

# Department Series Report

## 31: Law and Legislative Reference Library

| Description   | Media | Approval Date | In Agency Retention | Rec Center Retention | Disposition | Status  | Fiscal Year Type |
|---|-------|---------------|---------------------|----------------------|-------------|---------|------------------|
| <b>556#:</b>  |       |               |                     |                      |             |         |                  |
| <b>Schedule #:</b> 1181 1#:Legislative Record Bound Volumes   |       |               |                     |                      |             |         |                  |
| The Legislative Record includes a full transcription of debate on the floor of the House and Senate during Regular, Special and Confirmation Sessions. Roll call votes are also reproduced in the Legislative Record. Full indexing is included for each session. The legislative Record is used by legislators and staff, judges, attorneys, and citizens who are researching the legislative history of a particular piece of legislation or other proposal, the contributions of an individual member, for procedural matters in the House or Senate.<br>The Library receives shipment of Legislative Record bound volumes from the publisher, handles most distribution, and stores the remaining copies. As of this date, November 29, 1995, the latest published is 1986, volumes 1&2. A complete set of the Legislative Record is kept by the Law and Legislative Reference Library. | Paper | 1/2/1996      | Years 0             | No Retention 0       | Archives    | Current |                  |
| <hr/>   |       |               |                     |                      |             |         |                  |
| <b>Schedule #:</b> 1259 10#:Reference Desk Logs   |       |               |                     |                      |             |         |                  |
| Library reference staff record each request in the log. Specific information includes the date of the request, the category of person making the request, the nature of the request, and the date completed with the initials of the staff member completing the request. A new log is started at the beginning of each month. Old logs are used to compile statistics relating to the number of requests per category of user. We generally do not refer to the logs again, but we would like to keep two years in our office in the event that we are asked to provide more detailed information about reference work.  | Paper | 10/25/1998    | Years 2             | Years 0              | Destroy     | Current |                  |
| <hr/>   |       |               |                     |                      |             |         |                  |
| <b>Schedule #:</b> 1240 11#:Insurance Code Revisions Audio Tapes and Files  |       |               |                     |                      |             |         |                  |

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| These materials on insurance code revision come from the Bureau of Insurance. Most of the items relate to the work of the Commission to Prepare a Revision of the Insurance laws and are dated form 1967-1968. Materials include 9 7 inch reel-to-reel audio tapes containing hearings testimony, three steno books summarizing remarks, and various paper files. Items in these files include correspondence, minutes, testimony, laws and drafts of legislation and some newspaper clippings. The employment contract for General Council Robert D. Williams is in a separate file. discussion of proposed Ch. 57 (Hospital and Medical Service Corporations) is a transcript, possibly of one of the tapes. The 1969 Insurance Code Revision and the 1968 Draft are in separate binders. There is a separate file for the Commission to Prepare a Revision of Insurance law Relating to Insolvent or Delinquent Insurers, which includes items form 1973 to 1976. There is also a separate file for the Auto Insurance System Study cimmittee, which includes items from 1968 to 1970. | Paper | 1/7/1998      | 0                   | 0                    | Archives    | Current |                  |

**Schedule #:** 1240 12#:Joint Standing Committee on Audit and Program Review Hearings on BIDE

|   |            |          |       |   |       |   |          |         |
|---|------------|----------|-------|---|-------|---|----------|---------|
| Joint Standing Committee on Audit and Program Review Hearings on BIDE | Audio Tape | 1/7/1998 | Years | 0 | Years | 0 | Archives | Current |
|---|------------|----------|-------|---|-------|---|----------|---------|

