

Department Series Report

29: Secretary of State

| Description | Media | Last Updated | In Agency Retention | Rec Center Retention | Disposition | Status |
|--|------------------|-----------------|---------------------|----------------------|-------------|---------|
| 250#: | | | | | | |
| Schedule #: 1770 104#:Secretary of State Photographs of Activities | | | | | | |
| A collection of photographs and negatives related to the Office of Secretary of State and related Bureaus, including Maine State Archives, the Bureau of Motor Vehicles, and the Bureau of Corporations, Elections and Commissions. These photographs document events such as: Employee Recognition Day, Secretary of State internal awards, Archives and Motor Vehicle displays at Legislative Awareness Day, new shelving in archives, Secretary of State school awards, and the new Motor Vehicle building. These photos/negatives help document important aspects of the events, changes and history within the Office of the Secretary of State and subsequent Bureaus and are valuable sources of record to the Department and State Government. | Still Photograph | 5/24/2010 Years | 3 | 0 | Destroy | Current |
| <hr/> | | | | | | |
| Schedule #: 1770 105#:International Association of Commercial Administrators 25th Anniversary Conference Photos | | | | | | |
| A collection of photographs and negatives from the International Association of Commercial Administrators 25th Anniversary Conference which took place in Ogunquit, Maine in May 2002. IACA is a professional association for government administrators of business organization and secured transaction record systems at the state, provincial, territorial, and national level in any jurisdiction which has or anticipates development of such systems. Employees from the Bureau of Corporations, Elections and Commissions attended this conference. Photos of speakers, attendees, group photos, banquet photos, award photos. | Still Photograph | 5/24/2010 Years | 3 | 0 | Destroy | Current |
| <hr/> | | | | | | |
| Schedule #: 1665 120#:Return of Votes Cast by Town | | | | | | |
| These records reflect the number of votes for particular candidates and issues. They are filled out at town level and returned to the Secretary of State. They are used to make the official tabulation books which are then certified as the official permanent record of an election. A typical record will simply list such things as the number of votes cast in a town, in a primary election for governor, representative to congress, state senator, register of deeds, etc. | Paper | 9/18/2006 Years | 2 | 0 | Destroy | Current |
| <hr/> | | | | | | |
| Schedule #: 1247 68#:BI Centennial Commission | | | | | | |
| This group was brought together by the Maine Legislature to help cities and towns celebrate America's bicentennial. This committee serves as a conduit of federal grant money to the cities and towns. Files include: Committee Minutes; Youth Grant Money; travel Expenditures; Grant Correspondence; Final Grant Reports and Related Correspondence. | Paper | 4/2/1998 Years | 0 | Years 0 | Archives | Current |

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| Schedule #: 1279 69#:Commissioners Correspondence Secretary of State Correspondence from the Secretary of State | Paper | 7/28/1998 | Years 2 | Years 0 | Archives | Current |
| 250P:Corporations Elections Commissions | | | | | | |
| Schedule #: 668 10#:Extradition Papers Certifications of receiving fugitives and sending fugitives to other states. | Paper | 10/1/1997 | Years 3 | Years 5 | Destroy | Current |
| Schedule #: 1373 100:Paid Invoices (Corporations, Elections & Commissions) These are paid invoices that were billed by Corporations, Elections & Commissions for various services provided; for example, copies of Uniform Commercial Code forms, Certificates of Good Standing, copies of corporate forms, and accompanying related correspondence. Keep paper in agency until scanned and verified. | Paper | 2/23/2001 | Variable - See Description | 0 | Years 0 | Destroy Current |
| These are paid invoices that were billed by Corporations, Elections & Commissions for various services provided; for example, copies of Uniform Commercial Code forms, Certificates of Good Standing, copies of corporate forms, and accompanying related correspondence. | Hard Disk | 2/23/2001 | Years 7 | Years 0 | Destroy | Current |
| These are paid invoices that were billed by Corporations, Elections & Commissions for various services provided; for example, copies of Uniform Commercial Code forms, Certificates of Good Standing, copies of corporate forms, and accompanying related correspondence. | CD | 2/23/2001 | Years 0 | Years 7 | Destroy | Current |
| Schedule #: 676 11A#:Commissions, Qualifications and Applications - Qualifications and Applications Application/renewal and qualification papers for all officials required to file with the Secretary of State in order to obtain their commissions. These include the governor, constitutional officers, state auditor, members and officers of the Legislature, justices of the Supreme Court, judges of probate, notaries, justices of the peace, etc. The commissions are scheduled separately, in Series 11B. Only the qualifications and applications are covered by Series 11A. | Paper | 6/16/2005 | Years 7 | No Retention | 0 | Destroy Current |
| Schedule #: 676 11B#:Commissions, Qualifications and Applications - Commissions | | | | | | |

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| Application/renewal and qualification papers for all officials required to file with the Secretary of State in order to obtain their commissions. These include the governor, constitutional officers, state auditor, members and officers of the Legislature, justices of the Supreme Court, judges of probate, notaries, justices of the peace, etc. The qualifications and applications are covered by Series 11A. Series 11B covers only the commissions. | Paper | 6/16/2005 | Years 7 | No Retention 0 | Archives | Current |
| Schedule #: 752 13#:Misc. Election Records | | | | | | |
| Misc. information concerning the information requesting ballots including printing orders, proofs, and any related correspondence. | Paper | 10/1/1997 | Years 2 | No Retention 0 | Destroy | Current |
| Schedule #: 752 15#:Governor's Proclamations | | | | | | |
| Record copy of any subject or person proclaimed by the Governor to observe or proclaim. | Paper | 10/1/1997 | Years 2 | No Retention 0 | Archives | Current |
| Schedule #: 753 16#:Marks - Expired or Cancelled | | | | | | |
| A trademark is the protection of a description or design or a person and/or company. Trademarks become inactive when no longer renewed. Includes: application and Certificate of Registration. Marks remain in the agency until inactive plus 1 year. | Paper | 10/1/1997 | Years 1 | Years 10 | Archives | Current |
| Schedule #: 753 17#:Registration of For/Bus/Nonprofit Corps & For. Reg. of Ltd. Partnership - Expired | | | | | | |
| To protect the use of a (foreign) corporation name within the State of Maine. Includes applications and copy of Certificate of Incorporation from state where incorporated. Registration remains in agency until termination of name plus one year. | Paper | 4/21/2009 | Years 1 | Years 10 | Destroy | Current |
| Schedule #: 753 18#:Limited Partnerships | | | | | | |
| Qualification statement, attested copy of current certificate of limited partnership (for foreign limited partnerships), and related documents. Documents remain in agency until dissolution of partnership plus one year. No destruction until board reviews those older than 10 years. | Paper | 4/21/2009 | Years 1 | Years 10 | Destroy | Current |
| Schedule #: 754 19#:Administrative Procedures | | | | | | |

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| Record copies of adopted rules of all State Departments. Keep in agency until updated or made obsolete. | Paper | 1/8/2008 | Variable - See Description | Years 10 | Archives | Current |
| Schedule #: 135 2#:Election Reports | | | | | | |
| Copy of Certification by Secretary of State concerning the number of votes for each candidate for a given election. Includes primaries, special elections and regular elections. | Paper | 10/1/1997 | Years 4 | No Retention 0 | Destroy | Current |
| Schedule #: 754 20#:UCC Liens - Expired or Terminated | | | | | | |
| Assignment of goods to a secured party of interest in said goods. Keep in agency until terminated plus 1 year. | Paper | 10/1/1997 | Years 1 | Years 5 | Destroy | Current |
| Schedule #: 754 21#:Nominations by the Governor | | | | | | |
| Posting sheet listing nominations by the governor for boards and commissions. | Paper | 10/1/1997 | Years 4 | No Retention 0 | Archives | Current |
| Schedule #: 754 23#:Pardons | | | | | | |
| Action taken by Governor of Maine voiding a decision of Maine courts. Includes petition for clemency, information sheet from Governor's Board on Exectutive Clemency, Warrant of Conditional Pardon, related correspondence. | Paper | 11/4/1998 | Years 3 | Years 0 | Archives | Current |
| Action taken by Governor of Maine voiding a decision of Maine courts. Includes petition for clemency, information sheet from Governor's Board on Exectutive Clemency, Warrant of Conditional Pardon, related correspondence. | Audio Tape | 10/23/1998 | Years 3 | Years 7 | Destroy | Current |
| Schedule #: 757 24#:Codification of the Maine Constitution | | | | | | |
| The Secretary of State upon request from the public will supply certified copies of codification. The official printed document of all amendments to the Constitution of Maine. | Paper | 10/1/1997 | Years 10 | Years 10 | Archives | Current |
| Schedule #: 757 25#:Original Oaths of Office | | | | | | |
| Record copy of the original oath of office for state officials. | Paper | 10/1/1997 | Years 2 | No Retention 0 | Archives | Current |

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|---|-------|--------------|--|----------------------|-------------|---------|
| Schedule #: 757 26#:Electoral College Material The official results of the Maine Electoral College Committee | Paper | 10/1/1997 | Years 1 | No Retention 0 | Archives | Current |
| Schedule #: 757 27#:Record Copy of an Official Commissioned Election An official document on file stating by the Governor and Secretary of State the elected officials of a state, county election within the State of Maine. | Paper | 10/1/1997 | Years 6 | No Retention 0 | Archives | Current |
| Schedule #: 757 28#:Election Tabulations The official results of all state, county and federal election results presented to the Governor for his signature. | Paper | 10/1/1997 | Years 10 | No Retention 0 | Archives | Current |
| Schedule #: 757 29A:Peoples Initiated Legislation (Official Copy) Official record of certification decision for legislation initiated by the people of Maine to veto legislation by the Legislature or to initiate new legislation. Keep in agency until time for challenges has past. | Paper | 7/17/2008 | Contingent Upon Event - See Description 0 | No Retention 0 | Archives | Current |
| Schedule #: 757 29B:Peoples Initiated Legislation - Approved (Circulated Copies) Circulated copies (petitions) for legislation initiated by the people of Maine to veto legislation by the Legislature or to initiate new legislation. Keep in agency until 6 Months after any appeal process has passed and then destroy. | Paper | 9/11/2009 | Contingent Upon Event - See Description 0 | 0 | Destroy | Current |
| Schedule #: 757 30#:Nomination Petitions The papers a candidate circulates collecting required signatures of registered voters. Retain in agency until the challenge deadline has passed, or challenge process has been completed. | Paper | 10/1/1997 | Contingent Upon Event - See Description 0 | Years 2 | Destroy | Current |
| Schedule #: 757 31#:Legislative District Maps Narrative and maps describing district boundaries. | Paper | 10/1/1997 | Years 2 | No Retention 0 | Archives | Current |

