

Department Series Report

18: Administrative & Financial Services

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
106#:						
Schedule #: 913 1#:General Correspondence (Department of Administration)	Paper	1/25/1990 Years	1	No Retention	0	Destroy Current
Inter-departmental memoranda, requests for information, answers to requests for information, drafts for Governor's correspondence and other department drafts.						
Schedule #: 913 2#:Employee Suggestion Awards Program	Paper	1/25/1990 Years	7	No Retention	0	Destroy Current
Employee suggestions on how the state can save money.						
Schedule #: 913 3#:Civil Service Appeals Board	Audio Tape	1/25/1990 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.						
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.						
Schedule #: 2198 4:Advisory Committee on Fair Competition with Private Enterprise Annual Reports	Paper	10/8/2020 No Retention	0	No Retention	0	Archives Current
The Advisory Committee on Fair Competition with Private Enterprise was created to assist State Government in responding to concerns raised by the public regarding government competition with private enterprise. The committee shall meet at least once annually to review complaints from private enterprise of potentially unfair competition practices by State Government and to make recommendations regarding the disposition of these complaints to the Governor and, when appropriate, to the Legislature.						
553#:Bureau of Alcoholic Beverages & Lottery Operations						
Schedule #: 66 36#:Liquor Licenses and Related Data						

Department Series Report

18: Administrative & Financial Services

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Applications for retail store malt and or wine license application and renewal. Applications for new and renewal Agencies. Applications for COA's for malt and or wine and or spirits, wholesaler application and renewals malt or wine or spirits. On premise license and renewals. Application for manufacturer license and renewals. DSW's license & renewals. Licenses & renewals for brewers, distillers, wineries, Farmer's Markets, Wholesalers, distributors, and All Corporation ownership forms to be included in each individual file. Correspondence and miscellaneous data pertaining to the above items.	Paper	12/29/2016 Years	1 Years	4 Years	Destroy	Current
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Schedule #: 66 37#:Agency Liquor Store Licensing; Liquor Licensee Appeal Hearings	Mixed	1/28/2019 Years	1 Years	4 Years	Destroy	Current
The record related agency liquor store licensing including legal notices, correspondence with applicants and applicants awarded licenses, final agency decision on the award of licenses, recording of public hearing for agency liquor store applications and a transcript of the recording if any. The record related to the denial of a liquor license including legal notices, correspondence with the licensee, municipality or other party connected to the denial or subsequent appeal, final agency decision on the appeal, recording of public hearing for agency liquor store applications and a transcript of the recording.						
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Schedule #: 68 38#:Excise Tax Reports & Credits & Malt & Wine Cash Receipt Information and Payments	Paper	12/29/2016 Years	1 Years	6 Years	Destroy	Current
Used to record the amount of excise tax that is paid by each wholesaler on beer, wines, and or spirits. Record of the amount of monies that is deposited daily in their separate categories. Procurement, journal, credit card, cash, and check receipts. Refunds of any and cash, checks, credit card, procurement, and journal payments & receipts. All excise tax reports for any malt, wine, and or spirits. Correspondence, memos related to any and all the above referenced information.						
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Schedule #: 68 43#:Malt , FMB & Cider Purchase Orders & Invoices	Paper	12/29/2017 Years	1 Years	4 Years	Destroy	Current
Form sent to wholesalers to enter their orders on for beer, flavored malt, ale, and cider to be purchased from different brewers.						
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Schedule #: 68 44#:Wine: Table, Sparkling & Fortified Purchase Orders & Invoices	Paper	12/29/2016 Years	1 Years	4 Years	Destroy	Current
Form sent to wholesalers to enter their orders on for wines; table, sparkling, and fortified. To be purchased from different wineries.						
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Department Series Report

18: Administrative & Financial Services

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Schedule #: 68 46#:Wholesalers Malt Liquor, Wine Report and Spirits Report						
Forms sent to wholesalers to enter their shipments of malt liquor sent to them by certificate of approval holders. Forms sent to wholesalers to enter their shipments of wine sent to them by certificate of approval holders. Forms sent to wholesalers to enter their shipments of spirits sent to them by certificate of approval holders.	Paper	12/29/2016 Years	1 Years	4	Destroy	Current
Schedule #: 68 48#:Summary Report of Malt Liquor, Cider and Flavored Malt Liquor Shipments						
Forms sent to certificate of approval holder to enter their shipments of malt liquors Cider and flavored malt liquors that are sent to Maine wholesalers.	Paper	12/29/2016 Years	1 Years	4	Destroy	Current
Schedule #: 68 49#:Summary Report of Wines: Table, Sparkling & Fortified Wine Shipments						
Forms sent to certificate of approval holder to enter their shipments of table, sparkling and fortified wines that are sent to Maine wholesalers.	Paper	12/29/2016 Years	1 Years	4	Destroy	Current
Schedule #: 68 53#:Labels: Malt, Wine, Spirits, Price Posting, Correspondence, Advertising						
Malt and Wine division correspondence, certificate of approval advertising on malt and wine. Registration of table wine labels/brands by certificate of approvals. Registration of malt liquor labels/brands by certificate of approvals. Label files consist of application form, sample label & federal label approval. Wholesalers and certificate of approval malt prices & wine prices (price postings).	Paper	12/29/2016 Years	2 No Retention	0	Destroy	Current
Schedule #: 68 54#:Price Postings for Malt Liquor and Wine						
Price postings submitted by out of state manufacturers or Maine wholesalers for the price of product to be charged to on and off premise retailers for malt liquor and wine.	Paper	1/28/2019 Destroy When Updated	0 No Retention	0	Destroy	Current
Schedule #: 68 74:Liquor Accounts Payable						

Department Series Report

18: Administrative & Financial Services

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Cash Receipt information payments, refunds, cash, check, cc's, cash booklets, receipt booklets, financial statements. Payments made to the bureau for liquor licenses. Payments to the bureau for On, Off, Agency licenses, Catering, qualified catering, BYOB's, brewers, wineries, distillers, COA's, DSW's, Wholesalers, Distributors, ICO's, Salespersons, Filing fees, Label Registrations, Special Taste Testing Events, Wine Auctions, and ALL Miscellaneous fees. All refunds and cash deposits. All protested check fees, money orders and cash to reimburse the State of Maine for insufficient funds. All correspondence written to licensees re: protested checks.	Paper	12/29/2016 Years	1 Years	6 Years	Destroy	Current
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Schedule #: 68 75:Gallonage Summary for Malt & Wine Tax Summary & Monthly Reports for Malt, Wine & Spirits	Paper	12/29/2016 Years	2 Years	6 Years	Destroy	Current
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Schedule #: 68 76:Liquor License Violations - Court Officer Worksheets	Paper	12/29/2016 Years	1 Years	4 Years	Destroy	Current
These are civil liquor license violations where licensee has either agreed to pay a file or requested a hearing and gone to district court. Typical file includes inspector's report of violation, notice of civil administrative action, complaint, consent decree, summons, and or subpoena. These are civil or criminal liquor law violations brought against individuals and heard in district court. Most but not all are minors or juveniles. Typical file consists of name, address, dob, violation, law cited, Offense location, date and time, name of officer description of incident, court date, time, and court Disposition. (Documents need to be retained for 5 years for possible litigations)						
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Schedule #: 68 77:Seller / Server Training & Violations						

Department Series Report

18: Administrative & Financial Services

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Liquor licensing maintains the database of all certified seller / server and train the trainer courses and class rosters. There are approximately 20 in the state. Completion of a certified class may reduce insurance costs. Typical file consists of program, instructor, class date and location, list of participants with home address ssn, dob, telephone. These are civil violations where seller / server has either agreed to a consent decree and paid a fine or has agreed to take a seller / server course, or has requested a hearing through district court. These are legal documents sent to the District court and assigned docket numbers. Typical file includes inspector's report of violation, notice of civil Administrative action, complaint, consent decree, summons and or subpoena.	Paper	12/29/2016 Years	3	No Retention 0	Destroy	Current
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Schedule #: 68 78:Out of Business Files	Paper	12/29/2016 Years	1	Years 4	Destroy	Current
New and renewal complete files including inspectors reports, all renewals, corporation paperwork for each year, signature(s) of owners, any upgrades or downgrades to licenses, town signatures (on premise licenses) all correspondence, any violations, payments, refunds protested check information. File may also include any date of birth, social security numbers, sales tax numbers, health licenses, agriculture license, marine resources licenses, license from State Fire Marshall's office, any town or city approval paperwork, deposits, refunds, protested check information, original license and inventory lists, approval of liquor pick up's from wholesalers, distributors, etc. when store closes. The licenses include ALL License files; on, off, agency, brewers, distillers, wineries, COA's, DSW's, Farmer's Markets, wholesalers, distributors, etc.						
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Schedule #: 68 79:Wine Auctions	Paper	12/29/2016 Years	1	Years 4	Destroy	Current
All forms, correspondence, research papers, auction information gathered. Copy of license/permit, auctioneers license/permit bids & results of any and all wine auctions.						
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Schedule #: 73 61#:Annual Financial Statements	Paper	1/28/2019 Permanent or Indefinite	0	No Retention 0	See Description	Current
Annual financial statements of the Bureau relating to the lottery and spirits business.						
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Schedule #: 89 71#:Correspondence re Protested Checks						

Department Series Report

18: Administrative & Financial Services

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Correspondence written to licensees acknowledging receipt of checks, money orders or cash to reimburse the State of Maine for checks which have been protested by the bank due to insufficient funds.	Paper	3/20/1975 Years	1	No Retention	0	Destroy Current
Schedule #: 130 80:Claim Form - Lottery						
Claim form submitted with winning ticket for amounts over \$50; prizes paid by licensed sales agents in amounts under \$50 without a claim form. Both Instant Game Tickets and Weekly Game Tickets. When a claim is processed, the agency keeps all associated materials including, if applicable to the claim, the original claim form and original ticket; cash receipt; IRS/MRS tax remittances for the claim; and any correspondence on the claim; the memo on the claim to financial staff at the GGSC; and the confirmation number showing the payment was accepted.	Paper	2/21/2020 Years	7	No Retention	0	Destroy Current
Schedule #: 1062 81:Credit Requests						
Requests from vendor to ask for reimbursement from State for unsaleable tickets.	Paper	9/3/1993 Years	1	No Retention	0	Destroy Current
Schedule #: 1062 82:Debit/Credit Memo's						
Adjustment to accounts receivable due to inability to go through system.	Paper	9/3/1993 Years	1	No Retention	0	Destroy Current
Schedule #: 2131 83:Minutes of State Liquor and Lottery Commission						
The minutes of State Liquor and Lottery Commission including the decision of the Commission related to listing and delisting of spirits, rebates on spirits, quarterly price changes, label changes, value added packs, new lottery games and new or change to administrative rules.	Mixed	2/6/2019 Years	10	No Retention	0	Archives Current
554#:Bureau of General Services						
Schedule #: 45 1A:State Construction						

Department Series Report

18: Administrative & Financial Services

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Planning and construction files-contracts, specifications and change orders.	Paper	12/21/1998 Years	0	Years	18	Archives
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Schedule #: 45 1B:State Construction						
Temporary construction records and correspondence.	Paper	12/21/1998 Years	2	Years	20	Destroy
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Schedule #: 45 3A:Continuing Property Records						
Continuing property records of plants and equipment. This series consists of a listing of all fixed assets and their historical cost including construction throughout the life of the building. Also includes deed to property. Keep in agency life of property plus 2 years.	Paper	8/28/1991 Years	2	No Retention	0	Archives
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Schedule #: 45 3B:Continuing Property Records (Original Deed)						
Original deed for the Continuing Property Records series.	Paper	8/28/1991 Years	0	No Retention	0	Archives
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Schedule #: 55 9#:Post Office Receipts						
Receipts for meter postage, cards and stamps, and postage due.	Paper	12/11/1974 Years	2	No Retention	0	Destroy
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Schedule #: 67 13#:Purchase Orders						
Copy of Purchase Orders retained by Printing Division and related correspondence.	Paper	1/2/1975 Years	3	No Retention	0	Destroy
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Schedule #: 67 14#:Printing Requisitions						
Printing requisitions concerning in-house and commercial printing and related correspondence.	Paper	1/2/1975 Years	1	No Retention	0	Destroy
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Department Series Report

18: Administrative & Financial Services

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Schedule #: 112 19#:Department Meter Postage Card						
Meter postage card accompanying mail sent to State House Post Office for billing purposes. Destroy after 30 days.	Paper	5/27/1975	Retention of Less than 1 Year - See Description	0	No Retention	0
					Destroy	Current
Schedule #: 116 49#:Material Requisitions						
Original requisitions of materials used for maintenance of state property to be charged to the various accounts. Used only for in-house control. Back-up for spread sheet,ledger covering all accounts.	Paper	4/9/1975	Years	2	No Retention	0
					Destroy	Current
Schedule #: 192 21#:Redistribution record						
Surplus Property Committee form used to redistribute Federal surplus property to state agencies.	Paper	7/20/1976	Years	5	No Retention	0
					Destroy	Current
Schedule #: 276 22#:State Purchasing Agents Files						
Correspondence and miscellaneous memos.	Paper	8/13/1979	Years	2	No Retention	0
					Archives	Current
Schedule #: 382 39#:Quote/Bid Log Book						
Pertinent information in reference to quotes and bids. No longer being kept A. Davis 01/26/96.	Paper	9/26/1985	Years	3	Years	4
					Destroy	Current
Schedule #: 387 24#:Compliance Form						
Monitoring compliance with federal regulations on material acquired by Donees unless specified differently.	Paper	10/10/1985	Years	5	No Retention	0
					Destroy	Current
Schedule #: 387 25#:Inventory Cards						

Department Series Report

18: Administrative & Financial Services

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status	
To record merchandise at SASP Federal Surplus and to show who was it distributed to.	Paper	10/10/1985 Years	5	No Retention	0	Destroy	Current
Schedule #: 387 26#:Transfer Order Surplus Personal Property SF 123							
A form used for requesting Federal Surplus Property to be allocated to the State of Maine. General Services Administrstion retains a copy.	Paper	10/10/1985 Years	5	No Retention	0	Destroy	Current
Schedule #: 387 27#:Over Shortage Report							
This form reports overage or shortage of material received by Federal Surplus.	Paper	10/10/1985 Years	5	No Retention	0	Destroy	Current
Schedule #: 387 28#:Sales Invoice							
A billing form for Donee, the Donee retains yellow and pink copy. The Agency retains white copy.	Paper	10/10/1985 Years	5	No Retention	0	Destroy	Current
Schedule #: 387 29#:Application For Eligibility- S.A.S.P 02							
A application for admittance to S.A.S.P program.	Paper	10/10/1985 Years	5	No Retention	0	Destroy	Current
Schedule #: 387 30#:State Agency Monthly Donations Report Of Surplus Property Form 3040							
Report of monthly donations and the report is sent to Federal Surplus General Services Administration quarterly.	Paper	10/10/1985 Years	5	No Retention	0	Destroy	Current
Schedule #: 387 32#:Distribution Document							
A sales receipt given to Donee's for material purchased from agency. Federal Surplus keeps white and yellow copy. Donee retains pink copy.	Paper	10/10/1985 Years	5	No Retention	0	Destroy	Current
Schedule #: 401 50#:MSEA Grievances and Related Correspondence							

Department Series Report

18: Administrative & Financial Services

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Grievances filed by MSEA against the Bureau of Public Improvements/ Property Management Division, anbd all related correspondence.	Paper	12/10/1985 Years	25	Years	5	Destroy	Current
Schedule #: 403 10#:Direct Hire Applications for Employment PER 3 - 8/82							
Applications filled out by non-State people for employment with the Bureau of General Services Property Management Division.	Paper	12/10/1985 Years	2	No Retention	0	Destroy	Current
Schedule #: 406 51#:Asbestos Related Information							
Information regarding asbestos, grievances, correspondence, and medical data.	Paper	12/10/1985 Years	25	Years	5	Destroy	Current
Schedule #: 653 43#:Events in Maine							
Photographs of Broiler, Seafood and Egg Festivals; Eastern States Exibition.	Still Photograph	10/26/1987 Years	0	No Retention	0	Archives	Current
Schedule #: 653 44#:Maine Scenic Photographs							
Photographs of Maine; Seacoast,Inland,Cities,Towns and scenery.	Still Photograph	10/26/1987 Years	0	No Retention	0	Archives	Current
Schedule #: 653 45#:Hunting and Fishing Scenes							
Professional Promotional Hunting & Fishing Photographs.	Roll Microfilm	10/26/1987 Years	0	No Retention	0	Archives	Current
Schedule #: 653 46#:Edmund Muskie Governmental Scenes							
Governmental Bill Passing and Maine Promotional Photographs	Still Photograph	10/26/1987 Years	0	No Retention	0	Archives	Current
Schedule #: 674 53#:Space Management Data							

Department Series Report

18: Administrative & Financial Services

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Leases, maps, building floor plans and related correspondence and blueprints.	Paper	10/7/1987 Years	10	No Retention 0	Destroy	Current
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Schedule #: 689 18#:Statewide Assessment Study						
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Mylar prints (floor plans) and assessment studies; algorithms, spreadsheets, building reports, county summaries.	Paper	7/8/1988 Years	5	Years 35	Destroy	Current
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Schedule #: 2316 54:Solid Waste Disposal Facilities						
<p>The agency owns and operates landfills on behalf of the State to ensure that Maine has sufficient landfill disposal capacity. The records are kept to track ownership and operations of the facilities in the event that an environmental problem arises in the future. The records support the Waste Management and Recycling Program within the Bureau of General Services. The records are used by staff in overseeing the proper operations and by interested parties, abutters, municipalities and other governmental agencies and staff to monitor facility compliances and operations for the life of the facility and to monitor the facility after it is closed.</p> <p>Records include monthly and annual reports on amounts and types of waste landfilled; copies of licenses and amendments for special wastes that have been approved for disposal; quarterly water studies and analyses; documentation of concerns from neighbors and host community; requests for property value offsets, and other items related to the siting, construction, and operation of the landfill. Records created within one calendar year will be retained at the agency then that year's records will be transferred to the Maine State Archives. Records in this series will continue to be created for monitoring purposes after the close of each facility until such a time as the agency deems unnecessary.</p> <p>Archival digital records will be retained by the agency until records are considered closed (1 calendar year) and have fulfilled their In Agency retention time. After the In Agency retention time is met, records will be transferred to LibSafe, the Maine State Archives digital preservation system. Archives will hold the "record copy" of the document and any agency copies will be considered reference copies.</p>						
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Schedule #: 2316 55:Landfill Site Documents						

