

Department Series Report

19: Economic & Community Development

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
100#:						
Schedule #: 998 2#:Directors' Files Economic & Community Development						
Files of Directors to include: reports, speeches, conferences, workshops and related correspondence. Keep in agency until Director leaves plus 2 years.						
	Paper	9/29/2011	Contingent Upon Event - See Description	0	No Retention	0 Archives Current
Schedule #: 1016 6#:CDBG Municipal Audits						
These audits provide financial information on CDGB grants received by town. (CDGB=Community Development Block Grants.) Community Development is required to do a desk review audit of various audits of CDBG's by independent auditors throughout the state.						
	Paper	12/7/1992	Years	2	Years	1 Destroy Current
Schedule #: 1317 15:Commissioner's Correspondence						
Correspondence includes all substantive incoming and out-going from Commissioner of Economic and Community Development, including (examples) announcement of Maine Regional Economic Development Assistance Fund; report on Downtown Investment Policy; letters accepting proposals for funding; responses to questions.(DECD will keep files until change of commissioner and then will send to Retention Center/Archives)						
	Paper	5/29/2001	Variable - See Description	0	Years	4 Archives Current
499#:Business Development						
Schedule #: 779 11#:Maine Products Marketing Program						
A program established to help Maine Producers of Maine Made products network with various buyers. Applications, release forms, product brochure and related correspondence. Keep in agency until termination plus 2 years.						
	Paper	7/13/1989	Years	2	No Retention	0 Destroy Current
Schedule #: 1282 15#:Business Development Clients						
This agency works with companies to stay in Maine whether it be tax issues, personnel issues, workers comp, etc. Records are maintained to facilitate activities of companies files include: financial statement sent in by companies and correspondence.						
	Paper	7/23/1998	Years	7	Years	0 Destroy Current

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498#:Community Development						
Schedule #: 864 1#:Community Development Block Grant Files	Paper	1/19/2000	Years	1 Years	6	Destroy Current
These files contain correspondence, financial, contract and product information related to CDBG grants awarded through this office.						
Schedule #: 1012 3#:Development Fund	Paper	11/18/1992	Years	3 Years	20	Destroy Current
Development Fund money comes to the state from HUD. DECD determines which towns receive funds for economic development projects. Files contain: information for loans given to businesses including applications, environmental review, correspondence, loan documents and monitoring file.						
Schedule #: 1012 5#:Community Industrial Buildings Program	Paper	11/18/1992	Years	1 Years	20	Destroy Current
General funds appropriation to assist local development corporations with the construction of speculative buildings. This was a loan program. Files contain: loan documents, correspondence, etc. A speculative building is a building of flexible design whose construction costs are financed through the Act for the purpose of creating new jobs in a municipality resulting from the sale or lease of the building. A builder must speculate as to whether a potential building or site may sell or be leased.						
Schedule #: 1012 6#:1992 Maine Jobs Creation Bond	Paper	11/18/1992	Years	2 Years	2	Destroy Current
A general bond referendum bond issue of 28 million dollars of funds for the creation of jobs. Successful applicant files contain applications, contracts, wage determinations, press clippings and correspondence.						
Schedule #: 1012 7#:Emerging Opportunity Fund	Paper	6/4/1998	Years	3 Years	5	Destroy Current
This money comes to the state from HUD. DECD determines which towns receive funds that are used as a match for EDA money. These funds go to either towns or Regional Planning Commissions for Economic Development projects.						
505#:Maine State Film Commission						
Schedule #: 1017 1#:Project File (Maine Film Office)						

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The Maine Film Office helps filming companies find location sites which a production company may need. They will offer any information and assistance they can provide to a film company. Files include: production request forms, what Maine Film Office sends to film companies, related correspondence and notes. Keep in agency until inactive plus 2 years.	Paper	3/21/1991 Years	2	No Retention	0	Destroy Current
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Schedule #: 1017 2#:Minutes - Maine Film Commission						
Agenda and minutes of the Maine Film Commission meetings.	Paper	3/21/1991 Years	3	No Retention	0	Archives Current
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501#:Office of Tourism						
Schedule #: 733 10#:Governor's Conferences on Tourism						
To include: agendas, registration materials, attendees.	Paper	3/29/1989 Years	2	No Retention	0	Destroy Current
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Schedule #: 733 9#:Marketing Research - Office of Tourism						
Research, tourism statistics and related economic indicator data.	Mixed	8/21/2018 Years	4	No Retention	0	Destroy Current
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Schedule #: 802 1#:Correspondence (Office of Tourism)						
Letters; memos; press clippings; and routine correspondence from the Office of Economic and Community Development.	Paper	11/1/1989 Years	2	No Retention	0	Destroy Current
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