29 SECRETARY OF STATE

255 MAINE STATE ARCHIVES

Chapter 10: RULES FOR DISPOSITION OF LOCAL GOVERNMENT RECORDS

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

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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
April 8, 2013 – filing 2013-079

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**	60 years unless employer has been notified that the former employee has died; in which case 10 years after former employee's death
	Employment history (including dates of employment, salary history, full time/part time status).	**Confidential MRSA 30-A § 2702**
A.53.b	**Personnel Records – Transitory**	6 years or until destruction is permitted by applicable collective bargaining agreement
	All other personnel records, including courses and workshops taken.	**Confidential MRSA 30-A § 2702**
A.53.c	**Personnel Records – Form I-9**	1 year after termination or 3 years after hire, whichever is later
	Federally required proof that employee has a legal right to work in the U.S.	**Confidential (1), (2)**
A.54.	**Property Records**	6 years after disposal of property
	Other than deeds to real estate — documentation for purchase and maintenance of property that the local government agency records on an inventory.	Not Confidential
A.55.	**Receipts**	6 years
	Documentation for payments made to others by local government agency, and documentation for payments received from others by local government agency.	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 heath.	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.	5 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.	**State Absentee Envelopes and Applications.** The clerk shall keep the absentee ballot envelopes, including the unopened envelopes containing rejected absentee ballots, the applications for absentee ballots and the list of voters who were issued absentee ballots in the clerk's office or other secure location under the control of the clerk.	2 years following any election per Title 21-A, §23(7-B) **Confidential (Title 21-A, §22.2)**
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.	2 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**	6 months per Title 30A, §2528(4C)
	Petitions filed by candidates for municipal office, and nomination papers filed by citizens seeking to run for municipal office.	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

Series	Series Title / Description and Confidentiality Status	Retention
G.72.	**Weapons, Concealed** Issuing authorities (including municipalities – 25 MRSA § 2002) permitted by law to issue concealed handgun permits must make a permanent record of such permit available for public inspection. The documentation and application for the permit are considered confidential and are not available for public inspection.	5 years Not Confidential
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** 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.	25 years following accident Not Confidential
H.01.b	**Accident records, Fatality** Copies of records maintained by Traffic Division, State Police, for traffic accidents resulting in at least one death.	15 years following accident 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

Series	Series Title / Description and Confidentiality Status	Retention
I.08.	**Tax Exemption Records** This series is defined as any record that states the name of a person or business granted an exemption; the amount of that exemption, and the reason for granting it. It includes Applications for Homestead and Veterans' Exemptions. Tax exemptions must be recorded in the Valuation Book in order for records described in this item to be destroyed.	6 years Not Confidential
I.09.	**Tax Maps** Maps showing municipalities' lot numbers, owners, etc.	Retain Not Confidential
I.10.	**Tree Growth Files** Program to provide tax incentive to owners of forested land to manage it per guidelines.	3 years after last parcel or portion of a parcel included in original filing is totally withdrawn from program Not Confidential
I.11.	**Valuation Records** Valuation book, valuation cards, or any method used to track properties for that purpose. It is not necessary to retain a separate valuation list permanently, although one may be created for convenient use.	**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 §1001requires 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** 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.	6 years after student reaches age 18 **Confidential (3)**
L.58.	**Student Contracts** Contracts between students and teachers or administrators for improvement of problem behaviors.	See Notes on Students.
L.59.	**Student Insurance Records** Records generated by purchase of school-sponsored student insurance.	6 years **Confidential (3)**
L.60.	**Substitute Folders** Folders containing lesson plans and resource materials for use by substitute teachers.	Current year Not Confidential
L.61.	**Substitute Reports** Reports of school department's employment of substitute teachers to cover teacher absences.	1 year Not Confidential
L.62.	**Teacher Registers** List of faculty members and their assignments.	Until State reports filed Not Confidential
L.63.	**Transcripts, Graduate and Nongraduate** For each student who has attended the school, a summary of classes taken and grades received.	**Permanent** **Confidential (3)**
L.64.	**Truancies** Record of students truant from school.	6 years **Confidential (3)**
L.65.	**Vocational Education Records** Records generated by vocational programs.	**Permanent** **Confidential (3)**

Series	Series Title / Description and Confidentiality Status	Retention
L.66.	**Work Permits** Work permits on file for students less than 16 years old.	Retain until student is 18 **Confidential (3)**
L.67.	**Complaints from Parents** Complaints received from parents of students.	Until resolved plus 6 years **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** 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.	10 years Not Confidential
N.10.b	**Tax Liens – Not Discharged** Tax liens still in effect because the bill has not been paid.	**Permanent** Not Confidential
N.10.c	**Tax Liens – 30-Day Notices (Taxpayer Paid Bill Before Lien Applied)** Tax liens that were never applied because the taxpayer responded to the 30-day notice with payment.	6 years Not Confidential
N.11.	**Taxpayer Lists** Note: municipalities may keep taxpayer lists in many formats. This item applies to whichever format the municipality regards as the official, or "record," copy.	Until updated 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** "Closed Records" Title 22 §2706. Requestor must meet requirements for requesting record (proof of direct and legitimate interest).
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
P.12.	**Vital Event Request Form** The clerk shall keep the form related to requests for vital events (marriage, death, births, and divorce) in the clerk's office or other secure location under the control of the clerk. This includes copies of required identification along with copies of documentation showing direct and legitimate interest (if applicable for mail requests).	1 year **Confidential (1) 22 MRSA §2706**

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