Department Series Report

18: Administrative & Financial Services

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Documents generated in the course of landfill site research and selection will be maintained for the life of the landfill. Records will be retained at the agency for two calendar years then any records created within those two years will be transferred to the Maine State Archives. Records in this series will continue to be created for monitoring purposes even after the close of each facility until such a time as the agency deems unnecessary.	Mixed	8/13/2025	Contingent Upon Event - See Description	0	Archives	Current
Hearing exhibits for special waste landfill site selection process. Includes written testimony, photographs, maps, petitions, hearing transcripts, consultant working files and related correspondence.						
Landfill Management documents to include site selection process, maps, published reports, hearing written testimony, operation manuals and related documentation.						
Archival digital records will be retained by the agency until records are considered closed (2 calendar year's) and have fulfilled their In Agency retention time. After the In Agency retention time is met, records will be transferred to LibSafe, the Maine State Archives digital preservation system. Archives will hold the "record copy" of the document and any agency copies will be considered reference copies.						
389#:Bureau of Human Resources						
Schedule #: 259 7#:General Correspondence						
Updates, changes and general correspondence concerning applications	Paper	3/20/2014	Years	2	No Retention	0
					Destroy	Current
Schedule #: 259 8A:Certification of Eligibles Roster - List of Applicants						
List of applicants certified to an agency for interview.	Digital File	4/24/2014	Years	3	No Retention	0
					Destroy	Current
Schedule #: 259 8B:Certification of Eligible Registers - Returned Certifications						
Returned certifications with marked up copy from agency.	Paper	4/24/2014	Years	3	No Retention	0
					Destroy	Current
Schedule #: 259 9#:Expired Applications						

Department Series Report

18: Administrative & Financial Services

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status	
Open competitive employment applications received from applicants through the electronic application process that have expired	Digital File	4/24/2014 Years	3	No Retention	0	Destroy	Current
Open competitive paper employment applications that have expired	Paper	4/24/2014 Years	3	No Retention	0	Destroy	Current
Schedule #: 289 11#:State Employee/Civil Service Appeals Board							
JEA supporting data	Paper	3/20/2014 Years	3	No Retention	0	Destroy	Current
Schedule #: 439 24:Employee Personnel Transaction Records							
These records are created by scanning the physical documents into an electronic system (formerly Alchemy, now Docuware). Examples of the records in this series include Human Resource Profile sheets documenting new hires, transfers, promotions, terminations, performance merit increases, etc.	Digital File	4/19/2022 Years	60	No Retention	0	Destroy	Current
Schedule #: 476 15#:Records of State Employee/Civil Service Appeals Board							
Records of the cases heard by the State Employees Appeals Board with written decisions.	Digital File	5/8/2014 Years	45	No Retention	0	Destroy	Current
Schedule #: 602 17A:Classification Files - Active Classification Files and Appeal Material							
Records are set up for each class of position. Included in records are: Job Spec, Admin Report of Work Content (FJA-1), appeals and awards decisions, PER-50, and related documents and correspondence. Also JA-20 and dover form to FJA-1 materia.	Paper	4/24/2014 Years	5	Years	35	Destroy	Current
2012 and forward	Digital File	4/24/2014 Years	40	No Retention	0	Destroy	Current
Schedule #: 602 17B:Classification Files - Job Classification Files and Non-Appeal Materials							

Department Series Report

18: Administrative & Financial Services

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Records are set up for each class or position. Included in the records are: Job Spec, Admin Report of Work content (FJA-1), appeals and awards decisions, Bulletin Announcement, PER-50, and related documents and correspondence. Also JA-20 and cover form to FJA-1 material.	Paper	4/24/2014 Years	5	Years	25	Destroy Current
2012 and forward	Digital File	4/24/2014 Years	30	No Retention	0	Destroy Current
Schedule #: 602 17C:Classification Files - Abolished Classification File Folders						
Records are set up for each class of position. Included in records are: job Spec, Admin Report of Work content (FJA-1), appeals and awards decisions, Bulletin Announcement, PER-50, and related documents and correspondence. Also JA-20 and cover form to FJA-1 material.	Paper	4/24/2014 Years	5	Years	25	Destroy Current
2012 and forward	Digital File	4/24/2014 Years	30	No Retention	0	Destroy Current
Schedule #: 1210 21#:Hay Employee Classification Study						
The Hay Classification Study was a benchmark study of all State of Maine employee classifications, done for assigning each classification to the appropriate pay range relative to nationally recognized standards for the qualifications required and tasks performed. This study still forms the basis for all State job classifications and their assignment to pay ranges; it will continue to do so until such time as another study of the same nature is done. Files include rating sheets for individual positions within classifications, appeals of pay grade assignments, task statements, and comparisons of similar positions in different departments and/or locations. Hold in Record Center until a new study is done plus 10 years.	Paper	8/28/1996 Years	0	Years	10	Destroy Current
Schedule #: 1424 22:Active Job Class - Exam Plans & Master Keys (open competitive)						
Documents supporting positions/applicant tracking system. The system tracks applications for classified positions including: testing, to produce a register for agencies in order to fill positions.	Paper	4/24/2014 Years	3	No Retention	0	Destroy Current

Department Series Report

18: Administrative & Financial Services

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status		
Documents supporting positions/applicant tracking system. The system tracks applications for classified positions including: testing, to produce a register for agencies in order to fill positions.	Digital File	4/24/2014	Years	3	No Retention	0	Destroy	Current
Schedule #: 2289 25: Employee Personnel Files Managed by Service Center								
Records close upon termination of state service.	Paper	3/5/2024	Contingent Upon Event - See Description	Years	10	Destroy	Current	
Records include: applications, salary history, disciplinary records, performance appraisals, job histories, leave authorizations, termination documents, related documents, and correspondence.								
Employee records are retained at the Service Center until termination (no longer an employee of State government). Records will then be sent to the State Records Center for ten years and destroyed. If an employee returns within those 10 years, the file becomes reactivated.								
389WC:Bureau of Human Resources - Workers Compensation								
Schedule #: 661 19#: State of Maine Employees Worker's Compensation Files - Injuries Before 1991								
Employees First Report of Occupational Injury, Employer's First Report of Occupational Injury, Supervisor's Report of Injury, Wage Statements, Medical Release Forms, Employer's Supplemental Report, Memorandums of Payment, Notice of Controversy, Informal Conference Records, Decrees, Petitions, Medical Reports and any/all file correspondence. The Bureau of Human Resources, Employee Health & Benefits, Workers' Compensation is the agency of record and does maintain and is responsible for the workers' compensation file.	Paper	6/5/2018	Contingent Upon Event - See Description	0	Contingent Upon Event - See Description	0	Destroy	Current
Records are considered closed one year after no payments have been made on the claim.								
Paper records will be retained until scanned. Records currently at the Records Center will be retrieved/reviewed and scanned over time. Any files that have met their 10 year retention will have to be reviewed prior to being destroyed due to error in sending files over prior to statute of limitations.								
	Digital File	6/5/2018	Years	10	No Retention	0	Destroy	Current

Department Series Report

18: Administrative & Financial Services

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Schedule #: 661 22#:State of Maine Employees Workers' Compensation Files - Injuries On or After 1991						
Employee's First Report of Occupational Injury, Employer's First Report of Occupational Injury, Supervisor's Report of Injury, Wage Statements, Medical Release Forms, Employer's Supplemental Report, Memorandums of Payment, Notice of Controversy, Informal Conference Records, Decrees, Petitions, Medical Reports and any/all file correspondence. The Bureau of Human Resources, Employee Health & Benefits, Workers' Compensation is the agency of record and does maintain and is responsible for the workers' compensation file.	Paper	6/5/2018	Contingent Upon Event - See Description	0	Contingent Upon Event - See Description	0 Destroy Current
Records are considered closed one year after no payments have been made on the claim.						
Paper records will be retained until scanned. Records currently at the Records Center will be retrieved/reviewed and scanned over time. Any files that have met their 6 year retention will have to be reviewed prior to being destroyed due to error in sending files over prior to statute of limitations.						
	Digital File	6/5/2018	Years	6	No Retention	0 Destroy Current
117#:Bureau of the Budget						
Schedule #: 131 3A:Budgets & Work Programs						
Budgets and Work Programs	Paper	8/4/1997	Years	4	Years	0 Destroy Current
Budgets and Work Programs	Hard Disk	8/4/1997	Years	10	Years	0 Destroy Current
Budgets and Work Programs	CD	8/4/1997	Years	10	Years	0 Destroy Current
Schedule #: 131 3B:Budget Requests & Work Papers						

Department Series Report

18: Administrative & Financial Services

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Working papers related to biennial budget.	Paper	10/22/1998 Years	4	Years	0	Destroy
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Schedule #: 131 4#:Request for Adjustment of Allotment						
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Original request by agency to restore lapsed balance.	Paper	8/4/1997 Years	1	No Retention	0	Destroy
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Schedule #: 131 5#:Council Orders						
Copy of agencies Council Orders sent to Budget for posting on allotment card.	Paper	8/8/1975 Years	3	No Retention	0	Destroy
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Schedule #: 250 6#:Maine State Government Annual Report						
Original working papers of the Department's submission for the Maine State Government Annual Report. Hold in office until information transferred to computer then destroy paper. Two copies of finished report are to be transferred to Archives.	Paper	9/1/1995	Retention of Less than 1 Year - See Description	0	No Retention	0
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Schedule #: 1194 7#:Reports and Studies of the Bureau of the Budget						
Reports to the Legislature and/or Governor including Employee Housing Reports; Employee Vacancy Reports; Federal Fund Impact Reports; State Vehicle Use Reports; or any special requested report. Keep in Agency through Administration or Current Legislature (2 bienniums).	Paper	2/13/1996 Years	4	Years	2	Archives
<hr/>						
Schedule #: 1438 8:Financial Orders Approved by State Budget Officer (Sums under \$45,000)						
Chapter 213, PL of 2001 provides that certain financial orders may be signed by the State Budget Officer. The orders include intradepartmental transfers of \$45,000 or less, requests for expenditures of \$45,000 or less, and authorizations to create government interim positions.	Paper	8/30/2002 Years	4	Years	0	Destroy
<hr/>						
555#:Central Motor Pool						
Schedule #: 1187 1#:Motor Vehicle History Files						

Department Series Report

18: Administrative & Financial Services

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Central Fleet leases or rents vehicles to all other agencies and must keep track of these vehicles. Files include: maintenance information, lease reports, window stickers, accident reports or anything that happens to the vehicle. Keep in agency until vehicle sold plus 1 year.	Paper	1/30/1996 Years	1	No Retention	0	Destroy Current
129#:Data Processing						
Schedule #: 634 2#:Bureau of Data Processing Tape Library	Magnetic Tape	9/1/1987	Destroy When Updated	0	No Retention	0
Magnetic tape reels are used on the Honeywell and IBM systems. The tapes hold information from BDP's user community and are used to run jobs and do backups. The tapes would be requested by the user and they would know what information it held.						
Schedule #: 1239 20#:Disaster Recovery Plan						
In case of fire, flood or famine this is the recovery plan for Production Services. Plan includes: IBM SOP, BULL SOP, AUXILARY SOP, TAPE MANAGEMENT SYSTEM CARTRIDGE LISTING, IBM CA-1 CARTRIDGE LISTING and other reports in case of disaster.	Paper	10/9/1997	Retain Until Inactive	0	Destroy When Updated	0
Schedule #: 1239 21#:Disaster Recovery Plan(Backup Plan)						
In case of fire, flood, or famine this is the recovery plan for Production Services. Plan includes: IBM SOP, BULL SOP, AUXILARY SOP, TAPE MANAGEMENT SYSTEM CARTRIDGE LISTING, IBM CA-1 CARTRIDGE LISTING, and other reports in case of disaster.	Paper	10/19/1997	Years	0	Destroy When Updated	0
355#:Employee Health and Wellness						
Schedule #: 635 26:COBRA	Digital File	7/18/2017	Years	6	No Retention	0
Reports to vendors of all terminated employees. Correspondence from vendors with notifications, offerings and enrolled participants. Records are now kept in digital format and will be retained in the agency.					Destroy	Current
Schedule #: 706 14#:Living Resources - Reporting and Correspondence						

Department Series Report

18: Administrative & Financial Services

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Reports are sent from the vendor annually and quarterly with usage data. Records are now kept in digital format and will be retained in the agency.	Digital File	7/18/2017 Years	2	No Retention	0 Destroy	Current
Schedule #: 892 27:State Employee Health Commission						
The State Employee Health Commission meeting minutes, agendas, reports and presentation material.	Digital File	8/9/2017 Years	2	No Retention	0 Archives	Current
Schedule #: 892 28:Approved Exception Requests/Health & Dental						
Correspondence done to reinstate, make plan changes or cancel contracts for dates other than current effective dates.	Digital File	10/22/2014 Years	5	No Retention	0 Destroy	Current
Schedule #: 892 29:Exception Reporting						
Documentation monitoring participants in the voluntary cost savings programs; retirement, unpaid leave of absence, reduced work week and all other types of leaves that result in missed or inaccurate payroll deductions. The Division of Employee Health and Benefits monitors these programs as they may impact employee benefits. Records are now kept in digital format and will be retained in the agency.	Digital File	7/18/2017 Years	8	No Retention	0 Destroy	Current
Schedule #: 1090 23#:Reports - Membership Reports						
Total active contracts for all eligible members as defined by statute. Records are now kept in digital format and will be retained in the agency.	Digital File	7/18/2017 Years	20	No Retention	0 Destroy	Current
Schedule #: 1106 15#:APPEALS - State Employee Health Commission						
If a claim is not going to be paid by BC/BS for one reason or another the employee can appeal decision. Files include: correspondence, notifications, hearing statements, physicians statements, decisions pertaining to the employees appeal.	Paper	6/17/1994 Years	2	Years	3 Destroy	Current
Schedule #: 1106 16#:SECTION 125 Plan Forms (Flexible Spending Accounts)						

Department Series Report

18: Administrative & Financial Services

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status		
Section 125 is a reimbursement account where money is automatically deducted from an employee's paycheck so medical and daycare bills may be paid with pre-tax dollars. Records are now kept in digital format and will be retained in the agency.	Digital File	7/18/2017	Years	8	No Retention	0	Destroy	Current
Schedule #: 1675 25:Deferred Compensation								
The State of Maine offers a 457b Deferred Compensation Plan, which is a method for active employees to put money aside without having to pay income taxes on it, or on the income it earns, until retirement. These biweekly contributions are withheld directly from the employee's paycheck. The Division of Employee Health and Benefits maintains enrollments and distribution until all funds have been exhausted.	Digital File	8/9/2017	Years	4	No Retention	0	Destroy	Current
Schedule #: 1675 31:Deferred Compensation Advisory Council								
This file contains: the Deferred Compensation Advisory Council meeting minutes and agendas, annual reports, presentation materials and reports.	Digital File	8/10/2017	Years	20	No Retention	0	Archives	Current
Schedule #: 1688 20#: Employee Benefit Applications								
It is our agency's responsibility to maintain all documentation pertaining to employee benefits that are offered through our department. Employee Health & Benefits is required to keep the records for verification of enrollment and/or deletion from any of the benefits offered.	Digital File	10/16/2014	Years	7	No Retention	0	Destroy	Current
Schedule #: 1688 21#:Retiree Benefit Applications								

Department Series Report

18: Administrative & Financial Services

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
It is our agency's responsibility is to maintain all documentation of benefits offered through our department pertaining to each retiree of the State of Maine and it's ancillaries groups. Employee Health & Benefits is required to keep the records for verification of enrollment and/or deletion from any of the benefits offered.	Digital File	10/16/2014	Years	21	No Retention 0	Destroy Current
These records support Health Benefits, Vision Benefits and Medicare enrollment.						
The Bureau of Employee Health & Benefits uses these records to verify enrollment or deletion of retiree and their dependents within each benefit offered.						
Each file could contain health applications, letters and memorandums to retiree, and applications into all voluntary benefits offered by our office for retirees. Also any correspondence pertaining to the retirees benefits.						
Schedule #: 1688 24:Retirement Eligibility Forms						
The Retirement Eligibility forms are used to determine eligibility for retirement benefits to SOM employees. Records in the series include:	Digital File	5/5/2021	Years	60	No Retention 0	Destroy Current
Retiree Transfer Form Retiree Certification for Future Enrollment Decline/Withdraw Form One-Time Election Form						
Schedule #: 2077 30:State Employee Wellness Program Records						
This file contains: wellness documents from the State Employee Health Commission's wellness committee meetings, aggregate health data from WellStar ME initiatives, and reporting from wellness vendors contracted by the Division of Employee Health & Benefits.	Digital File	8/9/2017	Years	20	No Retention 0	Destroy Current
446#:Employee Relations						
Schedule #: 680 10#:State/Union Negotiations Files (MSEA, AFSCME, MSTA)						
State and Union contract proposals; ground rules for negotiations; issue costs; charts; sign-in sheets; tentative agreements; final contracts; related correspondence; briefs; request for mediation; request for fact-finding; fact-finding report; mediators recommendations; exhibits. Retention period starts at completion.	Paper	3/28/1988	Years	6	Years 44	Destroy Current