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| <p>Schedule #: 313 4#:Domestic Bus. Charters/Domestic Nonprofit Charters Suspended/Excused</p> <p>Domestic corporations may be suspended for not maintaining a clerk, not filing the current annual or biennial report, not paying penalties due. These suspensions may be reinstated upon fulfillment of certain corporate law obligations. A domestic may have itself placed in an "excused" (inactive) state. It may later resume and become reactivated. Charters include articles, any amendments, 60-day notices of possible suspension, suspensions, former reinstatements, certificate of excuse. Previously business corporations were suspended for past due franchise taxes. Franchise taxes were abolished 12/31/74; however, charters must be kept indefinitely in case the corporations wish to become reinstated to dissolve. They cannot be reinstated to do business. Keep in agency until terminated plus 1 year.</p> | Paper | 10/1/1997 | Years 1 | Years 50 | Archives | Current |
| <p>Schedule #: 1257 44:Financial Orders</p> <p>Orders approved by the Governor relating to intradepartmental transfers, requests for expenditures not authorized by other means, etc. Orders pertaining to short term obligations (including so-called "Budget Orders," for the purpose of bringing funds out of allotment reserve) may be destroyed after 2 years and audit. Orders pertaining to long term obligations (contracts, leases, etc.) destroy after final action and audit. Supporting documents shall have the same retention periods as the orders/obligations to which they relate.</p> | Paper | 7/13/2001 | Years 0 | Years 0 | Archives | Current |
| <p>Schedule #: 808 45#:Executive Employee Source of Income</p> <p>Disclosure of income by an appointed employee of the State of Maine.</p> | Paper | 10/1/1997 | Years 1 | Years 7 | Destroy | Current |
| <p>Schedule #: 809 47#:Transitory Correspondence</p> <p>Incoming and outgoing letters about renewals, date stamped envelopes, and filing assistance notices. Keep in agency 6 months. (Note: With this amendment, series is extended to cover all transitory correspondence for Corporations and Uniform Commercial Code.)</p> | Paper | 10/1/1997 | Retention of Less than 1 Year - See Description | No Retention 0 | Destroy | Current |
| <p>Schedule #: 811 48#:Writs for Business/Nonprofit Corporations & Limited Partnerships</p> <p>Civil suits against corporations doing business in Maine. Files include: summons, complaint and related correspondence.</p> | Paper | 10/1/1997 | Years 1 | Years 10 | Destroy | Current |
| <p>Schedule #: 811 49#:WRITS: Motor Vehicle</p> | | | | | | |

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| Civil suits filed against out of state drivers involved in accidents in Maine first filed through the Secretary of State. Files include: summons, complaint and related correspondence. | Paper | 10/1/1997 | Years 1 | Years 9 | Archives | Current |
| Schedule #: 313 5#:Domestic Bus. Charters/Domestic Nonprofit Charters Dissolved/C/M | | | | | | |
| Note: Dissolved/Consolidated/Merged. Domestic corporations may do away with corporate status by filing dissolution papers, merging into another corporation or when two or more corporations come together and form one new corporation or consolidate. Charters include articles, any amendments, previous 60-day notices of possible suspension, previous suspensions, previous reinstatements, prior certificates of excuse and resumption, dissolutions, consolidations, mergers. Keep in agency until terminated plus one year. | Paper | 10/1/1997 | Years 1 | Years 10 | Archives | Current |
| Schedule #: 894 50#:Ballots Cast in Disputed Elections in Maine | | | | | | |
| Individual ballots cast in an election in Maine in which the outcome is disputed and must be recounted. Ballots must remain in the Secretary of State's office until recount completed then back to the towns for 22 months. | Paper | 3/12/1999 | Contingent Upon Event - See Description | 0 | Years 0 | Destroy Current |
| Schedule #: 939 51#:Assignment of Wages | | | | | | |
| Assignment of wages in Human Services cases (Child Support) to third parties. Retain in agency for 2 months. | Paper | 3/12/1999 | Retention of Less than 1 Year - See Description | 0 | Years 0 | Destroy Current |
| Schedule #: 977 52#:LAN Backup Tape Cartridges: Monthly | | | | | | |
| A snapshot of the CEC database to be rotated on a monthly basis. | Magnetic Tape | 10/1/1997 | Destroy When Updated | 0 | Destroy When Updated | 0 Destroy Current |
| Schedule #: 977 53#:LAN Backup Tape Cartridges: Weekly | | | | | | |
| A snapshot of the CEC database to be rotated on a weekly basis. | Magnetic Tape | 10/1/1997 | Destroy When Updated | 0 | Destroy When Updated | 0 Destroy Current |
| Schedule #: 977 54#:Program Backup Diskettes | | | | | | |

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| New computer program software which is to be installed on the database and then stored at the records center until updated or relaced. | DC | 10/1/1997 | Retention of Less than 1 Year - See Description | 0 | Destroy When Updated | 0 | Destroy | Current | |
| Schedule #: 990 55#:Reservations of Names for Business/Nonprofit Corp. & Limited Partnerships | | | | | | | | | |
| Operating names for businesses; records constitute proof of application. Retain in agency until inactive plus one year. | Paper | 10/1/1997 | Retain Until Inactive | 0 | No Retention | 0 | Destroy | Current | |
| Schedule #: 993 56#:UCC Certified Searches | | | | | | | | | |
| Copies of seach requests from the public for UCC (Uniform Commercial Code) information. Keep in agency 6 months. | Paper | 10/1/1997 | Retention of Less than 1 Year - See Description | 0 | No Retention | 0 | Destroy | Current | |
| Schedule #: 1028 57#:Annual Reports of Boards and Commissions | | | | | | | | | |
| A one page, 2 sided report on boards and commissions required by law to be filed with the Secretary of State. Each board lists membership, per diem, expenses, attendance, and meetings. Penalties for not filing include possible funding cut-off and mandatory listing in repeal legislation. | Paper | 10/1/1997 | Years | 3 | Years | 7 | Destroy | Current | |
| Schedule #: 1049 58#:Reapportionment Records | | | | | | | | | |
| Papers, including original orders from the Supreme Judicial Court, relating to the decennial census-driven reapportionment of Maine House, Senate, and Congressional districts. | Paper | 10/1/1997 | Years | 10 | No Retention | 0 | Archives | Current | |
| Schedule #: 1049 59#:Certificate of Entitlement | | | | | | | | | |
| After every decennial U.S. Census, the Clerk of the U.S. House of Representatives sends a certificate of Entitlement to each state, showing how many Representatives to Congress the State is entitled to. Being sent are the 1971, 1981 at this time the 1991 Entitlement is at the Governors office at this time and cannot be found. Send to Archives upon receipt. | Paper | 10/1/1997 | Years | 0 | No Retention | 0 | Archives | Current | |
| Schedule #: 313 6#:Foreign Bus. Charters and Foreign Nonprofit Charters-Revocations/S/M | | | | | | | | | |

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| <p>Once a foreign corporation has been revoked for failure to file its annual or biennial report or for failure to maintain a registered agent, it cannot be reinstated. A foreign corporation may surrender its authority to do business or authority to carry on activities, therefore, its status would become void in the State of Maine. Once a foreign corporation merges into another corporation, naturally it no longer exists. Charters include the original application, any amendments, 60-day notices of possible revocation, revocations, surrenders, merges. Keep in agency until terminated plus 1 year.</p> | Paper | 10/1/1997 | Years 1 | Years 10 | Archives | Current |
| <hr/> <p>Schedule #: 1049 60#:Special Local Elections Held by or Recorded by the Secretary of State</p> | | | | | | |
| <p>Past statute has called for the Secretary of State to hold local elections for special purposes, such as local option liquor sales. Other statutes ask that local election results be recorded with the Secretary, for example for unorganized places voting to organize.</p> | Paper | 10/1/1997 | Years 1 | No Retention 0 | Archives | Current |
| <hr/> <p>Schedule #: 1049 61#:Filings Required by Statute (a/k/a Miscellaneous Filings)</p> | | | | | | |
| <p>In various sections throughout State Statute, requirements exist to file certain papers with the Secretary of State. Generally no retention guidelines are given; one presumes that the Legislature intended most or all of these to be kept in perpetuity. The specific statute may come and go. For years, the reception area of CEC has kept a card filing system indexing these records. Years prior to 1950 (indexed volumes 1-7) apparently were sent to Archives directly in the past, with no corresponding schedule/series currently in force. As records schedules developed, some of the faster growing filings were separately subjected to retention schedules. Files contains, but are not limited to: Treasury reports of several kinds, some earlier proclamations, municipal reciprocal agreements, interstate compacts, court appointment, official agreements and appointments, certification of votes on private & special laws.</p> | Paper | 3/9/1999 | Years 1 | Years 0 | Archives | Current |
| <hr/> <p>Schedule #: 1051 62#:Corporate Monthly Listings</p> | | | | | | |
| <p>Statistical and informational summaries of monthly activity in the Corporations Division. Includes charter numbers, dates filed, legal names, clerks and addresses, as well as a monthly statistical sheet showing new businesses, new non-profits, qualified foreign corporations, qualified foreign non-profit corporations, new marks, resumed, excused, mergers, consolidations, dissolutions, surrenders, clerk/agent change, changed names.</p> | Paper | 3/12/1999 | Years 1 | Years 0 | Destroy | Current |
| <hr/> <p>Schedule #: 1319 68#:Cash Journals</p> | | | | | | |

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| Daily listing of cash received showing date,name of individual or corporation sending money and amount. | Paper | 9/22/1999 | Years 2 | Years 5 | Destroy | Current |
| Schedule #: 1429 69:Daily Ledgers of Automated Information Systems Transactions | | | | | | |
| These ledgers are the transactions that make up the agencies daily deposit of revenues received. This is the only copy of these financial transactions and must be maintained for seven years. | Paper | 5/3/2002 | Years 0 | Years 7 | Destroy | Current |
| These ledgers are the transactions that make up the agencies daily deposit of revenues received. This is the only copy of these financial transactions and must be maintained for seven years. | Hard Disk | 5/3/2002 | Years 7 | Years 0 | Destroy | Current |
| Schedule #: 313 7#:Annual Reports and Biennial Reports | | | | | | |
| Non-scanned annual reports. Domestic and Foreign corporations are required by corporate law to file an annual report with proper filing fees and penalties each calendar year. The reports list State of incorporation, registered office maintained in Maine, clerk or registered agent, (if foreign) out-of-state address, purposes, current officers and addresses, last annual shareholders meeting, authorized shares of stock, material changes since 12/31 of the previous year, manual signature of authorized officer. Biennial reports contain similar information; however, organizations beginning with the letters A through L file in the even years (1980-1982, etc.) and letters M through Z file in the odd years (1981-1983, etc.) Biennial reports and required to be filed by nonprofit corporations and were filed for the first time in 1980 for year ending 12/31/79 (A-L) and 1981 for year ending 12/31/80 (M-Z). | Paper | 4/21/2009 | Years 0 | Years 15 | Destroy | Current |
| Schedule #: 1500 71#:Domestic Bus. Charters/Domestic Nonprofit Charters Suspended/Excused F | | | | | | |
| THIS SCHEDULE APPLIES ONLY TO DOCUMENTS THAT HAVE BEEN SCANNED TO OPTICAL DISK. Domestic corporations may be suspended for not maintaining a clerk, not filing the current annual or biennial report, not paying penalties due. These suspensions may be reinstated upon fulfillment of certain corporate law obligations. A domestic may have itself placed in an "excused" (inactive) state. It may later resume and become reactivated. Charters include articles, any amendments, 60-day notices of possible suspension, suspensions, former reinstatements, certificate of excuse. Previously business corporations were suspended for past due franchise taxes. Franchise taxes were abolished 12/31/74; however, charters must be kept indefinitely in case the corporations wish to become reinstated to dissolve. They cannot be reinstated to do business. | Paper | 10/28/2003 | Years 0 | Years 50 | Archives | Current |

