

# Department Series Report

12: Labor

Description	Media	Approval Date	In Agency Retention	Rec Center Retention	Disposition	Status	Fiscal Year Type
<b>158#:</b>							
<b>Schedule #:</b> 981	1A:Disaster Recovery Plan (Department of Labor)						
The files to be stored are the Department's disaster recovery plan and the computer operating software requisite to its functioning. This rather substantial number of records will be contained in 10 three and one half inch micro-computer diskettes. The Department's disaster recovery plan is fully automated and is sufficiently competent to support the re-establishment Departmental functioning in its entirety. Retain until updated.	Floppy Disk	6/19/1992	Destroy When Updated	0	No Retention 0	Destroy	Current
<b>Schedule #:</b> 981	1B:Disaster Recovery Plan (Department of Labor) - Backups						
The files to be stored are the Department's disaster recovery plan and the computer operating software requisite to its functioning. This rather substantial number of records will be contained in 10 three and one half inch micro-computer diskettes. The Department's disaster recovery plan is fully automated and is sufficiently competent to support the re-establishment Departmental functioning in its entirety. Retain until updated or needed.	Floppy Disk	6/19/1992	Years	0	Destroy When Updated	Destroy	Current
<b>Schedule #:</b> 1246	79#:Trade Assistance Adjustment Program (TAA)						
When people are dislocated because of foreign competition in trade the TAA program certifies candidates for training, relocation and reemployment services. Files include: contracts, supplements, amendments, certification, invoices and related correspondence.	Paper	8/11/1998	Years	3	Years 3	Destroy	Current
<b>Schedule #:</b> 1657	80#:Health Coverage Tax Credit - Trade Agreement and Program						
Under the Trade Assistance Adjustment program, people who have been laid off from manufacturing jobs due to foreign competition can obtain a 65% discount on qualified health care premium payments as long as they are enrolled in training and collecting unemployment insurance. These records are used to determine eligibility by Department of Labor. This is an Internal Revenue Service tax credit and they must enroll with the national Health Coverage Tax Credit program, but while they are in the enrollment process Maine can reimburse people with a 65% reimbursement (provided to Maine by a National Emergency Grant) if they make full premium payments. This file will include copies of cancelled checks showing proof of payment and a work sheet.	Paper	9/18/2006	Years	3	Years 3	Destroy	Current
<b>Schedule #:</b> 1658	81#:Maine Enterprise Option - Trade Agreement & Program						

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The North American Free Trade Agreement allows states to establish a self-employment assistance program which is the Maine Enterprise Option. Among other qualifying factors, people who are profiled as likely to exhaust their unemployment insurance are eligible. Our office holds the applications and all correspondence necessary to create these profiles and determine eligibilities. We must hold the customer's application one year after they have exhausted their unemployment insurance. We keep them because the customer has a right to appeal the Maine Enterprise Option board's decisions regarding denial of benefits. Each customer's file folder includes: Maine Enterprise Option Confidential Application; acceptance or denial letters to applicant; copies of Bureau of Unemployment Compensation computer screens showing unemployment data and calculations; Maine Department of Labor Inter-Office Memorandum from one Review Board Member to another.	Paper	9/18/2006	Years 1	Years 2	Destroy	Current	

**Schedule #:** 1659 82#:Work Opportunity Tax Credit (WOTC) and Welfare-to-Work (WtW) Tax Credit program

Files are kept to support this nation-wide Federal IRS tax credit program which allows a tax deduction from wages paid to applicants that fall under hard to place target groups: Temporary Aid for Needy Families (TANF)/Food Stamp recipients; long-term TANF recipients (WtW program); veterans receiving food stamps; ex-felons; supplemental security income (SSI) recipients; vocational rehabilitation clients; and residents of Federal Empowerment Zones/Enterprise Communities.	Paper	9/18/2006	Years 1	Years 5	Destroy	Current	
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Applications (Form 8850 and ETA-9061) are completed by each new hire of any for-profit business, large or small, ie: Wal-Mart, Hannaford Bros, Sears, All-4-U, Tracy's Express, etc. Forms for Maine businesses are submitted to BES; DOL staff review for eligibility, and makes decision to certify or deny. Applications with no verification are considered Pending. Paperwork may include, but is not limited to: Form 8850 Pre-screening Notice & Certification Request; ETA-9061 (Individual Characteristics Form); original or copy of mailing envelope, copies of misc. verification documentation; ie: driver's lic.; birth certif.; printouts of benefits from DHHS, Social Security Admin.; statements from Vocational Rehabilitation; Veterans DD-214, statements from Dept. of Corrections; general correspondence, and whatever else may be applicable to the target group applied for. Samples of paperwork are attached.

**Schedule #:** 1660 83#:Business Visitation Program Survey and Reports

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Records from the Business Visitation Program (BVP) are kept as a consolidation of information received through surveys and task force meetings. These provide a better understanding of economic development and how business expansion and retention efforts provide a cornerstone for it. These confidential surveys provide a clearer picture of the role of community, economic development, and workforce development practitioners, university and other educational facility leaders, policy makers, and other professionals have in community development. The Business Visitation Program Manager as well as the "Sponsor" of the survey and the task force charged with the responsibility of the interpretation of the raw data and the action steps to be taken use the records. This results in a final report of the confidential survey. In order for us to gather "real" information from employers and businesses we promise and keep the actual surveys confidential. We use this information to develop an "Action Plan" for the Industry or Community for them to work on/with over the next year or two. Typical files include this report and communication between parties and the individual, surveys taken by the business, industry or community.	Paper	1/19/2007	Years 3	Years 7	Destroy	Current	

**Schedule #:** 1661 84#:Bureau of Employment Services - National Emergency Grants

These files are for the National Emergency Grants. All staff uses these records. These records support all grants received by the agency from U.S. Department of Labor. In a typical file you could find the initial grant application, the award of the grant, and any adjustments to the grant either by the agency or U.S. Department of Labor, as well as any correspondence between the agency and U.S. Department of Labor. These grants are applied for when a company is closed and workers are dislocated. These grants are used to provide re-training, relocation, and schooling for the dislocated workers.	Paper	9/18/2006	Years 1	Years 2	Destroy	Current	
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**Schedule #:** 1662 85#:Apprenticeship Registrations

Registration form for Apprentice and Pre-Apprentice with original signature, date of birth, and social security number of apprentice and pre-apprentice as well as signature of company. This supports the Maine Apprentice Program, which is an employer customized, systemic training program combining on-the-training with occupation specific post-secondary classroom instruction. The form gives all information as it relates to the apprentice. The company, the apprentice, and the Career Center staff person use a copy of the original, which includes name and address of apprentice, name and contact of the company, the length of time of the apprenticeship, social security number of the apprentice, date of birth of the apprentice, telephone number of the apprentice, and apprentice occupations. The goal of this program is to provide employer driven customized training to increase workers skills and knowledge.	Paper	9/18/2006	Years 1	Years 4	Destroy	Current	
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Description	Media	Approval Date	In Agency Retention	Rec Center Retention	Disposition	Status	Fiscal Year Type
<p><b>Schedule #:</b> 1663      86#:Maine Dept. of Labor Training and Billing Records for Schools and Agencies</p> <p>These are financial records generated when a staff person visits a school or agency to provide assistance using the career development software. High school students use the career development software to explore careers and to explore colleges. These records support the Career Resource Network program and staff visits or career days at the schools. They are used for reference and research to provide information on invoices and payments when questions arise. Records include name and address of school or agency, amount invoiced and dates of invoicing, as well as the dates that staff visited a school or agency.</p>	Paper	9/18/2006	Years 1	Years 1	Destroy	Current	
<p><b>Schedule #:</b> 1723      90#:Data Element Validation Worksheets for Employment Service Programs</p> <p>Data element validation is required for three U.S. Department of Labor, Employment and Training Administration (ETA) initiatives: Wagner-Peyser, the Trade Adjustment Act (TAA), and the Workforce Investment Act (WIA). Wagner-Peyser is federal legislation that authorizes labor exchange activities by which qualified, interested job seekers are matched with available job openings. The labor exchange is a nation-wide Federal initiative to help job seekers find jobs and employers hire qualified workers via a statewide CareerCenter network. TAA is a program that provides re-employment services and monetary benefits to workers whose jobs have been adversely affected by foreign competition. For laid-off workers, the federal legislation authorizes services that may include employment registration and counseling, case assessment, job development, supportive services, job search and relocation allowance, and training services. WIA creates a nation-wide Federal initiative to coordinate workforce development systems which help job seekers find jobs; explore work preparation and career development services; and access to a range of employment, training, and educational programs via a statewide CareerCenter network. To verify the data from the participants who receive labor exchange, Trade Adjustment Act, or workforce investment services via CareerCenters throughout Maine, samples are drawn to compare demographic items such as age, disability, veteran status, education status, etc.; services and outcome data are also validated. Validation teams visit the CareerCenters sampled to check the customer's folders for the accuracy of the data. Some of the data is validated against the One-Stop Operating System (OSOS) for such items as UI status or wage information. Source documentation may include such items as signed WIA registration forms, driver's license; birth certificate; printouts of benefits from DHHS, case notes; Veterans DD-214 (statement of military service dates and accomplishments issued by U.S. Government), and whatever else may be applicable to the individual characteristics or services received. Paperwork may include, but is not limited to, the data element validation worksheets and notes of sources used to document individual characteristics or services received. Paperwork samples are attached.</p>	Paper	1/19/2007	Years 1	Years 3	Destroy	Current	

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Description	Media	Approval Date	In Agency Retention	Rec Center Retention	Disposition	Status	Fiscal Year Type
<p><b>Schedule #:</b> 1682 91#:Workforce Investment Program</p> <p>The Maine Department of Labor maintains these records pertaining to the programs and services funded by the Workforce Investment Act. These programs are delivered by Maine Dept of Labor employees and community based contractors. The services include employment and training services, including counseling, workshops, assessments, job referrals, skills development for obtaining jobs, how to use labor market information, and other services to help Maine residents find job training and employment. These records include grant applications, service delivery plans, financial awards, reports on quarterly and annual program performance, changes in any grants or contracts, requirements for the administration of the programs that are funded by the USDOL Employment and Training Administration under the Workforce Investment Act, and supporting documentation and program guidance.</p> <p>The records are used to document performance, financial awards, and how to apply for the supporting funds. They are also used to confirm and record program quality assurance activities and results. Planning for future programs funded by the Workforce Investment Act depends on being able to maintain and refer to these files. Any grievances or disputes over funding or performance are supported by these records. The US Dept of Labor uses the info to decide on funding levels and it is important that we maintain independent files for the purposes of planning and negotiating funding and performance standards for the programs funded by the Workforce Investment Act.</p> <p>The records are used by the Bureau of Employment Services Director, Deputy Director, Labor Program Specialists, CareerCenter Managers, Labor Program Planners and Policy Analysts, and Local Workforce Investment Boards.</p> <p>A typical file will be data reports detailing numbers of people served, rates of employment and retained employment, wages, gains in wages, types of training funded and received, success rates, and other performance data to document and justify funding. Typical files will also include correspondence related to the reports, service delivery, program monitoring activities, responses to letters of findings, letters and memos of guidance, rules, and regulations pertaining to and governing the programs funded by the Workforce Investment Act.</p>	Paper	10/23/2008	Years 3	Years 3	Destroy	Current	

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**Schedule #:** 1683 92#:Veterans Employment and Training Services Program

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Description	Media	Approval Date	In Agency Retention	Rec Center Retention	Disposition	Status	Fiscal Year Type
<p>The Maine Department of Labor keeps records of the Veterans Employment and Training Services Program in order to administer and verify funding, delivery of services, service quality and performance. They are used to document performance, financial awards, and instructions received for delivering services and applying for funds and are used by the Bureau of Employment Services Director, Deputy Director, Labor Program Specialists, Disabled Veterans Outreach Program Specialists, Local Veterans Employment Program Specialists, Local Workforce Investment Boards, community based contractors, and Labor Planners and Policy Analysts. This program provides specific training and employment services for veterans. The services include counseling, job guidance, funds for training, training and employment plans, job searches, and follow up services for job retention. The program specializes in and serves only veterans. The funding, grants, reports, and paperwork are separate from other training and employment programs administered by the state. These records allow us to plan new services and programs based on past and recent performance as document in the files. They also allow us to develop new services based on the same.</p> <p>A typical file would be a grant application, a quarterly or annual report, a narrative or required forms, service delivery data report, service delivery plan, financial award or notices, changes in a grant or plan, a notice or letter from the US Dept of Labor issuing program rules/regulations/guidance.</p>	Paper	10/23/2008	Years 3	Years 3	Destroy	Current	

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**Schedule #:** 1684 93#:Maine Jobs Council Women's Employment Issues Committee

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Description	Media	Approval Date	In Agency Retention	Rec Center Retention	Disposition	Status	Fiscal Year Type
The Maine Department of Labor keeps these records because it is the agency responsible for staffing and supporting the Maine Jobs Council Women's Employment Issues Committee. The staffing and support responsibilities include maintenance of records pertaining to the proceedings, decisions, projects, and products of the Maine Jobs Council Women's Employment Issues Committee.	Paper	10/23/2008	Years 2	Years 3	Archives	Current	

The records are used by the Maine Department of Labor and The Maine Jobs Council to affirm and confirm policy related decisions affecting women in the Maine workforce. The records are also used as reference material that explains special initiatives and projects of Maine Jobs Council Women's Employment Issues Committee. The records contain information on how to contact Committee members, which members are responsible for certain decisions, tasks, and outcomes, and how policy decisions and recommendations on women in the Maine workforce were reached, communicated, and implemented. The records are sometimes copied or sent to others for reference or collaborative projects related to women in the Maine workforce.