Department Series Report

18: Administrative & Financial Services

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Schedule #: 680 11#:Union Unit Determination Petitions						
Proof of service form; Petition for Appropriate Determination; Voluntary Recognition Form; Agreement on Appropriate Bargaining Unit; related correspondence. Transfer immediately upon completion.	Paper	3/28/1988 Years	0	Years	50	Destroy
Schedule #: 680 12#:Employee Relations Correspondence Files						
Files contain memo's from and to the Bureau of Employee Relations; directives on such topics as emergency preparedness, resource materials and related correspondence.	Paper	5/16/1988 Years	2	No Retention	0	Destroy
Schedule #: 680 13#:Union Stewards Files						
Includes a list of Union Stewards by Department. Retention counted from date employee is no longer a steward.	Paper	5/16/1988 Years	1	No Retention	0	Destroy
Schedule #: 680 14#:Superior Court Cases						
Related correspondence; signature page of people attending Step 3 meeting; notes on step 3 meeting; step 3 written decision; demand for arbitration; arbitration award; exhibits; Superior Court appeal; Briefs; Superior Court Decision & Order; Subpoenas; Notice of Hearing; Settlement Agreement. Retention counted from close of case.	Paper	5/16/1988 Years	2	Years	48	Destroy
Schedule #: 680 2#:Law Court Cases						
May include: Related correspondence; signature page of people attending step 3 meeting; notes on step 3 meeting; step 3 written decision; demand for arbitration; arbitration award; exhibits; Superior Court appeal; Briefs; Superior Court Decision & Order; Subpoenas; Law Court Appeal; Law Court Decision & Order; Notice of Hearing; Settlement Agreement. Note:Retention counted from close of case.	Paper	5/16/1988 Years	2	Years	48	Destroy
Schedule #: 680 3#:10-Day Demands						

Department Series Report

18: Administrative & Financial Services

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status		
A Union demand to negotiate the impact of an issue. May include: Related correspondence; signature page of people attending the negotiations sessions; notes on meetings; signed agreement; demand for arbitration; arbitration award; exhibits. Note:Retention counted from close of case.	Paper	5/16/1988	Years	2	Years	48	Destroy	Current
<hr/>								
Schedule #: 680 4#: Contract Administration Cases								
Related correspondences; signature page of people attending meetings; notes on meetings; signed agreement; demand for arbitration; arbitration award; exhibits. Note:Retention counted from close of case.	Paper	5/16/1988	Years	2	Years	48	Destroy	Current
<hr/>								
Schedule #: 680 5#: Prohibited Practice Complaint (MLRB Cases)								
Prohibited Practice Complaint; law briefs; exhibits; related correspondence. Note:Retention counted from close of case.	Paper	5/16/1988	Years	2	Years	48	Destroy	Current
<hr/>								
Schedule #: 680 6#: Maine State Employees Association Grievance Files								
Related correspondence; signature page of people attending Step 3 meeting; notes on meeting; Step 3 written decision; demand for arbitration; arbitration award; exhibits; briefs; Notice of Hearing; Settlement Agreement. Retention counted from close of case. Keep in Agency until closed.	Paper	4/6/1999	Variable - See Description	0	Years	5	Destroy	Current
<hr/>								
Schedule #: 680 7#: AFSCME Grievance Files								
Related correspondence; signature page of people attending Step 3 meeting; notes on meeting; Step 3 written decision; demand for arbitration; arbitration award; exhibits; briefs; notice of hearing; settlement agreement. Retention counted from close of case.	Paper	5/16/1988	Years	2	Years	48	Destroy	Current
<hr/>								
Schedule #: 680 8#: MSTA Grievance Files (Troopers)								
Related correspondence; signature page of people attending Step 3 meeting; notes on meeting; Step 3 written decision; demand for arbitration; arbitration award; exhibits; briefs; Notice of Hearing; Settlement Agreement. Retention counted from close of case.	Paper	5/16/1988	Years	2	Years	48	Destroy	Current
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Schedule #: 680 9#: Maine State Confidential Positions (Unit Clarification)								

Department Series Report

18: Administrative & Financial Services

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Organizational charts; position file listing; petition for unit clarification; and related correspondence; briefs; notice of hearing; exhibits; MLRB decision; certificate of posting; motions. Retention counted from close of case.	Paper	5/16/1988	Years	2	Years	48
Schedule #: 681 19#:Director's Correspondence					Destroy	Current
<hr/>						
Correspondence on natural disasters; sick leave; layoff requests; legal ruling correspondence; MSEA negotiation correspondence; and other related correspondence.	Paper	6/3/1988	Years	2	No Retention	0
Schedule #: 681 19#:Director's Correspondence					Destroy	Current
<hr/>						
551#:Financial & Personnel Services						
Schedule #: 92 1#:Correspondence, Commissioner of Finance						
Correspondence concerning day-to-day activities--requests, acknowledgments, carbons of Bureau activities, interdepartmental memos, and executive orders for the year.	Paper	10/20/1988	Years	4	Years	2
Schedule #: 92 1#:Correspondence, Commissioner of Finance					Archives	Current
<hr/>						
Schedule #: 92 4#:Permanent File - Finance						
Papers needed on file for referral - quadrennial audit records, continuing property records, uncollectible accounts; Deferred compensation contracts; MSECCA Agreement.	Paper	10/20/1988	Years	8	Years	2
Schedule #: 92 4#:Permanent File - Finance					Archives	Current
<hr/>						
Schedule #: 410 14#:Long Distance Telecommunication Records						
Long Distance Telecommunication Records for members of the House of Representatives and Senate segments, all other State agencies segments.	CD	12/23/1997	Years	7	Years	0
Schedule #: 410 14#:Long Distance Telecommunication Records					Destroy	Current
<hr/>						
Long Distance Telecommunication Records for members of the House of Representatives and Senate segments, all other State agencies segments. Update every 30 days.	Digital File	12/13/1985	Destroy When Updated	0	No Retention	0
Schedule #: 410 14#:Long Distance Telecommunication Records					Destroy	Current
<hr/>						
Schedule #: 440 15#:Internal Billings						
Monthly billings for State agencies and institutions, and payment folders returned from Accounts & Control. Includes all Internal Services bills.	Microfiche	6/2/1989	Years	2	Years	5
Schedule #: 440 15#:Internal Billings					Destroy	Current

Department Series Report

18: Administrative & Financial Services

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status	
Monthly billings for State agencies and institutions, and payment folders returned from Accounts & Control. Includes all Internal Services bills.	Paper	2/19/1986 Years	2	Years	5	Destroy	Current
Schedule #: 626 18#:Project File- Telecommunications							
Memos from agencies to the Telco division requesting new phone systems; Requests for proposals; copies of advertising; bid responses; any reviews of the bid responses; misc. correspondence to and from the telco division regarding the project; a copy of the completed contract; any correspondence dealing with bank financing if the project requires it; Lease Purchase Agreement (if needed for financing); responses to request for bank financing. Transfer to Financial and Personnel Services per Elaine Ferguson 11/5/98.	Paper	7/1/1987 Years	5	Years	3	Destroy	Current
Schedule #: 708 5#:Governor's Request Correspondence - Finance							
Letters from citizens sent to Governor which pertains to the Department of Finance sent to us for draft reply for the Governor's signature.	Paper	11/21/1988 Years	2	No Retention	0	Destroy	Current
Schedule #: 708 6#:Legislative Correspondence to and from Finance							
Fiscal impact forms on Legislative Documents. Draft legislation and related correspondence.	Paper	11/21/1988 Years	2	No Retention	0	Destroy	Current
Schedule #: 708 7#:Special Projects							
Compilation of materials to resolve a specific problem. Gathering of information to make recommendation to governor or legislature such as: BIW Drydock in Portland; income tax uniform increment; retirement study; bond issues; Attorney General's opinions, rulings etc. Retention starts at completion.	Paper	11/21/1988 Years	2	No Retention	0	Destroy	Current
Schedule #: 1270 55#:Exception Payroll Registry "Regularly Scheduled Payments as of" Report #198 and Detail Backup							
All detailed information on employee overtime or any payroll status change. A typical file contains, 198 Form and supporting detail.	Paper	5/5/1998 Years	1	Years	2	Destroy	Current

64#:Geographic Information Systems

Department Series Report

18: Administrative & Financial Services

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Schedule #: 877 1#:GIS System and Data Back-up	Magnetic Tape	10/22/1990	Destroy When Updated	0	Destroy When Updated	0
Back-up contains complete copies of all GIS data layers and associated attribute files contained in the Maine GIS database. GIS user production areas, the operating system, ARC/INFO software, and miscellaneous softwares are also on the back-up tape. Keep in agency until software upgraded. Keep in Records Center until updated.						
Schedule #: 995 3#:GIS Maintenance Contracts	Paper	7/30/1990	Years	2	No Retention	0
Records of software and hardware contracts for the GIS.						
Schedule #: 995 4#:GIS Correspondence	Paper	7/30/1990	Years	2	No Retention	0
File of all correspondence with GIS staff including public requests, inter-agency activities, vendors.						
Schedule #: 1632 5#:METWP24	Hard Disk	6/16/2005	Years	1	No Retention	0
METWP24 is a geographic information system database (or layer) that depicts political boundaries, common town names, and geocodes for Maine at 1:24,000 scale. In other words, it displays a map of the boundaries of cities, towns, plantations and unorganized townships. The coverage was created from USGS, 7.5 minute map series, town boundaries. The Maine GIS base layer COAST, which contains Maine's coastal Mean High Water (MHW) mark and Maine islands, was used in the development of METWP24. To correct mapping errors and reflect recent changes to Minor Civil Division (MCD) boundaries, arcs and polygons have been added to or updated in METWP24 from: photorevised USGS data; Maine GIS base layer coincident features; legal descriptions; GPS data; and Maine Department of Transportation (MEDOT) engineering plans. METWP24 contains USGS 1:100,000 scale data and U.S. Department of Commerce, Bureau of Census, TIGER Line Files 1990 and 2000 where these provide a more correct or best available representation of a coverage feature. The retention/disposition (starting June 30, 2005) is 1 year in agency, Archives on June 30th of each year unless not updated since previous June 30th.						
Schedule #: 1700 50:National Wetlands Inventory Polygons (NWI)						

Department Series Report

18: Administrative & Financial Services

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>Abstract: NWI contains USFW (U.S. Fish and Wildlife Service) National Wetland Inventory polygon data for Maine at 1:24,000 scale, classified using the Cowardin system. This dataset is one of a series available in 7.5 minute by 7.5 minute blocks containing ground planimetric coordinates of wetland polygon features in Maine classified using the Cowardin System. For more information on the Cowardin System see L.M.Cowardin, et al, 1979 "Classification of Wetland and Deepwater Habitats of the United States". U.S. Department of the Interior, Fish and Wildlife Service FWS/OBS-79/31.</p> <p>http://www.nwi.fws.gov/Pubs_Reports/Class_Manual/class_titlepg.htm . NWI data are compiled from color infrared aerial photography and are digitized onto 1:24000 scale base maps by the U.S. Fish and Wildlife Service in St. Petersburg, FL.</p>	Hard Disk	3/7/2006 Years	1	No Retention 0	Archives	Current
Purpose:						
<p>The data provide consultants, planners, and resource managers with information on wetland location and type. The data were collected to meet U.S. Fish & Wildlife Service's mandate to map the wetland and deepwater habitats of the United States. Users must assume responsibility in determining the useability of this data for their purpose. Data at this scale is suitable for detailed studies and local planning. Not for use in scales greater than 1:24000. Retain 1 year in agency, Archives on June 30th of each year unless not updated since previous June 30th.</p>						
<hr/>						
Schedule #: 1700 51#:Contours	Hard Disk	3/7/2006 Years	1	No Retention 0	Archives	Current
<p>Abstract:</p> <p>CONTOURS contains contour lines for Maine from USGS (U.S. Geological Survey) 1:24,000 scale quadrangles; in accordance with the source, units may be in feet or meters and intervals may be at 10 to 20 feet, or 3 meters. Additional supplementary contours exist on some of the quads. Due to the large number of arcs, elevation codes are spot checked from a representative sample. The data retains the edgematching discrepancies existing in the source.</p>						
Purpose:						
<p>The contours are useful for determining drainage, using with Arc/Info Grid module for hydrology studies, determining slope and delineating watersheds. If used in hydrology, care should be given to cellsize for modeling. It is recommended that in coastal plain areas, a cellsize of no more than 22.5 meters be used. Retain 1 year in agency, Archives on June 30th of each year unless not updated since previous June 30th.</p>						
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Schedule #: 1700 52#:Surficial Geology Polygons (SURF)						

Department Series Report

18: Administrative & Financial Services

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>Abstract: SURF contains statewide surficial geology map units for Maine at 1:250,000 scale. The Maine Geological Survey (MGS) developed the dataset which maps surficial geology map units from their Regional Surficial Geology maps published in 1987. The data for this coverage were digitized and coded from 1:250,000 scale mylars by the J.W. Sewall Co., in 1990, for the Maine Low-Level Radioactive Waste Authority (LLRWA). Some coding and edgematching errors exist. For a detailed description of the surficial unit types see the hardcopy map source "Surficial Geologic Map of Maine, 1985" available at MGS.</p> <p>Purpose: This digital geospatial data was developed for use by MGS in cooperation with other entities. Its primary purpose is to provide a digital base map of surficial geologic units for Maine. Detailed design decisions and confirmation for the characterization of features will require additional field work. Retain 1 year in agency, Archives on June 30th of each year unless not updated since previous June 30th.</p>	Hard Disk	3/7/2006 Years	1	No Retention 0	Archives	Current

Schedule #:	1700	53#:Hydrography Polygons	Hard Disk	3/7/2006 Years	1	No Retention 0	Archives	Current
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Abstract:
HYDRO maps Maine lakes, ponds, rivers, perennial and intermittent streams, and coastline at 1:100,000 scale. Data for this coverage were compiled from USGS 1:100,000 scale digital line graph (DLG) files by J.W.Sewall Co. for the Maine Low-Level Radioactive Waste Authority in 1989. The USGS major/minor coding scheme is used in the coverage. Maine's 3-mile marine jurisdiction limit was added by MEGIS staff in 1992 to close the coastal water polygon for shading purposes. Codes have also been added to identify tidal rivers in Maine and Maine Department of Environmental Protection Water Quality Classes. In addition, IF&W's MIDAS (Maine Information Display and Analysis System) lake codes have been added for lakes greater than 10 acres.

Purpose:
Data for HYDRO were compiled from USGS 1:100,000 scale DLG files by J.W.Sewall Co. for the Maine Low-Level Radioactive Waste Authority in 1989. Codes have been added to identify tidal rivers; water quality classification and related records by MIDAS number, a unique four digit identification code for lakes. Retain 1 year in agency, Archives on June 30th of each year unless not updated since previous June 30th.

Schedule #:	1700	54#:Coast and Marine Island Polygons (Coast)
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Department Series Report

18: Administrative & Financial Services

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status		
<p>Abstract: COAST depicts Maine's coastline at mean high water, based on USGS 1:24,000 scale quadrangles. Some New Hampshire and New Brunswick coastlines are also included. Data for this coverage were digitized from the Mean High Water (MHW) line as shown on USGS 1:24,000 scale quadrangle maps. In addition, tidal rivers and ponds are also included in this coverage. The extent of tidal features was determined by a group of marine specialists familiar with Maine's coast. For rivers where the tidal extent was unclear the first contour or bridge crossing the river was used. Features which may be tidal but were connected to the coast by single line streams are not included in the coverage at this time. Codes for marine, tidal, and island polygons have been added, but may be incomplete at this time. In addition, students at the College of the Atlantic attached Maine State Planning Office, Coastal Island Registry Numbers (CIREG) to island polygons. Arcs contain codes describing coastline type, such as MHW, causeway, contour, or river mouth closure line. All 121 coastal quads are available at this time.</p>	Hard Disk	3/7/2006	No Retention	0	No Retention	0	Archives	Current

Purpose:
May be used as a basemap to show coastline, tidal rivers and ponds for mapping purposes. Data at this scale is suitable for use in local planning and detailed studies. Retain 1 year in agency, Archives on June 30th of each year unless not updated since previous June 30th.

Schedule #:	1700	55#:Streams and Single Line Rivers (Streams)	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Abstract: STREAMS depicts single line streams of Maine from USGS 1:24,000 scale quadrangles. Some New Hampshire and New Brunswick features are also included. Data for this coverage were digitized from USGS 1:24,000 scale quadrangle maps by various contractors. Arcs are coded for perennial and intermittent stream types.	Hard Disk	3/7/2006	Years	1	No Retention	0	Archives	Current

Purpose:
STREAMS is a base map layer of single line streams at a 1:24,000 scale. Users must assume responsibility in determining the useability of this data for their purpose. Data at this scale is suitable for detailed studies and local planning. Not for use in scales greater than 1:24,000. Retain 1 year in agency, Archives on June 30th of each year unless not updated since previous June 30th.

