



Maine State Archives State Records Center

Our Purpose

- Protection
- Security
- Access
- Retention & destruction
- Cost-effective, worry-free services

**Records Management
isn't optional—it's
required by Maine law.**

Under **Title 5**, state and local government records must be managed in accordance with established records retention schedules and Maine State Archives requirements, including provisions for the proper retention, disposition, access, and confidentiality of public records.

The State of Maine Records Center in Hallowell, ME is a closed facility not open to the general public. It provides secure, centralized off-site storage for inactive state agency records.

Only individuals with an assigned access card number can order or view their specific agency records.

Stored records remain under the direct legal custody of the originating state agencies rather than the facility staff.

Records Center services are available to all state agencies. All records sent to the Records Center must be on an approved records retention schedule.

To request a file or transfer records, associated Records Management forms must be used from our website.

State Agency Records Officers and Assistants

"The head of each state agency or local government agency shall establish and maintain an active, continuing program for the economical and efficient management of any records in compliance with the standards, procedures and regulations issued by the State Archivist." – from Title 5, §95

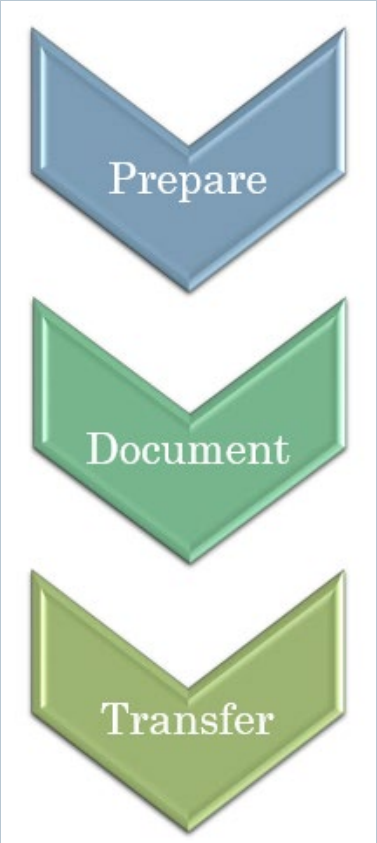
We are open for business...

 *by appointment*



Monday	7:30AM – 4PM
Tuesday	7:30AM – 4PM
Wednesday	7:30AM – 4PM
Thursday	7:30AM – 4PM
Friday	7:30AM – 4PM

Introduction



Prepare

Document

Transfer

This overview of the State Records Center provides information on our transfer process, from preparing and documenting records through transfer and follow-up.

We'll walk through each step of the process:

Step 1 — Prepare Boxes

Step 2 — Complete a Packing List for Each Box

Step 3 — Fill Out and Submit a Transmittal of Records

Step 4 — Schedule the Transfer

Step 5 — Day of Transfer

Step 6 — Updates & Follow-Up

We'll also review how to request records after transfer and where to find the associated forms and resources on the Maine State Archives website.

Prepare boxes

- Add records to boxes and organize files **by closed year.**
- **Do:** box together files that closed in the same year, they do not need to be alphabetical.
- **Don't:** box active or open files, or files with different closed years, together.

Purchase from
WB Mason website
Item PAIG801

#801



Complete a Packing List for each box

1. Box Number: See transmittal instructions for box numbering information.
2. File Number: Case number, docket number, LD number, or any other internal number used to identify the file.
3. Name of the file, when relevant, otherwise use the subject (such as the person, company, or topic) to which the file refers.
4. Date the file was first opened/created.
5. Date at which the file became inactive (this is important for determining retention).
6. Folder Number: This column only needs to be filled in for archival records. The number of the folder in the box (the first number for each box should always be 1).
7. When the box is full and contents have been entered, add your page number(s) to the top.

[illegible]

Don't forget to label your boxes

Label each box:
Box #
Contents
From/Thru dates

Do not mark the box's
Destroy section — that is
completed later by
Records Management.

BOX NO.	CONTENTS	DESTROY
	Abbott - Alley	
FROM		
THRU 12/2016		

Fill out and submit a Transmittal of Records

Include: Department /Bureau/ Division; Records Officer or RO Assistant name and signature & your contact information. **Highlighted in yellow.**

Only your agency's assigned Records Officer or Records Officer Assistant may sign/authorize a transmittal.