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| <p>Schedule #: 1500 72#:Foreign Business Charters and Foreign Nonprofit Charters</p> <p>THIS SCHEDULE APPLIES ONLY TO DOCUMENTS THAT HAVE BEEN SCANNED TO OPTICAL DISK. Once a foreign corporation has been revoked for failure to file its annual or biennial report or for failure to maintain a registered agent, it cannot be reinstated. A foreign corporation may surrender its authority to do business or authority to carry on activities, therefore, its status would become void in the State of Maine. Once a foreign corporation merges into another corporation, naturally it no longer exists. Charters include the original application, any amendments, 60-day notices of possible revocation, revocations, surrenders, merges.</p> | Paper | 3/31/1999 | Years | 0 | Years | 5 | Destroy | Current |
| <p>Once a foreign corporation has been revoked for failure to file its annual or biennial report or for failure to maintain a registered agent, it cannot be reinstated. A foreign corporation may surrender its authority to do business or authority to carry on activities, therefore, its status would become void in the State of Maine. Once a foreign corporation merges into another corporation, naturally it no longer exists. Charters include the original application, any amendments, 60-day notices of possible revocation, revocations, surrenders, merges.</p> | DC | 3/31/1999 | Years | 10 | Years | 0 | Destroy | Current |
| <p>THIS SCHEDULE APPLIES ONLY TO DOCUMENTS THAT HAVE NOT BEEN SCANNED TO OPTICAL DISK. Once a foreign corporation has been revoked for failure to file its annual or biennial report or for failure to maintain a registered agent, it cannot be reinstated. A foreign corporation may surrender its authority to do business or authority to carry on activities, therefore, its status would become void in the State of Maine. Once a foreign corporation merges into another corporation, naturally it no longer exists. Charters include the original application, any amendments, 60-day notices of possible revocation, revocations, surrenders, merges.</p> | Paper | 3/31/1999 | Years | 0 | Years | 10 | Destroy | Current |
| <p>Schedule #: 1500 73#:Annual Reports for Bus./Non Profit Corps & Ltd. Partnerships, Limited Liability Companies & Limited</p> | | | | | | | | |

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| THIS SCHEDULE APPLIES ONLY TO DOCUMENTS THAT HAVE BEEN SCANNED TO OPTICAL DISK. Domestic and Foreign corporations are required by corporate law to file an annual report with proper filing fees and penalties each calendar year. The reports list State of incorporation, registered office maintained in Maine, clerk or registered agent, (if foreign) out-of-state address, purposes, current officers and addresses, last annual shareholders meeting, authorized shares of stock, material changes since 12/31 of the previous year, manual signature of authorized officer. Biennial reports contain similar information; however, organizations beginning with the letters A through L file in the even years (1980-1982, etc.) and letters M through Z file in the odd years (1981-1983, etc.) Biennial reports and required to be filed by nonprofit corporations and were filed for the first time r ending 12/31/79 (A-L) and 1981 for year ending 12/31/80 (M-Z). Keep in agency until documents are scanned. | Paper | 4/28/1999 | Years 0 | Years 5 | Destroy | Current |
| THIS SCHEDULE APPLIES ONLY TO DOCUMENTS THAT HAVE BEEN SCANNED TO OPTICAL DISK. (Back-up disc's)Domestic and Foreign corporations are required by corporate law to file an annual report with proper filing fees and penalties each calendar year. The reports list State of incorporation, registered office maintained in Maine, clerk or registered agent, (if foreign) out-of-state address, purposes, current officers and addresses, last annual shareholders meeting, authorized shares of stock, material changes since 12/31 of the previous year, manual signature of authorized officer. Biennial reports contain similar information; however, organizations beginning with the letters A through L file in the even years (1980-1982, etc.) and letters M through Z file in the odd years (1981-1983, etc.) Biennial reports and required to be filed by nonprofit corporations and were filed for the first time r ending 12/31/79 (A-L) and 1981 for year ending 12/31/80 (M-Z). Keep in agency until documents are scanned. | Digital File | 4/28/1999 | Years 0 | Years 15 | Destroy | Current |
| (Back up disc cartridge) Domestic and Foreign corporations are required by corporate law to file an annual report with proper filing fees and penalties each calendar year. The reports list State of incorporation, registered office maintained in Maine, clerk or registered agent, (if foreign) out-of-state address, purposes, current officers and addresses, last annual shareholders meeting, authorized shares of stock, material changes since 12/31 of the previous year, manual signature of authorized officer. Biennial reports contain similar information; however, organizations beginning with the letters A through L file in the even years (1980-1982, etc.) and letters M through Z file in the odd years (1981-1983, etc.) Biennial reports and required to be filed by nonprofit corporations and were filed for the first time r ending 12/31/79 (A-L) and 1981 for year ending 12/31/80 (M-Z). Keep in Agency until scanned. | DC | 4/21/2009 | Years 0 | Years 15 | Destroy | Current |

Schedule #: 1501 74#:Reservations of Names for Bus/Nonprofit Corp & Ltd. Partnerships Act/Expired

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| THIS SCHEDULE APPLIES ONLY TO DOCUMENTS THAT HAVE BEEN SCANNED TO OPTICAL DISK. Operating names for businesses:records constitute proof of application. | Paper | 10/1/1997 | Years 0 | Years 2 | Destroy | Current | |
| Schedule #: 1502 75#:UCC Liens - Active/Expired or Terminated | DC | 3/24/1999 | Years 10 | Years 0 | Destroy | Current | |
| Back up copy. | DC | 11/30/2000 | Years 0 | Years 10 | Destroy | Current | |
| Assignment of goods to a secured party of interest in said good. Keep in Agency until scanned. | Paper | 10/6/2008 | Contingent Upon Event - See Description | 0 | Destroy | Current | |
| Assignment of goods to a secured party of interest in said good. Keep in Agency one year after closure. | Digital File | 10/6/2008 | Contingent Upon Event - See Description | 0 | Destroy | Current | |
| Schedule #: 1503 76#:Marks - Active/Expired or Cancelled | Paper | 10/1/1997 | Years 0 | Years 50 | Destroy | Current | |
| THIS SCHEDULE APPLIES ONLY TO DOCUMENTS SCANNED TO OPTICAL DISK. A trademark is the protection of a description or design or a person and/or company. Trademarks become inactive when no longer renewed. Includes: application and Certificate of Registration. | | | | | | | |
| Schedule #: 1503 77#:Registration of For/Bus/Nonprofit Corp and Foreign Registration of Ltd. Partnerships - Act/Expired | Paper | 10/1/1997 | Years 0 | Years 50 | Destroy | Current | |
| THIS SCHEDULE APPLIES ONLY TO DOCUMENTS THAT HAVE BEEN SCANNED TO OPTICAL DISK. To protect the use of a (foreign) corporation name within the State of Maine. Includes application and copy of Certificate of Incorporation from state where incorporated. | | | | | | | |
| Schedule #: 340 8#:Original Bills of Engrossed Laws Passed by Maine Legislature | Paper | 9/23/1999 | Contingent Upon Event - See Description | 0 | No Retention | Archives | Current |
| Original bills passed by the Maine Legislature. Public Laws, Private & Special Laws, Resolves and Resolutions. First and Second Regular Sessions; First, Second and Third Special Sessions. Keep in agency Biennium plus 6 months, or until issuance of MRSA pocket part, whichever is earlier. These are the original signed engrossed laws. | | | | | | | |

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| Description | Media | Last Updated | In Agency Retention | Rec Center Retention | Disposition | Status |
|--|----------------|--------------|--|----------------------|----------------|-----------------|
| Schedule #: 341 9#:Tabulation Books with Official Tabulation of Votes | | | | | | |
| Official tabulation of votes for State Senators, Representatives to the Legislature, State and County Officers, President, U.S. Senate, Representative to Congress, Governor, Direct Initiative Questions, Referendum Questions and Constitutional Amendments for the years 1972 thru 1974. Tabulation for Enrolled and Registered Voters for the years 1970 thru 1982. | Paper | 10/1/1997 | Years 10 | No Retention 0 | Archives | Current |
| 250A:Motor Vehicle | | | | | | |
| Schedule #: 128 1#:Driver Records | | | | | | |
| Records of exam applications,convictions, accident reports, affidavits, judgments, notice of suspension, hearing notices, complaints on driving habits, complaints on medical and physical conditions, complaints on drinking, investigation reports by State and local police and Motor Vehicle Investigators, medical records, notice of restoration, certification to the courts of records and suspension and miscellaneous correspondence. Destroy 6 months after microfilming. | Paper | 1/5/2004 | Destroy After Conversion to Another Medium | 0 | No Retention | Destroy Current |
| Original film, retain 10 years in agency and destroy; security copy, retain 10 years in Records Center and destroy. | Roll Microfilm | 3/11/1998 | Years | 0 | Years 10 | Destroy Current |
| No microfiche will be generated after 1/1/89. | Microfiche | 10/1/1997 | Years | 6 | No Retention 0 | Destroy Current |
| Schedule #: 138 10#:Commercial School Listing | | | | | | |
| Names of individuals who have completed commercial driver education. | Paper | 10/1/1997 | Years | 3 | No Retention 0 | Destroy Current |
| Schedule #: 138 11#:Inventory Records | | | | | | |
| Details amount of validating stickers and registration plates on hand at the Branch Offices. | Paper | 10/1/1997 | Years | 2 | No Retention 0 | Destroy Current |
| Schedule #: 138 12#:Cash Register Tapes and Analysis Card | | | | | | |
| Daily tapes received from Branch Office. Validated monthly on analysis card. | Paper | 2/12/2003 | Years | 5 | No Retention 0 | Destroy Current |
| Schedule #: 150 13#:Registration Fees & Affidavits | | | | | | |