Schedule #:	1700	56#:Pond and Lake Polygons (PONDS)
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Department Series Report

18: Administrative & Financial Services

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Abstract: PONDS contains pond and lake features in Maine from USGS 1:24,000 scale quadrangles. Data for this coverage were digitized from USGS 1:24,000 scale quadrangle maps by various contractors. Retain 1 year in agency, Archives on June 30th of each year unless not updated since previous June 30th.	Hard Disk	3/7/2006 Years	1	No Retention	0 Archives	Current
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Schedule #: 1700 57#: River Polygons (RIVERS)						
Abstract: RIVERS depicts double line river features in Maine from USGS 1:24,000 scale quadrangles. Some New Hampshire and New Brunswick features are also included. Codes are included to select river island polygons. Note that tidal portions of rivers are located in the COAST coverage.	Hard Disk	3/7/2006 Years	1	No Retention	0 Archives	Current
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Schedule #: 1711 100#: Maine GIS Digital Geospatial Data E911RDS						

Department Series Report

18: Administrative & Financial Services

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
E911RDS digital geospatial roads were developed, and are maintained, to serve the Enhanced 911 Project in Maine. In 1988, Maine voters approved the statewide deployment of Enhanced 911 service. Enhanced 911 has many public safety benefits. The two most important features are: the public's ability to dial 911 for all emergencies, and automatic caller location information critical to speeding up the dispatch of emergency services. Retain until updated or retired. The Maine Office of GIS (MEGIS) is working with the Public Utilities Commission (MEPUC) Emergency Services Communication Bureau (ESCB) to support a statewide implementation of Enhanced 911 service. MEGIS's role in this implementation is to provide technical assistance to towns that need to establish physical addresses. Physical addresses for participating towns are developed based on community-defined address intervals and road names applied to an updated set of digital roads. E911RDS data contains up-to-date road names and address ranges for participating Maine towns. In addition to its use in Enhanced 9-1-1 emergency services, this data is used for planning, utility, development and various other applications. Archives on January 1 and July 1 of each year unless not updated during interval.	Hard Disk	3/7/2006	Contingent Upon Event - See Description	No Retention 0	Archives	Current
Schedule #: 1712 101#: WETMGS						
WETMGS maps major wetlands in organized towns in Maine at a 1:50,000 scale. Data for this coverage were digitized from MGS 1:50,000 scale Fresh Water Wetlands maps by J.W. Sewall Co. for the Maine Low Level Radioactive Waste Authority in 1989. Wetlands shown on these maps were compiled from Maine Department of Inland Fisheries and Wildlife, U.S. Fish and Wildlife Service and Soil Conservation Service data sources in 1980-81.	Hard Disk	7/31/2006	Retain Until Inactive	0 0	Archives	Current
This layer was produced from data collected during a statewide search for potential candidate sites for a low level radioactive waste facility. Source files included: maps, pre-characterization reports, engineered soil reports, slides and related correspondence.						
674#: Maine Board of Tax Appeals						
Schedule #: 1887 1#: Visitor Log						
The Visitor Log is maintained to chronicle access to the secure office area where files containing Federal Tax Information are kept. The log is maintained to meet IRS security safeguards requirements. It contains information identifying the names of persons who enter the secured office area, the date and time of entry and the date and time of departure as well as the reason for their entry.	Paper	1/23/2013	Permanent or Indefinite	0 0	Archives	Current

Department Series Report

18: Administrative & Financial Services

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Schedule #: 1887 2#:Federal Tax Information Log	Paper	1/23/2013	Permanent or Indefinite	0	No Retention 0	Archives Current
The Federal Tax Information Log is maintained to chronicle the receipt by the Board of Tax Appeals of Federal Tax Information from Maine Revenue Services for use in the Board's duties in resolving tax disputes between taxpayers and Maine Revenue Services. The log will record the date of receipt of Federal Tax Information as well as what information was received and the date the information was either returned to Maine Revenue Services or destroyed by the Board. The Log is maintained to meet IRS information security safeguards requirements.						
Schedule #: 1887 3#:Federal Tax Information Key Log	Paper	1/23/2013	Permanent or Indefinite	0	No Retention 0	Archives Current
The Federal Tax Information Key Log is maintained to chronicle the receipt and return by employees of the Board of Tax Appeals of keys to double-locked Federal Tax Information filing cabinets to ensure the security of the Federal Tax Information and to control and document access to that information on a Need to Know basis only. The log will record the date of receipt of keys to federal tax information filing cabinets of each authorized maine board of Tax Appeals employee, as well as the date of return of those keys when that employee terminates employment with the Maine Board of Tax Appeals and is no longer authorized access to Federal Tax Information. The Log is maintained to meet IRS information security safeguards requirements.						
Schedule #: 1887 4#:Annual Calendar	Paper	1/23/2013	Years	3	No Retention 0	Destroy Current
The Annual Calendar will be maintained by the Board's Administrative Assistant chronicling the scheduling of Board meetings, conferences relating to appeals, and other activities.						
Schedule #: 1888 5#:Appeal Case Files	Paper	1/23/2013	Less Than One Year		No Retention 0	Destroy Current
These records are generated to enable the Maine Board of Tax Appeals to resolve disputes between taxpayers and Main Revenue Services. The records are used to determine whether an assessed tax is owed or a denied refund is due. The typical file will contain the statement of appeal, the parties' submissions, Appeals Officer's Notes, correspondence, recommended decision, parties comments on the recommended decision, and the Board's final decision. (Keep in agency 6 months)						
Schedule #: 1888 6#:Final Board Appeal Decisions						

Department Series Report

18: Administrative & Financial Services

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
The Board's final appeal decision resolves disputes between taxpayers and maine Revenue Services. The decisions will interpret Maine tax law and apply the law to specific factual situations. They provide persuasive precedent for the resolution of future disputes and will guide the Board in its future decisions on the same and similar issues. Keeping copies of these decisions helps to ensure fair and equal treatment of all taxpayers. (Kept in paper and digital formats)	Paper	1/23/2013	Permanent or Indefinite	0	No Retention	0 Archives Current
125#:Maine Revenue Services						
Schedule #: 11 1#:1040 Estimated Individual Income Tax						
Form 1040 ES-ME showing Declaration and Quarterly payments of Estimated Individual Income Tax.	Record Copy	7/13/2015	Years	4	No Retention	0 Destroy Current
[Paper will be destroyed after electronic imaging. RC to include imaged document and database data.]						
Schedule #: 12 2#:Individual Income Tax Return and W-2 Forms						
Individual Income Tax returns, schedules and documentation.	Record Copy	7/13/2015	Years	7	No Retention	0 Destroy Current
[Paper will be destroyed after electronic imaging. RC to include Imaged Document and Database data.]						
Schedule #: 19 3#:Employers Return of Income Taxes Withheld from Employees Forms 941/C1						
Form 941/C1-quarterly Maine Employers Returns of Income taxes withheld from employees and unemployment compensation paid by employers except the wage detail on Schedule 2/C1 which will be stored on Fed/State server. Form was split apart 01/01/2015 so will not be filed after 2014. (Paper will be destroyed after electronic imaging. RC to include Imaged Document and Database Data)	Record Copy	7/6/2015	Years	10	No Retention	0 Destroy Current
Schedule #: 19 3A:Form 941ME Income Tax Withheld						
Form 941ME Maine Employers Returns of income taxes withheld from employees. Schedule 2 detail will be stored on Fed/State server.	Record Copy	6/24/2019	Years	10	No Retention	0 Destroy Current
(Paper will be destroyed after electronic imaging. RC to include Imaged Document and Database Data).						

Department Series Report

18: Administrative & Financial Services

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Schedule #: 19 3B:Payment Voucher for Income Taxes Withheld from Employees						
Form 900ME- Payment Voucher for Maine Income Tax Withheld by Employer. (Paper will be destroyed after electronic imaging. RC to include imaged document and database data)	Record Copy	7/6/2015 Years	6	No Retention	0 Destroy	Current
Schedule #: 19 3C:Pass Thru Entity Withholding and Exemption Forms						
Form 941P- withholding for non resident members of a pass thru entity and form 941E-pass thru entity withholding exemption form. Paper will be destroyed after electronic imaging. RC to include imaged document and database data	Record Copy	10/19/2010 Years	6	No Retention	0 Destroy	Current
Schedule #: 19 3D:Forms 1099 and W-2 reporting withholding						
Forms show taxpayer yearly income and amount withheld for federal and state tax. Forms are sent electronically to Maine Revenue service thru the MEETRS Bulk file upload system and stored on Fed/State server. [DF to include Database Data.]	Digital File	7/6/2015 Years	10	No Retention	0 Destroy	Current
Schedule #: 20 4#:Sales Tax Returns (Form ST-7)						
Filed by taxpayers showing amount of sales/use tax liability and tax paid. [Paper will be destroyed after electronic imaging. RC to include Imaged Document and database data]	Record Copy	9/21/2015 Years	6	No Retention	0 Destroy	Current
Schedule #: 29 10#:Potato Tax Returns						
Monthly return from potato shippers showing quantity shipped, tax liability and amount paid. Paper will be destroyed after electronic imaging. RC to include imaged document and database data	Record Copy	7/6/2010 Years	6	Years	0 Destroy	Current
Schedule #: 29 11#:Franchise Estimate Form 1120B-ES-ME and Extension Form 1120B-EXT-ME						
Form 1120B-S-ME shows quarterly estimated payments of Banks and Form 1120-EST-ME show payments made to cover any additional tax liability not covered by the estimated payments. [Paper will be destroyed after electronic imaging. RC to include Imaged Document and Database Data]	Record Copy	7/6/2015 Years	6	No Retention	0 Destroy	Current

Department Series Report

18: Administrative & Financial Services

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Schedule #: 29 13#:Gas Shrinkage	Record Copy	7/6/2010 Years	6 Years	0	Destroy	Current
Gas shrinkage refund applications from retail gas dealers showing amount of refund paid. Paper will be destroyed after electronic imaging. RC to include imaged document and database data.						
Schedule #: 29 14#:Delinquent Letters	Record Copy	7/6/2010 Years	6 Years	0	Destroy	Current
Diesel fuel used delinquent letters - notification of failure to report.						
Schedule #: 30 15#:Individual Income Tax Refund Runs	Record Copy	9/8/2015 Years	1 No Retention	0	Destroy	Current
Computer printout showing amount of individual income tax refund due TP30; computer printout showing total amount of refunds due less any payment stopped, previously paid, etc.; Check Register - computer printout showing check number, social security number, and amount of tax refund actually paid.						
[This is produced and stored electronically. Any paper copies used during normal business will be destroyed.]						
Schedule #: 82 17#:Maine Corporate& Maine Amended Corporate Income Tax Return Form 1120-ME& Form 1120X-ME	Record Copy	10/19/2010 Years	20 Years	0	Destroy	Current
Form 1120-ME showing calculations of corporate income tax paid. Paper will be destroyed after electronic imaging. RC to include imaged document and database data.						
Schedule #: 146 22#:Fiduciary Return Form 1041 ME	Record Copy	7/13/2015 Years	5 No Retention	0	Destroy	Current
Form 1041 ME showing calculations of Fiduciary Income Tax paid to the State of Maine.						
[Paper will be destroyed after electronic imaging. RC to include Imaged Document and Database data.]						
Schedule #: 149 24#:Real Estate Transfer Tax						

Department Series Report

18: Administrative & Financial Services

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status		
Declaration of Value (Form PTS-520) submitted by the Registers of Deeds indicating value of property on which transfer tax is based and parties to the transfer.	Roll Microfilm	8/26/2015	Years	100	No Retention	0	Destroy	Current
Declaration of Value (Form PTS-520) submitted by the Registers of Deeds indicating value of property on which transfer tax is based and parties to the transfer.(2005 Forward) Paperwill be destroyed after electronic imaging. RC to included imaged document and database data.	Record Copy	12/2/1975	Years	50	No Retention	0	Destroy	Current
Schedule #: 191 163:Tobacco Products Tax Return								
The return supports the excise tax program for untaxed tobacco products, other than cigarettes, brought into or exported from the State.	Record Copy	6/18/2018	Years	6	No Retention	0	Destroy	Current
The return and supporting documentation are reviewed by various Maine Revenue Services' employees to determine the amount of excise tax or credit due on the weight of smoking and smokeless tobacco, other than cigarettes.								
A typical file will contain a return and supporting documentation.								
[Paper to be destroyed after imaging, electronic files to be maintained on the network server. RC to include imaged documents, electronic files and database data.]								
Schedule #: 191 32#:Insurance Premium & Fire Tax Reports								
Annual Reports (INS 4 & INS 5)	Record Copy	11/7/2011	Years	10	No Retention	0	Destroy	Current
Monthly & Quarterly Reports (INS 1 & INS 2)								
[Paper will be destroyed after electronic imaging. DF to include Imaged Document and Database Data.]								
Schedule #: 191 34#:Gas Tax Distributor Reports								
Reports with appropriate schedules 2 through 16B attached.(Paper will be destroyed after electronic imaging. Rc to include Imaged Document and database data)	Record Copy	9/13/2011	Years	6	Years	0	Destroy	Current

Department Series Report

18: Administrative & Financial Services

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Schedule #: 191 35#:Distributor's Cigarette Stamp Order Blank						
Daily records of sales and payments for cigarette distributors. (Paper will be destroyed after electronic imaging. RC to include imaged document and database data.)	Record Copy	6/18/2018 Years	6	No Retention	0	Destroy Current
Schedule #: 191 40#:Blueberry Tax Returns & Certifications						
Reports by shipper showing tax due, paid and deposited.Paper will be destroyed after electronic imaging. RC to include imaged docuemtn and database data.	Record Copy	9/13/2011 Years	6	Years	0	Destroy Current
Schedule #: 191 44#:Quahog Tax Returns & Certifications						
Report from dealer showing purchases, tax due and deposit.Paper will be destroyed after electronic imaging. RC to include imaged docuemtn and database data.	Record Copy	9/13/2011 Years	6	Years	0	Destroy Current
Schedule #: 191 45#:Railroad Tax Forms						
Reports by railroads of tax due. Paper will be destroyed after electronic imaging. RC to include imaged docuemtn and database data.	Record Copy	9/13/2011 Years	6	Years	0	Destroy Current
Schedule #: 191 46#:Telecommunications Excise Tax Returns						
Telecommunication excise tax returns and supporting documentation used by the agency to determine the amount of tax due from a telecommunications business.	Digital File	8/26/2015 Years	6	No Retention	0	Destroy Current
Schedule #: 201 50#: All MRS Correspondence						
Non-Transitory Paper Correspondence - Official paper correspondence signed by State Tax Assessor	Paper	10/26/2015 Years	6	No Retention	0	Destroy Current
All other non-transitory paper corrspondence. Destroy paper after scanning.	Digital File	10/26/2015 Years	6	No Retention	0	Destroy Current

Department Series Report

18: Administrative & Financial Services

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status	
All other non-transitory paper correspondence not scanned to digital image.	Paper	10/26/2015 Years	6	No Retention	0	Destroy	Current
Non-Transitory digital image correspondence.	Digital File	10/26/2015 Years	6	No Retention	0	Destroy	Current
Transitory Correspondence Unsolicited/subscription commercial, professional association and listserv-type corresp. DF rec'd that was sent within MRS email system and not put in work files by receiver (MRS sender retains DF, see above). DF rec'd that was sent within State email system to multiple MRS staff with designated MRS lead on subject matter and not put in work files by receiver (MRS designated lead retains DF, see above). FYI paper copies (with any misc. notation) sent within MRS (MRS sender retains non-transitory original, see above).	Digital File	1/17/1980 Years	0	No Retention	0	Destroy	Current
Transitory Correspondence Unsolicited/subscription commercial, professional association and listserv-type corresp. DF rec'd that was sent within MRS email system and not put in work files by receiver (MRS sender retains DF, see above). DF rec'd that was sent within State email system to multiple MRS staff with designated MRS lead on subject matter and not put in work files by receiver (MRS designated lead retains DF, see above). FYI paper copies (with any misc. notation) sent within MRS (MRS sender retains non-transitory original, see above).	Paper	1/17/1980 Years	0	No Retention	0	Destroy	Current

Schedule #: 201 51B:Vehicle Dealers/Lessors and Use Tax Certificates (STMV-6U) - Use Tax Certificates

Department Series Report

18: Administrative & Financial Services

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>The Agency keeps these records to support the sales and use tax program. Use tax is imposed on the storage or use of tangible personal property in Maine, the sale of which would be subject to sales tax. The records are received by Maine Revenue Services from the Department of Inland Fisheries and Wildlife for the use tax due on the registration of a snowmobile, all-terrain vehicle, watercraft, aircraft, or other property. The records are placed into storage with no review by Maine Revenue Service employees.</p> <p>A typical file contains a use tax certificate filed by an individual person.</p> <p>IF&W paper forms to be maintained for 0 years and destroyed upon receipt.</p>	Paper	3/11/2020	No Retention 0	No Retention 0	Destroy	Current
<p>The Agency keeps these records to support the sales and use tax program. The records are used by various Maine Revenue Service employees and agents to determine the amount of use tax due at the time of registration by the Department of Motor Vehicles of a motor vehicle, trailer, truck camper, or other property. Use tax is imposed on the storage or use of tangible personal property in Maine, the sale of which would be subject to sales tax. Forms are reviewed by audit staff when conducting an audit of a taxpayer to determine whether the correct amount of tax was reported. A typical file contains a use tax certificate filed by an individual person.</p> <p>[Forms received by the Department of Motor Vehicles will be destroyed after electronic imaging. RC to include imaged document and database data.]</p>	Record Copy	2/5/2020	Years 6	No Retention 0	Destroy	Current
<p>Schedule #: 201 52#: Interstate Commerce Affidavits - Exempt Motor Vehicle Purchases</p> <p>Completed rolling stock affidavits pertaining to tax exemptions on vehicles involved in interstate commerce.</p>	Paper	7/6/2010	Years 2	Years 0	Destroy	Current
<p>Schedule #: 222 53#: Property Record Cards</p> <p>Each card includes name, acreage and valuation of each parcel in unorganized territory. Computation of each year's tax made on this card. Property Records Cards- changers are recorded on new card-old cards destroyed after 3 years.</p>	Record Copy	9/13/2011	Years 50	No Retention 0	Destroy	Current

Department Series Report

18: Administrative & Financial Services

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Each card includes name, acreage and valuation of each parcel in unorganized territory. Computation of each year's tax made on this card. Property Records Cards- changers are recorded on new card-old cards destroyed after 3 years	Record Copy	9/13/2011 Years	3	No Retention	0	Destroy Current
Schedule #: 222 54#: Valuation Books						
Contain information regarding ownership, acreage and valuation of each parcel in unorganized territory. These books combine the individual valuations on each card into a total amount for each township.	Paper	9/26/2015 Years	100	No Retention	0	Archives Current
Schedule #: 222 55#: Property Owner Correspondence						
Correspondence between property owners and Maine Revenue Service concerning valuation in the form of complaints and inquiries.	Paper	9/26/2015 Years	4	No Retention	0	Destroy Current
Schedule #: 243 59#: Assessments & Abatements						
Records of Assessments and Abatements issued by the agency for Unorganized Territory Real Estate and Personal Property Taxes, Commercial Forestry Excise Tax and Telecommunications Excise Tax.	Record Copy	9/26/2015 Years	4	No Retention	0	Destroy Current
[Paper to be destroyed after imaging, RC to include imaged documents and database data.]						
Schedule #: 243 60#: Real & Personal Property Inventories						
Forms returned from individuals listing real and personal property.	Record Copy	6/23/2010 Years	1	No Retention	0	Destroy Current
Schedule #: 243 61#: Unorganized Territory Tax Acquired Property Information						
Records of properties that have been foreclosed by the State of Maine for non-payment of unorganized territory property taxes. These records include auction bid packet information, notices, advertisements, bids and correspondence.	Record Copy	6/28/2018 Years	7	No Retention	0	Destroy Current
Schedule #: 243 63#: Municipal & Deorganized Town Valuation Returns						

Department Series Report

18: Administrative & Financial Services

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Returns from cities and towns of Maine listing value of land, buildings, personal property and industrial properties.	Paper	8/19/2010 Years	50	Years	6	Archives Current
Schedule #: 243 65#:Sales Ratio Studies, Municipalities						
Reports made by our field men once every two years for each municipality as to value of property in the state.	Record Copy	8/19/2010 Years	4	No Retention	0	Destroy Current
Schedule #: 244 69#:Cigarette Refund Application						
Taxpayer request for refund of unsalable stamp. Typical file contains return with supporting documentation.	Record Copy	10/14/2015 Years	6	No Retention	0	Destroy Current
(Paper will be destroyed after electronic imaging. RC to include imaged document and database data.)						
Schedule #: 309 72A:Charge-off Binders						
Individual sheets, memos, and summary for each charge-off to cover all taxes for outstanding liabilities.	Paper	4/25/2019 Years	7	No Retention	0	Destroy Current
Schedule #: 309 72B:Charge-off Files						
All paper documents in paper file for all tax type charge-offs. Charge-off paperwork is scanned at the time the debt is charged-off (but still due) after scanned, destroyed. These Charge-off files were originally Collection paper files and are now deemed uncollectable thus charged-off.	Paper	7/14/2015 Months	18	No Retention	0	Destroy Current
Schedule #: 319 73#:Sales Tax Exemption Determinations						
Determinations of sales tax exemptions, approvals and denials, for Commercial Agriculture, Commercial Fishing, Commercial Aquaculture, Commercial Wood Harvesting, Commercial Windjammers and Permanent Exemptions. A typical file will include an application with supporting documentation.	Record Copy	10/15/2015 Years	6	No Retention	0	Destroy Current
[Paper will be destroyed after electronic imaging. RC to include imaged documents and database data.]						