Schedule #, Series #, Media, and Series Title (title must match the Records Retention Schedule).



- ✓ Box numbers
- ✓ First & last dates
- ✓ File name range

[illegible]

If you have multiple boxes and your transmittal extends beyond one page, use the **Continuation Sheet**, available on the Forms page, for any additional pages needed.

Don't forget to save copies of your agency's packing lists and transmittals, preferably in a shared drive or common area.

[illegible]

Schedule the transfer

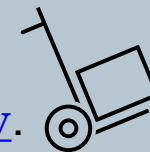
Schedule a date

- Records Center staff will contact you to schedule a pick-up or delivery date. *Drop off is available as well.*
- Pick-up service is available in surrounding areas, coordinated through the Records Center Supervisor.

Day of transfer

- Records Center staff compare the boxes against the transmittal paperwork.
- No paperwork is needed from you on pick-up/delivery day.
- Records Center staff load the boxes on our Freightliner truck.

Questions or concerns go to RecordsCenter.Archives@maine.gov.



Updates & follow-up

A countersigned copy of your transmittal will be returned to the POC with MSA locations and Disposition dates populated

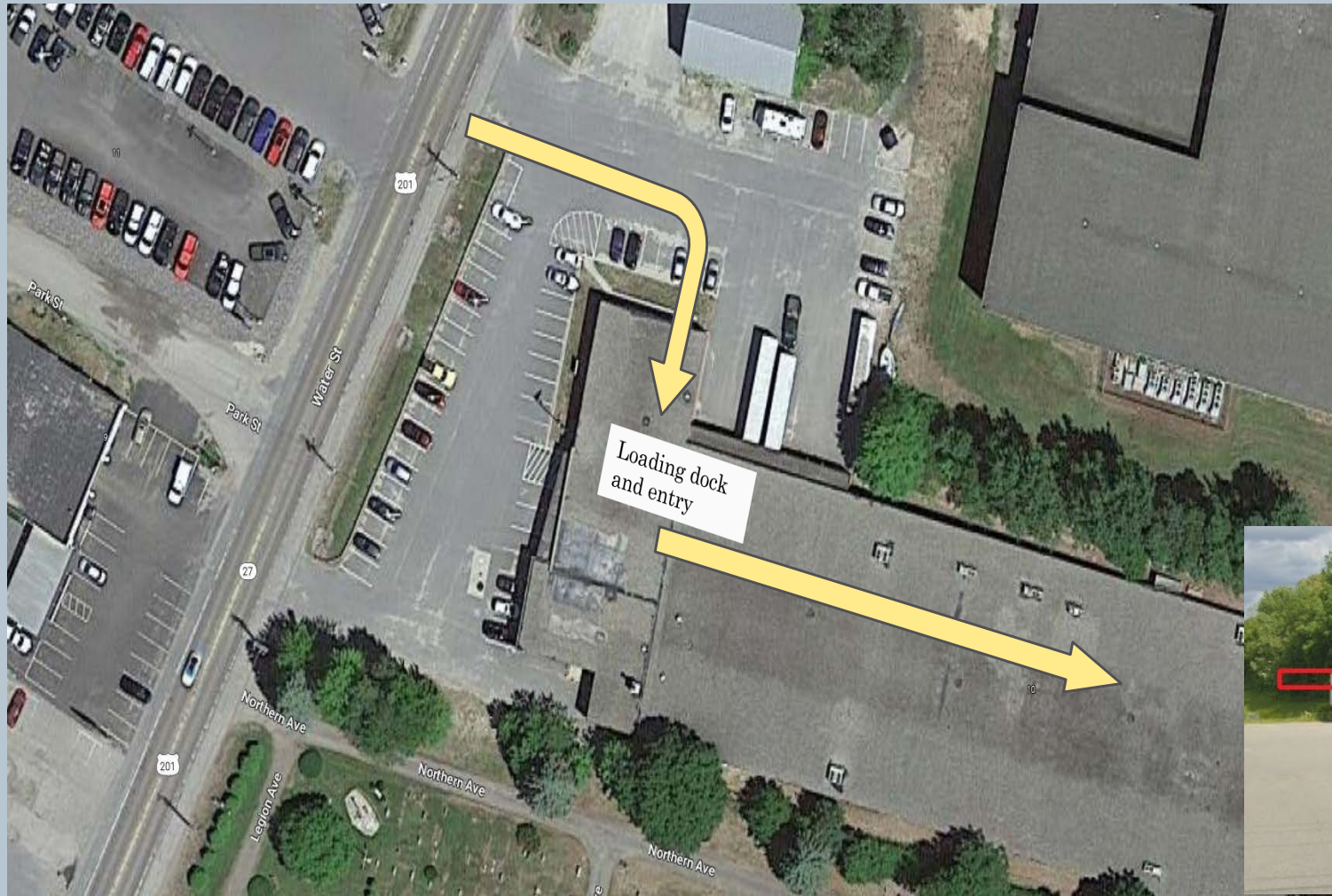
THIS IS YOUR FINDING AID

Retain your copies of box locations, transmittal numbers, and final disposition dates — you will need them for future reference requests.

TRANSMITTAL OF RECORDS				Maine State Archives Use Only Page 1 of 1		
Retention Records State Records Center 284 SHS, Augusta, ME 04333-0084 Tel. (207) 287-5794 recordsmanagement.archives@maine.gov		Archival Records Maine State Archives 84 SHS, Augusta, ME 04333-0084 Tel. (207)287-5790 maine.archives@maine.gov		Agency No. 10-148#	Transmittal No. 2025-123	Box Total 5
				Agency Retention 2	RC Retention 73	Disposition Destroy
Department Health & Human Services		Bureau/Division Child & Family Services – What District				
Person to contact Name of employee packing the boxes		Telephone 555-0513	Location of Records (building, floor, room) 2 Anthony Ave, Augusta			
Records Officer/RO Assistant Name Christa Elwell or the Assistant for your district		Access Card # 1234	Email Address Employee that will be coordinating the pick-up or delivery			
Signature of RO/RO Assistant (if emailed from a State address, typed name accepted): Christa Elwell					Date 7-4-2025	
