

Chapter 10: RULES FOR DISPOSITION OF LOCAL GOVERNMENT RECORDS

SUMMARY: This chapter governs the disposition of local government records.

1. DEFINITIONS

- A.** "**Appraisal**" means the archival process of determining the value and thus the disposition of records based on a study of their use, their subject content, their arrangement, their relationship to function and organization, and their relationship to other records.
- B.** "**Current Records**" means records needed and used in the day-to-day conduct of the current business of a local government office or official, and which therefore must be kept in office space and equipment for that purpose.
- C.** "**Disposition**" includes all actions taken with regard to semi-current and non-current records following their appraisal. These actions include (1) transfer of semi-current records to a temporary storage area or to a records center; (2) transfer of non-current records having archival value to a designated archival depository; (3) reproduction on microfilm or optical disk with or without destruction of the originals; and (4) destruction.
- D.** "**Non-Current Records**" means records which no longer have value-- administrative, legal or fiscal--for the current business of the originating office or official, and which should be disposed of in accordance with law or rule.
- E.** "**Record**" means all documentary material, regardless of media or characteristics, made or received and maintained by a local government agency in accordance with law or rule or in the transaction of its official business.
- F.** "**Records Disposition Schedule**" means a listing of record series with retention periods as appropriate for their current and semi-current phases, and an indication or their ultimate disposition.
- G.** "**Record Series**" means file units (folders or volumes) or documents arranged in accordance with a filing system, or maintained as a unit because they relate to a particular function, result from the same activity, have a particular physical form, or because of some other relationship arising out of their creation, receipt, or use.

- H. "Retention Period"** means the period of time for which record series should be kept in offices and in records storage areas before their ultimate disposition. The time period is usually given in months or years, but is sometimes expressed as contingent upon the occurrence of a particular event, such as audit or death of claimant.
- I. "Semi-Current Records"** means records no longer needed frequently in the conduct of current business, but which, for administrative, fiscal, or legal purposes, must still be retained. The general rule is that any record series not consulted more than once per month per file drawer (or other file unit--such as a volume or case file) is semi-current, and should be transferred, if quantity warrants, to storage areas utilizing lower-cost space and equipment until eligible for final disposition.
- J. "Record Copy"** means a single copy of any document received or created by a local government agency during the transaction of official business, which shall be retained for the term set by the Disposition Schedules for Local Government Records. All other copies of the same document in the agency's possession are duplicate copies, held for convenience only, and may be destroyed when no longer of use.
- K. "Local Government Agency"** means a municipality, a quasi-municipal organization (such as a school administrative district, water or sewer district, etc.), an office of county government (such Register of Deeds, County Sheriff, etc.), and offices of District Attorney.
- L. "Non-Record"** means additional copies of materials for which official or record copies have been retained, stocks of publications and processed documents intended for distribution or use, or records relating to personal matters that may have been kept in an office for convenience.

2. DISPOSITION OF LOCAL GOVERNMENT RECORDS

No record shall be destroyed or otherwise disposed of by any official, except as provided by these rules. All disposition of records not listed in the Disposition Schedules A through P must be approved as specified in Section 5 by these Rules in advance, and in writing, by the Archives Advisory Board.

3. RECORDS RETAINED

Records which are to be retained shall be preserved by the creating agency, deposited with an approved alternative institution as specified in Section 10, or deposited with the Maine State Archives. The State Archivist shall determine whether or not to accept transfers of local government records, based on space available at the Maine State

Archives, condition of the records, and available alternatives to transfer. The State Archivist shall accept all permanent records of any deorganized Maine municipality.

4. RECORDS AUTHORIZED FOR DESTRUCTION

- A. **Destruction of Records.** Unless otherwise specified by statute or rule, records may be destroyed by shredding, pulping, burning, burial, or other effective means. The removal and destruction process shall be supervised by the official in whose custody the records are held in order to prevent the inadvertent removal and destruction of records of continuing value.
- B. **Confidential Records.** When destruction has been authorized, confidential records shall be destroyed under the authorized supervision required by Section 4A.
- C. **Nonconfidential Records.** When destruction has been authorized, nonconfidential records may be, at the discretion of the creating agency, 1) retained, 2) transferred to an approved alternative institution as specified in Section 10, or 3) destroyed under the supervision required by Section 4A. Nonconfidential records may be sold for waste provided there is reasonable assurance that they will be handled and processed carefully to destroy their identity.
- D. **Destruction of Records by Recycling.** Nonconfidential records may be destroyed by recycling if the system employed for collecting them ensures that: 1) only records actually due for destruction are collected; 2) records intended for recycling are not at risk of removal by unauthorized persons, both while on site at the local government agency's offices and after removal to the recycling facility; 3) there is reasonable assurance that the recycling process will completely obliterate all information from the records. **Confidential records** may be recycled only if they are shredded before their removal from the local government agency's offices, or if destruction takes place under the direct observation of the official in whose custody the records were held (or under the direct observation of that official's designee).

5. DISPOSITION SCHEDULES

Disposition schedules included in these Rules shall be used primarily to identify those local government records that should be retained permanently by the local government agency, deposited with the Maine State Archives, or deposited with an approved alternative institution as described in Section 10. These disposition schedules also provide retention periods for records that do not have permanent value. All municipal, quasimunicipal, and county government offices shall follow the records retention requirements provided in these Rules.

6. RECORDS CREATED PRIOR TO JANUARY 1, 1900

All records created prior to January 1, 1900 must be retained permanently, regardless of provisions in these rules, unless specifically authorized for destruction by the Archives Advisory Board.

7. RECORDS SUBJECT TO AUDIT OR LITIGATION

Under no circumstances shall these rules constitute authorization for a local government agency to destroy records when it is known that such records are still eligible for State or Federal audit, or other Federal requirements. These rules shall not provide authorization to destroy records which are known to be the subject of, or material to, potential or ongoing litigation.

8. APPROVED MEDIA FOR RECORDS STORAGE

Local government records which have been identified as having archival (permanent) value must be maintained on one or more of the following media: paper; microfilm produced according to archival standards, as established by the American National Standards Institute; microfiche produced according to archival standards, per ANSI. Permanently valuable records may be maintained for convenience on nonarchival media (such as magnetic tape, diskette, hard disk, optical disk), but the same records must in every case be maintained on an archival medium or must be maintained in compliance with Title 16: Court Procedure – Evidence (Chapter 3: Records and Other Documents, Subchapter 3: Public Records, §456-A. Admissibility of electronic records). Records maintained in digital formats only must be migrated as necessary to keep them accessible using currently available hardware and software, for the full retention periods required. Where archival records are maintained in digital formats only, such migration may cease only after the records are converted to an archival medium. Digital records systems should provide real time double data storage, with the two mirrored storage sites located in separate rooms at a minimum (geographically separated storage sites shall be provided wherever possible). The system shall be designed to provide full data recovery.

9. REQUESTS FOR DISPOSITION

Requests for disposition of records not specified in the disposition schedules may be made in writing to the Archives Advisory Board, accompanied by sample copies of the records involved. Communications to the Archives Advisory Board should be addressed to: Local Government Records, Maine State Archives, 84 State House Station, Augusta, Maine 04333.

10. ALTERNATIVE INSTITUTIONAL PLACEMENT FOR NONCONFIDENTIAL RECORDS

- A. General Guidelines.** **Nonconfidential** records to be retained according to Section 3 or authorized to be destroyed according to Section 4.C or Section 4.D, as well as confidential records to be retained according to Section 3, may be deposited with an alternative institution as described in Subsection 10.B. The local government agency retains legal custody of these records and shall insure that they are not alienated from the institution except for placement, with approval of the local government agency, in another approved institution or for authorized destruction. The local government agency may regain possession of records deposited in an authorized institution at any time.

Local government agencies shall enter a written agreement with the institution insuring that issues of custody, regaining possession, security, preservation, and access are clarified; that the institution will, if applicable, comply with policies and directives of the local government agency governing confidentiality and preservation of records in accordance with state and federal law; and that the institution will provide storage facilities capable of preserving records at least as well as those available to the local government agency. A copy of this agreement shall be sent to the Archives Advisory Board before any records are deposited at the alternative institution.

To become approved, the institution must meet the following criteria:

- 1) Provide security to prevent the loss of records both in storage and in reference areas. This shall at a minimum include locks on all doors and windows, plus an intruder alarm system and a fire alarm system. Minimum security shall also include direct supervision of researchers at all times when records are available for access.
- 2) Provide storage facilities situated in a physically safe location (i.e., not located in a flood plain; not located next to a hazardous chemical storage area; etc.). These facilities should have heating/ventilation/air conditioning capable of maintaining temperatures between 60 and 70 degrees Fahrenheit, and of holding relative humidity to less than 50 percent.
- 3) Provide reasonable access to the records as required by the Public Proceedings statute. "Reasonable" should at a minimum mean that the facility is open to the public, by regularly scheduled hours or by appointment, at least two days each week throughout the year. There shall be no charge for retrieving or viewing the records, and any charge for obtaining copies shall be limited to the organization's actual cost to produce such copies. However, if the organization's staff is requested to research the records for the requestor the organization may charge any fee that it would normally require for research services.

- 4) Show evidence of a capacity to care for the records by providing evidence 1) of a mission statement; and 2) that a person who cares for the records has had basic archival training, such as a workshop approved by the Maine State Archives, formal education, or related experience.
- 5) Maintain a non-profit corporate status.
- 6) May be inspected by Maine State Archives staff before approval is granted, with reinspection possible at any time after approval.
- 7) Notify the Archives Advisory Board of any changes in its facilities or policies that relate to the standards described in this section.
- 8) Approval may be revoked by the Board at any time, after notice and opportunity to correct, if standards do not continue to be met.

To accept confidential records, the institution also must show evidence that it has staff capable of maintaining confidentiality in accordance with policies of local government agencies.

- B. Approved Institutions.** An institution must be approved by the Archives Advisory Board as a depository for local government records before a local government agency may deposit its records with the institution. An institution must be approved by the Archives Advisory Board to accept confidential records before a local government agency may deposit confidential records with the institution. The Board shall maintain a list of approved institutions at the Maine State Archives.

11. USE OF COMMERCIAL RECORDS CENTERS

Local government agencies may use commercial records centers to store their semi-current records. Before any records are transferred, the commercial records center must be approved in writing by the Archives Advisory Board. The following criteria must be met:

- A. Security must be provided to prevent the loss of records, both in storage areas and during transfer;
- B. Fire protection must be provided;
- C. Stored records may be released only to employees of the local government agency (which shall be responsible for making records available to the public);
- D. Only bonded employees of the Records Center may handle boxes or provide reference services;

- E. Routine reference service must be available within one business day;
- F. Emergency reference service must be available within 2 hours or less during normal business hours;
- G. Records must be stored in a physically safe facility (i.e., not located in a flood plain; not located next to a hazardous chemical storage area).

Commercial records centers used by local government agencies shall be subject to periodic inspection by the Maine State Archives, which will notify the Archives Advisory Board of any failure to meet these standards. Local government agencies which use commercial records centers must maintain accurate listings of all records stored.

Commercial records centers used by local government agencies shall be liable for damage, destruction or loss of records, whether in storage at the facility or in transit between the facility and the local government agency's offices.

12. VAULT FOR PERMANENT RECORDS

State law requires each local government to have a fireproof safe or vault to protect permanently valuable records. Recent fires in several town provide a reminder about the perils of not protecting critical records. Here is the text of the law:

5 M.R.S.A. § 95-B. Local government records

The following provisions apply to local government records.

- 2. Safe or vault for preservation. Each local government shall provide a fireproof safe or vault for the preservation of all records that must be retained permanently but are not required for business purposes. The official having responsibility for those records shall deposit them in the safe or vault where those records must be kept except when required for use.

General Guidelines for Budgeting and Planning Purposes, to Insure Conformity with State Law:

Vault should be either ground-supported (i.e., capable of standing on its own if the building around it collapses) or located within a fire-resistive building (one that will not suffer structural collapse even if its contents is completely consumed). Walls of the building may only be used as walls of the vault if the building is fire-resistive.

