

**Chapter 10: RULES FOR DISPOSITION OF LOCAL GOVERNMENT RECORDS**

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

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**1. DEFINITIONS**

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

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

## **2. DISPOSITION OF LOCAL GOVERNMENT RECORDS**

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

## **3. RECORDS RETAINED**

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

#### 4. RECORDS AUTHORIZED FOR DESTRUCTION

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

#### 5. DISPOSITION SCHEDULES

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

## **6. RECORDS CREATED PRIOR TO JANUARY 1, 1900**

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

## **7. RECORDS SUBJECT TO AUDIT OR LITIGATION**

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

## **8. APPROVED MEDIA FOR RECORDS STORAGE**

Local government records which have been identified as having archival (permanent) value must be maintained on one or more of the following media: paper; microfilm produced according to archival standards, as established by the American National Standards Institute; microfiche produced according to archival standards, per ANSI. Permanently valuable records may be maintained for convenience on nonarchival media (such as magnetic tape, diskette, hard disk, or optical disk), but the same records must in every case be maintained on an archival medium or must be maintained on a system that meets the following requirements:

### **A. Imaging Systems:**

- 1) The system must be able to produce output to a nonrewritable medium such as Write Once Read Many (WORM), Computer Output to Laser Disk (COLD), or Compact Disk - Read Only Memory (CD-ROM).
- 2) The system must use a non-proprietary digital image file format (preferably the most generic version of TIFF - Tagged Image File Format - available).
- 3) The system must use International Telecommunications Union (ITU) Group 3 and Group 4 compression techniques.
- 4) The system must use a standard Error Detection and Correction (EDAC) system; for example, the Small Computer System Interface (SCSI) command "Write and Verify" must be used when writing data to digital optical disks.

- 5) The indexing database must provide for efficient retrieval, ease of use, and up-to-date information about the digital images stored on the system. The software employed must be capable of producing ASCII output.
- 6) The local government agency must have a specific plan for an ongoing process of migrating long-term and permanent records stored on the system from older to newer hardware and software.

**B. Electronic Information Systems:**

- 1) The software and hardware used must be capable of copying data to one or more standard offline storage devices, such as standard-sized floppy disks, magnetic tapes, etc.
- 2) The system must be capable of exporting data in ASCII code or other standard file types, that can be imported by other commonly used software packages. The data must not be modified or truncated, except to conform with statutory confidentiality requirements. The physical and logical formats shall be described in a manner to permit human interpretation of the files.
- 3) The local government agency must have a specific plan for an ongoing process of migrating long-term and permanent records stored on the system from older to newer hardware and software.

Whether or not the system is used to maintain permanent records, the public's right to request and receive usable electronic copies of public records must be protected through compliance with A2, A3, and A5 above for imaging systems; and by compliance with B1 and B2 above for electronic information systems.

**C. Effective Dates**

This section is effective for all new systems installed after January 1, 2002 and for all systems in operation on January 1, 2006. The Board shall review the status of concerns about privacy issues raised by the provisions of this section before March 1, 2001.

**9. REQUESTS FOR DISPOSITION**

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

## 10. ALTERNATIVE INSTITUTIONAL PLACEMENT FOR NONCONFIDENTIAL RECORDS

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

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

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

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

has had basic archival training, such as a workshop approved by the Maine State Archives, formal education, or related experience.

- 5) Maintain a non-profit corporate status.
- 6) May be inspected by Maine State Archives staff before approval is granted, with reinspection possible at any time after approval.
- 7) Notify the Archives Advisory Board of any changes in its facilities or policies that relate to the standards described in this section.
- 8) Approval may be revoked by the Board at any time, after notice and opportunity to correct, if standards do not continue to be met.

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

## 11. USE OF COMMERCIAL RECORDS CENTERS

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

- A. Security must be provided to prevent the loss of records, both in storage areas and during transfer;
- B. Fire protection must be provided;
- C. Stored records may be released only to employees of the local government agency (which shall be responsible for making records available to the public);
- D. Only bonded employees of the Records Center may handle boxes or provide reference services;
- E. Routine reference service must be available within one business day;
- F. Emergency reference service must be available within 2 hours or less during normal business hours;
- G. Records must be stored in a physically safe facility (i.e., not located in a flood plain; not located next to a hazardous chemical storage area).

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

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

## 12. VAULT FOR PERMANENT RECORDS

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

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

The following provisions apply to local government records.

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

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

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

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

No combustible materials may be used in the vault's construction, including in any necessary damp-proofing. A ventilating system that conforms to nationally



recognized standards should be provided, and all services (electrical, heating, etc.) should conform to national and local codes. Open flame heating shall not be used under any circumstances.

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

Specific Guidelines for Vault Construction:

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

### **13. VIOLATION OF RULES**

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

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

EFFECTIVE DATE:

September 3, 1990

AMENDED:

August 11, 1991

March 9, 1992

October 4, 1992

EFFECTIVE DATE (ELECTRONIC CONVERSION):

April 28, 1996

NON-SUBSTANTIVE CORRECTIONS:

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

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

AMENDED:

March 1, 1997

October 1, 2000

NON-SUBSTANTIVE CORRECTION:

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

REPEALED AND REPLACED:

October 1, 2005 – filing 2005-281

NON-SUBSTANTIVE CORRECTIONS:

December 14, 2005

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

## **DISPOSITION SCHEDULE A:**

### **GENERAL DISPOSITION SCHEDULE FOR LOCAL GOVERNMENT RECORDS**

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

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

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

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

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

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

<b>Series</b>	<b>Series Title / Description and Confidentiality Status</b>	<b>Retention</b>
<b>A.01. Accident Reports Filed by Local Government Employees</b>	Includes personal injury, property damage, vehicle accidents.	6 years Not Confidential
<b>A.02. Administrative Calendars</b>	Employee calendars, facility use schedules, meeting schedules.	Current year Not Confidential
<b>A.03. Aerial Photographs</b>	Systematic documentation of land use; not casual photos, which may be destroyed when no longer useful.	Permanent Not Confidential
<b>A.04. Agendas</b>	Meetings of official boards and committees.	6 years Not Confidential
<b>A.05. Annual Reports Created by Local Government (one copy)</b>	E.g., town reports, comprehensive reports of counties, school districts, etc.	Permanent Not Confidential
<b>A.06. Applications for Employment - Not Hired</b>	Cover letters, application form, references, etc. (See <b>A.53</b> for other personnel records.)	2 years <b>Confidential</b> <b>MRSA 30-A</b> <b>§ 2702</b> <b>— for</b> <b>school</b> <b>personnel,</b> <b>MRSA 20-A</b> <b>§ 6101(2)</b>
<b>A.07. Appointments/Oaths</b>	Appointments to boards, commissions, or other offices with accompanying oaths of office, usually in a bound volume or "book."	25 years Not Confidential
<b>A.08. Audit Reports</b>	Report issued by auditor following each official audit.	Permanent Not Confidential
<b>A.09. Audits, Internal (Working Papers)</b>	Calculations and other backup materials used by auditors to generate final report.	6 years Not Confidential
<b>A.10. Bank Reconciliations</b>	Reconciliation of bank balance with local government agency account(s).	6 years Not Confidential
<b>A.11. Bankruptcy Notices</b>	Notices filed with local government official by individuals who have been declared bankrupt, in order to have debt(s) owed to local government agency dismissed.	10 years after debt dismissed Not Confidential

<b>A.12. Bids</b>		6 years
Bids made by potential vendors to provide goods or services for local government agency purchase.		Not Confidential
<b>A.13. Bills</b>		6 years
Written requests for payment, to or from a local government agency.		Not Confidential
<b>A.14. Bills of Sale for Property That Must Be Filed with Municipal Clerk</b>		6 years after property is sold or removed
Bills of sale for property owned by a local government agency, such as a house located on rented land.		Not Confidential
<b>A.15. Bond Records, Financial</b>		6 years after expiration
Bonds (financial, representing funds invested) purchased or sold by municipality.		Not Confidential
<b>A.16. Bond Records, Performance</b>		6 years after expiration
Bonds posted as insurance against employee theft.		Not Confidential
<b>A.17. Board of Appeals Files</b>		<b>Permanent</b>
Case files, including proposal initially refused by Planning Board, documents submitted in support or opposition to appeal, related correspondence.		Not Confidential
<b>A.18.a Budget Records - Summary</b>		<b>Permanent</b>
Final copy of the budget, listing anticipated revenues and expenses for year.		Not Confidential
<b>A.18.b Budget Records – Forms and Information Used to Compile Summary</b>		6 years
Working files used to draw up the final budget, including estimates and requests submitted for compilation by individual departments.		Not Confidential
<b>A.19. Buildings and Grounds Records</b>	Destroy when building no longer exists, or transfer records to its new owner	
Record of construction (if applicable), purchase, and on-going repair and alteration of buildings owned and/or operated by local government agency.		Not Confidential
<b>A.20. Cash Sheets and Other Accounting Records Summarized by Permanent Documents, Such as Ledgers</b>		6 years
All “temporary” accounting records that are generated in the course of creating a local government agency’s permanent ledger.		Not Confidential
<b>A.21. Cemetery Lots</b>		<b>Permanent</b>
Record of ownership of lots in municipally operated cemeteries.		Not Confidential

<b>A.22.a Certified Mail Receipts - Routine</b>	3 months
Receipts for items sent by certified mail, not used to transmit documents that are the subject of litigation or likely to become the subject of litigation.	Not Confidential
<b>A.22.b Certified Mail Receipts - Evidential</b>	Keep with file copy of item transmitted
Receipts for items sent by certified mail, used to transmit documents that are the subject of litigation or likely to become the subject of litigation.	Not Confidential (unless transmitted item is confidential)
<b>A.23 Checks</b>	6 years
Canceled checks, or images of canceled checks, returned to local government agency by bank.	Not Confidential
<b>A.24. Clothing Records</b>	3 years
Clothing allowances, uniform allowances, and uniform records, for employees whose work clothing is provided all or in part by the local government employer.	Not Confidential
<b>A.25.a Complaints Leading to Inspections</b>	See Municipal Inspections
Complaints to local government officials that result in inspection of the purported problem situation.	Not Confidential
<b>A.25.b Complaints - Other</b>	3 years from resolution
Complaints to local government officials that do not result in inspections.	Not Confidential
<b>A.26 Contracts</b>	6 years after completion
Contracts entered into by local government agencies for the purchase of goods, services, leasing of property, etc.	Not Confidential
<b>A.27.a Correspondence - Transitory</b>	1 year
Letters of transmittal, requests for information, letters of application, of thanks, etc.	Not Confidential
<b>A.27.b Correspondence - Substantive</b>	File with related record series
Letters and memoranda documenting actions taken by the local government agency.	Not Confidential (unless matter documented makes it so)

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

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



<b>A.40. Inventories</b>	6 years
Lists of capital equipment or minor equipment and other non-real property owned by local government agency.	Not Confidential
<b>A.41.a Job Descriptions – No Grievances Pending</b>	Retain current version only
Description of duties performed or to be performed by particular positions.	Not Confidential
<b>A.41.b Job Descriptions Grieved with Collective Bargaining</b>	Follow applicable collective bargaining agreement
Description of duties performed or to be performed by particular positions.	Not Confidential
<b>A.42. Labor Citations – Safety Violations</b>	Current plus one year
Record of safety violations discovered during inspection of local government facilities. Note: an uncorrected violation may <b>not</b> be destroyed.	Not Confidential
<b>A.43. Leases</b>	<b>Permanent</b>
Leases entered into by local government agency.	Not Confidential
<b>A.44. Ledgers/Journal Entries (Including Distribution Records)</b>	<b>Permanent</b>
Summary accounting records, showing line item totals of income and expenditures for year.	Not Confidential
<b>A.45. Minutes of Meetings, Notes (Handwritten or Stenographic)</b>	Until transcribed
(See also Item 51.) Notes taken during official meetings held by local government agency, for the purpose of producing minutes.	Not Confidential
<b>A.46. Minutes of Meetings</b>	<b>Permanent</b>
All official meetings held or conducted by local government officials, where official minutes are kept.	Not Confidential
<b>A.47. Minutes of Meetings, Transitory</b>	2 years
Routine staff meetings, NOT the official proceeding of a board or committee.	Not Confidential
<b>A.48. Mortgages</b>	<b>Permanent</b>
Mortgages on property owned by local government agency, and discharges of these mortgages. Must also be recorded at the appropriate Registry of Deeds.	Not Confidential