Department Series Report

18: Administrative & Financial Services

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Schedule #: 323 75#:State Valuation	Record Copy	9/30/2011 Years	50	No Retention	0 Archives	Current
State valuation – unbound, and worksheets and notes. (Valuation paper copy kept 4 years and then imaged; paper then destroyed. Worksheets and notes kept 4 years in agency and then paper destroyed).						
State Valuation – imaged 2003 forward						
State valuation - unbound. (Prior 2002 State Valuation)	Roll Microfilm	11/7/1990 Years	50	No Retention	0 Archives	Current
Schedule #: 348 77#:Form 1120-ES-ME and Form 1120-EXT-ME	Record Copy	7/6/2015 Years	6	No Retention	0 Destroy	Current
Form 1120-ES-ME shows quarterly estimated payments of corporations and Form 1120-EXT-ME show payments made to cover any additional tax liability not covered by the estimated payments. [Paper will be destroyed after electronic imaging. RC to include Imaged Document and Database Data]						
Schedule #: 357 78#:Special Fuel Users Quarterly Tax Reports	Record Copy	7/6/2010 Years	6	No Retention	0 Destroy	Current
Quarterly Diesel Fuel Report from Special Fuel Users, showing amount of liability and tax paid. Paper will be destroyed after electronic imaging. RC to include document and database data.						
Schedule #: 361 82#:Special Fuel & Gasoline Refund Application	Record Copy	7/6/2010 Years	6	No Retention	0 Destroy	Current
Application for refund of overpayment of gasoline or special fuel taxes. Paper will be destroyed after imaging. RC to include imaged document and database data.						
Schedule #: 362 83#:Refund Application Aeronautical Fuel	Record Copy	7/6/2010 Years	6	No Retention	0 Destroy	Current
Application for refund of overpayment of gasoline tax. Paper will be destroyed after imaging. RC to include imaged document and database data.						
Schedule #: 367 85#:Employers Reconciliation of Income Tax Withheld, Form W-3ME						

Department Series Report

18: Administrative & Financial Services

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Annual form used by employers to reconcile total income tax withheld for the year with the amount remitted to the Bureau. Paper will be destroyed after imaging. RC to include imaged document and database data.	Record Copy	10/19/2010	Years	10	Years	Destroy Current
Schedule #: 451 86#:Maine Franchise Tax Return for Financial Institutions, Form 1120B-ME						
Form 1120B-ME, showing calculation of Franchise Tax paid to the State of Maine. Paper will be destroyed after imaging. RC to include imaged document and database data.	Record Copy	10/19/2010	Years	20	No Retention	0 Destroy Current
Schedule #: 835 89#:Reconsideration Files						
When taxes are assessed, a taxpayer may ask for reconsideration or abatement of taxes, interest and penalties assessed. Files include all taxes administered by MRS. Keep paper until the reconsideration file is closed, then it will be electronically attached to the original tax return and paper destroyed.	Paper	7/6/2015	Contingent Upon Event - See Description	0	No Retention	0 Destroy Current
Schedule #: 876 93#:Maps of Unorganized Territory Property						
Maps cover the Unorganized Territory of 12 counties in Maine. Digital maps (GIS files) are updated on an ongoing, real-time basis as needed (subdivisions, surveys etc.)	Digital File	9/26/2015	Variable - See Description	0	No Retention	0 See Description Current
Schedule #: 881 94A:Unorganized Territory Deeds - Copies						
Records of property ownership: (a) Copies of original Unorganized Territory deeds; (b) Original Unorganized Territory Deeds. Keep in agency until duplicated/Keep in Records Center until township organized.	Paper	10/26/1990	Contingent Upon Event - See Description	0	Contingent Upon Event - See Description	0 See Description Current
Schedule #: 881 94B:Unorganized Territory Deeds - Originals						
Records of property ownership: (a) Copies of original Unorganized Territory deeds; (b) Original Unorganized Territory Deeds. Keep in agency until duplicated/Keep in Records Center until township organized.	Paper	10/26/1990	Contingent Upon Event - See Description	0	Contingent Upon Event - See Description	0 See Description Current
Schedule #: 889 97#:Close-outs						

Department Series Report

18: Administrative & Financial Services

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
All tax files that are kept for collection. When the collection process is finished, the debt has been satisfied by either a payment in full or an offer/compromise, then the paper file is scanned as an Entity Tracer (see Schedule 1795, Series #119) and the paper is destroyed.	Paper	7/14/2015	Contingent Upon Event - See Description	0	No Retention	0
Schedule #: 905 100#:Federal Enforcement Matching Report					Destroy	Current
Computer runs listing the 1040 assessments or demands generated by the CP 2000 program.	Record Copy	7/24/2015	Years	6	No Retention	0
[This is produced and stored electronically. Any paper copies used during normal business will be destroyed.]					Destroy	Current
Schedule #: 1082 101#:IRS Federal Returns	Mixed	7/6/2015	Contingent Upon Event - See Description	0	No Retention	0
Federal Tax Information (FTI) is broad and describes a wide array of information received directly from the IRS, and other federal agencies (e.g. US treasury, Social Security Administration, Homeland Security). Both in the form of paper or electronic format. This information typically consists of tax returns or return information and may contain personally identifiable information (PII). FTI must be safeguarded according to IRS Publication 1075 standards. Except otherwise described in other Agency retention schedules, FTI should be destroyed when it is no longer needed, per IRS Publication 1075.					Destroy	Current
Schedule #: 1160 102#:Paper Tax Payment Vouchers	Record Copy	8/24/2015	Years	6	No Retention	0
Paper payment vouchers sent from taxpayers to be applied against Maine State tax liabilities.					Destroy	Current
[Paper will be destroyed after electronic imaging. RC to include imaged document and database data.]						
Schedule #: 1161 103#:Maine Tax Amnesty Return Batches	Paper	7/14/2015	Years	4	No Retention	0
Batches of Tax return/applications to participate in the Maine Tax Amnesty program.					Destroy	Current
Schedule #: 1226 106#:Special Fuel Supplier Report						

Department Series Report

18: Administrative & Financial Services

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Companies send in total gallons of special fuel sold and used; both taxable and non-taxable. Records are used for audit purposes by Maine Revenue Services.	Record Copy	10/14/2015 Years	6	No Retention	0	Destroy Current
[Paper will be destroyed after electronic imaging. RC to include imaged document and database data.]						
Schedule #: 1284 107#:Quarternly and Annual Surplus Lines Premium Tax						
these files are insurance surplus lines of insurance, i.e., if someone is normally uninsurable he/she may go to an insurance company that carries surplus lines of insurance designed especially for that person so that they may be insured, at a premium, of course. A surplus line of insurance is a special type of insurance that most insurance companies do not carry; i.e., if a dancer wants to insure her legs or a T.V. personality his smile, they must get this surplus line of insurance. Quarterly Returns (INS 6) 10 Yrs. retention Annual Returns (INS 7) 10 Yrs retention [Paper will be destroyed after electronic imaging. DF to include Imaged Document and Database Data.]	Record Copy	11/7/2011 Years	10	No Retention	0	Destroy Current
Schedule #: 1295 108#:Motor Vehicle Dealer Supplemental Report (ST-8)						
The supplemental reports are returns provided by motor vehicle dealers. They are used by Division staff to verify the sales of vehicles reported and that the correct amount of sales tax has been collected and remitted.	Record Copy	6/22/2017 Years	6	No Retention	0	Destroy Current
Each file contains a year's worth of these returns. [Paper to be destroyed after imaging, electronic files to be maintained on the network server. RC to include imaged documents, electronic files and database data.]						
Schedule #: 1787 110#:Real Estate Withholding						

Department Series Report

18: Administrative & Financial Services

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
The state of Maine requires a buyer to withhold state income tax when real property located in Maine is acquired from a non-resident of Maine. The REW-1 form is filed by the taxpayer or closing agent to report that withholding and is used by tax examiners to verify information about the seller, the property and the monies withheld. REW-5 form is a request for exemption or reduction in withholding of Maine Income Tax on the disposition of Maine real property. It is used by a Tax Examiner to evaluate whether or not a sales transaction might be exempt from withholding due to and expected loss on the sale or a gain so small that the full 2.5% withholding is not required	Record Copy	11/8/2010 Years	5	No Retention	0 Destroy	Current
Schedule #: 1788 111#:State Tax Exchange Information						
Maine is a signatory of the Uniform Exchange of Information Agreement, a bilateral agreement to share confidential taxpayer information between participating agencies (U.S. states, District of Columbia, Puerto Rico) for the purposes of tax administration only.	Record Copy	6/9/2016 Years	7	No Retention	0 Destroy	Current
Schedule #: 1789 112#:Confidential Tax Information Agreements for Contract Employees						
All persons, whether State government employees or a Contractor's employees, who may have potential access to confidential taxpayer information, are required to review the confidentiality policy and sign a Confidential Tax Information Agreement. This inventory pertains to the agreements signed by Contractor employees and employees of State agencies other than Maine Revenue Services.	Record Copy	11/8/2010 Years	6	No Retention	0 Destroy	Current
The records are used by Maine Revenue Services to enforce the laws of this state and the federal government pertaining to confidential tax information. The documents are audited by the federal Internal Revenue Service in the Safeguard Review which occurs every 3 years.						
The records are the actual Confidential Tax Information Agreements signed by the Contractor's employees.						
Schedule #: 1790 113#:Econometric Research						

Department Series Report

18: Administrative & Financial Services

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>Tax revenues provide the funds to operate the State and all its programs. The Econometric Research Division looks at trends on where the revenues are coming from (income tax, property tax, sales & use tax) and uses that information to make forecasts on which the State's budget is based. Similarly, if proposed legislation may impact revenue by, for example, giving a tax exemption, the Econometric Research Division must prepare an analysis (fiscal note) with an estimate of how much revenue the State might lose if that exemption were to become law.</p> <p>These records consist of the data warehouse model runs, tax model runs, research materials and spreadsheets that are used to support the conclusions published in the legislative fiscal notes and revenue estimates. The data changes constantly, but it is important to know the methodology used to formulate the final reports and to maintain consistency.</p> <p>The final fiscal notes and revenue estimates are used by the Legislative and Executive branches of Maine State Government.</p>	Record Copy	11/8/2010 Years	5	No Retention	0 Destroy	Current
<hr/>						
Schedule #: 1792 116#:Correspondence of the Taxpayer Advocate						
<p>The Taxpayer Advocate is employed by Maine Revenue Services and reports directly to the Commissioner of Administrative and Financial Services. The Taxpayer Advocate's role is to assist taxpayers with any questions or issues involving the administration of Maine tax laws.</p> <p>These records consist of correspondence requesting information on taxation programs or assistance with taxation/compliance issues and have been referred to the Taxpayer Advocate of Maine Revenue Services for review and recommendation as to possible disposition. Some correspondence is addressed directly to the Taxpayer Advocate, but the majority is referred from the offices of Maine's Congressional Representatives, Senators, the Governor or other State agencies.</p> <p>The Taxpayer Advocate keeps copies of his written responses and any notes he made and/or found relative to the issue at hand. Sometimes, these copies and notes become part of the case file if the taxpayer has a compliance issue or has requested reconsideration of a tax assessment.</p>						
<hr/>						
Schedule #: 1793 117#:Legislative Reports						

Department Series Report

18: Administrative & Financial Services

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
The reports are prepared by MRS at the direction of the Legislature or Legislative Committees and are often required by statute. The reports provide information regarding the State's tax collection and tax benefit programs.	Record Copy	7/6/2015 Years	8	No Retention	0	Destroy Current
[Record Copy includes paper copies in file drawers and digital copies with the Excel tracking list on MRS network computer drive "S".]						
Schedule #: 1793 118#:State Tax Assessor's Legislative Files	Record Copy	11/8/2010 Years	50	No Retention	0	Destroy Current
A file is maintained on each proposed bill that may have an impact on the State's revenues or the administration of its tax programs.						
Very often, bills are proposed that are similar to proposals from a previous legislative session. It is very helpful for staff members who deal with tax policy and legislative issues to be able to refer to this information.						
Each file contains a copy of the initial bill and any amendments. There may also be a Memo from the State Tax Assessor (if one was prepared) to the appropriate Legislative Committee detailing how the proposed bill as written might impact the State's revenues or the administration of its tax programs. A fiscal note and/or an administrative cost analysis may be attached to the Memo. Notes from the public hearing and Committee work sessions may be included, along with copies of any testimony or other related material. If the bill is enacted, a copy of the final version will be included in the file.						
Schedule #: 1795 119#:Entity Tracers	Record Copy	7/21/2015 Years	20	No Retention	0	Destroy Current
The agency retains these records that are specific to a taxpayer and tax type. This allows all divisions in Maine Revenue Services (MRS) to utilize these for business purposes to identify, assess, or determine compliance of tax laws and rules. A typical file may include and not limited to a letter from taxpayer, telephone conversation notes, audit files, audit notes, or other miscellaneous materials.						
[Paper will be destroyed after electronic imaging. RC to include Imaged Document and Database Data]						
Schedule #: 1796 120#:Business Equipment Tax Reimbursement Return						

Department Series Report

18: Administrative & Financial Services

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Business Equipment Tax Reimbursement is a program where business taxpayers may apply for tax relief based on personal property tax paid to a municipality. The agency keeps these records to evaluate the eligibility of taxpayer for a refund and the amount of refund due from this program. The record typically consists of Form 801, 801A, 801B and other supporting documentation.	Record Copy	9/16/2015 Years	6	No Retention	0 Destroy	Current
[Paper to be destroyed after imaging, RC to include imaged documents and database data.]						
Schedule #: 1797 121#:Employment Tax Increment Financing Application	Record Copy	7/6/2015 Years	6	No Retention	0 Destroy	Current
This record details the business information and summary of the applicants gross income tax withholding for qualified employee's and total withholding from all employee's. MRS management reviews the records to verify that the business meets all requirements and that the reimbursement requested is correct. [RC to include Imaged Document and Computer Disk]						
Schedule #: 1798 122#:Information Returns and Schedule PSI (Partner/Shareholder Income)	Record Copy	11/15/2010 Years	10	No Retention	0 Destroy	Current
Information returns are kept to ensure that the income is being claimed on the owners' personal income tax returns. The information return details the name and address of the company as well as how many owners are residents or non-residents of Maine and the amount of taxable income apportioned to Maine. The PSI (partner/shareholder income) form gives details about the owners of the company such as name, address, percentage of ownership of the company as well as the owners' share of the taxable income.						
Schedule #: 1799 123#:Media Wage Reimbursement Application	Record Copy	7/6/2015 Years	6	No Retention	0 Destroy	Current
Records are kept to ensure that businesses meet all the requirements of the program. The record details the wages paid to Maine and non-Maine individuals and is used by Maine Revenue Services management to ensure the reimbursements are all certified and that the businesses requesting reimbursement meet all requirements of the program. [RC to include Imaged Document and Computer Disk]						
Schedule #: 1800 124#:Criminal Tax Investigations						

Department Series Report

18: Administrative & Financial Services

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status		
Files contain evidence gathered as a result of conducting criminal tax investigations of Maine State tax laws. The evidence is used by Maine Revenue Services' Criminal Investigators and support staff, as well as the Maine Attorney General's Office, to support the State's burden of proof requirement in a criminal prosecution. Each file will typically contain evidence such as: Case summary reports and spreadsheets, court documents, Federal tax information and tax returns provided by the Internal Revenue Service, State tax returns, wage and earnings information, Department of Motor Vehicle records and bank records.	Mixed	6/16/2017	Years	7	No Retention	0	Destroy	Current

Retention begins from date of conviction. Includes all media types.

Schedule #: 1800 162:Non-Criminal Tax Records	Mixed	6/16/2017	Years	6	No Retention	0	Destroy	Current
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Files contain information gathered for possible criminal violations of Maine Tax Laws that are NOT prosecuted. Each file will typically contain evidence such as: Case summary report and spreadsheets, court documents, Federal tax information and tax returns provided by the Internal Revenue Service, State tax returns, wage and earnings information, Department of Motor Vehicle records and bank records, both paper and digital files.

Retention begins from close date. Includes all media types.