The vault should be planned and its construction supervised by a registered engineer or architect. Its walls may only be pierced for necessary services, and

should not be open to any type of shaft. Floor and roof may not be pierced. All walls, floor (if vault is structure-supported rather than ground-supported), and door should at a minimum meet 4-hour fire resistance standards per a nationally recognized standards organization. The vault door may not be a standard “fire door” or other design not specifically intended for vault use. The door locking mechanism should provide for escape by a person accidentally locked inside.

No combustible materials may be used in the vault’s construction, including in any necessary damp-proofing. A ventilating system that conforms to nationally recognized standards should be provided, and all services (electrical, heating, etc.) should conform to national and local codes. Open flame heating shall not be used under any circumstances.

The vault should be installed by qualified and experienced personnel, in conformity with its manufacturer’s requirements. “Fireproof” cabinets or other portable fire resistant records storage equipment may not be substituted for a properly designed and constructed vault.

Specific Guidelines for Vault Construction:

The National Fire Protection Association’s Guideline (NFPA 232, Protection of Records) provides guidance concerning vault construction. This copyrighted publication may be obtained from the NFPA at 800-344-3555 (One Batterymarch Park, P.O. Box 9101, Quincy, MA 02269-9101; www.nfpa.org).

13. VIOLATION OF RULES

Whoever violates any provision of these rules shall be guilty of a Class E crime.

STATUTORY AUTHORITY: 5 MRSA, Chapter 6, §95-B; 30-A MRSA §1705

EFFECTIVE DATE:

September 3, 1990

AMENDED:

August 11, 1991

March 9, 1992

October 4, 1992

EFFECTIVE DATE (ELECTRONIC CONVERSION):

April 28, 1996

NON-SUBSTANTIVE CORRECTIONS:

May 29, 1996 – added “are” in Attachment D. Note: corrected reference to Attachments in Attachment A.

February 10, 1997 – incorrect reference in Section 2 changed from “Section 10” to “Section 5”.

AMENDED:

March 1, 1997

October 1, 2000

NON-SUBSTANTIVE CORRECTION:

June 9, 2003 - corrected web address for NFPA in Section 12

REPEALED AND REPLACED:

October 1, 2005 – filing 2005-281

NON-SUBSTANTIVE CORRECTIONS:

December 14, 2005

January 25, 2006 – informational note added to E.07.a.

AMENDED:

May 1, 2010 – filing 2009-706

DISPOSITION SCHEDULE A:**GENERAL DISPOSITION SCHEDULE FOR LOCAL GOVERNMENT RECORDS**

Records (regardless of media) are scheduled for retention by the office which has legal accountability. Additional copies held only for convenience are not records, and may be destroyed when no longer needed. Drafts and notes may also be destroyed when no longer needed, except when these materials document the development of local government policy and are therefore incorporated into an official file. Drafts and notes incorporated into official files become part of that file, and have the same retention period as the other records contained therein.

Most record series listed on the General Disposition Schedule may be found in any office of local government, although several are unique to municipalities. Attachments B – Q are Disposition Schedules for specific offices/departments of local government.

The "retention" column indicates either 1) a limited period after which the records may be destroyed, or 2) the word "Permanent," indicating the records **may not be destroyed** and must be retained permanently.

Unless otherwise noted, please refer to the following citations for confidentiality restrictions:

- (1) **Federal Privacy Act of 1974** (Section 7 of Pub. L. 93-579), 5 U. S. C., §552a;
- (2) **Social Security Act**, 42 U. S. C. §§ 408(a)(8) and 405(c)(2)(C)(viii)(I);
- (3) **Family Educational Rights and Privacy Act**, 20 U. S. C. §1232g;
- (4) **Standards for Privacy of Individually Identifiable Health Information (HIPAA)**, 45 CFR Section 160 through 164.

For citations (1) and (2), the primary records concerns are redaction of social security numbers and proper disposal of nonpermanent records containing them. The presence of a social security number does not, by itself, render an entire document confidential.

Series	Series Title / Description and Confidentiality Status	Retention
A.01.	Accident Reports Filed by Local Government Employees Includes personal injury, property damage, vehicle accidents.	6 years Not Confidential

Series	Series Title / Description and Confidentiality Status	Retention
A.02. Administrative Calendars	Employee calendars, facility use schedules, meeting schedules.	Current year Not Confidential
A.03. Aerial Photographs	Systematic documentation of land use; not casual photos, which may be destroyed when no longer useful.	Permanent Not Confidential
A.04. Agendas	Meetings of official boards and committees.	6 years Not Confidential
A.05. Annual Reports Created by Local Government (one copy)	E.g., town reports, comprehensive reports of counties, school districts, etc.	Permanent Not Confidential
A.06. Applications for Employment - Not Hired	Cover letters, application form, references, etc. (See A.53 for other personnel records.)	2 years Confidential MRSA 30-A § 2702 — for school personnel, MRSA 20-A § 6101(2)
A.07. Appointments/Oaths	Appointments to boards, commissions, or other offices with accompanying oaths of office, usually in a bound volume or "book."	25 years Not Confidential
A.08. Audit Reports	Report issued by auditor following each official audit.	Permanent Not Confidential
A.09. Audits, Internal (Working Papers)	Calculations and other backup materials used by auditors to generate final report.	6 years Not Confidential
A.10. Bank Reconciliations	Reconciliation of bank balance with local government agency account(s).	6 years Not Confidential
A.11. Bankruptcy Notices	Notices filed with local government official by individuals who have been declared bankrupt, in order to have debt(s) owed to local government agency dismissed.	10 years after debt dismissed Not Confidential
A.12. Bids	Bids made by potential vendors to provide goods or services for local government agency purchase.	6 years Not Confidential

Series	Series Title / Description and Confidentiality Status	Retention
A.13. Bills	Written requests for payment, to or from a local government agency.	6 years Not Confidential
A.14. Bills of Sale for Property That Must Be Filed with Municipal Clerk	Bills of sale for property owned by a local government agency, such as a house located on rented land.	6 years after property is sold or removed Not Confidential
A.15. Bond Records, Financial	Bonds (financial, representing funds invested) purchased or sold by municipality.	6 years after expiration Not Confidential
A.16. Bond Records, Performance	Bonds posted as insurance against employee theft.	6 years after expiration Not Confidential
A.17. Board of Appeals Files	Case files, including proposal initially refused by Planning Board, documents submitted in support or opposition to appeal, related correspondence.	Permanent Not Confidential
A.18.a Budget Records - Summary	Final copy of the budget, listing anticipated revenues and expenses for year.	Permanent Not Confidential
A.18.b Budget Records – Forms and Information Used to Compile Summary	Working files used to draw up the final budget, including estimates and requests submitted for compilation by individual departments.	6 years Not Confidential
A.19. Buildings and Grounds Records	Record of construction (if applicable), purchase, and on-going repair and alteration of buildings owned and/or operated by local government agency.	Destroy when building no longer exists, or transfer records to its new owner Not Confidential
A.20. Cash Sheets and Other Accounting Records Summarized by Permanent Documents, Such as Ledgers	All “temporary” accounting records that are generated in the course of creating a local government agency’s permanent ledger.	6 years Not Confidential
A.21. Cemetery Lots	Record of ownership of lots in municipally operated cemeteries.	Permanent Not Confidential

Series	Series Title / Description and Confidentiality Status	Retention
A.22.a Certified Mail Receipts - Routine	Receipts for items sent by certified mail, not used to transmit documents that are the subject of litigation or likely to become the subject of litigation.	3 months Not Confidential
A.22.b Certified Mail Receipts - Evidential	Receipts for items sent by certified mail, used to transmit documents that are the subject of litigation or likely to become the subject of litigation.	Keep with file copy of item transmitted Not Confidential (unless transmitted item is confidential)
A.23 Checks	Canceled checks, or images of canceled checks, returned to local government agency by bank.	6 years Not Confidential
A.24. Clothing Records	Clothing allowances, uniform allowances, and uniform records, for employees whose work clothing is provided all or in part by the local government employer.	3 years Not Confidential
A.25.a Complaints Leading to Inspections	Complaints to local government officials that result in inspection of the purported problem situation.	See Municipal Inspections Not Confidential
A.25.b Complaints - Other	Complaints to local government officials that do not result in inspections.	3 years from resolution Not Confidential
A.26 Contracts	Contracts entered into by local government agencies for the purchase of goods, services, leasing of property, etc.	6 years after completion Not Confidential
A.27.a Correspondence - Transitory	Letters of transmittal, requests for information, letters of application, of thanks, etc.	60 days Not Confidential
A.27.b Correspondence - Substantive	Letters and memoranda documenting actions taken by the local government agency.	File with related record series Not Confidential (unless matter documented makes it so)

Series	Series Title / Description and Confidentiality Status	Retention
A.27.c Correspondence Received from Parents by Schools	Letters and other written communications received by school administrators or school administrative offices from parents of students regarding the student's school experience. (Notes and other written communications between parents and individual teachers are covered by Disposition Schedule L, Item 38 - Notes on Students).	File with student's permanent record (See Disposition Schedule L for School Records) Confidential (3)
A.28. Deeds to Properties Owned by Local Government Agencies	Deeds (plus any related documents) to a local government agency's real property. These deeds must also be recorded at the appropriate County Register's Office.	Permanent Not Confidential
A.29. Deposit Slips	Bank deposit slips for accounts maintained by local government agencies.	6 years Not Confidential
A.30. Depreciation Schedules	Depreciation schedules for non-real property owned by local government agencies.	6 years after disposal of property Not Confidential
A.31. Employee Drug Tests	Records of drug test and results for employees of local government agency.	5 years Confidential (4)
A.32. Equipment Records	All documents related to the purchase, upgrading, and maintenance of equipment such as motor vehicles, computers, etc.	2 years from disposal Not Confidential
A.33. Expense Reports	Expense account vouchers and supporting documents submitted for reimbursement by employees and elected/appointed officials.	6 years Not Confidential
A.34. Grants	Federal, state and privately funded grants sought and/or obtained by local government agencies: applications, reports, and supporting documentation.	3 years Not Confidential
A.35.a Hazardous Chemicals - Material Safety Data Sheets	Material Safety Data Sheets explain the hazards and describe the measures that should be taken if employees are exposed to chemicals stored or used at the work site.	Current MSDS only Not Confidential

Series	Series Title / Description and Confidentiality Status	Retention
A.35.b Hazardous Chemicals - Chemical Identification List and Related Records	Each work site where hazardous chemicals are used or stored must maintain a list, with MSDS (see A.35.a above) and any related documents.	20 years (per Title 26, Chp. 823, 1716.1) Not Confidential
A.36.a Health Records - Clinics Sponsored by Local Government Agency	Immunizations, cholesterol/blood pressure screenings, etc. Does not include records maintained by government-operated hospitals or similar health care facilities.	10 years Confidential (4)
A.36.b Health Records - Individuals	Health records of local government employees, individuals visited by municipal nurses, etc. Does not include records maintained by government-operated hospitals or similar health care facilities.	60 years Confidential (4)
A.36.c Health Records - Historic	Records of health emergencies or disasters.	Permanent Not Confidential
A.37.a Hospital Liens - Discharged	Liens filed with the municipality by a local hospital against a patient who has failed to arrange for payment for care, in cases where the lien is discharged because the obligation has been paid.	6 years Not Confidential
A.37.b Hospital Liens – Not Discharged	Liens filed with the municipality by a local hospital against a patient who has failed to arrange for payment for care, in cases where the lien has not been discharged because the obligation remains unpaid.	Permanent Not Confidential
A.38. Insurance Claims	Includes both claims filed against local government agency, and claims filed against others by local government agency.	Until settled plus 6 years Not Confidential
A.39.a. Insurance Policies, General Liability	Policies carried by local government agency to protect itself against liability claims.	30 years after expiration Not Confidential
A.39.b. Insurance Policies, All Other	Policies carried by local government agency to protect itself against all other losses except liability claims.	6 years after expiration Not Confidential

