

# Department Series Report

## 92: Independent Agencies - Advisory

Description	Media	Approval Date	In Agency Retention	Rec Center Retention	Disposition	Status	Fiscal Year Type
<b>433#: Advisory Comm. on Radioactive Waste</b>							
<b>Schedule #:</b> 913 3#: Civil Service Appeals Board							
This board decides on reclassifications and reallocations of non-union employees or State Police. Files include: Board Decisions; Minutes; exhibits and related correspondence. Includes paper and cassette tapes.	Audio Tape	4/25/1991	Years 5	No Retention 0	Destroy	Current	
This board decides on reclassifications and reallocations of non-union employees or State Police. Files include: Board Decisions; Minutes; exhibits and related correspondence. Includes paper and cassette tapes.	Paper	4/25/1991	Years 5	No Retention 0	Archives	Current	
<b>257#: Archives Advisory Board</b>							
<b>Schedule #:</b> 863 1#: Archives Advisory Board Minutes							
Official record of all actions taken by the Archives Advisory Board, including approval of disposition schedules and disposal lists for State Records. Minutes include: correspondence and related reports and memoranda presented to the Board at each meeting.	Paper	9/21/1990	Years 5	No Retention 0	Archives	Current	
<b>511#: Cancer Prevention &amp; Control Advisory Committee - Cancer Prevention &amp; Control Advisory Committee</b>							
<b>Schedule #:</b> 829 1#: Minutes (Cancer Prevention & Control Advisory Committee)							
CP&CAP serves as an advisory body to DHS on the operation of the Cancer Registry Program and on the development and maintenance of a coordinated statewide approach to cancer prevention and control. Minutes contain: meeting announcements, summary (Minutes), and related correspondence.	Paper	5/18/1990	Years 10	No Retention 0	Archives	Current	
CP&CAP serves as an advisory body to DHS on the operation of the Cancer Registry Program and on the development and maintenance of a coordinated statewide approach to cancer prevention and control. Minutes contain: meeting announcements, summary (Minutes), and related correspondence. Retain disk file until updated.	Digital File	5/18/1990	Destroy When Updated 0	No Retention 0	Destroy	Current	
<b>50#: Developmental Disabilities Council</b>							
<b>Schedule #:</b> 853 2#: Licensee Files (Bd. of Railroad Personnel)							

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Applications, renewals, educational test scores, employment record, and documents related to receiving a license as locomotive operator. Keep in agency until 90 days after expiration.	Paper	9/21/1990	Retention of Less than 1 Year - See Description	0	Years 25	Destroy	Current
<b>494#:Health Policy Advisory Council</b>							
<b>Schedule #:</b> 781 1#:Minutes - HPAC							
HPAC was created to advise and be available for consultation to the Executive Branch, DHS, MH & MR, on health policy issues, health status & health care delivery. Minutes of the Monthly Council meetings.	Paper	9/27/1989	Years	3	No Retention	0	Archives Current
<b>Schedule #:</b> 781 2#:Council Meetings - HPAC							
Agendas, reading material for members (articles, reports), memos on topics to be discussed at council meeting.	Paper	9/27/1989	Years	2	No Retention	0	Destroy Current
<b>Schedule #:</b> 781 3#:Correspondence - HPAC							
Memos to Council members regarding legislation, appreciation, and suggestion; reports on health care costs, meeting summaries; temporary correspondence on appointments etc.	Paper	9/27/1989	Years	1	No Retention	0	Destroy Current
<b>340#:Lobster Advisory Council</b>							
<b>Schedule #:</b> 1260 1#:Lobster Advisory Council Minutes							
Minutes of the Lobster Advisory Council	Paper	4/2/1998	Years	10	Years	0	Archives Current
<b>332#:Maine Commission on Mental Health</b>							
<b>Schedule #:</b> 837 1#:Committee Staff Reports (Maine Commission on Mental Health)							
Agendas, minutes, reports and related correspondence; Committees: Citizen Advocacy; Community Services, Executive, Education, Plan and Advisory; Quality Assurance; Subcommittee on Institutes.	Paper	9/21/1990	Years	5	Years	5	Destroy Current
<b>Schedule #:</b> 837 2#:Correspondence (Maine Commission on Mental Health)							

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Routine correspondence, such as letters of transmittal, letters of invitation and replies to inquiries.	Paper	9/21/1990	Years 5	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 837      3#:Minutes (Maine Commission on Mental Health)							
The Maine Commission on Mental Health is available for consultation on issues relative to improving care, treatment and programs for persons with mental health illness in the State.	Paper	9/21/1990	Years 5	No Retention 0	Archives	Current	
<b>Schedule #:</b> 837      4#:Administrative File (Maine Commission on Mental Health)							
Agendas, Reports, Biographical Fact Sheets on Members, policies, goals, objectives, tasks and related correspondence.	Paper	9/21/1990	Years 5	Years 5	Destroy	Current	
<b>Schedule #:</b> 837      5#:Maine Commission on Mental Health Annual Report							
Problems identified in Mental Health area. Standards Development Process; Assessment of Community Providers; and an assessment of State Mental Health Institutes compliance with existing standards. One copy of each annual report to be sent to the Archives.	Paper	9/21/1990	Retention of Less than 1 Year - See Description	0	No Retention 0	Archives	Current
<b>159#:Maine Committee on Aging</b>							
<b>Schedule #:</b> 511      1#:Committee on Aging Issues File							
Contains material and correspondence on issues on aging such as Alzheimer's Disease, AARP, Blue Shield, Guardianship,ETC.	Paper	1/9/1987	Years 5	Years 5	Destroy	Current	
<b>Schedule #:</b> 511      2#:Committee on Aging Minutes/Subcommittee Minutes							
Contains Narrative description of discussions and decisions made by the Maine Committee on Aging, that relate to issues concerning the elderly. The committee meets once a month. It is further divided into 5 sub-committees who meet usually once a month, although that is not a requirement. The sub-committees are: Tech Review; Long Term Care Ombudsman Program Advisory; Health Care; Personnel, and Executive.	Paper	9/12/1989	Years 5	Years 5	Archives	Current	
<b>Schedule #:</b> 511      3#:Committee on Aging Legislative File							
Includes proposed legislation, public laws, testimony, and documents relating to aging legislation.	Paper	9/12/1989	Years 8	Years 7	Destroy	Current	

