**Maine Administrative Procedure Act**

**2025-2026 Regulatory Agenda Filing**

AGENCY UMBRELLA-UNIT NUMBER: **29-255**

AGENCY NAME: **Secretary of State, Maine State Archives**

CONTACT INFORMATION FOR THE AGENCY **RULEMAKING LIAISON**: Tammy Marks, 84 SHS, 230 State Street, Augusta, ME 04333-0084, 207-287-5799

**EMERGENCY RULES ADOPTED SINCE THE LAST REGULATORY AGENDA**: None

**EXPECTED 2025-2026 RULEMAKING ACTIVITY***:*

**Chapter 1: State and Local Government Agency Records Programs**

STATUTORY BASIS: 5 MSRA §95-C

PURPOSE *(of the rule)*: This chapter prescribes policies, standards, and procedures for the economical and efficient management of State records. We will add a statement requiring state agencies to get approval from the Maine State Archives before purchasing a new document management system to ensure proper document management capability.

SCHEDULE FOR ADOPTION: before October 1, 2026

AFFECTED PARTIES: This rule will affect all state departments and agencies in the Executive and Legislative branches.

CONSENSUS-BASED RULE DEVELOPMENT *(as outlined in 5 MRS §8051-B; if none, use “N/A”)*: N/A

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