Series	Series Title / Description and Confidentiality Status	Retention
A.40. Inventories	Lists of capital equipment or minor equipment and other non-real property owned by local government agency.	6 years Not Confidential
A.41.a Job Descriptions – No Grievances Pending	Description of duties performed or to be performed by particular positions.	Retain current version only Not Confidential
A.41.b Job Descriptions Grieved with Collective Bargaining	Description of duties performed or to be performed by particular positions.	Follow applicable collective bargaining agreement Not Confidential
A.42. Labor Citations – Safety Violations	Record of safety violations discovered during inspection of local government facilities. Note: an uncorrected violation may not be destroyed.	Current plus one year Not Confidential
A.43. Leases	Leases entered into by local government agency.	Permanent Not Confidential
A.44. Ledgers/Journal Entries (Including Distribution Records)	Summary accounting records, showing line item totals of income and expenditures for year.	Permanent Not Confidential
A.45. Minutes of Meetings, Notes (Handwritten or Stenographic)	(See also Item 56.) Notes taken during official meetings held by local government agency, for the purpose of producing minutes.	Until transcribed Not Confidential
A.46. Minutes of Meetings	All official meetings held or conducted by local government officials, where official minutes are kept.	Permanent Not Confidential
A.47. Minutes of Meetings, Transitory	Routine staff meetings, NOT the official proceeding of a board or committee.	2 years Not Confidential
A.48. Mortgages	Mortgages on property owned by local government agency, and discharges of these mortgages. Must also be recorded at the appropriate Registry of Deeds.	Permanent Not Confidential

Series	Series Title / Description and Confidentiality Status	Retention
A.49.a	Municipal Inspection Files, No Order Resulting These files contain records of inspections performed by such municipal officials as the Building Inspector, Fire Chief, Code Enforcement Officer, Plumbing Inspector, Electrical Inspector, Health Officer, or any other municipal officer whose official duties require making inspections and keeping a record of the results, where the inspection does not result in an order of eviction, compliance, correction or remediation.	3 years Not Confidential
A.49.b	Municipal Inspection Files, Order Resulting These files contain records of inspections performed by such municipal officials as the Building Inspector, Fire Chief, Code Enforcement Officer, Plumbing Inspector, Electrical Inspector, Health Officer, or any other municipal officer whose official duties require making inspections and keeping a record of the results, where the inspection results in an order of eviction, compliance, correction or remediation.	3 years from closure of case Not Confidential
A.50.	Municipal Ordinances All ordinances adopted by a municipality, including documentation as to why the ordinance was proposed.	Permanent Not Confidential
A.51.	Parks and Recreation Facilities Construction and maintenance of nature trails, playgrounds, and other facilities maintained by municipality, except for municipally owned and operated buildings.	Until 6 years after facility ceases to be operated Not Confidential
A.52.	Payrolls All records used to create payrolls for local government agency employees.	6 years Confidential (1), (2)

Series	Series Title / Description and Confidentiality Status	Retention
A.53.a Personnel Records – Employment History	Employment history (including dates of employment, salary history, full time/part time status).	60 years unless employer has been notified that the former employee has died; in which case 10 years after former employee's death Confidential MRSA 30-A § 2702
A.53.b Personnel Records – Transitory	All other personnel records, including courses and workshops taken.	6 years or until destruction is permitted by applicable collective bargaining agreement Confidential MRSA 30-A § 2702
A.53.c Personnel Records – Form I-9	Federally required proof that employee has a legal right to work in the U.S.	1 year after termination or 3 years after hire, whichever is later Confidential (1), (2)
A.54. Property Records	Other than deeds to real estate — documentation for purchase and maintenance of property that the local government agency records on an inventory.	6 years after disposal of property Not Confidential
A.55. Receipts	Documentation for payments made to others by local government agency, and documentation for payments received from others by local government agency.	6 years Not Confidential

Series	Series Title / Description and Confidentiality Status	Retention
A.56.a Recordings of Meetings Without Verbatim Transcript	All official meetings held or conducted by local government officials. If both an audio and a video recording are made at the direction of the local government agency, only one or the other needs to be retained for 5 years.	5 years Not Confidential
A.56.b Recordings of Meetings With Verbatim Transcript	All official meetings held or conducted by local government officials, when a verbatim transcript has been made from the recording.	Until transcribed Not Confidential
A.56.c Verbatim Transcript	All official meetings held or conducted by local government officials — verbatim transcript made from audio or video recording created at the direction of the local government agency.	Permanent Not Confidential
A.57. Regulatory Statistics	Regulatory statistics maintained for State or Federal agencies (such as affirmative action and equal opportunity records, OSHA-required records, etc.)	6 years Not Confidential
A.58. Retirement and Pension Records	All records needed to document an employee's retirement rights and status.	See Long Term Personnel Records Confidential (1), (2)
A.59. Salmonella Analysis Reports	Salmonella analysis reports from solid waste treatment plants, required by Dept. of Environmental Protection.	3 years after last batch of compost is sold, or 2 years after closure of facility (CH 419, sec. 6.A; CH 409, sec. 4.F) Not Confidential
A.60.a Site Plans - Approved	Final plans submitted to planning boards and land use committees, approved to allow the work to proceed.	Permanent Not Confidential

Series	Series Title / Description and Confidentiality Status	Retention
A.60.b Site Plans – Work in Progress	Plans superseded by subsequent changes in execution, and all sketches, notes, and supporting documents to completed (final) plan.	Until no longer needed Not Confidential
A.61. Training and Education of Employees	Training and education of employees: Information about available training/education opportunities.	Update as needed Not Confidential
A.62. Trees	Municipal arborist's records of trees growing in municipality.	Until 3 years after tree is removed Not Confidential
A.63. Union Agreements	Collective bargaining agreements with unions representing employees of local government agency.	Retain until new agreement is signed and time limit for filing grievances under old agreement has expired Not Confidential
A.64. Vacation and Holiday Schedules	Schedule for employee use of leave time.	Current year Not Confidential
A.65. Volunteer Files	All records maintained on service of individual volunteers.	6 years after separation Confidential (1), (2)
A.66. Vouchers	Authorization to pay local government agency's financial obligations.	6 years Not Confidential
A.67. Warrants – Financial and Treasurer's	Warrants for payment of obligations, and warrants sworn by local government officials to guarantee proper discharge of their duties.	6 years Not Confidential
A.68. Warrants – Municipal	Municipal warrant used to call a town meeting, with associated election notice.	Permanent Not Confidential
A.69. Welfare records - applications and case files	General assistance, donated commodities, HEAP (Heating and Energy Assistance Program), ECIP (Energy Crisis Intervention Program), etc.	3 years Confidential (1), (2)

Series	Series Title / Description and Confidentiality Status	Retention
A.70. Wellness program records	Records of employee participation in program designed to encourage behaviors thought to result in improved health.	Current year Confidential (4)
A.71.a Workers Compensation Records – First Report of Injury	No lost work time, so that the only record required is the initial report of injury.	1 year after close of case Confidential (4)
A.71.b Workers Compensation Records – Completed Claim	First report plus other records, when claim is finalized by a lump sum settlement.	1 year after close of case Confidential (4)
A.71.c Workers Compensation Records – Long Term Claim	First report plus other records where time is lost from work, and case is not finalized by lump sum payment.	20 years after last payment Confidential (4)
A.72. E911 Project Lists	Road name assignments and related documents generated by municipalities' E911 compliance activities.	Permanent Not Confidential

DISPOSITION SCHEDULE B:**COUNTY CLERKS/COMMISSIONERS**

Please see Disposition Schedule A for payrolls, invoices, and other records common to more than one office of local government.

The "retention" column indicates either 1) a limited period after which the records may be destroyed, or 2) the word "Permanent," indicating the records **may not be destroyed** and must be retained permanently.

Series	Series Title / Description and Confidentiality Status	Retention
B.01. Census Reports	County copies of U.S. census reports.	Permanent Not Confidential
B.02. Deputy Bonds	Deputy sheriff performance bonds.	6 years after expiration Not Confidential
B.03. Petitions for License	Petitions for licenses granted at the county level.	6 years Not Confidential
B.04. Revenue Sharing Records	Record of revenue sharing funds received and expended by county.	Permanent Not Confidential
B.05. Road Petitions - Obsolete	Petitions for building or repair of roads.	10 years Not Confidential
B.06. Road Records - Obsolete	Records of road construction and repair.	Permanent Not Confidential

DISPOSITION SCHEDULE C:**COUNTY TREASURERS**

Please see Disposition Schedule A for payrolls, invoices, and other records common to more than one office of local government.

The "retention" column indicates either 1) a limited period after which the records may be destroyed, or 2) the word "Permanent," indicating the records **may not be destroyed** and must be retained permanently.

Series	Series Title / Description and Confidentiality Status	Retention
C.01. Assessors' Returns	Reports completed and filed by assessors on property valuations within county.	Permanent Not Confidential
C.02. Canceled Bonds	Bonds that have been paid off by the county.	Permanent Not Confidential
C.03. Distribution Book	Record of tax dollars collected and expended, by line item.	Permanent Not Confidential

DISPOSITION SCHEDULE D:**DISTRICT ATTORNEYS**

Please see Disposition Schedule A for payrolls, invoices, and other records common to more than one office of local government.

The "retention" column indicates either 1) a limited period after which the records may be destroyed, or 2) the word "Permanent," indicating the records **may not be destroyed** and must be retained permanently.

Series	Series Title / Description and Confidentiality Status	Retention
D.01. Copies of Court and Law Enforcement Records	Copies of court and law enforcement records	Destroy when no longer needed Not Confidential
D.02. District Attorney's Notes	District Attorney's notes about cases in progress.	Retain until any required action has been taken, or until any substantive information has been filed with appropriate record series Confidential per Title 16, §614
D.03. District Court Cases	All documents related to District Court cases.	1 year after case closed Not Confidential
D.04. Extraditions	Extraditions of offenders apprehended in other jurisdictions.	1 year Not Confidential
D.05. Harassment Notice Files	Case files for Harassment Notices.	1 year Not Confidential
D.06. Juvenile Cases	Cases in which the defendant is a juvenile.	Treat as District Court cases Confidential (Title 15, Chapter 507, Sub-Section 3308)

Series	Series Title / Description and Confidentiality Status	Retention
D.07. No Complaint Issued Files	Cases that do not result in a complaint being issued.	1 year Not Confidential
D.08. Pleas at Arraignment	Pleas at arraignment.	1 year Not Confidential
D.09. Subpoenas, Witness List and Fees	Witness subpoenas, list of witnesses, and fees for subpoenas to be served.	1 year Not Confidential
D.10. Superior Court Cases	All documents related to Superior court cases.	1 year after case closed Not Confidential
D.11. URESA* Files (Now Handled by Dept. of Human Services)	Uniform Reciprocal Enforcement of Support Act collections made (formerly) by DA's office.	No retention Not Confidential
D.12. URESA* Lists Received from Human Services	Uniform Reciprocal Enforcement of Support Act – lists of collections made by Dept. of Human Services.	1 year Not Confidential

Note: The above are minimum retention periods. Records should be retained as long as they continue to facilitate the District Attorney's legal and administrative needs.

DISPOSITION SCHEDULE E:**ELECTION RECORDS**

Please see Disposition Schedule A for payrolls, invoices, and other records common to more than one office of local government.

The "retention" column indicates either 1) a limited period after which the records may be destroyed, or 2) the word "Permanent," indicating the records **may not be destroyed** and must be retained permanently.

Municipal election officials should not destroy records without first checking applicable statutes, which are noted for each series, to make certain that these statutes have not been changed. Questions concerning the retention of election records should be referred to the Division of Elections.

