

General Schedule 8 – Meeting and Board Records

State General Schedules are intended as minimum standards. Where other state or federal laws dictate longer retentions, agencies must submit "agency specific" schedules for approval. Intended for State agency use. Municipalities/Counties use [Local Government Record Retention Schedules](#).

NOTES: 1) Boards, commissions, councils, task forces, etc., that were established by statute or Executive Order, or that establish or administer policy are examples of entities for which minutes should be created and retained per [MRS Title 1, §403. MEETINGS TO BE OPEN TO PUBLIC; RECORD OF MEETINGS](#). 2) In order to provide unique identifiers, any series below requiring transfer to the State Records Center or Archives must first be written on an **agency schedule** (submitted and approved) before records can be sent.

Series	Title	Description	Retention
GS8.1	Associations and Organizations File	Records concerning local, state, or national associations, organizations, and committees with which the agency or staff is involved.	Retain 2 Years then destroy
GS8.2a	Committee/Board Appointment Records	This record series consists of records relating to the appointment of individuals to serve on committees, boards, advisory councils, etc. Records may include, applications, letters of recommendation, letters of appointment, letters of acceptance, oaths of office, and related correspondence.	Retain 3 years after term of office ends or board member leaves service; or committee/board is abolished then destroy
GS8.2b	Committee/Board Appointment Records: Non-Selected Applicants	This record series consists of records relating to applicants not selected to serve on committees, boards, advisory councils, etc. Records may include, applications, letters of recommendation, and related correspondence and supporting documentation.	Retain 2 years then destroy; unless personnel action/litigation, then keep records until the later of 2 years or resolution of the action/litigation.
GS8.3	Meeting Notes - Boards and Commissions	Preliminary notes made by the secretary during the meeting, used to prepare the official minutes for approval and adoption.	Retain until official minutes are approved then destroy
GS8.4	Minutes and Files of General Office Meetings and Internal Committees	Minutes, agendas and meeting files from office staff meetings, internal committees, and other internal meetings which meet to coordinate activities, work out problems, serve as sounding boards, or as vehicles for communication but where agency policy decisions are not coordinated. Records may also include audio-visual/electronic recordings.	Retain all records 2 years then destroy
GS8.5	Minutes and Files of Policy Setting Meetings (other than Boards)	Minutes, agendas, and meeting files of the governing body of an agency or of meetings that formulate policy, rules or regulations for an agency or a number of agencies. May include audio-visual/electronic recordings.	Retain for 6 years in the agency. Typically, these records will be Archival and will be evaluated on a case-by-case basis.

General Schedule 8 – Meeting and Board Records

Series	Title	Description	Retention
GS8.6	Minutes of Meetings - Boards and Commissions (see notation under schedule title)	All official meetings held or conducted by boards and commissions, where official minutes are kept with an accurate record of votes and actions. Records may include, but not limited to: agendas, meeting/agenda packets (briefs, reference materials, etc.); speaker sign-up, written testimony; minutes. Minutes typically contain the date, time, place, attendance, approval of prior meeting's minutes, motions made, votes, and actions taken. Records may include audiovisual/electronic recordings documenting the actual proceedings.	<p>Archival Records: Retain minutes, agendas and meeting and background files 5 years then transfer to Archives. Note: Published minutes must be sent to the Maine State Library (see GS 1.17 Publications)</p> <p>Recordings: Retain audio, video, electronic (including webcast) and other recordings of meetings 5 years after approval of meeting minutes then destroy. If recordings are the only documentation of the meeting as noted in Title 1, §403, subsection 2, they would be considered a permanent record and be retained 5 years after date of meeting then transferred to Archives.</p>