A typical file will contain correspondence among committee members, lists of membership and affiliations, meeting agendas and meeting minutes. These records document who attended the meetings and who was present when decisions or recommendations were made, along with who was assigned to implement actions directed by the committee. They are also the only record of ad hoc subcommittees working on special projects and initiatives related to women in the Maine workforce.

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### 158T:Employment & Training Programs

**Schedule #:** 76 1#:Student Case File

Contains date received from MESC, contract form to facility, Civil Rights Form, Course Outline, date processed, date received, insurance forms, list of major equipment, final actual cost processed.	Paper	2/21/1975	Years 2	Years 4	Destroy	Current	
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**Schedule #:** 306 10#:Property - CETA

Property records, some invoices, loan agreements.	Paper	6/19/1981	Years 5	No Retention 0	Destroy	Current	
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**Schedule #:** 306 11#:Legal - CETA

Files that contain grievance records.	Paper	6/19/1981	Years 3	No Retention 0	Destroy	Current	
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**Schedule #:** 306 12#:Planning - CETA

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Description	Media	Approval Date	In Agency Retention	Rec Center Retention	Disposition	Status	Fiscal Year Type
Planning procedures and programs with goals and objectives.	Paper	6/19/1981	Years 3	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 422 13#:Participant Files - JTPA							
Client applications, intake forms, W-4 forms, questionnaires, termination forms.	Paper	10/24/1986	Years 3	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 534 14#:Correspondence (JTPA)							
This includes letters and memoranda to and from Bureau staff, other State agencies, subcontractors, federal regional offices, Private Industry Councils, and other interested parties involved in Job Training Partnership Act (JTPA) activities.	Paper	10/24/1986	Years 3	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 534 16#:Contracts (JTPA)							
This includes contracts for the provision of training under Titles II-A, II-B, and III of the JTPA, On-the Job Training contracts, Less-than-Class contracts, full-class contracts, and contracts for special services.	Paper	10/24/1986	Years 3	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 534 18#:Insurance (JTPA)							
This includes Workers' Comp. forms and related correspondence. Retention counted from settlement of claim.	Paper	10/24/1986	Years 3	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 534 19#:Monitoring (JTPA)							
This includes program and systems monitoring reports and supporting documentation.	Paper	10/24/1986	Years 3	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 76 2#:Class Size Case File							
Case files on classes of 10 or more for a particular project - per se class on Auto Emission, contains contract with facility, Civil Rights form, course outline, date processed and received, insurance forms, list of major equipment, final actual cost processed.	Paper	2/21/1975	Years 2	Years 4	Destroy	Current	
<b>Schedule #:</b> 534 20#:Legal (JTPA)							
This includes all documentation pertaining JTPA grievances. Retention counted from settlement of grievance.	Paper	10/24/1986	Years 5	No Retention 0	Destroy	Current	

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Description	Media	Approval Date	In Agency Retention	Rec Center Retention	Disposition	Status	Fiscal Year Type
<b>Schedule #:</b> 534 21#:Planning (JTPA) This includes Service Delivery Area job training plans for Titles II-A, II-B, III, 3% Older Workers, and 8% Education Grants.	Paper	10/24/1986	Years 3	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 534 23#:Employment Competency Training (ECT) This includes teaching aids used in classroom training programs. Retain in agency for 6 months after outdated.	Paper	10/24/1986	Destroy When Updated	0	No Retention 0	Destroy	Current
<b>Schedule #:</b> 306 3#:Correspondence - CETA Correspondence and related memos.	Paper	6/19/1981	Years 3	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 306 4#:Participant Files - CETA Files for CETA participant records.	Paper	6/19/1981	Years 5	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 306 5#:Reports - CETA Contracts, State and Federal reports.	Paper	6/19/1981	Years 4	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 306 6#:Fiscal - CETA Invoices, ledgers, purchase orders, payroll, income, budget.	Paper	6/19/1981	Years 3	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 979 76#:Participant Payroll Records Maintain participant time sheets for Summer Youth program and other Federal/State programs. This payroll is not paid through Treasury, therefore no records are retained by Accounts & Control. Included in records: W-4 Form, Attendance Time Sheet, Payroll Termination Form and Bank payroll Register, Multiple Change Sheet/Payroll Coding & Transmittal Sheet. The Summer Program and other Federal/State programs place high schoolers for a brief period of time to give them work experience. For example they may place a high schooler at a town office and pay his/her salary.	Paper	4/13/1992	Years 3	Years 4	Destroy	Current	
<b>Schedule #:</b> 979 77#:Workers Compensation Files							

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BETP has a separate worker's compensation insurance policy with Maine Bonding & Casualty Co. None of the records go to Employee Relations. We maintain claim files for both Staff and JTPA participants. Information included in records: Employee's Report of Injury, Supervisor's Injury Report, Employer's First Report of Injury, Wage Statement and Vendor Invoices.	Paper	4/13/1992	Years 13	No Retention 0	Destroy	Current	

**Schedule #:** 1772 79#:USDOL WIRED grant - AKA Maine's North Star Alliance Initiative (NSAI)

The agency keeps these records to be in compliance with the requirements of the United States Department of Labor, the source of funding for the grant which mandates that records be kept available for three years. These records support the activities of the state's \$14.4M award from the United States Department of Labor Workforce Innovation in Regional Economic Development workforce development grant awarded for the period February 1, 2006 up until January 31, 2010 when the grant terminated. This program supported an employer driven workforce and economic development integration model project targeted at driving regional economies through the development and advancement of labor pools associated with identified clusters. The records were used to document performance, financial awards, and program outcomes. Typical records are contracts with supporting documentation, administrative files containing meeting and/or conference agendas and attending rosters with supporting documentation, and, printed material created to promote the grant's activities including program brochures and pertinent reports.	Paper	5/21/2010	Years 1	Years 2	Destroy	Current	
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**Schedule #:** 306 8#:Insurance - CETA

Workers' Compensation and vehicle accidents as well as insurance policies.	Paper	6/19/1981	Years 3	No Retention 0	Destroy	Current	
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**Schedule #:** 306 9#:Monitoring Unit - CETA

Records of monitoring reports and finds of problems.	Paper	6/19/1981	Years 3	No Retention 0	Destroy	Current	
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**158S:Twelve County Service Delivery Area**

**Schedule #:** 1157 1#:Participant Fiscal Files

Agency oversees and manages employment and training programs in twelve (12) of Maine's sixteen (16) counties for the economically disadvantaged/dislocated workers. Files include: Attendance Sheet; Record of Payment/Attendance; Child Care Invoice; Less-than-Class Training Agreement; copy of primary Plan for biennium.	Paper	7/21/1995	Years 3	No Retention 0	Destroy	Current	
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Description	Media	Approval Date	In Agency Retention	Rec Center Retention	Disposition	Status	Fiscal Year Type
<b>Schedule #:</b> 1570 2#:Minutes of Meetings Private Industry Council Meetings							
Minutes of the meetings of the Private Industry Council meetings.	Paper	12/28/1998	Years 1	Years 0	Archives	Current	
<b>183#:Administrative Hearings</b>							
<b>Schedule #:</b> 980 1#:Appeal Hearings Recordings							
These recordings consist of Unemployment Appeals Hearings held throughout the state and retained at 20 Union Street, Augusta for a period of at least 6 months to be available for court or commission requests. Parties recorded include a referree, a claimant, employer and witnesses. Transcribe before destroying.	Audio Tape	4/13/1992	Retention of Less than 1 Year - See Description	0	No Retention 0	Destroy	Current
<b>150#:Blind &amp; Visually Impaired</b>							
<b>Schedule #:</b> 490 44#:Business Enterprise Program - Division of Eye Care Services							
Contains documents and correspondence relating to the operation of vending stands by blind persons. Vending stands are owned by the Bureau of Rehabilitation. These records were transferred from the DHS in July of 1994. Jennette Rowlands.	Paper	1/9/1987	Years 3	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 490 45#:Administrative File - Division of Eye Care Services							
Correspondence to clients, the public and other agencies including American Foundation for the Blind and out-of-state corporations; records pertaining to locations of films and publications; contract for itinerant teachers, Maine Center for the Blind, and Diocesan Human Relations Services, and related material. These records were transferred from Department of Human Services in July of 1994. Jennette Rowlands.	Paper	1/9/1987	Years 5	No Retention 0	Destroy	Current	
<b>170#:Bureau of Labor Standards</b>							
<b>Schedule #:</b> 50 1#:Minimum Wage Determination							
Minimum wage determination on State construction projects of \$10,000 or more.	Paper	12/20/1974	Years 3	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 50 10#:Minutes of Meetings (Apprenticeship Council)							
Minutes of meetings of Maine State Apprenticeship Council. Archival transfers to be made at 5 year intervals, of all minutes 6 to 10 years old.	Paper	12/20/1974	Years 10	No Retention 0	Archives	Current	

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Description	Media	Approval Date	In Agency Retention	Rec Center Retention	Disposition	Status	Fiscal Year Type
<b>Schedule #:</b> 50 11#:Certificate Age and Part-Time and Vacation Permits							
Permits to allow minors to be employed in certain industries in non-hazardous occupations. Hard Drive copies are maintained until minor is 18 years of age. Paper copies will only be retained for 6 months after approved or denied on hard drive by the Wage & Hour Division.	Hard Disk	12/20/1974	Contingent Upon Event - See Description	0	No Retention 0	Destroy	Current
<b>Schedule #:</b> 50 12#:Handicapped Worker Certificate							
Certificates issued yearly to handicapped workers to permit subminimum wage rates.	Paper	12/20/1974	Years	3	No Retention 0	Destroy	Current
<b>Schedule #:</b> 50 13#:Bedding Inspection Report and Correspondence							
Inspection of bedding and stuffed toys licenses for compliance with statutes.	Paper	12/20/1974	Years	5	No Retention 0	Destroy	Current
<b>Schedule #:</b> 50 14#:Violation Follow-up							
Letter sent to violators of minimum wage and child labor laws. Returned to Bureau with agreement by employer to comply in the future.	Paper	12/20/1974	Years	2	No Retention 0	Destroy	Current
Letter sent to violators of minimum wage and child labor laws. Returned to Bureau with agreement by employer to comply in the future.	Hard Disk	12/20/1974	Years	2	No Retention 0	Destroy	Current
<b>Schedule #:</b> 50 15#:Inspection Report of Construction and Manufacturing Plants							
Inspection of construction and manufacturing plants for safety.	Paper	6/25/1975	Years	2	No Retention 0	Destroy	Current
<b>Schedule #:</b> 63 16#:Permanent Record Cards							
Permanent record cards with information transcribed from field inspection reports. Lists violations, previous inspection data, employee status.	Paper	1/24/1975	Years	4	No Retention 0	Destroy	Current
<b>Schedule #:</b> 152 17#:Copies of Employers First Reports of Injury							
Copies of employers first report of injury.	Paper	2/20/1976	Years	2	No Retention 0	Destroy	Current
<b>Schedule #:</b> 169 19#:OSHS Schedules (OSHA Form #103)							