Series	Series Title / Description and Confidentiality Status	Retention
E.01.	Ballots Used for County Elections, Municipal Elections, Referenda Elections or Special Legislative Elections	2 months per Title 30-A, §2528(9)
	Ballots used for county elections, municipal elections, referenda elections or special legislative elections. These ballots must be retained for 2 months.	Confidential (Title 21-A, §22.2)

Series	Series Title / Description and Confidentiality Status	Retention
E.02.	Ballots, All Other Elections Ballots used for all elections except municipal elections, referenda elections or special legislative elections. Ballots with candidates for federal offices must be kept for 22 months unless sooner released to the Secretary of State or required by the Secretary of State to be kept longer.	22 months per Title 21A, §23(7)
		Confidential (Title 21-A, §22.2)
E.03.	Incoming Voting Lists The list of all of the voters in a municipality which is used by election officials at a voting place to record which voters have been issued a ballot at an election.	2 years per Title 21-A, §23(7) Not Confidential
E.04.	Posted Notices, Specimen Ballots, Instruction Posters to Which Materials Pertain Posted notices concerning election matters, specimen ballots provided for public information, and instruction posters for voter information.	Destroy after election per Title 21-A §23(14) Not Confidential
E.05.	Receipt for Certified Copies of Voting List Receipt for certified copies of voting list.	1 year per Title 21-A, §23(5) Not Confidential

Series	Series Title / Description and Confidentiality Status	Retention
E.06.a.	Record of Receipts for Ballots Issued and Received – State Record of receipts for ballots issued and received.	1 year per Title 21-A, §23(4) Not Confidential
E.06.b.	Record of Receipts for Ballots Issued and Received – Municipal Record of receipts for ballots issued and received.	6 months per Title 21-A, §23(7) Not Confidential
E.07.a	Registration and Enrollment Applications - Voters Removed from Voting List Registration and enrollment cards for voters who have been removed from the current voting list. *INFORMATIONAL NOTE: Per Title 21-A, §23(1), this should be 2 years instead of 5 years.	5 years* per Title 21-A, §23(1) Not Confidential
E.07.b	Registration and Enrollment Applications - All Other Voters Registration and enrollment cards for all voters currently active or inactive.	Retain until voter is removed from voting list per Title 21-A, §23(1) Not Confidential
E.08.	Election Records Not Specified in 1-7 All election records not otherwise listed on this disposition schedule.	2 years per Title 21-A §23(13) Not Confidential
E.09.	Municipal Candidate Petitions and Nomination Papers Petitions filed by candidates for municipal office, and nomination papers filed by citizens seeking to run for municipal office.	6 months per Title 30A, §2528(4C) Not Confidential

Series	Series Title / Description and Confidentiality Status	Retention
E.10.	Municipal Referendum Petitions Petitions filed by citizens desiring to bring matters to municipal referendum.	2 years per Title 30-A, §2528(5) Not Confidential
E.11.	Municipal Elections Campaign Finance Reports Filed With Municipality (Population 15,000 or Less) The campaign report of monies received and expended for a Maine municipal election campaign.	8 years per MRSA Title 21-A, §2502 Not confidential

DISPOSITION SCHEDULE F:**FIRE DEPARTMENTS**

Please see Disposition Schedule A for payrolls, invoices, and other records common to more than one office of local government.

The "retention" column indicates either 1) a limited period after which the records may be destroyed, or 2) the word "Permanent," indicating the records **may not be destroyed** and must be retained permanently.

Unless otherwise noted, please refer to the following citations for confidentiality restrictions:

- (1) **Federal Privacy Act of 1974** (Section 7 of Pub. L. 93-579 in Historical Note), 5 U. S. C., § 552a;
- (2) **Social Security Act**, 42 U. S. C. §§ 408(a)(8) and 405(c)(2)(C)(viii)(I);
- (3) **Family Educational Rights and Privacy Act**, 20 U. S. C. § 1232g;
- (4) **Standards for Privacy of Individually Identifiable Health Information (HIPAA)**, 45 CFR Section 160 through 164.

For citations (1) and (2), the primary records concerns are redaction of social security numbers and proper disposal of nonpermanent records containing them. The presence of a social security number does not, by itself, render an entire document confidential.

Series	Series Title / Description and Confidentiality Status	Retention
F.01. Auto Fires	Fire calls involving motor vehicles rather than structures.	5 years Not Confidential
F.02.a Bomb Threat Reports - Identified	Bomb threats in which the perpetrator is identified.	Until perpetrator reaches age 80* Not Confidential
F.02.b Bomb Threat Reports - Anonymous	Bomb threats in which the perpetrator is not identified.	7 years Not Confidential
F.03. Complaints	Complaints of fire hazards, made to Fire Department.	File with inspections Not Confidential

Series	Series Title / Description and Confidentiality Status	Retention
F.04. E-Bills (Firefighters Hired for Outside Jobs)	Bills for services of firefighters working temporarily for other employers.	2 years Not Confidential
F.05. Equipment Maintenance Records	Repairs and routine maintenance of departmental equipment, including ladders, vehicles, etc. Records should not be destroyed if a claim against the Department is pending or anticipated, and the records would be needed as evidence.	2 years Not Confidential
F.06. False Alarms	False alarm reports.	2 years Not Confidential
F.07. Fire Dispatch Records	Record of truck(s) dispatched in response to a reported fire.	6 years Not Confidential
F.08. Fire Prevention Files (also called Inspection Files)	Fire inspections on buildings within municipality.	Life of building plus 6 years Not Confidential
F.09. Fire Prevention Permits	Permits reissued each year for possession of explosives, flammables.	Current year Not Confidential
F.10. Forest Fire Reports	Report of a possible forest fire.	3 years Not Confidential
F.11. Form Letter to Owner of Building Where Fire Has Occurred - Obsolete	Letter sent to the owner of any building where a fire has occurred	2 years Not Confidential
F.12. General Notices	Notices issued to all firefighters by chief.	Permanent Not Confidential
F.13. General Orders	Orders issued by the chief to be followed until canceled.	Permanent Not Confidential
F.14. Investigation Files	Investigation of fires that have taken place within municipality.	Permanent Confidential (Title 16, Section 614)

Series	Series Title / Description and Confidentiality Status	Retention
F.15. Incident Reports	Answers to alarms.	2 years Not Confidential
F.16. Juvenile Fire-Starter Case Files	Records of juveniles who have started fires, and of steps taken to prevent recurrence.	Until former juvenile is 23 years old Confidential (Title 15, Chapter 507, Sub-Section 3308)
F.17. Manpower Reports	Report of all firefighters on duty and/or responding to calls.	10 years Not Confidential
F.18. Monthly Hazard Reports	Report of hazards discovered during monthly safety inspections.	2 years after expiration Not Confidential
F.19. Narrative Reports	Report on a fire, prepared by the officer in charge. Describes the actions taken and the cause, property owner, dollar loss etc. This is made available to the owner and insurance companies.	6 years Not Confidential
F.20. Official Reports Other Than Fire	Reports, such as theft from vehicle, created by Fire Department but not concerning a fire.	1 year Not Confidential
F.21. Run Sheets	Form completed each time a truck leaves the station. Includes ambulances when these are municipally operated.	6 years Not Confidential EXCEPT when medical record information would be disclosed (4)
F.22. Sprinkler Records	Records of sprinkler systems in buildings protected.	Permanent Not Confidential

Series	Series Title / Description and Confidentiality Status	Retention
F.23. Statistics	Sent to chief.	1 year Not Confidential
F.24. Structure Fires	Permanent records of fires that have damaged or destroyed buildings.	Permanent Not Confidential
F.25. Underground Storage Tanks	All records documenting location, construction, and condition of any underground storage tank (which would generally be used, or have been used, for fuel).	25 years after removal of tank Not Confidential
F.26. Woodstove Inspections	Inspections of woodstoves to verify their safe installation.	Until stove is removed Not Confidential

*Until age 80 **IF** State Police Bureau of Identification confirms no contact with Criminal Justice System in last 5 years.

DISPOSITION SCHEDULE G:**LICENSES AND PERMITS**

Note: This schedule lists licenses and permits that local government agencies are required to maintain, plus licenses and permits that may be maintained at the local government agency's option. Please see Disposition Schedule A for payrolls, invoices, and other records common to more than one office of local government.

The "retention" column indicates either 1) a limited period after which the records may be destroyed, or 2) the word "Permanent," indicating the records **may not be destroyed** and must be retained permanently.

Series	Series Title / Description and Confidentiality Status	Retention
G.01. Air Emissions License Applications	Licenses granted to businesses that discharge atmospheric pollutants.	Until license expires Not Confidential
G.02. Alcoholic Beverages (On Premises Consumption)	Licenses for businesses to sell alcoholic beverages for on premises consumption.	Current year Not Confidential
G.03. Amusement Devices/Adult Amusement Devices	Licenses for various amusement devices.	3 years Not Confidential
G.04. Auctions	Auction permits.	1 year Not Confidential
G.05. Beano	Permits to hold beano games.	1 year Not Confidential
G.06. Billiard, Pool, Bagatelle Rooms	Licenses to operate billiard, pool, or bagatelle rooms.	3 years Not Confidential
G.07. Bottle Clubs	Licenses to permit consumption of liquor brought to the premises, not sold there.	3 years Not Confidential
G.08. Bowling Alleys	Permits to operate bowling alleys.	3 years Not Confidential
G.09. Buildings Used for Public Assembly	Permits for buildings used for public meetings.	3 years Not Confidential

Series	Series Title / Description and Confidentiality Status	Retention
G.10. Burial Permits	Permit to bury a human body.	See Disposition Schedule P Not Confidential
G.11.a Building – Permit and File Information	Building permit and filing information.	Life of building plus one year Not Confidential
G.11.b Building – Plans and Specifications	Detailed plans and specifications accompanying building permit application.	6 years Not Confidential
G.11.c Building – Never Built	Application and all supporting detail when the building is never constructed.	6 years Not Confidential
G.12. Burning	Permit to kindle a fire within a municipality's limits, within stated limitations.	3 years Not Confidential
G.13. Cable Television Franchise	Franchise granted to company to supply cable television service to subscribers within municipality.	6 years after expiration Not Confidential
G.14. Carnival or Circus	Permit to hold carnival or circus.	6 years after expiration Not Confidential
G.15. Clams/Shellfish	License to harvest clams or other shellfish.	3 years Not Confidential
G.16. Closing Out Sales	Permit to hold a going out of business or other type of closing out sale.	5 years Not Confidential
G.17. Conversion of Seasonal Dwelling	Permit to convert a seasonal dwelling for year-round use.	Life of Building Not Confidential
G.18.a. Dogs/Kennels – Licenses	License to keep a dog, or license to keep up to a specific number of dogs.	3 years Not Confidential

Series	Series Title / Description and Confidentiality Status	Retention
G.18.b.	Dogs/Kennels – Rabies Vaccination Certificates Copy of rabies vaccination certificate sent by Dept. of Agriculture to municipal office.	Keep until expired, for dog vaccinations; cat vaccinations need not be retained at all Not Confidential
G.19.	Drains, Connecting Private to Public License to connect a private drainage pipe to a public system.	Permanent Not Confidential
G.20.	Driveway Permits Permit to construct a driveway (sometimes called a Curb Cutting Permit).	Until driveway no longer exists Not Confidential
G.21	Eating Establishments Permit to operate an eating establishment.	3 years Not Confidential
G.22.	Electrical Equipment/Installations Permit to install new electric service, or to upgrade or otherwise substantially alter an existing installation.	3 years Not Confidential
G.23.	Explosives, Keeping and Transportation of Permit to transport or store explosives.	6 years Not Confidential
G.24.	Farmers Market Permit to operate a farmers market.	3 years Not Confidential
G.25.	Fireworks Displays Contracts entered into by local government agencies for the purchase of goods, services, leasing of property, etc.	6 years Not Confidential
G.26.	Fishing License to catch fish. Includes fishing license reports to Dept. of Inland Fisheries and Wildlife.	3 years Not confidential
G.27.	Flea Markets/Flea Market Dealers Permit to operate a flea market, or to sell goods at a flea market.	3 years Not Confidential
G.28.	Food Service Establishments License to operate a food service establishment such as a restaurant.	3 years Not Confidential