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| Description | Media | Last Updated | In Agency Retention | Rec Center Retention | Disposition | Status |
|--|----------------|--------------|---|----------------------|-------------|---------|
| Receipts for Requests for Duplicate Motor Vehicle Registration Certificates, MV11; Increase of Gross Weight, MV13; Information Furnished, MV53; Loss Plates and Requests for New Plates, MV9; Request for Replacement of Validation Stickers, MV14; Reserved Number Plates, MV62; Short Term Gross Weight Permits (unnumbered); Affidavits or Statements relating to Registration of Antique Motor Vehicles, MV65; Certificate of Inspection of an Assigned Number (MV43; Statement of Wrong Engine or Serial Number, MV14; Returned Plate Card, unnumbered; Statement of Plates Never Used or Received, MV34. Microfilm and destroy paper; retain film 4 years, or until after quadrennial audit. | Roll Microfilm | 10/1/1997 | Years 4 | No Retention 0 | Destroy | Current |
| Receipts for Requests for Duplicate Motor Vehicle Registration Certificates, MV11; Increase of Gross Weight, MV13; Information Furnished, MV53; Loss Plates and Requests for New Plates, MV9; Request for Replacement of Validation Stickers, MV14; Reserved Number Plates, MV62; Short Term Gross Weight Permits (unnumbered); Affidavits or Statements relating to Registration of Antique Motor Vehicles, MV65; Certificate of Inspection of an Assigned Number (MV43; Statement of Wrong Engine or Serial Number, MV14; Returned Plate Card, unnumbered; Statement of Plates Never Used or Received, MV34. Microfilm and destroy paper; retain film 4 years. | Paper | 10/1/1997 | Destroy After Conversion to Another Medium | No Retention 0 | Destroy | Current |
| Schedule #: 270 14#:Title Information File | | | | | | |
| Applications for title, correspondence pertaining to the application, supporting documents (manufacturers statements of origin on new vehicles and surrendered titles for used vehicles). | Digital File | 4/9/2015 | Years 25 | No Retention 0 | Destroy | Current |
| Applications for title, correspondence pertaining to the application, supporting documents (manufacturers statements of origin on new vehicles and surrendered titles for used vehicles). Destroy after conversion to another medium. | Paper | 4/9/2015 | Destroy After Conversion to Another Medium | No Retention 0 | Destroy | Current |
| Applications for title, correspondence pertaining to the application, supporting documents (manufacturers statements of origin on new vehicles and surrendered titles for used vehicles). | Roll Microfilm | 4/9/2015 | Years 10 | Years 15 | Destroy | Current |
| Schedule #: 278 15#:Driver Records Confidential Medical Material | | | | | | |
| Original copy on file at Human Services--held from 6 to 10 years dependent on the case. MVD uses the information to return the operator license to the individual and has no further use after. Destroy 90 days after issuance of operators license. | Paper | 10/1/1997 | Retention of Less than 1 Year - See Description | No Retention 0 | Destroy | Current |

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| Description | Media | Last Updated | In Agency Retention | Rec Center Retention | Disposition | Status |
|--|---------------|--------------|----------------------|----------------------|----------------------|-----------------------------|
| <p>Schedule #: 868 16#:Vehicle Dealer Records</p> <p>Anyone who sells vehicles such as trailers, cars, cars buses, trucks must have a license. Questionnaire, zoning forms, renewal forms and related correspondence are placed in our dealer files. Keep in agency until updated.</p> | Floppy Disk | 10/1/1997 | Destroy When Updated | 0 | No Retention | 0 Destroy Current |
| <p>Anyone who sells vehicles such as trailers, cars, cars buses, trucks must have a license. Questionnaire, zoning forms, renewal forms and related correspondence are placed in our dealer files. Keep in agency until dealer goes out of business plus 3 years.</p> | Paper | 10/1/1997 | Years | 3 | No Retention | 0 Destroy Current |
| <p>Schedule #: 872 18#:Notices of Motor Vehicle Sales</p> <p>All vehicle dealers licensed by this agency must file one with this office for every vehicle sold. Information contained on sale: mileage, vin number, temp. plate number, purchaser, etc. Retain in agency for 6 months.</p> | Paper | 6/25/2013 | Less Than One Year | 0 | 0 | Destroy Current |
| <p>Schedule #: 1192 19A:Unix System Tapes, Motor Vehicle Disaster Recovery Plan - On Site Copies</p> <p>These tapes are to be stored as part of the Department's disaster recovery plan and the computer operating software requisite to its functioning. This will be rotated on a weekly basis. The requested storage for the disketts is done so in the context of "last resort," i.e., all other copies for whatever reason are not available. The database contains information such as: motor vehcile registrations; driver licenses; violations; plus the structure necessary to retrieve this information for a particular driver or a particular vehicle. Also includes reel and frame number required to locate the actual document on microfilm. Retain until updated.</p> | Magnetic Tape | 10/1/1997 | Destroy When Updated | 0 | No Retention | 0 Destroy Current |
| <p>Schedule #: 1192 19B:Unix System Tapes, Motor Vehicle Disaster Recovery Plan - Backup Copies</p> <p>These tapes are to be stored as part of the Department's disaster recovery plan and the computer operating software requisite to its functioning. This will be rotated on a weekly basis. The requested storate for the disketts is done so in the context of "last resort," i.e., all other copies for whatever reason are not available. The database contains information such as: driver licenses; motor vehicle registrations; violations; plus the structure necessary to retrieve this information for a particular driver or a particular vehicle. Also includes reel and frame number required to locate the actual document on microfilm. Retain in Center until updated.</p> | Magnetic Tape | 7/27/1999 | Years | 0 | Destroy When Updated | 0 Destroy Current |
| <p>Schedule #: 138 2#:Vehicle Operator Application</p> | | | | | | |

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| Description | Media | Last Updated | In Agency Retention | Rec Center Retention | Disposition | Status |
|---|----------------|--------------|---|----------------------|--------------|-------------------|
| Applications for operator's licenses for motor vehicles located in office. Destroy paper after filming; retain film 4 years. | Paper | 10/1/1997 | Destroy After Conversion to Another Medium | 0 | No Retention | 0 Destroy Current |
| Applications for operator's licenses for motor vehicles located in office. Destroy paper after filming; retain film 4 years. | Roll Microfilm | 10/1/1997 | Years | 4 | No Retention | 0 Destroy Current |
| Schedule #: 1195 20#:Motor Carrier Dockets | | | | | | |
| For hire motor carrier for transporting passengers or property. Basic information of company name, address, etc., and local agent information. Financial information, what they pay us and what they pay other states; we collect for other states and they for us. Files include: application, financial information, registration receipt, ICC permit and related correspondence. | Paper | 8/11/1999 | Years | 3 | No Retention | 0 Destroy Current |
| Schedule #: 1195 20A:Motor Carrier Dockets - Backup Microfilm | | | | | | |
| For hire motor carrier for transporting passengers or property. Basic information of company name, address, etc., and local agent information. Financial information, what they pay us and what they pay other states; we collect for other states and they for us. Files include: application, financial information, registration receipt, ICC permit and related correspondence. | Roll Microfilm | 10/1/1997 | Years | 7 | No Retention | 0 Destroy Current |
| Schedule #: 1195 20B:Motor Carrier Dockets - Backup Microfilm | | | | | | |
| For hire motor carrier for transporting passengers or property. Basic information of company name, address, etc., and local agent information. Financial information, what they pay us and what they pay other states; we collect for other states and they for us. Files include: application, financial information, registration receipt, ICC permit and related correspondence. | Roll Microfilm | 10/1/1997 | Years | 0 | Years | 7 Destroy Current |
| Schedule #: 1195 21#:Insurance Filings | | | | | | |
| These files show proof of insurance or financial responsibility of all commercial vehicles for hire: file contains copy of insurance certificate. Destroy paper after microfilming and verifying. | Paper | 10/1/1997 | Retention of Less than 1 Year - See Description | 0 | No Retention | 0 Destroy Current |
| Schedule #: 1195 21A:Insurance Filings (Microfilm) | | | | | | |

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| Description | Media | Last Updated | In Agency Retention | Rec Center Retention | Disposition | Status |
|--|----------------|--------------|---------------------|----------------------|-------------|---------|
| These files show proof of insurance or financial responsibility of all commercial vehicles for hire: file contains copy of insurance certificate. | Roll Microfilm | 10/1/1997 | Years 7 | No Retention 0 | Destroy | Current |
| Schedule #: 1195 21B:Insurance Filings (Backup Microfilm) | | | | | | |
| These files show proof of insurance or financial responsibility of all commercial vehicles for hire: file contains copy of insurance certificate. | Roll Microfilm | 10/1/1997 | Years 0 | Years 7 | Destroy | Current |
| Schedule #: 1323 23:Trailer Transit License (Application/Renewal) | | | | | | |
| This is an application form/renewal form for a trailer transit license. The form is retained in a carrier file that a copy of the license/registration attached. The information contained on the application/renewal is: name of company, address, other locations, FID#, telephone number, plate number(s) assigned, individual or corporation, signature of registrant and validation of fees paid. | Paper | 11/8/1999 | Years 5 | Years 0 | Destroy | Current |
| This is an application form/renewal form for a trailer transit license. The form is retained in a carrier file that a copy of the license/registration attached. The information contained on the application/renewal is: name of company, address, other locations, FID#, telephone number, plate number(s) assigned, individual or corporation, signature of registrant and validation of fees paid. | Roll Microfilm | 11/8/1999 | Years 5 | Years 0 | Destroy | Current |
| This is an application form/renewal form for a trailer transit license. The form is retained in a carrier file that a copy of the license/registration attached. The information contained on the application/renewal is: name of company, address, other locations, FID#, telephone number, plate number(s) assigned, individual or corporation, signature of registrant and validation of fees paid. (Back-up microfilm) | Roll Microfilm | 11/8/1999 | Years 5 | Years 0 | Destroy | Current |
| Schedule #: 1335 24:Drive Education and Evaluation Program (DEEP) Completion Notices | | | | | | |
| This notice is used to data enter DEEP status onto Driver License History files on BMV mainframe. The original of this record is stored by the Office of Substance Abuse for 7 years. | Paper | 4/14/2000 | Years 4 | Years 4 | Destroy | Current |
| Schedule #: 1336 25A:Investigation Cases (Non-Felonies) | | | | | | |

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| Description | Media | Last Updated | In Agency Retention | Rec Center Retention | Disposition | Status |
|--|----------------|--------------|--|----------------------|----------------------|-------------------|
| <p>This series is maintained because we are a law enforcement agency. We need to reference the files for the complainant, other law enforcement agencies and the judicial system. These cases are broken into 3 categories: Dealers, individuals and License/ID cases. Dealer cases are just Dealer cases; License/ID are just that and Individual Cases cover all other cases that are not one of the aforementioned. Investigations involve any type of motor vehicle violation of the Motor Vehicle Law Title 29A and/or Title 10. A few examples: Dealer plate misused, unlicensed license plate, title fraud, vin number change, false disclosure information, mileage change, etc.</p> | Paper | 4/14/2000 | Years 5 | Years 0 | Destroy | Current |
| <hr/> <p>Schedule #: 1336 25B:Investigation Cases (Felonies)</p> | | | | | | |
| <p>This series is maintained because we are a law enforcement agency. We need to reference the files for the complainant, other law enforcement agencies and the judicial system. These cases are broken into 3 categories: Dealers, individuals and License/ID cases. Dealer cases are just Dealer cases; License/ID are just that and Individual Cases cover all other cases that are not one of the aforementioned. Investigations involve any type of motor vehicle violation of the Motor Vehicle Law Title 29A and/or Title 10. A few examples: Dealer plate misused, unlicensed license plate, title fraud, vin number change, false disclosure information, mileage change, etc.</p> | Paper | 4/14/2000 | Years 5 | Years 15 | Destroy | Current |
| <hr/> <p>Schedule #: 1585 26#:Bureau of Motor Vehicles Data Backup Tapes</p> | | | | | | |
| <p>Backup tapes for the Bureau of Motor Vehicles information system.</p> | Magnetic Tape | 5/13/2003 | Destroy When Updated | 0 | Destroy When Updated | 0 Destroy Current |
| <hr/> <p>Schedule #: 138 3#:Registration Application</p> | | | | | | |
| <p>Application to register motor vehicle. Destroy paper after filming.</p> | Paper | 5/26/2015 | Destroy After Conversion to Another Medium | 0 | No Retention | 0 Destroy Current |
| <p>Application to register motor vehicle.</p> | Roll Microfilm | 5/26/2015 | Years 25 | No Retention | 0 | Destroy Current |
| <p>Application to register motor vehicle.</p> | Digital File | 5/26/2015 | Years 25 | No Retention | 0 | Destroy Current |