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Schedules completed by employers for the Survey of Occupational Injuries and Illnesses. Each form is identified by a schedule number relating to a specific establishment. They contain data on the employer's nature of business, employment and hours, and injury and illness experience. An additional question changes every two years. Additional schedules have no data but document the establishment status (i.e. Out of Scope, Out of Business, etc.) Relevant correspondence is attached.	Paper	7/10/1989	Years 2	Years 4	Destroy	Current	
<b>Schedule #:</b> 50      2#:General Correspondence							
Incoming and outgoing correspondence containing transmittal letters and acknowledgements; request for statistics; courtesy letters; requests for information; requests for inspections; and letters of complaints.	Paper	12/20/1974	Years 2	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 169      20#:OSHS Computer Programs Documentation							
Program documentation, technical memoranda, record layouts, object programs, for OSHS data processing.	Magnetic Tape	4/16/1976	Years 5	No Retention 0	Destroy	Current	
Program documentation, technical memoranda, record layouts, object programs, for OSHS data processing.	Paper	4/16/1976	Years 5	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 169      21#:OSHS Address & Address-Data Records							
Magnetic tape files with address information and data collected during Survey of Occupational Injuries and Illnesses. Computer generated listings of addresses; manually edited with current status, addresses, etc.	Magnetic Tape	4/16/1976	Years 5	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 169      22#:Tabulations and Estimations Series							
Computer generated tabulations and estimates, hand written worksheets and typed and hand written summaries used to create the OSHS Final Project Report.	Paper	7/10/1989	Years 1	Years 5	Destroy	Current	
<b>Schedule #:</b> 169      23#:Microdata Files							
Computer generated listing of data from Series 3 Records.	Computer Printout	4/16/1976	Years 1	Years 9	Destroy	Current	
<b>Schedule #:</b> 169      24#:Data Screening Listings							

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Computer generated listings of data on magnetic tape (Record Series 3). Listings display only data which fail certain checks and require validation and/or correction.	Computer Printout	4/16/1976	Years 1	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 169      25#:Program Correspondence							
Correspondence between the agency and the Bureau of Labor Statistics and between the agency and other state agencies, that relates directly to the operations of the OSHS program. Also includes transmittal notices.	Paper	4/16/1976	Years 5	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 169      26#:Transitional Correspondence							
Correspondence with employers and individuals concerning OSHA Recordkeeping requirements, substantive requests for information or interpretation, etc.	Paper	4/16/1976	Years 1	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 285      27#:Census of Maine Manufactures Schedules							
Survey forms completed by manufacturers with economic and employment data. Retention period starts at cancellation.	Paper	4/18/1980	Years 5	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 285      28#:Census of Maine Manufactures Data							
Data from Census of Maine Manufactures survey stored for EDP retrieval. Retention period starts at publication.	Paper	4/18/1980	Years 10	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 443      29#:SDS Special Studies (by year)							
Each document represents a special study done for an individual or a company. These documents contain information on injuries and illnesses, and each is specific and unique as per the request of the individual or company. An example would be the number of injuries occurring to welders at Scott Paper Company in 1982 and 1983. The same request or similar requests seldom arise in the future. Each is done on request and not on a regular basis. Some folders also contain the computer card decks used to generate the information and any letters or correspondence sent or received.	Computer Printout	2/28/1986	Years 2	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 50      3#:Cancelled Reporter Folders							
Industrial statistics on manufacturing firms that are no longer in business.	Paper	12/20/1974	Years 3	Years 5	Destroy	Current	
<b>Schedule #:</b> 528      30#:21d (7c1) Consultation Reports - SafetyWorks Program							

# Department Series Report

## 12: Labor

Description	Media	Approval Date	In Agency Retention	Rec Center Retention	Disposition	Status	Fiscal Year Type
The list of companies whom request assistance and copies of recommendations to ensure compliance with safety & health regulations. Workplace Safety & Health Division is the consultation office for Federal Occupational Safety & Health Administration. Employers can request a free consultation at their workplace to ensure compliance with OSHA safety & health regulations. Paper copies for reference by Workplace Safety & Health staff and are needed in the event of a program audit by the Boston Regional Office. The report is the results of hazards found or not found during a consultation visit. A typical file will included field notes, a recommendation reports, and general correspondence. Additional program files include Consultation time sheets known as form 50 and Intervention sheets form 60. Also maintain consultation project measurement reports known as the CAPR/MARC, and yearly Grant applications.	Paper	3/7/2005	Years 2	Years 3	Destroy	Current	

The form 50s, form 60s, measurement reports CAPR/Marc, and Grant applications will be pulled from the file before going to records retention and will be destroyed after 2 years.

**Schedule #:** 528 31#:Safety & Education & Training Program

Workplace Safety & Health Division offers on-site safety & health training for requesting companies. This information is just maintained for reference of locations where training has occurred. Hard drive copies will be maintained for 2 years for location and topic trained. Paper is only maintained as documentation of attendance and completion for people who attend a Summer Safety Institute Course, a 1910 General Industry Course or a 1926 Construction (30 hour and 10 hour courses only) sign-in sheets to receive a OSHA Completion card will be maintained for 5 years. This is required in the event a participant requires a training completion card to be reissued. To get a card reissued, the Occupational Safety & Health Training Administrations requires proof of attendance and completion of a course. Cards can be only reissued within 5 years of completing a course	Paper	10/24/1986	Contingent Upon Event - See Description	No Retention 0	Destroy	Current	
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**Schedule #:** 528 32#:Loan Program

The list of companies who apply for loans and the action taken on those applications.	Paper	10/24/1986	Years 5	No Retention 0	Destroy	Current	
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**Schedule #:** 917 33#:Safety Compact Files

# Department Series Report

## 12: Labor

Description	Media	Approval Date	In Agency Retention	Rec Center Retention	Disposition	Status	Fiscal Year Type
The Safety Compact is a group of employers in high-risk industries who volunteer to become members and utilize our services. Services provided by BLS include an annual company statistical profile, an on-site review to identify safety and health problems, and assistance in developing a written safety policy/program. Research & Statistics gathers this information from the computer and does a statistical analysis. All records in this series are in the form of computer printouts.	Computer Printout	4/25/1991	Years 3	Years 5	Destroy	Current	
<b>Schedule #:</b> 917 34#:Cumulative Trauma Disorder Files							
We will be identifying companies in industries with high risk of having their employees develop Cumulative Trauma Disorders. Specific series will be provided, such as an annual company statistical profile, an on-site review to identify safety and health problems, and a written list of suggestions on how to lower the incidence of CTD. Research & Statistics gathers this information from the computer and does a statistical analysis. All records in this series are generated in the form of computer printouts (graphics).	Computer Printout	4/25/1991	Years 3	Years 5	Destroy	Current	
<b>Schedule #:</b> 917 35#:Revised Occupational Safety and Health Fatality Program							
Information is gathered from various sources to verify that fatalities are work-related in an attempt to get an accurate count of the number of work-related fatalities in Maine. Files include: employers report; data sheet; Medical Examiners Report; and case control document.	Paper	4/25/1991	Years 2	Years 4	Destroy	Current	
<b>Schedule #:</b> 917 36#:Work Injury Reports							
Work Injury Reports are surveys mailed to either employer or employees designed to get answers about safety issues, company safety policies and programs, and training provided to employees to help target prevention of injuries and illnesses.	Paper	4/25/1991	Years 2	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 917 37#:Special Studies (Labor Standards)							
These are requests for specific data on injuries and illnesses(e.g., the number of injuries to loggers in 1987 or the number of sprained backs in health care settings in 1989 or the costs associated with tendonitis claims in 1990 by employers, safety specialists, other government agencies, etc.	Paper	4/25/1991	Years 2	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 1018 38#:OSHS Data Collection Booklets							

# Department Series Report

## 12: Labor

Description	Media	Approval Date	In Agency Retention	Rec Center Retention	Disposition	Status	Fiscal Year Type
The data collection booklet requests summary and case-specific data on injuries and illnesses from a sample of employers for the Occupational Safety & Health Survey. These booklets ask for employment, hours worked, and specific information on injury or illness cases over a calendar year.	Paper	2/23/1993	Years 2	Years 2	Destroy	Current	
The data collection booklet requests summary and case-specific data on injuries and illnesses from a sample of employers for the Occupational Safety & Health Survey. These booklets ask for employment, hours worked, and specific information on injury or illness cases over a calendar year.	Floppy Disk	2/23/1993	Years 5	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 1094      39#:Cash Journals							
Daily and Monthly Cash Receipts and Journals for incoming monies.	Paper	8/23/1994	Years 1	Years 6	Destroy	Current	
<b>Schedule #:</b> 50      4#:Elevator Inspection Report							
Inspectors report commenting on any condition which affects safety of elevator.	Paper	12/20/1974	Years 5	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 1647      40#:Board of Occupational Safety & Health Minutes & Office Correspondence							
The Bureau keeps all agendas, meeting announcements, meeting sign-in sheets, transcribed meeting minutes, correspondence, formal appeal requests, appeal determinations, penalty summaries, expense reimbursements, Ad-Hoc Committee correspondence, and cassette recordings of meeting minutes. The Bureau provides administrative support to the Board of Occupational Safety & Health and their Ad-Hoc Committees who adopts the federal Occupational Safety & Health regulations and formulates safety & health rules as the need arises. The Board acts as the appeal board for municipalities following enforcement compliance inspections. Records are the formal hard copies of actions taken by the Board of Occupational Safety & Health. The Board will also appoint an Ad-Hoc Committees to make recommendations for rules and laws for the Board to consider. Cassette recording of meetings will be purged from file after 5 years and destroyed before sending to Records Management.	Paper	9/18/2006	Years 5	Years 5	Archives	Current	
<b>Schedule #:</b> 1647      40A:Board of Occupational Safety & Health Minutes & Office Correspondence (Audio Tapes)							

# Department Series Report

## 12: Labor

Description	Media	Approval Date	In Agency Retention	Rec Center Retention	Disposition	Status	Fiscal Year Type
The Bureau keeps all agendas, meeting announcements, meeting sign-in sheets, transcribed meeting minutes, correspondence, formal appeal requests, appeal determinations, penalty summaries, expense reimbursements, Ad-Hoc Committee correspondence, and cassette recordings of meeting minutes. The Bureau provides administrative support to the Board of Occupational Safety & Health and their Ad-Hoc Committees who adopts the federal Occupational Safety & Health regulations and formulates safety & health rules as the need arises. The Board acts as the appeal board for municipalities following enforcement compliance inspections. Records are the formal hard copies of actions taken by the Board of Occupational Safety & Health. The Board will also appoint an Ad-Hoc Committees to make recommendations for rules and laws for the Board to consider. Cassette recording of meetings will be purged from file after 5 years and destroyed before sending to Records Management.	Audio Tape	9/18/2006	Years 5	0	Destroy	Current	

**Schedule #:** 1648 41#:Employer Substance Abuse Testing Policies

The Bureau of Labor Standards, Wage & Hour Division, is required under 26 MRSa Chapter 7 §681-§690 to approve employer applications to enter a substance abuse testing program in their workplace. The Wage & Hour Director periodically accesses records to ensure that employers are only testing for substances that they been approved to test for and to ensure that employers are following their approved substance abuse testing program. This review may occur from an employee complaint or if a question regarding a companies drug policy needs to be answered. A typical file will contain the employer substance abuse testing program application and general correspondence related to the application. The active/approved programs must be maintained indefinitely or until either the employer withdraws their program, the Wage & Hour Division suspends, denies or revokes the application, or the business closes operations. Programs that are considered inactive due to suspension or withdrawal will be destroyed after one year from suspension/withdrawal/denial date.	Paper	9/18/2006	Contingent Upon Event - See Description	0	Destroy	Current	
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**Schedule #:** 1649 42#:Wage & Hour Learner Certificates

Wage & Hour Division will issue Learner Certificates for trade trainees to permit sub-minimum wage rates to be paid while trainee learns the trade/craft. Learner certificates are only active for 18 months. Record is maintain in the event a wage & hour inspection occurs and an employer is found to not paying an employee at least minimum wage. This permit is documentation that Director of Wage & Hour has allowed an exception to the minimum wage rate law.	Paper	9/18/2006	Years 2	0	Destroy	Current	
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**Schedule #:** 1650 43#:Safety & Health Public Sector Enforcement Inspections and Reports