Schedule # 430	Series # 35	Media Paper	Series Title (Must match title on Records Retention Schedule) Child Welfare Non-Adoption Case Files			
Location (RM use only)	Box Number	First Item	Last Item	FIRST DATE	LAST DATE	Final Dispo Date (RM use only)
3204-0101	SKO 01	745-91-090A	624-15-821A	6-2013	12-2016	12-2091
3204-0102	SKO 02	123	456	1-2016	9-2016	9-2091
3204-0103	SKO 03	789	1011	5-2015	11-2016	11-2091
3204-0104	SKO 04	1213	1415	1-2016	12-2016	12-2091
3204-0105	SKO 05	1617	1819	3-2012	10-2016	10-2091



State Records Center location



10 Water Street
Hallowell, ME

- side entrance
- door D3
- badge required



Reference Requests - Requesting Records



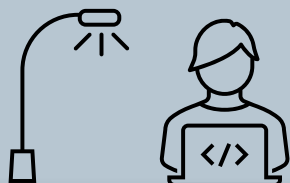
Need a file or box back to review,
want to schedule a visit to review
your records on site?

You **must** have an Access Card number
to request files



Use our [MSA REQUEST FOR REFERENCE SERVICE \(office.com\)](#) Form — for agencies with a @maine.gov email address, log in with your maine.gov email/password.; the request routes to the Records Center for processing, we typically have a 24-hour turn-around.

- **Legislative offices, independent agencies, and courts** without an @maine.gov address use the alternate *Request Form for Legislative, Independent Agency, and Court Use Only*. [Request Form for Legislative, Independent Agency, and Court Use Only](#).
- The form collects detailed information needed to process the request and provides tracking throughout the request lifecycle: agency/court name, requestor name, access card #, phone, email; whether the records are Retention Records or Archival Records; media type (paper, digital, microfilm, microfiche, other); delivery method (mail, hold for pickup, or email); and file identifying details — file name, file/docket number, box number, location number, container number, and transmittal number.
- **Requesting more than one file:** download and complete the File Request Spreadsheet (linked on the Records Management Forms page: [MSA REQUEST FOR REFERENCE SERVICE \(office.com\)](#)), then upload it with your online request. The "number of files requested" field should equal the spreadsheet's row count (minus the header row).
- Questions about the forms go to Records Management, recordsmanagement.archives@maine.gov.



