significance of the historical material, the need for financial support, and the technical capacity to provide proper action to preserve and/or provide access to the material. They also include general descriptions of the applicants' collections, and specific information about the collection that is the object of the grant application - the so-called NUCMC collection description. They represent the only centralized information about the organizational status of, and collections held by, a broad spectrum of such institutions in Maine. This information will be useful in the future for understanding the status and functions of such institutions and for identifying the location of types of collections.	Paper	4/23/2003	Years 5	No Retention 0	Archives	Current
411#:Maine State Retirement System						
Schedule #: 197 3#:Payroll Vouchers						
This series is made up of monthly lists of employees of school departments, S.A.D.'s and participating local districts with their gross salaries and retirement and insurance deductions.	Roll Microfilm	10/1/1997	Years 50	No Retention 0	Destroy	Current
This series is made up of monthly lists of employees of school departments, S.A.D.'s and participating local districts with their gross salaries and retirement and insurance deductions. Microfilm before hard copy is destroyed.	Paper	10/1/1997	Years 2	No Retention 0	Destroy	Current
Schedule #: 198 4#:Inactive State, Teacher and Participating District Folders						

Department Series Report

94: Independent Agencies - Other

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
File folders containing documents relating to former members of the Maine State Retirement System who have terminated their employment and received refunds of contributions. Retention counted from year of refund.	Roll Microfilm	10/1/1997	Years 52	No Retention 0	Destroy	Current
File folders containing documents relating to former members of the Maine State Retirement System who have terminated their employment and received refunds of contributions. After 5 years, microfilm and destroy hard copy.	Paper	10/1/1997	Years 5	No Retention 0	Destroy	Current
Schedule #: 198 5#:Inactive Maine Teachers Retirement Association Folders						
File folders containing documents relating to former members of the Maine Teacher Retirement Association who terminated their employment and received refunds of their contributions. Microfilm and destroy hard copy. Destroy Microfilm in 1999.	Paper	10/1/1997	Contingent Upon Event - See Description	0	No Retention 0	Destroy Current
File folders containing documents relating to former members of the Maine Teacher Retirement Association who terminated their employment and received refunds of their contributions. Microfilm and destroy hard copy. Destroy Microfilm in 1999.	Roll Microfilm	10/1/1997	Retention of Less than 1 Year - See Description	0	No Retention 0	Destroy Current
Schedule #: 202 6#:State, Teacher and Participating Local District Files						
Documents relating to active, retired, and deceased members of the Maine State Retirement System. Destroy after microfiching.	Paper	10/1/1997	Destroy After Conversion to Another Medium	0	No Retention 0	Destroy Current
Schedule #: 202 6A:State, Teacher and Participating Local District Files						
These are the fiche version of the documents included in Series 6(a)P and Series 6(b)P. This amendment is required so that the fiche may be retained for staff use for the entire lifetime of the employee (who may begin work in adolescence), and for a sufficient period after the employee/retiree's death so that his/her heirs will have resolved any problems that might require reference to these files. The active files, described as Series 6(b)P, are shifted when the employee retires to the Retired files--Series 69b)P. The retention period requested covers the entire life of the record. 6(a)MF covers the original fiche. 6(b)MF covers the backup copies.	Microfiche	10/1/1997	Years 75	No Retention 0	Destroy	Current
Schedule #: 202 6B:State, Teacher and Participating Local District Files (Back-up copy)						