# Department Series Report

## 12: Labor

Description	Media	Approval Date	In Agency Retention	Rec Center Retention	Disposition	Status	Fiscal Year Type
<p>Bureau of Labor Standards is the regulatory agency and conducts enforcement inspection of all State, County, and Municipal workplaces to ensure compliance of all safety &amp; health regulations MRSA Title 26 and Code of Federal Regulations 1910 &amp; 1926. The record is documentation of hazards found during an inspection of a municipal, county, or state facility. The inspector and office administration may access the reports and associated materials to determine if the employer provided documentation that the municipal, state, and county employers have complied with safety &amp; health regulations. This report is can also be accessed to review for past violations assessed to determine if a history of non-compliance exist, which could result in the need for higher penalties to be levied. All reports, correspondence with employer, penalty discussions/appeals notices, abatement certification forms from employers, appeal determinations, complaints, penalty summaries, and copy of checks of penalties being paid.</p>	Paper	9/18/2006	Years 5	Years 5	Destroy	Current	
<p><b>Schedule #:</b> 1651      44#:Substance Abuse Survey</p> <p>These records are primarily used to generate an annual statute required (26 MRSA §690) report on substance abuse testing in Maine. The Legislature has mandated that Bureau of Labor Standards submit a yearly report of companies in Maine who have conducted substance abuse testing and the results of the amount of employees testing positive for illegal substances and the type of substance tested positive. The staff of Bureau of Labor Standards, Technical Services Division following the Legislative requirement, prepares this report. Subsequent to the report, the records are used by the same staff as reference in the case of employer non-response of inconsistent response in later years. The file consists of a single-page "Annual Report on Substance Abuse Test" survey form.</p>	Paper	9/18/2006	Years 3	0	Destroy	Current	
<p><b>Schedule #:</b> 1652      45#:Safety &amp; Education Training Program - Voluntary Consultation Program</p>							

# Department Series Report

## 12: Labor

Description	Media	Approval Date	In Agency Retention	Rec Center Retention	Disposition	Status	Fiscal Year Type
Employer requests safety or health consultations to ensure compliance under voluntary basis. Records include inspection recommendation reports of hazards found (computer copy retained by Bureau only), miscellaneous correspondence from employer, air & noise monitoring results (paper). Occasionally an employer will lose their report and will need another copy. Bureau does not maintain paper copies of consultation reports, but copies can be duplicated from computer as needed. A consultant may access the hard drive to see what hazards were found during the last inspection to determine if the employer is fixing problems or if the employer has a history of non-compliance. This is a voluntary inspection program and the employers' only obligation is fix hazards found. If an employer has a history of non-compliance or repeat violations found future consultations may be denied. Minimal correspondence from employer, usually only a letter from an employer requesting a consultation, which is entered onto the computer. Only paper copy retained by the Bureau is lab results from air or noise monitoring. Lab results will be purged from file in 3 years. Final reports will remain on the computer for 3 years.	Hard Disk	9/18/2006	Years 3	0	Destroy	Current	
Employer requests safety or health consultations to ensure compliance under voluntary basis. Records include inspection recommendation reports of hazards found (computer copy retained by Bureau only), miscellaneous correspondence from employer, air & noise monitoring results (paper). Occasionally an employer will lose their report and will need another copy. Bureau does not maintain paper copies of consultation reports, but copies can be duplicated from computer as needed. A consultant may access the hard drive to see what hazards were found during the last inspection to determine if the employer is fixing problems or if the employer has a history of non-compliance. This is a voluntary inspection program and the employers' only obligation is fix hazards found. If an employer has a history of non-compliance or repeat violations found future consultations may be denied. Minimal correspondence from employer, usually only a letter from an employer requesting a consultation, which is entered onto the computer. Only paper copy retained by the Bureau is lab results from air or noise monitoring. Lab results will be purged from file in 3 years. Final reports will remain on the computer for 3 years.	Paper	9/18/2006	Years 3	0	Destroy	Current	

**Schedule #:** 1653      46#:Wage Assurance Fund Final Determination

# Department Series Report

## 12: Labor

Description	Media	Approval Date	In Agency Retention	Rec Center Retention	Disposition	Status	Fiscal Year Type
The Wage & Hour Division oversees the Wage Assurance Fund for employer who, due to a company closing or filing for bankruptcy, cannot pay their employees. This fund provides wages for those employees based on their years of service for the employer and acts sort of like a severance pay in this instance. The files consist of employer payroll records and general correspondence. Once the employer has a final determination through bankruptcy court, our file will be closed and held for 1 year. Occasionally, employees may have to pay the Wage Assurance Fund back if the bankruptcy court has provided for partial or complete reimbursement of owed wages during the final determination. In a few instance, once the company assets have been liquidated there is money left to pay partial wages to employees. If those employees received money from the Wage Assurance Fund and got money after bankruptcy, the employee is required to pay the difference back to the Wage Assurance Fund. These records are maintained for that instance for the Wage & Hour Director to access.	Paper	9/18/2006	Contingent Upon Event - See Description	0	0	Destroy	Current

**Schedule #:** 1654 47#:Wage & Hour Prosecution Cases - Payroll & Correspondence

Based on inspections conducted by the Wage & Hour Division, an employer can be charged with violating wage laws or child labor laws, which result in the file going to court to be prosecuted with fines levied. The file consists of payroll records and general correspondence. Once there is a final determination in court or a settlement agreement has been reached between the Attorney General's Office, on behalf of the Wage & Hour Division, and all wages and/or fines have been paid the file will be destroyed. Files need to be maintained until court case is closed and money due is paid.	Paper	9/18/2006	Contingent Upon Event - See Description	0	0	Destroy	Current
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**Schedule #:** 50 5#:Boiler Inspection Reports

Inspectors report commenting on any condition which affects safety of boiler.	Paper	12/20/1974	Years	5	No Retention	0	Destroy	Current
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**Schedule #:** 1671 50#:Commission on Safety and Health in the Maine Workplace

# Department Series Report

## 12: Labor

Description	Media	Approval Date	In Agency Retention	Rec Center Retention	Disposition	Status	Fiscal Year Type
The Commission on Safety and Health in the Maine Workplace was established in 1985 by Public Law 1985, MRSA Title 26 Chapter 372. The Commission was to consist of twelve members with expertise and professional qualifications in the field of occupational safety and health, representing private employers, employees appointed by the Governor. The Commissioner of the Department of Labor serves as an ex-officio member. The Bureau of Labor Standards provides staffing for the Commission. Members are volunteers and charged to examine safety attitudes and practices in Maine workplaces, identify illnesses, promote and improve best safety practice programs, as well as making recommendations to the Legislature, the Governor, educators, safety professionals, employers and workers to improve the Maine workplace. The Workers' Compensation Reform Act of 1987 added the responsibility to the Commission for reviewing loan requests made by employers to the Safety Loan Fund and making recommendations to approve or deny. Audio recording of minutes will be held for five years, then purged and destroyed. Description: Agendas, meeting announcements, sign-in sheets, transcribed minutes, correspondence, appeals, and loan applications. In January 2004, the entire membership of the Commission resigned. It has been inactive since FY 2004. This schedule conform with General schedule 12 series 3.	Paper		5 Years	5 Years	Archives	Current	
<b>Schedule #:</b> 50 6#:Elevator Plans							
Blueprint description of elevator received prior to installation for approval. Retention period begins at installation.	Paper	12/20/1974	1 Years	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 50 7#:Wage Complaints							
Form describing individual wage complaint against a person or company.	Paper	12/20/1974	2 Years	No Retention 0	Destroy	Current	
Form describing individual wage complaint against a person or company.	Hard Disk	12/20/1974	2 Years	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 50 8#:Field Inspection Report							
Inspection for compliance with minimum wage and child labor laws.	Paper	12/20/1974	3 Years	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 50 9#:Daily and Monthly Activity Report							
Daily report of field men concerning their working activity summarized monthly.	Paper	12/20/1974	2 Years	No Retention 0	Destroy	Current	
<b>152#:Bureau of Rehabilitation Services</b>							
<b>Schedule #:</b> 279 18#:General Correspondence							

# Department Series Report

## 12: Labor

Description	Media	Approval Date	In Agency Retention	Rec Center Retention	Disposition	Status	Fiscal Year Type
General Correspondence relating to Vocational Rehabilitation	Paper	11/8/1979	Years 1	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 280 19#:Bureau Director's Files							
Bureau Director's Files, correspondence, etc.	Paper	11/8/1979	Years 3	No Retention 0	Archives	Current	
<b>Schedule #:</b> 291 2#:Health Resources Inventories							
These are surveys of four types of health facilities and thirteen health professions in Maine. Ten of these surveys are on legal size paper. All health manpower surveys are executed biennially and facilities annually. We are required under contract with the National Center for Health Statistics, DHEW to maintain the source survey documents for two years. This is approximately 5,000 surveys per year legal size. Although one set of documents is destroyed after two years these are continually replaced by updated surveys. With an annual growth rate of approximately 5% for each of the 13 health professions, the number of surveys we store os increasing by that amount each year.	Paper	6/20/1980	Years 2	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 280 20#:Case Files Involving Expenditures							
Vocational Rehabilitation Facesheet, Case Service Report,Ineligibility and/or Closure Form, Reference Slips, Applications, and related correspondence.	Paper	11/8/1979	Years 3	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 482 33#:Division of Welfare Employment Correspondence & Reference Material							
Division of Welfare Employment correspondence and reference material.	Paper	6/20/1986	Years 4	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 487 34#:Correspondence - WEET Program							
Correspondence to and from regional offices, program areas, contract agencies, etc.	Paper	1/9/1987	Years 2	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 914 35#:BME Waiver Files							
The Bureau of Consumer Services is responsible for determining medical eligibility of Medicaid clients needing long-term care services. Files include: Application; IMU Mesage form; Medical History of Client and related correspondence. These are clients of the Bureau of Maine's Elderly who require home and community based health care services. Retention begins when case is closed.	Paper	6/21/1991	Years 1	Years 4	Destroy	Current	
<b>Schedule #:</b> 487 37#:Program Grants - WEET Program							

# Department Series Report

12: Labor

Description	Media	Approval Date	In Agency Retention	Rec Center Retention	Disposition	Status	Fiscal Year Type
Applications, agreements, grants for agencies providing education and training to clients. Retention period begins upon completion.	Paper	1/9/1987	Years 3	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 487 38#:WEET Administrative File							
Contains newsclippings, press releases, guides to job seeking, policy statements, food program rules, correspondence and related documents.	Paper	1/9/1987	Years 4	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 487 39#:Tables and Charts - WEET Program							
Tables and charts of trends in program areas.	Paper	1/9/1987	Years 3	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 487 40#:Management Reports - WEET Program							
COM of various program services includes client information.	Computer Output Microfilm	1/9/1987	Years 5	No Retention 0	Destroy	Current	
Computer printout of various program services includes client information. Retain until updated.	Computer Printout	1/9/1987	Destroy When Updated	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 488 41#:Grants - Bureau of Rehabilitation							
Copies of various grants in the Bureau kept for fiscal purposes. Includes correspondence and related documents.	Paper	10/24/1986	Years 3	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 488 42#:Maine Management Information System Reports							
Case system management reports containing data about individual rehabilitation cases. Retain until updated.	Computer Printout	10/24/1986	Destroy When Updated	No Retention 0	Destroy	Current	
Case system management reports containing data about individual rehabilitation cases.	Computer Output Microfilm	10/24/1986	Years 10	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 489 43#:Handicapped Accessibility Planning File							

# Department Series Report

## 12: Labor

Description	Media	Approval Date	In Agency Retention	Rec Center Retention	Disposition	Status	Fiscal Year Type
Office of the State Handicapped Accessibility Coordinator reviews State facilities, motels, hotels, municipal buildings, etc. Records are used to monitor what happened originally, and what is happening now.	Paper	10/24/1986	Years 5	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 491      47#:Management Analyses of Rehabilitation Programs							
Analytical and research studies of rehabilitation programs for management. Retain one month and destroy.	Computer Printout	10/24/1986	Retention of Less than 1 Year - See Description	0	Destroy	Current	
<b>Schedule #:</b> 572      57#:Workers Compensation Unit							
Case and employer records and correspondence for a new program. Employees have not been hired. Includes Work, Medical and Financial Reports and related correspondence.	Microfiche	1/9/1987	Years 10	No Retention 0	Destroy	Current	
Case and employer records and correspondence for a new program. Employees have not been hired. Includes Work, Medical and Financial Reports and related correspondence. Microfilm and destroy paper after case closes.	Paper	1/9/1987	Destroy After Conversion to Another Medium	0	Destroy	Current	
<b>Schedule #:</b> 590      58#:SSDI/SSI VR Program							
R-12 face sheet, SSA 199-V2 Inquiry or Claim, Social Security Claim Determination. Retention counted from completion of program by cliet.	Paper	1/9/1987	Years 1	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 590      59#:Training & Education Files							
Contains lesson plans, outlines, background materials, testing materials, magnetic tapes, correspondence, and related documents. Retain in agency until training materials are updated or completion of session.	Paper	1/9/1987	Destroy When Updated	0	Destroy	Current	
<b>Schedule #:</b> 458      6#:Closed Long Term Care Medicaid Records							
Records of clients on the Medicaid long term care program. Includes notice of eligibility from the Income Maintenance Unit (SWMA 123); any transfer; discharge (SWMA 122) or change in financial status material exchanged between the Income Maintenance Unit and the Division of Patient Classification; the initial assessment and classification (blue) 6 month reviews (blue or white) and any subsequent assessments and classifications (BMS 85, 79 or 78).	Paper	5/14/1986	Years 3	No Retention 0	Destroy	Current	