Series	Series Title / Description and Confidentiality Status	Retention
G.29. Horse Drawn Cabs	License to operate a horse drawn cab.	3 years Not Confidential
G.30. Hunting	License to hunt deer, moose, birds, or other wildlife. Includes hunting license reports to Dept. of Inland Fisheries and Wildlife.	7 years Not confidential
G.31. Innkeepers	License to operate a lodging establishment.	3 years Not Confidential
G.32. Installations in Public Right of Way (Water, Sewer, Natural Gas, etc.)	Water, sewer, natural gas, and other utility service installations that cross a public right of way.	1 year after installation is removed Not Confidential
G.33. Junk Collector/Junk Dealer	Permit to operate a junk business (other than for motor vehicles) or to hold goods that would normally be stocked by such a business.	3 years Not Confidential
G.34. Junkyards/Automobile Graveyards	Permit to operate a junkyard or other business that stocks inoperative motor vehicles.	5 years Not Confidential
G.35. Itinerant Vendors/Transient Sellers of Consumer Merchandise	License to sell consumer merchandise without establishing a permanent place of business.	3 years Not Confidential
G.36. Lodging Houses	License to operate a lodging house.	3 years Not Confidential
G.37. Lunch Wagons	License to operate a lunch wagon.	3 years Not Confidential
G.38. Massage Establishment	License to operate a massage establishment.	3 years Not Confidential
G.39. Massage Therapist	License to perform massage therapy. (This is a State license. Some municipalities require that a copy be filed locally.)	3 years Not Confidential
G.40. Mobile Home/Over-Limit Vehicles – Moving Permits	Includes both claims filed against local government agency, and claims filed against others by local government agency.	3 years Not Confidential

Series	Series Title / Description and Confidentiality Status	Retention
G.41. Mobile Home Parks	Permit to operate a mobile home park.	2 years after park is discontinued Not Confidential
G.42. Moorings	Permit to place and use a boat mooring.	3 years Not Confidential
G.43. Motion Picture Theaters	Permit to operate a motion picture theater.	3 years Not Confidential
G.44. Municipal Building Permits for State Buildings	Building permit for a structure owned by the State of Maine.	Life of building plus one year Not Confidential
G.45. Music, Dancing, Special Entertainment	Permit for a private club to allow performances by musicians, hold dances, etc..	3 years Not Confidential
G.46. Oil Terminal Facility Applications	State-licensed facility for storage of fuel oil.	Until license expires Not Confidential
G.47. Partnerships, Withdrawals, and Sole Proprietorships	Record of how each business operating within the municipality is organized.	Until 6 years after the business ceases operations Not Confidential
G.48. Pawnbrokers	Permit to operate a pawn shop.	3 years Not Confidential
G.49. Pinball Machines	Permit to have a pinball machine operating on premises.	3 years Not Confidential
G.50.a Plumbing – Prior to 1974	Plumbing permits granted before 1974, with all related documentation.	No retention Not Confidential
G.50.b Plumbing – 1974 and After – Inside Building Only	Plumbing permits granted in 1974 and afterward, for inside of building only.	4 years Not Confidential

Series	Series Title / Description and Confidentiality Status	Retention
G.50.c Plumbing – 1974 and After – External (Outside Building)	Plumbing permits granted in 1974 and afterward, for work done outside of building.	Permanent Not Confidential
G.51. Poles and Wires	See Utility Location Permits.	See Utility Location Permits Not Confidential
G.52. Public Building Construction/Public Accommodation Occupancy (Accessibility for the Disabled)	Permit to construct a public building or public accommodation that must be accessible to the disabled.	Life of building plus 1 year Not Confidential
G.53. Public Exhibitions	Permit to hold a public exhibition.	3 years Not Confidential
G.54. Public Markets	Permit to operate a public market.	3 years Not Confidential
G.55. Rendering Facilities	Permit to operate a rendering facility.	3 years Not Confidential
G.56. Roller Skating Rinks	Permit to operate a roller skating rink.	3 years Not Confidential
G.57. Secondhand Dealers	Permit to operate a business specializing in resale of personal property.	3 years Not Confidential
G.58. Septage Disposal Sites	Permit to dispose of human waste on a certain property.	Permanent Not Confidential
G.59. Shooting Galleries	Permit to operate a shooting gallery.	3 years Not Confidential
G.60. Shoreland Zoning Permits/Zoning Permits Generally	Permit for an appropriate use within a particular zone of a municipality, including within a shoreland zone.	3 years after expiration Not Confidential
G.61. Special Amusements	Permit required before licensee for sale of liquor to be consumed on the premises may allow any live music, dancing or entertainment of any sort.	3 years Not Confidential

Series	Series Title / Description and Confidentiality Status	Retention
G.62. Street Excavations	Permit to dig in a street.	3 years after expiration Not Confidential
G.63. Subdivisions	Permit to divide a parcel of land into smaller lots for resale or development.	3 years after expiration Not Confidential
G.64. Taxicabs/Vehicles for Hire	Includes both taxicab business licenses and driver's licenses.	3 years Not Confidential
G.65. Trailer Parks	See Mobile Home Parks (since "trailer" in this case refers to a mobile home).	see Mobile Home Parks Not Confidential
G.66. Transient Sellers	See G.35, Itinerant Vendors/Transient Sellers of Consumer Merchandise.	3 years Not Confidential
G.67. Trapping	License to trap animals, as permitted by Dept. of Inland Fisheries and Wildlife. Note: no longer issued at municipal level.	7 years Not Confidential
G.68. U.C.C. (Uniform Commercial Code)	Filing with Corporations, Elections & Commissions (Dept. of the Secretary of State) to document debt secured by personal property.	10 years (or 5 years after maturity of instrument) Not Confidential
G.69. Utility Location	Pole permit.	Life of pole plus 1 year Not Confidential
G.70. Victualers	License to sell food already prepared for human consumption.	3 years Not Confidential
G.71. Waste Transfer	Permit to transport trash.	5 years Not Confidential
G.72. Weapons, Concealed - Obsolete	Permit to carry a concealed weapon, including the related case file. This is now done by the Dept. of Public Safety, so retention period applies to those permits and case files still on site at municipalities.	5 years Not Confidential

Series	Series Title / Description and Confidentiality Status	Retention
G.73. Wetlands Applications	Application to drain or otherwise alter a wetland. Since this is handled by the Dept. of Environmental Protection, it only needs to be documented at the municipal level until the public hearing process has been completed.	Until after public hearing Not Confidential
G.74. Yard Sale	Permit to sell personal property from premises not otherwise licensed for this purpose.	3 years Not Confidential

DISPOSITION SCHEDULE H:**LAW ENFORCEMENT**

Please see Disposition Schedule A for payrolls, invoices, and other records common to more than one office of local government.

The "retention" column indicates either 1) a limited period after which the records may be destroyed, or 2) the word "Permanent," indicating the records **may not be destroyed** and must be retained permanently.

Unless otherwise noted, please refer to the following citations for confidentiality restrictions:

- (1) **Federal Privacy Act of 1974** (Section 7 of Pub. L. 93-579 in Historical Note), 5 U. S. C., § 552a;
- (2) **Social Security Act**, 42 U. S. C. §§ 408(a)(8) and 405(c)(2)(C)(viii)(I);
- (3) **Family Educational Rights and Privacy Act**, 20 U. S. C. § 1232g;
- (4) **Standards for Privacy of Individually Identifiable Health Information (HIPAA)**, 45 CFR Section 160 through 164.

For citations (1) and (2), the primary records concerns are redaction of social security numbers and proper disposal of nonpermanent records containing them. The presence of a social security number does not, by itself, render an entire document confidential.

Series	Series Title / Description and Confidentiality Status	Retention
H.01.a	Accident records, Nonfatality	25 years following accident
	Copies of records maintained by Traffic Division, State Police, for traffic accidents in which no one was killed. Retained long enough so that any juvenile involved has time to attain majority and file suit before records are destroyed.	Not Confidential
H.01.b	Accident records, Fatality	15 years following accident
	Copies of records maintained by Traffic Division, State Police, for traffic accidents resulting in at least one death.	Not Confidential

Series	Series Title / Description and Confidentiality Status	Retention
H.02. Arrest Records	Record of arrest, including mug shots and fingerprints.	Until age 80 and State Police Bureau of Identification confirms no contact with criminal justice system for past 5 years Not Confidential
H.03. Complaint Logs/Cards	Log kept in any format by law enforcement agency, recording all complaints.	Permanent Not Confidential
H.04. Communications Records	Log of radio transmissions. Also called Dispatch Records.	2 years Not Confidential
H.05.a Investigative Case Records, Homicides	Investigation files for homicides.	Permanent Confidential (Title 16, Section 614)
H.05.b Investigative Case Records, Criminal Cases/Cleared	Investigation files for criminal cases that have been closed.	Until age 80 and State Police Bureau of Identification confirms no contact with criminal justice system for past 5 years Confidential (Title 16, Section 614)

Series	Series Title / Description and Confidentiality Status	Retention
H.05.c Investigative Case Records, Criminal Cases/Open	Investigation files for criminal cases that remain open.	Until age 80 and State Police Bureau of Identification confirms no contact with criminal justice system for past 5 years Confidential (Title 16, Section 614)
H.05.d Investigative Case Records, Sudden/Accidental Death	Investigation files for sudden or accidental deaths (not classified as homicides).	Permanent Confidential (Title 16, Section 614)
H.05.e Investigative Case Records, All Other	All other investigative cases not covered under H.05.a, H.05.b, H.05.c, or H.05.d.	7 years Confidential (Title 16, Section 614)
H.06. Juvenile Records	Records of juveniles who are the subject of investigations.	Until former juvenile is 23 years old Confidential (Title 15, Chapter 507, § 3308)
H.07. Pawn Slips	Record of pawn shop activity.	6 years Not Confidential
H.08. Summonses Issued by Animal Control Officers and Local Shellfish Wardens	Summonses issued by local animal control officers and shellfish wardens.	3 years Not Confidential
H.09. Telecommunication Terminal Logs (Teletype)	Teletype from telecommunication terminals.	2 years Not Confidential
H.10.a Telecommunications Terminal Messages (Master Copy Retained by State Police) - NCIC III Inquiry Logs	National Crime Information Center inquiry logs.	Until NCIC audit Not Confidential

Series	Series Title / Description and Confidentiality Status	Retention
H.10.b	Telecommunications Terminal Messages (Master Copy Retained by State Police) – All Other All telecommunications terminal messages except NCIC. Cannot be destroyed if METRO (Maine Telecommunications and Radio Operations) Manual requires otherwise.	Current plus one year Not Confidential
H.11.	Uniform Crime Reports Uniform Crime Reports.	Current month plus one year Not Confidential
H.12.	Uniform Traffic Ticket and Complaint Traffic tickets.	Until final court disposition Not Confidential

*Until age 80 **IF** State Police Bureau of Identification confirms no contact with Criminal Justice System in last 5 years.

DISPOSITION SCHEDULE I:**ASSESSOR'S RECORDS**

Please see Disposition Schedule A for payrolls, invoices, and other records common to more than one office of local government.

The "retention" column indicates either 1) a limited period after which the records may be destroyed, or 2) the word "Permanent," indicating the records **may not be destroyed** and must be retained permanently.

Series	Series Title / Description and Confidentiality Status	Retention
I.01. Callbacks	Record of property owners not available to assessor on first visit, who must be called to make an appointment so the assessor can gain access to the property.	5 years Not Confidential
I.02. Declaration of Value Forms	Forms filed as part of real estate transfer showing selling price of property.	5 years Not Confidential
I.03. Forest Fire Suppression Tax Landowner Return - Obsolete	Obsolete program to fund suppression of forest fires.	No retention Not Confidential
I.04. Personal Property	Lists of taxable personal property owned by residents of municipality.	6 years Not Confidential
I.05. Property Transfers and Property Listings	Record of property transferred from owner to owner, and lists of real property in the municipality.	Permanent Not Confidential
I.06. Revaluations	Detail created by the process of re-valuing properties. Before these records can be destroyed, the summary information (new valuation and effective date) should be incorporated in the Assessor's permanent records.	6 years Not Confidential
I.07.a Tax Abatement Records, Municipal – Application for Abatement	Applications for tax abatement filed with municipality.	3 years Not Confidential
I.07.b Tax Abatement Records, Municipal – Record of Abatements Granted/Refused	Record of abatements granted and refused by municipality.	Permanent Not Confidential

DISPOSITION SCHEDULE J:**REGISTER OF DEEDS**

Please see Disposition Schedule A for payrolls, invoices, and other records common to more than one office of local government.