Schedule #: 1801 125#:Estate Tax	Record Copy	7/13/2015	Years	20	No Retention	0	Destroy	Current
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When a person who owns Maine property dies, the State of Maine automatically places a lien on the decedent's Maine property. The estate must file an Estate tax return within nine months of the date of death in order to get the lien released. If the estate does not exceed the threshold, set by legislation, in assets, an Estate Tax form would be filed in order to get the lien released. Tax years 2012 and prior file 706ME-EZ and 2013 and after would file 700-SOV. If the assets are over the threshold they would file the 706-ME, which starts with Federal Total Gross Estate and is used to figure any tax owed by the decedent's estate. When the tax liability is paid or estate has been found not liable, the Maine Certificate of Discharge of Estate Tax Lien is issued. 706ME-EZ, 700-SOV and 706ME are used by Tax Examiners and Tax Auditors to review the estate's financial records and determine what tax, if any, is owed before releasing the lien.

[Paper will be destroyed after imaging, review and the issuance of the Estate Tax Closing letter. RC to include Imaged Document and Database Data]

Schedule #: 1866 127#:Gasoline and Special Fuel Floor Stock Returns
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Department Series Report

18: Administrative & Financial Services

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
The agency keeps these records to support the fuel excise tax program. The records are tax returns which certain taxpayers are required to file when the tax rate changes. The returns are processed by Maine Revenue Service employees to determine revenues, make assessments, provide taxpayer assistance and for audit purposes.	Record Copy	8/25/2015 Years	6	No Retention	0	Destroy Current
[Paper to be destroyed after imaging. RC to include imaged documents, electronic files and database data.]						
Schedule #: 1867 128#:Initiator of Deposit Return	Record Copy	12/19/2011 Years	6	No Retention	0	Destroy Current
The agency keeps these records to support the bottle bill statutes. In statute, beverage companies that collect and redeem the bottle deposit are called the Initiator of Deposit. The return is used to reconcile bottle deposits collected that have not been redeemed. The records are used by various Maine Revenue Service employees to determine the amount of tax reported. Forms are reviewed by audit staff when conducting an audit of a taxpayer to determine whether the correct amount of tax was reported. A typical file contains a tax return.						
Schedule #: 1868 129#:Milk Handling Fee Return	Record Copy	8/26/2015 Years	6	No Retention	0	Destroy Current
The agency keeps these records to support the milk handling fee program. The records are used by various Maine Revenue Service employees to determine the amount of tax reported. Forms are reviewed by audit staff when conducting an audit of a taxpayer to determine whether the correct amount of tax was reported. A typical file contains a tax return.						
[Paper to be destroyed after imaging. RC to include imaged documents and database data.]						
Schedule #: 1868 161:Milk Handling Fee Refund Form and Determination						

Department Series Report

18: Administrative & Financial Services

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>The application supports the refund program for the milk handling fee.</p> <p>The refund application and supporting documentation are reviewed by various Maine Revenue Services' employees to determine the refund of the handling fee charged prior to the gallons being exported outside of the State of Maine.</p> <p>A typical file will contain an application request and supporting documentation.</p> <p>[Paper to be destroyed after imaging, electronic files to be maintained on the network server. RC to include imaged documents, electronic files and database data.]</p>	Record Copy	6/21/2017 Years	6	No Retention 0	Destroy	Current
<hr/>						
Schedule #: 1869 130#:Political Subdivision Fuel Excise Tax Refund Application						
<p>The agency keeps these records to support the fuel excise tax refund program. These are refunds of excise tax paid by political subdivisions of the state. The records are used by various Maine Revenue Service employees to determine the amount of tax requested for refund. Refunds are issued. Forms are reviewed by audit staff when conducting an audit of a taxpayer to determine whether the correct amount of refund was requested. A typical file contains a refund application.</p>						
<hr/>						
Schedule #: 1870 131#:Healthcare Provider Tax Reconciliation Return						
<p>The agency keeps these records to support the health care provider tax program. The records are used by various Maine Revenue Service employees to determine the amount of tax reported. Forms are reviewed by audit staff when conducting an audit of a taxpayer to determine whether the correct amount of tax was reported. A typical file contains a payment voucher. The form is filed annually to reconcile the tax due and estimated payments previously submitted.</p> <p>[Paper to be destroyed after imaging. RC to include imaged documents and database data.]</p>						
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Schedule #: 1870 132#:Healthcare Provider Estimate Payment Forms						

Department Series Report

18: Administrative & Financial Services

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
The agency keeps these records to support the health care provider tax program. The records are used by various Maine Revenue Service employees to determine the amount of tax reported. Forms are reviewed by audit staff when conducting an audit of a taxpayer to determine whether the correct amount of tax was reported. A typical file contains a payment voucher. The form is filed monthly by taxpayers with a monthly estimated tax payment.	Record Copy	8/26/2015 Years	6	No Retention	0	Destroy Current
[Paper to be destroyed after imaging. RC to include imaged documents and database data.]						
Schedule #: 1871 133#:Hospital Tax Return	Record Copy	8/26/2015 Years	6	No Retention	0	Destroy Current
The agency keeps these records to support the hospital tax program. The records are used by various Maine Revenue Service employees to determine the amount of tax reported. A typical file contains a tax return.						
[Paper to be destroyed after imaging. RC to include imaged documents and database data.]						
Schedule #: 1872 134#:Pine Tree Zone Applications	Record Copy	8/26/2015 Years	3	No Retention	0	Destroy Current
The agency keeps these records to support the Pine Tree Zone (PTZ) exemption program. The records are used by various MRS employees to determine eligibility for sales tax exemptions and refunds. A typical file contains a certification letter, PTZ certificate, a notification letter received by the taxpayer from the Dept. of Economic and Community Development.						
[Paper to be destroyed after imaging. RC to include imaged documents and database data.]						
Schedule #: 1874 137#:Gasoline Distributor Annual Shrinkage Returns						

Department Series Report

18: Administrative & Financial Services

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
The agency keeps these records to support the gasoline excise tax program. The records show the annual amount of gasoline shrinkage, that is, the amount not accounted for by ending inventory and sales data. The records are used by various Maine Revenue Service employees to determine the amount of tax reported. Forms are reviewed by audit staff when conducting an audit of a taxpayer to determine whether the correct amount of tax was reported. A typical file contains a tax return.	Record Copy	8/26/2015 Years	6	No Retention	0	Destroy Current
[Paper to be destroyed after imaging. RC to include imaged documents and database data.]						
Schedule #: 1874 138#:Special Fuel Shrinkage Tax Returns	Record Copy	8/26/2015 Years	6	No Retention	0	Destroy Current
The agency keeps these records to support the non-gasoline, special fuel excise tax program. The records show the annual amount of special fuel shrinkage, that is, the amount not accounted for by ending inventory and sales data. The records are used by various Maine Revenue Service employees to determine the amount of tax reported. Forms are reviewed by audit staff when conducting an audit of a taxpayer to determine whether the correct amount of tax was reported. A typical file contains a tax return.						
[Paper to be destroyed after imaging, electronic files to be maintained on the network server. RC to include imaged documents, electronic files and database data.]						
Schedule #: 1875 139#:Service Provider Tax Return	Record Copy	8/26/2015 Years	6	No Retention	0	Destroy Current
The agency keeps these records in the administration of the service provider tax under Title 36, Chapter 358. The records are used by various Maine Revenue Service employees to determine the amount of tax reported. Forms are reviewed by audit staff when conducting an audit of a taxpayer to determine whether the correct amount of tax was reported. A typical file contains a tax return.						
[Paper to be destroyed after imaging. RC to include imaged documents and database data.]						
Schedule #: 1876 140#:Individual Use Tax Return						

Department Series Report

18: Administrative & Financial Services

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
The agency keeps these records to support the sales and use tax program. The records are used by various Maine Revenue Service employees to determine the amount of use tax reported by individuals. Use tax is imposed on the storage or use of tangible personal property in Maine, the sale of which would be subject to sales tax. Forms are reviewed by audit staff when conducting an audit of a taxpayer to determine whether the correct amount of tax was reported. A typical file contains a use tax return filed by an individual person.	Record Copy	8/28/2015 Years	6	No Retention	0 Destroy	Current

[Paper to be destroyed after imaging. RC to include imaged documents and database data.]

Schedule #: 1876 141#:Business Use Tax Return

The agency keeps these records to support the sales and use tax program. The records are used by various Maine Revenue Service employees to determine the amount of use tax reported by businesses. Use tax is imposed on the storage or use of tangible personal property in Maine, the sale of which would be subject to sales tax. Forms are reviewed by audit staff when conducting an audit of a taxpayer to determine whether the correct amount of tax was reported. A typical file contains a use tax return filed by a business entity.

[Paper to be destroyed after imaging. RC to include imaged documents and database data.]

Schedule #: 1877 142#:Voluntary Disclosure Documents

The agency keeps these records to support the voluntary disclosure program. A taxpayer can come forward voluntarily to report past due tax liabilities that the State of Maine has not yet discovered. The records are used by various Maine Revenue Service employees to determine whether a taxpayer qualifies for penalty exemption under the voluntary disclosure program. A typical file contains a letter of intent, agreement, and and spreadsheet of liability.

Schedule #: 1942 143#:Certified Mailing Address Firm Book Listing

When Certified notices are mailed, the PostMaster application creates a listing of names and addresses, called a firm book, which is sent electronically to USPS for verification. Maine Revenue Services (MRS) maintains the electronic version of the firm book within the PostMaster application and can be printed, if needed, for research, audit work, or litigation.

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
The agency keeps these records to support the sales and use tax program. The records are used by various Maine Revenue Service employees to determine the amount of use tax reported by individuals. Use tax is imposed on the storage or use of tangible personal property in Maine, the sale of which would be subject to sales tax. Forms are reviewed by audit staff when conducting an audit of a taxpayer to determine whether the correct amount of tax was reported. A typical file contains a use tax return filed by an individual person.	Record Copy	8/28/2015 Years	6	No Retention	0 Destroy	Current

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
The agency keeps these records to support the sales and use tax program. The records are used by various Maine Revenue Service employees to determine the amount of use tax reported by individuals. Use tax is imposed on the storage or use of tangible personal property in Maine, the sale of which would be subject to sales tax. Forms are reviewed by audit staff when conducting an audit of a taxpayer to determine whether the correct amount of tax was reported. A typical file contains a use tax return filed by an individual person.	Record Copy	8/28/2015 Years	6	No Retention	0 Destroy	Current

Department Series Report

18: Administrative & Financial Services

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Current working papers used as reference copies	Paper	12/1/2014	No Retention	0	No Retention	0
<hr/>						
Schedule #: 1971 144#:Quarterly Return Payment Voucher and Extension Payment Voucher for Pass thru Entity Withholding Form 901ES-ME	Record Copy	7/6/2015	Years	6	No Retention	0
Form 901ES-ME is a quarterly return payment voucher and extension payment voucher which will allow the user to make a quarterly payment for Pass Thru Entity Withholding while allowing Maine Revenue Service to identify which account the money is to be applied to. (Paper will be destroyed after electronic imaging. RC to include Imaged Document and Database Data)						
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Schedule #: 1972 145#:Quarterly Return Payment Voucher for Maine Unemployment Contributions Form ME UC-1-PV	Record Copy	7/6/2015	Years	6	No Retention	0
Form ME UC-1 PV is a quarterly return payment voucher which will allow the user to make a quarterly payment for the Maine Unemployment Contributions report while allowing Maine Revenue Service to identify which account the money is to be applied to. (Paper will be destroyed after electronic imaging. RC to include Imaged Document and Database Data)						
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Schedule #: 1973 146#:Employers Return of Unemployment Compensation Paid by Employers Form ME UC-1 and Form ME UC-1A	Record Copy	7/6/2015	Years	10	No Retention	0
Form ME UC-1 is a quarterly Maine Employers Return of unemployment taxes paid by employers. Employers calculate the unemployment tax based on the gross wages of the employees. Schedule 2 of the return is used to verify gross wages of the employees and to calculate unemployment wages for employees. Form ME UC-1A is used to amend the Maine Employers Return. (Paper will be destroyed after electronic imaging. RC to include Imaged Document and Database Data)						
<hr/>						
Schedule #: 1974 147#:Combined Report for Corporations Form CR	Record Copy	7/6/2015	Years	20	No Retention	0
Form CR provides a list of companies that file their tax returns as one group. It provides a breakdown of the income of each corporation and any sales in Maine as well as sales everywhere. Form CR also provides the total taxable income of the group. (Paper will be destroyed after electronic imaging. RC to include Imaged Document and Database Data)						
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Schedule #: 1975 148#:Maine Revenue Services Visitors Log/Tax Compliance Unit						

Department Series Report

18: Administrative & Financial Services

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status		
Visitor logs are maintained to track access to the buildings and the specific secure office areas where files containing Federal Tax Information are kept. The log is maintained to meet IRS safeguards requirements. The log template contains all of the identifying information that is required by IRS Publication 1075 - visitor name, signature, organization and unit, form of identification, person visited and their organization, reason for entry, the date, and time in and out.	Paper	7/6/2015	Years	5	No Retention	0	Destroy	Current
<hr/>								
Schedule #: 1976 149#:Warrants	Paper	7/14/2015	Contingent Upon Event - See Description	0	No Retention	0	Destroy	Current
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Schedule #: 1977 150#:Collections Paper Files	Paper	7/14/2015	Contingent Upon Event - See Description	0	No Retention	0	Destroy	Current
<hr/>								
Schedule #: 1980 151#:Commercial Forestry Excise Tax Returns	Record Copy	8/26/2015	Years	6	No Retention	0	Destroy	Current
Commercial Forestry excise Tax Returns and supporting documentation used by the agency to determine the amount of tax due.								
[Paper to be destroyed after imaging, RC to include imaged documents and database data.]								
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Schedule #: 1983 152#:Sales Tax Refund Application and Determination								

Department Series Report

18: Administrative & Financial Services

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
The application supports the refund program for sales and use tax. The refund application and supporting documentation are reviewed by various Maine Revenue Services' employees to determine the refund of sales tax paid on the purchase of various materials and services which are exempted by statute. These include but are not limited to, tax paid on machinery and equipment used in production or for research, 28 day stay for lodging and tax that was erroneously collected. A typical file will contain an application request and supporting documentation.	Record Copy	10/15/2015 Years	6	No Retention	0 Destroy	Current
[Paper to be destroyed after imaging, electronic files to be maintained on network server. RC to include imaged documents, electronic files and database data.]						
Schedule #: 1984 153#:Sales Tax Refund Application and Determination for Commercial Agricultural Production, Commercial Fishing or Aquacultural Production						
The application supports the refund program for commercial agriculture production, commercial fishing or aquacultural production. The refund application and supporting documentation are reviewed by various Maine Revenue Services employees to determine the refund of sales tax paid on the purchase of depreciable machinery, equipment or repair parts for use in commercial agricultural production, commercial fishing or aquacultural production. A typical file will contain an application request and supporting documentation.	Record Copy	10/15/2015 Years	6	No Retention	0 Destroy	Current
[Paper to be destroyed after imaging, electronic files to be maintained on network server. RC to include imaged documents, electronic files and database data.]						
Schedule #: 2011 154:Tax Declaration for Cigarettes						
The agency keeps these records to support the sales/use and excise tax programs. The records are used by various Maine Revenue Service employees to determine the amount of excise tax and use tax reported by individuals on cigarettes brought into Maine.	Record Copy	6/7/2016 Years	6	No Retention	0 Destroy	Current
Excise tax and use tax are imposed on the storage or use of cigarette products brought into Maine, the sale of which would be subject to sales and excise tax. Forms are reviewed by audit staff when conducting an audit of a taxpayer to determine whether the correct amount of tax was reported. A typical file contains a Tax Declaration for Cigarette Products.						
[Paper to be destroyed after imaging. RC to include imaged documents and database data.]						