# Department Series Report

## 12: Labor

Description	Media	Approval Date	In Agency Retention	Rec Center Retention	Disposition	Status	Fiscal Year Type
<b>Schedule #:</b> 590 60#:Grants/Contracts/Purchase of Service Agreements							
Applications, letters of notification, proposals, contracts, correspondence, and related documents.	Paper	1/9/1987	Years 3	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 590 61#:Administrative Files - Division of General Rehabilitation Services							
Correspondence and memos to and from other units of the Bureau of Rehabilitation, at the Regional Services Administrative Rehabilitation Office in Boston, MA, the Department of M.H. & M.R., information on meetings, Civil Rights complaints, case reviews, stipulation agreements, and related material.	Paper	1/9/1987	Years 5	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 590 62#:Standards for Rehab. Provider Agencies							
Reports of on-site visits, to provider agencies, reflecting compliance with standards and recommendations for improvement. Includes correspondence and related documents.	Paper	1/9/1987	Years 3	No Retention 0	Destroy	Current	
<b>169#:Bureau of Unemployment Compensation</b>							
<b>Schedule #:</b> 113 1#:Maine Job Bank Documents							
All forms and documents related to the closed orders on the Maine Job Bank: ES-514(JB) - Job Order Form; ES-514(JB)Corr. - Correction Form for Job Orders; ES-508(JB) - Statistical Card; Me. JB-14 - (Achesi) Job Bank Job Order Adjustment & Status Change Form; Me. JB-15 - Applicant Statistical Correction Form; Me. JB-16 - Statistical Record Deletion Form; Me. ES-514S(JB) Job Bank Statistical Recording Document.	Paper	6/25/1975	Years 1	Years 3	Destroy	Current	
<b>Schedule #:</b> 113 10#:DUA Records - UC							
Disaster Unemployment Assistance. Forms relating to applicants for DUA, including payment authorization notices and application forms.	Paper	6/25/1975	Years 2	Years 3	Destroy	Current	
<b>Schedule #:</b> 696 100#:Magnetic Tape working storage files (DOL)							
Magnetic tape working storage files consisting of: cost accounting ,masters, transactions; Benefit payment masters,transactions; Job service orders, transactions; ESARS Report masters; ES-202 Report Masters. Data will be disposed of in one month cycles.	Magnetic Tape	9/24/1988	Retention of Less than 1 Year - See Description	0	No Retention 0	Destroy	Current

# Department Series Report

## 12: Labor

Description	Media	Approval Date	In Agency Retention	Rec Center Retention	Disposition	Status	Fiscal Year Type
<p><b>Schedule #:</b> 1934      101A:TPS Program - TPS Acceptance Sample Reviews</p> <p>The ET 407 handbook, TPS Operations Handbook provides standard instructions for operating the Core TPS program. The TPS program is a part of the Department's "UI Performs," a comprehensive performance system in which the States and Federal Government work together as partners to strengthen the UI system. TPS Acceptance Sample Reviews are one part of the Program Review process and are conducted on a cyclical basis (04/01-03/31). Acceptance Sample Reviews are completed annually within the 04/01-03/31 TPS cycle. This data is used by Agency and Region 1 as designed. The Agency is required to keep TPS Acceptance Sample Reviews for 7-years per the ET 407 Handbook guidelines and instructions. There are 13 tax functions which have various types of internal controls and these reviews are an assessment of State's internal controls or quality assurance systems. The presence of these controls and verification by the review is a part of the Program Review process that should ensure State's UI revenue transactions are processed accurately. Sampling small "acceptance" or "discovery" samples are examined for each tax function. Due to the small number of samples, this test is intended simply to signal potential problem areas in those tax functions where 3 or more cases are found to fail. It indicates - with a 90% confidence level - that the particular tax function has an error rate of 8.8% or more. These tax functions are: Status Determinations (New / Successor / Inactivations &amp; Terminations; Cashiering; Report Delinquency; collections; Field Audits; Report Processing; Debits a&amp; Billings - Contributory &amp; Reimbursing; Credits &amp; Refunds; Benefit Charging; and Tax Rates. A review can contain, but not limited to: various Tiny Term screen shots, ORBIT reports, billing notices, forms, communications, staff emails, annotations, etc. that support the review results and scoring.</p>	Paper	5/28/2014	Years 1	Years 6	Destroy	Current	
<p><b>Schedule #:</b> 1934      101B:TPS Program - TPS System Reviews</p>							

# Department Series Report

## 12: Labor

Description	Media	Approval Date	In Agency Retention	Rec Center Retention	Disposition	Status	Fiscal Year Type
The ET 407 handbook, TPS Operations Handbook provides standard instructions for operating the Core TPS program. The TPS program is a part of the Department's "UI Performs," a comprehensive performance system in which the States and Federal Government work together as partners to strengthen the UI system. TPS System Reviews are one part of the Program Review process and are conducted on a cyclical basis (04/01-03/31). System Reviews of State internal controls take place every four years unless problems have been discovered or program changes have been made within the last year. This data is used by Agency and Region 1 As designed. The Agency is required to keep TPS system Reviews for 7-years per the ET 407 Handbook guidelines and instructions. The System Review is an audit of various types of internal controls and is an organized assessment of State's internal controls or quality assurance systems. The presence of these controls and verification by the System Review (audit) process should ensure that State's UI revenue transactions are processed accurately. A system Review can contain, but not limited to: interview sheet, tax function System Review Questionnaire - various sections, related Agency Standard Operations Procedures, emails, forms and reports.	Paper	5/28/2014	Years 1	Years 6	Destroy	Current	
<b>Schedule #:</b> 113      11#:WIN Records - UC							
Work Incentive Program. All qualifying material and certification records for trainees under the WIN program, including payment authorization cards.	Paper	6/25/1975	Years 2	Years 3	Destroy	Current	
<b>Schedule #:</b> 132      12#:Determination/Redetermination of Insured Status							
Monetary determination or determinsation to unemployment benefits. Indicates the maximum weekly benefit amount and maximum amount of regular benefits.	Roll Microfilm	8/15/1975	Years 4	No Retention 0	Destroy	Current	
Monetary determination or determinsation to unemployment benefits. Indicates the maximum weekly benefit amount and maximum amount of regular benefits. Microfilm and destroy paper.	Paper	8/15/1975	Destroy After Conversion to Another Medium	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 145      14#:Employer Ledgers							
Bookkeeping ledgers containing information relative to Quarterly Employer Contribution Reports. This method is being replaced by computerization and will no longer be used in the future.	Paper	10/20/1975	Years 0	Years 5	Destroy	Current	
<b>Schedule #:</b> 151      15#:Local Office Batch Files							

# Department Series Report

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Description	Media	Approval Date	In Agency Retention	Rec Center Retention	Disposition	Status	Fiscal Year Type
Me.B-1 Request for Separation Information; Me.Bp1.1 Lack of Work Separation Notice; Me.3-2.1 Additional Application for Benefits; Me. B-2.5 Claimant Questionnaire; Me.B-9 Claim for Unemployment Benefits and Earnings Report; Me.B-11.1 Supplemental Continued Claim Form; Me.B-20 Return to Work Claim; Me.BD-1DP Determination of Insured Status; Me.BD-1.1 LNotice of Potential Benefit Charge; Me.BD-4 Statement Supporting Deputy's Findings of Fact; Me.BD-4.5 Physician's Report of Claimant; Me.FD-21 Letter; and other related documents.	Paper	1/9/1987	Years 2	Years 3	Destroy	Current	
<b>Schedule #:</b> 151      16#:Claim Record Cards (Including Interstate)							
Claimant's application for unemployment insurance benefits and weekly record of claims.	Paper	1/9/1987	Years 2	Years 3	Destroy	Current	
<b>Schedule #:</b> 163      17#:Unemployment Compensation Director's Correspondence Files							
Correspondence from claimants, employers, senators and the governor in letter format. Also memorandums from the 14 local offices and other divisions of the Employment Security Commission.	Paper	4/16/1976	Years 1	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 170      18#:Unemployment Compensation Benefit Checks							
Unemployment Compensation Benefit Checks	CD	4/18/2003	Years 6	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 180      19#:Purge Benefit Master File							
This is a list on microfilm of claimants whose benefit year ends during a calendar year, purged from the computer tape Master Benefit File, which lists all claimants.	Computer Output Microfilm	6/18/1976	Years 0	Years 10	Destroy	Current	
<b>Schedule #:</b> 113      2#:Employer's Contribution Reports, Form Me. C-1							
Quarterly report submitted by Maine employers for compliance under the Employment Security Law. Report computation reveals the amount of unemployment tax each employer must pay for that quarter.	Paper	6/25/1975	Years 2	Years 4	Destroy	Current	
<b>Schedule #:</b> 193      20#:Combined Wage Packets - Wages Transferred Out-of-State							

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Description	Media	Approval Date	In Agency Retention	Rec Center Retention	Disposition	Status	Fiscal Year Type
Packets containing all correspondence concerning transfer of Maine wages and their use in Out-of-State Combined Wage Claims. Included are: Inter-1.1, Notice of Potential Benefit Charge; IB-5, Report on Determination of Combined-Wage Claim; IB-4, Request for Transfer of Wages - Interstate Arrangement for Combining Employment and Wages; B-3, Detail Wage Request (Computer Printout); B-3.1, Request for Verification of Wages; B-1.1A, Special Request for Wage and Separation Information; B-1, Request for Separation Information; B-1DR, Request for Additional Separation Information; B-2.5DR, Claimant's Questionnaire; B-1.1B, Notice on Transfer of Wages; Inter-5, Letter re Employer Billing Under Combined-Wage Program; other letters necessary to complete determination.	Paper	8/20/1976	Years 3	Years 2	Destroy	Current	
<b>Schedule #:</b> 193 21#:Combined Wage Packets - Wages Transferred In - Eligible							
Packets containing all correspondence concerning Maine Combined Wage claimants' monetary determinations. Included are: Inter-2.1, Monetary Determination - Interstate Arrangement for Combining Employment and Wages; IB-5, Report on Determination of Combined-Wage Claim; IB-4, Request for Transfer of Wages - Interstate Arrangement for Combining Employment and Wages; Transcript - Claimant Benefit Master Inquiry (computer printout); other letters and memos as necessary to complete determination.	Paper	8/20/1976	Years 3	Years 2	Destroy	Current	
<b>Schedule #:</b> 193 22#:Combined Wage Packets - Wages Transferred In - Ineligible							
Packets containing all correspondence concerning claimants found to be not eligible for combining in Maine. Included are: IB-5, Notice on Determination of Combined Wage Claim; ADM-1.1, Inter-Office Memorandum; Inter-2.1, Monetary Determination - Interstate Arrangement for Combining Employment and Wages; other letters, memos, and notices as necessary to completed determination.	Paper	8/20/1976	Years 2	Years 2	Destroy	Current	
<b>Schedule #:</b> 196 23#:Complaint Related Forms: Statewide - Local Offices							
The first form is made out when an applicant has a complaint against an employer, the Employment Service Division or the Unemployment Insurance Division. The second form is used to record non-Employment Service Related Complaints. Forms: Me. ES-3 Complaint Form; Me. ES-3.4 Complaint Log.	Paper	8/20/1976	Years 3	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 196 24#:Test Related Forms: Answer Sheets & Record of Apparatus Test Scores							