<p><b>A.49.a Municipal Inspection Files, No Order Resulting</b></p> <p>These files contain records of inspections performed by such municipal officials as the Building Inspector, Fire Chief, Code Enforcement Officer, Plumbing Inspector, Electrical Inspector, Health Officer, or any other municipal officer whose official duties require making inspections and keeping a record of the results, where the inspection does not result in an order of eviction, compliance, correction or remediation.</p>	<p>3 years Not Confidential</p>
<p><b>A.49.b Municipal Inspection Files, Order Resulting</b></p> <p>These files contain records of inspections performed by such municipal officials as the Building Inspector, Fire Chief, Code Enforcement Officer, Plumbing Inspector, Electrical Inspector, Health Officer, or any other municipal officer whose official duties require making inspections and keeping a record of the results, where the inspection results in an order of eviction, compliance, correction or remediation.</p>	<p>3 years from closure of case Not Confidential</p>
<p><b>A.50. Municipal Ordinances</b></p> <p>All ordinances adopted by a municipality, including documentation as to why the ordinance was proposed.</p>	<p><b>Permanent</b> Not Confidential</p>
<p><b>A.51. Parks and Recreation Facilities</b></p> <p>Construction and maintenance of nature trails, playgrounds, and other facilities maintained by municipality, except for municipally owned and operated buildings.</p>	<p>Until 6 years after facility ceases to be operated Not Confidential</p>
<p><b>A.52. Payrolls</b></p> <p>All records used to create payrolls for local government agency employees.</p>	<p>6 years <b>Confidential</b> <b>(1), (2)</b></p>
<p><b>A.53.a Personnel Records – Employment History</b></p> <p>Employment history (including dates of employment, salary history, full time/part time status).</p>	<p>60 years unless employer has been notified that the former employee has died; in which case 10 years after former employee's death <b>Confidential</b> <b>MRSA 30-A</b> <b>§ 2702</b></p>

<b>A.53.b Personnel Records – Transitory</b>	6 years or until destruction is permitted by applicable collective bargaining agreement <b>Confidential</b> <b>MRSA 30-A § 2702</b>
All other personnel records, including courses and workshops taken.	
<b>A.53.c Personnel Records – Form I-9</b>	1 year after termination or 3 years after hire, whichever is later <b>Confidential</b> <b>(1), (2)</b>
Federally required proof that employee has a legal right to work in the U.S.	
<b>A.54. Property Records</b>	6 years after disposal of property Not Confidential
Other than deeds to real estate — documentation for purchase and maintenance of property that the local government agency records on an inventory.	
<b>A.55. Receipts</b>	6 years Not Confidential
Documentation for payments made to others by local government agency, and documentation for payments received from others by local government agency.	
<b>A.56.a Recordings of Meetings Without Verbatim Transcript</b>	5 years Not Confidential
All official meetings held or conducted by local government officials. If both an audio and a video recording are made at the direction of the local government agency, only one or the other needs to be retained for 5 years.	
<b>A.56.b Recordings of Meetings With Verbatim Transcript</b>	Until transcribed Not Confidential
All official meetings held or conducted by local government officials, when a verbatim transcript has been made from the recording.	
<b>A.56.c Verbatim Transcript</b>	<b>Permanent</b> Not Confidential
All official meetings held or conducted by local government officials — verbatim transcript made from audio or video recording created at the direction of the local government agency.	

<b>A.57. Regulatory Statistics</b>	6 years
Regulatory statistics maintained for State or Federal agencies (such as affirmative action and equal opportunity records, OSHA-required records, etc.)	Not Confidential
<b>A.58. Retirement and Pension Records</b>	See Long Term Personnel Records
All records needed to document an employee's retirement rights and status.	<b>Confidential (1), (2)</b>
<b>A.59. Salmonella Analysis Reports</b>	3 years after last batch of compost is sold, or 2 years after closure of facility (CH 419, sec. 6.A; CH 409, sec. 4.F)
Salmonella analysis reports from solid waste treatment plants, required by Dept. of Environmental Protection.	Not Confidential
<b>A.60.a Site Plans - Approved</b>	<b>Permanent</b>
Final plans submitted to planning boards and land use committees, approved to allow the work to proceed.	Not Confidential
<b>A.60.b Site Plans – Work in Progress</b>	Until no longer needed
Plans superseded by subsequent changes in execution, and all sketches, notes, and supporting documents to completed (final) plan.	Not Confidential
<b>A.61. Training and Education of Employees</b>	Update as needed
Training and education of employees: Information about available training/education opportunities.	Not Confidential
<b>A.62. Trees</b>	Until 3 years after tree is removed
Municipal arborist's records of trees growing in municipality.	Not Confidential

<b>A.63. Union Agreements</b>	Retain until new agreement is signed and time limit for filing grievances under old agreement has expired
Collective bargaining agreements with unions representing employees of local government agency.	Not Confidential
<b>A.64. Vacation and Holiday Schedules</b>	Current year
Schedule for employee use of leave time.	Not Confidential
<b>A.65. Volunteer Files</b>	6 years after separation
All records maintained on service of individual volunteers.	<b>Confidential (1), (2)</b>
<b>A.66. Vouchers</b>	6 years
Authorization to pay local government agency's financial obligations.	Not Confidential
<b>A.67. Warrants – Financial and Treasurer's</b>	6 years
Warrants for payment of obligations, and warrants sworn by local government officials to guarantee proper discharge of their duties.	Not Confidential
<b>A.68. Warrants – Municipal</b>	<b>Permanent</b>
Municipal warrant used to call a town meeting.	Not Confidential
<b>A.69. Welfare records - applications and case files</b>	3 years
General assistance, donated commodities, HEAP (Heating and Energy Assistance Program), ECIP (Energy Crisis Intervention Program), etc.	<b>Confidential (1), (2)</b>
<b>A.70. Wellness program records</b>	Current year
Records of employee participation in program designed to encourage behaviors thought to result in improved health.	<b>Confidential (4)</b>
<b>A.71.a Workers Compensation Records – First Report of Injury</b>	1 year after close of case
No lost work time, so that the only record required is the initial report of injury.	<b>Confidential (4)</b>
<b>A.71.b Workers Compensation Records – Completed Claim</b>	1 year after close of case
First report plus other records, when claim is finalized by a lump sum settlement.	<b>Confidential (4)</b>
<b>A.71.c Workers Compensation Records – Long Term Claim</b>	20 years after last payment
First report plus other records where time is lost from work, and case is not finalized by lump sum payment.	<b>Confidential (4)</b>