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|---|--------------|--------------|---------------------|----------------------|-------------|---------|---------|
| <p>Schedule #: 1760 30#:Trailer License Plate Transmittal form</p> <p>The BMV Stockroom stores this form as reference to verify where the plates were shipped in the event of an error. This form supports the LTT trailer plate issuance program, it is a record of where specific plates are shipped. All plate series issued are stored electronically by the registration system as well. This form is the Stockroom's copy of the release of trailer plates to agents and aids in destination verification in the event of an error or for enforcement needs. The form is used to pick the plates, package and ship and or prepare for agent pick up. The file is made of this form only. The form has the agents name and the trailer plate series designated for the agent</p> | Paper | 5/24/2010 | Years 1 | 0 | Destroy | Current | |
| <p>Schedule #: 1880 31#:CDL Medical Self-Certification Form MVE-64C Rev. 1/12</p> <p>We are required by the Federal Government to keep these medical requirements forms for Commercial Driver's License. We are keeping them for a minimum of 3 years.</p> | Digital File | 8/22/2012 | Years 3 | No Retention | 0 | Destroy | Current |
| <p>Schedule #: 138 4#:Master Schedule Sheet</p> <p>Daily listing of examinees and result of examination.</p> | Paper | 10/1/1997 | Years 2 | No Retention | 0 | Destroy | Current |
| <p>Schedule #: 138 5#:Law Test Disqualification</p> <p>Written test taken by applicant for operator license and disqualified for wrong answers.</p> | Paper | 10/1/1997 | Years 1 | No Retention | 0 | Destroy | Current |
| <p>Schedule #: 138 6#:Application for Instruction Permit and Driver Examination</p> <p>Application made out by individual for permit or examination.</p> | Paper | 10/1/1997 | Years 2 | No Retention | 0 | Destroy | Current |
| <p>Schedule #: 138 7#:Transitory Correspondence</p> <p>Incoming requests for information dealing with operator licenses; registrations; examinations; titles and other related matters. Outgoing correspondence answering requests. Includes requests for printed material.</p> | Paper | 10/1/1997 | Years 2 | No Retention | 0 | Destroy | Current |

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|--|-------|--------------|----------------------|----------------------|--------------|--------------------|
| <p>Schedule #: 138 8#:Dealer Application & Notice of Sale</p> <p>Applications for dealer plates by retail vehicle sellers. Includes notice of vehicle sales by dealers.</p> | Paper | 10/1/1997 | Years | 3 | No Retention | 0 Destroy Current |
| <p>Schedule #: 138 9#:Dealer Questionnaire</p> <p>Questionnaire filled out by dealers relating to the facilities of the dealership. Retain until update or termination of dealership.</p> | Paper | 10/1/1997 | Destroy When Updated | 0 | No Retention | 0 Destroy Current |
| 250C:Planning | | | | | | |
| <p>Schedule #: 1209 1A:Motor Vehicle Reciprocity Agreements</p> <p>In 1945 there was a major change in reciprocity laws of the State. Correspondence dating from 1940 to 1980 on reciprocity between the states is being accessioned into the Archives; reciprocity correspondence is still ongoing with new agreements evolving. Reciprocity between states is an agreement motor carriers registered in one state may drive in another state without registering in that state. Starting with 1981's correspondence, these records may be destroyed whenever a new agreement is reached.</p> | Paper | 10/1/1997 | Destroy When Updated | 0 | No Retention | 0 Destroy Current |
| <p>Schedule #: 1209 1B:Motor Vehicle Reciprocity Agreements</p> <p>In 1945 there was a major change in reciprocity laws of the State. This correspondence dates from 1940 to 1980 on reciprocity between the states. Reciprocity correspondence is still ongoing with new agreements evolving. Reciprocity between states is an agreement motor carriers registered in one state may drive in another state without registering in that state. After 1980 reciprocity between Maine and all other States had been established. Although new agreements are still occurring and being updated we do not believe this correspondence to be archival.</p> | Paper | 10/1/1997 | Years | 0 | No Retention | 0 Archives Current |
| <p>Schedule #: 1224 2#:International Registration Plan (IRP) Trucker Registration</p> | | | | | | |

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|--|-------|--------------|---------------------|----------------------|-------------|---------|
| This series includes all vehicle and carrier information for registrations for all states and the 3 Canadian Provinces participating in the IRP Program. File information includes miles traveled in each state (from cab cards and schedule B), registration fees calculated for Maine and all other states registrant and vehicle use taxes to the federal government. Records are used by the IRP staff for registration renewal information, adding or deleting vehicles, adding or deleting states from the program, and transferring vehicles. | Paper | 10/1/1997 | Years 5 | No Retention 0 | Destroy | Current |

255#:Maine State Archives

Schedule #: 1655 100:Maine Historical Records Advisory Board Overall Projects Management

| | | | | | | |
|---|-------|-----------|---------|---|----------|---------|
| These records summarize projects undertaken by the Maine Historical Records Advisory Board, a Board charged with supporting the preservation of, and access to, Maine's historical records. They are used by the Board to manage the projects and to help plan future projects such as the Board Staffing Grants, Statewide Records Surveys, and Re grants. These records document the activities of the Maine Historical Records Advisory Board, as well as the preservation techniques and standards of importance considered appropriate for preserving those materials. Board project proposals and authorization, if any, from funding agency. Policy documents describing project operation (purpose, application requirements, expected outcomes) Correspondence and memos documenting any unusual events Selected examples of typical products. Reports required by the Board or other funding sources, including any project summaries, statistical analyses, outside evaluations. | Paper | 5/11/2012 | Years 5 | 0 | Archives | Current |
|---|-------|-----------|---------|---|----------|---------|

Schedule #: 1655 101:Maine Historical Records Adv. Board Recommendations to National Publications and Records Com.

| | | | | | | |
|---|-------|-----------|---------|---|---------|---------|
| These records provide examples of proposals to the National Publications and Records Commission, which are used in helping other organizations prepare similar proposals. Final grant proposals formally submitted for Board review as part of a grant submission by a Maine historical records repository to the National Publications and Records Commission. Summary of Board recommendations, NHPRC correspondence related to particular proposals, such as the notice of funding and final reports | Paper | 9/25/2006 | Years 8 | 0 | Destroy | Current |
|---|-------|-----------|---------|---|---------|---------|

Schedule #: 1655 102:Maine Historical Records Advisory Board Re grant Intermediate Planning Documents

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|---|--------------|--------------|---------------------|----------------------|--------------|---------|
| <p>These records provide background information on historical records collections in Maine. They are used by staff to provide background information in setting priorities and in planning projects for the Board. The consultant reports, final reports, and rejected/withdrawn applications are also used to provide guidance to individual records repositories.</p> <p>Consultant reports for historical records repositories. Final reports from grantees Rejected/withdrawn applications RegrantAll Table (located in Grants database at Common\MHRAB\grants.mdb), showing applicants, project titles, grant awards, details of tracking grants</p> | Paper | 9/25/2006 | Years 10 | 0 | Destroy | Current |
| <hr/> <p>Schedule #: 1655 103:Maine Historical Records Advisory Board Regrant Program Routine Admin. Doc. (Completed Application)</p> | | | | | | |
| <p>These records are used in managing the applications for specific deadlines of the Regrant Program, a grant program for non-profit historical records repositories and local and county government. They include the detailed information pertinent only to the projects as they are taking place. They are used by the Regrant Program administrator to administrate the details of the Regnant Program. Completed Applications Correspondence related to funded grant projects Printed summary of written Board review comments and numerical ratings prior to Board review meeting; original Board review forms not included in summary</p> | Paper | 5/11/2012 | Years 3 | 0 | Destroy | Current |
| <hr/> <p>Schedule #: 1762 106#:Maine State Library Digitized Maps</p> | | | | | | |
| <p>Digitized map collection from the holdings of the Maine State Library. These are invaluable Maine related historical maps which include information on the history and geography of Maine of archival interest to historians and citizens of Maine.</p> | Digital File | 5/24/2010 | | 0 | Archives | Current |
| <hr/> <p>Schedule #: 337 24#:Record of Incoming Telephone Calls</p> | | | | | | |
| <p>A reference copy of all incoming phone messages. Retain in agency 6 months, then destroy.</p> | Paper | 12/20/2013 | Less Than One Year | 0 | No Retention | Current |
| <hr/> <p>Schedule #: 386 30#:Correspondence - Directors, Maine State Archives</p> | | | | | | |

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|---|--------------|--------------|----------------------|----------------------|--------------|-----------|---------|
| Requests for tours, special programs, training sessions, technical assistance, speeches; requests for explanations of agency policies, programs, services; nonroutine reference requests involving Civil War, other military records. Replies to requests for information regarding division policies and procedures; requests for reference materials, tours, training etc.; memoranda (inter-office and intra-agency) concerning staff meetings, processing of forms. | Paper | 10/1/1997 | Years 2 | No Retention | 0 Destroy | Current | |
| Schedule #: 613 34#:Request for Leave | | | | | | | |
| Request for use of leave credits by employee. | Paper | 12/20/2013 | Years 1 | No Retention | 0 Destroy | Current | |
| Schedule #: 709 36#:State Archivist's Correspondence - Short Term Evidential | | | | | | | |
| Incoming and outgoing correspondence of State Archivist on all; matters of less than permanent significance. Intra-office memoranda duplicating information documented in agency's permanent records; correspondence with other governmental agencies concerning equipment repairs, attendance at informational meetings, and other "housekeeping" issues; correspondence with individuals and private organizations. | Digital File | 10/1/1997 | Destroy When Updated | 0 | No Retention | 0 Destroy | Current |
| Incoming and outgoing correspondence of State Archivist on all; matters of less than permanent significance. Intra-office memoranda duplicating information documented in agency's permanent records; correspondence with other governmental agencies concerning equipment repairs, attendance at informational meetings, and other "housekeeping" issues; correspondence with individuals and private organizations. | Paper | 10/1/1997 | Years 6 | No Retention | 0 Destroy | Current | |
| Schedule #: 709 37#:State Archivist's Correspondence - Archival | | | | | | | |
| Correspondence documenting such activities as: major plant alterations; development of background to policy decisions; discussions of legal issues specific to the agency; staff and organization structure decision-making; crisis management. | Paper | 10/1/1997 | Years 4 | Years | 6 Archives | Current | |
| Correspondence documenting such activities as: major plant alterations; development of background to policy decisions; discussions of legal issues specific to the agency; staff and organization structure decision-making; crisis management. | Digital File | 10/1/1997 | Destroy When Updated | 0 | No Retention | 0 Destroy | Current |
| Schedule #: 709 38#:State Archivist's Administrative Files | | | | | | | |