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Description	Media	Approval Date	In Agency Retention	Rec Center Retention	Disposition	Status	Fiscal Year Type
Answer sheets are made out by clients while taking the test(s). Me. ES-518.1, Record of Apparatus Test Scores (GATB and NATB) - Parts IX-XII; Answer Sheet Parts I-VII (GATB); Answer Sheet Parts VIII (GATB and NATB); Answer Sheet Tests A, B, C, D, E, F, G, H, I (NATB).	Paper	8/20/1976	Years 1	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 196      25#:Employment Service Director's Correspondence							
All of the Employment Service Director's correspondence relating to Employment Service operations: U.S. Dept. of Labor -Washington, D.C.; Regional Office of Dept. of Labor - Boston, MA; Governor's Office; public.	Paper	8/20/1976	Years 2	Years 1	Destroy	Current	
<b>Schedule #:</b> 196      26#:Test Record Cards							
Test Record Cards are made out by agency personnel to record test results of: GATB, NATB, Basic Occupational Literacy Test (BOLT), spelling, and proficiency tests (typing and shorthand). MA 7-23, Test Record Card (Non-Reading Aptitude Test Battery - NATB); MA 7-49 (Formally numbered ME.ES518) Test Record Card (General Aptitude Test Battery - GATB).	Paper	8/20/1976	Years 3	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 204      27#:Registration Related Forms							
All work registration forms containing characteristics of applicants and past work experience: ES-511, Registration Form for non-veterans; ES-511V, Registration Form for veterans; ES-512, Additional Registration Card, non-veteran; ES-512V, Additional Registration Card, veteran; ES-617, Counseling and Record Control; ES-511.1, Counseling Supplement; ES-571B, Capacities Report - Physical Status; ES-571C, Capacities Report, Mental Status. Retention period begins at inactivation.	Paper	10/15/1976	Years 1	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 204      28#:WIN Related Forms							
All WIN Program Forms containing the flow of an applicant in the WIN Program. Me. WIN 617 WIN Record and Control. Retention period begins after last payment.	Paper	10/15/1976	Years 3	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 223      29#:ESARS - Local Office							

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Description	Media	Approval Date	In Agency Retention	Rec Center Retention	Disposition	Status	Fiscal Year Type
These reports contain activity counts of the services provided to unemployed individuals by the Job Service Division. The reports are arranged by local office for specified months and contain the following: Applicant characteristics (age, sex, education, ethnic group, welfare, veteran status); job order characteristics (occupation code, duration of job, wage, number of openings, industrial code); transactions (placement, counseling, testing, training, referrals, job development contacts.	Paper	2/18/1977	Years 2	Years 5	Destroy	Current	
<b>Schedule #:</b> 113      3#:UC Reconciliation and Outstanding Check Lists							
Weekly computer printout of check reconciliation and list of UC checks outstanding. Outstanding checks identified by the symbol "OT" in the first column on the printout.	Computer Printout	6/25/1975	Years 2	Years 3	Destroy	Current	
<b>Schedule #:</b> 223      30#:Employer History							
These reports contain information about job orders received by the Job Service Division. The reports are arranged by local office for specified months and contain the following: Job Order Characteristics - occupation code, duration of job, wage, number of openings, industrial code, number of referrals, number of openings filled, job requirements. Retain in agency 3 months.	Paper	2/18/1977	Retention of Less than 1 Year - See Description	0	Years 7	Destroy	Current
<b>Schedule #:</b> 223      31#:JBOR Tables							
These reports contain information on openings received, referrals, and placements of unemployed individuals by the Job Service Division. The reports are arranged by local office for specified months and contain the following: Job Order Characteristics - occupation code, duration of job, wage, number of openings, industry codes; Transactions - number of referrals, number of placements, characteristics of individuals referred and placed.	Paper	2/18/1977	Years 1	Years 6	Destroy	Current	
<b>Schedule #:</b> 223      32#:ESARS - Statewide							
These reports contain activity counts of the services provided to unemployed individuals by the Job Service Division. The reports provide statewide totals for specified months and contain the following: Applicant Characteristics - age, sex, education, ethnic group, welfare, veteran status; Job Order Characteristics - occupation code, duration of job, wage, number of openings, industrial code; Transactions - placement, counseling, testing, training, referrals, job development contacts.	Paper	2/18/1977	Years 2	Years 5	Destroy	Current	
<b>Schedule #:</b> 223      33#:ESARS - WIN & Special Offices							

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## 12: Labor

Description	Media	Approval Date	In Agency Retention	Rec Center Retention	Disposition	Status	Fiscal Year Type
<p>These reports contain activity counts of the services provided to unemployed individuals by the Job Service Division. The reports are arranged by WIN and Special Offices for specified months and contain the following: Applicant Characteristics - age, sex, education, ethnic group, welfare, veteran status; Job Order Characteristics - occupation code, duration of job, wage, number of openings, industrial code; Transactions - placement, counselling, testing, training, referrals, job development contacts.</p>	Paper	2/18/1977	Years 2	Years 5	Destroy	Current	
<p><b>Schedule #:</b> 223      34#:ES-202 Federal Tabulations &amp; Area Reports</p> <p>These reports contain data on employers subject to the Federal-State Unemployment Insurance Program. The reports are arranged by quarter and contain the following number of reporting units, monthly covered employment, quarterly total and taxable wages, and contributions. Data are classified by industry code and location.</p>	Paper	10/25/1985	Years 2	Years 25	Destroy	Current	
<p><b>Schedule #:</b> 223      35#:ES-202 Firm Listings</p> <p>These reports contain data on employers subject to the Federal-State Unemployment Insurance Program. The reports are arranged by quarter and contain the following: employer name, town location, four-digit industry code and total wages.</p>	Computer Printout	10/24/1986	Years 2	Years 9	Destroy	Current	
<p><b>Schedule #:</b> 223      36#:ES-202 Proof Listings</p> <p>These reports contain data on employers subject to the Federal-State Unemployment Insurance Program. The reports are arranged by quarter and contain the following for each four-digit industry code: employer number, location code, monthly employment, total wages, taxable wages and contributions.</p>	Computer Printout	10/24/1986	Years 2	Years 9	Destroy	Current	
<p><b>Schedule #:</b> 223      37#:ES-203 Char. of Insured Unemployed</p> <p>These reports are based on a sample and contain data pertaining to individuals filing for benefits under the State Unemployment Insurance Program. The reports are arranged by statewide and local office and contain the following: type of claim, number of weeks claimed, current duration of unemployment, year of birth, sex, color, industry, and occupation. Series includes MA-5-142 and MA 5-143 reports.</p>	Computer Printout	10/24/1986	Years 2	Years 9	Destroy	Current	
<p><b>Schedule #:</b> 223      38#:ES-207, ES-210.3 &amp; ES210.4 Reports</p>							

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Description	Media	Approval Date	In Agency Retention	Rec Center Retention	Disposition	Status	Fiscal Year Type
<p>These reports contain data on individuals filing for benefits under the Federal-State Unemployment Insurance Program. The reports are weekly, monthly, and quarterly for each benefit program. The following data elements are included: number of nonmonetary determinations, redeterminations and requalifications by issue; number of initial claims, continued claims, benefit rights interviews and periodic interviews.</p>	Computer Printout	10/24/1986	Years 2	Years 9	Destroy	Current	
<hr/> <p><b>Schedule #:</b> 223      39#:ES-210-C-4, 217, Town &amp; Country, Canadian Claims-Payment Reports</p>							
<p>These reports contain data on individuals receiving benefits under the Federal-State Unemployment Insurance Program. The 210 C-4 reports are weekly and monthly, while all remaining reports are monthly; all reports are arranged by benefit program and contain the following: 210 C-4, number of weeks compensated, first payments, last payments by industry for each local office and statewide; 217, number of weeks compensated, first payments, last payments for each four-digit industry total; T &amp; C, number and amount of weeks compensated for each city, town and county; Canadian Claims and County, number of weeks compensated, first payments, last payments by industry for each local office and statewide.</p>	Computer Printout	10/24/1986	Years 2	Years 9	Destroy	Current	
<hr/> <p><b>Schedule #:</b> 113      4#:UC Check Registers</p>							
<p>Computer printout record of unemployment checks issued to claimants.</p>	Computer Printout	1/9/1987	Years 1	Years 4	Destroy	Current	
<hr/> <p><b>Schedule #:</b> 223      40#:ES-215 (Pensioners), ES-218 (Monetary Determinations), MA-588</p>							
<p>These reports contain data on individuals receiving benefits under the Federal-State Unemployment Insurance Program. All reports have data for each benefit program except for the MA 5-88, which is for the Emergency Compensation Program only. The following information is included: ES-215, number and amount of weeks compensated for total unemployment and for payments reduced due to pensions; ES-218, number determined eligible and number exhausting benefits by weeks of duration, number entitled to maximum weekly benefit amount and maximum duration; MA 5-88, number of first and final payments by age, sex, color, industry, and occupation code.</p>	Computer Printout	10/24/1986	Years 2	Years 9	Destroy	Current	
<hr/> <p><b>Schedule #:</b> 227      41#:Area Industry - Occupation Matrices</p>							
<p>Using census occupations, industry-occupation matrices are included for the years 1970 and 1980 for the Portland Labor Market Area and the Lewiston-Auburn Standard Metropolitan Statistical Area.</p>	Paper	2/18/1977	Years 3	Years 2	Destroy	Current	

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Description	Media	Approval Date	In Agency Retention	Rec Center Retention	Disposition	Status	Fiscal Year Type
<b>Schedule #:</b> 227 42#:State Industry-Occupation Matrices and Occupational Employment							
The Occupational Employment Statistics Nonmanufacturing 1973 Survey control file, address file and clean data. Listings from the 1971 Survey of State Government Employment: 1. State Government, including the University of Maine; 2. State Government by department; 3. State Government, except the University of Maine; 4. University of Maine, by campus; 5. University of Maine, all campuses. State wide 1970 industry-occupation matrix by class of worker; statewide 1960, 1969, and 1980 industry-occupation matrix; statewide 1980 industry-occupation matrix. Note: Per department, series obsolete as of 1/1/89.	Paper	2/18/1977	Years 3	Years 2	Destroy	Current	
<b>Schedule #:</b> 227 43#:Job Openings Survey							
Computer printouts of the quarterly survey of job openings in the State summarized by occupation, by industry by occupation, by major industry by occupation, by CAMPS district, by local office, and by county are included for August 1973 through November 1974.	Computer Printout	2/18/1977	Years 3	Years 2	Destroy	Current	
<b>Schedule #:</b> 227 44#:Occupational Employment Statistics Forms							
Occupational Employment Statistics completed survey forms from the following surveys: Nonmanufacturing 1975; Manufacturing 1974; Trade 1973; Local Government 1975. Note: Per department, series obsolete as of 1/1/89.	Paper	2/18/1977	Years 1	Years 2	Destroy	Current	
<b>Schedule #:</b> 227 45#:Weekly Local Office Reports (MR-207, MR-209, MR-210, MR-218)							
These reports contain weekly counts of activities performed by the Job Service and Unemployment Insurance Divisions. The reports are arranged by local office for specified months and contain the following: MR-207, Nonmonetary Determinations by Issue; MR-209, Employer Visits and Telephone Contacts; MR-210, Initial and Continued Claims by Program and Type; MR-218, Monetary Determinations.	Paper	4/19/1989	Years 2	Years 4	Destroy	Current	
<b>Schedule #:</b> 233 46#:CETA Trainee Payment Account Records							
Comprehensive Employment and Training Act. Title I, S. 95.34 Training Allowances. All records which assure accountability and uniformity, and to facilitate the necessary coordination with other programs, the system for payment of allowances under the Act are included in the participants' folders.	Paper	6/17/1977	Years 1	Years 2	Destroy	Current	
<b>Schedule #:</b> 245 47#:Unemployment Compensation Fund Accounts - Fiscal Records							

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## 12: Labor

Description	Media	Approval Date	In Agency Retention	Rec Center Retention	Disposition	Status	Fiscal Year Type
This is the file of source documents used when posting all fiscal transactions related to the Unemployment Compensation Fund Accounts. It also includes month end reports and bank statements.	Paper	10/27/1977	Years 1	Years 3	Destroy	Current	
<b>Schedule #:</b> 246      48#:Deputy's Decisions							
Local Office's copy of Deputy's Decisions which determine eligibility of claimants to unemployment benefits when an issue as to their eligibility arises. Attached with the Deputy's Decision is material which supports the Deputy's decision.	Paper	1/9/1987	Years 2	Years 3	Destroy	Current	
<b>Schedule #:</b> 260      49#:ES-213 Claims Activities, Payments and Interstate Claims							
The Es-213 reports contain data on the number of claims filed, weeks compensated, and amounts paid under the Federal-State Unemployment Insurance Program. The reports are arranged statewide by month for each benefit program and contain the following: initial claims, weeks claimed, first payments, weeks compensated - number and amount, final payments, and first payment time lapse data.	Computer Printout	10/24/1986	Years 2	Years 9	Destroy	Current	
Computer printout record of unemployment checks issued to claimants.	Computer Printout	4/20/1979	Years 1	Years 3	Destroy	Current	
<b>Schedule #:</b> 113      5#:UC Claimant Folder File Records							
Records of Deputy Decisions, overpayments, employer charge changes, and protests and other UC claims related material.	Paper	1/9/1987	Years 2	Years 3	Destroy	Current	
<b>Schedule #:</b> 272      50#:SUAP Monetary Determinations							
SUAP=Special Unemployment Assistance Program. Claimant's determination of entitlement under the SUA Program. (Program terminated.)	Paper	4/20/1979	Years 0	Years 3	Destroy	Current	
<b>Schedule #:</b> 271      51#:Combined Wage Packets - Wages Transferred Out - Ineligible							