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

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

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

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

**DISPOSITION SCHEDULE C:****COUNTY TREASURERS**

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

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

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

**DISPOSITION SCHEDULE D:****DISTRICT ATTORNEYS**

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

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

<b>Series</b>	<b>Series Title / Description and Confidentiality Status</b>	<b>Retention</b>
<b>D.01. Copies of Court and Law Enforcement Records</b>	Copies of court and law enforcement records	1 year Not Confidential
<b>D.02. District Attorney's Notes</b>	District Attorney's notes about cases in progress.	Retain until any required action has been taken, or until any substantive information has been filed with appropriate record series <b>Confidential per Title 16, §614</b>
<b>D.03. District Court Cases</b>	All documents related to District Court cases.	1 year after case closed Not Confidential
<b>D.04. Extraditions</b>	Extraditions of offenders apprehended in other jurisdictions.	1 year Not Confidential
<b>D.05. Harassment Notice Files</b>	Case files for Harassment Notices.	1 year Not Confidential
<b>D.06. Juvenile Cases</b>	Cases in which the defendant is a juvenile.	Treat as District Court cases <b>Confidential (Title 15, Chapter 507, Sub-Section 3308)</b>
<b>D.07. No Complaint Issued Files</b>	Cases that do not result in a complaint being issued.	1 year Not Confidential



<b>D.08. Pleas at Arraignment</b> Pleas at arraignment.	1 year Not Confidential
<b>D.09. Subpoenas, Witness List and Fees</b> Witness subpoenas, list of witnesses, and fees for subpoenas to be served.	1 year Not Confidential
<b>D.10. Superior Court Cases</b>  All documents related to Superior court cases.	1 year after case closed Not Confidential
<b>D.11. URESA* Files (Now Handled by Dept. of Human Services)</b> Uniform Reciprocal Enforcement of Support Act collections made (formerly) by DA's office.	No retention Not Confidential
<b>D.12. URESA* Lists Received from Human Services</b> Uniform Reciprocal Enforcement of Support Act – lists of collections made by Dept. of Human Services.	1 year Not Confidential

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

**DISPOSITION SCHEDULE E:****ELECTION RECORDS**

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

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

<b>Series</b>	<b>Series Title / Description and Confidentiality Status</b>	<b>Retention</b>
<b>E.01.</b>	<b>Ballots Used for County Elections, Municipal Elections, Referenda Elections or Special Legislative Elections</b> Ballots used for county elections, municipal elections, referenda elections or special legislative elections. These ballots must be retained for 2 months. (21-A, section 23.7)	2 months <b>Confidential</b> <b>(Title 21-A,</b> <b>§ 22.2)</b>
<b>E.02.</b>	<b>Ballots, All Other Elections</b> Ballots used for all elections except municipal elections, referenda elections or special legislative elections. Ballots with candidates for federal offices must be kept for 22 months unless sooner released to the Secretary of State or required by the Secretary of State to be kept longer.	Retain until any required action has been taken, or until any substantive information has been filed with appropriate record series <b>Confidential</b> <b>(Title 21-A,</b> <b>§ 22.2)</b>
<b>E.03.</b>	<b>Incoming Voting Lists</b> The list of all of the voters in a municipality which is used by election officials at a voting place to record which voters have been issued a ballot at an election. (Title 21-A, section 1.21)	2 years Not Confidential
<b>E.04.</b>	<b>Posted Notices, Specimen Ballots, Instruction Posters to Which Materials Pertain</b>  Posted notices concerning election matters, specimen ballots provided for public information, and instruction posters for voter information.	Destroy after election Not Confidential

<b>E.05. Receipt for Certified Copies of Voting List</b> Receipt for certified copies of voting list.	1 year Not Confidential
<b>E.06. Record of Receipts for Ballots Issued and Received</b> Record of receipts for ballots issued and received.	1 year Not Confidential
<b>E.07.a Registration and Enrollment Applications - Voters Removed from Voting List</b> Registration and enrollment cards for voters who have been removed from the current voting list. * <b>INFORMATIONAL NOTE:</b> Since the adoption of this provision, statutory law has changed the retention period to 5 years – see 21-A MRSA §172.	2 years* Not Confidential
<b>E.07.b Registration and Enrollment Applications - All Other Voters</b>  Registration and enrollment cards for all voters currently active or inactive.	Retain until voter is removed from voting list Not Confidential
<b>E.08. Election Records Not Specified in 1-7</b> All election records not otherwise listed on this disposition schedule.	2 years Not Confidential
<b>E.09. Municipal Candidate Petitions</b> Petitions filed by candidates for municipal office.	6 months Not Confidential
<b>E.10. Municipal Referendum Petitions</b> Petitions filed by citizens desiring to bring matters to municipal referendum.	2 years Not Confidential

Please note: The retention periods listed in Attachment E are set by statute (Title 21A, Section 23; also MRSA 30A, Sections 25-28, sub-section 4, paragraph C), and are reproduced within this Rule for citizen convenience only. Questions concerning the retention of election records should be referred to the Division of Elections.

**DISPOSITION SCHEDULE F:****FIRE DEPARTMENTS**

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

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

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

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

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

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

<b>F.04. E-Bills (Firefighters Hired for Outside Jobs)</b>	2 years
Bills for services of firefighters working temporarily for other employers.	Not Confidential
<b>F.05. Equipment Maintenance Records</b>	2 years
Repairs and routine maintenance of departmental equipment, including ladders, vehicles, etc. Records should not be destroyed if a claim against the Department is pending or anticipated, and the records would be needed as evidence.	Not Confidential
<b>F.06. False Alarms</b>	2 years
False alarm reports.	Not Confidential
<b>F.07. Fire Dispatch Records</b>	6 years
Record of truck(s) dispatched in response to a reported fire.	Not Confidential
<b>F.08. Fire Prevention Files (also called Inspection Files)</b>	Life of building plus 6 years
Fire inspections on buildings within municipality.	Not Confidential
<b>F.09. Fire Prevention Permits</b>	Current year
Permits reissued each year for possession of explosives, flammables.	Not Confidential
<b>F.10. Forest Fire Reports</b>	3 years
Report of a possible forest fire.	Not Confidential
<b>F.11. Form Letter to Owner of Building Where Fire Has Occurred - Obsolete</b>	2 years
Letter sent to the owner of any building where a fire has occurred	Not Confidential
<b>F.12. General Notices</b>	<b>Permanent</b>
Notices issued to all firefighters by chief.	Not Confidential
<b>F.13. General Orders</b>	<b>Permanent</b>
Orders issued by the chief to be followed until canceled.	Not Confidential
<b>F.14. Investigation Files</b>	<b>Permanent</b>
Investigation of fires that have taken place within municipality.	<b>Confidential (Title 16, Section 614)</b>
<b>F.15. Incident Reports</b>	2 years
Answers to alarms.	Not Confidential