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|---|--------------|--------------|------------------------|----------------------|-------------|---------|
| Documents received by the State Archivist from MSA employees, such as: division directors' reports; carbon or xerox copies of letters/memos sent by division directors; informal memos from other employees. State Archivist will glean each year before RC transfer, and will destroy/duplicate/transitory material | Paper | 10/1/1997 | Years 4 | Years 6 | Archives | Current |
| Schedule #: 709 39#:State Archivist's Program Files | | | | | | |
| Records of the State Archivist's activities as chair/ex officio member of boards and committees; records of archival/records management/historical programs/major projects conducted or attended by State Archivist. Includes minutes of meetings; agendas; notes for talks or speeches; outlines of training programs; testimony/comments received at hearings. State Archivist will glean each calendar year before records transfer. | Paper | 12/21/2005 | Years 4 | Years 6 | Archives | Current |
| Schedule #: 709 40#: MSA Publications | | | | | | |
| The State Archives is authorized by Title V, Chapter 6 to publish and sell to the public archival material, reports, etc. On copy of each revision (excluding "revisions" which are confined to minor corrections of the text) is to be retained by the agency. | Paper | 10/1/1997 | Years 0 | No Retention 0 | Archives | Current |
| The State Archives is authorized by Title V, Chapter 6 to publish and sell to the public archival material, reports, etc. On copy of each revision (excluding "revisions" which are confined to minor corrections of the text) is to be retained by the agency. | Digital File | 10/1/1997 | Destroy When Updated 0 | No Retention 0 | Destroy | Current |
| Schedule #: 305 5#:Reports, Monthly/Weekly | | | | | | |
| Monthly Narrative Reports and Weekly Time & Production Reports (monthly statistics reported are kept permanently in Monthly Statistics Register.) | DC | 12/20/2013 | Years 1 | No Retention 0 | Destroy | Current |
| 255A:Maine State Archives - Archives Services | | | | | | |
| Schedule #: 305 0002#:Search Room Registration | | | | | | |
| Daily registration of signatures of searchers using the Search Room. | Paper | 10/1/1997 | Years 1 | No Retention 0 | Destroy | Current |
| Schedule #: 305 0003#:Reference Requests, Archives Services Division | | | | | | |

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|---|--------------|--------------|---|----------------------|--------------|--------------------|
| Written inquiries addressed to Maine State Archives or referred from other agencies re requests for information from State records held at Archives. | Paper | 12/20/2013 | Years | 0 | No Retention | 0 Destroy Current |
| Schedule #: 305 0004#:Searchers Case Files | | | | | | |
| Folder on each searcher containing registration forms filled out when obtaining Search Room card and Request for Records forms filled and signed by searcher showing records used. Retain until updated. | Digital File | 10/1/1997 | Destroy When Updated | 0 | No Retention | 0 Destroy Current |
| Folder on each searcher containing registration forms filled out when obtaining Search Room card and Request for Records forms filled and signed by searcher showing records used. | Paper | 10/1/1997 | Years | 6 | No Retention | 0 Destroy Current |
| Schedule #: 1021 0031#:Search Room Daily Statistics Sheet | | | | | | |
| To keep a record of the number of patrons, phone calls, microfilm, and other research materials or services rendered by the search room on a daily basis. Information is then used to compile monthly report. Retain one month. | Paper | 10/1/1997 | Retention of Less than 1 Year - See Description | 0 | No Retention | 0 Destroy Current |
| Schedule #: 1021 0032#:Certification of True Copy | | | | | | |
| To provide certification of the existence of a particular record i.e. birth, death or marriage. Original copy is given to requesting party and a copy is retained by the search room. Original document is photocopied onto this form then certified as a true copy. | Paper | 10/1/1997 | Years | 1 | No Retention | 0 Destroy Current |
| Schedule #: 1621 0071#:Maine National History Day Overall Contest Management | | | | | | |
| These records summarize the activities of Maine National History Day, an annual statewide contest for junior and senior high school students. They are used by the History Day coordinator and administrator to run the current year's contest and to help plan the future contests. Examples of records are Advisory Committee meetings (agendas, minutes), correspondence and memos, project registration, History Day summaries, summary budget information, summaries of History Day evaluations. | Paper | 11/22/2004 | Years | 3 | | 0 Archives Current |
| Schedule #: 9999 0998#:Town Records Stored by Maine State Archives | | | | | | |

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| Description | Media | Last Updated | In Agency Retention | Rec Center Retention | Disposition | Status |
|---|-------|--------------|---|----------------------|-------------|---------|
| These are town records already in storage. Archives Services needs to create individual series for them when time permits. (Includes deorganized towns and plantations.) | Paper | 3/11/1998 | 0 | 0 | Archives | Current |
| 255R:Maine State Archives - Records Management Services | | | | | | |
| Schedule #: 71 1#:Disposal List, MSA 2 | | | | | | |
| Includes previous forms used for same purpose, and samples of State agency records (most of them photocopies). Used to request one-time destruction of records from State agencies. | Paper | 10/1/1997 | Years 2 | No Retention 0 | Archives | Current |
| Schedule #: 312 13#:Photoduplication Work Orders | | | | | | |
| Form and 3 copies used to process orders for all copy work done by the photoduplication laboratory. Various copies retained in Search Room where orders are taken; in the Photolab; and in the Administrative Office. | Paper | 10/1/1997 | Years 2 | No Retention 0 | Destroy | Current |
| Schedule #: 334 15#:Request for Approval to Establish Record Disposition Schedule | | | | | | |
| Includes continuation sheet, MSA/RM22A, and Record Series Inventory, MSA/RM 59. Also includes record samples from various State agencies. | Paper | 10/1/1997 | Contingent Upon Event - See Description | No Retention 0 | Archives | Current |
| Schedule #: 334 16#:Application for Authorization for Records Center Use Cards | | | | | | |
| Formerly Record Center Access Authorization--includes both MSA 32 and MSA 41, and previous editions. | Paper | 10/1/1997 | Years 5 | No Retention 0 | Destroy | Current |
| Schedule #: 334 17#:Transmittal of Records and Continuation Sheet | | | | | | |
| Includes all previous editions. Retention is counted from disposition of last box. | Paper | 10/1/1997 | Years 5 | No Retention 0 | Destroy | Current |
| Schedule #: 334 18#:Request for Reference Service | | | | | | |
| Former title: Reference Request. | Paper | 2/25/2009 | Years 2 | No Retention 0 | Destroy | Current |
| Schedule #: 334 19#:Records Center Disposition Notification | | | | | | |

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| Description | Media | Last Updated | In Agency Retention | Rec Center Retention | Disposition | Status |
|--|----------------|-----------------------|---------------------|-------------------------|-----------------|---------|
| Former title: Disposition Notification. | Paper | 10/1/1997 Years | 10 | No Retention | Archives | Current |
| Schedule #: 460 31#:Designation of Departmental Records Officers | | | | | | |
| Used by other agencies to establish a Departmental Records Officer and/or Assistant Records Officers. Original maintained by RMS. | Paper | 10/1/1997 Years | 2 | No Retention | Destroy | Current |
| Schedule #: 1939 36A:County Registries of Deeds - Aroostook North | | | | | | |
| The Maine Registers of Deeds Association provides an official Statewide Single Web Portal through which the public can access and make copies of land records on file at the State of Maine's 18 county Registries of Deeds. This constitutes the Official Land Records Website of the Maine Registers of Deeds Association. The Maine State Archives is serving as an alternative repository for the microfilm copy of these permanent records. Records include: any transaction pertaining to real estate; deeds, mortgage, real estate tax liens, federal liens, discharges, court attachments, UCC's, plans, and other like documents. While the Maine State Archives acts as the repository of these Aroostook North records, the county retains ownership (custody) and upon proper authorization, records will be released to approved cardholders (upon request). | Roll Microfilm | 9/9/2014 No Retention | 0 | Permanent or Indefinite | See Description | Current |
| Schedule #: 1939 36B:County Registries of Deeds - Aroostook South | | | | | | |
| The Maine Registers of Deeds Association provides an official Statewide Single Web Portal through which the public can access and make copies of land records on file at the State of Maine's 18 county Registries of Deeds. This constitutes the Official Land Records Website of the Maine Registers of Deeds Association. The Maine State Archives is serving as an alternative repository for the microfilm copy of these permanent records. Records include: any transaction pertaining to real estate; deeds, mortgage, real estate tax liens, federal liens, discharges, court attachments, UCC's, plans, and other like documents. While the Maine State Archives acts as the repository of these Aroostook South records, the county retains ownership (custody) and upon proper authorization, records will be released to approved cardholders (upon request). | Roll Microfilm | 9/9/2014 No Retention | 0 | Permanent or Indefinite | See Description | Current |
| Schedule #: 1939 36C:County Registries of Deeds - Cumberland | | | | | | |

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| Description | Media | Last Updated | In Agency Retention | Rec Center Retention | Disposition | Status |
|---|-------------------|--------------|---------------------|----------------------|----------------------------|-----------------------------------|
| <p>The Maine Registers of Deeds Association provides an official Statewide Single Web Portal through which the public can access and make copies of land records on file at the State of Maine's 18 county Registries of Deeds. This constitutes the Official Land Records Website of the Maine Registers of Deeds Association. The Maine State Archives is serving as an alternative repository for the microfilm copy of these permanent records. Records include: any transaction pertaining to real estate; deeds, mortgage, real estate tax liens, federal liens, discharges, court attachments, UCC's, plans, and other like documents.</p> <p>While the Maine State Archives acts as the repository of these Cumberland County records, the county retains ownership (custody) and upon proper authorization, records will be released to approved cardholders (upon request).</p> | Roll Microfilm | 9/9/2014 | No Retention | 0 | Permanent or Indefinite | 500 See Description Current |
| <p>Schedule #: 1939 36D:County Registries of Deeds - Kennebec</p> <p>The Maine Registers of Deeds Association provides an official Statewide Single Web Portal through which the public can access and make copies of land records on file at the State of Maine's 18 county Registries of Deeds. This constitutes the Official Land Records Website of the Maine Registers of Deeds Association. The Maine State Archives is serving as an alternative repository for the microfilm copy of these permanent records. Records include: any transaction pertaining to real estate; deeds, mortgage, real estate tax liens, federal liens, discharges, court attachments, UCC's, plans, and other like documents.</p> <p>While the Maine State Archives acts as the repository of these Kennebec County records, the county retains ownership (custody) and upon proper authorization, records will be released to approved cardholders (upon request).</p> | Roll Microfilm | 9/9/2014 | No Retention | 0 | Permanent or Indefinite | 500 See Description Current |
| <p>Schedule #: 1939 36E:County Registries of Deeds - York</p> <p>The Maine Registers of Deeds Association provides an official Statewide Single Web Portal through which the public can access and make copies of land records on file at the State of Maine's 18 county Registries of Deeds. This constitutes the Official Land Records Website of the Maine Registers of Deeds Association. The Maine State Archives is serving as an alternative repository for the microfilm copy of these permanent records. Records include: any transaction pertaining to real estate; deeds, mortgage, real estate tax liens, federal liens, discharges, court attachments, UCC's, plans, and other like documents.</p> <p>While the Maine State Archives acts as the repository of these York County records, the county retains ownership (custody) and upon proper authorization, records will be released to approved cardholders (upon request).</p> | Roll Microfilm | 9/9/2014 | No Retention | 0 | Permanent or Indefinite | 500 See Description Current |
| <p>Schedule #: 1939 36F:County Registries of Deeds - Oxford East</p> | | | | | | |