# Department Series Report

12: Labor

Description	Media	Approval Date	In Agency Retention	Rec Center Retention	Disposition	Status	Fiscal Year Type
Packets containing all correspondence concerning transfer of Maine wages and their use in Out-of-State Combined Wage Claims. Included are: IB-5, Report on Determination of Combined-Wage Claim; Inter-1.1, Note of Potential Benefit Charge; IB-4, Request for Transfer of Wages-Interstate Arrangement for Combining Employment and Wages; B-3, Detail Wage Request (Computer Printout); B-3.1, Request for Verification of Wage; B-1.1A, Special Request for Wage and Separation Information; B-1, Request for Separation Information; B-1.1B, Notice of Transfer of Wages; other letters necessary to completed determination.	Paper	4/20/1979	Years 2	Years 3	Destroy	Current	
<b>Schedule #:</b> 290 52#:All Employees Payroll Project							
(BLS 790 Schedules.) These forms contain 12 months of employment, payroll and hours information for firms in the Current Employment Statistics sample. BLS Regional Office requires that previous year's schedules be kept for 3 years.	Paper	2/22/1988	Years 3	Years 3	Destroy	Current	
<b>Schedule #:</b> 290 53#:BLS 70 Office Record Cards							
Each card represent 1 year's data on employment hours and payroll for firms in the Current Employment Statistics sample. In 1976 a cumulative listing was initiated which is kept in the agecy and contains this data. These office record cards are kept to retain data for individual firms previous to the cumulative listing. They include 1970 through 1975. Note: Per department, series obsolete as of 1/1/89.	Paper	4/18/1980	Years 0	No Retention 0	Archives	Current	
<b>Schedule #:</b> 290 54#:BLS 790 and DL 1219 Canceled Reports							
These are schedules for firms who were in the Current Employment Statistics sample. They show the employment, payroll and hours for the firm until it terminated reporting and subsequently was canceled from the sample. A canceled firm must not be resolicited for re-inclusion in the sample until three years have elapsed from the canceled data. Note: Per department, series obsolete as of 1/1/89.	Paper	4/18/1980	Years 1	Years 2	Destroy	Current	
<b>Schedule #:</b> 290 55#:Historical Employment Hours and Earnings Data							
These reports contain employment, hours and earnings historical data by month in finer detail than is published. These include data from 1947 through 1969.	Paper	4/19/1989	Years 5	No Retention 0	Archives	Current	
<b>Schedule #:</b> 299 56#:MR-203 - Weeks Compensated by County and Labor Market Areas							

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Description	Media	Approval Date	In Agency Retention	Rec Center Retention	Disposition	Status	Fiscal Year Type
Monthly tabulations of the number of weeks compensated for insured (less partials) by industry, sex, and family responsibility for each county and labor market area in Maine plus statewide.	Computer Printout	10/24/1986	Years 2	Years 9	Destroy	Current	
<b>Schedule #:</b> 343 57#:BLS I Continued Claimants							
The BLS I reports contain data on the number of continued claims certified to unemployment in the week including the 12th. The reports are arranged by Labor Market Area by month and include claimants with and without earnings for UI, UCFE, and UCX programs.	Paper	2/15/1985	Years 2	Years 5	Destroy	Current	
<b>Schedule #:</b> 343 58#:BLS II Final Payments							
The BLS II reports contain data on the number of final payment to claimants. The reports are arranged by week of certification and residence for UI, UCFE, and UCX programs.	Paper	2/15/1985	Years 2	Years 5	Destroy	Current	
<b>Schedule #:</b> 343 59#:BLS III Disqualified Claimants							
The BLS III reports contain data on the number of claimants disqualified under separation issues. The reports are arranged by week of imposition, length of penalty and residence location for UI, UCFE, UCX.	Paper	2/15/1985	Years 2	Years 5	Destroy	Current	
<b>Schedule #:</b> 113 6#:UCX-UCFE Material							
UCX - unemployment compensation for ex-servicemen; UCFE - unemployment compensation for Federal employees. Federal and State forms and records relating to UC qualification and certification of former Federal civilian and military personnel.	Paper	6/25/1975	Years 2	Years 3	Destroy	Current	
<b>Schedule #:</b> 343 60#:Me. MR-210 Claims Activity							
The Me. MR-210 reports contain data on the number of claims filed, Benefit Rights interviews, and Eligibility Review program interviews for Regular and FSC Benefits. The reports are arranged by local office by week and includes the following: initial claims, continued claims, Benefit Rights interviews, Eligibility Review Interviews, and itinerant point information.	Paper	4/19/1989	Years 2	Years 5	Destroy	Current	
<b>Schedule #:</b> 343 61#:Me. EAR-520 Employer Services Activity							

# Department Series Report

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Description	Media	Approval Date	In Agency Retention	Rec Center Retention	Disposition	Status	Fiscal Year Type
The ES-520 reports contain information on Employer Services Activity. The reports are arranged by Job Service local office by month and include the following: visits to nonagricultural employers (total and major market) and agricultural employers and telephone contacts with same.	Paper	4/19/1989	Years 2	Years 5	Destroy	Current	
<b>Schedule #:</b> 343      62#:Me. EAR-210 ERP Eligibility Review Program Interviews							
The Me. EAR-210 ERP reports contain information on the number and results of Eligibility Review Program Interviews. The reports are arranged by local office by week and contain the following: interviews conducted, number failing to report, disqualifications, referrals to adjudication, referrals to Job Service and other training, and number returning to work.	Paper	4/19/1989	Years 2	Years 5	Destroy	Current	
<b>Schedule #:</b> 343      63#:Me. EAR-207 Nonmonetary Determination							
The EAR-207 reports contain data in deputires' nonmonetary determinations. The reports are arranged by local office by week and include determinations, redeterminations and requalifications for all separation issues for UI, UCFE, and UCX programs.	Paper	4/19/1989	Years 2	Years 5	Destroy	Current	
<b>Schedule #:</b> 379      64#:ETA & BLS Correspondence							
Correspondence to and from the Bureau of Labor Statistics (BLS) Regional and National Offices and correspondence to and from the Employment and Training Administration Regional and National Offices.	Paper	10/25/1985	Years 3	Years 10	Destroy	Current	
<b>Schedule #:</b> 379      65#:Division Correspondence, News Releases & Reports							
Division correspondence consisting of interdepartmental correspondence, agency correspondence, copies of request for information and responses, copies of Dept. of Labor new releases, copies of Legislative Research Reports, and copies of weekly reports to the Executive Director.	Paper	10/25/1985	Years 3	Years 5	Destroy	Current	
<b>Schedule #:</b> 424      66#:Temporary Alien Labor Certification in Agriculture and Logging							
Forms MA 7-95, MA 7-50B, ETA 7148, MA7-90, ES-338, ES-514M.	Paper	2/28/1986	Years 3	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 464      67#:Random Audit/Quality Control File Folders							

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## 12: Labor

Description	Media	Approval Date	In Agency Retention	Rec Center Retention	Disposition	Status	Fiscal Year Type
Current monetary determination/redetermination; records of payments, denials for current benefit year; wage investigation form, both benefit year and benefit period; work search verification forms; etc.	Paper	5/14/1986	Years 2	Years 3	Destroy	Current	
Current monetary determination/redetermination; records of payments, denials for current benefit year; wage investigation form, both benefit year and benefit period; work search verification forms; etc.	Computer Printout	5/14/1986	Years 2	Years 3	Destroy	Current	
<b>Schedule #:</b> 567      68#:Employers Quarterly Reports - Form ME C-1							
Formerly Employer's Contribution Reports, Form Me C-1 (series 2) and Quaterly Report of Earnings of Each Employee (series 13). Quarterly report submitted by Maine Employers for compliance under the Employment Security Law. Report lists names of employees, S.S. No's, total gross payroll of the company, total taxable payroll, amount paid to each individual worker during the quarter reported.	Paper	1/9/1987	Years 2	Years 4	Destroy	Current	
<b>Schedule #:</b> 573      69#:Batch Weekly Claim Card Files-Me. B-100 Forms and Related Material							
These forms are submitted by claimants each week to request unemployment compensation for the previous week.	Paper	1/9/1987	Years 2	Years 3	Destroy	Current	
<b>Schedule #:</b> 113      7#:MDTA Records - UC							
Manpower Development and Training Act (discontinued program). Forms relating to applicants for training under MDTA, including entitlement forms, referral notices, requests for allowances, certification records, and general correspondence.	Paper	6/25/1975	Years 2	Years 4	Destroy	Current	
<b>Schedule #:</b> 575      70#:Targeted Jobs Tax Credit							
Forms ETA-8470, ETA-8469, ETA-8468: Denial, Verification, and Tally Sheets.	Paper	1/9/1987	Years 3	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 604      71#:D/EA&R CETA Records							
CETA correspondence, planning information, rules and regulations.	Paper	2/27/1987	Years 3	Years 5	Destroy	Current	
<b>Schedule #:</b> 605      72#:D/EA&R Publications							
Original publication that need to be kept for reference over the next 15 years then destroyed i.e. technical services monographs, staff indices, staffing patterns, annual planning information, demographic (census), occupational employment publications.	Paper	2/27/1987	Years 3	Years 5	Destroy	Current	

# Department Series Report

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Description	Media	Approval Date	In Agency Retention	Rec Center Retention	Disposition	Status	Fiscal Year Type
<p><b>Schedule #:</b> 606      73#:D/EA&amp;R Publications of Permanent Record</p> <p>Original D/EA&amp;R publications with long term value giving summary information i.e. Employment &amp; Earnings Statistical Handbook and Civilian Labor Force Estimates. These publications have historical value as they provide: (1) Estimates on the Maine Labor Force including those developed by Labor Market Area and Minor Civil Divisions; (2) detailed employment and wage information for the state and by Labor Market Area; (3) and other economic information as collected under the provisions of the Maine Employment Security Law.</p>	Paper	2/27/1987	Years 3	Years 5	Archives	Current	
<p><b>Schedule #:</b> 629      74#:Unemployment Tax Cash/Bank List</p> <p>List of employer contributions received listed in employer no. sequence within a batch. List of contributions by position in the batch. Distribution of income forms Me. BM-20.1.</p>	Paper	12/16/1987	Years 1	Years 2	Destroy	Current	
<p><b>Schedule #:</b> 636      75#:EB and FSB Eligibility Lists</p> <p>Computer lists of extended benefits and federal supplemental benefits eligibility by local office.</p>	Computer Printout	12/16/1987	Years 1	Years 2	Destroy	Current	
<p><b>Schedule #:</b> 670      77#:Benefit Audit Files</p> <p>Files may contain copy of checks, claim card, deputy decision, Form B-1, statements, transcripts, monetary determinations and all related material.</p>	Paper	6/28/1988	Years 1	Years 5	Destroy	Current	
<p><b>Schedule #:</b> 679      78#:Dislocated Worker's Benefits (DWB) Claim Materials</p> <p>Claim applications, control card, entitlement determination, request for allowances, and claim forms.</p>	Paper	6/28/1988	Years 2	Years 3	Destroy	Current	
<p><b>Schedule #:</b> 718      79#:D/EA&amp;R Surveys and Special Research Projects</p> <p>Division surveys; analyses; findings; and correspondence for the woods wage survey; apple wage survey and H2-A prevailing practices survey.</p>	Paper	4/19/1989	Years 4	Years 10	Archives	Current	
<p><b>Schedule #:</b> 113      8#:CEP Trainee Records - UC</p> <p>CEP - Concentrated Employment Program (discontinued.) Forms relating to applicants for training under CEP, including entitlement forms, referral notices, requests for allowances, certification records, and general correspondence.</p>	Paper	6/25/1975	Years 2	Years 3	Destroy	Current	