Department Series Report

94: Independent Agencies - Other

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status		
These are the fiche version of the documents included in Series 6(a)P and Series 6(b)P. This amendment is required so that the fiche may be retained for staff use for the entire lifetime of the employee (who may begin work in adolescence), and for a sufficient period after the employee/retiree's death so that his/her heirs will have resolved any problems that might require reference to these files. The active files, described as Series 6(b)P, are shifted when the employee retires to the Retired files--Series 69b)P. The retention period requested covers the entire life of the record. Keep back-up in Records Center until a new set has been completed to replace existing set.	Microfiche	10/1/1997	Years	0	Contingent Upon Event - See Description	Destroy	Current	
Schedule #: 293 7#:Social Security								
File folders containing records relating to the administration of the Social Security Program for those political subdivisions in the State of Maine which elect to provide Social Security benefits for their employees.	Paper	10/1/1997	Years	9	No Retention	Destroy	Current	
Schedule #: 437 67#:W-2P Statements								
Contains all people paid through the Maine State Retirement Pension and Survivors Benefit System. Retain 4 months in agency, then as below. This series belongs to Retirement per Joseph Shaw of Accounts and control.	Microfiche	9/22/2014	Retention of Less than 1 Year - See Description	0	Years	60	Destroy	Current
Schedule #: 716 8#:Member Contribution Ledger Cards								
Earnings, contributions, interest accrued, totals.	Microfiche	10/1/1997	Years	75	No Retention	0	Destroy	Current
Schedule #: 716 9#:MSA Payroll Edits Listing								
Earnings, contributions, interest accrued, totals. Retain 3 months in agency; in Records Center until automated membership is completed.	Paper	10/1/1997	Retention of Less than 1 Year - See Description	0	Contingent Upon Event - See Description	0	Destroy	Current
Retirement System edit listing. Retain 3 months in agency.	Paper	10/1/1997	Retention of Less than 1 Year - See Description	0	Years	2	Destroy	Current
Schedule #: 931 10A:Computer System Tapes								

Department Series Report

94: Independent Agencies - Other

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Active and retirement of all State employees. Records include: Dates and times worked; contributions; life insurance information; beneficiary information.	Magnetic Tape	10/1/1997	Destroy When Updated	0	No Retention	0 Destroy Current
Schedule #: 931 10B:Computer System Tapes (back-up tapes)						
Active and retirement of all State employees. Records include: Dates and times worked; contributions; life insurance information; beneficiary information. KEEP IN RECORDS CENTER UNTIL ROTATED ON A WEEKLY BASIS.	Magnetic Tape	10/1/1997	Years	0	Contingent Upon Event - See Description	0 Destroy Current
Schedule #: 982 11#:General Ledger Cards (Retirement)						
Accounting of monies from agencies in payment for their portion of members retirement funds, the employee portion, and insurance payments. Keep in agencyone year then microfilm.	Paper	10/1/1997	Years	1	Years	2 Destroy Current
Schedule #: 982 11A:General Ledger Cards (Microfilm)						
Accounting of monies from agencies in payment for their portion of members retirement funds, the employee portion, and insurance payments.	Roll Microfilm	10/1/1997	Years	60	No Retention	0 Destroy Current
Schedule #: 982 11B:General Ledger Cards (Microfilm Backup)						
Accounting of monies from agencies in payment for their portion of members retirement funds, the employee portion, and insurance payments.	Roll Microfilm	10/1/1997	Years	0	Years	60 Destroy Current
Schedule #: 1047 12#:Disability Documents						
Individual member records for those members of the MSRA collecting a disability retirement benefit. These records include in some cases Application for Disability; Disability Questionnaires sent to members, supervisors and physicians; Statements and Recommendations of the Medical Board; reports taken from members taken from the members by the MSRA Disability Staff; Reports from employers with job descriptions, wage and work histories. Also included are all calculatioon papers and forms needed to calculate a retirement benefit including in some cases ledger cards, adding machine tapes and reports anmd verification from payroll clerks. Also included are reports and correspondence from hospitals and physicians and correspondence between physicians as needed in each specific case.	Microfiche	10/1/1997	Years	75	No Retention	0 Destroy Current

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94: Independent Agencies - Other