The "retention" column indicates either 1) a limited period after which the records may be destroyed, or 2) the word "Permanent," indicating the records **may not be destroyed** and must be retained permanently.

Series	Series Title / Description and Confidentiality Status	Retention
J.01. Attachments	Attachments filed against property for repayment of debt.	Permanent Not Confidential
J.02. Bankruptcies	Bankruptcy filings and related documents.	Permanent Not Confidential
J.03. Deeds	Deeds to real property.	Permanent Not Confidential
J.04. Discharges	Discharges of indebtedness.	Permanent Not Confidential
J.05. Foreclosures	Foreclosures; i.e., seizing of property to satisfy debt.	Permanent Not Confidential
J.06. Instruments	Legal documents not otherwise identified on this schedule, also filed with Register of Deeds.	Permanent Not Confidential
J.07. Liens	Notice of debt filed to prevent sale of encumbered property.	Permanent Not Confidential
J.08. Mortgages and Discharges	Document(s) recorded to provide legal evidence of a mortgage against real property, and document(s) confirming that a mortgage has been discharged, including supporting schedules, required legal forms, and correspondence for mortgages and mortgage discharges filed with Registry.	Permanent Not Confidential
J.09. Plans	Blueprints, specifications, drawings, and related documents submitted for recording.	Permanent Not Confidential

DISPOSITION SCHEDULE K:**REGISTER OF PROBATE**

Please see Disposition Schedule A for payrolls, invoices, and other records common to more than one office of local government.

The "retention" column indicates either 1) a limited period after which the records may be destroyed, or 2) the word "Permanent," indicating the records **may not be destroyed** and must be retained permanently.

Unless otherwise noted, please refer to the following citations for confidentiality restrictions:

- (1) **Federal Privacy Act of 1974** (Section 7 of Pub. L. 93-579 in Historical Note), 5 U. S. C., § 552a;
- (2) **Social Security Act**, 42 U. S. C. §§ 408(a)(8) and 405(c)(2)(C)(viii)(I);
- (3) **Family Educational Rights and Privacy Act**, 20 U. S. C. § 1232g;
- (4) **Standards for Privacy of Individually Identifiable Health Information (HIPAA)**, 45 CFR Section 160 through 164.

For citations (1) and (2), the primary records concerns are redaction of social security numbers and proper disposal of nonpermanent records containing them. The presence of a social security number does not, by itself, render an entire document confidential.

Series	Series Title / Description and Confidentiality Status	Retention
K.01. Adoptions	Adoptions processed by Probate Court prior to 8/8/1953 are not confidential. Adoptions processed on or after that date are confidential.	Permanent Confidential Title 18-A §9-310
K.02. Application for Emergency Involuntary Admission to a Mental Hospital	The "blue" form used for this purpose.	1 year Confidential Title 34-B §1207
K.03. Changes of Name	Changes of name requested from Probate Court.	Permanent Not Confidential
K.04. Correspondence with Judge of Probate Concerning Marriage of Persons Under 16 Years of Age	Correspondence with Judge above marriages involving persons less than 16 years old.	2 years Not Confidential

Series	Series Title / Description and Confidentiality Status	Retention
K.05. Decedents' Estates, Formal and Informal	Filing of estate papers with Register of Probate, including wills, inventories, etc. This does not include wills deposited for safekeeping only, since these are private property and not public records.	Permanent Not Confidential
K.06. Docket Books	Dockets of all Probate Court cases.	Permanent Not Confidential
K.07. Miscellaneous Petitions	Petitions for matters not covered by other series, such as authority to handle custody and control of remains.	Permanent Not Confidential
K.08.a Notice of Publication - Affidavits	Documentation that notice was published when the law requires this.	Permanent Not Confidential
K.08.b Notice of Publication – Newspaper Clippings	Clippings containing published notices.	1 year Not Confidential
K.09. Proceedings Under Rule 81	Proceedings taken to District or Superior Court.	Permanent Not Confidential
K.10a. Protective Proceedings, Emergency Child Protective	Cases in which Probate Court is petitioned to provide a guardian or conservator for an individual lacking capacity.	Permanent Confidential (1), (4)
K.10b. Protective Proceedings, Guardians and Conservators for Minor Children	Cases in which Probate Court is petitioned to provide a guardian or conservator for an individual lacking capacity.	Permanent Not Confidential
K.10c. Protective Proceedings, Guardians and Conservators for Individuals for Adults	Cases in which Probate Court is petitioned to provide a guardian or conservator for an individual lacking capacity.	Permanent Not Confidential
K.11. Recording Information Not Duplicated in Other Series	Books or film of incoming documents.	Permanent Not Confidential
K.12. State of Maine Tax List Form	List of heirs who may be liable for inheritance taxes.	No retention (obsolete) Not Confidential
K.13. Surrender and Release Filings	Filing in which a birth mother surrenders custody of her child to the Dept. of Human Services. Confidential only if related to an adoption filed on or after 8/8/1953.	Permanent Confidential Title 18-A §9-310

Series	Series Title / Description and Confidentiality Status	Retention
K.14. Trusts	Trusts filed with Probate Court.	Permanent Not Confidential
K.15. Waiver of Waiting Period Between Filing of Marriage Intentions and Issuing of License - Obsolete	Waiver granted so a marriage can take place before the waiting period normally required has been completed.	2 years Not Confidential

DISPOSITION SCHEDULE L:

SCHOOL RECORDS

Please see Disposition Schedule A for payrolls, invoices, and other records common to more than one office of local government.

Please note: This disposition schedule applies to all school records, not to the records of exceptional students only. Chapter 101: Maine Special Education Regulations sets additional requirements. The passage relating specifically to retention and destruction of records of exceptional students is quoted below for convenience purposes.

15.10 Destruction of Information

The School Administrative Unit shall inform parents when the S.A.U. has determined that education records are no longer needed to provide educational services to the student or to demonstrate that the S.A.U. has provided the student with a free appropriate public education as required by these rules. Such records must be destroyed at the request of the parents or may be turned over to parents upon their request. However, a permanent record of a student's name, address, phone number, grades, attendance record, classes attended, grade level completed, and year completed shall be maintained without time limitations.

NOTE: Education records pertaining to students with disabilities may be useful in the future to the student or their parents if application is made for federal benefits.

The "retention" column indicates either 1) a limited period after which the records may be destroyed, or 2) the word "Permanent," indicating the records **may not be destroyed** and must be retained permanently.

Unless otherwise noted, please refer to the following citations for confidentiality restrictions:

- (1) **Federal Privacy Act of 1974** (Section 7 of Pub. L. 93-579 in Historical Note), 5 U. S. C., § 552a;
- (2) **Social Security Act**, 42 U. S. C. §§ 408(a)(8) and 405(c)(2)(C)(viii)(I);
- (3) **Family Educational Rights and Privacy Act**, 20 U. S. C. § 1232g;
- (4) **Standards for Privacy of Individually Identifiable Health Information (HIPAA)**, 45 CFR Section 160 through 164.

For citations (1) and (2), the primary records concerns are redaction of social security numbers and proper disposal of nonpermanent records containing them. The presence of a social security number does not, by itself, render an entire document confidential.

Series	Series Title / Description and Confidentiality Status	Retention
L.01.a	Accident Reports – Faculty and Other Employees of School System Accident reports completed when faculty members or other employees are injured on school property.	Treat as transitory personnel records (see Disposition Schedule A) Confidential (4)
L.01.b	Accident Reports – Students Accident reports completed when students are injured on school property.	Treat as part of Health Record Confidential (4)
L.01.c	Accident Reports – Others Injured on School Property Accident reports completed when anyone not a faculty member, other employee, or student is injured on school property.	6 years Confidential (4)
L.02.a	Administrative Files (Including Files Kept by Teachers, Principals, and Superintendents) – Nonrecord Informational copies of records.	Retain current information only Not Confidential
L.02.b	Administrative Files (Including Files Kept by Teachers, Principals, and Superintendents) – Transitory Faculty committees, extracurricular activities, phone logs, duty rosters, etc.	Current year Not Confidential except as may be provided by 20-A MRSA 6101(2)

Series	Series Title / Description and Confidentiality Status	Retention
L.02.c	Administrative Files (Including Files Kept by Teachers, Principals, and Superintendents) – Substantive Accreditation Committee, Teacher Support Team, etc.; files which document policy-making and policy-implementing activities.	Minimum of 6 years Not Confidential except as may be provided by 20-A MRSA 6101(2)
L.02.d	Administrative Files (Including Files Kept by Teachers, Principals, and Superintendents) – Policy (Primarily Principals and Superintendents) Policies such as the following: governing student behavior; governing student safety and well-being; curriculum content, emphasis, or themes; extracurricular activities; other policies documenting school or district educational development.	Permanent Not Confidential
L.02.e	Administrative Files (Including Files Kept by Teachers, Principals, and Superintendents) – Historical Materials documenting unique aspects or special traditions of the school or district.	Permanent Not Confidential
L.03.	Adult Education Grants Grants received for use in adult education programs.	Until closed plus 6 years Not Confidential
L.04.	Adult Education Student Records (Active and Inactive) Records of grades, courses taken, attendance, etc. for students participating in adult education programs.	Permanent Confidential (3)
L.05.	Annual Registration/Emergency Cards Cards completed each year to register students for school and to serve as a source of emergency contact information (i.e., who should be called if student becomes ill or is injured, or for any other reasons needs to be picked up during the course of the school day).	Current year Confidential (3)
L.06.a	Athletic Program Records – Athletic Trainer/Sports Medicine Sports program records related to use of trainers, and to sports medicine.	File with student insurance forms Confidential (3)

Series	Series Title / Description and Confidentiality Status	Retention
L.06.b Athletic Program Records – Budget Detail	Fiscal records for athletic/sports programs.	2 years Not Confidential
L.06.c Athletic Program Records – Coaches Reports/Summary of Season	Reports of all games played and their outcomes.	Permanent Not Confidential
L.06.d Athletic Program Records – Income From Games	Report of income earned from games.	4 years Not Confidential
L.06.e Athletic Program Records – Injury Reports	Reports completed whenever a student is injured during participation in program.	File with health record when athletic program use has ended Confidential (3, 4)
L.06.f Athletic Program Records – Permission Slips	Slips signed by student's parent or guardian giving permission for participation in any part of the program.	6 years Confidential (3)
L.06.g Athletic Program Records – Sports Participation Records	All records not specified in L.06.a – L.06.f that document participation by students in the program.	File with permanent record when athletic program use has ended Confidential (3)
L.07. Attendance Cards	Used to notify administration of student absences; information transferred to permanent record.	Current year Confidential (3)
L.08. Attendance Letters	Sent by school office to parents whose students have accumulated excessive absences.	Current year Confidential (3)

Series	Series Title / Description and Confidentiality Status	Retention
L.09. Buildings and Grounds Records	Records of maintenance and improvements made by staff employed for that purpose. Destroy records when facility no longer exists, or transfer records to new owner.	Life of facility (or as long as owned by School Dept.) Not Confidential
L.10. Bus Transportation Forms	Record of bus taken by each student for the year.	2 years Confidential (3)
L.11.a Chapter One Records – Analytical Information	Statistical (summary) information from Chapter One programs.	2 years Not Confidential
L.11.b Chapter One Records – Individual Student Records	Records of each student enrolled in a Chapter One program.	Permanent Confidential (3)
L.12. Child Abuse Reports	Reports of suspected abuse that are required by law; retention period is the same as at Dept. of Human Services, where these reports are received and investigated.	10 years Confidential (3)¹
L.13. Children’s Medications and Behavioral Plans	Medications and behavioral plans for students requiring such assistance.	File with health record until 6 years after student reaches age 18 Confidential (3)
L.14. Class Standing Lists	Lists of students in order of class standing.	Permanent Not Confidential
L.15.a Curriculum (Syllabi, Lesson Plans, etc.) – Routine Materials Used by Teachers	Routine curriculum materials used by teachers.	Retain current information only Not Confidential

¹ Title 22 MRSA section 4008 covers child abuse records maintained by DHS, but does not mention copies at the local school level