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<b>Schedule #:</b> 511 5#:Committee on Aging-Long Term Health Care Ombudsman Program Adm. File Contains training materials for volunteer ombudsmen, reports, correspondence, and related documents.	Paper	9/12/1989	Years 3	Years 7	Destroy	Current	
<b>Schedule #:</b> 511 6#:Committee on Aging Correspondence Contains Correspondence to and from Committee Staff and members	Paper	9/12/1989	Years 5	Years 5	Destroy	Current	
<b>Schedule #:</b> 511 7#:Committee on Aging-Long Term Care Ombudsman Program. Case Invest. Files Contains allegation against Nursing, Boarding, Foster and Adult Day Care. Folder contains: Intake form, case notes form, case summary referral form, and close out letter.	Paper	1/9/1987	Years 2	Years 8	Destroy	Current	
<b>47#:Maine Correctional Advisory Commission</b>							
<b>Schedule #:</b> 918 1#:Maine Correctional Advisory Commission's Minutes Agenda and minutes of the Maine Correctional Advisory Commission.	Paper	4/25/1991	Years 10	No Retention 0	Archives	Current	
<b>166#:Women, Commission for</b>							
<b>Schedule #:</b> 774 1#:Legislation - Maine Commission for Women Testimony, Fact Sheets, Reports, Bills and related correspondence.	Paper	9/27/1989	Years 3	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 774 2#:Women's History Month Essays, Invitation lists, winners, names, pictures, press releases, and related correspondence.	Paper	9/27/1989	Years 3	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 774 3#:Maine Commission for Women Membership Files Survey, by Laws, Membership Lists, Applications, Press Releases, clippings and related correspondence.	Paper	9/27/1989	Years 2	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 774 4#:Women's Legislative Agenda Coalition (WLAC)							

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Description	Media	Approval Date	In Agency Retention	Rec Center Retention	Disposition	Status	Fiscal Year Type
Minutes of WLAC, Testimony, Membership lists, Mission Statement and Correspondence related to WLAC. WLAC as a group influences legislation that is of interest to members of the group.	Paper	9/27/1989	Years 3	No Retention	0 Destroy	Current	
<b>Schedule #:</b> 774      5#:Correspondence Maine Commission for Women							
Memos, information letters, letters of application and answers. This is general correspondence of a transitory nature.	Paper	9/27/1989	Years 2	No Retention	0 Destroy	Current	
<b>Schedule #:</b> 774      6#: Maine Commission for Women Conferences							
Conference agendas, participant registrations, invitation lists, speeches, press releases and related correspondence.	Paper	9/27/1989	Years 3	No Retention	0 Destroy	Current	
<b>Schedule #:</b> 774      7#: Maine Commission for Women Minutes							
Members, present and excused, legislation discussions, committee reports, Regional Commission reports, staff reports, agendas, attendance sheets.	Paper	9/27/1989	Years 3	No Retention	0 Archives	Current	
<b>Schedule #:</b> 895      8#:Electronic Records - Data Files R Base (Maine Commission for Women)							
Data bases, tables, lists of names and addresses of contacts, newsletter mailing lists, women's organizations, etc. Hold in agency until hard disc backup.	Hard Disk	3/11/1991	Contingent Upon Event - See Description	0	No Retention	0 Destroy	Current
<b>Schedule #:</b> 895      9#:Special Projects (Maine Commission for Women)							
One-time-only projects and/or reports done by the Commission usually with a narrow focus. These projects were done to broaden public awareness of women's roles in various situations/occupations and to show the social/historical impact of women. These files include grant application forms, inventory lists, questionnaires and data drawn from such questionnaires, project reports, and miscellaneous correspondence and accounting forms in connection with these projects. May also include slides, video tapes, and audio tapes.	Paper	3/11/1991	Years 2	Years	12 Archives	Current	
<b>455#:Workers Compensation Ins. Comm. to Study</b>							
<b>Schedule #:</b> 1622      1P:Special Study Commission on Workers Compensation Insurance Records							

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The Special Study Commission on Workers Compensation Insurance was established by Public Law Chaper 479 of 1983. The Commission published its findings and recommendations June 30,1984. (Three copies are catalogued and available in the collection of the State Law Library.) Files include general correspondence, internal memos, contracts, actuarial proposals, meeting agendas, time tables, mailing list, budget, financial records, accounts payable, travel vouchers, and other background materials used by the Commission.	Paper	11/1/2004	0	0	Archives	Current	

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