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

<b>F.24. Structure Fires</b>	<b>Permanent</b>
Permanent records of fires that have damaged or destroyed buildings.	Not Confidential
<b>F.25. Underground Storage Tanks</b>	<b>25 years after removal of tank</b>
All records documenting location, construction, and condition of any underground storage tank (which would generally be used, or have been used, for fuel).	Not Confidential
<b>F.26. Woodstove Inspections</b>	<b>Until stove is removed</b>
Inspections of woodstoves to verify their safe installation.	Not Confidential

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

**DISPOSITION SCHEDULE G:****LICENSES AND PERMITS**

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

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

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



<b>G.10. Burial Permits</b>	See Disposition Schedule P Not Confidential
Permit to bury a human body.	
<b>G.11.a Building – Permit and File Information</b>	Life of building plus one year Not Confidential
Building permit and filing information.	
<b>G.11.b Building – Plans and Specifications</b>	6 years Not Confidential
Detailed plans and specifications accompanying building permit application.	
<b>G.11.c Building – Never Built</b>	6 years Not Confidential
Application and all supporting detail when the building is never constructed.	
<b>G.12. Burning</b>	3 years Not Confidential
Permit to kindle a fire within a municipality's limits, within stated limitations.	
<b>G.13. Cable Television Franchise</b>	6 years after expiration Not Confidential
Franchise granted to company to supply cable television service to subscribers within municipality.	
<b>G.14. Carnival or Circus</b>	6 years after expiration Not Confidential
Permit to hold carnival or circus.	
<b>G.15. Clams/Shellfish</b>	3 years Not Confidential
License to harvest clams or other shellfish.	
<b>G.16. Closing Out Sales</b>	5 years Not Confidential
Permit to hold a going out of business or other type of closing out sale.	
<b>G.17. Conversion of Seasonal Dwelling</b>	Life of Building Not Confidential
Permit to convert a seasonal dwelling for year-round use.	
<b>G.18. Dogs/Kennels</b>	3 years Not Confidential
License to keep a dog, or license to keep up to a specific number of dogs.	
<b>G.19. Drains, Connecting Private to Public</b>	<b>Permanent</b> Not Confidential
License to connect a private drainage pipe to a public system.	

<b>G.20. Driveway Permits</b>	Until driveway no longer exists
Permit to construct a driveway (sometimes called a Curb Cutting Permit).	Not Confidential
<b>G.21 Eating Establishments</b>	3 years
Permit to operate an eating establishment.	Not Confidential
<b>G.22. Electrical Equipment/Installations</b>	3 years
Permit to install new electric service, or to upgrade or otherwise substantially alter an existing installation.	Not Confidential
<b>G.23. Explosives, Keeping and Transportation of</b>	6 years
Permit to transport or store explosives.	Not Confidential
<b>G.24. Farmers Market</b>	3 years
Permit to operate a farmers market.	Not Confidential
<b>G.25. Fireworks Displays</b>	6 years
Contracts entered into by local government agencies for the purchase of goods, services, leasing of property, etc.	Not Confidential
<b>G.26. Fishing</b>	3 years
License to catch fish.	Not Confidential
<b>G.27. Flea Markets/Flea Market Dealers</b>	3 years
Permit to operate a flea market, or to sell goods at a flea market.	Not Confidential
<b>G.28. Food Service Establishments</b>	3 years
License to operate a food service establishment such as a restaurant.	Not Confidential
<b>G.29. Horse Drawn Cabs</b>	3 years
License to operate a horse drawn cab.	Not Confidential
<b>G.30. Hunting</b>	7 years
License to hunt deer, moose, birds, or other wildlife.	Not Confidential
<b>G.31. Innkeepers</b>	3 years
License to operate a lodging establishment.	Not Confidential
<b>G.32. Installations in Public Right of Way (Water, Sewer, Natural Gas, etc.)</b>	1 year after installation is removed
Water, sewer, natural gas, and other utility service installations that cross a public right of way.	Not Confidential

<b>G.33. Junk Collector/Junk Dealer</b>	3 years
Permit to operate a junk business (other than for motor vehicles) or to hold goods that would normally be stocked by such a business.	Not Confidential
<b>G.34. Junkyards/Automobile Graveyards</b>	5 years
Permit to operate a junkyard or other business that stocks inoperative motor vehicles.	Not Confidential
<b>G.35. Itinerant Vendors/Transient Sellers of Consumer Merchandise</b>	3 years
License to sell consumer merchandise without establishing a permanent place of business.	Not Confidential
<b>G.36. Lodging Houses</b>	3 years
License to operate a lodging house.	Not Confidential
<b>G.37. Lunch Wagons</b>	3 years
License to operate a lunch wagon.	Not Confidential
<b>G.38. Massage Establishment</b>	3 years
License to operate a massage establishment.	Not Confidential
<b>G.39. Massage Therapist</b>	3 years
License to perform massage therapy. (This is a State license. Some municipalities require that a copy be filed locally.)	Not Confidential
<b>G.40. Mobile Home/Over-Limit Vehicles – Moving Permits</b>	3 years
Includes both claims filed against local government agency, and claims filed against others by local government agency.	Not Confidential
<b>G.41. Mobile Home Parks</b>	2 years
Permit to operate a mobile home park.	after park is discontinued Not Confidential
<b>G.42. Moorings</b>	3 years
Permit to place and use a boat mooring.	Not Confidential
<b>G.43. Motion Picture Theaters</b>	3 years
Permit to operate a motion picture theater.	Not Confidential
<b>G.44. Municipal Building Permits for State Buildings</b>	Life of building plus one year
Building permit for a structure owned by the State of Maine.	Not Confidential
<b>G.45. Music, Dancing, Special Entertainment</b>	3 years
Permit for a private club to allow performances by musicians, hold dances, etc..	Not Confidential