Series	Series Title / Description and Confidentiality Status	Retention
L.15.b Curriculum (Syllabi, Lesson Plans, etc.) – Innovative, New, Experimental Materials (Introductory Year Only)	The introductory year only for innovative, new, or experimental curriculum materials.	Permanent Not Confidential
L.16. Discipline Records	Records of disciplinary contact between administrators and students.	See: notes on students Confidential (3)
L.17. District Registration Cards (Tuition Students)	Cards documenting enrollment in a school district by each student who comes into it on a tuition basis.	Current year Confidential (3)
L.18. Driver Education Records	Records generated by student participation in driver education programs.	2 years Confidential (3)
L.19. Excuse Notes (Late/Absent/Dismissed)	Notes from parents or guardians explaining student lateness, absence, or need for dismissal during the school day.	Current year Confidential (3)
L.20. Faculty Meetings/Department Head Meetings, Agendas and Minutes	Minutes, agendas, etc. for faculty meetings and department head meetings.	Current year Not Confidential
L.21. Federal and State Grants	Federal and state grant case files.	Until closed plus 6 years Not Confidential
L.22. Food Service Files	All records of school food service operations.	3 years Not Confidential
L.23. GED Student Records	Federal, state and privately funded grants sought and/or obtained by local government agencies: applications, reports, and supporting documentation.	Permanent Confidential (3)

Series	Series Title / Description and Confidentiality Status	Retention
L.24. Health Records	Records of student illnesses, injuries, vaccinations, etc.	6 years after student reaches age 18, or return to parent or student Confidential (3), (4)
L.25. Home Instruction Records	Records of those students being home schooled, whether temporarily or on-going.	Permanent Confidential (3)
L.26. Honor Rolls	Lists of students making the honor roll.	Permanent Not Confidential
L.27. Individual Student (“Permanent”) Records	When a student transfers to a new school, the permanent record folder may be transferred or copies provided in lieu of transfer. These files normally include a student’s health record, attendance, classes taken, grades received.	Retain at school last attended Confidential (3)
L.28. Insurance Correspondence	Correspondence with the school’s insurers.	6 years Not Confidential
L.29. Insurance Policies	Policies issued to the school department for coverage of various hazards.	See A.39a. and A.39.b Not Confidential
L.30. Inventories	Books, furniture, etc.	Current year Not Confidential
L.31. Kindergarten Screening	Records created as children are evaluated against set standards to determine their readiness for enrollment in kindergarten.	5 years Confidential (3)

Series	Series Title / Description and Confidentiality Status	Retention
L.32. Legal Files	Records of all legal actions in which the school department has been involved.	Until issue is resolved plus 6 years Not Confidential
L.33. Legislative Information	Records of all legislation, pending or passed, that may affect the school department.	4 years Not Confidential
L.34.a Library Records – Audio Tape Circulation	Circulation records for audio tapes (and other audio format library materials).	Until item is returned Not confidential
L.34.b Library Records – Book Circulation	Circulation records for library books.	Until item is returned Not confidential
L.34.c Library Records – Scrapbooks	Scrapbooks created by school library.	Permanent Not Confidential
L.34.d Library Records – Videotape Circulation	Circulation records for videotapes (and other audiovisual format library materials, such as movies on CD or DVD).	Until item is returned Not confidential
L.34.e Library Records – Yearbooks	Noncirculating record copy maintained by school (whether or not as part of its library collection).	Permanent Not Confidential
L.35. Local Copies of Reports Filed With the Maine Dept. of Education	DOE reports filed – local copy.	6 years Not Confidential
L.36. Maintenance Records	Records of the school's maintenance department.	3 years plus current Not Confidential
L.37. Migrant Records	Records documenting the part of the student population classified as "migrant" (i.e., children of migrant workers), including services provided to them.	File in permanent record folder Confidential (3)

Series	Series Title / Description and Confidentiality Status	Retention
L.38.a	Notes on Students – Disciplinary – Infrequent Contact Notes kept by faculty members or administration concerning disciplinary contact with students who require this only occasionally during the course of the school year. Exceptions may be made when the disciplinary contact concerns a serious infraction or issue, in which case the notes shall be retained as described in L.38.b.	Current year Confidential (3)
L.38.b	Notes on Students – Disciplinary – Frequent Contact Notes kept by faculty members or administration concerning disciplinary contact with students who require this repeatedly during the course of the school year.	Retain until student graduates or leaves school Confidential (3)
L.38.c	Notes on Students – Nondisciplinary Notes kept by faculty members or administration concerning contact with students that is not disciplinary in nature.	No retention Nonrecord per FERPA
L.39.	Parents Night Files Records of attendance at parents' night events, and of programs offered on those occasions.	Current year Not Confidential
L.40.	Permission Slips Permission slips signed by parents allowing their students to participate in school activities such as field trips, viewing of films, etc.	6 years Confidential (3)
L.41.	Permanent Record Cards Cards created for each student showing essential information such as name, gender, home address, etc.	Permanent Confidential (3)
L.42.	Permanent Record Folders See: Individual student records.	Permanent Confidential (3)

Series	Series Title / Description and Confidentiality Status	Retention
L.43. Program Files	Subject files maintained by school officials on various programs, such as Adult Education, Industrial Arts; Business Education, etc.	3 years plus current Not Confidential
L.44. Record of Records Released	Record (including date and recipient) of all records released by the school or school department.	Permanent Confidential (3)
L.45. Registrations for Recreational Activities	Registrations for students also enrolled in recreational activities.	6 years Confidential (3)
L.46. Retention Lists	List of students retained instead of being promoted.	Permanent Confidential (3)
L.47. Retention Review Committee Files	Files of review committee that determines whether or not a student should be retained instead of promoted.	Permanent Confidential (3)
L.48. Schedule Cards	Cards or computer files containing each student's class schedule for the year.	1 year plus current Confidential (3)
L.49. Scholarship Awards	Record of scholarships awarded to students.	Current year Not Confidential
L.50.a School Board Minutes	All official school board meetings.	Permanent Not Confidential
L.50.b School Board – Committee Minutes	Minutes of committees appointed by school board.	Permanent Not Confidential
L.50.c School Board – Reports and Special Studies Commissioned by the Board, That Relate to Policy, Curriculum, Or Have a Major Impact on the Community	Reports and special studies commission by the school board if they relate to policy, curriculum, or have a major impact on the community of which the school is part.	Permanent Not Confidential
L.50.d School Board – Accreditation Reports	Accreditation reports.	Permanent Not Confidential

Series	Series Title / Description and Confidentiality Status	Retention
L.50.e	School Board – Crisis Response Plans Title 20-A §1001 requires that each school board annually approve a plan developed by the school unit administration working with local public safety, mental health and law enforcement officials to deal with crises and potential crisis situations involving violent acts by or against students in each school in the school administrative unit.	5 years after each revision Not Confidential
L.51.	School Construction Records Plans and related documents that provide history of school construction projects. Destroy records when building no longer exists, or transfer records to new owner.	Life of building (or until no longer owned by school dept.) Not Confidential
L.52.	School Lunch Records See Food Service Files.	
L.53.	School Registers (Attendance) Attendance registers.	Permanent Confidential (3)
L.54.	School Trust Fund Records Records of all trust funds supporting school.	Permanent Not Confidential
L.55.	Special Education Students Records Records of students enrolled in or eligible for special education programs and services that would otherwise be retained permanently shall not be included in the destruction authority provided by Dept. of Education Chapter 101, as noted at the beginning of Disposition Schedule L.	Permanent Confidential (3)
L.56.	Student Activity Accounts Accounting records for funds collected to support student activities.	3 years Not Confidential

Series	Series Title / Description and Confidentiality Status	Retention
L.57. Student Assistance Team Records	<p>Student Assistance Teams perform the same function for students that an Employee Assistance Program performs for adults; the teams work to locate the right help for public school students whose performance is being affected by nonacademic problems such as family alcoholism, etc. These records should not be made part of the Individual Student (“permanent”) Record, because in most cases the problem will have been dealt with and a record should not remain in the person’s permanent file.</p>	<p>6 years after student reaches age 18 Confidential (3)</p>
L.58. Student Contracts	<p>Contracts between students and teachers or administrators for improvement of problem behaviors.</p>	<p>See Notes on Students.</p>
L.59. Student Insurance Records	<p>Records generated by purchase of school-sponsored student insurance.</p>	<p>6 years Confidential (3)</p>
L.60. Substitute Folders	<p>Folders containing lesson plans and resource materials for use by substitute teachers.</p>	<p>Current year Not Confidential</p>
L.61. Substitute Reports	<p>Reports of school department’s employment of substitute teachers to cover teacher absences.</p>	<p>1 year Not Confidential</p>
L.62. Teacher Registers	<p>List of faculty members and their assignments.</p>	<p>Until State reports filed Not Confidential</p>
L.63. Transcripts, Graduate and Nongraduate	<p>For each student who has attended the school, a summary of classes taken and grades received.</p>	<p>Permanent Confidential (3)</p>
L.64. Truancies	<p>Record of students truant from school.</p>	<p>6 years Confidential (3)</p>
L.65. Vocational Education Records	<p>Records generated by vocational programs.</p>	<p>Permanent Confidential (3)</p>

Series	Series Title / Description and Confidentiality Status	Retention
L.66. Work Permits		Retain until student is 18
	Work permits on file for students less than 16 years old.	Confidential (3)
L.67. Complaints from Parents		Until resolved plus 6 years
	Complaints received from parents of students.	Confidential (3)

DISPOSITION SCHEDULE M:**JAIL RECORDS**

Please see Disposition Schedule A for payrolls, invoices, and other records common to more than one office of local government.

The "retention" column indicates either 1) a limited period after which the records may be destroyed, or 2) the word "Permanent," indicating the records **may not be destroyed** and must be retained permanently.

Unless otherwise noted, please refer to the following citations for confidentiality restrictions:

- (1) **Federal Privacy Act of 1974** (Section 7 of Pub. L. 93-579 in Historical Note), 5 U. S. C., § 552a;
- (2) **Social Security Act**, 42 U. S. C. §§ 408(a)(8) and 405(c)(2)(C)(viii)(I);
- (3) **Family Educational Rights and Privacy Act**, 20 U. S. C. § 1232g;
- (4) **Standards for Privacy of Individually Identifiable Health Information (HIPAA)**, 45 CFR Section 160 through 164.

For citations (1) and (2), the primary records concerns are redaction of social security numbers and proper disposal of nonpermanent records containing them. The presence of a social security number does not, by itself, render an entire document confidential.