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Individual member records for those members of the MSRA collecting a disability retirement benefit. These records include in some cases Application for Disability; Disability Questionnaires sent to members, supervisors and physicians; Statements and Recommendations of the Medical Board; reports taken from members taken from the members by the MSRA Disability Staff; Reports from employers with job descriptions, wage and work histories. Also included are all calculation papers and forms needed to calculate a retirement benefit including in some cases ledger cards, adding machine tapes and reports and verification from payroll clerks. Also included are reports and correspondence from hospitals and physicians and correspondence between physicians as needed in each specific case. Keep paper in agency until microfiched and verified.	Paper	10/1/1997	Contingent Upon Event - See Description	0	Years 7	Destroy Current
Schedule #: 1091 13#:Shutdown/Furlough Extract Tapes						
Furlough/Shutdown records used in conversion process. These are IBM tapes created during the furlough/shutdown. Retirement is converting from IBM to an 12 HP 3000 application. Retirement would like to store these tapes until the conversion is complete. These tapes show how shutdown and furlough days affect retirement incomes of the Maine State Employees. Keep in Records Center until the conversion is complete.	Magnetic Tape	10/1/1997	Years	0	Contingent Upon Event - See Description	Destroy Current
Schedule #: 1092 14#:MSRS Mag-Tapes 1991-1993 - Backup Copies of Purged Payroll Information						
This information was on mag-tapes in MSRS during the period 1991 - 1993. It covers benefits payroll, PC-017, payroll reporting of contributions according to the rules of State and teacher employees, and actuarial extracts which relates with MSRS funds allocation. This information was copied to backup tapes before being purged from the MSRS computer system. PC-017 is translation software. Keep in Agency 1 week.	Magnetic Tape	10/1/1997	Retention of Less than 1 Year - See Description	0	Years 7	Destroy Current
Schedule #: 1095 15#:MSRS Quarterly Backup of HP3000 System						
Quarterly Backup of Whole HP3000 model 947 system done on site. This is the operating system which contains all MSRS information assets including employees benefits, member records etc. Keep in agency one week.	Magnetic Tape	10/1/1997	Retention of Less than 1 Year - See Description	0	Years 2	Destroy Current
Schedule #: 1095 16#:MSRS Dat-Tapes Special Backups						

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94: Independent Agencies - Other

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
All special Backups created on DAT-Tapes by MSRS. It covers: P-017, old releases of payroll reporting and membership applications provided by Retirement concept Group and any special backups done before major Retirement application upgrades. All Retirement applications reside on these tapes; Conversion data, bookkeeping data, etc. reside on these tapes; convesion data, the software vendoris called the Retirement Concept Group. The P-017 is the personal computer used to access this data. Keep in agency 1 week.	Paper	10/1/1997	Retention of Less than 1 Year - See Description	0	Years 7	Destroy Current
Schedule #: 1095 17#:MSRS Dat-Tapes Benefits Payroll Backups						
Tapes Benefits Payroll backups which backs up monthly retirees' benefits payroll processing. Keep in agency one week.	Paper	10/1/1997	Retention of Less than 1 Year - See Description	0	Years 7	Destroy Current
310#:Maine Waste Management Agency						
Schedule #: 834 1#:Correspondence (Maine Waste Advisory Council)						
Requests for information; inter-office memos; responses to requests for information; letters of thanks, etc. Retain until updated.	Digital File	10/1/1997	Destroy When Updated	0	No Retention	0 Destroy Current
Requests for information; inter-office memos; responses to requests for information; letters of thanks, etc. Retain 6 months.	Paper	10/1/1997	Retention of Less than 1 Year - See Description	0	No Retention	0 Destroy Current
Schedule #: 834 2#:Minutes (Maine Waste Advisory Council)						
Agency reports, agendas, minutes. The Council advises on the State Waste Management and Recycling Plan. The plan includes data collected on solid waste; existing and potential disposal capacity; an assessment of current practices; projected demand and future strategies.	Paper	10/1/1997	Years	2	No Retention	0 Archives Current
336#:Me. Health & Higher Educ. Facilities						
Schedule #: 612 1A:Me. Health and Higher Educational Facilities Authority Issue Volume						
A.(Duplicate copy) All documents relating to the insurance of bonds, such as Bond Resolutions,agreements, official statement, Contracts of Purchase, Certificates, Opinions. Retention counted from date of maturity.	Paper	10/1/1997	Years	5	No Retention	0 Destroy Current

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94: Independent Agencies - Other

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Schedule #: 612 1B:Me. Health and Higher Educational Facilities Authority Issue Volume						
B.(Security copy) All documents relating to the insurance of bonds, such as Bond Resolutions,agreements, official statement, Contracts of Purchase, Certificates, Opinions.	Paper	10/1/1997	Years 5	No Retention 0	Archives	Current
391#:State Board of Property Tax Review						
Schedule #: 1423 1:Property Tax Abatement Decisions						
Legal decisions on tax abatement between towns, businesses and individuals. Files include physical locations, financial records, legal hearing decisions, petitions for assessment review, and related correspondence.	Paper	5/24/2002	Years 0	Years 3	Destroy	Current