<b>G.46. Oil Terminal Facility Applications</b>	Until license expires
State-licensed facility for storage of fuel oil.	Not Confidential
<b>G.47. Partnerships, Withdrawals, and Sole Proprietorships</b>	Until 6 years after the business ceases operations
Record of how each business operating within the municipality is organized.	Not Confidential
<b>G.48. Pawnbrokers</b>	3 years
Permit to operate a pawn shop.	Not Confidential
<b>G.49. Pinball Machines</b>	3 years
Permit to have a pinball machine operating on premises.	Not Confidential
<b>G.50.a Plumbing – Prior to 1974</b>	No retention
Plumbing permits granted before 1974, with all related documentation.	Not Confidential
<b>G.50.b Plumbing – 1974 and After – Inside Building Only</b>	4 years
Plumbing permits granted in 1974 and afterward, for inside of building only.	Not Confidential
<b>G.50.c Plumbing – 1974 and After – External (Outside Building)</b>	<b>Permanent</b>
Plumbing permits granted in 1974 and afterward, for work done outside of building.	Not Confidential
<b>G.51. Poles and Wires</b>	See Utility Location Permits
See Utility Location Permits.	Not Confidential
<b>G.52. Public Building Construction/Public Accommodation Occupancy (Accessibility for the Disabled)</b>	Life of building plus 1 year
Permit to construct a public building or public accommodation that must be accessible to the disabled.	Not Confidential
<b>G.53. Public Exhibitions</b>	3 years
Permit to hold a public exhibition.	Not Confidential
<b>G.54. Public Markets</b>	3 years
Permit to operate a public market.	Not Confidential

<b>G.55. Rendering Facilities</b> Permit to operate a rendering facility.	3 years Not Confidential
<b>G.56. Roller Skating Rinks</b> Permit to operate a roller skating rink.	3 years Not Confidential
<b>G.57. Secondhand Dealers</b> Permit to operate a business specializing in resale of personal property.	3 years Not Confidential
<b>G.58. Septage Disposal Sites</b> Permit to dispose of human waste on a certain property.	<b>Permanent</b> Not Confidential
<b>G.59. Shooting Galleries</b> Permit to operate a shooting gallery.	3 years Not Confidential
<b>G.60. Shoreland Zoning Permits/Zoning Permits Generally</b> Permit for an appropriate use within a particular zone of a municipality, including within a shoreland zone.	3 years after expiration Not Confidential
<b>G.61. Special Amusements</b> Permit required before licensee for sale of liquor to be consumed on the premises may allow any live music, dancing or entertainment of any sort.	3 years Not Confidential
<b>G.62. Street Excavations</b> Permit to dig in a street.	3 years after expiration Not Confidential
<b>G.63. Subdivisions</b> Permit to divide a parcel of land into smaller lots for resale or development.	3 years after expiration Not Confidential
<b>G.64. Taxicabs/Vehicles for Hire</b> Includes both taxicab business licenses and driver's licenses.	3 years Not Confidential
<b>G.65. Trailer Parks</b> See Mobile Home Parks (since "trailer" in this case refers to a mobile home).	see Mobile Home Parks Not Confidential
<b>G.66. Transient Sellers</b> See G.35, Itinerant Vendors/Transient Sellers of Consumer Merchandise.	3 years Not Confidential
<b>G.67. Trapping</b> License to trap animals, as permitted by Dept. of Inland Fisheries and Wildlife. Note: no longer issued at municipal level.	7 years Not Confidential

<b>G.68. U.C.C. (Uniform Commercial Code)</b>	10 years (or 5 years after maturity of instrument) Not Confidential
Filing with Corporations, Elections & Commissions (Dept. of the Secretary of State) to document debt secured by personal property.	
<b>G.69. Utility Location</b>	Life of pole plus 1 year Not Confidential
Pole permit.	
<b>G.70. Victualers</b>	3 years Not Confidential
License to sell food already prepared for human consumption.	
<b>G.71. Waste Transfer</b>	5 years Not Confidential
Permit to transport trash.	
<b>G.72. Weapons, Concealed - Obsolete</b>	5 years Not Confidential
Permit to carry a concealed weapon, including the related case file. This is now done by the Dept. of Public Safety, so retention period applies to those permits and case files still on site at municipalities.	
<b>G.73. Wetlands Applications</b>	Until after public hearing Not Confidential
Application to drain or otherwise alter a wetland. Since this is handled by the Dept. of Environmental Protection, it only needs to be documented at the municipal level until the public hearing process has been completed.	
<b>G.74. Yard Sale</b>	3 years Not Confidential
Permit to sell personal property from premises not otherwise licensed for this purpose.	

**DISPOSITION SCHEDULE H:****LAW ENFORCEMENT**

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

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

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

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

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

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

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



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

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

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

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

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

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

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



**DISPOSITION SCHEDULE J:****REGISTER OF DEEDS**

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

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

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

**DISPOSITION SCHEDULE K:****REGISTER OF PROBATE**

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

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

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

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

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

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

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

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

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## DISPOSITION SCHEDULE L:

### SCHOOL RECORDS

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

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

#### 15.10 Destruction of Information

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

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

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

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

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

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

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

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

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

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

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

<b>L.15.b Curriculum (Syllabi, Lesson Plans, etc.) – Innovative, New, Experimental Materials (Introductory Year Only)</b> The introductory year only for innovative, new, or experimental curriculum materials.	<b>Permanent</b>  Not Confidential
<b>L.16. Discipline Records</b>  Records of disciplinary contact between administrators and students.	See: notes on students <b>Confidential</b> <b>(3)</b>
<b>L.17. District Registration Cards (Tuition Students)</b>  Cards documenting enrollment in a school district by each student who comes into it on a tuition basis.	Current year <b>Confidential</b> <b>(3)</b>
<b>L.18. Driver Education Records</b> Records generated by student participation in driver education programs.	2 years <b>Confidential</b> <b>(3)</b>
<b>L.19. Excuse Notes (Late/Absent/Dismissed)</b>  Notes from parents or guardians explaining student lateness, absence, or need for dismissal during the school day.	Current year <b>Confidential</b> <b>(3)</b>
<b>L.20. Faculty Meetings/Department Head Meetings, Agendas and Minutes</b> Minutes, agendas, etc. for faculty meetings and department head meetings.	Current year Not Confidential
<b>L.21. Federal and State Grants</b>  Federal and state grant case files.	Until closed plus 6 years Not Confidential
<b>L.22. Food Service Files</b> All records of school food service operations.	3 years Not Confidential
<b>L.23. GED Student Records</b> Federal, state and privately funded grants sought and/or obtained by local government agencies: applications, reports, and supporting documentation.	<b>Permanent</b> <b>Confidential</b> <b>(3)</b>
<b>L.24. Health Records</b>  Records of student illnesses, injuries, vaccinations, etc.	6 years after student reaches age 18, or return to parent or student <b>Confidential</b> <b>(3), (4)</b>

<b>L.25. Home Instruction Records</b>	<b>Permanent Confidential (3)</b>
Records of those students being home schooled, whether temporarily or on-going.	
<b>L.26. Honor Rolls</b>	<b>Permanent Not Confidential</b>
Lists of students making the honor roll.	
<b>L.27. Individual Student (“Permanent”) Records</b>	<b>Retain at school last attended Confidential (3)</b>
When a student transfers to a new school, the permanent record folder may be transferred or copies provided in lieu of transfer. These files normally include a student’s health record, attendance, classes taken, grades received.	
<b>L.28. Insurance Correspondence</b>	<b>6 years Not Confidential</b>
Correspondence with the school’s insurers.	
<b>L.29. Insurance Policies</b>	<b>See A.39a. and A.39.b Not Confidential</b>
Policies issued to the school department for coverage of various hazards.	
<b>L.30. Inventories</b>	<b>Current year Not Confidential</b>
Books, furniture, etc.	
<b>L.31. Kindergarten Screening</b>	<b>5 years Confidential (3)</b>
Records created as children are evaluated against set standards to determine their readiness for enrollment in kindergarten.	
<b>L.32. Legal Files</b>	<b>Until issue is resolved plus 6 years Not Confidential</b>
Records of all legal actions in which the school department has been involved.	
<b>L.33. Legislative Information</b>	<b>4 years Not Confidential</b>
Records of all legislation, pending or passed, that may affect the school department.	
<b>L.34.a Library Records – Audio Tape Circulation</b>	<b>Until item is returned Not confidential</b>
Circulation records for audio tapes (and other audio format library materials).	
<b>L.34.b Library Records – Book Circulation</b>	<b>Until item is returned Not confidential</b>
Circulation records for library books.	

<b>L.34.c Library Records – Scrapbooks</b> Scrapbooks created by school library.	<b>Permanent</b> Not Confidential
<b>L.34.d Library Records – Videotape Circulation</b>  Circulation records for videotapes (and other audiovisual format library materials, such as movies on CD or DVD).	Until item is returned Not confidential
<b>L.34.e Library Records – Yearbooks</b> Noncirculating record copy maintained by school (whether or not as part of its library collection).	<b>Permanent</b> Not Confidential
<b>L.35. Local Copies of Reports Filed With the Maine Dept. of Education</b> DOE reports filed – local copy.	6 years  Not Confidential
<b>L.36. Maintenance Records</b>  Records of the school’s maintenance department.	3 years plus current Not Confidential
<b>L.37. Migrant Records</b>  Records documenting the part of the student population classified as “migrant” (i.e., children of migrant workers), including services provided to them.	<b>File in permanent record folder</b> <b>Confidential (3)</b>
<b>L.38.a Notes on Students – Disciplinary – Infrequent Contact</b>  Notes kept by faculty members or administration concerning disciplinary contact with students who require this only occasionally during the course of the school year.	Current year <b>Confidential (3)</b>
<b>L.38.b Notes on Students – Disciplinary – Frequent Contact</b>  Notes kept by faculty members or administration concerning disciplinary contact with students who require this repeatedly during the course of the school year.	Retain until student graduates or leaves school <b>Confidential (3)</b>
<b>L.38.c Notes on Students – Nondisciplinary</b>  Notes kept by faculty members or administration concerning contact with students that is not disciplinary in nature.	Current year <b>Confidential (3)</b>



<b>L.39. Parents Night Files</b>	Current year Not Confidential
Records of attendance at parents' night events, and of programs offered on those occasions.	
<b>L.40. Permission Slips</b>	6 years <b>Confidential</b> <b>(3)</b>
Permission slips signed by parents allowing their students to participate in school activities such as field trips, viewing of films, etc.	
<b>L.41. Permanent Record Cards</b>	<b>Permanent</b> <b>Confidential</b> <b>(3)</b>
Cards created for each student showing essential information such as name, gender, home address, etc.	
<b>L.42. Permanent Record Folders</b>	<b>Permanent</b> <b>Confidential</b> <b>(3)</b>
See: Individual student records.	
<b>L.43. Program Files</b>	3 years plus current Not Confidential
Subject files maintained by school officials on various programs, such as Adult Education, Industrial Arts; Business Education, etc.	
<b>L.44. Record of Records Released</b>	<b>Permanent</b> <b>Confidential</b> <b>(3)</b>
Record (including date and recipient) of all records released by the school or school department.	
<b>L.45. Registrations for Recreational Activities</b>	6 years <b>Confidential</b> <b>(3)</b>
Registrations for students also enrolled in recreational activities.	
<b>L.46. Retention Lists</b>	<b>Permanent</b> <b>Confidential</b> <b>(3)</b>
List of students retained instead of being promoted.	
<b>L.47. Retention Review Committee Files</b>	<b>Permanent</b> <b>Confidential</b> <b>(3)</b>
Files of review committee that determines whether or not a student should be retained instead of promoted.	
<b>L.48. Schedule Cards</b>	1 year plus current <b>Confidential</b> <b>(3)</b>
Cards or computer files containing each student's class schedule for the year.	
<b>L.49. Scholarship Awards</b>	Current year Not Confidential
Record of scholarships awarded to students.	
<b>L.50.a School Board Minutes</b>	<b>Permanent</b> Not Confidential
All official school board meetings.	