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<b>Schedule #:</b> 734      80#:Regional Correspondence Issuance and Program Letters Correspondence from both Boston and Washington USDOL Regional Office, Directives in the form of various Issuance and Program Letters.	Paper	7/10/1989	Years 3	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 734      81#:Trade Readjustment Assistance Material Petitions, Certifications, and Denials for TAA. "Administration investigations regarding certifications of eligibility to apply for worker adjustment assistance.	Paper	7/10/1989	Years 3	Years 3	Destroy	Current	
<b>Schedule #:</b> 734      82#:ICESA AND IAPES Interstate Conference of Employment Security Agencies, Inc. and International Association of Personnel in Employment Security notices of meetings, minutes and related correspondence.	Paper	7/10/1989	Years 5	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 734      83#:MHRD Council Material (Maine Human Resource Development) Minutes of meetings, reports to Governor. Directives from lead agency. The goal of the council is to coordinate Human Resource Development planning with economic development planning so that a human resource developemnt strategy is better utilized as an economic development tool.	Paper	7/10/1989	Years 6	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 734      84#:BES Court Cases UI Claims appeals and commission decisions. Unemployment insurance benefits which are denighed by the Appeal Tribunal of the Maine unemployment Insurance Commissions and are contested to civil action by the petitioner. Keep in agency until case settled plus 3 years.	Paper	7/10/1989	Years 3	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 734      85#:Policies (Labor Department) Departmental policies issued by the Commissioner. Keep in agency until updated plus 3 years.	Paper	7/10/1989	Years 3	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 734      86#:Agreements (Labor Department) Financial and Nonfinancial agreements of various kinds with other State departments and outside vendors. May include licensing agreements for computer system programs; attachments; program inventory lists and related correspondence. Keep in agency until terminated plus 2 years.	Paper	7/10/1989	Years 2	No Retention 0	Destroy	Current	

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Description	Media	Approval Date	In Agency Retention	Rec Center Retention	Disposition	Status	Fiscal Year Type
<b>Schedule #:</b> 734 87#:Contracts (Labor Department) All federal monies are allocated via contracts and grants. Keep in agency until terminated plus 2 years.	Paper	7/10/1989	Years 2	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 734 88#:Weekly Reports (Labor Department) Reports from Division Directors to Executive Director who reports to Commissioner who in turn sends report to governor weekly.	Paper	7/10/1989	Years 2	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 734 89#:News Summary (Labor Department) Articles pertinent to DOL are cut from all papers and distributed. Keep in agency 6 months and destroy.	NC	7/10/1989	Retention of Less than 1 Year - See Description	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 113 9#:TRA Records - UC Trade Readjustment Allowances. Forms relating to applicants for TRA, including payment authorization notices, determination of entitlement, and payment ledger card.	Paper	6/25/1975	Years 2	Years 3	Destroy	Current	
<b>Schedule #:</b> 734 90#:News Releases (Labor Department) Both Maine and USDOL send out press releases on various topics.	Paper	7/10/1989	Years 6	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 922 92#:Computer Programming Documentation - OIS New Application Programming Information/Data	Magnetic Tape	6/21/1991	Destroy When Updated	No Retention 0	Destroy	Current	
New Application Programming Information/Data. Keep in agency until system is replaced or discontinued.	Paper	6/21/1991	Destroy When Updated	0	0	Destroy	Current
<b>Schedule #:</b> 1023 93#:Worker's Compensation Request Form							

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Description	Media	Approval Date	In Agency Retention	Rec Center Retention	Disposition	Status	Fiscal Year Type
1. Identifies: Insurance Company name and address involved. Date noted, local office, claimant name and social security number. 2. Claimant's signature and date signed to reelease information. 3. Base period quarters to be completed by insuring company. 4. Authorize: Insurance name, official signature, telephone number, and date signed. 5. Purpose of records is to obtain information to be used for unemployment filing.	Paper	2/23/1993	Years 1	Years 2	Destroy	Current	
<b>Schedule #:</b> 1155 94#:Occupational Employment Statistics							
Data files of occupational employment statistics. Retention period is a Federal requirement.	Floppy Disk	7/21/1995	Years 9	No Retention 0	Destroy	Current	
Computer listings of data files of occupational employment statistics. This retention applies only to 1985, 1986, and 1987; the data from these years was accidentally deleted, and Federal regulations require that it be kept in some form for 9 years.	Paper	7/21/1995	Years 4	Years 5	Destroy	Current	
<b>168#:Commissioner, Office of the</b>							
<b>Schedule #:</b> 256 1#:Closed Employer Liability Cases							
Series consists of certified records of agency administrative proceedings, pleadings, briefs, correspondence and informational material dealing with case.	Paper	4/21/1978	Years 3	Years 5	Destroy	Current	
<b>Schedule #:</b> 256 2#:Closed Benefit Appeal Cases							
Series consists of certified records of administrative hearings, pleadings, briefs, correspondence and informational material dealing with case.	Paper	4/21/1978	Years 3	Years 5	Destroy	Current	
<b>Schedule #:</b> 392 4#:Commissioners Correspondence - DOL							
Dept. of Labor Commissioner's Correspondence; legislative correspondence and documents.	Paper	12/20/1985	Years 3	No Retention 0	Archives	Current	
<b>Schedule #:</b> 569 5#:General Correspondence - Office of Administrative Services							
Includes general correspondence from each division within the Dept. of Labor, other state departments, and regional and national correspondence from ETA and BLS.	Paper	1/9/1987	Years 3	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 571 6#:Invoices - Dept. of Labor							

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Description	Media	Approval Date	In Agency Retention	Rec Center Retention	Disposition	Status	Fiscal Year Type
Invoices grouped alphabetically by: 230 Personal Benefits,; 250-260 Personal Services; 270 Direct Reimbursables; 310 Consumable Supplies; 400 Communications and Telephone; 510 Travel; 600 Rent of Equipment; 700 Premises Expense; 710 Rent of Premises; 800 Services; 900 Other Expense; Travel and Expense Account Vouchers; and Journals which are filed by journal number (500s).	Paper	1/9/1987	Years 3	No Retention 0	Destroy	Current	
<b>160#:Deafness</b>							
<b>Schedule #:</b> 493      48#:Hearing Impaired Children's Program File							
Application, confidential information form, authorizations for services, correspondence, related documents.	Paper	4/24/1987	Years 2	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 493      49#:Deaf and Hearing Impaired Registry							
Registry of all hearing impaired persons in the state; studies and evaluations done related to the needs of the population of deaf and hearing impaired. Destroy when client is no longer active.	Paper	4/24/1987	Contingent Upon Event - See Description	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 493      51#:Div. of Deafness Administrative File							
Correspondence, goals and data on program, number of people in program, population data, need studies related to deafness and hearing impaired persons, reviews of cases, memos to counsellors and related material.	Paper	4/24/1987	Years 5	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 493      52#:Grants - Division of Deafness							
Grants to institutions or programs for the deaf.	Paper	4/24/1987	Years 3	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 651      66#:Deaf Communications Program Files (Telecommunications - TDD)							
TDD (Telecommunication Device for the Deaf) Program - cost sharing and lending program; TV decoder lending program. Vendor contracts and correspondence related to TDD program.	Paper	12/16/1987	Years 3	No Retention 0	Destroy	Current	
<b>161#:Deafness, Adv. Committee for Div. of</b>							
<b>Schedule #:</b> 493      50#:Minutes of Meetings - Advisory Committee to Division of Deafness							

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Meets quarterly. Legislatively established in 1985 to provide a program of services to deaf and hearing impaired persons.	Paper	7/24/1992	Years 3	No Retention 0	Archives	Current	
<b>Schedule #:</b> 996 51#:Studies Done by the Div. of Deafness							
Studies done by the Div. of Deafness used to form and/or guide Division policy, such as: "The Report on the Statewide Needs Assessment of the Deaf Community" as well as others. Keep in agency until study completed.	Paper	9/1/1992	Contingent Upon Event - See Description	0	No Retention 0	Archives	Current
<b>180#:Maine Labor Relations Board</b>							
<b>Schedule #:</b> 314 1#:Bargaining Unit Election Materials, State and U Maine Units							
All documents and materials relating to bargaining unit elections conducted by this agency for State and University of Maine employee bargaining units including showing of interest cards, election lists, ballots, challenged ballots, election tallying materials, ballot envelopes, etc. Disposition is contingent on there being no litigation pending.	Paper	8/21/1981	Years 1	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 333 2A:Prohibited Practice Complaint Files A. Decisions							
Complaint filed by any public employer, any public employee organization or any bargaining agent which believes that any person, any public employer, any public employee, any public employee organization or any bargaining agent has engaged in or engaging in a prohibited practice as defined in Sec. 964, Sec. 979-D or Sec. 1027 of Title 26, MRSA, as appropriate Keep in Agency until closed plus 2 years.	Paper	6/18/1999	Years 8	Years 0	Archives	Current	
<b>Schedule #:</b> 333 2B:Prohibited Practice Complaint Case Files							
Complaint filed by any public employer, any public employee organization or any bargaining agent which believes that any person, any public employer, any public employee, any public employee organization or any bargaining agent has engaged in or engaging in a prohibited practice as defined in Sec. 964, Sec. 979-D or Sec. 1027 of Title 26, MRSA, as appropriate Keep in Agency until closed plus 2 years.	Paper	6/18/1999	Years 8	Years 0	Destroy	Current	
<b>Schedule #:</b> 999 3#:Correspondence (Maine Labor Relations Board)							
These files contain: requests for copies of acts we administer, requests for interpretation of laws, job inquiries, requests for forms, newsletters, conference programs etc.	Paper	9/1/1992	Years 1	No Retention 0	Destroy	Current	

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Description	Media	Approval Date	In Agency Retention	Rec Center Retention	Disposition	Status	Fiscal Year Type
<b>Schedule #:</b> 1299 4A:Board of Arbitration & Conciliation Decisions							
The final step in the grievance procedure is to go before the Board of Arbitration and Conciliation where a final decision on the grievance is rendered. Files include: The decision itself. Keep in Agency 2 years after closing.	Paper	11/5/1999	Years 2	Years 0	Archives	Current	
<b>Schedule #:</b> 1299 4B:Board of Arbitration & Conciliation Decisions							
The final step in the grievance procedure is to go before the Board of Arbitration and Conciliation where a final decision on the grievance is rendered. Files include: Request for arbitration; scheduling letter; list of exhibits. Keep in Agency 2 years after closing.	Paper	11/5/1999	Contingent Upon Event - See Description	Years 2	Years 0	Destroy	Current
<b>184#:Maine Occupational Inf. Coord. Comm.</b>							
<b>Schedule #:</b> 698 1#:Career Resource Network							
Yearly BAG grants between NOICC and Moicc. Time Share Contracts purchasing equipment. Grants to Agencies and Schools.	Paper	9/24/1988	Years 1	Years 2	Destroy	Current	
<b>Schedule #:</b> 698 2#:Promotional Materials for CIDS							
Photoplates to reproduce CIDS booklets. Career Information Delivery System (CIDS) describes to students how the Maine Occupational Information Coordinating Committee works.	Paper	9/24/1988	Years 1	Years 2	Destroy	Current	
<b>Schedule #:</b> 698 3#:Correspondence - MOICC and NOICC							
Correspondence sent to and received from NOICC and MOICC.	Paper	9/24/1988	Years 1	Years 2	Destroy	Current	
<b>Schedule #:</b> 698 4#:Correspondence - U.S. Government Memo's and Career Days							
U.S. Government correspondence received at this office. Correspondence referring to Career Days.	Paper	9/24/1988	Years 1	Years 2	Destroy	Current	
<b>172#:Unemployment Insurance Commission</b>							
<b>Schedule #:</b> 858 1#:Court Decisions (Unemployment Insurance)							

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Appeals on unemployment benefits; tax assessments; attorney fees; and waiver requests that are appealed to Maine Superior and Supreme court. Retain until final disposition.	Paper	9/21/1990	Contingent Upon Event - See Description	0	No Retention 0	Destroy	Current
<b>Schedule #:</b> 858 2#:Commission Decisions (Unemployment Insurance)							
Decisions made by the Unemployment Insurance Commission on unemployment benefits. File contains: decision; notice of appeal rights and Commission decision.	Paper	9/21/1990	Years	3	No Retention 0	Destroy	Current
<b>Schedule #:</b> 858 3#:Benefit Appeals Reports (Unemployment Insurance)							
Monthly reports to State and Federal governments on dispositions of appeals before the UIC.	Computer Printout	9/21/1990	Years	3	No Retention 0	Destroy	Current
<b>Schedule #:</b> 858 4#:Correspondence (Unemployment Insurance)							
Inquiries on unemployment claims; answers to inquiries and inter-office memos.	Paper	9/21/1990	Years	1	No Retention 0	Destroy	Current