Series	Series Title / Description and Confidentiality Status	Retention
M.01. Administrative Lockups	Record of prisoners separated from the general population.	10 years Not Confidential
M.02.a Administrator's Files – Copies and Informational Materials	Jail administrator's nonrecord materials, such as publications and duplicate copies of records officially maintained elsewhere.	Until no longer needed Not Confidential
M.02.b Administrator's Files – All Other Records	Jail administrator's files that are record materials – that is, documents created or received in the course of business.	6 years Not Confidential
M.03. Admission/Release Documents	Used to prepare monthly report to Dept. of Corrections.	2 years Not Confidential

Series	Series Title / Description and Confidentiality Status	Retention
M.04. Board of Prisoners	Bills and receipts.	6 years Not Confidential
M.05. Complaint Cards	Obsolete.	No retention Not Confidential
M.06. Contingency Reports	Boarding of inmates for or at other jurisdictions.	2 years Not Confidential
M.07. Audit Reports	Report issued by auditor following each official audit.	10 years Not Confidential
M.08. Correspondence from Sheriff's Office	Communications between jail and Sheriff's Office.	2 years Not Confidential
M.09. Cutlery Reports	Before and after each meal, cutlery is counted to make sure none is missing.	2 years Not Confidential
M.10. Daily Classification Log	Record of how many prisoners in each classification are housed each day.	10 years Not Confidential
M.11. Disciplinary Hearings	Hearings conducted to determine whether or not discipline is required, and if so what it should be.	6 years Not Confidential
M.12. Fines	Now handled by courts.	No retention Not Confidential
M.13. Inmate Accounts	Receipts and daily balance sheets for personal funds held on behalf of inmates.	6 years Not Confidential
M.14.a Inmate Case Files – Admission/Release Forms	Forms completed to document admission and release of inmate.	10 years Not Confidential
M.14. b Inmate Case Files – Appearance Bonds	Appearance bonds and other records used to establish date of release.	10 years Not Confidential
M.14.c Inmate Case Files – Booking Cards	Records made when an inmate is booked.	10 years Not Confidential

Series	Series Title / Description and Confidentiality Status	Retention
M.14.d Inmate Case Files – Civil Papers	Record of noncriminal papers served on this prisoner.	* Not Confidential
M.14.e Inmate Case Files – Commitment Orders	Court order committing prisoner to custody of jail.	Permanent Not Confidential
M.14.f Inmate Case Files – Disciplinary Hearing Records	Case file copy of record of disciplinary hearing involving inmate.	** Not Confidential
M.14.g Inmate Case Files – District Attorney’s Computation of Time Served	The record of time served for the prisoner, as computed by the District Attorney.	** Not Confidential
M.14.h Inmate Case Files – Fingerprint Cards	Card containing prisoner’s fingerprints, created each time prisoner is processed..	Retain clearest prints only (note: this may mean retaining more than one card)** Not Confidential
M.14.i Inmate Case Files – Inmate Memos	Incident file documenting all significant interactions of staff with prisoner.	6 years Not Confidential
M.14.j Inmate Case Files – Inmate Photographs	Photographs taken at required points of incarceration.	Retain most recent photo only Not Confidential
M.14.k Inmate Case Files – Judgments and Other Records Used for Risk Classification	Those records that must be used to judge the level of risk posed by the prisoner.	5 years or most recent incarceration Not Confidential
M.14.l Inmate Case Files – Money Records	Case file copy of records documenting prisoner’s personal funds.	* Not Confidential
M.14.m Inmate Case Files – Printouts From Jail Database	All printouts from the jail database concerning this inmate, including booking printouts.	2 years Not Confidential

Series	Series Title / Description and Confidentiality Status	Retention
M.14.n Inmate Case Files – Property Records	Personal property of inmate and prison property issued to inmate.	* Not Confidential
M.14.o Inmate Case Files – Request/Grievance Forms	Used by inmate to make requests or file grievances.	6 years Not Confidential
M.14.p Inmate Case Files – Request for Visitors	Inmate's request to be visited by specific persons.	* Not Confidential
M.14.q Inmate Case Files – State Police Bureau of Identification Printouts	Printouts concerning prisoner's history obtained from SBI.	No retention Not Confidential
M.14.r Inmate Case Files – Trustee/Work Release Records	Inmate's record of service as a trustee, or of being granted work release.	6 years Not Confidential
M.15. Inmate Cards	Index to case files.	Destroy when case file is destroyed Not Confidential
M.16. Intake Logs	Record in log format of all admissions to the jail.	10 years Not Confidential
M.17. Judgments and Commitments	Administrator's copies of the documents that authorize the jail to hold the prisoner.	10 years Not Confidential
M.18. Key Log	Record of keys issued and returned.	6 years Not Confidential
M.19. Laundry Checklist and Inventory	List of prisoner clothing going to laundry and being returned; inventory of all clothing items owned by a prisoner.	1 year Not Confidential
M.20. Medical Records	Prisoner medical records for use when treatment is needed while in custody.	10 years Confidential (4)
M.21. Menus	Menus of jail's food service unit.	No retention Not Confidential

Series	Series Title / Description and Confidentiality Status	Retention
M.22. Officer Memos (Incident)	Corrections officer notes concerning incidents that require documentation.	6 years Not Confidential
M.23. Program Files	Inmate attendance at jail programs.	2 years Not Confidential
M.24. Random Cell Search Logs	Logs kept of random cell searches and their findings.	6 years Not Confidential
M.25. Rules and Regulations (Policies and Procedures)	The policies and procedures under which the facility operates. (Required by Maine Jail Standards)	Permanent Not Confidential
M.26. Shave/Shower Log	Record of when prisoners have shaved and showered.	6 years Not Confidential
M.27. Summonses	Legal demands for court appearances.	6 years Not Confidential
M.28. Visitor Sign-In Sheets	Sheets on which all visitors are required to sign in.	6 years Not Confidential
M.29. Work Schedules	Work schedules for jail staff.	Current year Not Confidential
M.30. "TPA"	Accounting for inmate canteen funds, or similar mechanisms - money from candy machines, etc. used for such items as newspapers and recreational equipment.	6 years Not Confidential

*Retain for most recent incarceration only.

**Destroy after inmate reaches age 80 and State Police Bureau of Identification confirms no contact with Criminal Justice System in last 5 years.

DISPOSITION SCHEDULE N:**TAX RECORDS, COUNTY AND MUNICIPAL**

Please see Disposition Schedule A for payrolls, invoices, and other records common to more than one office of local government.

The "retention" column indicates either 1) a limited period after which the records may be destroyed, or 2) the word "Permanent," indicating the records **may not be destroyed** and must be retained permanently.

Series	Series Title / Description and Confidentiality Status	Retention
N.01. County Tax Reports	Annual reports incorporating audited county financial statements, provided to each municipality within that county's borders.	Permanent Not Confidential
N.02. Duplicate Copies of Tax Bills	Duplicate copies of tax bills sent to taxpayers.	6 years Not Confidential
N.03. Excise Taxes (Auto)	Automobile excise tax documentation.	5 years Not Confidential
N.04. Poll Tax Records - Obsolete	Records of poll tax collected.	No retention Not Confidential
N.05. Tax Abatement Decrees Granted by Counties	Tax abatement decisions made by County Commissioners are records in the minutes of the Commissioners' meetings, which are retained permanently. These are copies of the decrees given to the applicants.	6 years Not Confidential
N.06. Tax Anticipation Notes	Notes from local government agency borrowing funds in anticipation of tax collection revenues.	6 years Not Confidential
N.07. Tax Collector's Settlement	Tax collector's settlement of funds collected from taxpayers.	Permanent Not Confidential
N.08. Tax Commitments	Tax collector's commitment of revenues.	Permanent Not Confidential
N.09. Tax Demand Notices	Demand that overdue taxes be paid.	6 years Not Confidential

Series	Series Title / Description and Confidentiality Status	Retention
N.10.a Tax Liens – Discharged		10 years
	Tax liens that have been discharged after the taxpayer paid the bill. All tax lien discharges must be recorded at the appropriate Register of Deeds office.	Not Confidential
N.10.b Tax Liens – Not Discharged		Permanent
	Tax liens still in effect because the bill has not been paid.	Not Confidential
N.10.c Tax Liens – 30-Day Notices (Taxpayer Paid Bill Before Lien Applied)		6 years
	Tax liens that were never applied because the taxpayer responded to the 30-day notice with payment.	Not Confidential
N.11. Taxpayer Lists		Until updated
	Note: municipalities may keep taxpayer lists in many formats. This item applies to whichever format the municipality regards as the official, or “record,” copy.	Not Confidential

DISPOSITION SCHEDULE O:**VEHICLE REGISTRATIONS**

Please see Disposition Schedule A for payrolls, invoices, and other records common to more than one office of local government.

The "retention" column indicates either 1) a limited period after which the records may be destroyed, or 2) the word "Permanent," indicating the records **may not be destroyed** and must be retained permanently.

Series	Series Title / Description and Confidentiality Status	Retention
O.01. ATVs	Registrations for all terrain vehicles.	3 years Not Confidential
O.02. Automobiles	Registrations for automobiles, trucks, etc.	5 years Confidential Federal Driver Privacy Protection Act (18 U.S.C. Chapter 123)²
O.03. Boats	Registrations for boats.	3 years Not Confidential
O.04. Snowmobiles	Registrations for snowmobiles.	3 years Not Confidential
O.05. Trailers	Registrations for trailers.	5 years Confidential Federal Driver Privacy Protection Act (18 U.S.C. Chapter 123)

² Chapter 10, the Bureau of Motor Vehicles administrative rule implementing this Act, specifies that "agents" of the BMV (such as municipal officials handling registration and re-registration of vehicles) must observe the same confidentiality restrictions as BMV's own employees

DISPOSITION SCHEDULE P:**VITAL RECORDS****(THIS SCHEDULE FOR USE BY MUNICIPAL CLERKS)**

Please see Disposition Schedule A for payrolls, invoices, and other records common to more than one office of local government.

The "retention" column indicates either 1) a limited period after which the records may be destroyed, or 2) the word "Permanent," indicating the records **may not be destroyed** and must be retained permanently.

Unless otherwise noted, please refer to the following citations for confidentiality restrictions:

- (1) **Federal Privacy Act of 1974** (Section 7 of Pub. L. 93-579 in Historical Note), 5 U. S. C., § 552a;
- (2) **Social Security Act**, 42 U. S. C. §§ 408(a)(8) and 405(c)(2)(C)(viii)(I);
- (3) **Family Educational Rights and Privacy Act**, 20 U. S. C. § 1232g;
- (4) **Standards for Privacy of Individually Identifiable Health Information (HIPAA)**, 45 CFR Section 160 through 164.

For citations (1) and (2), the primary records concerns are redaction of social security numbers and proper disposal of nonpermanent records containing them. The presence of a social security number does not, by itself, render an entire document confidential.

Series	Series Title / Description and Confidentiality Status	Retention
P.01. Births	Record of births taking place within the municipality.	Permanent Not Confidential except in cases of illegitimacy
P.02. Burial Transit Permit	Permit to transport human remains.	Permanent Not Confidential
P.03. Consent to Marriage Given by Parents, Legal Guardians, or Judges of Probate	Consent to marriage from legal authorities when one or both partners has not reached majority.	Permanent Not Confidential

Series	Series Title / Description and Confidentiality Status	Retention
P.04. Correspondence with Judge of Probate Concerning Marriage of Persons Under 16 Years Of Age	Correspondence with judge of probate when one or both marriage partners is under 16 years of age.	2 years Not Confidential
P.05. Deaths	Record of deaths occurring within the municipality.	Permanent Title 22 §2706 allows disclosure of date of death, name, age and location by city or town where death occurred. The rest of the death record is confidential.
P.06. Divorces - Obsolete	Certified copies filed prior to 8/4/1949.	May be destroyed immediately Not Confidential
P.07. Marriage Certificates	Record of marriages taking place within municipality.	Permanent Not Confidential
P.08. Marriage Intentions	Intentions filed by a person planning to marry.	Permanent Not Confidential
P.09. Premarital Medical Examination Forms - Obsolete	Forms no longer required (blood tests) before a couple can marry.	No retention period Confidential (4)
P.10. Waiver of Premarital Medical Examination - Obsolete	Waiver of required blood test (no longer required in any case).	No retention period Confidential (4)

Series	Series Title / Description and Confidentiality Status	Retention
P.11.	Waiver of Waiting Period Between Filing of Marriage Intentions and Issue of License Waiver of required waiting period before couple can marry.	2 years Not Confidential

DISPOSITION SCHEDULE Q:**PUBLIC WORKS**

Please see Disposition Schedule A for payrolls, invoices, and other records common to more than one office of local government.

The "retention" column indicates either 1) a limited period after which the records may be destroyed, or 2) the word "Permanent," indicating the records **may not be destroyed** and must be retained permanently.

Series	Series Title / Description and Confidentiality Status	Retention
Q.01. Excavation Permits	Permit to dig within municipal limits.	3 years Not Confidential
Q.02. Field Books	Measurements and survey notes for highways, streets, bridges, and other construction projects.	Permanent Not Confidential
Q.03. Landfill Monitoring	Testing (and requirements for it) for municipal landfill, groundwater, and surrounding soil.	Permanent Not Confidential
Q.04. Street Files	Record of all changes taking place on each street within municipality. May include street description, deeds to land street occupies, street plans, letters of easement, drainage issues, letters from citizens such as requests to fix potholes, work done (maintenance as well as changes), right-of-way documents.	Permanent Not Confidential
Q.05. Work Orders	Order for Public Works staff to perform jobs.	3 years Not Confidential