<b>L.50.b School Board – Committee Minutes</b> Minutes of committees appointed by school board.	<b>Permanent</b> Not Confidential
<b>L.50.c School Board – Reports and Special Studies Commissioned by the Board, That Relate to Policy, Curriculum, Or Have a Major Impact on the Community</b> Reports and special studies commission by the school board if they relate to policy, curriculum, or have a major impact on the community of which the school is part.	<b>Permanent</b> Not Confidential
<b>L.50.d School Board – Accreditation Reports</b> Accreditation reports.	<b>Permanent</b> Not Confidential
<b>L.50.e School Board – Crisis Response Plans</b>  Title 20-A §1001 requires that each school board annually approve a plan developed by the school unit administration working with local public safety, mental health and law enforcement officials to deal with crises and potential crisis situations involving violent acts by or against students in each school in the school administrative unit.	5 years after each revision Not Confidential
<b>L.51. School Construction Records</b>  Plans and related documents that provide history of school construction projects. Destroy records when building no longer exists, or transfer records to new owner.	Life of building (or until no longer owned by school dept.) Not Confidential
<b>L.52. School Lunch Records</b> See Food Service Files.	
<b>L.53. School Registers (Attendance)</b> Attendance registers.	<b>Permanent</b> <b>Confidential</b> <b>(3)</b>
<b>L.54. School Trust Fund Records</b> Records of all trust funds supporting school.	<b>Permanent</b> Not Confidential
<b>L.55. Special Education Students Records</b> Records of students enrolled in or eligible for special education programs and services.	<b>Permanent</b> <b>Confidential</b> <b>(3)</b>
<b>L.56. Student Activity Accounts</b> Accounting records for funds collected to support student activities.	3 years Not Confidential

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

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**L.66. Work Permits**

Retain until  
student is  
18

Work permits on file for students less than 16 years old.

**Confidential  
(3)**

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**DISPOSITION SCHEDULE M:****JAIL RECORDS**

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

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

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

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

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

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

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

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

<b>M.14.o Inmate Case Files – Request/Grievance Forms</b> Used by inmate to make requests or file grievances.	6 years Not Confidential
<b>M.14.p Inmate Case Files – Request for Visitors</b> Inmate’s request to be visited by specific persons.	* Not Confidential
<b>M.14.q Inmate Case Files – State Police Bureau of Identification Printouts</b> Printouts concerning prisoner’s history obtained from SBI.	No retention Not Confidential
<b>M.14.r Inmate Case Files – Trustee/Work Release Records</b> Inmate’s record of service as a trustee, or of being granted work release.	6 years Not Confidential
<b>M.15. Inmate Cards</b>  Index to case files.	Destroy when case file is destroyed Not Confidential
<b>M.16. Intake Logs</b> Record in log format of all admissions to the jail.	10 years Not Confidential
<b>M.17. Judgments and Commitments</b> Administrator’s copies of the documents that authorize the jail to hold the prisoner.	10 years Not Confidential
<b>M.18. Key Log</b> Record of keys issued and returned.	6 years Not Confidential
<b>M.19. Laundry Checklist and Inventory</b> List of prisoner clothing going to laundry and being returned; inventory of all clothing items owned by a prisoner.	1 year Not Confidential
<b>M.20. Medical Records</b> Prisoner medical records for use when treatment is needed while in custody.	10 years <b>Confidential</b> <b>(4)</b>
<b>M.21. Menus</b>  Menus of jail’s food service unit.	No retention Not Confidential
<b>M.22. Officer Memos (Incident)</b> Corrections officer notes concerning incidents that require documentation.	6 years Not Confidential
<b>M.23. Program Files</b> Inmate attendance at jail programs.	2 years Not Confidential



<b>M.24. Random Cell Search Logs</b>	6 years
Logs kept of random cell searches and their findings.	Not Confidential
<b>M.25. Rules and Regulations (Policies and Procedures)</b>	<b>Permanent</b>
The policies and procedures under which the facility operates. (Required by Maine Jail Standards)	Not Confidential
<b>M.26. Shave/Shower Log</b>	6 years
Record of when prisoners have shaved and showered.	Not Confidential
<b>M.27. Summonses</b>	6 years
Legal demands for court appearances.	Not Confidential
<b>M.28. Visitor Sign-In Sheets</b>	6 years
Sheets on which all visitors are required to sign in.	Not Confidential
<b>M.29. Work Schedules</b>	Current year
Work schedules for jail staff.	Not Confidential
<b>M.30. "TPA"</b>	6 years
Accounting for inmate canteen funds, or similar mechanisms - money from candy machines, etc. used for such items as newspapers and recreational equipment.	Not Confidential

\*Retain for most recent incarceration only.

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

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

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

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

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

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

**DISPOSITION SCHEDULE O:****VEHICLE REGISTRATIONS**

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

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

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

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

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

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

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

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

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

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

<b>P.04. Correspondence with Judge of Probate Concerning Marriage of Persons Under 16 Years Of Age</b>	2 years
Correspondence with judge of probate when one or both marriage partners is under 16 years of age.	Not Confidential
<b>P.05. Deaths</b>	<b>Permanent</b>
Record of deaths occurring within the municipality.	Title 22 §2706 allows disclosure of date of death, name, age and location by city or town where death occurred. The rest of the death record is confidential.
<b>P.06. Divorces - Obsolete</b>	May be destroyed immediately
Certified copies filed prior to 8/4/1949.	Not Confidential
<b>P.07. Marriage Certificates</b>	<b>Permanent</b>
Record of marriages taking place within municipality.	Not Confidential
<b>P.08. Marriage Intentions</b>	<b>Permanent</b>
Intentions filed by a person planning to marry.	Not Confidential
<b>P.09. Premarital Medical Examination Forms - Obsolete</b>	No retention period
Forms no longer required (blood tests) before a couple can marry.	<b>Confidential (4)</b>
<b>P.10. Waiver of Premarital Medical Examination - Obsolete</b>	No retention period
Waiver of required blood test (no longer required in any case).	<b>Confidential (4)</b>
<b>P.11. Waiver of Waiting Period Between Filing of Marriage Intentions and Issue of License</b>	2 years
Waiver of required waiting period before couple can marry.	Not Confidential

**DISPOSITION SCHEDULE Q:****PUBLIC WORKS**

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

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

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