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| Description | Media | Last Updated | In Agency Retention | Rec Center Retention | Disposition | Status |
|--|-------------------|--------------|---------------------|----------------------|----------------------------|-----------------------------------|
| <p>The Maine Registers of Deeds Association provides an official Statewide Single Web Portal through which the public can access and make copies of land records on file at the State of Maine's 18 county Registries of Deeds. This constitutes the Official Land Records Website of the Maine Registers of Deeds Association. The Maine State Archives is serving as an alternative repository for the microfilm copy of these permanent records. Records include: any transaction pertaining to real estate; deeds, mortgage, real estate tax liens, federal liens, discharges, court attachments, UCC's, plans, and other like documents.</p> <p>While the Maine State Archives acts as the repository of these Oxford East records, the county retains ownership (custody) and upon proper authorization, records will be released to approved cardholders (upon request).</p> | Roll Microfilm | 12/8/2014 | No Retention | 0 | Permanent or Indefinite | 500 See Description Current |
| <p>Schedule #: 1939 36G:County Registries of Deeds - Oxford West</p> <p>The Maine Registers of Deeds Association provides an official Statewide Single Web Portal through which the public can access and make copies of land records on file at the State of Maine's 18 county Registries of Deeds. This constitutes the Official Land Records Website of the Maine Registers of Deeds Association. The Maine State Archives is serving as an alternative repository for the microfilm copy of these permanent records. Records include: any transaction pertaining to real estate; deeds, mortgage, real estate tax liens, federal liens, discharges, court attachments, UCC's, plans, and other like documents.</p> <p>While the Maine State Archives acts as the repository of these Oxford West records, the county retains ownership (custody) and upon proper authorization, records will be released to approved cardholders (upon request).</p> | Roll Microfilm | 12/8/2014 | No Retention | 0 | Permanent or Indefinite | 500 See Description Current |
| <p>Schedule #: 1939 36H:County Registries of Deeds - Piscataquis</p> <p>The Maine Registers of Deeds Association provides an official Statewide Single Web Portal through which the public can access and make copies of land records on file at the State of Maine's 18 county Registries of Deeds. This constitutes the Official Land Records Website of the Maine Registers of Deeds Association. The Maine State Archives is serving as an alternative repository for the microfilm copy of these permanent records. Records include: any transaction pertaining to real estate; deeds, mortgage, real estate tax liens, federal liens, discharges, court attachments, UCC's, plans, and other like documents.</p> <p>While the Maine State Archives acts as the repository of these Piscataquis records, the county retains ownership (custody) and upon proper authorization, records will be released to approved cardholders (upon request).</p> | Roll Microfilm | 12/8/2014 | No Retention | 0 | Permanent or Indefinite | 500 See Description Current |
| <p>Schedule #: 1939 36I:County Registries of Deeds - Somerset</p> | | | | | | |

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| Description | Media | Last Updated | In Agency Retention | Rec Center Retention | Disposition | Status |
|--|-------------------|--------------|---------------------|----------------------|----------------------------|-----------------------------------|
| <p>The Maine Registers of Deeds Association provides an official Statewide Single Web Portal through which the public can access and make copies of land records on file at the State of Maine's 18 county Registries of Deeds. This constitutes the Official Land Records Website of the Maine Registers of Deeds Association. The Maine State Archives is serving as an alternative repository for the microfilm copy of these permanent records. Records include: any transaction pertaining to real estate; deeds, mortgage, real estate tax liens, federal liens, discharges, court attachments, UCC's, plans, and other like documents.</p> <p>While the Maine State Archives acts as the repository of these Somerset records, the county retains ownership (custody) and upon proper authorization, records will be released to approved cardholders (upon request).</p> | Roll Microfilm | 12/8/2014 | No Retention | 0 | Permanent or Indefinite | 500 See Description Current |
| <p>Schedule #: 1939 36J:County Registries of Deeds - Franklin</p> <p>The Maine Registers of Deeds Association provides an official Statewide Single Web Portal through which the public can access and make copies of land records on file at the State of Maine's 18 county Registries of Deeds. This constitutes the Official Land Records Website of the Maine Registers of Deeds Association. The Maine State Archives is serving as an alternative repository for the microfilm copy of these permanent records. Records include: any transaction pertaining to real estate; deeds, mortgage, real estate tax liens, federal liens, discharges, court attachments, UCC's, plans, and other like documents.</p> <p>While the Maine State Archives acts as the repository of these Franklin records, the county retains ownership (custody) and upon proper authorization, records will be released to approved cardholders (upon request).</p> | Roll Microfilm | 12/8/2014 | No Retention | 0 | Permanent or Indefinite | 500 See Description Current |
| <p>Schedule #: 1939 36K:County Registries of Deeds - Penobscot</p> <p>The Maine Registers of Deeds Association provides an official Statewide Single Web Portal through which the public can access and make copies of land records on file at the State of Maine's 18 county Registries of Deeds. This constitutes the Official Land Records Website of the Maine Registers of Deeds Association. The Maine State Archives is serving as an alternative repository for the microfilm copy of these permanent records. Records include: any transaction pertaining to real estate; deeds, mortgage, real estate tax liens, federal liens, discharges, court attachments, UCC's, plans, and other like documents.</p> <p>While the Maine State Archives acts as the repository of these Penobscot records, the county retains ownership (custody) and upon proper authorization, records will be released to approved cardholders (upon request).</p> | Roll Microfilm | 12/8/2014 | No Retention | 0 | Permanent or Indefinite | 500 See Description Current |
| <p>Schedule #: 1939 36L:County Registries of Deeds - Washington</p> | | | | | | |

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29: Secretary of State

| Description | Media | Last Updated | In Agency Retention | Rec Center Retention | Disposition | Status |
|--|-------------------|--------------|---------------------|----------------------|----------------------------|-----------------------------------|
| <p>The Maine Registers of Deeds Association provides an official Statewide Single Web Portal through which the public can access and make copies of land records on file at the State of Maine's 18 county Registries of Deeds. This constitutes the Official Land Records Website of the Maine Registers of Deeds Association. The Maine State Archives is serving as an alternative repository for the microfilm copy of these permanent records. Records include: any transaction pertaining to real estate; deeds, mortgage, real estate tax liens, federal liens, discharges, court attachments, UCC's, plans, and other like documents.</p> <p>While the Maine State Archives acts as the repository of these Washington records, the county retains ownership (custody) and upon proper authorization, records will be released to approved cardholders (upon request).</p> | Roll Microfilm | 12/8/2014 | No Retention | 0 | Permanent or Indefinite | 500 See Description Current |
| <p>Schedule #: 1939 36M:County Registries of Deeds - Hancock</p> <p>The Maine Registers of Deeds Association provides an official Statewide Single Web Portal through which the public can access and make copies of land records on file at the State of Maine's 18 county Registries of Deeds. This constitutes the Official Land Records Website of the Maine Registers of Deeds Association. The Maine State Archives is serving as an alternative repository for the microfilm copy of these permanent records. Records include: any transaction pertaining to real estate; deeds, mortgage, real estate tax liens, federal liens, discharges, court attachments, UCC's, plans, and other like documents.</p> <p>While the Maine State Archives acts as the repository of these Hancock records, the county retains ownership (custody) and upon proper authorization, records will be released to approved cardholders (upon request).</p> | Roll Microfilm | 12/8/2014 | No Retention | 0 | Permanent or Indefinite | 500 See Description Current |
| <p>Schedule #: 1939 36N:County Registries of Deeds - Waldo</p> <p>The Maine Registers of Deeds Association provides an official Statewide Single Web Portal through which the public can access and make copies of land records on file at the State of Maine's 18 county Registries of Deeds. This constitutes the Official Land Records Website of the Maine Registers of Deeds Association. The Maine State Archives is serving as an alternative repository for the microfilm copy of these permanent records. Records include: any transaction pertaining to real estate; deeds, mortgage, real estate tax liens, federal liens, discharges, court attachments, UCC's, plans, and other like documents.</p> <p>While the Maine State Archives acts as the repository of these Waldo records, the county retains ownership (custody) and upon proper authorization, records will be released to approved cardholders (upon request).</p> | Roll Microfilm | 12/8/2014 | No Retention | 0 | Permanent or Indefinite | 500 See Description Current |
| <p>Schedule #: 1939 36O:County Registries of Deeds - Knox</p> | | | | | | |

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| Description | Media | Last Updated | In Agency Retention | Rec Center Retention | Disposition | Status |
|--|-------------------|--------------|---------------------|----------------------|----------------------------|-----------------------------------|
| <p>The Maine Registers of Deeds Association provides an official Statewide Single Web Portal through which the public can access and make copies of land records on file at the State of Maine's 18 county Registries of Deeds. This constitutes the Official Land Records Website of the Maine Registers of Deeds Association. The Maine State Archives is serving as an alternative repository for the microfilm copy of these permanent records. Records include: any transaction pertaining to real estate; deeds, mortgage, real estate tax liens, federal liens, discharges, court attachments, UCC's, plans, and other like documents.</p> <p>While the Maine State Archives acts as the repository of these Knox records, the county retains ownership (custody) and upon proper authorization, records will be released to approved cardholders (upon request).</p> | Roll Microfilm | 12/8/2014 | No Retention | 0 | Permanent or Indefinite | 500 See Description Current |
| <hr/> | | | | | | |
| <p>Schedule #: 1939 36Q:County Registries of Deeds - Androscoggin</p> <p>The Maine Registers of Deeds Association provides an official Statewide Single Web Portal through which the public can access and make copies of land records on file at the State of Maine's 18 county Registries of Deeds. This constitutes the Official Land Records Website of the Maine Registers of Deeds Association. The Maine State Archives is serving as an alternative repository for the microfilm copy of these permanent records. Records include: any transaction pertaining to real estate; deeds, mortgage, real estate tax liens, federal liens, discharges, court attachments, UCC's, plans, and other like documents.</p> <p>While the Maine State Archives acts as the repository of these Androscoggin records, the county retains ownership (custody) and upon proper authorization, records will be released to approved cardholders (upon request).</p> | Roll Microfilm | 12/8/2014 | No Retention | 0 | Permanent or Indefinite | 500 See Description Current |
| <hr/> | | | | | | |
| <p>Schedule #: 1939 36R:County Registries of Deeds - Sagadahoc</p> <p>The Maine Registers of Deeds Association provides an official Statewide Single Web Portal through which the public can access and make copies of land records on file at the State of Maine's 18 county Registries of Deeds. This constitutes the Official Land Records Website of the Maine Registers of Deeds Association. The Maine State Archives is serving as an alternative repository for the microfilm copy of these permanent records. Records include: any transaction pertaining to real estate; deeds, mortgage, real estate tax liens, federal liens, discharges, court attachments, UCC's, plans, and other like documents.</p> <p>While the Maine State Archives acts as the repository of these Sagadahoc records, the county retains ownership (custody) and upon proper authorization, records will be released to approved cardholders (upon request).</p> | Roll Microfilm | 12/8/2014 | No Retention | 0 | Permanent or Indefinite | 500 See Description Current |
| <hr/> | | | | | | |
| <p>Schedule #: 1943 37A:Probate Court Records - Androscoggin County</p> | | | | | | |