The MSA Request for Reference Service form is a **user-friendly**, 14-question form designed to make submitting a records request quick and easy.

MSA REQUEST FOR REFERENCE SERVICE

Request form for agency files from the State Records Center or Maine State Archives
Records Center, 284 State House Station, Augusta, ME 04333-0084
Tel: 207-287-5792
Email: recordscenter.archives@maine.gov

Hi, Susan. When you submit this form, the owner will see your name and email address.

* Required

Contact Information

1. Agency Name *

Select your answer

2. Bureau or Unit

Enter your answer

3. Requestor Name *

Enter your answer

4. Access Card No. *

The value must be a number

5. Telephone *

Enter your answer

6. Email *

Enter your answer

Next

MSA REQUEST FOR REFERENCE SERVICE

* Required

File Type

7. I am requesting the following types of records: *

- ☐ Retention Records
- ☐ Archival Records

8. Type of Record *

- ☐ Paper
- ☐ Digital File
- ☐ Microfilm
- ☐ Microfiche
- ☐ Other

Back

Next

MSA REQUEST FOR REFERENCE SERVICE

Delivery Information

9. Type of Delivery

- ☐ Mail file.
- ☐ Hold for pickup.
- ☐ Email electronic file.

Back

Next

MSA REQUEST FOR REFERENCE SERVICE

Delivery Information- Mail

10. **Mail file requested.** Include mailing address to send file.

Enter your answer

Back

Next

MSA REQUEST FOR REFERENCE SERVICE

* Required

File(s) return

Provide an estimated time when file(s) will be returned. If file(s) are not returned within this timeframe, MSA will contact the agency. For multiple files, provide the most reasonable response covering all requested files.

11. Date file(s) will be returned *

- ☐ Less than 1 month
- ☐ 1-3 months
- ☐ 3-6 months
- ☐ File will not be returned (Transfer Form Required)

Back

Next

MSA REQUEST FOR REFERENCE SERVICE

* Required

Number of File(s) being requested

12. Are you requesting more than one file *

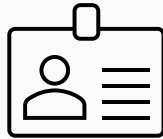
- ☐ Yes
- ☐ No

Back

Next

Receiving & Returning records

Receiving records -- Records are released only to the requesting agency's authorized Records Officers/RO Assistants and assigned cardholders.



- Digital files can be opened and shared electronically once received.

Returning records -- Use sturdy envelopes —
Tyvek envelopes work well



- Inter-office mail is fine for returns but check your own agency's internal mailing policies first. Please mail returns to: Maine State Archives, State Records Center, 10 Water Street, 284 SHS, Hallowell, ME 04333

Disposition Notices

When records in the Records Center reach the end of their approved retention period, Records Management sends the agency's Records Officer a **Records Center Disposition Notification to Destroy Records**.

The notice lists media type, department/bureau, schedule/series/retention info and series title, and — per box — the transmittal number, box number, inclusive dates, and disposition date.



Agencies may also use this same form as a guide when destroying records in-house (paper or electronic) that have met retention under an approved schedule — see General Schedule 7.2 for details. [State General Schedules](#)

Please return a signed copy within 10 days. Maine State Archives reserves the right to destroy records that have passed their retention date by 10 months. Archives will become involved if the generating agency does not respond or sign off on destruction.

Records Management Staff Contacts

Tammy Marks Director 207-287-7599 Tammy.Marks@Maine.gov	Susan Verrier Records Management Lead 207-287-5798 Susan.Verrier@Maine.gov	Tiffany Tattan-Awley Management Analyst 207-287-5794 Tiffany.Tattan-Awley@Maine.gov
Brian Libby Records Center Supervisor 207-287-5792 Brian.Libby@Maine.gov	Ed Democracy Inventory and Property Associate 207-287-3628 Edward.Democracy@Maine.gov	Brian Pushard Inventory and Property Associate 207-287-3627 Brian.Pushard@Maine.gov

Still have questions?



We are here to help—whether you need guidance,
have questions, or would benefit from hands-on, on-site training,
Records Management is here to support you.

RecordsManagement.Archives@maine.gov & RecordsCenter.Archives@maine.gov

Thank you for participating and for helping preserve
Maine's history for generations to come