Department Series Report

18: Administrative & Financial Services

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Schedule #: 2011 155:Tax Declaration for Other Tobacco Products						
The agency keeps these records to support the sales/use and excise tax programs. The records are used by various Maine Revenue Service employees to determine the amount of excise tax and use tax reported by individuals on tobacco products, other than cigarettes, brought into Maine.	Record Copy	6/7/2016 Years	6	No Retention	0	Destroy Current
Excise tax and use tax are imposed on the storage or use of tobacco products brought into Maine, the sale of which would be subject to sales and excise tax. Forms are reviewed by audit staff when conducting and audit of a taxpayer to determine whether the correct amount of tax was reported. A typical file contains a Tax Declaration for Other Tobacco Products.						
[Paper to be destroyed after imaging. RC to include imaged documents and database data.]						
Schedule #: 2012 156:Centrevue Statistics						
Records are maintained to support and assist agency personnel. Records are used by supervisors to determine staffing requirements for phone coverage within the taxpayer assistance unit and to assist in staff development.	Digital File	6/24/2016 Years	3	No Retention	0	Destroy Current
A typical file will contain a breakout of calls received and made by the unit.						
Schedule #: 2014 157:Maine Revenue Services Security Logs						
Maine Revenue Services utilizes logs for the following reasons: Security Visitor Logs to track visitors to 51 Commerce Drive, Kelly Contract Security Log to track Kelly Contract staff members who are not issued a normal badge, Lawson Property Management (Landlord representative) Badge Log, Key Inventory Log for keys checked out, Package Receipt Logs to track when packages are received by Front Desk Security.	Paper	7/18/2016 Years	1	No Retention	0	Destroy Current
Schedule #: 2068 158:Administrative Files						
Miscellaneous office files including historical statistical information, workplace policies, plans, organizational information, project related documentation, operating procedures, and electronic workbooks used for logging purposes.	Record Copy	4/11/2018 Years	10	No Retention	0	Destroy Current

Department Series Report

18: Administrative & Financial Services

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Schedule #: 2070 160:Motor Vehicle Oil Premium Reimbursement Application and Determination						
The application supports the refund program for the Motor Vehicle Oil Premium. The refund application and supporting documentation are reviewed by various Maine Revenue Services' employees to determine the refund of the motor vehicle premium charged prior to the gallons being exported outside of the State of Maine.	Record Copy	6/21/2017 Years	6	No Retention	0 Destroy	Current
A typical file will contain an application request and supporting documentation.						
[Paper to be destroyed after imaging, electronic files to be maintained on the network server. RC to include imaged documents, electronic files and database data.]						
Schedule #: 2153 164:MRS System Access Audit Report						
An MRS System Access Audit is the document that results from a user access query being run on the MRS Tax Accounting System. The Access Audit is sent to the supervisor of the randomly selected user for which the access query is run. The supervisor is expected to verify the user activity and confirm that the activity is legitimate. An Access Audit report provides the taxpayer Entity ID, Name, Account ID, Acct Period Begin, and Account City the supervisor reviews. Retention is determined by IRS Publication 1075, Audit Trail Logs, Section 9.	Record Copy	8/9/2019 Contingent Upon Event - See Description	0	No Retention	0 Destroy	Current
Schedule #: 2154 165:MRS Employee Safety Plan						
An MRS Employee Safety Plan is created by Maine Revenue Services (MRS) Operations Security when a credible threat to an MRS employee or contract staff member is identified. The Safety Plan is tailored to the individual for their safety and to minimize any possible threat to other MRS staff members. A file would include the specific safety measures agreed upon by the employee, Human Resources and MRS.	Record Copy	7/2/2019 Years	3	No Retention	0 Destroy	Current
Schedule #: 2155 166:MRS Incident Report Form						

Department Series Report

18: Administrative & Financial Services

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
MRS Security Incident Reporting Forms are used by MRS employees and contractors to report incidents to MRS Operations Security. The report provides notification to MRS Operations Security of a reported incident. The Incident Reporting Form is used to report the initial occurrence of an incident, documenting reporter information, the date/time details, summary of the incident, impact to the agency, any impact on FTI, recommended actions, and location of evidence/supporting information.	Record Copy	7/2/2019 Years	3	No Retention	0	Destroy Current
127#:Office of Information Technology						
Schedule #: 461 14#:Applicant Tracking Documentation	Magnetic Tape	2/19/1986	Destroy When Updated	0	No Retention	0
Programs to run the Applicant Tracking, Test Scoring and Item Banking Systems; miscellaneous statistical routine for Employee and Test Analysis. Keep agency copy while active; keep security copy while active; destroy when superseded with updated copy. Daily, weekly, monthly backups are done per Nancy Parmenter, BIS. Monthly backups stored at Iron Mtn. Facility.					Destroy	Current
Schedule #: 591 1A:Comprehensive State Master Plan: Report	Paper	12/9/1986 Years	3	No Retention	0	Destroy Current
1)Comprehensive State Master Plan Report: The Master Plan is a compilation of all State agency business plans and the Bureau of Data Processing and Office of Information Services.						
Schedule #: 591 1B:Comprehensive State Master Plan - Agency Business Plan	Paper	12/9/1986 Years	1	No Retention	0	Destroy Current
2) Agency Business Plans: Agency Business Plans will come all State departments and the information will be used to put the Master Plan together. It will include all information pertaining to data processing.						
Schedule #: 751 20#:OIS Organization Records	Paper	5/25/1989 Years	3	No Retention	0	Destroy Current
Minutes of OIS staff meetings held weekly, organizational chart of OIS.						
Schedule #: 751 21#:Activity Reports - OIS						

Department Series Report

18: Administrative & Financial Services

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Reports on accomplishments, concerns, etc. for one week. These reports are produced by the various divisions in OIS and also a weekly report from the Commissioner's office.	Paper	5/25/1989	Destroy When Updated	3	No Retention 0	Destroy Current
Schedule #: 751 22#:Steering Committees - OIS						
Steering committee meetings, agendas of meetings, list of members of the meetings. These steering committee meetings are: Geographical Information Systems and Data Base Management Systems.	Paper	5/30/1989	Years	3	No Retention 0	Destroy Current
Schedule #: 751 23#:Correspondence (General) (Administration OIS)						
Correspondence includes: memorandums, letters, agreements, performance indicators, questionnaires, resumes, between OIS and various departments/agencies/bureaus/vendors/customers/public.	Paper	5/30/1989	Years	3	No Retention 0	Destroy Current
Schedule #: 751 24#:Training Classes - OIS						
The documents include billings of the training classes, list of classes completed, reimbursement requests for educational courses. These courses are usually given to State employees. Keep in agency 1 1/2 years.	Paper	5/30/1989	Years	2	No Retention 0	Destroy Current
Schedule #: 751 25#:Information Services Policy Board						
This board was set up by the legislature under Title IV. The documents include: minutes of meetings, agendas of the meetings and list of members. To provide for the coordination of data processing and computer programming activities of State Government.	Paper	5/30/1989	Years	5	Years 2	Archives Current
Schedule #: 759 3#:Bureau of Data Processing Billing (Microfiche)						
Monthly invoice billing to agencies for computer services. Retain in agency until audit.	Paper	6/7/1989	Retention of Less than 1 Year - See Description	0	No Retention 0	Destroy Current

Department Series Report

18: Administrative & Financial Services

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Monthly invoice billing to agencies for computer services.	Microfiche	6/7/1989 Years	2 Years	5 Years	Destroy	Current
<hr/>						
Schedule #: 916 5#:Problem Resolution Team (PRT) files	Paper	3/11/1991 Years	1	No Retention	0	Destroy
Problem Resolution Teams are groups of technical experts brought together to resolve critical computer problems (mainframe or network). Help desk or a manager assembles PRTs. They are disassembled when the resolution is completed. Keep in agency for one year after problem is resolved.						
<hr/>						
Schedule #: 927 6#:Problem Reports (Hard Disk)	Magnetic Tape	1/27/1997 Years	3	No Retention	0	Destroy
Reports are reviewed for possible system problems and potential chargebacks or credits to agencies. These are reports of what went wrong with the indicated computer system and what the customer did to fix it. Keep on tape for 2 years.						
<hr/>						
Reports are reviewed for possible system problems and potential chargebacks or credits to agencies. These are reports of what went wrong with the indicated computer system and what the customer did to fix it. Keep paper in agency for 2 weeks.	Paper	4/10/1991 Retention of Less than 1 Year - See Description	0	No Retention	0	Destroy
<hr/>						
Schedule #: 1213 26#:Operations Supervisor - Operators Schedules	Paper	1/27/1997 Years	1	No Retention	0	Destroy
These files are used as references to maintain supervisory duties. Contains in these files are: staff schedule, on call roster, staff overtime roster. Staff Schedule helps in scheduling overtime, vacations, sick time and still maintain ample coverage on operations floor. On-call roster is scheduling or operators for holidays, and weekends on a rotation basis.						
Staff overtime roster is used in scheduling overtime and in case of no volunteers, used in cases of inverse seniority.						
<hr/>						
Schedule #: 1213 27#:Operations Supervisor - Change Requests						

Department Series Report

18: Administrative & Financial Services

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>This file contains a form that is filled out when a special request is made to change the normal operating procedures for the Bull & IBM systems. Types of changes which may be requested are: an upgrade to software; to document any changes made to software & hardware of various systems which is to be deleted, added or upgraded.</p> <p>Staff overtime roster is used in scheduling overtime and in case of no volunteers, used in cases of inverse seniority.</p>	Paper	1/27/1997	Years	1	No Retention	0
<hr/>						
Schedule #: 1213 28#:Operations Supervisor - Production Job Documents	Paper	1/27/1997	Destroy When Updated	0	No Retention	0
<p>This file is needed by supervisors and operators for production jobs. Tells how many tapes and cartridges used to a given job. Also tells if any special forms are needed for a particular job. Keep in agency until updated.</p>						
<hr/>						
Schedule #: 1213 29#:Operations Supervisor - Auxiliary IBM & Bull Billing	Paper	1/27/1997	Years	1	No Retention	0
<p>This file is kept on site in use for questions about billing form customers and for use in charge backs and is used strictly by the supervisor. Billing for the Bull or IBM mainframes includes Department code; processing time; type of job; rate of job; type of operation; bursting; decolating or sealing.</p>						
<hr/>						
Schedule #: 1287 31#:ISPB Policy Draft Comments	Magnetic Tape	10/1/1998	Years	6	Years	0
<p>Comments solicited by policy makers to initial draft policies. Keep in Agency 6 months.</p>						
<hr/>						
Schedule #: 1582 2#:GIS Projects	Paper	7/30/1990	Years	2	Years	25
<p>GIS creates, maintains and assists in the computer generation of Maine maps for the purpose of storage, overlays and information about geographic areas in Maine. Documents include Digital Map Project, Coding format form, productivity log tracking sheet. Keep in agency until complete plus 2 years. This series has been transferred to the Bureau of Information Services from Conservation Schedule 995, Series 2P.</p>						
<hr/>						
Schedule #: 2259 32:Microsoft Exchange Server - Email Backup Tapes, 2008-2017						

Department Series Report

18: Administrative & Financial Services

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status		
<p>Since early 2017, @maine.gov mailboxes reside in the Microsoft 365 cloud environment, and the Office of Information Technology (OIT), branded as MaineIT, no longer needs to make backup tapes. Recovering email from user accounts is easier through the Microsoft e-Discovery Center (for a small number of OIT technical staff, if a "cloud search" is authorized by the agency or the Attorney General's Office). The legacy backup tapes we are storing are from December 2008 - September 2017. Maine.gov email accounts are now hosted in the Microsoft cloud.</p> <p>The email backup tapes contain the sum total of every @maine.gov email account, from 2008 -2017. This means the tapes contain everyone's email about every subject from every State agency that uses @maine.gov email accounts. Therefore, the content doesn't belong to OIT, which is only the caretaker of the backup tapes. Content belongs to the agencies, and key stakeholders of interest are Maine State Archives (for historical records preservation of "capstone" officials) and the Attorney General's Office (for selective litigation hold preservation needs).</p> <p>Tape backups are a legacy backup method. Tapes have a limited lifespan in terms of technology needed to read the tapes as well as stability of the medium itself. There is concern in particular for the older tapes (as far back as 2008) as to how reliable the data would be if needing to be restored and readable.</p> <p>Email server backup tapes for 2008-2017 were taken daily, weekly, and monthly. For a nightly backup of the Maine.gov email domain, 4 backup tapes cover 12,000 people. OIT currently has stored at the Iron Mountain warehouse this volume, which is very large because of also keeping all the daily backups:</p> <ul style="list-style-type: none">• 3,097 - daily backup tapes from 12/01/2008 - 12/06/2012 (older format, decommissioned system)• 1,845 - daily backup tapes from 08/17/2012 - 09/25/2017 ("newer" format, decommissioned system) <p>The normal rotation used by OIT for server backups is to keep the daily backups only 15 days (3 weeks of Monday-Friday), the weekly backups only 35 days (7 weeks of the Friday backup), and the monthly backups 12 months, unless held longer for specific litigation holds from the Attorney General's Office. For email server backup tapes, these all have been held since 2008-2017, exceeding the normal rotation just described.</p> <p>Any daily and weekly backup tapes from 2008-2017 will be destroyed. Monthly backup tapes will continue to be retained only if they are needed for the following: (1) Maine State Archives need to harvest "capstone</p>	Magnetic Tape	6/21/2022	Variable - See Description	0	No Retention	0	See Description	Current

Department Series Report

18: Administrative & Financial Services

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
officials" email, or (2) Attorney General's Office litigation holds requiring retention of email as potential evidence. The 2008-2017 backup tapes would already have normally "aged out" - unless needed for the two purposes just described.						
Converted contents of selected agency "capstone" officials will be sent to State Archives as described above. After extracting selected agency "capstone officials" email from the backup tapes, and content is transferred to State Archives' future digital preservation system, then backup tapes will be destroyed. The only exception would be if particular tapes are needed by the Attorney General's Office for specific litigation holds.						
Schedule #: 2291 33:InforME Board Minutes						
Records close once minutes are approved and become official.	Digital File	2/9/2024 Years	10	No Retention	0 Archives	Current
The InforME Board, as created by the InforME Access to Public Information Act, is a 17-member entity that combines government and private business interests, education and association representation, all focused on creating the policy that will drive this comprehensive gateway network. Board members include state agencies who are major data custodians, a representative from the University of Maine System, one member from a municipalities association, a non-profit organization advancing citizens' rights of access to information, and a representative from the libraries. Most Board members are appointed by the Governor, with the exception of one public member appointed by the state House and one by the Senate.						
Records in this series include agenda, minutes and any supporting documentation where applicable.						
See statute creating InforME at: https://legislature.maine.gov/legis/statutes/1/title1ch14sec0.html						
See InforME Board membership and duties at: https://legislature.maine.gov/legis/statutes/1/title1sec534.html						
See InforME Board meeting agendas and minutes at: https://www.maine.gov/informe/about/informe-board/meetings-minutes.html						

Schedule #: 2292 34:InforME Board Annual Reports

Department Series Report

18: Administrative & Financial Services

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Records close once report is published.	Digital File	2/9/2024	Years	10	No Retention	0 Archives Current

InforME is required by statute to provide an annual report to the Maine Legislature each January. The report summarizes the actions of the InforME Board throughout the year, new and existing services developed by InforME, and updates to the Board's goals and strategic plan.

See statute creating InforME at:
<https://legislature.maine.gov/legis/statutes/1/title1ch14sec0.html>

See InforME Board membership and duties at:
<https://legislature.maine.gov/legis/statutes/1/title1sec534.html>

See InforME Board annual reports at:
<https://www.maine.gov/informe/about/informe-board/reports-initiatives.html>

119#:Office of the State Controller

Schedule #: 7 1#:Vendor's Files (Paid Bills)

Original vendor's invoice, third copy of purchase order, original freight invoices, original expense accounts, original telephone bills, associated hospital bills, credit card gas and oil slips, accounts payable, medicare and drug bills, third copy of remittance advice and memo or correspondence relating thereto. Note: Retain 30 days in agency, until audit and certification of K&E	CD	7/27/2000	Years	7	No Retention	0	Destroy	Current
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Original vendor's invoice, third copy of purchase order, original freight invoices, original expense accounts, original telephone bills, associated hospital bills, credit card gas and oil slips, accounts payable, medicare and drug bills, third copy of remittance advice and memo or correspondence relating thereto. Note: Security copy of microfilm to be retained 7 years in Records Center.	Roll Microfilm	9/2/1986	Years	7	No Retention	0	Destroy	Current
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Original vendor's invoice, third copy of purchase order, original freight invoices, original expense accounts, original telephone bills, associated hospital bills, credit card gas and oil slips, accounts payable, medicare and drug bills, third copy of remittance advice and memo or correspondence relating thereto. Note: Retain 30 days in agency, until audit and certification of image; then destroy.	Paper	9/2/1986	Retention of Less than 1 Year - See Description	0	No Retention	0	Destroy	Current
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Schedule #: 7 7#:Summary of Appropriation

Department Series Report

18: Administrative & Financial Services

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
A summary of income and expenditures by appropriation number. June and December are not to be destroyed. Keep in agency 3 months then destroy.	Paper	2/16/1989	Months	3	No Retention	0
June and December bound volumes are not to be destroyed.	Paper	10/12/2018	Years	0	Years	0
Schedule #: 7 8#:Analysis of Income and Expenditure						
June and December bound volumes are not to be destroyed.	Paper	10/12/2018	Years	0	Years	0
Bound volume showing income and expenditure for any given month. June and December Analysis of income and expenditure are sent to Archives.	Computer Output Microfilm	2/16/1989	Years	0	Years	7
Schedule #: 56 19#:Journals						
Journals are inter-office documents used to transfer funds and expenditures from one agency to another. Journals are used to correct coding errors, to show reduction of employee earnings, and to reinstate funds to department when payroll or other checks are returned. Journals are also used for purchase orders, placed and paid for by all other, capital, and Personal Services. Journals are prepared for Trust Funds Ledger to show details of interest received on trust fund and for Balance Sheet transactions to show details of debit and credit for different funds. All information posted to General Ledger in summary form.	Digital File	1/27/2017	Years	7	No Retention	0
Schedule #: 70 29#:Payroll Deduction Authorization Cards						
W-4 & Direct Deposit authorizations. Retain until separation of employee or until updated (superseded by revised authorization).	Paper	1/27/2017	Contingent Upon Event - See Description	0	No Retention	0
Schedule #: 119 57#:Annual AR Aging Charge-Offs						

Department Series Report

18: Administrative & Financial Services

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status		
Uncollected receivables submitted by Agencies to be included in the annual AR Write-off process and turned over to the Attorney General for collection.	Paper	1/27/2017	Years	5	No Retention	0	Destroy	Current
Schedule #: 437 12#:Payroll Registers - Paid Copy	Microfiche	2/17/2017	No Retention	0	Years	60	Destroy	Current
Actual paid copy of payroll registers, contains all paycheck information for each state employee.								
Schedule #: 437 40#:U.S. Savings Bonds	Microfiche	1/23/1986	Retention of Less than 1 Year - See Description	0	Years	60	Destroy	Current
Listing of all employees purchasing U.S. Savings Bonds, names, addresses, and amounts purchased by each employee. Retain 4 months in agency, then as below.								
Schedule #: 437 69#:Quarterly Wage Reports	Computer Printout	2/8/1995	Years	2	No Retention	0	Destroy	Current
Listing of all employees' wages by quarter. Keep in agency 18 months.								
Schedule #: 437 71#:P/R Health Ins. Exceptions	Microfiche	1/23/1986	Retention of Less than 1 Year - See Description	0	Years	60	Destroy	Current
Lists all payroll Blue Cross deductions and exceptions to the monthly Blue Cross billings. Retain 4 months in agency, then as below.								
Schedule #: 898 74#:Account Structure by Check Sequence	Microfiche	12/12/1990	Retention of Less than 1 Year - See Description	0	Years	7	Destroy	Current
Gives Fund - Agency - Org. (acct. structure) by check sequence. Check numbers are in number order. 3 months in agency.								
Schedule #: 898 78#:A6141 Trial Balance Summary (formerly A614 Summary Trial Balance by Fund)								