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| Description | Media | Last Updated | In Agency Retention | Rec Center Retention | Disposition | Status |
|--|-------------------|--------------|---------------------|----------------------|----------------------------|-----------------------------------|
| The Probate Courts keep records of all business coming before it. They record the probation of all wills, record all adoptions and guardianships. The Maine State Archives is serving as an alternative repository for the microfilm copy of these permanent records. While the Maine State Archives acts as the repository of these Androscoggin records, the county retains ownership (custody) and upon proper authorization, records will be released to approved cardholders (upon request). | Roll Microfilm | 12/24/2014 | No Retention | 0 | Permanent or Indefinite | 500 See Description Current |
| Schedule #: 1943 37B:Probate Court Records - Aroostook County North | | | | | | |
| The Probate Courts keep records of all business coming before it. They record the probation of all wills, record all adoptions and guardianships. The Maine State Archives is serving as an alternative repository for the microfilm copy of these permanent records. While the Maine State Archives acts as the repository of these Aroostook North records, the county retains ownership (custody) and upon proper authorization, records will be released to approved cardholders (upon request). | Roll Microfilm | 12/30/2014 | No Retention | 0 | Permanent or Indefinite | 500 See Description Current |
| Schedule #: 1943 37C:Probate Court Records - Aroostook County South | | | | | | |
| The Probate Courts keep records of all business coming before it. They record the probation of all wills, record all adoptions and guardianships. The Maine State Archives is serving as an alternative repository for the microfilm copy of these permanent records. While the Maine State Archives acts as the repository of these Aroostook South records, the county retains ownership (custody) and upon proper authorization, records will be released to approved cardholders (upon request). | Roll Microfilm | 12/30/2014 | No Retention | 0 | Permanent or Indefinite | 500 See Description Current |
| Schedule #: 1943 37D:Probate Court Records - Cumberland County | | | | | | |
| The Probate Courts keep records of all business coming before it. They record the probation of all wills, record all adoptions and guardianships. The Maine State Archives is serving as an alternative repository for the microfilm copy of these permanent records. While the Maine State Archives acts as the repository of these Cumberland records, the county retains ownership (custody) and upon proper authorization, records will be released to approved cardholders (upon request). | Roll Microfilm | 12/30/2014 | No Retention | 0 | Permanent or Indefinite | 500 See Description Current |
| Schedule #: 1943 37E:Probate Court Records - Franklin County | | | | | | |
| The Probate Courts keep records of all business coming before it. They record the probation of all wills, record all adoptions and guardianships. The Maine State Archives is serving as an alternative repository for the microfilm copy of these permanent records. While the Maine State Archives acts as the repository of these Franklin records, the county retains ownership (custody) and upon proper authorization, records will be released to approved cardholders (upon request). | Roll Microfilm | 12/30/2014 | No Retention | 0 | Permanent or Indefinite | 500 See Description Current |

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| Description | Media | Last Updated | In Agency Retention | Rec Center Retention | Disposition | Status |
|---|----------------|--------------|---------------------|-----------------------------|-----------------|---------|
| <p>Schedule #: 1943 37F:Probate Court Records - Hancock County</p> <p>The Probate Courts keep records of all business coming before it. They record the probation of all wills, record all adoptions and guardianships. The Maine State Archives is serving as an alternative repository for the microfilm copy of these permanent records. While the Maine State Archives acts as the repository of these Hancock records, the county retains ownership (custody) and upon proper authorization, records will be released to approved cardholders (upon request).</p> | Roll Microfilm | 12/30/2014 | No Retention 0 | Permanent or Indefinite 500 | See Description | Current |
| <p>Schedule #: 1943 37G:Probate Court Records - Kennebec County</p> <p>The Probate Courts keep records of all business coming before it. They record the probation of all wills, record all adoptions and guardianships. The Maine State Archives is serving as an alternative repository for the microfilm copy of these permanent records. While the Maine State Archives acts as the repository of these Kennebec records, the county retains ownership (custody) and upon proper authorization, records will be released to approved cardholders (upon request).</p> | Roll Microfilm | 12/30/2014 | No Retention 0 | Permanent or Indefinite 500 | See Description | Current |
| <p>Schedule #: 1943 37H:Probate Court Records - Knox County</p> <p>The Probate Courts keep records of all business coming before it. They record the probation of all wills, record all adoptions and guardianships. The Maine State Archives is serving as an alternative repository for the microfilm copy of these permanent records. While the Maine State Archives acts as the repository of these Knox records, the county retains ownership (custody) and upon proper authorization, records will be released to approved cardholders (upon request).</p> | Roll Microfilm | 12/30/2014 | No Retention 0 | Permanent or Indefinite 0 | See Description | Current |
| <p>Schedule #: 1943 37I:Probate Court Records - Lincoln County</p> <p>The Probate Courts keep records of all business coming before it. They record the probation of all wills, record all adoptions and guardianships. The Maine State Archives is serving as an alternative repository for the microfilm copy of these permanent records. While the Maine State Archives acts as the repository of these Lincoln records, the county retains ownership (custody) and upon proper authorization, records will be released to approved cardholders (upon request).</p> | Roll Microfilm | 12/30/2014 | No Retention 0 | Permanent or Indefinite 500 | See Description | Current |
| <p>Schedule #: 1943 37J:Probate Court Records - Oxford East</p> | | | | | | |

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| Description | Media | Last Updated | In Agency Retention | Rec Center Retention | Disposition | Status |
|--|-------------------|--------------|---------------------|----------------------|----------------------------|-----------------------------------|
| The Probate Courts keep records of all business coming before it. They record the probation of all wills, record all adoptions and guardianships. The Maine State Archives is serving as an alternative repository for the microfilm copy of these permanent records. While the Maine State Archives acts as the repository of these Oxford East records, the county retains ownership (custody) and upon proper authorization, records will be released to approved cardholders (upon request). | Roll Microfilm | 12/30/2014 | No Retention | 0 | Permanent or Indefinite | 500 See Description Current |
| Schedule #: 1943 37K:Probate Court Records - Oxford County West | | | | | | |
| The Probate Courts keep records of all business coming before it. They record the probation of all wills, record all adoptions and guardianships. The Maine State Archives is serving as an alternative repository for the microfilm copy of these permanent records. While the Maine State Archives acts as the repository of these Oxford West records, the county retains ownership (custody) and upon proper authorization, records will be released to approved cardholders (upon request). | Roll Microfilm | 12/30/2014 | No Retention | 0 | Permanent or Indefinite | 500 See Description Current |
| Schedule #: 1943 37L:Probate Court Records - Penobscot County | | | | | | |
| The Probate Courts keep records of all business coming before it. They record the probation of all wills, record all adoptions and guardianships. The Maine State Archives is serving as an alternative repository for the microfilm copy of these permanent records. While the Maine State Archives acts as the repository of these Penobscot records, the county retains ownership (custody) and upon proper authorization, records will be released to approved cardholders (upon request). | Roll Microfilm | 12/30/2014 | No Retention | 0 | Permanent or Indefinite | 500 See Description Current |
| Schedule #: 1943 37M:Probate Court Records - Piscataquis County | | | | | | |
| The Probate Courts keep records of all business coming before it. They record the probation of all wills, record all adoptions and guardianships. The Maine State Archives is serving as an alternative repository for the microfilm copy of these permanent records. While the Maine State Archives acts as the repository of these Piscataquis records, the county retains ownership (custody) and upon proper authorization, records will be released to approved cardholders (upon request). | Roll Microfilm | 12/30/2014 | No Retention | 0 | Permanent or Indefinite | 500 See Description Current |
| Schedule #: 1943 37N:Probate Court Records - Sagadahoc County | | | | | | |
| The Probate Courts keep records of all business coming before it. They record the probation of all wills, record all adoptions and guardianships. The Maine State Archives is serving as an alternative repository for the microfilm copy of these permanent records. While the Maine State Archives acts as the repository of these Sagadahoc records, the county retains ownership (custody) and upon proper authorization, records will be released to approved cardholders (upon request). | Roll Microfilm | 12/30/2014 | No Retention | 0 | Permanent or Indefinite | 500 See Description Current |

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| Description | Media | Last Updated | In Agency Retention | Rec Center Retention | Disposition | Status |
|---|----------------|--------------|---------------------|-----------------------------|-----------------|---------|
| <p>Schedule #: 1943 37O:Probate Court Records - Waldo County</p> <p>The Probate Courts keep records of all business coming before it. They record the probation of all wills, record all adoptions and guardianships. The Maine State Archives is serving as an alternative repository for the microfilm copy of these permanent records. While the Maine State Archives acts as the repository of these Waldo records, the county retains ownership (custody) and upon proper authorization, records will be released to approved cardholders (upon request).</p> | RM | 12/30/2014 | No Retention 0 | Permanent or Indefinite 500 | See Description | Current |
| <p>Schedule #: 1943 37P:Probate Court Records - Washington County</p> <p>The Probate Courts keep records of all business coming before it. They record the probation of all wills, record all adoptions and guardianships. The Maine State Archives is serving as an alternative repository for the microfilm copy of these permanent records. While the Maine State Archives acts as the repository of these Washington records, the county retains ownership (custody) and upon proper authorization, records will be released to approved cardholders (upon request).</p> | Roll Microfilm | 12/30/2014 | No Retention 0 | Permanent or Indefinite 500 | See Description | Current |
| <p>Schedule #: 1943 37Q:Probate Court Records - York County</p> <p>The Probate Courts keep records of all business coming before it. They record the probation of all wills, record all adoptions and guardianships. The Maine State Archives is serving as an alternative repository for the microfilm copy of these permanent records. While the Maine State Archives acts as the repository of these York records, the county retains ownership (custody) and upon proper authorization, records will be released to approved cardholders (upon request).</p> | Roll Microfilm | 12/30/2014 | No Retention 0 | Permanent or Indefinite 500 | See Description | Current |
| <p>Schedule #: 1943 37R:Probate Court Records - Somerset County</p> <p>The Probate Courts keep records of all business coming before it. They record the probation of all wills, record all adoptions and guardianships. The Maine State Archives is serving as an alternative repository for the microfilm copy of these permanent records. While the Maine State Archives acts as the repository of these Androscoggin records, the county retains ownership (custody) and upon proper authorization, records will be released to approved cardholders (upon request).</p> | Roll Microfilm | 1/6/2015 | No Retention 0 | Permanent or Indefinite 500 | See Description | Current |
| <p>Schedule #: 1939 39P:County Registries of Deeds - Lincoln</p> | | | | | | |

Department Series Report

29: Secretary of State

| Description | Media | Last Updated | In Agency Retention | Rec Center Retention | Disposition | Status |
|---|-------------------|--------------|---------------------|--------------------------------|-----------------|---------|
| <p>The Maine Registers of Deeds Association provides an official Statewide Single Web Portal through which the public can access and make copies of land records on file at the State of Maine's 18 county Registries of Deeds. This constitutes the Official Land Records Website of the Maine Registers of Deeds Association. The Maine State Archives is serving as an alternative repository for the microfilm copy of these permanent records. Records include: any transaction pertaining to real estate; deeds, mortgage, real estate tax liens, federal liens, discharges, court attachments, UCC's, plans, and other like documents.</p> <p>While the Maine State Archives acts as the repository of these Lincoln records, the county retains ownership (custody) and upon proper authorization, records will be released to approved cardholders (upon request).</p> | Roll Microfilm | 12/8/2014 | No Retention 0 | Permanent 500 or Indefinite | See Description | Current |