**Schedule #:** 1236 2#:Supreme Judicial Court Relocation Commission Records

|  |       |            |       |   |  |   |          |         |
|--|-------|------------|-------|---|--|---|----------|---------|
| This series is related to the work of the Supreme Judicial Court Relocation Commission and was compiled by Commission Member former Justice Ed Godfry. The Commission was created by 1987 Resolves, Ch. #107. Senator Ruth Foster served as the Chair. The Commission was charged with selecting and overseeing the work of a court planner and overseeing a design competition for a proposed Judicial center in Augusta. The tyes of records in this series include correspondence sent to Commission members; a roster, agendas, meeting summaries, a proposed time from for the Commission's work. Proposals received from candidates for the position of court planner, records relating to the interview process, and a contract employing Space Management Consultants are also included. Documents received fromthe court planner are a large folded chart showing spacial relationships; planning and design assumptions; design guidelines; and a programming and planning final report. Also included are the Commission's draft and final reports and a site evaluation document. Miscellaneous items include a report of a visit to the New Hampshire Supreme Court Building by Commission member Godfrey (20 copies found); legislation and newspaper clippings. | Paper | 10/30/1997 | Years | 0 |  | 0 | Archives | Current |
|--|-------|------------|-------|---|--|---|----------|---------|

**Schedule #:** 1240 3#:Trial Justice Criminal Dockets and Brunswick District Court Files

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| This series is a box of materials discovered in the Law and Legislative Reference Library storage area. It includes 8 handwritten criminal docket books of Trial Justices Robert E. Powers. The entries in these books cover a time period from 1921 to 1952. Also included are Brunswick District Court files which include case load reporting forms, monthly revenue summaries, and statements of income. There is a file for each month of 1984 and one for February 1985.  | Paper | 1/7/1998      | Years   | 0                    | Years        | 0      | Archives         | Current |
| <b>Schedule #:</b> 833 4#:Patron Reference Requests-Law Library   |       |               |   |                      |              |        |                  |         |
| Forms showing patron name, address, phone number, information request, library response. Retain in agency 3 months.   | Paper | 9/21/1990     | Retention of Less than 1 Year - See Description | 0                    | No Retention | 0      | Destroy          | Current |
| <b>Schedule #:</b> 833 5#:Legislative Reference Requests-Law Library  |       |               |   |                      |              |        |                  |         |
| Forms showing of legislature or staff person (or constituent name if for a constituent, information request, library response.  | Paper | 9/21/1990     | Years   | 2                    | No Retention | 0      | Destroy          | Current |
| <b>Schedule #:</b> 833 6#:Inmate Reference Requests-Law Library   |       |               |   |                      |              |        |                  |         |
| Forms showing inmate name and correctional institution, information request, library response.  | Paper | 9/21/1990     | Years   | 2                    | No Retention | 0      | Destroy          | Current |
| <b>Schedule #:</b> 833 7#:Interlibrary Loan Requests-Law Library  |       |               |   |                      |              |        |                  |         |
| Forms and computer printouts showing materials this Library has requested from other libraries and materials other libraries have requested from us.  | Paper | 9/21/1990     | Years   | 1                    | No Retention | 0      | Destroy          | Current |
| <b>Schedule #:</b> 997 8#:Legislative Service File  |       |               |   |                      |              |        |                  |         |
| A file of 3x5 cards giving the legislative service record of every member of the Maine Legislature from 1820 to present. The cards are filed alphabetically by the member's name. Each card generally includes the member's hometown, party affiliation, years of service in the House of Representatives or Senate and the Legislative district number. Some cards include notes such as the date the member resigned. Many cards are handwritten. The entire file continues to be updated by the staff of the Library. Retain in agency until no longer needed for reference. | Paper | 9/1/1992      | Contingent Upon Event - See Description         | 0                    | No Retention | 0      | Archives         | Current |
| <b>Schedule #:</b> 997 9#:State Law Librarian's Office Files  |       |               |   |                      |              |        |                  |         |

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| Files include a variety of material relating to the administration of the Law and Legislative Reference Library and the Maine library community. Also included is material relating to the publication of Maine Laws, statutes and court reports. Administrative material includes correspondence; budgetary information; memoranda relating to library collections, services, personnel and automated systems, memoranda from the Executive Director of the Legislative Council; and notices and notes from meetings of Legislative Directors. Material relating to the Mainer library community includes minutes, notes and financial reports of the State court Library Committee; and minutes and reports of the Statewide Library Automation Committee and Consultant. material relating to publications is generally not current and includes correspondence with publishers and distribution information. Retain in agency 20 years or for 3 years after the selection of a new State Law Librarian. | Paper | 8/13/1992     | Years 20            | No Retention 0       | Archives    | Current |                  |

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