Department Series Report

18: Administrative & Financial Services

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status	
Shows trial balance and that all accounts are balanced by Fund and Balance Sheet Code/Object Code/Revenue Source Code.	Digital File	1/27/2017 Years	60	No Retention	0	Destroy	Current
Schedule #: 899 86#:B9151 Trial Balance By Department Summary							
Gives balance sheet of trial balance within Fund/Agency by Object Code/Revenue Source Code/Balance Sheet Account. Agencies require detailed information for reconciliation purposes.	Digital File	1/27/2017 Years	10	No Retention	0	Destroy	Current
Schedule #: 899 87#:GA03 - Cash Report							
Gives the cash report by Agency, Fund, Appropriation, and Revenue Source Code/Object Code for the State. Agencies require detailed information for reconciliation purposes.	Digital File	1/27/2017 Years	10	No Retention	0	Destroy	Current
Schedule #: 902 100#:A810A/B Average Daily Balance (Accounts/BSA)							
Gives the State figures of cash balances by Date, Fund, Department, Appropriation and Balance Sheet Account as well as the average daily cash.	Digital File	1/27/2017 Years	10	No Retention	0	Destroy	Current
Schedule #: 902 102#:GA12 Appropriation Account							
Gives listing of all transactions by Department, BFY, Fund Unit, Object, Code/Revenue Source Code, Balance Sheet Account, Vendor and Doc Type.	Digital File	1/27/2017 Years	10	No Retention	0	Destroy	Current
Schedule #: 902 99#:AP02 Open Encumbrance Report							
Listing of all Encumbrance activity by Department, Doc Code, Doc Id, Vendor Code, Vendor Name, Fund, Unit, Object Code, Encumbered Amount, Closed Amount, and Outstanding Amount.	Digital File	1/27/2017 Years	10	No Retention	0	Destroy	Current
Schedule #: 903 108#:State of Maine Payroll							

Department Series Report

18: Administrative & Financial Services

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Gives all payroll and check detail for State of Maine Payroll, for active employees. Keep in agency 3 months.	Microfiche	1/8/1991	Retention of Less than 1 Year - See Description	0 Years	60	Destroy Current
<hr/>						
Schedule #: 903 109#:State of Maine Agency Payroll						
<hr/>						
Individual agency payrolls gives detail by agencies of all check detail and payroll information on agency payrolls. Keep in agency 3 months.	Microfiche	1/8/1991	Retention of Less than 1 Year - See Description	0 Years	60	Destroy Current
<hr/>						
Individual agency payrolls gives detail by agencies of all check detail and payroll information on agency payrolls. Keep in agency 3 months.	Paper	4/25/2023	Less Than One Year	0 Years	60	Destroy Current
<hr/>						
Schedule #: 903 110#:New Vendor/Vendor Update/W-9 Forms						
<hr/>						
Gives details of vendor information as updates are needed. This is the data entry form for the computerized vendor list.	Digital File	1/27/2017	Years	7	No Retention	0 Destroy Current
<hr/>						
Schedule #: 904 111A:GA04 Net Effect on Allotment Detail						
<hr/>						
Gives detail listing of monthly expenditures and encumbrances by Department, Fund, Appropriation, and unit. Agencies require detailed information for reconciliation purposes.	Digital File	1/27/2017	Years	10	No Retention	0 Destroy Current
<hr/>						
Schedule #: 904 111B:GA04S Net Effect on Allotment Summary						
<hr/>						
Gives detail listing of monthly Expenditures, Encumbrances, and Net Effect on Allotments by agency; broken out by appropriation as well as object group.	Digital File	1/27/2017	Years	7	No Retention	0 Destroy Current
<hr/>						
Schedule #: 1024 112A:Payroll - Delta Dental Detail Report						

Department Series Report

18: Administrative & Financial Services

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Recap listing of employees having dental insurance. Keep in agency 3 months (one quarter).	Microfiche	2/8/1993	Retention of Less than 1 Year - See Description	0 Years	60	Destroy Current
<hr/>						
Schedule #: 1024 112B:Payroll - Record of Time Off Without Pay	Microfiche	2/8/1993	Retention of Less than 1 Year - See Description	0 Years	60	Destroy Current
<hr/>						
Schedule #: 1024 112C:Payroll - Health Insurance Transfer Report	Microfiche	2/8/1993	Retention of Less than 1 Year - See Description	0 Years	60	Destroy Current
<hr/>						
Schedule #: 1024 112D:Payroll - General Ledger Costing Reports	Microfiche	2/8/1993	Retention of Less than 1 Year - See Description	0 Years	60	Destroy Current
<hr/>						
Schedule #: 1624 116#:AR03D Aged Receivables Detail	Digital File	1/27/2017	Years	7	No Retention	0 Destroy Current
<hr/>						
Schedule #: 1624 117#:AR03S Aged Receivables Summary	Digital File	1/27/2017	Years	7	No Retention	0 Destroy Current
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Department Series Report

18: Administrative & Financial Services

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Schedule #: 1624 118#:AR05 Receivable by Account Report						
Monthly Accounts Receivable by Department, Fund, Appropriation, Unit, and Customer Code/Name.	Digital File	1/27/2017	Years	7	No Retention	0
					Destroy	Current
Schedule #: 1625 113#:FA01 Fixed Assets Accumulated Depreciation						
Monthly fixed assets depreciation report by Department, Fund, Appropriation, Fixed Asset Type, and Unit. Provides Useful life, Asset Cost, Summary Accumulated Depreciation, and Summary Net Book Value.	Digital File	1/27/2017	Years	7	No Retention	0
					Destroy	Current
Schedule #: 1625 114#:FA04 Fixed Asset by Location						
Monthly fixed asset listing by Department, Fund, Unit, Location Code, Fixed Asset Type, Fixed Asset Number, Description, Serial Number, Appropriation, Acquisition Date, Value, Accumulated Depreciation, and Net Book Value.	Digital File	1/27/2017	Years	7	No Retention	0
					Destroy	Current
Schedule #: 1628 122#:Health Insurance Recap Report						
Monthly payroll report which provides payment detail for state employee and state paid health insurance, for each employee by agency. These are MFASIS (state's accounting system) reports that are microfiched for all agencies to access when necessary. Transfer to Records Center on a quarterly basis.	Microfiche	3/16/2005	Variable - See Description	0	Years	60
					Destroy	Current
Schedule #: 1628 123#:P/R Delta Dental Exceptions (Payroll)						
Monthly payroll report which provides statewide list by agency/company number. These are manual adjustments to the Delta Dental Account. These are MFASIS (State's accounting system) reports that are microfiched for all agencies to access when necessary. Transfer to Records Center on a quarterly basis.	Microfiche	3/16/2005	Variable - See Description	0	Years	60
					Destroy	Current
Schedule #: 1628 124#:PWHE-180 Payroll History						
Quarterly payroll detail by employee social security number. These are MFASIS (state's accounting system) reports that are microfiched for all agencies to access when necessary. Transfer to Records Center on a quarterly basis.	Microfiche	3/16/2005	Variable - See Description	0	Years	60
					Destroy	Current

Department Series Report

18: Administrative & Financial Services

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Schedule #: 1628 125#:Dental Insurance Transfer Report Payroll: Dental Insurance transfer and duplicate billing report. Transfers between agencies/ companies by social security number. These are MFASIS (state's accounting system) reports that are microfiched for all agencies to access when necessary. Transfer to Records Center on a quarterly basis.	Microfiche	3/16/2005	Variable - See Description	0 Years	60	Destroy Current
Schedule #: 1628 126#:W2 1099R Posting Audit Yearly W2 and 1099R: payroll detail. Tax reporting data as sent to Internal Revenue Service, Maine Revenue Services, and each employee. These are MFASIS (state's accounting system) reports that are microfiched for all agencies to access when necessary. Transfer to Records Center on a quarterly basis.	Microfiche	3/16/2005	Variable - See Description	0 Years	60	Destroy Current
Schedule #: 1765 130#:1099 Tax Information 1099s are tax documents. They are wage statements for vendors of the State of Maine which are verification of monies issued to vendors through the course of a given calendar year. Per IRS guidelines, tax documents should be held for 7 years. Typical files would include any returned undeliverable envelopes including 1099, any corrections collection forms, email, letter and telephone correspondence as well as spreadsheets and database queries. These documents are used for the purpose of tracking any changes or corrections via vendor contact. In the event that a vendor or auditor (including IRS) comes forth requesting information regarding the tax documentation, our office can verify if or when a change was made. In some cases, we may be required to recreate older 1099 information based on our data.	Record Copy	4/15/2010	Years	7	0	Destroy Current
Schedule #: 1766 131#:Financial Reconciliations Reports and work papers relating to the reconciliation of financial accounts. Examples include payroll, cash and budget vs. accounting reconciliations. These are used for the purpose of verifying information and balancing accounts. Reviewed by OSC staff as well as auditors. Reconciliations are compiled from financial information acquired through various sources and systems which may not be easily accessible if recreating. Reconciliations are done weekly, monthly, quarterly and yearly. Typical files would include reports from other computer systems, database queries, computations by staff, spreadsheets, financial documents (i.e. department/agency journal and payment vouchers and cash receipts) and email correspondence. Payroll and Accounting Related.	Paper	3/2/2017	Years	7	No Retention	0 Destroy Current

Department Series Report

18: Administrative & Financial Services

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Schedule #: 1767 132#:Financial Information - Supporting Documentation						
The Financial Reporting Division creates records to support and assist with the production of financial reports. Examples of reports created include Annual Comprehensive Financial Report (ACFR), Schedule of Expenditures of Federal Awards (SEFA) and Budgetary Financial Reports. Supporting documentation is kept for state and auditing purposes, as well as support for future reports created. Auditing departments frequently have questions regarding where the report information originated and how it was compiled. A typical file includes correspondence and questionnaires between agencies and other entities, financial data received, as well as computations created by staff.	Paper	7/29/2025	Years	4 Years	6	Destroy Current
Schedule #: 2055 133:Signature Cards						
Gives Signature authorization for Advantage Accounts Payable and Journal Voucher OSC Approval.	Digital File	2/14/2017	Contingent Upon Event - See Description	0	No Retention	0
These documents are kept until the employee is either terminated or transfer to a different State of Maine Department. At the time of termination or transfer the employee's signature card is purged from Fortis.						
Schedule #: 2056 134:Security Forms (Advantage)						
Advantage Security Forms must be completed to request the set-up of new users, as well as, the updated information of existing users in the Advantage System.	Digital File	2/14/2017	Contingent Upon Event - See Description	0	No Retention	0
These documents are kept until employee is terminated.						
Schedule #: 2057 135:State of Maine Payroll Reports						
Includes Pay Register, EHB Reports, & G/L Costing Reports for Pay Dates Monthly.	CD	3/2/2017	No Retention	0 Years	60	Destroy Current
Pay Register includes: Employee Paycheck information per pay period						
EHB Reports include: Employee paycheck deductions related to Health, Dental, Vision, Deferred Comp, etc.						
G/L Costing Reports include: Payroll Transactions posted to General Ledger Accounts						

Department Series Report

18: Administrative & Financial Services

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Schedule #: 2058 136:State of Maine Payroll Posting Audits	Digital File	2/12/2025	Years	60	0	Destroy
Statewide annual calendar year-end W-2's. Conversion to digital files began with CYE 2024.						
Schedule #: 2084 137:Internal Audit - Financial Reporting	Paper	9/7/2017	Years	1	Years	6
Workpapers created to support American Recovery and Reinvestment Act (ARRA) reporting or other Financial Reporting related reviews/analyses. These workpapers provide support for reporting responsibilities by Department for 1512 reporting that was submitted by the Office of the State Controller.						
Schedule #: 2084 138:Internal Audit - General Workpapers	Paper	9/7/2017	Years	1	Years	4
Workpapers created to support Internal Audit Reviews over internal controls of State Agencies. Includes review summary and recommendations.						
Schedule #: 2084 139:Internal Audit - Litigation	Paper	9/7/2017	Years	1	Years	9
Workpapers created to support Internal Audit Reviews involving potential litigation. Includes review summary and recommendations. These reviews may include possible legal implications.						
Schedule #: 2094 140:Vendor Garnishments	Paper	12/12/2017	Years	7	No Retention	0
Documents received from the IRS/MRS/DHHS to set up a Vendor garnishment. Documents received from the IRS/MRS/DHHS to release a Vendor garnishment.						
Documents will be held for 7 years after the release of a garnishment.						
Note: Garnishments include but are not limited to the following: Internal Revenue Service notice of levy for past due taxes, Maine Revenue Service request for set off for past due taxes, DHHS support enforcement garnishment, DOL garnishment for past due unemployment taxes or any other governmental agency; federal or state issuing garnishment on a vendor of the State of Maine.						

123#:Procurement Services

Department Series Report

18: Administrative & Financial Services

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Schedule #: 72 34#:Contracts and RFP's						
Original contract for services performed by non-state agencies. Contracts are now being scanned by the Division of Purchases and stored in Fortis.	Digital File	7/9/2014 Years	7	No Retention	0	Destroy
Schedule #: 119 55#:Purchase Order Encumbrances						
Accounts & Control encumbrance copy of Purchase Order. This schedule is now being stored in the State's financial accounting system AdvantageME.	Digital File	7/9/2014 Years	7	No Retention	0	Destroy
Schedule #: 1271 1#:State Purchasing Agent Correspondence						
Correspondence of the State Purchasing Agent.	Paper	3/7/2000 Years	3	Years	0	Archives
Schedule #: 1352 56P:Appeals (Division of Purchases)						
These are records of appeal hearings which create action on awards of contracts. This information is frequently reviewed for relevance to future procurement appeals and final decisions. Files include: exhibits, decisions and related correspondence.	Mixed	7/9/2014 Years	2	Years	5	Destroy
Schedule #: 1936 57#:Requests for Proposals and Service Contracts (BP54)						
Service contracts requested by agencies to provide a unique service. Contracts are now being scanned by the Division of Purchases and stored in Fortis.	Digital File	7/9/2014 Years	7	No Retention	0	Destroy
Schedule #: 1937 58#:Bids, Requisitions and Purchase Orders						
Prices submitted by vendors; prices received on special commodities, requisitions; Division of Purchases copy of purchase orders.	Digital File	7/9/2014 Years	7	No Retention	0	Destroy
133#:Risk Management						
Schedule #: 147 1#:Building Appraisal Files						

Department Series Report

18: Administrative & Financial Services

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
These files contain the year of construction or acquisition of State Buildings, type of construction, use of building in many cases, present day Actual Cash Value or Replacement Cost. Correspondence pertinent thereto, including square foot area, photographs, diagrams, maps etc. These are working detailed files from which we make up our Compilation of Insurance Values. Retain until inactive.	Paper	11/19/1975	Retain Until Inactive	0	No Retention	0
<hr/>						
Schedule #: 147 2#: Insurance Policies and Related Material						
Insurance coverages provided for the State, such as Automobile, Fire, Bond, Boiler also various other types as required, and related materials including policies, endorsements, correspondence etc.						
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Schedule #: 722 6#: Insurance Premium Allocations						
Data used to determine the cost of coverage for state agencies.	Paper	6/3/1992	Years	4	Years	17
					Destroy	Current
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Schedule #: 989 7#: Subrogations						
When Risk Management Division makes payment to an insured for loss, the Risk Management Division takes over the insured's right to collect damages from any other person responsible for the loss. The Risk Management Division is "subrogated" to the insured's rights of recovery. The process of recovering is called "subrogation." In short, subrogation shifts the ultimate cost of a loss to the party most responsible for causing the loss. Files include: Automobile loss notice, accident information and related correspondence,	Paper	6/3/1992	Years	1	No Retention	0
					Destroy	Current
<hr/>						
Schedule #: 989 8#: Correspondence						
Director's letters and memoranda: including: letters of transmittal; letters providing general safety information; letters concerning claims (which may have preliminary damage reports attached) highlight reports (a brief report to Director of General Services concerning Risk Management activities); monthly statistics.	Paper	6/3/1992	Years	1	No Retention	0
					Destroy	Current
<hr/>						
Schedule #: 989 9#: Insurance Value Compilation						

Department Series Report

18: Administrative & Financial Services

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status		
Function and purpose: To identify what properties are insured by our policies insurance. Files include: summary of property insurance values, state of Maine property index and compilation on insurance values.	Paper	3/29/2017	Years	21	No Retention	0	Destroy	Current
Schedule #: 1196 10#:Otherwise Unspecified Paid Claim Files								
A claim file is information gathered about an incident or accident. It includes information about the parties involved, the damage, billings, correspondence, investigations. This information is gathered in anticipation of litigation. Files include: property Damage Reporting form, Loss Coding form and related correspondence.	Paper	2/28/1996	Years	3	No Retention	0	Destroy	Current
Schedule #: 1196 11#:Liability Claim Files and Experience Records								
A claim file is information gathered about an incident or accident. It includes information about the parties involved, the damage, billings, correspondence, investigations. This information is gathered in anticipation of litigation. Files include: Foster Parent, Inland Marine claims, Statements of fact; Invoices; Loss Coding form; Settlement Payment of Claim and related correspondence, also loss experience records by departments. Title and description changed by David Fitts, Director of Risk Management.	Paper	2/28/1996	Years	3	Years	3	Destroy	Current
Schedule #: 1584 13:Photographs of State Buildings								
Photos of State Buildings are used for insurance purposes. They show the insurance company what is being insured, and in the event of a loss, are used to agree upon the dollar value of damages. For these reasons, facilities are regularly photographed and retained until they are updated or the building is disposed of. * Deliver One digital copy of the current images and related database to the Archives by January 15, of each even numbered year, beginning in 2004.	Hard Disk	5/5/2003	Contingent Upon Event - See Description	0	No Retention	0	Archives	Current
185#:State Claims Commission								
Schedule #: 974 1A:Property Tax Appeal Case Files								

Department Series Report

18: Administrative & Financial Services

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status		
Primary files consists of appeals brought by individual property owners challenging the tax assessments placed on their property by the local municipality. Additional files consists of appeals brought by municipalities against the Bureau of Taxation concerning annual State Valuations. Files include: various correspondence, petition, response, numerous exhibits, appraisal reports, transcripts (in some cases). Decisions are the rendering of the State Board of Property Tax Review on all tax appeal cases and are final. Decisions are to be separated from case files for transfer to Archives.	Paper	12/31/1996	Years	0	Years	3	Destroy	Current
Schedule #: 974 1B:Property Tax Appeal Decisions	Paper	1/15/1992	Years	3	No Retention	0	Archives	Current